

AUCSO Constitution and Rules

1. Name

The name of this organisation shall be 'The Association of University Chief Security Officers' (AUCSO), thereafter referred to as 'the Association'. The Association is a not for profit organisation.

2. Purpose

The Association is a forum for security professionals charged with responsibility for the provision and management of security services and personal safety in Universities, Colleges and Institutions of learning within the UK, Ireland and Europe

3. Aims and Objectives

- a. To promote a common purpose in the application of law enforcement policies and security programmes, as it applies to the security and personal safety of staff and students on campus.
- b. To exchange experiences and promote partnership working among members, the police service and other agencies to identify trends in crime and disorder and to identify or share solutions.
- c. To identify and promote excellence, professionalism and raise standards in security services and to encourage the development of strategic planning and common policies to complement teaching, learning and research.
- d. To establish areas of expertise amongst members, share information and good practices.
- e. To consider and debate new and existing legislation, government directives and areas of potential risk, identifying solutions and future needs, and to liaise on these matters with government or other organisations.
- f. To identify and encourage the professional training, development and career paths for all members.
- g. To promote interest, discussion, consultation, formulation of ideas and policy.
- h. To promote the activities of the Association and its members regionally, nationally and internationally.

3. Membership – Eligibility

a. **Institutional Membership** – A University, College or Institution of learning based in the UK, Ireland or Europe. Each institution will have one nominated individual as the representative of that institution for the purposes of AUCSO membership. These individuals would normally manage the security function on behalf of the institution. The individual nominated would normally be directly employed by that institution or employed in a company wholly owned by that institution and be charged with the responsibility of managing the institutions security services and concerned with the safety and security of persons and property at those premises. The named individual will be the primary member and first point of contact (poc) for that institution, but a further two individuals may also be listed as members. Where an HEI has appointed a security contract company to manage its security services, the AUCSO Executive Committee will approve the admission of that company's representative as an AUCSO member. The Association reserves the right to refuse membership to individuals or institutions.

4. Fees

a. The annual fees for membership of the Association will be reviewed annually by the Executive Committee and agreed at the AGM.

b. A single membership fee will be levied in respect of any one University, College or Institute of learning.

c. The membership fee will be payable at the time of application and thereafter levied on the 1st of May each year, until membership ceases.

d. An invoice will be sent by the AUCSO Secretary to the primary poc at each institution, who will subsequently be responsible for ensuring payment of the invoice by the due date.

e. The fee for membership shall become payable within thirty days of the due date, either upon joining the Association or following the annual renewal. Failure to pay membership fees will result in the member institution being withdrawn from the list of members.

f. No fees shall be refunded to any member institution whose membership terminates for any reason.

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5. Officers

a. The Officers of the Association shall be, the **Chair**, the **Vice Chair** and **one member from each region** (see 'Regions' paragraph below) of the Association to form the Executive Committee. These officers will be responsible for the organisation, management and administration of the Association and for representing AUCSO to other institutions or outside agencies.

b. The Chair and Vice Chair will hold office for a period of two years, following appointment by the members at the Annual General Meeting (AGM) of the Association every two years. Existing officers may stand for re-election. To provide continuity, the Chair and Vice-Chair post holders should change on alternate years.

c. The Executive Committee will be made up of the Chair and Vice Chair together with one elected representative from each of the regions (see 'Regions' paragraph below), all members of the committee will be directly employed by member institutions. In addition to these members, a Chief Operating Officer, a Secretary and a Treasurer will be appointed to support the Executive Committee. The Executive Committee shall meet and correspond regularly (usually quarterly) to exchange information, feedback minutes from meetings attended, plan future events, monitor finances and ensure members are kept informed of key events and information. A Deputy should also be nominated to stand in for the regional representative as required.

d. The Chair may ask the membership at the Annual General Meeting of the Association, to elect other additional members onto the Executive Committee to carry out duties deemed necessary to fulfil the aims and objective of the Association. The Executive Committee may approve temporary appointments of a Secretary and Treasurer and other members to the Executive or a temporary replacement for the Chair or Vice Chair prior to a decision on ratification of full membership of such temporary posts at the AGM

e. Executive Committee members are responsible for arranging regional meetings, at regular intervals (usually each academic term or three per year). It is recommended that regional meetings be held at different institutions so that

members have opportunities to see colleague's campuses and delivery of services. Executive Committee members will also be the first point of contact for the exchange of information between members.

f. Appointment as a member of the Executive Committee is by nomination from the members of the appropriate region and ratified at the AGM of the Association. Members of the Executive Committee will hold office for a period of two years but may stand for re-election.

g. Where a region is hosting the annual general meeting and conference, the Executive Committee member for that region will be appointed as the 'Conference Officer' for that event, to support and liaise with the host institution.

h. A Chief Operating Officer to the Association shall be appointed who will act under the direction of the Chair of the Association and will primarily be responsible for the following duties:

1. To oversee the efficient and cost effective execution of the Association's business in accordance with its mission, aim and objectives.
2. To coordinate activities and liaise with other officers and members as appropriate.
3. To expand and consolidate the activities and influence of the Association and to create and maintain good relationships with government, other agencies and partners on behalf of the Executive Committee.
4. To increase the income of the Association in order to further pursue its aims and objectives.
5. To assist the Chair and Executive Committee in representing the Association in its dealings with other agencies to raise its profile and act as a spokesperson as required in appropriate instances.
6. To be an "ex officio" member of all Association committees and working groups, liaise with Chairs and other officers as necessary.
7. To attend meetings of the Association Executive Committee and report on pertinent matters.
8. To assume responsibility for the organisation and the successful implementation of the annual conference and other events as required.

9. To seek to expand and increase membership of the Association and to act as a central point of contact for members, giving advice and assistance where appropriate.
10. To maintain an up to date knowledge of legislation, regulation and events affecting the Association and its membership and to promulgate such information to them.
11. To build upon existing links with International Security Associations and improve liaison.

i. **A Secretary to the Association** shall be appointed who will act under the direction of the Chair of the Association and will primarily be responsible for the following duties:

- 1) Maintaining a register of members.
- 2) Maintaining the website for the Association.
- 3) Arranging and attending the AGM and Executive Committee meetings of the Association, and producing and circulating minutes from those meetings.
- 4) Attending other meetings of the Association as agreed by the Chair and circulating minutes.
- 5) Acting as a link with other professional associations.
- 6) Any other duties as agreed with the Chair and Executive members in discussion with the Secretary.

j. **A Treasurer to the Association**, to be appointed by the Executive Committee, will be responsible for maintaining a complete record of the finances of the Association in accordance with the requirements of an independent auditor. In particular, the Treasurer will;

- 1) Maintain the financial records of the Association and advise the AUCSO Executive Committee on the current state of the Association's balances at each meeting of the Executive Committee.
- 2) Liaise with the Chair at regular intervals.
- 3) Arrange for the accounts to be independently reviewed annually or as often as is required by the Constitution of the Association, and present a balance sheet at each AGM of the Association.
- 4) Be part of the Association's annual Conference Planning Sub-Group which will prepare a Conference budget for approval by full Executive Committee.
- 5) Maintain invoices in respect of the Association's Conferences will be maintained separately to those of normal operating accounts.
- 6) Ensure signatories are obtained as required by the Executive Committee (number and status of authorised signatories as well as the number of authorised signatories required in respect of the payment of specific amounts).

6. Regions

The Association is divided into eight regions (see map):

- Scotland
- Ireland and Europe
- Wales – regional Executive Member but meetings with NW and SW
- Northern (meetings to include members from North Wales)
- South West (meetings to include members from South Wales)
- Midlands
- London
- South East



Institutions will normally 'fit in' to an existing geographical county within that region but where they are located closer to a bordering region they may request to belong to that region. Each region shall elect a representative to the Executive Committee, for a period of two years.

7. Sub Groups

The Executive Committee may ask members to form a sub group or working group as needed for specific subjects such as 'Training and Development' or for specialised or topical subjects e.g. the SIA and licensing of security staff.

8. Annual General Meeting

- a. The Annual General Meeting of the Association, at which the election of officers takes place, will be at the annual conference usually held in March/April each year.
- b. Each Institution will be entitled to a single vote at the AGM.
- c. An updated list of members, balance of accounts and an annual report by the Chair will be presented to members at the AGM.

9. Finance

- a. The fiscal period of the Association shall be 1st of January to 31st of December each year.
- b. The financial records of the Association shall, at a minimum, be independently reviewed annually by an independent accountant.
- c. The Association shall use its funds to accomplish the objectives and purposes of the Association.
- d. Executive Committee members shall be reimbursed for their reasonable expenses incurred in performing Association business. The travel costs shall be agreed by the Executive Committee and reviewed annually.

10. Amendments to the Rules

- a. Amendments to or repeal of these rules may be proposed by the Executive Committee on its own initiative or upon petition by ten percent of the Institutional membership of the Association. The Executive Committee shall present all such proposals with recommendations for approval or otherwise at the AGM.
- b. Any amendments to these rules on petition from members of the Association should be notified to the Executive Committee at least three calendar months prior to the AGM, to enable any such amendment to be fully considered and presented.
- c. Amendments to or repeal of these rules shall be approved by a two thirds affirmative vote of the Association members present at the AGM.

Revised March 2010