

# CHEAD

Council for Higher Education in Art & Design

## CONSTITUTION AS APPROVED 16 November 2006

1. **TITLE**

Council for Higher Education in Art & Design (CHEAD)

2. **AIM and OBJECTS**

CHEAD views art and design education from the standpoint of institutions that offer higher education and its primary aim is:

**To advance knowledge and understanding of art and design higher education**

In support of this aim, CHEAD has as its objects:

- a To provide a forum for debate and exchange of information and ideas for senior managers in higher education in art and design
- b To seek to inform, influence and initiate policy in higher education in art and design at national and other levels.
- c To support and enhance the quality of art and design education
- d To provide a forum on academic and administrative matters experienced in art and design as a whole
- e To inform, influence and initiate policy, as appropriate at regional, national and international level
- f To seek to provide its members with a barometer of opinion
- g To anticipate and influence policy through an established relationship with government, planning and funding bodies, validation and

examining bodies and other professional bodies influencing art and design education.

f To facilitate the dissemination of information

### **3. MEMBERSHIP**

#### **3.1 Ordinary Membership**

Colleges, Faculties and Departments either free standing or within a collegiate institute or university with a significant number of students following courses in art and design at a higher level shall be eligible for ordinary membership.

Eligibility for ordinary membership shall be decided by the Executive Committee.

#### **3.2 Associate Membership**

CHEAD may admit by a vote at a meeting application for associate membership from comparable overseas institutions

#### **3.3 Representation**

Each member shall be entitled to send one representative who normally shall be the most senior academic concerned with art and design.

#### **3.4 Registration**

3.4.1 Each member shall be required to register with the Executive Secretary of CHEAD the name and status of its representative.

3.4.2 A substitute may exceptionally attend with the prior permission of the Chair.

3.4.3 The Executive Secretary shall keep and maintain the register of the names and addresses of all representatives of the member institutions.

#### **3.5 Invited representatives**

3.5.1 CHEAD may invite representatives or assessors from other organisations to attend meetings

3.5.2 The Chair may ask invited representatives or assessors to retire where their presence may impede discussion

### **4. ANNUAL SUBSCRIPTIONS**

4.1 Subscription rates for membership shall be as

determined from time to time by the Executive Committee subject to the approval of CHEAD.

- 4.2 Annual Subscriptions for all membership categories shall be deemed to be due and payable on the 1st day of August in each year in respect of the twelve calendar months immediately following that date.

## 5. **GOVERNANCE**

- 5.1 CHEAD shall determine policy
- 5.2 There shall be an Executive Committee as set out in paragraph 7 who shall have delegated authority to implement policy.
- 5.3 CHEAD may engage staff in pursuit of its designated Objects.

## 6. **MEETINGS**

- 6.1 CHEAD shall normally meet three times each year.
- 6.2 The Annual General Meeting shall take place during the Autumn term at which the Honorary Treasurer's Report and Accounts shall be presented.
- 6.3 Normally one full month's notice shall be necessary before a meeting be called.
- 6.4 Items for the agenda plus supporting papers shall normally be submitted to the Executive Secretary for consideration not less than 21 days before the meeting. Exceptionally, matters of urgency may be considered at less than 21 days' notice.
- 6.5 The Chair shall call an Extraordinary Meeting at the written request of ten Ordinary Members.
- 6.6 **Quorum**  
The quorum shall be one third of the Ordinary membership.
- 6.7 **Rules of Committee**  
Normal rules of Committee shall apply with the exception of Voting.
- 6.8 **Voting**
- i Each Ordinary member shall have one vote
  - ii A motion shall be deemed carried by at least a two-thirds majority vote of those present at the

meeting provided that 55% of the membership is present

- iii The Chair shall not have a casting vote
- iv Associate members may not vote
- v Invited representatives or assessors may not vote

#### **6.9 Minutes**

Minutes shall be recorded of all resolutions and proceedings of CHEAD

### **7. EXECUTIVE COMMITTEE**

#### **7.1 Membership of the Executive Committee**

The Chair, who shall also chair CHEAD

The Vice Chair

The Honorary Treasurer

The Executive Secretary ex officio

6 Elected members

Up to 4 Co-opted members

#### **7.2 Appointment and Terms of office**

##### **Officers**

- 7.2.1 The terms of office shall run from 1 August to 31 July
- 7.2.2 CHEAD shall elect a Chair who shall chair both CHEAD and the Executive Committee and whose term of appointment shall normally be for three years.
- 7.2.3 CHEAD shall elect a Vice Chair whose term of appointment shall normally be for three years
- 7.2.4 CHEAD shall elect an Honorary Treasurer whose term of appointment shall normally be for three years.
- 7.2.5 In order to ensure continuity, elections and terms of office of the elected officers shall be so arranged that in each year, only one elected officer shall stand for election

##### **Members**

- 7.2.6 CHEAD shall elect 6 other Ordinary members of CHEAD to the Executive Committee whose term of appointment shall normally be for three years.
- 7.2.7 Retiring members of the Executive Committee shall be eligible for re-election but shall not

normally serve for more than two terms of appointment consecutively.

7.2.8 In the event of the resignation of any member of the Executive Committee before expiry of his/her term of office, by elections may be held.

7.2.9 The Executive Committee shall have the power to co-opt a maximum of four Ordinary Members to full Committee membership to serve for a term of up to 3 years.

This power shall normally be used to ensure that work on key issues for CHEAD can be effectively and efficiently carried out by the Executive

7.2.10 Any member of the Executive Committee who fails to attend three consecutive meetings of Executive Committee shall normally be deemed to have resigned.

7.2.11 In order to ensure continuity, elections and terms of office shall be so arranged that normally no more than one third (4) of the Executive shall stand for election in any one year

### **7.3 Conduct of Elections**

7.3.1 Election of the Chair shall take place by postal ballot during the Spring term of the year in which a vacancy falls due and shall be administered by the Electoral Reform Services or such other means as may be approved by CHEAD

7.3.2 Election of the Vice Chair, Treasurer and Executive Committee members shall take place by postal ballot normally during the Summer term in the year in which a vacancy falls due and shall be administered by the Electoral Reform Services or such other means as may be approved by CHEAD

7.3.3 Election will be by simple majority.

7.3.4 In the event of a tied vote for Executive Committee, the normal procedure shall be that all those persons for whom the same number of votes have been cast will be deemed elected, the additional numbers being counted against the number of permitted co-options.

7.3.5 In the event of a tied vote for any Officer, the ballot will be re-run.

## **7.4 Functions**

- 7.4.1 The Executive Committee shall have delegated authority from CHEAD to implement policy and to deal with urgent matters for which the calling of an extraordinary general meeting of CHEAD is deemed by the Chair and the Executive Secretary to be unnecessary or impracticable. Action taken by the Executive Committee shall be reported as soon as possible to CHEAD.
- 7.4.2 The Executive Committee shall have responsibility for the control and oversight of the finances of CHEAD in accordance with the Financial Procedures.
- 7.4.3 The Executive Committee shall have delegated authority from CHEAD to appoint staff in accordance with paragraph 5.3 of the constitution.
- 7.4.4 The Executive Committee shall have delegated authority from CHEAD to invite representatives or assessors from other organisations in accordance with paragraph 3.6.1

## **7.5 Meetings**

- 7.5.1 Meetings shall normally be held five times each calendar year
- 7.5.2 5 elected members shall constitute a quorum.
- 7.5.3 All members of Executive Committee shall be eligible to vote.
- 7.5.4 On all issues the vote shall prevail of the bare majority of those present and voting
- 7.5.5 In the case of equality of voting the Chair shall have a second and casting vote.
- 7.5.6 Minutes shall be recorded of all resolutions and proceedings of Executive Committee

## **8. FINANCE**

CHEAD is constituted as a non-profit making organisation. Any surpluses generated in one financial year shall be accrued to fund the activities of CHEAD in the following or subsequent years.

### **8.1 Financial Procedures**

- 8.1.1 Financial Procedures shall be established and approved by CHEAD and attached as Annex 1 to this Constitution.

- 8.1.2 The Executive Committee shall keep the Financial Procedures under review and may approve minor modifications on behalf of CHEAD throughout the financial year to ensure adherence to best practice.
- 8.1.3 CHEAD shall ratify modifications to the Financial Procedures annually at its last meeting in each financial year.
- 8.1.4 All members of CHEAD shall be issued with a copy of the Financial Procedures.
- 8.1.5 The Executive Committee shall approve the appointment of an auditor and such fees as may be payable.
- 8.1.6 The Treasurer shall present audited accounts for the financial year just ended to the Annual General Meeting for approval.

**9. Changes to the Constitution**

Changes to the Constitution may be considered and adopted at any general meeting of CHEAD, providing that the proposal has the written support of no less than five Ordinary Members in addition to the proposer and seconder and has been lodged with the Executive Secretary not less than one month prior to the meeting.