



Association of Managers in Higher Education CONSTITUTION AND RULES

1 NAME

The name of the Association shall be: “The Association of Managers in Higher Education”

2 MISSION OF THE ASSOCIATION

The Mission of the Association shall be to promote and encourage outstanding management practice in the Higher Education sector by facilitating cross-disciplinary dialogue and the sharing of expert and professional knowledge.

3 MEMBERSHIP

- a) **Full membership** of the Association shall be open to all managerial staff of member institutions in the UK and the Republic of Ireland. The interpretation of managerial staff is broad and covers any individual who has oversight or involvement in particular areas of a higher education institution. It is not restricted to formal line-management responsibility.
- b) On leaving an AMHEC institution, an individual member can continue their involvement in the Association by becoming an **Alumni member**. Alumni members will be able to benefit from the mail base, conferences and workshops. An Alumni member shall not be entitled to vote at a General Meeting nor shall he/she qualify for election as an Officer or Member of the Executive Committee.
- c) The Association, at a General Meeting, may invite a former member or any other person it deems fit, to be an **Honorary member** of the Association. Honorary members will receive literature issued by the Association and benefit from conferences and workshops. An Honorary member shall not be entitled to vote at a General Meeting nor shall he/she qualify for election as an Officer or Member of the Executive Committee.
- d) Admission to membership is at the discretion of the Executive Committee.

4 ANNUAL SUBSCRIPTION

- a) The membership year runs from 1 August to 31 July.
- b) The annual subscription to the Association for the next membership year shall be determined by the Executive Committee at its Summer meeting.
- c) Subscription rates will be notified to members and become due on 1 August each year and are payable by the end of the month. Subscriptions are not refundable.
- d) Honorary Members are not liable for the annual subscription.

5 TERMINATION OF MEMBERSHIP

- a) A member of the Association may resign by notifying the Executive Committee at any time.
- b) Membership is automatically terminated when a member ceases to be qualified under Clause 3 or for non-payment of fees.

6 EXECUTIVE COMMITTEE

- a) The Association shall be managed and administered by an Executive Committee whose members shall be appointed in accordance with the provisions of this Constitution.
- b) The Executive Committee shall consist of the following members:
 - (i) the Chair of the Association (“the Chair”) who shall be elected in accordance with the provisions of this Constitution and who shall chair meetings of the Committee;
 - (ii) six members of the Association (including the Vice-Chair and Treasurer) elected or appointed in accordance with the provisions of this Constitution;
- c) Executive Committee members shall normally hold office for a term of two years from the date of the Annual General Meeting in the year of election/appointment¹ and upon the expiry of such term shall be eligible for re-election or appointment for further terms of office up to a maximum of eight consecutive years in any capacity.
- d) A casual vacancy of the Executive Committee shall be filled by election at the next opportunity. Any person elected to fill such a vacancy shall serve for the unexpired portion of the term and shall be eligible for re-election at the next election.
- e) The Executive Committee shall be empowered to co-opt annually up to three additional members. Co-optees can only become full members of the Executive by election.
- f) The quorum for the Executive Committee shall be four, one of whom must be the Chair, Vice Chair or Treasurer.
- g) The Executive Committee will review the attendance of members annually and may seek to retire any member whose attendance at meetings is less than 75%.

7 CHAIR AND VICE-CHAIR (OFFICERS)

- a) The Vice Chair of the Association shall be elected by a ballot amongst all members of the Association to serve for a period of a year, after which time they will automatically take on the office of Chair for a period of 2 years.
- b) Upon completion of their term of office as Chair, the retiring Chair shall serve as Vice-Chair for one year. During this year, an election for a replacement Vice Chair will take place to ensure continuity.
- c) Any person who has served as Chair shall not be eligible for re-election as Chair within two years of completing a term of office as Vice-Chair in accordance with clause 7b.

¹ ‘Appointment’ refers to the role of Treasurer within the Executive Committee. All members must be elected

- d) A casual vacancy in the office of Chair or Vice Chair shall be filled by election at the next opportunity, the duties being executed in the meantime by the Vice-Chair (in the case of Chair) or another member of the Executive Committee. Any person elected to fill such a vacancy shall serve for the unexpired portion of the term and shall be eligible for re-election at the next election. The Executive Committee may at its discretion appoint one of its members as Vice-Chair for any period when that office is vacant.
- e) The retiring Chair, following their term as Vice Chair, is eligible for subsequent election as an ordinary member of the Executive Committee provided the maximum period for service as set out in clause 6 (d) is not exceeded.

8 ELECTIONS

- a) The Executive Committee shall appoint annually a Returning Officer (usually the Association Administrator) who shall be responsible to the Executive Committee for the conduct of elections required by this Constitution.

The Returning Officer shall give notice to all full members specifying the nomination

- b) procedures and allowing a period of not less than fourteen days from the date of notice being given for nominations to be received.
- c) All full members entitled to vote at General Meetings shall be entitled to nominate candidates, stand for, and vote in, elections.
- d) Any person wishing to stand for election must:
 - (i) submit to the Returning Officer a signed notice indicating their willingness to stand for election;
 - (ii) be nominated by at least two full members of the Association entitled to vote at General Meetings.
- e) Following receipt of nominations, the Returning Officer shall give notice if an election is required, providing at least fourteen days' notice to members. Voting will take place at the AGM where the outcome of the election will also be announced. Members not able to attend the AGM and wishing to vote beforehand must submit their vote to the AMHEC Administrator 48 hours before the AGM.
- f) The determination of any election shall be by simple majority. If there is a tie, the Chair will have the casting vote.

9 OFFICERS

- a) The Officers of the Association are the Chair, Vice Chair and Treasurer.
- b) Each year the Executive Committee shall appoint a Treasurer from amongst the Executive Committee members who shall hold office from the date of the Annual General Meeting in the year of appointment and shall together with the Chair and Vice-Chair constitute the Officers of the Association.

10 TREASURER

- a) The Treasurer shall maintain, or cause to be maintained, full records of the financial transactions of the Association, which shall be made available on request to the Executive Committee, and shall submit a statement of accounts duly audited to each Annual General Meeting.
- b) Cheques drawn on the Association's bank accounts shall be signed by any two of the Chair, Vice Chair, and the Treasurer.

11 POWERS OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall be empowered to conduct the general business of the Association. The Chair shall submit a report of the Executive Committee's activities and business during the year to each Annual General Meeting of the Association.
- b) The Executive Committee shall have power to appoint to any casual vacancies unfilled by election, the appointments to continue until the following Annual General Meeting.
- c) The Executive Committee shall appoint an Administrator for the Association who shall keep a list of the members of the Association, minutes of the Executive Committee and General Meetings and provide general administrative services. The Administrator shall normally be a paid employee of a member institution and the Association shall pay the member institution for the services rendered. This is a negotiated position which is subject to annual review by the Association, the Administrator and the member institution.

12 MEETINGS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall meet not less than once in every four months, at the discretion of the Chair.

13 ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Association shall normally be held during the Annual Conference for the purposes of receiving the report of the Chair and the statement of accounts; to elect the Officers, Executive Committee members and the Reviewer of the accounts for the ensuing year; and to consider any resolutions, of which due notice shall have been given. To be declared valid, resolutions must receive the majority vote of those present.
- b) The Administrator shall give one month's notice of the date and place of the Annual General Meeting. Resolutions duly proposed and seconded for consideration at the Annual General Meeting shall reach the Administrator at least twenty one days before the date of the Annual General Meeting. The Administrator shall circulate the agenda of the Annual General Meeting to all members of the Association at least fourteen days before the date of the Annual General Meeting.
- c) The quorum of an Annual General Meeting shall be twelve members from at least four member institutions.

14 EXTRAORDINARY GENERAL MEETING

- a) An Extraordinary General Meeting may be called at any time by the Executive Committee or at the request of any five full members of the Association submitting to the Administrator a signed resolution on a matter of urgency for consideration at an Extraordinary General Meeting. The Administrator shall issue a notice of an Extraordinary General Meeting to all members of the Association at least fourteen full days before the date of such meeting and within one month of receiving notice of an extraordinary resolution.
- b) The quorum for an Extraordinary General Meeting shall be ten members from at least four member institutions.

15 FORMAL REVIEW OF ACCOUNTS

- a) An appropriate person to review the accounts shall be appointed from the membership of the Association on an annual basis by the Executive Committee. They shall not be an Officer of the Association or a member of the Executive Committee.
- b) The accounts will be submitted to the Annual General Meeting of the Association.

16 AMENDMENTS TO THE CONSTITUTION AND RULES

Amendments to the Constitution and Rules of the Association shall be made only at a quorate General Meeting of the Association called in accordance with Clauses 13 and 14 of the Constitution and Rules. Any such amendments shall require an affirmative vote of the majority of the members present.