

THE ASSOCIATION FOR STUDENT RESIDENTIAL ACCOMMODATION

Constitution

1. NAME

The Association is known as The Association for Student Residential Accommodation (ASRA) hereinafter referred to as "The Association"
ASRA is a non-profit making, unincorporated association that exists for the collective benefit of its members.

2. MEMBERS

Membership categories are identified in paragraph 6 below.

3. AIMS

The Aims of the Association are: -

- 3.1.** To promote and support the professional activities of individuals working in student accommodation who are within the employment of member institutions of the Association in order to promote good standards in accommodation provision.
- 3.2.** To provide a network for information and opportunities for professional development for all individuals working in student accommodation within the employment of members of the Association, through the annual training conference, regional and national meetings and training events.
- 3.3.** To provide a forum for representation, consultation and discussion of the professional interests of individuals working in student accommodation within the employment of members of the Association.
- 4.** The constitution will be enacted in accordance with the standing orders and financial regulations of the association.

5. COMMITTEE STRUCTURE

At the Annual General Meeting (AGM) the membership will elect a Management Committee to be the body responsible for the running of the Association in accordance with the Constitution, Standing Orders and any mandate from the AGM.

- 5.1** The Association will elect a Management Committee to be responsible for the operation of the Association in accordance with the constitution, standing orders and any mandate from the membership.

- 5.2 The Management Committee will consist of Executive Officers, elected by the membership of the Association, and the Regional Representatives, elected individually by the various Regions.
- 5.3 Executive positions will exist for Chair, Secretary, Treasurer and Training Officer.
- 5.4 Executive positions for Chair, Secretary, Treasurer and Training Officer are open to any employee of a full member.
- 5.5 One Regional Representative will be elected by each Region to sit on the Management Committee. Regional Representatives shall each serve a term of two [2] years on office.
- 5.6 Executive members of the Management Committee shall each serve a term of three (3) years in office. However, the outgoing Chair should be available to support and assist the new Chair for a period of six [6] months from their appointment at the Annual General Meeting to ensure a thorough handover of ongoing Association business.
- 5.7 No two Executive Officers shall be employed by the same member institution.
- 5.8 A Vice Chair will be elected by the members of the Management Committee and shall serve a term of one year in this office.
- 5.9 The Management Committee may co-opt members for specific functions in accordance with the Standing Orders.
- 5.10 The Management Committee will meet at least four (4) times each year. Members of the Management Committee shall make every endeavour to attend the committee meetings. Failure to attend two [2] consecutive meetings without good reason will normally require the committee member to answer to the Management Committee at the next meeting of the committee. Failure to attend a third [3rd] consecutive committee meeting will be deemed to constitute resignation from the Management Committee.
- 5.11 All management committee posts are subject to the association's job descriptions and terms and conditions of service as written and reviewed by the Management Committee annually.

Under normal circumstances members of the Management Committee are eligible for a maximum of two (2) consecutive terms in one particular post.

6. MEMBERSHIP CATEGORIES

6.1. FULL MEMBERSHIP

Full membership is open to all institutions of Higher and Further Education in the United Kingdom and Ireland. The named representative of each institution must be a person whose key function is student housing whether institutionally owned or managed, or in the private sector. Where partnerships exist between an institution and a Private Sector Partner, the institution is eligible for Full membership, with the institution's contract manager (or similar) becoming the named representative and the Private Sector Partner's staff becoming Associate members. Annual fee payable.

6.1.1. SPECIAL MEMBERSHIP

Special membership is open to former members of NAAWO for as long as they remain in post, provided that they became special members with effect from 1st May 1997 and that they are not named representatives of their institutions. Annual fee payable.

6.1.2. ASSOCIATE MEMBERSHIP

1. Associate Membership may be offered by the Management Committee to individuals, organisations (i.e. Registered Social Landlord and charities) and residential accommodation providers with lease agreements with FE and HE institutions. Each membership would be per partnered institution. Membership would neither be offered to a Head Office or other address to cover large geographical areas.
2. Associate membership may be offered to employees of local branches of organisations who have an interest in student residential accommodation but do not have formal agreements with an institution. Each membership would be per property if not formally linked to an educational institution. Membership would neither be offered to a Head Office or other address to cover large geographical areas.

Nominations to the management committee for associate membership must be submitted to the ASRA Administrator for consideration by the Management Committee. Annual fee payable.

6.1.3. AFFILIATE MEMBERSHIP

Affiliate membership may be offered by the Management Committee to individuals, organisations, institutions and agencies with operational responsibility for or an interest in student housing in countries other than the UK. Nominations to the Management Committee for Associate membership must be submitted to the Secretary by a proposer and seconder who must both be named representatives of full members of the Association. Annual fee payable.

6.1.4. LIFE MEMBERSHIP

Life membership may be offered by the Management Committee to

individuals, no longer working in student housing, who are friends of the Association and who wish to maintain contact with the membership. One off life membership fee.

6.1.5. HONORARY MEMBERSHIP

Honorary Membership may be offered by the Management Committee to individuals, no longer working in student housing, who have made an outstanding contribution to the Association. No fee payable.

6.1.7 CORPORATE MEMBERSHIP

Corporate membership is open to commercial organisations with an interest in student housing. Applications must be submitted to the Secretary and must be proposed and seconded by two named representatives of full members of the Association and confirmed by the Management Committee. Annual fee payable.

- 6.2.** Applications for membership must be submitted to the Secretary. Applications will not be accepted during the 28 day period prior to and including the Annual General Meeting. Questions relating to eligibility for membership or for named representative status will be determined by the Management Committee.
- 6.3.** Full members only have voting rights and these will be exercised by the named representative or, in the absence of the named representative, by a nominated representative of the member institution. No other category of member has voting rights.

7. MEMBERSHIP FEES

Annual membership fees will be recommended by the Management Committee to each Annual General Meeting. Membership fees are payable within 28 days of the Annual General Meeting.

8. FUNDS

- 8.1.** All funds held by the Association shall be for the purpose of fulfilling the aims of the Association.
- 8.2.** The funds of the Association shall be kept in a financial institution approved by the Management Committee.
- 8.3.** The accounts of income and expenditure of the Association up to the end of the calendar year preceding the annual General Meeting shall be audited once a year by auditors approved by the Management Committee.

- 8.4.** In the event of the dissolution of the Association and if, after the settlement of all debts and liabilities together with an audit of the accounts, there shall remain any assets, this sum will be donated to a registered charity or charities to be chosen by the Management Committee.
- 8.5.** The funds of the association shall be managed in accordance with the financial regulations of the association.

9. THE ANNUAL GENERAL MEETING

The first Annual General Meeting of the Association was held in March 1997 and, for the time being, each subsequent Annual general Meeting will be held with 13 months of the previous one. The Annual General Meeting will be conducted in accordance with the Association's Standing Orders.

10. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting maybe called by the Management Committee or by written request to the Secretary from at least 20 named representatives of full members of the Association. An Extraordinary General Meeting will be conducted in accordance with the Association's Standing Orders.

11. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may only be made in accordance with the Association's Standing Orders.

May 2006