

By-Laws to align with the UACES constitution.

Terms of reference for UACES Officers

General Duties

1. Act as a Trustee of the registered Charity, UACES.
2. Be responsible for setting the strategic direction of UACES.
3. Represent the interests of all UACES members.
4. Attend, observe, engage, and chair with the committee, general, sub-committees, working groups and task and finish groups as the Constitution and By-Laws require.
5. Produce reports to the Officer and Committee meetings as necessary.
6. Be responsible for governance, legal and financial matters of UACES.
7. Uphold the constitution, policies, and values of UACES and always abide by the Nolan Principles.
8. Champion decisions made within the democratic processes of UACES.
9. Participate in the annual Trustee peer review process.

Terms of reference for the Chair

Specific Duties

1. To Chair the Officers and Committee meetings, ensuring all members are active and engaged.
2. To lead all major appointments and probation reviews at the UACES office.
3. To act as line manager of the Executive Officer.
4. To be a signatory of UACES Bank Accounts and Annual Audit.
5. To be UACES' public representative and/or spokesperson at meetings, conferences, interviews, or published statements.
6. To advocate for and pursue strategic partnerships that support UACES' charitable objectives.
7. To delegate authority or chairing of an officer or committee meeting to another officer in the event that they cannot carry out their duties.

Terms of reference for the Secretary

Specific Duties

1. To chair the events working group, ensuring all members are active and engaged.
2. To be the member's representative on the Committee for items relating to membership events.
3. To support the Chair on all major appointments and probation reviews at the UACES office.
4. To be UACES' public representative and/or spokesperson at meetings, conferences, interviews, or published statements.

5. To advocate for and pursue strategic partnerships that support UACES' charitable objectives.
6. To deputise for the Chair as and when appropriate.

Terms of reference for Treasurer

Specific Duties

1. To Chair the Treasury and Finance working group meetings, ensuring all members are active and engaged.
2. To be accountable for overseeing UACES financial plans, management accounts, audits, and bank provisions in partnership with the UACES office and Officers.
3. To be a signatory of UACES Bank Accounts.
4. To be UACES' public representative and/or spokesperson at meetings, conferences, interviews, or published statements, as appropriate.
5. To deputise for the Chair as and when appropriate.

Terms of reference for EDI Officer

Specific Duties

1. To chair the EDI working group, ensuring all members are active and engaged.
2. To be the member's representative on the Committee for items relating to the UACES EDI policy and to raise awareness of wider EDI matters and across UACES.
3. To advocate and promote good practice within EDI and report on performance against the UACES EDI policy.
4. To be UACES' public representative and/or spokesperson at meetings, conferences, interviews, or published statements, as appropriate.
5. To deputise for the Chair as and when appropriate.

Terms of reference for Committee members

General Duties

1. Act as a Trustee of the registered Charity, UACES.
2. Be responsible for setting the strategic direction of UACES.
3. Represent the interests of all UACES members.
4. Attend, observe, engage, and chair with the committee, general, sub-committees, working groups and task and finish groups as the Constitution and By-Laws require.
5. Produce reports to the officer and committee meetings as necessary.
6. Be responsible for governance, legal and financial matters of UACES.
7. Uphold the constitution, policies, and values of UACES and always abide by the Nolan Principles.
8. Champion decisions made within the democratic processes of UACES.
9. Participate in the annual Trustee peer review process.

Selection Process and Terms of Office as a Charity Trustee

1. All Trustees cannot usually hold more than two terms of office.
2. Maximum length of office for Charity Trustees is three years.
3. Charity Trustees and Officers are selected via election from the paid UACES membership.
4. Nominations for Charity Trustees and Officers opens in November in the year prior to election.
5. Nominations may be submitted via the UACES Office as directed on the UACES website before 31 January in the calendar year during which the Charity Trustees and Officers take office.
6. Nominations will only be accepted from the paid UACES membership and nominees must state their willingness to be nominated and to actively serve if elected.
7. Elections for Charity Trustees and Officers will take place from 1 February and must be completed with results announced no later than 30 April.
8. Charity Trustees and Officers so elected shall officially take office from the 1 September. They may join relevant Committee meetings before taking office as part of their induction but have no voting rights.
9. Ex officio Charity Trustees are automatically, by holding the office of editor of a UACES journal publication, a Charity Trustee unless they give notice in writing of their unwillingness to act in this capacity.
10. Should an ex officio Charity Trustee give notice in writing of their unwillingness to act in this capacity, they will remain on the Committee as a co-opted Committee member.

Terms of reference and selection process for co-opted Committee members

General Duties

1. Represent the interests of all UACES members.
2. Attend, observe, engage, and chair with the committee, general, sub-committees, working groups and task and finish groups as the Constitution and By-Laws require.
3. Produce reports to the Officer and Committee meetings as necessary.
4. Uphold the constitution, policies and values of UACES and always abide by the Nolan Principles.
5. Participate in the annual Trustee peer review process.

Selection Process

1. The Head of the Organisational Committee for the UACES Annual Conference is automatically appointed as a co-opted Committee member for one year.
2. Additional co-opted Committee members may be appointed occasionally when the Officers and Committee feel it necessary to seek additional expertise.
3. The Officers shall convene and consider:
 - a. A skills audit of the current Charity Trustees highlighting potential gaps against the needs of the organisation.

- b. A timeline and format for the recruitment process, which could include advertising, selection process, interview panel, and process and appointment.

Terms of reference and membership of working groups

All working groups will:

1. Meet as directed within their terms of reference.
2. Email an agenda and all relevant documentation supporting the items under discussion at least seven calendar days before the meeting.
3. Ensure that all papers are read and considered before the meeting.
4. Formal minutes recording the proceedings of these meetings will be taken and distributed to working group members and the Committee following approval by the working group Chair. Minutes will be distributed within one calendar month after the meeting takes place.
5. Reports and recommendations must be circulated to the Committee via the Executive Director no later than one month before the scheduled Committee meeting unless the Chair and Executive Director agree.
6. Be disbanded at the request of the Committee if it is no longer required or effective.

Events working group

1. The events working group shall convene at least three times per year, with additional business conducted via email.
2. The membership of the events working group shall consist of:
 - 2.1. UACES Secretary.
 - 2.2. At least three other Charity Trustees or Committee members.
 - 2.3. Current Head of the Organisational Committee for the UACES Annual Conference.
 - 2.4. Graduate Forum Chair.
 - 2.5. Events and Membership Manager.
3. The events working group shall be accountable for:
 - 3.1. Ensuring the smooth running and coordination of the Annual Conference, Graduate Forum Conference and Doctoral Training Academy.
 - 3.2. Appointing reviewers for abstract and session submissions for the Annual Conference and inviting plenary speakers for the Annual Conference.
 - 3.3. Reviewing Annual Conference host submissions and making recommendations to the Committee.
 - 3.4. Supporting the promotion of all UACES events to maximise attendance.
 - 3.5. Staying current and reporting to the Committee any relevant changes to the events industry landscape that may affect UACES now or in the future.

Engagement working group

1. The engagement working group shall convene at least three times per year, with additional business conducted via email.
2. The membership of the engagement working group shall consist of:
 - 2.1 UACES Chair.
 - 2.2 At least three other Charity Trustees or Committee members.
 - 2.4 Graduate Forum Communications Officer.
 - 2.5 Digital Communications and Marketing Officer.
3. The engagement working group shall be accountable for:
 - 3.1 Maintaining oversight of and contribute to UACES' communications and marketing strategy.
 - 3.2 Reporting to the Committee on the contribution of communications and marketing activities in achieving UACES' charitable objectives.
 - 3.3 Reviewing the Annual Impact Report and make recommendations to the Committee.
 - 3.4 Considering and supporting new communication and marketing initiatives.
 - 3.5 Staying current and reporting to the Committee any relevant changes to GDPR, data protection, or communications innovations that may affect UACES now or in the future.

EDI working group

1. The EDI working group shall convene at least twice a year, with additional business conducted via email.
2. The membership of the EDI working group shall consist of:
 - 2.1. UACES EDI Officer.
 - 2.2. At least two other Charity Trustees or Committee members.
 - 2.3. Graduate Forum committee member
 - 2.4. Executive Director.
3. The EDI working group shall be accountable for:
 - 3.1. Preparing, reviewing and reporting on the UACES EDI policy and action plan.
 - 3.2. Monitoring EDI performance across the organisation (KPI's to be determined by the EDI working group).
 - 3.3. Make recommendations to the Officers and Committee on projects relating to EDI.
 - 3.4. Contributing to the Annual Impact Report in relation to UACES' EDI performance and make recommendations to the Engagement working group.
 - 3.5. Staying current and reporting to the Committee any wider EDI issues that may affect UACES now or in the future.

Treasury and Finance Working Group (NEW)

1. The treasury and finance working group shall convene at least four times per year , with additional business conducted via email.
2. The membership of the treasury and finance working group shall consist of:
 - 2.1. UACES Treasurer.
 - 2.2. At least three other Charity Trustees or Committee members.
 - 2.3. Executive Director and/or Finance Officer.
3. The treasury and finance working group shall be accountable for:
 - 3.1. Maintaining oversight of UACES financial plans, highlighting risks and opportunities to the Committee.
 - 3.2. Reviewing and recommending the annual budget to the Committee.
 - 3.3. Reviewing the Annual Audited Accounts and the Annual Report and make recommendations to the Committee.
 - 3.4. Supervising UACES' investments and borrowing, determining the appropriate allocation of funds and their risks and terms, and making recommendations to the Committee.
 - 3.5. Testing the validity of financial assumptions made in the business cases of income diversification strategies and major projects, providing advice to the Committee accordingly.

Publications working group (NEW)

1. The Publications working group shall convene at least twice a year, with additional business conducted via email.
2. The membership of the Publications working group shall consist of:
 - 2.1. Ex officio Trustee or a nominated UACES Officer, if UACES has no ex officio Trustees in office.
 - 2.2. All editors of UACES publications, including journals, annual reviews, and books.
 - 2.3. Executive Director.
 - 2.4. Editorial Assistant.
3. The Publications working group shall be accountable for:
 - 3.1. Keeping UACES publications under review to ensure they are relevant, serve the wider contemporary European Studies community, and provide value for UACES and its members.
 - 3.2. Reporting to the committee on the contribution of publishing activities towards UACES' charitable objectives.
 - 3.3. Ensuring that UACES-owned publications are run in accordance with scholarly publishing best practices, including publishing ethics and liaising with publishing partners to ensure that all governance procedures are followed.
 - 3.4. Considering and recommending any new UACES-owned publications, new ventures, or collaborative arrangements to the Committee.
 - 3.5. Staying current and reporting to the Committee any relevant changes to the scholarly publishing landscape that may affect UACES now or in the future.

Teaching working group

Recommend this working group remain dormant.

Terms of reference of task and finish groups

Task and finish groups may be established by the Officers or Committee for the purpose of conducting an in-depth review of any service, policy or issue that affects UACES.

When setting up a task and finish group, the Officers and Committee will decide on the number of members it will comprise and will seek volunteers from within the Committee to join the group. The Committee may also decide co-opt members to the group from the wider UACES members, relevant partners or organisations.

The Committee will agree a timescale to undertake the review.

All task and finish groups will:

1. Meet as directed within the terms of reference defined by the Officers.
2. Email an agenda and all relevant documentation supporting the items under discussion at least seven calendar days before the meeting.
3. Ensure that all papers are read and considered before the meeting.
4. Formal minutes recording the proceedings of these meetings will be taken and distributed to task and finish group members and the Committee following approval by the working group Chair. Minutes will be distributed within one calendar month after the meeting takes place.
5. Reports and recommendations must be circulated to the Committee via the Executive Director no later than one month before the scheduled Committee meeting unless the Chair and Executive Director agree.
6. Be disbanded at the request of the Committee when it is no longer required.