

AMOSSHE rules of association



The association's core values

1.1 AMOSSHE, The Student Services Organisation, informs and supports the leaders of Student Services in the UK, and represents, advocates for and promotes the student experience worldwide.

1.2 AMOSSHE promotes the development and sharing of good practice within Student Services in the higher education sector at a national level. AMOSSHE delivers its business in accordance with its values and 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/governance.

Membership categories

2.1 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.

2.2 AMOSSHE membership is open to organisations that either provide services for higher education students, or work to enable student success, and also individuals who are working or studying in the sector.

Organisational membership

2.3 Organisations can join AMOSSHE as members. Five kinds of organisation are eligible to become members:

- a) UK-based higher education providers with at least 50% of the student population studying higher education. Such members are company law members and have the right to vote at general meetings.
- b) UK-based education providers offering some higher education courses, which account for less than 50% of the courses on offer. Such members are company law members and have the right to vote at general meetings.
- c) Higher education providers or similar bodies based outside the UK. Such members are associate members and do not have the right to vote at general meetings.
- d) Non-profit or charitable status organisations in the higher education and/or student support sectors, where the organisation has staff responsible for enabling student success, in line with AMOSSHE's aims and purpose. Such members are associate members and do not have the right to vote at general meetings.
- e) Corporate organisations in the higher education sector, where the organisation has staff who are responsible for the direct delivery of services to students (for example student accommodation staff, non-medical helpers). Such members are associate members and do not have the right to vote at general meetings.

2.3.1 Membership for UK-based higher education providers with at least 50% of the student population studying higher education is tiered depending on how many full-time equivalent higher education students the organisation has. Membership is tiered as follows:

Full-time equivalent higher education students	Membership tier	Number of named representatives
One to 3,000	Small and specialist	1 lead representative
3,000 to 10,000	Tier 1	1 lead plus 1 named core representative
10,000 to 20,000	Tier 2	1 lead plus 2 named core representative
Over 20,000	Tier 3	1 lead plus 3 named core representatives

Membership includes:

- a) The right to nominate one named lead representative to represent the organisation for membership votes, who will also usually manage the membership for the organisation. Lead representatives should be staff in leadership roles in Student Services.
- b) Tier 1, Tier 2 and Tier 3 membership also includes at least one named core representative in addition to the lead representative. Core representatives are entitled to attend and speak at general meetings, but do not vote.
- c) Named representatives are associate members in their personal capacities and obtain access to the benefits of AMOSSHE membership as part of their organisation's membership cost. However, they are not company law members and do not have voting rights in their personal capacities.

Organisations apply to join AMOSSHE through an online application form, to be considered by the AMOSSHE Vice Chair (Operations).

For the avoidance of doubt, where a representative of a member organisation is entitled to vote on the member's behalf, the representative may vote as they think fit.

2.3.2 Membership for UK-based education providers offering some higher education courses, which account for less than 50% of the courses on offer includes one named lead representative who represents the organisation for membership votes, and usually manages the membership for the organisation and may access the benefits of the AMOSSHE membership on behalf of the member. Lead representatives should be staff in leadership roles in Student Services. Named representatives are associate members in their personal capacities and obtain access to the benefits of AMOSSHE membership as part of their organisation's membership cost. However, they are not company law members and do not have voting rights in their personal capacities. Organisations apply to join AMOSSHE through an online application form, to be considered by the AMOSSHE Vice Chair (Operations).

2.3.3 Membership for higher education providers or similar bodies based outside the UK includes one named lead representative who represents the organisation and usually manages the membership for the organisation. Lead representatives should be staff in leadership roles in Student

Services. Organisations apply to join AMOSSHE through an online application form, to be considered by the AMOSSHE Vice Chair (Operations).

2.3.4 Membership for non-profit or charitable status organisations in the higher education and/or student support sectors includes one named lead representative who represents the organisation and usually manages the membership for the organisation. Organisations apply to join AMOSSHE through an online application form, to be considered by the AMOSSHE Business Ethics Committee to determine whether membership for the organisation is consistent with AMOSSHE's values and aims.

2.3.5 Membership for corporate organisations in the higher education sector includes one named lead representative who represents the organisation and usually manages the membership for the organisation. Lead members should be staff who are responsible for the direct delivery of services to students. Organisations apply to join AMOSSHE through an online application form, to be considered by the AMOSSHE Business Ethics Committee to determine whether membership for the organisation is consistent with AMOSSHE's values and aims.

Additional membership

2.4 Provided that an organisation is a member of AMOSSHE, other staff at that organisation may apply to be additional associate members to those representatives included in the core membership. Each 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 named core members within the core membership.

2.4.1 Individuals apply to join AMOSSHE, once their employing organisation is a member, through an online application form, to be considered by the AMOSSHE Vice Chair (Operations).

Individual and student membership

2.5 Individuals who are not associated with an eligible organisation can join AMOSSHE as associate members. Two kinds of individual are eligible to become members:

- a) Freelance consultants working in the higher education sector, or professionals undertaking research into Student Services.
- b) Students taking a higher education course with a substantial connection in its curriculum to Student Services (for example, a postgraduate degree in Student Affairs or higher education management) at an AMOSSHE member institution.

2.5.1 Freelance consultants working in the higher education sector and professionals undertaking research into Student Services apply to join AMOSSHE through an online application form, to be considered by the AMOSSHE Business Ethics Committee to determine whether membership for the individual is appropriate.

2.5.2 Students taking a higher education course with a substantial connection in its curriculum to Student Services apply to join AMOSSHE through an online application form, to be considered by the AMOSSHE Business Ethics Committee to determine whether membership for the individual is appropriate.

Membership entitlements

2.6 AMOSSHE membership includes a range of exclusive benefits. Access to these depends on the membership category, as follows:

Member benefit	UK-based education providers with at least 50% of students studying higher education	UK-based education providers with less than 50% of students studying higher education	International higher education providers	Non-profit organisations	Corporate organisations	Individuals	Students
Access to member network (including Jiscmail)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sector updates	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Event discounts	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Member resources	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Student Services benchmarking	Yes	Yes	Yes	Yes	No	Yes	Yes
Research funding	Yes	Yes	Yes	No	No	No	No
National / regional group meetings	Yes	Yes	No	No	No	No	No
International exchanges	Yes	Yes	No	No	No	No	No

AMOSSHE, The Student Services Organisation
 Third Floor, Woburn House, 20 to 24 Tavistock Square, London WC1H 9HQ
 020 7380 6633 – www.amoshe.org.uk
 Company registration number: 4778650

Ability to become an Executive Committee member / vote in elections	Yes	Yes	No	No	No	No	No
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Annual subscription

3.1 The membership 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).

3.2 Subscription fees are set per annum. For organisation memberships that commence part-way through a year, the following rates will apply:

- a) Joining between 1 August and 31 January: full fee
- b) Joining between 1 February and 31 July: 50% of fee.

3.3 The association shall appoint an auditor, based on the guidance of the Vice Chair (Operations).

3.4 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 in advance of the submission period to HMRC and shall be made available to members at the Annual General Meeting.

Meetings of the association

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

4.2 Proceedings of the AGM shall be governed by the Articles of Association and may be further defined by the rules.

4.3 The AGM may include reports from the Chair or Vice Chairs, and on matters concerning the structure, organisation, operation, resourcing, professional development events and correspondence of the association.

4.4 Proceedings of a General meeting will be governed by the Articles of Association.

4.5 A 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. In such case, a meeting will be called in accordance with the Articles of Association.

4.6 A General Meeting must be called following a request from members in accordance with the Companies Act 2006.

4.7 Other meetings, including ad hoc working groups, may be arranged at the instigation of the Executive Committee or the association as required.

Directors of the association and Executive Committee

5.1 The association is managed by an Executive Committee of twelve directors, who are elected by and from representatives of UK HEP members. These include four Executive Chair roles: Chair, Vice Chair, Vice Chair (Operations), and Vice Chair (Professional Development).

5.2 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 6 of these rules. All roles, including chair roles, will be open to nomination and election. In the case that a chair role is not filled, the Executive Committee may appoint a suitable member of the Executive Committee to that chair role, or in the unlikely event

that there is no suitable committee member available and willing to take on the role, open a further election.

5.3 The Chair and Vice Chairs 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.

5.4 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 their duties.

5.5 Should the Chair resign their post before the end of their term, the Vice Chair shall be empowered to act as Chair for the remainder of that term of office.

5.6 When the Executive Committee does not have representation by a lead representative from each of the devolved administrations, the Executive Committee may use co-option to obtain such representation. This is usually determined by a simple majority vote at an Executive Committee meeting.

Terms of service and election of the Executive Committee

6.1 Only one representative per UK HEP member shall be able to stand for election as a chair or other directors, to propose or second nominations, or to vote in such elections. This will normally be the lead representative, although they may choose to delegate this to another person named within the organisation's 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.

6.2 The Chair, Vice Chair, Vice Chair (Operations) and Vice Chair (Professional Development) shall each serve for two years where possible 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 role. Where possible the Chair and Vice Chair (Operations) roles will not be up for election at the same time to aid in business continuity for the staff team.

6.3 Other directors shall be elected for two year terms, and shall be eligible for re-election.

6.4 No director shall serve for more than eight consecutive years in any role.

6.5 Election shall normally be by online or postal ballot. Each eligible member organisation has one vote. This will normally be exercised by the lead representative, although they may choose to delegate this to another person named within the organisation AMOSSHE membership if they choose to. In the event that more than one individual from an eligible organisation submits a nomination or ballot papers for a single election, neither will be counted.

6.6 In the event of a tied vote for place on the Executive Committee, the Chair plus one other member of the current Executive Committee will review and decide which candidate should take the vacant position. Criteria in making the decision can include, but is not limited to, the following; the composition of the Executive Committee for the incoming year and the need to, as far as possible, ensure representation from a diverse group of institutions; ensure as far as is reasonably possible a diverse regional voice; succession planning in the context of which other members are due to leave Executive Committee within the next two years; succession planning in terms of the skills and

experience a candidate may bring within the wider context of the current Executive Committee. Should the Chair have a conflict of interest in being involved in the decision they can, in consultation with the AMOSSHE Executive Director, be substituted for another Vice Chair.

6.7 The National Office is responsible for contacting all members who are eligible for nomination 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.

6.8 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, email, or by other methods as agreed by the Executive Committee.

6.9 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.

6.10 Where the need arises for a mid-term election, normally 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 paragraph 6.3, but should count towards the eight year maximum.

6.11 If a director is required to give up their position in accordance with the Articles of Association, this fact shall be notified to the membership as soon as reasonably practicable.

6.12 Where an election is tied, the Chair will have the casting vote. Where a conflict of interest occurs the Chair may delegate this responsibility to a Vice Chair role.

Amendments to the Rules of Association

7.1 Where amendments are made to the Articles of Association, 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.

7.2 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 for ratification by the membership.

Dissolution of the association

8.1 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 or an EGM.

8.2 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. The provisions of the Articles of Association relating to dissolution must be followed.