

# Section 1: Membership

## Standing Order 1.001

### Governing Memberships

#### Criteria for Institutional Full Membership

Institutions wishing to make an application to HELOA for full membership shall normally be able to fill the following criteria.

Publicly-funded Higher Education Institutions:

- i) Be in membership of any one of the UK HE sector's recognised parent bodies; *or*
- ii) Be able to demonstrate an enrolment on its portfolio of first degree/sub-degree (i.e. level one for national credit accumulation and transfer purposes) programmes which accounts for in excess of 40% of its total student population when expressed in these terms.

Further Education Colleges:

- i) Be able to demonstrate an annual enrolment to one or more first degree/sub-degree programmes (i.e. level one for national credit accumulation and transfer purposes).
- ii) Have staff involved for a significant proportion of their time in Higher Education student recruitment or widening participation outreach.

#### Criteria for Institutional Associate Membership

Institutions wishing to make an application to HELOA for associate membership shall normally be able to fill one of the following criteria.

Non-publicly funded Higher Education institutions:

- i) English institutions will have a commitment to widening participation demonstrated by an approved Access and Participation Plan

*or*

- ii) Scottish and Welsh institutions will be able to show a clear and demonstrable commitment to widening participation as part of their institutional strategy and operational delivery. They will have published figures showing their widening participation targets and their current progress against them.

*or*

- iii) Northern Irish Institutions will have a commitment to widening participation demonstrated by an approved Widening Access Participation Plan.

Applications for institutional membership shall be made to the UK Vice-Chair (Membership and Administration), and in cases of doubt the UK Committee will give a final ruling on the eligibility of particular applicants for membership.

Primary Contact: Each institution shall nominate one Primary Contact, who will normally be a student recruitment or widening participation outreach staff member or equivalent post-holder. The Primary Contact should be the member who attends HELOA group meetings on behalf of their institution, and the role of Primary Contact can be passed to another institutional member if required.

Primary Contacts for full member institutions, will vote on behalf of their institution and all HELOA members within their institution, at Annual General Meetings of the charity (see also (8) below), and at the meetings of the HELOA groups (see also (6) below).

The UK Committee shall henceforth be empowered to make such additions or amendments to the above criteria as it shall from time to time deem reasonable in order to maintain the purposes of the charity and its position as a recognised professional body within the UK Higher Education sector.

The subscription year shall extend from 1 September in one calendar year to 31 August in the following calendar year. Each member shall pay an annual subscription due at the start of the subscription period. The levels of subscriptions shall be decided by the Annual General Meeting held prior to the 1 September each year.

### **Criteria for Full Individual Membership**

Appropriate roles for those applying for full individual membership would normally be within the areas of student recruitment, schools liaison or outreach, and widening participation. Some members of staff involved in marketing or admissions may also join HELOA, but would normally participate actively in student recruitment or widening participation outreach as part of their wider role. Membership shall be made to the UK Vice-Chair (Membership and Administration), and in cases of doubt the UK Committee will give a final ruling on the eligibility of particular applicants for HELOA membership. Applicants for HELOA membership shall be proposed by the institutional Primary Contact. All individual members shall have the same rights, including full speaking rights at meetings, and the right to hold office, but only institutional Primary Contacts will be entitled to vote at general meetings or meetings of the HELOA groups, unless expressly stated elsewhere.

Additional conditions shall govern HELOA memberships in two specific cases, as follows:

1. 'Regional' representatives: HELOA members may operate within a different region or nation to that within which their member institution is based. HELOA members shall therefore be endorsed to attend, speak at, and otherwise contribute to group meetings in all relevant regions at their discretion, and shall be considered as equitable to other HELOA members in regards to any additional activity held within that region or nation (for example, a training event). However, HELOA members shall only be empowered to vote at group meetings, or vote and stand in group elections, or to otherwise act as the Primary Contact, in the region or nation in which their member institution is based.
2. NCOPs (or similar): HELOA members may be employed as part of an NCOP, or similar cross-institution initiative which the HELOA Committee may recognise from time to time, meaning they are potentially responsible to more than one member institution. In the first instance, all HELOA members should be registered at the institution by which they are directly employed; however, in exceptional circumstances, members may request of the Vice-Chair (Membership and Administration) to be registered at their 'hub' institution (such as when their institution is not a HELOA member institution). Members doing so shall be treated as ordinary members in these circumstances, with no additional constraints to their voting rights. In cases of doubt, the HELOA Committee shall give the final ruling. HELOA

members may, however, only act as Primary Contact at a member institution by which they are directly employed.

### **Criteria for Associate Individual Membership**

Appropriate roles for those applying for associate individual membership would normally be within the areas of student recruitment, schools liaison or outreach, and widening participation. Some members of staff involved in marketing or admissions may also join HELOA, but would normally participate actively in student recruitment or widening participation outreach as part of their wider role. Membership applications shall be made to the UK Vice-Chair (Membership and Administration), and in cases of doubt the UK Committee will give a final ruling on the eligibility of particular applicants for HELOA membership. Applicants for HELOA membership shall be proposed by the institutional Primary Contact. All associate individual members shall have full speaking rights at meetings.

Additional conditions shall govern HELOA Associate Individual Memberships in the following specific case:

1. 'Regional' representatives: HELOA members may operate within a different region or nation to that within which their member institution is based. HELOA members shall therefore be endorsed to attend, speak at, and otherwise contribute to group meetings in all relevant regions at their discretion, and shall be considered as equitable to other HELOA members in regards to any additional activity held within that region or nation (for example, a training event).

## **Standing Order 1.002**

### **Governing Termination of Full and Associate Institutional and Individual Membership**

Institutional membership is awarded to all institutions who meet the criteria as specified in Standing Order 1.001. Individual membership and institutional membership can be removed (and the HELOA membership of all associated individual members will also be removed) in accordance with the following procedures.

Institutional members and the HELOA members within each institution are expected to uphold the HELOA Code of Conduct and Good Practice Guidelines. This is an expectation held in good faith, with HELOA existing to support members in the sharing and development of good practice but not to police any individual institution's practises.

However, any HELOA member with legitimate concern that a HELOA institution or HELOA Member is acting in a way that contravenes the HELOA Code of Conduct or that will affect the reputation of HELOA, is able to raise these concerns with the potential of the membership of the institution or member being terminated.

#### ***Termination of Institutional Membership***

Procedure:

1. Legitimate concern should be raised in writing to the Group Chair representing the group in which the institution involved is based, and the member's own Group Chair. If one of the Group Chairs works at the institution involved, the written concern should be sent directly to the UK Vice-Chair (Membership and Administration).
2. The Group Chair(s) should forward the written document to the UK Vice-Chair (Membership and Administration).
3. The written document will be forwarded to the Primary Contact of the HELOA institution involved in the complaint, with identifying information of the HELOA member raising the concern being removed. The HELOA institution will be asked to provide a response to the complaint, in writing, within 30 days.
4. The complaint and response will be scheduled for discussion at the next HELOA Executive meeting and UK Committee meeting. The HELOA Executive will make a recommendation to the UK Committee regarding termination of membership, for further discussion at the UK Committee meeting.
5. Both parties will be contacted following the meeting with the decision. If a decision has been made to terminate institutional membership, the HELOA institution will be able to appeal this decision, in writing, within 30 days. The HELOA Executive will make a final decision and may invite the Primary Contact of the institution to a meeting for further discussion.
6. If institutional membership will be terminated, each HELOA member within the institution will be contacted by the UK Vice-Chair (Membership and Administration) to communicate the decision. Their membership will also be terminated as a result. HELOA will not refund any membership subscriptions for that year, or monies paid towards training still to take place. Any members who have their membership terminated will not be able to attend

future training or conferences which are otherwise limited to HELOA members; they may however continue to attend non-member conferences under the standard terms and conditions for non-members.

7. The institution involved will be able to apply for membership again in the next membership year, but there will not be an automatic right of membership. The application will be considered by the UK Committee.

### ***Termination of Individual HELOA Membership***

Procedure:

8. Legitimate concern should be raised in writing to the Group Chair representing the group in which the HELOA member is based. If the concern is about a Group Chair, the procedure in Standing Order 2.003 should be followed.

9. The Group Chair should forward the written document to the UK Vice-Chair (Membership and Administration).

10. The written document will be forwarded to the HELOA member involved in the complaint, with details of the HELOA member raising the concern being removed. The HELOA member will be asked to provide a response to the complaint, in writing, within 30 days.

11. The complaint and response will be scheduled for discussion at the next HELOA Executive meeting and UK Committee meeting. The HELOA Executive will make a recommendation to the UK Committee regarding termination of membership, for further discussion at the UK Committee meeting.

12. Both parties will be contacted following the meeting with the decision. If a decision has been made to terminate membership, the HELOA member will be able to appeal this decision, in writing, within 30 days. The HELOA Executive will make a final decision and the Chair or Vice-Chair (Membership and Administration) may speak to the HELOA member for further information as part of this process.

13. The HELOA member will be contacted in writing by the UK Vice-Chair (Membership and Administration) to communicate the decision. HELOA will not refund any membership subscriptions for that year, or monies paid towards training still to take place. Any members who have their membership terminated will not be able to attend future training or conferences which are otherwise limited to HELOA members; they may however continue to attend non-member conferences under the standard terms and conditions for non-members.

14. The HELOA member involved will be able to apply for membership again in the next membership year, but there will not be an automatic right of membership. The application will be considered by the UK Committee.

15. The HELOA Executive will contact the HELOA member's institutional Primary Contact with the decision, in writing, 14 days after the decision has been made. The complaint and decision will be kept in confidential minutes of the Executive and UK Committee meetings, and will not be published on the HELOA website.

## **Standing Order 1.003**

### **Governing Honorary Memberships**

#### **Honorary Membership**

Honorary membership may be conferred by the Annual General Meeting of the Association upon individuals having a special interest in promoting the objectives of the Association.

Nomination for honorary membership should be for individuals who are no longer represented by institutional membership of the Association and are unlikely to be in the future, and therefore cannot be considered for HELOA membership, but have previously served to support the Association in achieving its aims and objectives.

Individuals who are nominated for honorary membership must have been full HELOA members. Honorary membership cannot be conferred upon associate members.

Individuals who are nominated for honorary membership by either a Group or the UK Committee of the Association would normally fulfil one or more of the following:

- For long service having been a member of the Association for a considerable number of years and where their professional conduct has supported the aims of the Association
- For exceptional contribution to the Association over a considerable number of years through their support either at group or national level, or both
- For special circumstances

In some circumstances it may be more appropriate for an individual to be nominated for a Commendation of Contribution. This could be an alternative to, or be more appropriate than, honorary membership (Standing Order 1.004). Honorary membership should normally be reserved for those individuals who have, during their years of service, contributed a significant amount to, or been influential in, the development of the Association over an extended period of time. It should be regarded as a significant award, rather than a means of appreciation for work carried out as part of normal duties, for which a Commendation of Contribution would be more appropriate.

A brief paragraph supporting the nomination should be included in the paper that goes to the AGM for approval.

As ever there have been caveats to this understanding:

- Those who return to a post that allows for them to vote as a member at the Annual General Meeting will have their honorary membership suspended until that is not the case.
- It is believed that the professional or personal conduct of an individual does not meet the objectives of the Association.

Neither of the last two points are clarified within the Constitution, rather they are deemed as best practice.

Nominations will be made by the UK Committee, which will be open to suggestions from full members. Honorary members shall have the right of attendance at the Annual General Meeting (and HELOA Group meetings) at the discretion of the UK Chair, where they are

welcome to participate in discussions but shall not have the right to vote. The UK Committee shall have the right to amend the type of award for which the individual has been nominated.

## **Standing Order 1.004**

### **Commendation of Contribution**

Commendation of Contributions may be conferred by the Annual General Meeting of the Association upon individuals who have provided outstanding service to the Association.

Individuals who are nominated for Commendation of Contributions must be full HELOA members. Commendation of Contributions cannot be conferred upon associate members.

Individuals who are nominated for a Commendation of Contribution would normally fulfil one or more of the following:

- To have actively been involved in representing a Group of the Association at national or group level and where their professional conduct has supported the aims of the Association;
- To have been involved with the development of initiatives that have promoted the Association at national or group level and where their professional conduct has supported the aims of the Association;
- To have served as a UK Officer of the Association and where their professional conduct has supported the aims of the Association.

A brief paragraph supporting the nomination should be included in the paper that goes to AGM for approval.

Nominations will be made by the UK Committee, which will be open to suggestions from full members. Recipients of the award shall not have the right to attend AGM or Group meetings, although this may be allowed at the discretion of the UK Chair upon individual request, unless they are a current member in which case all HELOA membership rights will apply (HELOA Constitution 3c). The UK Committee shall have the right to amend the type of award for which the individual has been nominated.



## **Section 2: Governance**

### **Standing Order 2.001**

#### **Governing the HELOA Committee and Executive**

The UK Committee, consisting of the Charity Trustees, will have the responsibility of ensuring that the Association runs in an appropriate manner. The UK Committee may, from time to time, appoint staff in order to ensure the successful running of the organisation. Any such recommendations for new posts would be subject to approval at the following Annual General Meeting. The UK Committee shall meet at least three times per calendar year.

The work of the UK Committee shall be taken forward by an Executive Group, as outlined on 12.1.2 of the Constitution, which shall consist of the eight UK Officers. All actions taken by the Executive Group on behalf of the UK Committee shall be subject to formal approval at the first subsequent meeting of the UK Committee.

The UK Committee shall have the power to appoint such officers as it deems necessary to enable it to fulfil its strategic objectives. The Appointed Officers of the Association are the Conference Manager(s), the Communication and Partnership Manager(s) and the Digital Development Manager(s), and may be Primary Contacts or institutional members and be appointed by the UK Committee to whom they shall be accountable. The period of appointment shall be at the discretion of the UK Committee, and will normally be for three years. The UK Committee may, from time to time, invite its Appointed Officers to attend meetings of the Committee; however, they shall not be considered to be Trustees of the CIO nor shall they be afforded voting rights.

The majority of elected positions on the UK Committee and UK Executive should normally be held by members from Higher Education Institutions. A maximum of ONE position on the UK Executive, and ONE position on the UK Committee, can be held by members from a Further Education college with Higher Education provision. The position of HELOA UK Chair cannot be held by a member from a Further Education college.

All elected and appointed positions on the UK Committee and UK Executive will be held by members based at institutions with full HELOA membership.

## **Standing Order 2.002**

### **Governing Elections to UK Committee**

In respect of any UK Officer post which is to become vacant the following process shall apply:

16. The UK Vice-Chair (Governance and Policy) shall circulate to full members a request for nominations;

17. In respect of any UK Officer post which is to become vacant at the date of the next AGM, the UK Vice-Chair (Governance and Policy) shall circulate to full members a request for nominations no later than the second Monday in September.

18. Nominations shall reach the UK Vice-Chair (Governance and Policy) no later than four weeks later. Each nominee, who shall be a Primary Contact or HELOA member from a full member institution, shall be proposed and seconded by a Primary Contact or HELOA member from a full member institution via email or letter to the UK Vice-Chair (Governance and Policy). Each nominee shall supply a brief outline of their suitability for the role, in a format defined by the UKC.

19. In order to ensure that members are satisfied with the calibre of candidates nominated for election there will be the opportunity in every election for members to vote for the reopening of nominations (RON). In the event of no nominations being received then nominations will automatically be reopened and the electoral process may be rerun on the following timetable:

- Call for nominations – one week later
- Nominations to be received – two weeks later
- Ballot paper to be circulated within one further week
- Votes to be received no later than Monday two weeks later

20. The UK Vice-Chair (Governance and Policy) shall call upon two Returning Officers (normally the HELOA office and the UK Vice-Chair (Membership and Administration), except where members have requested the appointment of independent scrutineers, as in 11.9.2 of the Constitution), appointed by the UK Committee, who shall be supplied with an up-to-date list of Primary Contacts, to conduct the ballot.

21. Before circulation to Primary Contacts of full member institutions, all identifying information will be removed from candidates' personal statements. This includes name, institution, current or previous HELOA role titles, and the details of the proposer and seconder. For the purpose of the ballot, nominees will be referred to as Candidate A and Candidate B etc.

22. The candidates' personal statements shall be circulated by the UK Vice-Chair (Governance and Policy) to Primary Contacts and individual members of full member institutions via e-mail or by post for those who have chosen to opt out of receiving information electronically. This communication will indicate to whom the votes cast should be sent. The circulation shall be timed to reach members no later than one week later. All votes must arrive by Monday three weeks after the close of nominations.

23. Immediately after the close of the poll the two Returning Officers shall count the votes. In the event of one candidate securing a simple majority of valid votes cast, that candidate shall be elected.

24. In the event of a simple majority returning votes for the reopening of nominations the UK Vice-Chair (Governance and Policy) will reopen nominations as per point a above.

25. In the event of a tied vote at the close of voting, voting for all candidates can be extended by up to two weeks, accompanied by a communication from the committee to explain the situation and encourage further votes.

In the event that votes have been received from all primary contacts, any candidate not tied on votes should be removed, and primary contacts are asked to revote. Voting can be extended by up to two weeks, accompanied by a communication from the committee to explain the situation and encourage revoting.

In the event that all candidates are tied and all votes have been received, a casting vote can be made by a trustee who is able to maintain the principle of anonymity. This will usually be the Group Chair, unless they are aware of the identity of the candidates, in which case the vote should be cast by the VC (Group Development) or VC (Governance & Policy).

26. The results of the election shall be reported immediately to the UK Vice-Chair (Governance and Policy) by the Returning Officers.

### **Vacancies in the UK Committee**

The normal term for members of the UK Committee is three years. Before the end of this period, an elected Officer may choose, with agreement from the UK Committee, to stand for a second term of three years. Where the Officer would like to stand for a second term, the Vice-Chair (Governance & Policy) should send a call for interest for any full members wishing to put themselves forward to the post. If another full HELOA member is interested in standing for the position, an election should be carried out as per the process outlined above.

Should any UK Officer post become vacant at any other time of the year the UK Committee shall initiate an election on a timetable based upon the principles set out above.

If any member of the UK Committee requires a temporary leave of absence from their post, but expects to return within the term of office, the UK Committee can appoint another HELOA member to cover the role for the relevant period. This will only be acceptable if the post holder will return with at least one full calendar year of their term remaining, and the period of absence is longer than 3 months but less than 1 year. The following limitations apply:

27. If the UK Chair requires an absence from their post of more than three months, an election must be held to replace the UK Chair. One of the UK Vice-Chairs should cover the post for up to three months, with the cover to be determined by the UK Committee. UK Vice-Chairs can choose to share the cover.

28. Where the UK Committee would like to appoint a member of HELOA on a temporary basis, they should send a call for interest to full HELOA members. If more than one HELOA member is interested, an election should be carried out as per the process outlined above.

29. If the post holder will not be able to return to their post within one calendar year, a full election should be held.

If a UK Committee officer's employment with a member institution ends, they will have a three-month grace period in which to take out a new employment contract with a full member institution. If at the end of the three-month period this has not happened, the post holder will leave their position and an election will take place.

Should a UK Committee officer take out an employment contract with a non-member institution which meets HELOA full membership criteria, there will be a three-month grace period for the institution to become a member. If at the end of the three-month period this has not happened, the post holder will leave their position and an election will take place.

## Standing Order 2.003

### Governing Elections to Groups

In respect of any HELOA group post becoming vacant the Group Vice-Chair (Membership and Communication) (with the support of Group Chair) shall initiate a request for nominations for election to the role from within the group. All elected positions on group committees will be held by members based at institutions with full HELOA membership. If there is no Group Vice-Chair (Membership and Communication), the elections can be carried out by the Group Chair, or the Group can request for the nominations and elections to be undertaken by the UK Vice-Chair (Governance and Policy). The following process will apply:

- a) The Group Vice-Chair (Membership and Communication) will circulate to full individual members of that group a request for nominations to the role;
- b) Nominations shall reach the Group Vice-Chair (Membership and Communication) no later than two weeks later. Each nominee, who shall be a Primary Contact or HELOA member of a full member institution and a composite member of an institution within that group, shall be proposed and seconded by Primary Contacts or HELOA members of full member institutions within that group, and shall give written consent to that nomination. Each nominee shall supply a brief outline of their suitability for the role, in a format defined by the UKC.
- c) Nominations can also be received from members who are employed as regional staff, if they are based and work within the group. Regional staff can run for any group committee role with the exception of Group Chair. Committee members would need to confirm the group in which they hold a position as their primary group.
- d) In order to ensure that members are satisfied with the calibre of candidates nominated for election there will be the opportunity in every election for members to vote for the reopening of nominations (RON). In the event of no nominations being received then nominations will automatically be reopened and the electoral process may be rerun on the following timetable:
  - Call for nominations – one week later
  - Nominations to be received – two weeks later
  - Ballot paper to be circulated within one further week
  - Votes to be received no later than Monday three weeks later
- e) The Group Vice-Chair (Membership and Communication) will act as Returning Officer.
- f) Before circulation to Primary Contacts of full member institutions, all identifying information will be removed from candidates' nomination forms. This includes name, institution, current or previous HELOA role titles, and the details of the proposer and seconder. For the purpose of the ballot, candidates will be referred to as Candidate A and Candidate B etc.
- g) The Group Vice-Chair (Membership and Communication) will distribute the nomination form to all Primary Contacts and individual members of full member institutions

within the group via e-mail or by post for those who have chosen to opt out of receiving information electronically. This communication will indicate to whom the votes cast should be sent. The circulation shall be timed to reach members no later than one week later. All votes must arrive by Monday three weeks after the close of nominations, and a minimum time period of two weeks should be offered for voting.

h) Immediately after the close of the poll the Group Vice-Chair (Membership and Communication) will count the votes. In the event of one candidate securing a simple majority of valid votes cast, that candidate shall be elected.

i) In the event of a simple majority returning votes for the reopening of nominations the Group Vice-Chair (Membership and Communication) will reopen nominations as per point a above.

j) In the event of a tied vote at the close of voting, voting for all candidates can be extended by up to two weeks, accompanied by a communication from the committee to explain the situation and encourage further votes.

In the event that votes have been received from all primary contacts, any candidate not tied on votes should be removed, and primary contacts are asked to revote. Voting can be extended by up to two weeks, accompanied by a communication from the committee to explain the situation and encourage revoting.

In the event that all candidates are tied and all votes have been received, a casting vote can be made by a trustee who is able to maintain the principle of anonymity. This will usually be the Group Chair, unless they are aware of the identity of the candidates, in which case the vote should be cast by the VC (Group Development) in the first instance, or the VC (Governance & Policy) as a second choice.

k) The results of the election shall be reported immediately to the UK Vice-Chair (Governance and Policy), HELOA Office and UK Vice-Chair (Group Development) by the Group Vice-Chair (Membership and Communication).

l) If the Group Vice-Chair (Membership and Communication) would like to be considered for a new Group position, the Group Chair or UK Vice-Chair (Governance and Policy) should administer the election procedures.

The normal term for Group Officers is three years. Before the end of this period, an elected Group Officer may choose, with agreement from their Regional Committee, to stand for a second term of three years. Where the Group Officer would like to stand for a second term, the Group Vice-Chair (Membership and Communication) should send a call for interest for any full members wishing to put themselves forward to the post. If another full HELOA member is interested in standing for the position, an election should be carried out as per the process outlined above.

If any Group Officer (except for the Group Chair) should require a temporary absence from their post, but expect to return within the term of office, the Group Chair can appoint a member of the Group to cover the role for the relevant period. This will only be acceptable if the post-holder will return with at least one full year of their term remaining, and the period of absence is longer than 3 months but less than 1 year. The following limitations apply:

a) If the Group Chair requires an absence from their post of more than three months, an election must be held to replace the Group Chair. The Group Vice-Chairs shall decide between them who should cover the post, for a period of up to three months. Where the

Vice-Chairs cannot reach agreement, the UK Vice-Chair (Group Development) shall arbitrate and, where necessary, determine the outcome of the temporary appointment.

b) Where the Group Chair would like to appoint a member of the group on a temporary basis, they should send a call for interest to group members of HELOA full institutions. If more than one group member is interested, an election should be carried out as per the processes outlined above.

c) If the post-holder will not be able to return to their post within one calendar year, a full election should be held.

If a Group Officer's employment with a member institution ends, they will have a three-month grace period in which to take out a new employment contract with a full member institution. If at the end of the three-month period this has not happened, the post holder will leave their position and an election will take place.

Should a Group Officer take out an employment contract with a non-member institution which meets HELOA full membership criteria, there will be a three-month grace period for the institution to become a member. If at the end of the three-month period this has not happened, the post holder will leave their position and an election will take place.

## **Standing Order 2.004**

### **Governing Elections for Associate Member Representative**

In respect of the Associate Member Representative becoming vacant the following process shall apply:

- a) The UK Vice-Chair (Governance and Policy) shall circulate to all Associate Institution members a request for nominations;
- b) In respect of the Associate Member Representative post becoming vacant at the date of the next AGM, the UK Vice-Chair (Governance and Policy) shall circulate to all Associate Institution members a request for nominations no later than the second Monday in September.
- c) Nominations shall reach the UK Vice-Chair (Governance and Policy) no later than four weeks later. Each nominee, who shall be a Primary Contact or HELOA member from an Associate Institution of the Association, shall be proposed and seconded by a Primary Contact or HELOA member from an Associate member institution of the Association via email or letter to the UK Vice-Chair (Governance and Policy). Each nominee shall supply a brief outline of their suitability for the role, in a format defined by the UKC.
- d) In order to ensure that members are satisfied with the calibre of candidates nominated for election there will be the opportunity in every election for members to vote for the reopening of nominations (RON). In the event of no nominations being received then nominations will automatically be reopened and the electoral process may be rerun on the following timetable:
  - Call for nominations – one week later
  - Nominations to be received – two weeks later
  - Ballot paper to be circulated within one further week
  - Votes to be received no later than Monday two weeks later
- e) The UK Vice-Chair (Governance and Policy) shall call upon two Returning Officers (normally the HELOA office and the The UK Vice-Chair (Membership and Administration), except where members have requested the appointment of independent scrutineers, as in 11.9.2 of the Constitution), appointed by the UK Committee, who shall be supplied with an up-to-date list of Primary Contacts of Associate member institutions, to conduct the ballot.
- f) Before circulation to Primary Contacts of Associate member institutions, all identifying information will be removed from candidates' personal statements. This includes name, institution, current or previous HELOA role titles, and the details of the proposer and seconder. For the purpose of the ballot, nominees will be referred to as Candidate A and Candidate B etc.
- g) The candidates' personal statements shall be circulated by the UK Vice-Chair (Governance and Policy) to all Primary Contacts and individual members of Associate member institutions via e-mail or by post for those who have chosen to opt out of receiving information electronically. This communication will indicate to whom the votes cast should be sent. The circulation shall be timed to reach members no later than one week later. All votes must arrive by Monday three weeks after the close of nominations.



h) Immediately after the close of the poll the two Returning Officers shall count the votes. In the event of one candidate securing a simple majority of valid votes cast, that candidate shall be elected.

i) In the event of a simple majority returning votes for the reopening of nominations the UK Vice-Chair (Governance and Policy) will reopen nominations as per point a above.

j) In the event of a tied vote at the close of voting, voting for all candidates can be extended by up to two weeks, accompanied by a communication from the committee to explain the situation and encourage further votes.

In the event that votes have been received from all primary contacts, any candidate not tied on votes should be removed, and primary contacts are asked to revote. Voting can be extended by up to two weeks, accompanied by a communication from the committee to explain the situation and encourage revoting.

In the event that all candidates are tied and all votes have been received, a casting vote can be made by a trustee who is able to maintain the principle of anonymity. This will usually be the Group Chair, unless they are aware of the identity of the candidates, in which case the vote should be cast by the VC (Group Development) in the first instance, or the VC (Governance & Policy) as a second choice.

k) The results of the election shall be reported immediately to the UK Vice-Chair (Governance and Policy) by the Returning Officers.

The normal term for the Associate Member Representative is three years.

Should the post become vacant at any other time of the year the UK Committee shall initiate an election on a timetable based upon the principles set out above.

If the Associate Member Representative requires a temporary leave of absence from their post, but expects to return within the term of office, the UK Committee can appoint another HELOA member to cover the role for the relevant period. This will only be acceptable if the post holder will return with at least one full calendar year of their term remaining, and the period of absence is longer than 3 months but less than 1 year. The following limitations apply:

a) Where the UK Committee would like to appoint a member of HELOA on a temporary basis, they should send a call for interest to all Associate HELOA members. If more than one HELOA member is interested, an election should be carried out as per the process outlined above.

b) If the post holder will not be able to return to their post within one calendar year, a full election should be held.

If the Associate Member Representative's employment with an associate member institution ends, they will have a three-month grace period in which to take out a new employment contract with an associate member institution. If at the end of the three-month period this has not happened, the post holder will leave their position and an election will take place.

Should the Associate Member Representative take out an employment contract with a non-member institution which meets HELOA associate membership criteria, there will be a three-month grace period for the institution to become an associate member. If at the end of the three-month period this has not happened, the post holder will leave their position and an election will take place.

Should the Associate Membership Officer take out an employment contract with a Full HELOA institution, a full election should be held.

## Standing Order 2.005

### Governing Removal of Officers from Office

All elected Officers of the Association are accountable to the membership and as such if the membership wish to move to remove an elected Officer then this should be possible through a motion and voting process. Officers may be removed from office when two thirds of the Primary Contacts of full member institutions vote to remove them. In order for this to take place the following should occur:

- a) Any member of the Association who believes that the elected Officer is not fulfilling their elected role should formally register a motion of no confidence in the Officer with the UK Vice-Chair (Governance and Policy). In the case of the motion being brought against that Officer, the motion should be forwarded to the UK Chair. This motion should detail what reasons there are for the motion being brought.
- b) The UK Vice-Chair (Governance and Policy) or UK Chair should notify the Officer in question and allow them one week to construct a reply to the motion should they wish to reply.
- c) In the case of the motion of no confidence being submitted against a member of the **UK Executive**, within one week the motion shall be circulated by the UK Vice-Chair (Governance and Policy) or UK Chair to Primary Contacts and HELOA members of full member institutions via e-mail or by post for those who have chosen to opt out of receiving information electronically. Votes should be cast to the UK Vice-Chair (Governance and Policy) or UK Chair.
- d) In the case of the motion of no confidence being submitted against a **Group Committee member**, within one week the motion shall be circulated by the UK Vice-Chair (Governance and Policy) to Primary Contacts and HELOA members of full members institutions within the group via e-mail or by post for those who have chosen to opt out of receiving information electronically. Votes should be cast to the UK Vice-Chair (Governance and Policy).
- e) Primary Contacts will have one week to cast their votes. The result will be counted by the UK Vice-Chair (Governance and Policy) or UK Chair, and in the case of a two thirds majority the Officer will be removed from office. In the case of the removal of Group Chairs, votes from two thirds of the Primary Contacts within the group are required.

## **Standing Order 2.005**

### **Governing the AGM**

In addition to the provisions made for the AGM in the HELOA Constitution, an Annual General Meeting shall consider the following items of business:

- (i) The report of the UK Committee and UK groups
- (ii) The reports of the Appointed Officers of the Association
- (iii) The reports of contracted staff of the association
- (iv) The audited accounts of the previous financial year, which runs from 1 April to 31 March
- (v) The budget proposed for the following year
- (vi) A report on the election of the UK Officers and appointment of other Officers.
- (vii) The subscription levels and officers' support for the following year.
- (viii) The time and place of the next Annual General Meeting.
- (ix) Such other business as shall have been notified by any full HELOA member in writing to the UK Vice-Chair (Membership and Administration) at least twenty-eight days before the meeting, and any other business at the discretion of the UK Chair.

#### **Extraordinary General Meeting**

An Extraordinary General Meeting of the Association may be convened at any time by the UK Committee.

An Extraordinary General Meeting shall be convened by the UK Vice-Chair (Membership and Administration) within two months of receipt of a written request for such a meeting made by not less than one third of full institutional members. Such a request shall state the purpose for which the meeting is required. No other business shall be transacted at a meeting convened under the provisions of this clause.

## **Standing Order 2.006**

### **Governing the Voting Process**

- a) Any proposed update, change or amendment to HELOA's Constitution or Standing Orders, or the creation of any new role, must be formally voted for and approved by the trustees.
- b) This vote may take place in person at a UK Committee meeting, either virtually or in person, or via email. Results can be confirmed by a simple majority.
- c) When updates, changes or amendments are put forward for approval by trustees, they will first be circulated to all UK Committee members for comments and feedback. This must be done not less than 21 days before the proposed vote closing date. If any committee member suggests minor amendments which are approved, the amended proposal or motion should be circulated for voting no less than 7 days before the vote closing date.
- d) Email votes must be returned to the address provided for the purpose. The voting procedure must specify the closing date and time for receipt of votes, and any votes received after the closing date will be invalid and not be counted. If voting is to take place at a UK Committee Meeting this should also be clearly stated.
- e) In the event that circulating the proposal or motion leads to major changes in the direction or scope of a proposal or motion, the previous proposal or motion should be withdrawn and a new one circulated following the procedure above.

The UK Committee may also discuss updates, changes or amendments to how HELOA is run in ways which do not affect the Constitution or Standing Orders. On these occasions, members of the Executive Committee can use their discretion to decide whether the proposal must be put to vote by all trustees using the process above, should just be circulated for information, or can be taken forward without consultation.

9-In the event that the Executive Committee member decides not to put the proposal to a vote, and it is outside the scope of the current Strategic Plan, it will be considered good practice to circulate important proposals for comments and feedback where appropriate.

- f) Proposed changes which do not require a vote should be circulated to the UK Committee at least 14 days before they are intended to take effect. There should be a request for any comments or feedback, and it will usually be expected that one member from each HELOA area (Training, Communications, Partnerships, Memberships, Governance, Finance and Groups) should respond with comments or to approve the proposal.
- g) In the event that a member does not respond within the 14-day period, this will be taken as implicit approval of the proposal.
- h) In exceptional circumstances when decisions are time-critical, the UK Chair may approve proposals or motions which do not affect the Constitution or Standing Orders without circulating the proposal for feedback. This should only be used in exceptional circumstances, and should be followed by an immediate email to trustees to explain the rationale.

## Section 3: Groups

### Standing Order 3.001

#### Groups

Scottish, Welsh, Northern Irish and English groups of the Association shall be established to promote the objectives of the Association. These groups elect a Chair, who shall serve as a Trustee and member of the Committee, and who may wish to appoint other officers to support and assist the Chair. The Chair or other appointed deputy of each group shall be from full member institutions and present reports at the AGM concerning the group's activities.

HELOA groups shall meet at least three times per calendar year one occasion of which shall be prior to the AGM. A meeting of a HELOA group must be convened within two months of the receipt of a written request for such a meeting made by not less than one third of the Primary Contacts and/or HELOA membership of the group, from full member institutions. The Chair of any HELOA group which fails to meet without good cause at the prescribed times shall be deemed to have resigned, and shall be replaced by a person appointed at a meeting convened by the UK Officers and until a new Chair can be elected.

Voting rights at HELOA group meetings except as above shall reside in the Primary Contacts of the group, or their authorised proxies, who are full members of HELOA except that the HELOA Group Chair shall have a casting vote whether he or she is a Primary Contact or HELOA member.

The Group Committee should normally include Group Chair, Group Vice-Chair (Training and Partnerships) and Group Vice-Chair (Membership and Communications ). These positions should be elected by the Primary Contacts of full member institutions. These posts shall be held for three years.

HELOA operates through geographical sub-divisions consisting of Scotland, Wales, Northern Ireland and seven English regions. Northern Ireland and the North West of England are combined as one grouping. These sub-divisions, which are referred to in the Constitution as HELOA groups, are as follows:-

Scotland  
Wales  
North West and Northern Ireland  
North East, Yorkshire and the Humber  
Midlands  
Anglia  
Greater London  
South East  
South West

The geographical extent of the groups are defined as those of their corresponding home nation or English region, as defined by the UK Government. Institutional members shall ordinarily be members of the group in which their institution is physically based. HELOA members may operate within a different region or nation to that within which their member institution is based. HELOA members shall therefore be endorsed to attend, speak at, and otherwise contribute to group meetings in all relevant regions at their discretion, and shall be

considered as equitable to other HELOA members in regards to any additional activity held within that region or nation (for example, a training event). However, HELOA members shall only be empowered to vote at group meetings, or vote and stand in group elections, or to otherwise act as the Primary Contact, in the region or nation in which their member institution is based.