

Heads of Educational Development Group United Kingdom

Constitution and Rules

1 Title

1.1 The title of the Association shall be the Heads of Educational Development Group, referred to hereafter as HEDG.

2 Aims and Objectives

2.1 HEDG is a not-for-profit Association

2.2 'Heads of Educational Development' for the purposes of this Association is defined as follows:

The term 'Head' is understood to mean a person holding responsibility for cross-institutional educational development in a Higher Education Institution in the UK.

2.3 The term 'educational development' is understood to include activities designed to:

- improve teaching, learning and assessment practices in higher education,
- promote the professional development of all staff with a teaching or learning support role,
- contribute to organisational and policy development in higher education with respect to learning and teaching at institutional, regional and national levels,
- support the learning development of students
- promote informed debate, research and scholarly activity relating to the above.

2.4 HEDG is an Association which exists for the following purposes:

- to provide a network for the communication of ideas and sharing of good practice relating to the institutional role of heads of educational development as defined above
- to promote discussion about matters of common interest to the members

- to represent the common interests or concerns of its members to relevant national bodies and organisations
- to liaise and collaborate with other relevant national bodies and organisations with common interests to promote the aims of HEDG

3 Membership

3.1 Membership of HEDG may be held by any Higher Education Institution in the UK which subscribes to the aims and purposes of the Association.

3.2 There shall be one nominated representative from each member Higher Education Institution in the UK.

3.3 The nominated representative will normally be the person who has operational responsibility for educational development at cross-institutional level.

3.4 A substitute for the nominated representative may attend meetings of HEDG.

4. Organisation

4.1 The Officers of the association are; Chair, Co-Chair, Secretary and Treasurer.

4.3 Oversight of the Association's activities will be undertaken by a Planning Group which consists of the Officers and a minimum 3 ordinary members of HEDG.

5 Voting rights

5.1 Members may exercise one vote each. There shall be no more than one vote for each institution represented on HEDG.

6 Subscriptions

6.1 There will be an annual subscription for institutional membership of HEDG.

6.2 The rates of the subscription shall be determined annually at an Annual General Meeting.

6.3 The Subscription will be maintained at the lowest level consistent with HEDG meeting its financial obligations.

7. Election of Officers

7.1 The period of office of the Officers will be set down in separate regulations which may be changed at the Annual General meeting or an Extraordinary meeting convened for the purpose.

7.2 Ordinary members of the Planning group will be elected annually at the Annual General Meeting.

7.3 Nominations shall be made in writing to reach the Secretary not less than two weeks before the date of the Annual General Meeting. They shall be proposed and seconded by members of the Association, and countersigned by the nominee.

7.4 In the event of nominations exceeding the number of vacancies an election by ballot shall be held at the Annual General Meeting.

7.5 If any post is not filled at an AGM, the Planning group may fill the position by co-option until the next AGM. The Planning group shall also have the power to fill by co-option vacancies that may occur during the year.

7.6 The Planning Group shall have power to co-opt not more than two additional members, and to invite other persons without the power to vote, to attend for special purposes.

8 Powers of the Annual General Meeting and Planning Group

8.1 Subject to the approval of a subsequent Annual General Meeting, the acts of the Planning Group shall be deemed to be the acts of the Association.

9 Meetings

9.1 An ordinary Business Meeting will be held at regular HEDG events.

9.2 The Annual General Meeting shall be held in the Spring meeting of each year;

9.3 An Extraordinary meeting will be called by the Secretary, within one calendar month as a result of:

- a) a decision of the whole Planning group
- b) a request from 25% of the current membership.

9.4 The quorum at the Annual General Meeting and an Extraordinary Meeting shall be 15 members.

10 Finance

10.1 It shall be the duty of the Treasurer to collect subscriptions, to hold all monies and to maintain accounts;

10.2 The Treasurer shall cause a statement to be prepared and submitted to members attending the Annual General Meeting in sufficient detail to show the income and expenditure for the last year and the assets and liabilities as on the last day of the year. For this purpose the year ending shall be December 31st.

10.3 The accounts shall be deemed adopted if they are approved by a simple majority of those present and eligible to vote at the Annual General Meeting.

10.4 The services of a suitable consultancy organisation may be commissioned to carry out the administrative duties of the Honorary Treasurer.

11 Alteration of Rules

11.1 These Rules or any part thereof may be altered by a special resolution of members present and voting at the Annual General Meeting. For this purpose a special resolution is a resolution passed by a simple majority of voting members present at the meeting;

11.2 A copy of any special resolution, which should be sponsored by not less than three members, shall be submitted to the Secretary at least one calendar month before the meeting to permit the Secretary to include it in the notice convening the meeting.

Approved: AGM 2002

Updated: EGM 2003

Updated: AGM 2004

Revised and approved AGM 2007