

AMOSSHE Rules of Association

Updated 20 May 2011



RULES OF ASSOCIATION

1 The Association's Core Values

- 1.1 AMOSSHE is the UK Student Services Organisation. It informs and supports the leaders of student services, and represent, advocate for, and promote the student experience.
- 1.2 AMOSSHE promotes the development and sharing of good practice within student services in the HE sector at a national level. It holds several training events throughout the year, an annual conference, provide policy briefings for members, and facilitate regional and special interest discussions. It works closely with influential sector groups and policy makers to promote and represent our member interests.
- 1.3 AMOSSHE delivers its business in accordance with its strategic map. The Executive carry out their duties in accordance with the agreed Executive values. These documents are reviewed annually and publicly available at www.amoshe.org.uk

2 Membership Categories and their Entitlement

The Membership year is from 1st September to 31st August. Application for Institutional Membership shall be by application form to the Executive Committee via the National Office and shall give sufficient information to demonstrate that the prospective HEI fulfils the criteria for membership

2.1 Ordinary UK Membership

2.1.1 Membership of the Association will be on an institutional basis and is available to eligible UK Higher Education Institutions (HEIs). An eligible HEI is an institution which delivers primarily higher education level teaching provision and whose student population is normally at least 50% HE. Ordinary membership entitles the member institution to nominate lead member and additional memberships in accordance with the pricing structure. Benefits will be as follows:

- Professional training events (participation and member discounts)
- Annual conference (participation and member discounts)
- Knowledge communities
- Regional groups
- International Exchange Programme
- Policy briefings and summaries
- Exclusive access to members' resources on website
- Influencing UK HE policy
- Tailored sector news and information
- Members' survey
- Leading the Student Services sector
- Vote on organizational issues
- Contribute to the Executive work as a member of the board

2.1.2 Provided that an HEI is a member of AMOSSHE, other staff at that institution may apply to be additional members to those included in the core membership. Each such additional member will be charged directly for an additional membership, at the fee agreed by the Executive Board and approved by the AGM. They will have the same membership benefits as additional members within the core membership.

2.1.3 Affiliate Membership may be considered for those UK HEIs which do not meet the eligibility criteria as stated in paragraph 2.1.1. Benefits will include:

- Subscription to the general JISCmail mailing list
- Access to the members' section of the AMOSSHE web-site
- Access to publications
- Option to attend general training days and the Annual Conference at the members' rate
- Regional networks

2.1.4 Affiliate Membership does not confer voting rights.

2.2 International Membership of the Association

2.2.1 International Higher Education Institutions shall be entitled to International Institutional Membership which provides the same membership benefits as UK HEI membership.

2.2.2 The EU/ International membership includes provision for one lead member only. Additional memberships may be purchased at the additional membership rate. International membership does not confer voting rights.

2.2.3 Application for a new organisation to join AMOSSHE will be via application form, to be considered by the Vice Chair (Operations).

2.3 Additional Membership

2.3.1 Application for additional members to join AMOSSHE, once their employing organisation is a member, will be via the website or direct to the National Office.

3 Criteria for acceptance of new members to AMOSSHE Ordinary Membership

3.1 The Institution shall nominate a lead member, who is likely to hold managerial responsibility for a significant portfolio of student services provision. These may cover any range of student services; by way of example the ten most cited areas of responsibility in the most recent AMOSSHE members' survey (summer 2010) are:

- Disability
- Mental health
- General advice
- Hardship funding
- Financial advice
- Dyslexia support
- Counselling
- Policy (student related)
- Staff development
- Health promotion

4 Annual Subscription

- 4.1 The Institutional fee in respect of the following membership year shall be proposed annually by the Executive Committee based on the guidance of the Vice Chair (Finance).
- 4.2 Subscription fees are set per annum. For memberships that commence part way through a year, the following rates will apply:
 - 4.2.1 Joining between 1 September and end February: full fee
 - 4.2.2 Joining between 1 March and end August: 50% of fee.
- 4.3 The Association shall appoint an auditor, based on the guidance of the Vice Chair (Finance) and as agreed by the AGM.
- 4.4 A financial statement for the previous year (1 September - 31 August) shall be presented at the AGM. Audited accounts shall be presented to the Executive Committee by its January meeting and shall be made available to members.

5 Meetings of the Association

The Association shall hold an Annual General Meeting (AGM) at the Annual Conference. Any other meetings shall be called Extraordinary General Meetings.

5.1 Annual General Meeting

- 5.1.1 Proceedings of the Annual General Meeting shall be governed by the Articles of Association unless further defined by the rules .
- 5.1.2 The AGM shall normally include reports from the Chair, the Vice Chair (Finance), and on matters concerning the structure, organisation, operation, resourcing and correspondence of the Association.
- 5.1.3 Decisions on agenda items at the AGM shall be determined by simple majority of lead members present.

5.2. Extraordinary General Meeting

- 5.2.1 Proceedings of an Extraordinary General meeting will be governed by the Articles of Association
 - 5.2.2 An Extraordinary General Meeting may be called on the written instruction of the Chair or by written request to the Vice Chair, who will decide on the appropriateness of the meeting on a case by case basis
 - 5.2.3 A meeting will be convened to be held not later than eight weeks after receiving the request , and by giving 21 days clear notice to members
- 5.3 Other meetings, including ad hoc working groups, may be arranged at the instigation of the Executive Committee or the Association as required.

6 Officers of the Association and Executive Committee

- 6.1 The Association is managed by an Executive Committee of twelve Directors who are elected by and from the Membership.
- 6.2 The Membership will elect the Directors at a quorate meeting as defined in the Articles, or by formal ballot, which will be conducted as appropriate eg, by post or online and in line

with section 7 of these rules. All roles, including officer roles, will be open to nomination and election. In the case that an officer role is not filled, the Executive may appoint a suitable member of the Executive board to that officer post, or in the unlikely event that there is no suitable board member available and willing to take on the role, open a further election.

- 6.3 The Chair shall have the authority to act on behalf of the Association and the Executive Committee between meetings, subject to the action being reported to the Association or the Executive Committee, as the case may be, at its next meeting.
- 6.4 The Vice Chair is appointed by the Executive Committee to act as Chair if for any reason the latter is temporarily unable to carry out his/ her duties.
- 6.5 Should the Chair resign his/ her post before the end of his/her term, the Vice-Chair shall be empowered to act as Chair for the remainder of that term of office.
- 6.6 When the Executive Committee does not have representation by a lead member from each of the the devolved administrations, the Executive may use co-option to obtain such representation.

7. Terms of Service and Election of Executive Committee

- 7.1 Only one member per institution shall be eligible to stand for election as Officers or other Directors, to propose or second nominations or to vote in such elections. This will normally be the lead member although they may choose to delegate this to another person named within the institutional AMOSSHE membership if they choose to. In the event that more than one individual from an institution submits nomination or ballot papers for a single election, neither will be counted.
- 7.2 The Chair, Vice Chair, Vice Chair (Operations) and Vice Chair (Finance) shall each serve for two years and shall be eligible for reappointment by the Executive Committee in the case that the normal nominations and elections process does not result in these roles being filled. They shall not serve for more than four consecutive years in the same office.
- 7.3 Other Directors shall be elected for two year terms, and shall be eligible for re-election, but no Director shall serve for more than eight consecutive years in any role.
- 7.4 Election shall normally be by online or postal ballot. Each member institution has one vote: this will normally be the lead member although they may choose to delegate this to another person named within the institutional AMOSSHE membership if they choose to. In the event that more than one individual from an institution submits nomination or ballot papers for a single election, neither will be counted.
 - 7.4.1 The National Office is responsible for contacting all lead members / members with voting rights not less than seven weeks before the AGM, requesting nominations for election. Nominations should be signed by the nominee and his/her proposer and seconder and should reach the National Office by the advertised closing date, normally at least four weeks before the AGM.
- 7.5 Ballot papers will be sent to members with voting rights to be returned one week before the AGM. Ballot papers can be accepted by post, by fax or by e-mail.
- 7.6 If, exceptionally, it is impossible to complete the election before the AGM, elections shall take place at the AGM on the basis of nominations received by the closing date. Newly elected Directors shall take up their appointments with effect from 1st September following the AGM.

- 7.7 Where the need arises for a mid-term election, the Vice Chair (Operations), in consultation with the Chair, shall make the necessary arrangements. The term of service of any person elected as a result of a mid-term election following resignation or removal shall be deemed to terminate at the time when the term of office of the individual being replaced would have terminated. This mid-term period of office shall not count towards the four-year limitation specified in sub-paragraph 7.2, but should count towards the eight year maximum.
- 7.9 If a Director is required to give up his/her position in accordance with the Articles of Association, this fact shall be notified to the membership as soon as reasonably practicable.

8 Amendments to the Rules of the Association

- 8.1 Where amendments are made to the articles of association by consensus vote, this will be deemed a mandate for the National Office and Executive to amend the rules of association in line with the changes to the articles. Such changes to the rules will not require formal agreement at the AGM.
- 8.2 Any proposals for changes to the rules of association that are not a direct result of other AGM votes or standard business should be made in writing to the Vice Chair (Operations) via the national office, and considered on a case by case basis by the Executive. They may then be taken to the next AGM.

9 Dissolution of the Association

- 9.1 If it appears at any time that it is desirable that AMOSSHE be dissolved, a motion will be presented from the Executive Committee for discussion and vote at the AGM.
- 9.2 If such a resolution shall be duly passed directing that the Association shall be dissolved, such resolution shall have effect and the Association's affairs shall be wound up.