

Academic Staff Association Constitution

March 2006

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Academic Staff Association Constitution March 2006		
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Academic Staff Association	Sally Hartley, Clerk to the Board of Governors and University Secretary	
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Document History		
The revised Constitution was agreed by the Academic Staff Association AGM on 9 May 2001		
External queries relating to the document to be referred in the first instance to the Corporate Governance team: email corporate-governance@port.ac.uk If you need this document in an alternative format, please email corporate.communications@port.ac.uk		

Academic Staff Association Constitution

1. The Association shall be called the University of Portsmouth Academic Staff Association, hereinafter referred to as the ASA.
2. The ASA exists to promote and foster a spirit of unity and co-operation among the Academic Staff of the University, to provide a means whereby the Academic Staff may express its wishes and opinions to the Vice-Chancellor and where appropriate to the Board of Governors, and generally to promote and protect the interest of the Academic Staff.
3. All members of the Academic and Research Staff shall be Members and shall have the power to vote at a General Meeting. A General Meeting shall have power to confer Honorary Membership on any other past or present member of the University on the recommendation of the Executive Committee.
4. Any member may withdraw from the Association by notifying the Secretary in writing.
5. The Annual General Meeting shall normally be held during the third term of the Academic Year. An Extraordinary General Meeting may be called by the Chair, or by written notice of business signed by 20 members and delivered to the Secretary 21 days prior to the proposed date of the meeting. At such meetings a quorum shall consist of 30 members of the ASA.
6. The Officers of the ASA shall be the Chair, the in-coming Vice-Chair (who will be the Chair Elect), the out-going Chair as a Vice-Chair, the Secretary, Treasurer and Minutes Secretary. These Offices shall be filled by elections at the Annual General Meeting, with the exception of the Office of the Chair which shall be filled by the Chair Elect.
7. The business of the ASA shall be carried out by the Executive Committee.
8. The Executive Committee.
 - (a) The ASA's normal avenue of communication with the Vice-Chancellor and with any appropriate organisation with which the ASA needs to communicate on ASA matters shall be through the Executive Committee.
 - (b) The Executive Committee (of which at least five members shall constitute a quorum) shall meet at least once per term and shall have the power to co-opt members in special cases, to form sub-committees, to nominate ASA representatives to university committees and, where appropriate, to arrange the elections for Academic Staff representatives on other recognised bodies of the University.
 - (c) The Executive Committee shall consist of the Officers of the Association, an Academic Staff representative from each department, the elected Staff representatives on the Academic Council and the Governing Body of the University and one representative nominated by each of the University of Portsmouth branches of NATFHE and AUT.
9. The Treasurer shall administer those financial affairs of the ASA authorised by the Executive Committee. A member of the ASA shall be elected at the Annual General Meeting to audit the ASA accounts prior to the following Annual General Meeting.
10. This constitution may be changed at a General Meeting specifically convened for the purpose, or at an Annual General Meeting, on a motion which shall be communicated to the Chair of the ASA at least 14 clear days prior to the Meeting. Any such change shall need the consent of at least two thirds of the members present at the Meeting.

University of Portsmouth
Directorate
University House
Winston Churchill Avenue
Portsmouth PO1 2UP
United Kingdom

T: +44 (0)23 9284 3195
F: +44 (0)23 9284 3319
E: corporate-governance@port.ac.uk
W: www.port.ac.uk