



AISA CONSTITUTION

1. NAME

The organisation shall be called the Association for International Student Advisers. It is a professional interest group.

2. AIMS AND OBJECTIVES

- 2.1 To bring together professionals from Universities, Colleges of HE, Colleges of FE, Private Colleges, Students' Unions, and appropriate statutory and voluntary organisations to create an informed and effective support network and forum for discussion.
- 2.2 To make the subject of international student welfare a high profile issue within our institutions/organisations.
- 2.3 To arrange meetings for the discussion of issues particularly related to the development of support and immigration advice services for international students.
- 2.4 To encourage the free exchange of ideas and information between International Student Advisers at different institutions / organisations.
- 2.5 To build a list of contacts of and for people engaged in international student welfare.
- 2.6 To consult continually and work with other agencies engaged in the support of international students.
- 2.7 To support research activities in the field of international student welfare.
- 2.8 To promote professional standards via training and sharing of good practice.
- 2.9 To adhere to the UKCISA / AISA Code of Ethics.

3. MEMBERSHIP

- 3.1** Membership is on an individual or institutional basis. In the case of institutional membership, all staff from that institution that advise students will have access to AISA and its benefits. A maximum of three members of staff from one institution will be allowed to attend a regional meeting. In the case of elected Students' Union Officers, where their term of office does not coincide with AISA's membership period, membership may be passed to the succeeding officer for the remainder of the membership year.
- 3.1.1** Individuals or institutes can only be members of AISA if they, their institution or organisation are a member of UKCISA.
- 3.1.2** Application for membership shall be open to those whose work is with international students, and those with an interest in international student affairs. Applications shall be received and considered by the Membership Secretary.
- 3.1.3** The annual subscription fee shall be determined by the Executive Committee, approved by the AGM and shall apply from January 1st each year. AISA subscriptions shall be paid directly to UKCISA at UKCISA's London office.
- 3.2** Honorary life membership may be awarded from time to time by the AGM of the Association on the recommendation of the Executive Committee as recognition of a particular and significant contribution made by an individual to the work of the Association and the field of international student affairs over a number of years. Any nominations must be proposed in writing by at least one member of the Association and submitted for approval to the Executive Committee through the AISA Secretary.

4. ORGANISATION OF THE GROUP

The policy of the Association and elections to the Executive Committee shall be determined by the membership through the Annual General Meeting.

5. ANNUAL GENERAL MEETING

- 5.1** The Association shall hold an Annual General Meeting at such time and place as the Executive Committee may decide. The AGM should take place not more than 15 months after the preceding AGM and not more than 6 months after the end of the financial year of the Association, i.e., before the end of June each year. Notice of the AGM shall be sent by the Secretary to all members not less than 28 days before the date of the meeting. Papers for the AGM shall be sent to all members not less than seven days before the date of the meeting.
- 5.2** The AGM shall be quorate if at least 10% of members are in attendance.
- 5.3** The function of the AGM shall be:

- 5.3.1** To receive reports from officers and regional groups
- 5.3.2** To receive results of the election of the Executive Committee.
- 5.3.3** To consider resolutions proposed and seconded by members and received at or before the AGM.
- 5.4** The Executive Committee may on their own resolution or on the request of not less than 10% of the membership call a Special General Meeting. At least 7 days' notice, specifying the object, time and place of the meeting, shall be sent to every member. Major changes of policy and major constitutional changes must be approved by a minimum of 10% of the membership. Where appropriate the Executive Committee reserves the right to hold a postal ballot of all members.

6. EXECUTIVE COMMITTEE

- 6.1** The Executive Committee shall consist of no more than 14 members of which, if practicable, 2 should be from HE, 2 from FE, 1 from a students' union and at least 1 from an organisation as defined in 2.1. All members of the Executive Committee must be members of AISA. The Executive Committee shall elect from among its membership a Chair, a vice-chair (if they so wish), a Treasurer and a Secretary. A member of the UKCISA staff shall have observer (non-voting) status on the Executive Committee.
- 6.2** Members of the Executive Committee shall be subject to a maximum period of office of 6 years.
- 6.3** The Executive Committee shall have the power to co-opt up to 3 other members by majority vote.
- 6.4** Any casual vacancy occurring as a result of a member leaving the Executive Committee during their term of office may also be filled by co-option if deemed necessary by the Executive Committee.
- 6.5** The Executive Committee shall meet at least 3 times a year at a place named by the Secretary. Not less than 7 days' notice shall be sent to every member of the Executive Committee.
- 6.6** At any meeting of the Executive Committee, 4 members (no more than 1 being co-opted) shall form a quorum. Should a meeting be inquorate, any decisions taken must be ratified at the next quorate meeting.

- 6.7** The Secretary shall keep minutes and a record of transactions of meetings of the Executive Committee and General meetings of the Association.
- 6.8** The Executive Committee may, from time to time and as required, establish working groups for a specific function. Such working groups shall report regularly to the Executive Committee.

7. SUB-COMMITTEES

- 7.1** The Executive Committee may establish such Sub-Committees as may be necessary to conduct the work of the Association. A majority of Sub-Committee members must be AISA members. Each Sub-committee shall elect a Chair.
- 7.2** Each such sub-committee must submit a written report of every meeting to the Executive Committee and to the AGM.
- 7.3** A copy of the minutes of each sub-committee shall be sent to the Chair of the Executive Committee.
- 7.4** Each sub-committee shall determine its own terms of reference, to be agreed by the Executive Committee.
- 7.5** Any member of a sub-committee who fails to attend for one year without due reason will automatically forfeit membership of the sub-committee

8. ELECTIONS

- 8.1** Members may nominate themselves or another AISA member for election to the Executive Committee.
- 8.2** If the number of persons nominated be more than the number of vacancies, an election shall take place by secret ballot of the total voting membership. Ballot papers shall be sent to all voting members not later than 7 days after the close of nominations. The completed ballot papers must be received by the Secretary not less than 7 days before the date of the AGM. Votes shall be counted by a returning officer appointed by the Executive Committee. The candidates who have the greatest number of votes shall be declared elected. In the case of a tie, a second election will take place at the AGM.

9. FUNDS

- 9.1** The funds of the group shall be held centrally with UKCISA. Cheques may only be issued on the authority of any 2 of the AISA Executive

- 9.2** The Executive Committee shall permit the investment of funds which are surplus to requirements at any given time.
- 9.3** The accounts of receipts and expenditure together with a balance sheet of the group up to 31st December each year shall be produced once a year by an approved person within UKCISA.
- 9.4** As a professional interest group, AISA is required to be self-supporting and maintain accurate records of all financial transactions.

10. REGIONAL GROUPS

Regional groups may be formed to provide opportunities for networking and training. Each regional group must be recognised by the Executive Committee and shall keep the Executive Committee informed of its activities. All members of a regional group shall also be members of AISA.

11. PUBLICATIONS

The Executive Committee may authorise publications from time to time. All publications must be approved by the Executive Committee.

12. ALTERATIONS TO RULES

No alteration in, or addition to these rules of AISA may be made except at the AGM or at a special Meeting convened specifically for that purpose and shall require a two thirds majority of those voting members present in order to be passed. Any such alteration shall be effective immediately unless otherwise stated.