



## **CONSTITUTION**

**The Academic Registrars Council (ARC) is committed to excellence in higher education management and administration.**

It does this through the following activities:

- **promoting** and sharing best practice in academic and student administration;
- **supporting** members and their colleagues in performing their roles in institutions by providing a focus for networking and development;
- **influencing** national debate and policy on matters related to academic and student administration;
- **stimulating** debate on issues within and affecting academic and student administration;
- **engaging** and **working in partnership** with Government Ministries, statutory and representative bodies and the funding councils;
- **representing** the aims of members.

### **Section One – Composition**

- 1.1 Full membership is open to the Academic Registrar or equivalent of each UK Higher Education Institution that has been granted Taught Degree Awarding Powers.
- 1.2 Application for membership must be submitted to the ARC Executive Committee for approval. The decision of the ARC Executive will be final.
- 1.3 Continued membership is contingent on an institution continuing to have taught Degree Awarding Powers.
- 1.4 The ARC Executive Committee reserves the right to exclude an institution from membership if evidence emerges that an institution would bring ARC into disrepute.
- 1.5 The Academic Registrar is defined as the postholder with responsibility for the majority or all of the following: student admissions, assessment and conferment; student fees; student record systems; academic planning; curriculum record management; timetabling; quality assurance; educational collaboration; academic audit and assessment; student services; research administration; student complaints and discipline. Where the role is shared, the institution should use its discretion as to who to nominate as its representative.
- 1.6 Each constituent institution is entitled to one member. Membership is by nomination of the University, and shall be confirmed annually by payment of the subscription invoice.
- 1.7 The status of Associate Member may be extended, at the discretion of the Executive, to other institutions where there is significant delivery of higher education. Associate Members have the right to participate in all meetings, but do not have voting powers in motions or elections, nor the right to hold posts on the Executive or Practitioner Groups.
- 1.8 Each Member may authorise an alternate from his/her institute to attend a meeting in his/her absence. Each member institution can have up to 2 names on the ARC mailbases.

## **Section Two – Council meetings and Practitioner Groups**

### ***Council Meetings***

- 2.1 The Academic Registrars Council shall normally meet on four occasions each year: a residential conference, and three one-day meetings.
- 2.2 The quorum for a Council meeting is 30 full Members, which must include either the Chair or the Deputy Chair.

### ***Practitioner Groups***

- 2.3 In pursuit of its aim to provide a framework of support, the Academic Registrars Council shall operate Practitioner Groups, with the aim of discussing and disseminating good practice and providing opportunities for networking: the composition of which will be agreed annually by the Executive and published on the ARC website.
- 2.4 Membership of Practitioner Groups is by nomination of the ARC member, and is normally the most appropriate individual(s) carrying day to day responsibility for the operation of the relevant area within that ARC Member's institution. Alternates may attend for specific meetings. Membership is open to Associate Member institutions as well as full members.
- 2.5 Further Practitioner Groups, working groups and officers with specialist portfolios may be created from time to time, subject to the approval of a properly constituted business meeting and may be subsumed, as appropriate, into the ARC Executive.
- 2.6 The Chairs of the Practitioner Groups, working groups and officers with specialist portfolios shall liaise on behalf of ARC with other relevant national or international groups.
- 2.7 The Practitioner Groups may function either as active groups within ARC, or by the Chair of the Practitioner Group acting as a link to other relevant national bodies covering the same business, without there being a separate ARC group.
- 2.8 In addition a small group of Members co-ordinate professional development opportunities for ARC Members and their staff.

## **Section Three - The ARC Executive**

The Council shall establish an Executive with membership as follows:

- 3.1 **Officers elected by the ARC Membership from among their number**
  - Chair
  - Deputy Chair
  - Business and Communications Secretary
- 3.2 **Positions appointed by the Elected Officers**
  - The Chairs of the Practitioner Groups
  - Chair of the ARC Professional Development Group, incorporating AUA liaison
  - Up to three co-opted members to reflect significant activities or relationships as needed
- 3.3 **In attendance**
  - Director of Operations (AUA)
  - Minuting secretary (AUA National Office)

### 3.4 The Executive's responsibilities include:

- a) to initiate and promote meetings of the Council and its Practitioner Groups;
- b) to liaise with the ARC Membership, as appropriate, on all matters of information or requiring discussion and/or decision and to represent the views and interests of the Membership at all times;
- c) to oversee the financial and fund raising affairs of the Council;
- d) to establish and maintain contact with relevant external bodies and agencies on behalf of the Council;
- e) to act on behalf of ARC in relation to issues referred to it by the Council or arising urgently between meetings;
- f) to direct the operation of the Council and Practitioner Groups;
- g) to approve Associate Members;
- h) to exclude Members if there is evidence that an institution would bring ARC into disrepute;
- i) to make recommendations on the constitution, membership and terms of reference for ratification by Council.

### **Mode of operation**

#### 3.5 The Executive shall meet at least 3 times in each operating year;

- a) All meetings of the Executive Committee shall be fully minuted and the confirmed minutes circulated to the membership for information;
- b) The quorum for an Executive meeting is 5 members, which must include either the Chair or the Deputy Chair. (*The Executive is able to proceed on an advisory basis with just 3, subject to all proposed decisions being subsequently circulated to the full Executive by e-mail for approval*);
- c) A single person may hold more than one of the executive positions with the exception of the Chair and Deputy Chair.

### **Tenure and eligibility**

#### 3.6 Membership of the Executive shall be by election; the periods of office are as follows:

- a) The Chair shall normally be appointed for 4 years, during the first and final year of which he/she shall act as Deputy Chair. To ensure continuity of business, nominations for the post of Chair will, in the first instance, be sought from current members of the Executive;
- b) The Business and Communications Secretary shall be appointed for 4 years, which may be renewed for one further period at the discretion of the Executive;
- c) The election for posts of Chair and Business & Communications Secretary shall normally be held in alternating years, except by resignation;
- d) The Deputy Chair will act as Treasurer.

e) The posts of Deputy Chair of the Practitioner Groups shall normally be held by a full member of ARC, and shall be appointed by the Executive, subject to ratification at the next full business meeting. The normal expectation is that the Deputy Chair will succeed to the Chair when it next becomes vacant. Appointments to these posts are renewable;

f) Members of the Executive may be asked to relinquish their post by the Executive Committee if good reason emerges why the person is unsuitable to continue holding that post.

#### **Section Four – Finance**

4.1 The funds generated through membership subscription shall be used solely to further the work of the Council as defined in this Constitution.

#### ***Bank accounts and signatories to cheques***

4.2 A current account shall be opened at a clearing bank or building society approved by the Executive.

4.3 Signatories to the account shall be:

- Chair
- Deputy Chair
- Business and Communications Secretary
- Finance Officer of the AUA

4.4 Any one of the approved signatories may sign cheques of a value up to and including a designated sum; cheques of a value in excess of that sum must be signed by at least two of the approved signatories. Signatories may not sign cheques to themselves, nor to their own institution or organisation. The designated sum shall be determined from time to time by the Executive, subject to confirmation at the next properly constituted business meeting.

4.5 Any changes of signatory must be approved by a majority of the Membership of the Executive.

#### ***Accounts and auditing***

4.6 As part of the support agreement with the AUA, the AUA will provide the following services and will:

a) be responsible for keeping appropriate accounting records of all financial transactions, and reporting at regular intervals to the Council;

b) ensure that appropriate arrangements are in place for the prompt collection and banking of all income as well as making approved payments;

c) prepare an income and expenditure account and balance sheet for approval at the annual conference;

d) ensure that all subscriptions are collected promptly from members.

4.7 The Deputy Chair will oversee the finance work undertaken by the AUA.

### **Further information**

- 4.8 The subscription shall take the form of an annual charge to be agreed at a properly constituted business meeting. The revised charge shall take effect immediately if agreed at the annual conference or from 1 August the following year if taken at another meeting.
- 4.9 The financial year shall run from 1 August to 31 July in the following year.
- 4.10 Details of any income due to the Council shall be notified to the AUA who shall insure that an invoice is issued.
- 4.11 The AUA shall ensure that approved bank accounts are regularly reconciled and that the financial position is reported to the Council at each meeting.

### **Expenditure**

- 4.12 It is expected that member institutions shall continue to absorb some overheads such as hospitality, travel, etc, within reason, but the Council recognises that, particularly for members of the Executive and officers of the practitioner groups there may be significant expenditure which cannot reasonably be borne by that member's university.
- 4.13 For reasonable expenses, adhere to the Expenses Policy (*See Section 6 of the Expenses Policy*).
- 4.14 The Council will reimburse all reasonable expenses of the Vice-Chair and Secretaries of the Practitioner Group. The restrictions of the expenses must follow the Expenses Policy.
- 4.15 The Council shall also reimburse expenditure (up to a limit set by the Executive for each Practitioner Group) incurred by the practitioner groups or others in pursuit of ARC business, in the hiring of accommodation, where it has not proved possible to secure accommodation without charge, payment of speakers or other such approved expenditure. Receipts or invoices must be submitted for such expenditure.

### **Annual Conference**

- 4.16 Except as provided below, the issue of invoices and the payments of all approved expenditure in relation to the residential annual conference shall be undertaken by the AUA. The costs of the annual conference shall be listed separately in the accounts.
- 4.17 The accounts of the annual conference may be managed separately, subject to proper records being kept; the net expenditure or surplus shall then be consolidated into the Council funds when the accounting for the conference is deemed complete.

### **Section Five - Changes to the Constitution**

- 5.1 Changes to the Constitution can be made on the recommendation of the Executive Committee and by subsequent ratification of a two-thirds majority of the members present at the Council meeting where the constitution is considered
- 5.2 Members may propose changes to the Constitution for the Executive to consider.
- 5.3 The Constitution is subject to a formal review by the Executive at intervals of no more than 5 years.

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