

## Constitution

### About RAISE

The Association shall be called RAISE (Researching, Advancing and Inspiring Student Engagement) (“The Association”).

RAISE will be an independent, not-for-profit association.

RAISE will have no affiliation to any commercial enterprise.

### Aims of the Association

The aims of RAISE will be:

- To be an inclusive community of practice for students and staff in tertiary education committed to researching and innovating student engagement.
- To provide thought leadership on student engagement in collaboration with other HE sector organisations.
- To act as hub and network for all those in Higher Education with an interest in student engagement.
- To support and facilitate the concepts, culture, and practice of students and staff working in areas of focus such as: student-staff partnership, student voice, feedback, transition, student success, analytics, etc.
- To create opportunities for members to share practice and research through publication and knowledge exchange events.
- To facilitate communication between members through organising online and in-person events.

### Membership

Membership is open internationally to all staff and students in the Higher Education Sector, who are working in, and/or interested in, researching and innovating student engagement.

Anyone who is signed up to the RAISE Jiscmail is considered a member of RAISE.

## Equality, Diversity and Inclusivity

We want everyone with an interest in student engagement to feel equally welcome when they join RAISE as an association, and when they participate in RAISE activities. RAISE is built on principles of engagement and co-production and we try to reduce or remove any barriers to participation based on age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex or sexual orientation. All members of RAISE can expect to be treated with dignity and respect, to feel accepted and welcome, and to be able to contribute and have a voice.

If any member feels these standards have not been upheld, please report the instance to a member of the Committee who will investigate appropriately.

## Management and Officers of the Association

The management and control of all the affairs of the Association shall be vested in a Committee of members ("the Committee"). The Committee consists of:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Communications Officer
- Marketing Officer
- Student Officer
- Special Interest Group Co-ordinator
- Buddies Scheme Co-ordinator
- Academic Representative Committee Member
- Professional & Learning Services Committee Member
- Students' Union Committee Member
- Student Committee Members x 2
- Conference Co-ordinator
- Journal Editor

The Committee may allocate specific responsibilities to officers or committee members.

The Committee shall meet as necessary but no less than four times a year. Meetings may be held in person or virtually , including video conference or email, but at least two meetings a year will be held in person (unless prohibited by exceptional circumstances) and one may be held at the same time as the AGM.

A quorum for meetings of the Committee shall be 50% of filled committee positions. The chair of any Committee meeting shall have a casting vote in addition to their ordinary vote.

## Duties of the Committee

The Committee shall have the following duties:

- To organise the Annual General Meeting (AGM).
- To run fair and open elections and to fill any vacancy amongst the officers until the next AGM.
- To appoint such sub-committees as it deems necessary. A sub-committee shall conduct its business in accordance with the directions of the Committee and shall periodically report its proceedings to the Committee for approval and ratification.
- To retain and hold as property of the Association all sums of money coming into the Association and to bank the funds of the Association. It is the responsibility of the Treasurer to oversee the finances of the Association but for any disbursement or any item of expenditure greater than £100 the approval of the Finance sub-committee (i.e. Chair, Vice Chair, Secretary, and Treasurer) is required.
- To agree the use of funds to further the aims of the Association, as specified by the constitution.
- To create appropriate paid roles to further the aims of the Association, and to make suitable appointments to such roles. All such roles will be reviewed annually.

## Individual roles of Committee Officers

Alongside contributing to the overall duties of the RAISE Committee, each Officer of the Committee has specific duties to fulfil, as follows.

<b>Role</b>	<b>Duties</b>
Chair	<ul style="list-style-type: none"><li>▪ General management and direction of the RAISE association's activities.</li><li>▪ Chair of the RAISE Committee.</li><li>▪ Lead spokesperson for RAISE to external organisations.</li><li>▪ Leadership and ambassadorial duties to represent RAISE nationally and internationally.</li><li>▪ Delivering a report of RAISE activities to the AGM.</li></ul>
Vice-Chair	<ul style="list-style-type: none"><li>• Deputising in the absence of the Chair in all duties.</li><li>• Responsible for marketing, and branding of RAISE.</li></ul>

	<ul style="list-style-type: none"> <li>• Oversight of the RAISE activities and website in collaboration with the Chair.</li> <li>• Coordinating RAISE publications (other than the Journal).</li> <li>• Member of RAISE Finance Sub-committee.</li> <li>• Supporting the Chair with external relationships with other tertiary education bodies.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Internal communications within RAISE.</li> <li>• Convening and notification of Committee and General Meetings, oversee the taking of minutes and dissemination of minutes and action points.</li> <li>• All membership matters.</li> <li>• Organising any internal surveys or evaluations.</li> <li>• Delivering a report on membership matters to the AGM.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>▪ Responsible for the finances of the Association and ensuring that RAISE funds are managed effectively.</li> <li>▪ Ensuring prompt payment of any bills incurred by RAISE events or activities.</li> <li>▪ Ensuring prompt payment of any legitimate expenses incurred by RAISE members.</li> <li>▪ Making recommendations about value for money of any expenditure.</li> <li>▪ Delivering a report of RAISE financial matters to the AGM.</li> </ul>
Communications Officer	<ul style="list-style-type: none"> <li>• Working closely with the Marketing Officer to develop and implement the communications strategy and seek opportunities to disseminate RAISE activities to the wider sector.</li> <li>• Responsible for creating communications content on behalf of RAISE, tracking analytics and maintaining digital archives.</li> <li>• Responsible for co-ordinating the RAISE Jiscmail, Advance HE Connect, and Reading Group communications.</li> <li>• Responsible for curating communication materials such as press releases.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of other events, activities, and campaigns hosted by other tertiary education organisations.</li> <li>• Delivering a report on Communications activities to the AGM.</li> </ul>
Marketing Officer	<ul style="list-style-type: none"> <li>• Working closely with the Communications Officer to develop and implement the communications strategy and seek opportunities to disseminate RAISE activities to the wider sector.</li> <li>• Responsible for marketing strategies and activities, and the branding of RAISE.</li> <li>• Responsible for co-ordinating RAISE social media platforms, making banners and adverts.</li> <li>• Responsible for coordinating design and purchase of RAISE merchandise.</li> <li>• Be aware of other events, activities, and campaigns hosted by other tertiary education organisations.</li> <li>• Delivering a report on Marketing activities to the AGM.</li> </ul>
Student Officer	<ul style="list-style-type: none"> <li>▪ Key contact and lead representative for student members of RAISE.</li> <li>▪ Responsible for student specific engagement strategies, events, and initiatives ran by the RAISE network.</li> <li>▪ Lead facilitator of student events at the RAISE Conference and other events throughout the RAISE Calendar.</li> <li>▪ Delivering a report on student activities to the AGM.</li> </ul>
Special Interest Group (SIG) Co-ordinator	<ul style="list-style-type: none"> <li>• Responsible for the coordination of the RAISE SIGs, overseeing the SIG activities and reporting back to the RAISE Committee.</li> <li>• Key contact for all SIG leaders.</li> <li>• Ensuring the SIG leaders report back and convene at least one meeting of their SIG annually and report on activities.</li> <li>• Delivering a report on SIG activities to the AGM.</li> <li>• Overseeing the SIG development budget and support SIG leads with making funding bids to the RAISE Committee.</li> </ul>

<p>Buddies Scheme Co-ordinator</p>	<ul style="list-style-type: none"> <li>• Responsible for coordination of the RAISE Buddies Scheme including recruitment, pairing, and enrichment activities/ events.</li> <li>• Key contact for all RAISE Buddies for queries and issues relating to the scheme.</li> <li>• Responsible for overseeing the strategic direction of the scheme.</li> <li>• Responsible for creating, and coordinating, communications sent to Buddies.</li> <li>• Responsible for evaluating the scheme.</li> <li>• Interact and collaborate with other committee members where relevant, and signpost Buddies to other relevant RAISE activities.</li> <li>• Delivering a report on Buddies activities to the AGM.</li> <li>•</li> </ul>
<p>Academic Representative Committee Member</p>	<ul style="list-style-type: none"> <li>• Contributing to the Committee through advice and assisting the Officers in the execution of their responsibilities.</li> <li>• Responsible for academic specific engagement strategies, events, and initiatives run by the RAISE network.</li> <li>• Lead facilitator of events for academics at the RAISE Conference and other events throughout the RAISE Calendar.</li> </ul>
<p>Professional and Learning Services Representative Committee Member</p>	<ul style="list-style-type: none"> <li>• Contributing to the Committee through advice and assisting the Officers in the execution of their responsibilities.</li> <li>• Responsible for professional and learning services specific engagement strategies, events and initiatives run by the RAISE network.</li> <li>• Lead facilitator of professional service staff events at the RAISE Conference and other events throughout the RAISE Calendar.</li> </ul>
<p>Students' Union Representative Committee Member</p>	<ul style="list-style-type: none"> <li>• Contributing to the Committee through advice and assisting the Officers in the execution of their responsibilities.</li> <li>• Responsible for Students' Union specific engagement strategies, events and initiatives run by the RAISE network.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead facilitator of student and students' union events at the RAISE Conference and other events throughout the RAISE Calendar.</li> </ul>
Student Committee Members	<ul style="list-style-type: none"> <li>• Contributing to the Committee through advice and assisting the Officers in the execution of their responsibilities.</li> <li>• Supporting Student Officer for student- specific engagement strategies, events and initiatives run by the RAISE network.</li> <li>• Facilitating of student events at the RAISE Conference and other events throughout the RAISE Calendar.</li> </ul>
Conference Co-ordinator	<ul style="list-style-type: none"> <li>• Co-ordinator and institution lead for the University or College hosting the RAISE Annual Conference.</li> <li>• Liaison between the RAISE Committee and the host institution.</li> <li>• Delivery and oversight of the wider Conference Committee, including agenda setting, call for papers, and event management.</li> </ul>
Journal Editor	<ul style="list-style-type: none"> <li>• Editor in chief for the Student Engagement in Higher Education Journal, including Chair of the Editorial Board.</li> <li>• Management of appropriate journal platforms and lead for calls for papers.</li> <li>• Promotion of the journal to recruit new authors, reviewers, and editorial board members.</li> <li>• Oversight of publication process of standard issues, as well as supporting guest editors to publish special issues.</li> <li>• Delivering a report on journal activities to the AGM.</li> </ul>



## Election of the Committee

Elections to the RAISE Committee take place during the Annual General Meeting (AGM) at each conference. Positions due for re-election are open to any member of the RAISE network who is currently a staff member, associated practitioner, or student in the tertiary education sector (both national and international), who is working and/or researching and promoting student engagement.

Upon election, the following positions shall hold office for three years, when their term of office expires:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Communication Officer
- Marketing Officer
- Student Officer
- Special Interest Group Coordinator
- Buddies Scheme Co-ordinator
- Academic Representative Committee Member
- Professional and Learning Services Representative Committee Member
- Students' Unions Committee Member

All current Committee post-holders may offer themselves for re-election to the same position at the appropriate AGM following completion of their term.

Student Committee Members and Representative Committee Members shall hold office for two years. They are eligible for re-election at the appropriate AGM. The Student Officer and Student Committee Members must be current students or Students' Union elected officer at the time of election and can remain a committee member for their term's duration even if they cease to be a student or Students' Union elected officer.

All elections include the default candidate RON (Re-Open for Nominations).

Should a position fall vacant, the Committee may co-opt to fill that position until the next AGM. That post will be subject to election at that AGM. The co-optee, if still eligible, may be a candidate for that post.

Assuming that they are not standing for re-election of the same position, i.e., are Returning Officers, elections are overseen by nominated members of the current RAISE Committee. All queries or complaints regarding the election process or result should be addressed to these Returning Officers and will be addressed within two working days.

The Conference Coordinator is appointed by the Committee. The post will be held by an individual from the local institution hosting the annual conference and is held for one year preceding the conference (unless in exceptional circumstances, in which case the post may be retained for longer).

The Journal Editor is appointed to the role by the Committee and will hold the position until the postholder chooses to resign or is requested by the Committee to step down.

## Annual General Meeting

The Annual General Meeting (AGM) of the Association shall normally be held in September of each year (at the RAISE conference) for the purpose of receiving the reports of the Committee, any sub-committee, and the Treasurer in respect of the Association's activities since the previous AGM (including the election of any Honorary Members); receiving and, if thought fit, approving the accounts in respect of the preceding financial year; electing the officers of the Association; and for the transaction of the general business of the Association. All categories of members shall receive 14 days' notice in writing of the date of such meeting.

No member, save with the permission of the Chair of the meeting, may bring any matter before the meeting, unless, they give 7 days' notice, in writing, to the Secretary of the substance of the matter which they wish to raise at the meeting.

The quorum of the AGM shall be at least the same number as committee positions available. If inquorate, any resolution or elections from the AGM shall not be binding but may be adopted at the Chair's discretion for no more than one year or until the next quorate general meeting, whichever ever occurs earlier.

## General and Special Meetings

The Secretary will call a Special Meeting at the request of the majority of the Committee or at the request of at least the same number of members as committee positions available giving a written request to the Chair or Secretary. Such request must cite the reason for their request.

The meeting will be held within six weeks of the request and members will be given three weeks' notice of the date of such a meeting. The notice will specify the purpose of the meeting and no other matter may be brought before such a meeting.

General meetings will be open to all members and will be held as often as deemed necessary. The quorum for a Special or General Meeting shall be at least the same number of members as committee positions available and no resolutions shall be binding unless this quorum is met.

All members will be given two weeks' notice of the meeting. The notice will state date, time, and venue and may be given by e-mail or placement on the Association web page.

All questions that arise at meetings will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken. The chair of the meeting shall have a casting vote in addition to their ordinary vote. Any motion to be carried shall require a simple majority of those entitled to vote and present at the meeting, save for any amendment of the rules or the dissolution of the Association, which shall require a two-thirds majority of those entitled to vote and present at the meeting.

## Sub Committees

The RAISE Committee will form sub-committees as required for the purpose of set activities such as organising the conference and distributing funding. These sub committees may form their own terms of reference if required. For any queries relating to the activities of any sub committees, please contact [admin@raise-network.com](mailto:admin@raise-network.com) .

## Expenses

Any member who incurs reasonable expenses on behalf of the Association may re-claim the same by submitting to the Treasurer an itemised expense sheet supported by receipts and invoices as long as they were pre-authorized by the Treasurer and if required by the Finance sub-committee. Such claims are subject to the [Expenses Policy](#) of the Association and approval of the Treasurer.

“Reasonable” expenses shall be those pre-authorized by the Committee for an item where the member has, for reasons of speed or expediency, paid for the same out of their own pocket rather than drawing on Association funds.

## Changes to the Constitution

The constitution will be subject to review every three years on a cycle beginning in 2012. The Committee will undertake that review and present any changes to the AGM (giving two weeks’ notice). Changes may be agreed at the AGM by a two-thirds majority.

Outside of this period review, changes to the constitution may only be made at the Annual General Meeting or at a Special Meeting.

Any proposal to amend or change the constitution must be given to the Secretary in writing and the proposal for change must be circulated with the notice of the meeting.

Any proposal to amend the constitution will require the approval of a two thirds majority of those present at the meeting and entitled to vote, before it will be ratified.

## Raising a complaint

In the unlikely event you wish to make a complaint, please write, outlining your complaint, to [admin@raise-network.com](mailto:admin@raise-network.com) Be assured your case will be considered in confidence.

## Voting no confidence in the RAISE Committee

The office of a committee member shall be vacated if a motion of no confidence in the member is passed by a simple majority of the members present at the meeting, provided the meeting has met quorum. In the event that there is an equality of votes, the Chair shall not be entitled to a casting vote. Such a motion shall only be triggered by a request counter-signed by at least the same number of members as there are committee members.

A motion of no confidence may be brought forward at either a General or Special Meeting, which should be submitted to the Secretary. In the event that the motion of no confidence relates to the Secretary, the motion of no confidence should be submitted to the Chair.

## Dissolution of the Association

To dissolve the Association, a special meeting must be called.

If such a meeting is called, then the sole business of the meeting will be to dissolve the Association. Such motion shall require a two-thirds majority of those entitled to vote and present at the meeting to pass.

On dissolution of the Association, once all outstanding debts have been paid, any surplus funds are to be donated to such organisation/s that aligns with the mission of the Association as the Chair and Secretary at the time may designate.

## Honorary Members

The election of Honorary Members shall be vested in the Committee. The Committee may elect as Honorary Members those persons, who in its opinion have demonstrated significant service and impact rendered such services to the advancement advancing of student engagement as to merit this status and/or the RAISE Organisation. Honorary Members shall be exempt from paying event fees and shall enjoy have access to all the privileges of membership. Honorary Members, save that they shall have no voting rights, nor may they be and may not be elected to any office of the Organisation.

This constitution was agreed at the AGM of RAISE held on:

**Date:**

Name and  
position in  
Association  
Tom Lowe,  
Chair

Signed  


Jill  
LeBihan,  
Secretary



Ellie Mayo-  
Ward,  
Vice-Chair



Cinnomen  
McGuigan,  
Student  
Officer

