

The Alliance for Bakery Students & Trainees Constitution and Rules

- 1) The Alliance for Bakery Students & Trainees (hereinafter called the Alliance) shall consist of affiliated student societies whose membership is acceptable to the council, industrial trainees, professional members of the baking industry and allied trades, former members of the Institute of British Bakers and nonattached members who have been approved by Council.
- 2) Membership Criteria
 - a) Student Member: Anyone attending a food course (minimum 10 weeks duration) at an educational establishment or undertaking and accredited workplace learning scheme in Bakery.
 - b) Associate Member: A person actively connected to the baking industry or the Alliance.
 - c) Full Member: Any person working in the baking industry with a relevant technical qualification.
 - d) Retired Member: Any member upon retirement from employment within the baking industry.
 - e) Corporate or Company Members: Companies and organisations connected with the baking industry who wish to be associated with the Alliance and who wish to make use of its services or technical advice. Corporate members carry no voting rights.
 - f) Honorary Life Members: Life membership status should be regarded as a supreme honour, which may be awarded to those members who have distinguished themselves within the sphere of the Alliance. Honorary Life Members shall have the benefit of full membership. Nominations for Honorary Life Membership, which should be in writing, signed by at least two members from the Professional Section or recognised Societies and approved by the Executive Committee, will be ratified at the Annual General Meeting. (Appropriate fees payable at their own discretion.)

Note: Council must approve all membership applications, except where otherwise stated.

Professional Members are any Non-Student, Full or Honorary Life Members

Members in categories that have been discontinued will retain their membership status for so long as they remain members.

- 3) Any member found guilty of conduct prejudicial to the interests of the baking industry shall be excluded from membership if so determined by council.
- 4) The Executive Committee of the Alliance shall consist of:
 - i) President
 - ii) Immediate Past President
 - iii) President Elect
 - iv) General Secretary
 - v) Treasurer
 - vi) Conference Chairperson (if not one of the above)

The President, Immediate Past President, President Elect and Conference Secretary are members ex officio. The General Secretary and Treasurer shall be subject to biennial election which will take place at the Annual General Meeting.

- a) Sub committees will be established by the Executive Committee to carry out specific tasks such as recruitment and subscriptions, competition organisation and publications. A nominated member of the Executive Committee will chair these committees.

- 5) The executive Committee members, together with one nominated member from each recognised society and three nominated members of the Professional Section, who shall be elected biennially the Annual General Meeting, will form a Council for the government of the Alliance.
- 6) All resolutions put forward to the General Meetings shall be fully debated and voted on at the General Meeting. Adoption of General Meeting decisions, other than changes to the Rules and Constitution where General Meeting decisions shall be binding, shall be confirmed at the next Council Meeting, or, in the event of Council not agreeing, be referred back to the next General Meeting for reconsideration.

- 7) Voting Protocol
 - a) Voting at any Council meeting will be restricted to Council members in attendance. Others wishing to vote must ask permission from the chair.
 - b) Voting at any committee or sub committee will be restricted to the officials in attendance.
 - c) Voting at any General meeting will NOT be open to any Corporate Members.
 - d) In all voting procedures a simple majority will be required for approval.
 - e) In the event of a tied vote, at any meeting, the Chairperson will have the casting vote.
- 8) Should it be found, for any reason whatsoever, any member of the Executive Committee is unable to continue in office, the Executive Committee should hold an emergency meeting to discuss the implications in detail, advise each member and affiliated society of its recommendations, submit them to Council for approval and, if deemed necessary, arrange a Special General Meeting to confirm or otherwise.
- 9) A subcommittee shall be formed from the Executive Committee and Council to organise the Annual Conference. This subcommittee will appoint a chairperson, who shall become a member of the Executive Committee if not already one and, who shall have the power to co-opt members.
- 10) The Annual General meeting shall be held in the spring of each year.
 - a) Officers of the Executive Committee will be elected at the Annual General Meeting. Nominations for these posts will be announced on the website one calendar month before the Annual General Meeting. The Officers will be voted enbloc at the Annual General Meeting.
 - b) Reports from the General Secretary and the President will be made at the Annual General Meeting. Copies of these reports will be available on the ABST website, following the AGM.
 - c) The Treasurer will make a general report at the Annual General Meeting. Copies of the accounts will be made available upon request by application in writing to the General Secretary.
 - d) Questions regarding the reports maybe raised and answered at the Annual General Meeting.
- 11) No rule shall be altered or rescinded, or any new rule added except at an Annual or Special General Meeting. Notice of a proposed alteration must be given in writing to the General Secretary, at least one month before the date of the meeting.
- 12) Resolutions to be submitted to any General Meeting must reach the General Secretary one month before the appointed date of the meeting and circulated among societies and members of the Professional Section at least fourteen days before the meeting. All resolutions considered by the Council for discussion at a General Meeting, shall be fully debated at a General Meeting, but all matters not directly affecting the Constitutional Rules shall be referred back to the next Council meeting for ratification.
- 13) Notification Protocol
 - a) Notification of all Council and Executive Meetings, copies of agendas, and minutes of previous meetings must be sent to the Secretary of each Affiliated Society and members of the Professional Section at least fourteen days in advance of such meetings.
 - b) Notification of Executive Committee Meetings and copies of the agenda and minutes of previous meetings must be sent to all Executive Officers at least fourteen days in advance of such meetings, emergencies excepted.
 - c) Notification of Annual General Meetings and copies of the agenda must be sent to all members at least fourteen days in advance of such meetings. The minutes of the previous Annual General Meeting must be published and circulated to all members at least fourteen days before the Annual General Meeting.
- 14) Nomination Protocol
 - a) Nominations for President Elect must be made in writing to the General Secretary by 31st December each year. Such nominations must be proposed and seconded by the official representatives of two separate Societies, or by two members of the Professional Section of the Alliance. In the event of no nominations having been received in accordance with rule 14 by the 31 December, the Executive

Committee at its February meeting will consider the matter.

- b) Nominations for Council should be in writing to the General Secretary one month before the Annual General Meeting.
 - c) Nominations for the offices of General Secretary and Treasurer should be made in writing to the General Secretary one month before the Annual General Meeting.
 - d) All elections to office shall take place at the Annual General Meeting.
- 15) The financial year shall be from the 1st September to the 31st August.
 - 16) All membership fees shall be paid annually to the Treasurer and become due at the commencement of the financial year.
 - 17) The amount of the membership fees shall be reviewed annually and voted on at the Annual General Meeting.
 - 18) Each Privacy policies will be reviewed at the first general meeting following the Annual General Meeting and published on the ABST website thereafter.
 - 19) Travelling expenses of Council Members attending Council Meetings and Executives attending Executive Meetings will be met from the general fund in accordance with the limits set and agreed by the Management Executive.
 - 20) Presidents, after retiring from the chair, shall automatically become ex officio members of the Executive Committee for one year. They will then become Honorary Members of the Alliance. (Appropriate fees payable at their own discretion.)
 - 21) Any matter not specifically covered in these rules, should be considered by the Executive Committee for action and submitted to the next Council Meeting for ratification. All such matters shall be reported to the Annual General Meeting.

The Alliance for Bakery Students & Trainees Aims, Objectives & Benefits

The objectives of the Alliance shall be to:

Support individuals undertaking Bakery education or training, either in a recognised educational establishment or through an accredited work place learning scheme.

Actively support individuals undertaking bakery education or training and to co-operate with other organisations engaged in bakery education and training.

By the means of a magazine, newsletters, and website to assist members in their education and life long learning in the art and science of Baking.

Promote lectures, visits and demonstrations by means of weekend schools and Industry learning days

Assist in the provision of information and technical advice

Foster the spirit of brotherhood and fellowship amongst members of the Alliance

Maintain good relations between employers and employees

Assist in raising the status of the trade and to co-operate with any other trade organisations or organisations for the advancement of trade welfare

Organise social events in order to bring students on various courses and members of the Professional Section into contact with each other

Organise external competitions, e.g. National Conference and Regional Competitions, also to arrange internal competitions

Ensure the organisation of, and attendance at the Alliance for Bakery Students & Trainees Annual Conference

The Alliance for Bakery Students & Trainees Vision

As a cross industry organisation, the primary aim of the Alliance for Bakery Students & Trainees (ABST) shall be to facilitate and maintain a proactive dialogue within a united baking industry around all issues relating to bakery education and training. In all its thinking, the ABST shall always seek to retain, develop and maintain the underpinning craft skills and technical knowledge required by the baking industry. Further, the ABST shall forever offer guidance, share information and seek to support all who are studying bakery or undertaking bakery training within the industry.”

- Become **the** link between industry and education
- Open and facilitate industry wide debate concerning the future educational requirements of the baking industry
- Facilitate the development of an industry wide strategic approach to education/training
- Join up industry requirements for skills and knowledge to help tailor future qualifications
- Take responsibility for ensuring future educational requirements are met
- Drive the agenda for educational change in the industry
- Lobby for improvements in bakery education with the backing/in support of a united industry
- Be the voice of education for and within the baking industry

- Challenge the industry to ensure training requirements are pushed up the agenda
- Help ensure current skills (Craft and Technical) are retained in the industry
- Ensure education/training delivers transferable knowledge/skills
- Represent and promote the industry nationally to raise its profile

- Offer bakers in training the opportunity to expand their existing skills and knowledge
- Offer a central point for information and learning material
- Enable knowledge transfer through networking opportunities
- Facilitate the development of skills through competitions