

# *ALDinHE*

*Association for Learning Development in Higher Education*

## **CONSTITUTION**

### **OF THE ASSOCIATION FOR LEARNING DEVELOPMENT IN HIGHER EDUCATION**

**Approved at Annual General Meeting, Southampton Solent University, 31 March 2015**

#### **1. NAME:**

The Name: 'The Association for Learning Development in Higher Education (ALDinHE)' is adopted as the name of the Association.

#### **2. ADDRESS:**

The address of ALDinHE will be that of the Secretary.

#### **3. AIMS AND OBJECTIVES:**

The aims of ALDinHE are:

- i) to be an association representing professionals employed in the field of Learning Development in Higher Education, primarily in the United Kingdom and Ireland; and those with an active interest in the field, for instance subscribers to the Learning Development in Higher Education Network (LDHEN) JISCmail discussion list.
- ii) to cultivate a community of practice and act as a supportive network for the general professional development of staff involved with Learning Development (LD), i.e. those working with students in focusing on the experience of learning in higher education contexts.

The objectives of ALDinHE are:

- a) to encourage discussion, exchange information, share good practice and hold meetings on the diverse activities related to learning development work in higher education, primarily in the United Kingdom and Ireland.
- b) to facilitate contacts between learning development professionals, services and associated bodies in universities both nationally and internationally
- c) to identify, describe, analyse and discuss all aspects of LD in practice through relevant research and publications relating to learning and teaching and students' experience of higher education
- d) to support the development and implementation of effective materials, resources and approaches in LD

- e) to work with other agencies in developing standards for professional training and development in L
- f) to identify appropriate quality assurance mechanisms for LD.

These and other aims may be pursued by the creation of special interest working groups.

The Association will be non-profit making and will levy a subscription on its members.

#### **4. MEMBERSHIP:**

The Secretary will process both Individual and Institutional applications for membership, referring these to the Steering Group for approval where appropriate. In the case of any application being questioned, its acceptance or not shall be determined by majority decision reached following consultation with the Steering Group.

##### **4.1 Individual Membership:**

Individuals who subscribe to the Aims of the Association above may be accepted as Individual Members of ALDinHE. Prospective Individual Members should apply in writing to the Secretary. Each Individual Member shall be entitled to one vote whenever a ballot is called for.

##### **4.2 Institutional Membership:**

Membership of ALDinHE shall normally be open to any university or higher education institution in the United Kingdom or Ireland subscribing to the aims of the Association and to the LDHEN. Applications for membership must be made in writing to the Secretary by an authorised employee of a prospective member institution.

Each Institutional Member shall be entitled to one vote whenever a ballot is called for.

This may be cast at meetings by a delegated representative or by a nominated proxy.

##### **4.3 Honorary Membership:**

Honorary Memberships may be conferred for specific duration at the direction of the Steering Group; such members will have no voting rights.

#### **5. CESSATION OF MEMBERSHIP**

An Individual Member or a delegated representative of the Institution, may withdraw from membership by writing to the Secretary.

Membership will be deemed to have ceased if a due subscription remains unpaid six months after issue of the invoice.

Membership may be resumed on payment of current subscription due without the need for written re-application.

Honorary Memberships expire as directed by the Steering Group.

## **6. STRUCTURE**

Ultimate responsibility for the Association is vested in an Annual General Meeting (see below). Responsibility for the day-to-day management of the Association is conferred upon an elected Steering Group.

### **6.1 Annual General Meeting**

The Annual General Meeting shall be held at least once a year. A quorum will consist of either fifteen members, or ten percent of the all members of the Association, whichever is lower. The agenda for Annual General Meetings will be circulated by the Secretary at least one week in advance of the meeting. Extraordinary meetings of the Association may be called at a minimum of 21 days notice on the written request of ten percent of the all members of the Association or more than half of the Steering Group. Such a meeting may deal only with the business for which it has been called.

The business of the Annual General Meeting will be as follows:

Chair's report

Secretary's report

Treasurer's report

Working Group reports

Discussion of and voting on motions

Election of Steering Group

Any Other Business

Voting shall be by a show of hands or, when circumstances merit, by written ballot, from individual members, delegated representatives or nominated proxies.

### **6.2 Steering Group**

Day-to-day management of the Association shall be vested in a Steering Group elected by individual members and delegated representatives of institutional members. Elections shall take place annually. If insufficient candidates are available for election to the Steering Group, the existing officers will seek to co-opt colleagues from among the membership of the Association as they see fit. The membership of the Steering Group should reflect the diverse activities of the LD community.

The Steering Group shall be the only body authorised to conduct the Association's business, and will meet (usually online) at least eight times per year. Minutes will be kept.

The maximum number of Steering Group members is sixteen. Steering group members shall expect to serve for a minimum of two years, confirmed annually through re-election.

At the first meeting of the Steering Group after the annual elections, the Steering Group will select from among its members the postholders for the offices of:

- two Co-Chairs,
- one Vice-chair,
- one Secretary, and
- one Treasurer.

The Co-Chairs shall expect to serve for three years, staggered to aid continuity (*see footnote*). It is expected that the other officers will hold their post for no longer than four years, with measures for succession planning in place.

If any office falls vacant during a term, the remaining officers shall co-opt a new representative to fill that vacancy. Continuation in office of this appointee shall be subject to confirmation and re-election at the next Annual General Meeting.

The Steering Group shall have authority to co-opt additional temporary people onto the Steering Group for specific purposes during any one year; continuation of co-opted members shall be subject to confirmation and re-election at the next Annual General Meeting.

The quorum for a meeting of the Steering Group shall be 6.

### **6.3 Working Groups**

The aims of the Association may be pursued operationally through a number of Working Groups, created by and answerable to the Steering Group. Each Working Group shall be chaired by a delegated member of the Steering Group; other Working Group members may be drawn on invitation from the wider LD community. Working Groups report their activity to the Annual General Meeting each year.

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*Footnote: By way of example, if A is a current Chairperson in 2014/15, and B,C,D etc are future Co-Chairs, then from 2015/16 the Co-Chairs would be:*

*2015/16 - A and B  
2016/17 - B and C  
2017/18 - B and C  
2018/19 - C and D  
2019/20 - D and E  
2020/21 - D and E etc*

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## **7. FINANCE**

The financial year shall run from 1<sup>st</sup> August to 31<sup>st</sup> July.

The amount for subscriptions will be set annually at the Annual General Meeting.

The capital shall be for the sole support of the Association and its administration. Its bank account(s) shall be in credit at all times.

Officers (Co-Chairs, Vice-Chair, Secretary or Treasurer) may authorise day-to-day expenditure not exceeding £200. Greater amounts need the prior approval of the Steering Group.

The Treasurer will give a financial report at each Annual General Meeting. The accounts shall be audited at the end of the Treasurer's term or as directed by the Steering Group.

## **8. AMENDMENT OF ARTICLES OF THE CONSTITUTION**

Amendments can only be made at the Annual General Meeting or an Extraordinary Meeting, subject to ten days notice being given of the proposed change. Notice of proposed amendments must be given by email posted to the Learning Development in Higher Education Network (LDHEN), or else by written memorandum posted to the Association's membership.

Amendments shall require a two-thirds majority of the individual members and delegated representatives attending the Annual General Meeting or an Extraordinary Meeting.

## **9. DISSOLUTION**

Should the Association disband, any surplus assets remaining after liabilities have been cleared shall be transferred to such charitable organisations as may be decided by the delegated representatives at a meeting of the Annual General Meeting

## **10. STANDING ORDERS**

The Chairperson may limit any discussion at meetings. Those present shall speak only when recognised by the Chair. The decision of the Chairperson shall be respected as final on ordinary business.

The Secretary shall keep minutes of AGMs and circulate them to all members, and shall maintain an accurate current directory of the entire membership. The Treasurer shall assist the Secretary in maintaining an accurate current directory of members who have paid their subscription.

No member or representative shall purport to make a commitment on behalf of, or represent the views of, the Association without the authorisation of the Steering Group.