

# Constitution for RAISE (Researching, Advancing and Inspiring Student Engagement)

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## 1 Name

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

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

RAISE will have no affiliation to any commercial enterprise.

## 2 Aims

The aims of RAISE will be:

- To be an inclusive community of practice for students and staff in Higher 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 partnership.
- 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.

## 3 Membership

Membership is open to all those, staff, associated practitioners and students drawn from the Higher Education Sector, national and international, who are working and/or interested in researching and promoting student engagement.

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

The Association shall consist of Ordinary Members, Associate Members and Honorary Members.

## 4 Election of 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 rendered such services to the advancement of student engagement as to merit this status. Honorary Members shall be exempt from paying event fees and shall enjoy all the privileges of membership,

save that they shall have no voting rights, nor may they be elected to any office of the Association.

## 5 Equal Opportunities

RAISE will not discriminate on the grounds of race, sex, colour, ethnic or national origins, sexuality, disability, religious or political belief, marital status or age. All members of RAISE are expected to show respect and tolerance to other members and their opinions.

## 6 Officers of the Association

The Association shall have the following officers, all of whom shall be elected at the AGM except for the Conference Coordinator, the Ordinary Committee Member from the same University as the RAISE Administrator and Journal Editor (appointed):

Chair

Vice-Chair

Secretary

Treasurer

Communication Officer

Marketing Officer

Student Officer

Special Interest Group Coordinator

Ordinary Committee Members x3

Student (Ordinary) Committee Members x2

Conference Coordinator

Journal Editor

Upon election the following positions shall hold office for three years, when their term of office shall expire, but they may offer themselves for re-election at the appropriate AGM: Chair, Vice-Chair, Secretary, Treasurer, Communication Officer, Marketing Officer, Student Officer, Special Interest Group Coordinator.

Student Ordinary Committee Members shall hold office for one year, Ordinary Committee Members shall hold office for two years. They are eligible for re-election at the appropriate AGM. An additional Ordinary Committee Member role is appointed and reserved for a staff member of the same University as the RAISE Administrator to maintain access to RAISE accounts.

The Student Officer and Student (Ordinary) Committee Members must be current students and will relinquish office upon whichever occurs earlier, cessation of being a student or their term of office (but may be re-elected if still eligible).

All elections include the default candidate R.O.N. (Re-Open Nominations).

Should a position fall vacant then 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.

The Conference Coordinator is appointed by the Committee. The post will be held by an individual from the local institution which is hosting the annual conference and be held for one year preceding the conference.

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. The same applies to the Ordinary Committee Member from the same university as the RAISE Administrator.

## 7 Management of the Association

The management and control of all the affairs of the Network shall be vested in a Committee of members (“the Committee”). The Committee shall consist of:

Chair  
Vice-Chair  
Secretary  
Treasurer  
Communication Officer  
Marketing Officer  
Student Officer  
Special Interest Group Coordinator  
Ordinary Committee Members x3  
Student (Ordinary) Committee Members x2  
Conference Coordinator  
Journal Editor  
RAISE Administrator (*ex-officio*)

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

The Committee shall meet as necessary but not less than four times a year. Meetings may be held in person or by electronic means, including video conference or e-mail, but at least three 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.

## 8 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 or ordinary committee members 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.

## 9 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-authorised 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-authorised 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.

## 10 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.

## 11 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.

## 12 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.

Other than that, 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.

## 13 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 that aligns with the mission of the Association as the Chair and Secretary at the time may designate.

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

Date: 02/09/2021

Name and position in Association	Signed
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