

## AMOSSHE 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 represents, advocates for, and promotes the student experience.
- 1.2** AMOSSHE promotes the development and sharing of good practice within Student Services in the higher education sector at a national level. It holds several training events throughout the year, an annual conference, provides policy briefings for members, and facilitates regional, national and special interest discussions. It works closely with influential sector groups and policy makers to promote and represent our members' interests.
- 1.3** AMOSSHE delivers its business in accordance with its strategic aims. The Executive Committee carries out its duties in accordance with the agreed Executive values. These documents are reviewed annually, and are publicly available at [www.amoshe.org.uk](http://www.amoshe.org.uk).

### 2 Membership categories and their entitlements

The membership year is from 1 August to 31 July. Application for membership shall be by application form to the Executive Committee via the National Office and shall give sufficient information to demonstrate that the prospective member 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 providers (HEPs). An eligible HEP is an institution that delivers primarily higher education level teaching provision, and normally at least 50% of whose student population is studying higher education. Ordinary membership entitles the member institution to nominate one 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 / national groups
- International exchange programme
- Policy briefings and summaries
- Exclusive access to members' resources on the AMOSSHE website
- Influencing UK higher education policy
- Tailored sector news and information
- Members' survey
- Leading the Student Services sector
- Vote on organisational issues
- Contribution to the Executive Committee work as a member of the committee

- 2.1.2 Provided that a HEP 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 Committee and approved at the Annual General Meeting. They will have the same membership benefits as additional members within the core membership.
- 2.1.3 Affiliate membership may be considered for those organisations that do not meet the eligibility criteria as stated in paragraph 2.1.1. Dependent on the type of organisation or individual, benefits may include:
  - Subscription to the general JISCmail mailing list
  - Access to the members’ section of the AMOSSHE website
  - Access to publications
  - Option to attend general training days and the annual conference at the members’ rate
  - Regional / national networks
  - Research funding
- 2.1.4 Affiliate membership does not confer voting rights.

## 2.2 International membership of the association

- 2.2.1 International HEPs shall be entitled to international institutional membership, which provides the same membership benefits as UK HEP membership.
- 2.2.2 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; for example, the ten most cited areas of responsibility in the AMOSSHE members’ survey 2017 are:

• Counselling	• General advice
• Wellbeing	• Support policy
• Disability	• Hardship funding
• Mental health	• Care leavers
• Dyslexia support	• Financial advice

## 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 (Operations).
- 4.2** Subscription fees are set per annum. For organisation memberships that commence part way through a year, the following rates will apply:
- 4.2.1 Joining between 1 August and 31 January: full fee
  - 4.2.2 Joining between 1 February and 31 July: 50% of fee.
- 4.3** The association shall appoint an auditor, based on the guidance of the Vice Chair (Operations) and as agreed at the Annual General Meeting.
- 4.4** A financial statement for the previous year (1 August to 31 July) shall be presented at the Annual General Meeting. 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 AGM shall be governed by the Articles of Association unless further defined by the rules.
- 5.1.2 The AGM may include reports from the Chair, the Vice Chair (Operations), and on matters concerning the structure, organisation, operation, resourcing and correspondence of the association.

### 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 clear days' 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 of Association, or by formal ballot, which will be conducted as appropriate, for example 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 Committee may appoint a suitable member of the Executive Committee to that officer post, or in the unlikely event that there is no suitable committee 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 devolved administrations, the Executive Committee may use co-option to obtain such representation.

## 7. Terms of service and election of the Executive Committee

- 7.1 Only one member per member 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 a nomination or ballot papers for a single election, neither will be counted.
- 7.2 The Chair, Vice Chair, Vice Chair (Operations) and Vice Chair (Professional Development) 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 email.
- 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 1 August 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.
- 7.8 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 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 Committee 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 Committee. 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.