

Operating Rules of the Academy of Social Sciences

Approved by the Members of the Academy on 27 June 2007 and adopted (as amended) by the Council of the Academy on 27 June 2007 and further amended by the Council on 8 October 2007, 12 March 2008 and 12 May 2010, by resolution of the Membership at a General Meeting held on 5th March 2013, and by resolution of the Membership at the AGM on 4th July 2013, by resolution of the Membership at a General Meeting held on 3rd July 2014, by resolution of the Membership at an Extraordinary General Meeting held on 22 November 2018.

Academy of Social Sciences Operating Rules (Version 10 agreed at AGM June 2022)

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Section 1. Introduction

- 1.1 The Academy was incorporated as a company limited by guarantee on 24th September 1999 as company number 3847936.
- 1.2 The objects of the Academy (as set out in its Memorandum of Association) were amended by a Special Resolution dated 17th August 2001 as follows: “The Object of the Academy is to promote social sciences in the United Kingdom for the public benefit.”
- 1.3 The Academy was registered with the Charity Commission on 24th September 2001 as registered charity number 1088537.
- 1.4 At a General Meeting of the Academy held on 27 June 2007 new Articles of Association of the Academy were adopted by the Members.
- 1.5 The Articles of Association were revised following a General Meeting of the Academy held on 5 March 2013; and further updated to incorporate resolutions passed at the Extraordinary General Meeting on 22 November 2018
- 1.6 These Operating Rules are made under, and in accordance with, powers contained in the Articles of Association of the Academy. Nothing in these Operating Rules shall override anything set out in the Memorandum and Articles of Association and, to the extent that there is any conflict, the Memorandum and Articles of Association shall take precedence.

The Academy will keep under review Charity Commission Guidance and the Council will implement such advisory and good practice guidance as it deems appropriate to the operations, scale and resources of the Academy.

- 1.7 The definitions and rules of interpretation set out in **Appendix A** shall apply to the interpretation of these Operating Rules.

Section 2. The Members

- 2.1 The Members of the Academy shall be:-
 - 2.1.1 the Fellows; *and*
 - 2.1.2 the Learned Societies.
- 2.2 The Members shall have the rights and privileges set out in the Operating Rules and shall be the members of the Academy for the purposes of company law.

Fellows

- 2.3 Fellows shall be individual, eminent social scientists who meet the qualification criteria (if any) specified by the Council from time to time and are admitted to membership as Fellows by the Council.
- 2.4 There shall be no maximum number of Fellows [as amended by Council May 2010].
- 2.5 Each Fellow shall pay such annual subscription at such rate or rates (if any) as

shall be prescribed by the Council from time to time.

- 2.6 The Council may in exceptional circumstances waive any such annual subscriptions for Fellows, in accordance with any policy adopted by the Council.
- 2.7 A Fellow shall cease to be a Member in the following circumstances:-
 - 2.7.1 if s/he resigns from membership by giving notice in writing to the Academy (such resignation to be effective from receipt of the notice);
 - 2.7.2 if his/her subscription (if any) remains unpaid six months after it is due and the Council resolves to end his/her membership; or
 - 2.7.3 if the Council removes the Fellow pursuant to **Rule 2.16**.
- 2.8 A Fellow shall be entitled to use the title "FACSS" (Fellow of the Academy of Social Sciences) after his/her name for so long as s/he remains a Fellow.

Learned Societies

- 2.9 The Learned Societies on the date of the adoption of the Operating Rules shall be those learned societies in the Social Sciences whose names are set out in **Appendix B**.
- 2.10 Any other learned society in the social sciences which meets the criteria for membership (as set out **Rule 2.11**) may be admitted as a learned society by a decision of the Council.
- 2.11 The criteria for membership of the Academy by a learned society shall be as follows (unless otherwise resolved by Council):-
 - 2.11.1 the membership of the learned society must be open to all people or organisations which meet their admission criteria;
 - 2.11.2 it promotes the social sciences; *and*
 - 2.11.3 it has purposes which are compatible with the purposes of the Academy.
- 2.12 There shall be no maximum number of learned societies able to be members of the Academy.
- 2.13 A learned society shall pay such annual subscription at such rate or rates (if any) as shall be prescribed by the Council from time to time.
- 2.14 A learned society shall appoint any member of the learned society or its staff as an Authorised Representative.
- 2.15 A learned society shall cease to be a Member in the following circumstances:-
 - 2.15.1 if the learned society resigns its membership by giving notice in writing to the Academy, such resignation to be effective from receipt of the notice;
 - 2.15.2 if the learned society's subscription (if any) remains unpaid six months after it is due and the Council resolves to end that learned society's membership; or
 - 2.15.3 if the Council removes the learned society pursuant to **Rule 2.16**.

- 2.16 **Removal of a Member.** The Council may terminate the membership of a Member in accordance with this **Rule 2.16** if, in its opinion, the continued membership of that Fellow or learned society would be contrary to the best interests of the Academy. A resolution of the Council pursuant to this **Rule 2.16** to terminate the membership of a Member shall be valid only if:
- 2.16.1 one notice of the intention to propose such resolution shall have been sent to:-
 - 2.16.1.1 the Member whose membership it is proposed to terminate, *and*
 - 2.16.1.2 to all Council Members;
 - 2.16.2 the notice of the meeting of the Council at which the matter is to be considered shall:
 - 2.16.2.1 state the general nature of the grounds on which the resolution is to be proposed; *and*
 - 2.16.2.2 inform the Member in question that s/he (or, in the case of a learned society, its Authorised Representatives) may either (i) be heard in person (with or without a legal representative present) by the Council at the meeting; or (ii) submit written representations to Council not less than seven days prior to the date of the meeting of the Council; *and*
 - 2.16.2.3 after having heard the Member (or its Authorised Representatives, as appropriate) whose membership it is proposed to terminate, or having considered his/her or its written representations, the resolution is passed by at least three-quarters of the Council Members present and voting at the meeting at which not less than one-half of the total number of the Council Members are present.

Register of Members

- 2.17 The Academy shall keep a Register of all Members.

Section 3. Affiliates

- 3.1 Affiliates are those persons or organisations affiliated to the Academy having the privileges prescribed in this Section but who are not Members and do not have the right to attend and vote at General Meetings.
- 3.2 There are two categories of Affiliates, namely:-
- 3.2.1 Individual Affiliates; and
 - 3.2.2 Corporate Affiliates.

Individual Affiliates

- 3.3 An Individual Affiliate shall be any individual who has a connection to or an interest in the social sciences who:
- 3.3.1 completes an application form;

- 3.3.2 pays such subscription (if any) as shall be specified by Council; and
- 3.3.3 is registered as an Affiliate by the Academy.
- 3.4 An Individual Affiliate shall be entitled to receive such publications and to receive notice of and attend such events of the Academy as may be specified by the Council from time to time.

Corporate Affiliates

- 3.5 A Corporate Affiliate shall be any organisation or university department or faculty with a connection to or an interest in social sciences which:
 - 3.5.1 completes an application form;
 - 3.5.2 pays such subscription (if any) as shall be specified by Council;
 - 3.5.3 is registered as an Affiliate by the Academy.
- 3.6 A Corporate Affiliate shall be entitled to receive such publications and to receive notice of and send one or more representatives to attend such events of the Academy as may be specified by the Council from time to time.

Removal of an Affiliate

- 3.7 An Affiliate who has not paid the annual subscription within 30 days of being sent an invoice shall cease to be an Affiliate. An Affiliate may be restored to the Register of Affiliates on payment of any outstanding subscription.
- 3.8 The Council shall have power by resolution to terminate the affiliate status of an Affiliate in such circumstances, at such time and in such manner as the Council shall in its absolute discretion think fit. In any such case, the Council shall have power to reimburse all or such part of the subscription paid by the Affiliate concerned for the current accounting year of the Academy as it shall in its absolute discretion think fit.

Records

- 3.9 The Academy shall keep a Register of all Affiliates.

Section 4. The Academy Year

- 4.1 To ensure that all Members (and, in the case of Learned Societies, their members) are able to participate as intended in the Academy, the Council shall determine, in advance, an annual timetable for meetings of the Academy and for the election of post holders.
- 4.2 Unless otherwise determined by the Council the annual timetable shall be as follows:

Date	Action
April / May	The Council to notify members of the dates fixed for the Annual General Meeting of the Academy; and the process for the Fellows and the Learned Societies to nominate the individuals to serve as Council

Members

June / July The Annual General Meeting of the Academy is held and the results of the Elections are announced; the results are placed on the Academy's website and each of the candidates is notified as to whether s/he has been elected to any Office and, if so, which.

Section 5. Voting at General Meetings of the Academy

- 5.1 At a General Meeting of the Academy only Members listed in the Register of Members (or their Authorised Representatives, in the case of the Learned Societies) on the Relevant Date shall be entitled to attend and vote.
- 5.2 Each Fellow on the Register of Members at the Relevant Date shall have one vote.
- 5.3 The Learned Societies between them shall share the number of votes at a General Meeting which is equal to the total number of Fellows on the Register of members on the Relevant Date.
- 5.4 The votes available to the Learned Societies at General Meetings determined by the Council in accordance with **Rule 5.3** shall be divided equally between all Learned Societies.
- 5.5 Where the total number of votes available for the Learned Societies is not exactly divisible by the total number of Learned Societies, the Council shall have the ability to round up and round down the number of votes of each learned society.
- 5.6 Authorised Representatives of Learned Societies shall be entitled to attend General Meetings and vote at such meetings and when voting at General Meetings shall cast all votes available to the learned society as a block.
- 5.7 The Forms of Proxy, and for the Appointment of an Authorised Representative of a learned society set out respectively in **Appendices C and D** are (without prejudice to any other form which may from time to time be approved or accepted for use by Council) approved for use in connection with meetings of the Academy.

Section 6. The Council

Composition and Term of Office

- 6.1 The Council shall consist of those persons set out in **Article 44**. Any conflicts of interest shall be declared and recorded.
- 6.2 The maximum number of successive terms of office (as prescribed below) which any Council Member may serve is two. Where a member fails to attend a minimum of 2 meetings in one twelvemonth period, then their position should be formally reviewed by the Executive Committee.
- 6.3 A Council Member may stand down for a year and may then be re-elected to serve a further term or terms of office.

Election of members of Council by the members of the Learned Societies

- 6.4 The Learned Societies shall elect by ballot (in accordance with **Section 7** of these Rules) from amongst their members up to seven persons to serve as Council Members.
- 6.5 The term of office of each Council Member elected by the Learned Societies will (subject to **Rules 6.14 and 6.17**):-
- 6.5.1 commence at the close of the first Annual General Meeting following his or her election; *and*
- 6.5.2 cease, subject to **Article 46**, at the close of the third Annual General Meeting following his or her election.
- 6.6 Those Council Members elected by the Learned Societies in office at the date of adoption of these Operating Rules shall be deemed to have been appointed until the close of the Annual General Meeting in the year set against their names in **Appendix Hii**

Election of members of Council by Fellows

- 6.7 Those Fellows whose subscriptions are fully paid shall elect by ballot (in accordance with **Section 8** of these Rules) from amongst their members up to seven persons who shall serve as Council Members.
- 6.8 The term of office of each Council Member elected by the Fellows will (subject to **Rules 6.14 and 6.17**):-
- 6.8.1 commence at the close of the first Annual General Meeting following his or her election; *and*
- 6.8.2 cease, subject to **Article 46**, at the close of the third Annual General Meeting following his or her election.
- 6.9 Those Council Members elected by the Fellows in office at the date of adoption of these Operating Rules shall be deemed to have been appointed until the close of the Annual General Meeting in the year set against their names in **Appendix Hi**.

Appointed Members of Council

- 6.10 Pursuant to **Article 44.3** the Council may appoint a further seven members. .
- 6.11 Any person appointed by the Council pursuant to **Article 44.3** shall be appointed for a term which will:-
- 6.11.1 commence at the close of the meeting of Council at which he/she is appointed; *and*
- 6.11.2 cease, subject to **Article 46**, at the close of the Annual General Meeting held in the third calendar year following his/her appointment, unless their term is renewed for a second term if desired by the elected Council member.

Section 7. Elections by the Learned Societies

- 7.1 Unless otherwise resolved by the Council, the following procedures shall apply to elections conducted by the Learned Societies in respect of Council Members to be elected by them in accordance with **Rule 6.4**.

Call for nominations

- 7.2 Not less than one month before the date fixed for the Annual Meeting of the Academy a notice shall be sent to each member Learned Society entitled to vote thereat setting out:-
- 7.2.1 the number and nature of the vacancies to be filled by the election;
- 7.2.2 the required qualifications for candidates (if any);
- 7.2.3 the date (not being less than seven days after the date on which such letters are sent out) by which nominations of other candidates for election must be received by the Secretary of the Academy or such other person as may be nominated for the purpose by Council; *and*
- 7.2.4 materials or information about the nominee (if any) which must be submitted with the nomination.

Election Mechanisms

- 7.3 Unless otherwise determined by the Council, elections shall be conducted by ballot in accordance with **Rules 7.4 to 7.9**.

Elections by Ballot

- 7.4 The Council may authorise the nominations and balloting of members by post, email or via a website provided that the Council shall first have satisfied itself that any such means used will be secure, reliable and fit for purpose.
- 7.5 As soon as practicable after the close of nominations pursuant to **Rule 7.2** the Academy shall send to each member entitled to vote a ballot paper setting out the names of all the persons who are candidates for the election/s with directions for voting and specifying a date (not being less than seven days after the date on which such ballot papers are sent out) by which a ballot paper must be received by the Secretary if the votes cast are to be counted (the "Prescribed Date").
- 7.6 Unless the ballot paper is disqualified (for failing to comply with the voting instructions) the votes cast on the ballot papers received by the Prescribed Date shall be counted by the Academy (and overseen by the President of the Academy).
- 7.7 The candidates elected shall be those equal in number to the number of vacancies to be filled who receive the highest number of votes on the ballot papers duly completed and received by the Academy by the Prescribed Date.

- 7.8 In the event of an equal number of votes being cast for any two or more candidates for anyone vacancy, the President shall have a second or casting vote. (As amended by Resolution of the Council on 8 October 2007).
- 7.9 A declaration by the President of the results of any vote shall be final. The President may consider any question as to the propriety of such elections prior to making such declaration but his/her decision on such matters shall be final and binding.

Section 8. Elections by Fellows

- 8.1 Unless otherwise resolved by the Council, the following procedures shall apply to elections conducted by Fellows for members of the Council to be elected by them in accordance with **Rule 6.7**.

Call for nominations

- 8.2 Not less than one month before the date fixed for the annual meeting of the Academy the Council shall send a notice to each Fellow entitled to vote thereat setting out:-
- 8.2.1 the number of the vacancies on the Council to be filled by the election;
- 8.2.2 the required qualifications for candidates (if any);
- 8.2.3 the date (not being less than seven days after the date on which such letters are sent out) by which nominations of other candidates for election must be received by the Secretary of the Academy or such other person as may be nominated for the purpose by Council; *and*
- 8.2.4 materials or information about the nominee (if any) which must be submitted with the nomination.

Election Mechanisms

- 8.3 Unless otherwise determined by the Council, elections shall be conducted by ballot in accordance with **Rules 8.4 to 8.9**.

Elections by Ballot

- 8.4 The Council may authorise the nominations and balloting of Fellows by post, email or via a website provided that the Council shall first have satisfied itself that any such means used will be secure, reliable and fit for purpose.
- 8.5 As soon as practicable after the close of nominations pursuant to **Rule 8.2** the Academy shall send to each Fellow entitled to vote a ballot paper setting out the names of all the persons who are candidates for the election/s with directions for voting and specifying a date (not being less than seven days after the date on which such ballot papers are sent out) by which a ballot paper must be received by the Secretary if the votes cast are to be counted (the "Prescribed Date").
- 8.6 Unless the ballot paper is disqualified (for failing to comply with the voting instructions) the votes cast on the ballot papers received by the Prescribed Date shall be counted by

the Academy (and overseen by the President).

- 8.7 The candidates elected shall be those equal in number to the number of vacancies to be filled who receive the highest number of votes on the ballot papers duly completed and received by the Academy by the Prescribed Date.
- 8.8 In the event of an equal number of votes being cast for any two or more candidates for anyone vacancy, the President shall have a second or casting vote. (As amended by Resolution of the Council on 8 October 2007).
- 8.9 A declaration by the Chair of the Academy of the results of any vote shall be final. The Chair of the Academy may consider any question as to the propriety of such elections prior to making such declaration but his/her decision on such matters shall be final and binding.

Section 9. Officers of the Academy

- 9.1 The provisions for the President are set out in Section 11.

Honorary Treasurer, Honorary Secretary and other Honorary officers

- 9.2 **Article 55** prescribes that the Council shall elect from amongst their number one or more Honorary Treasurers, one Honorary Secretary and such other honorary officers with such titles or descriptions as the Council thinks fit.
- 9.3 Subject to **Rule 9.6** an Honorary Officer shall be elected by Council for a term of office not exceeding three years.
- 9.4 An Honorary Officer must stand for re-election at the end of his/her term of office as a Council Member in accordance with **Section 6**. If re-elected, s/he may however continue to serve the remainder of his/her term of office as an Honorary Officer.
- 9.5 There shall be no maximum number of terms of office that an Honorary Officer may serve, other than the restrictions which apply to a Council Member generally set out in **Rules 6.2 and 6.3**. A Council Member may only be elected for a second term of office as Honorary Officer for such term as is equal to the remainder of his/her term of office as Council Member.
- 9.6 The term of office of an Honorary Officer shall terminate when s/he ceases to be a member a Council Member whatever the reason.
- 9.7 When fixing the term of office of an Honorary Officer, Council shall ensure (so far as it is able to do so) that the terms of office of the Honorary Officers are not co-terminous.

Section 10. Committees

10.1 **Article 49** provides that the Council may delegate any of its powers or the implementation of any of its resolutions to any committee in accordance with the Operating Rules of the terms of **Article 49**.

10.2 On the date of revision of these Operating Rules the Council has the following committees:-

- 10.2.1 Executive Committee;
- 10.2.2 Nominations Committee;
- 10.2.3 Audit and Risk Management Committee;
- 10.2.4 Campaign for Social Science Board;

An Appointments Committee is put in place by the Council, as and when required, to oversee the appointment of the President, Chief Executive or appointed members of Council.

Standard Terms of Reference

10.3 The terms of reference set out in **Rules 10.4 to 10.23** shall apply to each Committee subject to any variations prescribed by Council for any individual Committee save that the terms of reference of the Nominations Committee, Audit and Risk Management Committee and Executive Committee are set out in **Appendices E, F and G (respectively)**.

Role, Responsibility and Delegated Authority

10.4 The role, responsibilities and specific delegated authorities of the Committee shall be set out in writing and approved by the Council. In fulfilling their roles, committees shall adhere to existing Council policies on Equality, Diversity and Inclusion (EDI).

10.5 The Committee is authorised by the Council to investigate any activity within its terms of reference, and it is authorised to seek any information it requires from any employee or Council Member or any consultant or other provider of services to the Academy.

Membership

10.6 The members of the Committee shall be appointed by the Council from time to time.

10.7 The membership of the Committee shall include at least one Council Member.

10.8 Members of the Committee may include individuals who are not Council Members but all such individuals shall be social scientists unless the Council resolves otherwise.

10.9 All members of the Committee shall be entitled to one vote on the business of the committee.

10.10 The term of office of a member of the Committee shall be specified by the Council at the time of his/her appointment or in the case of a Council Member shall be co-

terminous with his/her appointment as a Council Member.

10.11 A committee member's term of office automatically terminates if she/he receives written notice of his/her removal as a Council Member from the Council.

Committee Chair

10.12 The chair of the Committee shall be appointed by the Council.

10.13 The chair of the Committee shall be a Council Member.

Meetings

10.14 The Committee shall meet as often as the chair shall require and, unless established for a specific time-limited purpose, at least twice in each year.

10.15 Any member of the Committee may request a meeting if s/he considers that one is necessary or expedient.

10.16 The quorum for meetings of the Committee shall be at least a third of the members of the Committee of whom at least one must also be a Council Member.

10.17 All reasonable efforts shall be made to give notice of meetings of the Committee to all members and invitees and to arrange such meetings so that all members and invitees are able to attend.

10.18 Attendance by external advisors (who shall not be entitled to vote) shall be at the discretion of the chair of the Committee.

10.19 Members of the Committee may participate in or hold a meeting of the committee by means of conference telephone or other similar communications equipment so that all persons participating in the meeting can hear or speak to each other. Participation by such means shall be deemed to constitute presence in person and business so transacted shall be effective for all purposes as that of a meeting of the Committee duly convened and held with such persons physically present.

10.20 A resolution in writing, signed by all the members of a Committee shall be as valid and effective as if it had been passed at a meeting of the Committee.

Accountability

10.21 Any delegation of power to the Committee made by the Council shall be revocable at anytime.

10.22 Deliberations of the Committee shall be reported regularly to the Council.

10.23 In accordance with **Article 49.4** the Committee shall ensure that minutes of every meeting recording the resolutions and deliberations at each meeting are kept and are made available to the Council as required.

Section 11. The President

- 11.1 The President chairs the Council of the Academy (the board of trustees) and provides leadership to the trustees and the Academy. The President shall also chair other committees as required, and represent the Academy at external meetings and events, as a figurehead and in respect of policy matters and fundraising.
- 11.2 The President shall be a senior, distinguished social scientist, drawn from any of the academic, practitioner or policy communities.
- 11.3 The President must be a Fellow or capable of being appointed as one prior to taking up the role.
- 11.4 The President is appointed by Council on the recommendation of an Appointment Committee.
- 11.5 The President shall serve one term of office of 3 years and be renewable for a further 3 years on the agreement of the Council.
- 11.6 If the President is appointed from within the existing members of Council, s/he will ordinarily serve one term of 3 years even if this extends his/her total time on Council beyond the normal 6 year limit. In addition s/he may, exceptionally serve a second term of 3 years, providing that s/he has not been a member of Council for more than 2 years prior to becoming President. If s/he has, the maximum permitted term as President will be reduced by the number of years of membership of Council.
- 11.7 In the event that the President ceases to hold such office (for whatever reason) before the expiry of his/her period of office the Council shall at the next following Council Meeting elect one of its number to hold office as Interim President for the period from the date of that meeting until the next President has taken up his/her appointment at the next Annual General Meeting.

Appendix A

Interpretation

I. Definitions

In these Operating Rules the following words and expressions shall have the meanings set out below:

“Academy”	Academy of Social Sciences
“Affiliate”	Individual Affiliates and Corporate Affiliates affiliated to the Academy in accordance with Section 3
“Annual General Meeting”	the annual general meeting of the Academy held in accordance with Article 8
“Articles”	the Articles of Association of the Academy
“Authorised Representative”	an individual nominated by a learned society to represent it in the business of the Academy (including attending and speaking at meetings) in accordance with Rule 2.14
“Council”	the governing body of the Academy whose members are its directors for company law purposes and its charity trustees under charity law
“Council Member”	a member of the Council
“Committee”	any committee appointed by the Council in accordance with Article 49 and Section 9 of these Operating Rules
“Corporate Affiliate”	an organisation, university department or faculty which applies to be an Affiliate and is registered as such in accordance with Rule 3.5
“Fellows”	the eminent social scientists admitted to membership of the Academy in accordance with Rule 2.3
“General Meeting”	a meeting of the members of the Academy
“Honorary Officer”	a Council Member appointed as an honorary officer in accordance with Rule 10.2
“Individual Affiliate”	an individual who applies to be an Affiliate and is registered as such in accordance with Rule 3.3

“learned society”	a society which promotes social sciences
“Learned Societies” (also referred to as ‘Social Science Societies’)	those learned societies admitted to the Academy in accordance with Rules 2.9 to 2.15 and “learned society” shall mean any one of them
“Member”	a member of the Academy having one or more votes at General Meetings as specified in Rule 2.1
“Office”	the registered office of the Academy
“Operating Rules”	these Operating Rules as varied from time to time and “Rule” shall mean any one of them
“Relevant Date”	the date which is 14 days prior to the date of the relevant meeting
“Secretary”	the company secretary of the Academy or such other person as is appointed to perform the duties of the company secretary of the Academy

Other rules of interpretation

In these Operating Rules:

- Words importing the singular number only shall include the plural number and vice versa;
- Words importing the one gender shall include all genders;
- Words importing persons shall include corporations and constituted societies.

Appendix B

The Learned Societies of the Academy on 17 May 2022

Association for Psychosocial Studies (APS)
Association of Law Teachers (ALT)
Association of Professors of Social Work (APSW)
Association of Social Anthropologists (UK) (ASA)
Behavioural Science and Public Health Network (BSPHN)
British Academy of Management (BAM)
British Accounting and Finance Association (BAFA)
British Association for Applied Linguistics (BAAL)
British Association for International and Comparative Education (BAICE)
British Association for Slavonic and East European Studies (BASEES)
British Educational Leadership, Management and Administration Society (BELMAS)
British Educational Research Association (BERA)
British International Studies Association (BISA)
British Psychological Society (BPS)
British Society for Population Studies (BSPS)
British Society of Criminology (BSC)
British Society of Gerontology (BSG)
British Sociological Association (BSA)
British Universities Industrial Relations Association (BUIRA)
Council for Hospitality Management Education (CHME)
Development Studies Association (DSA)
Economic History Society (EHS)
European Academy of Occupational Health Psychology (EAOHP)
Government Social Research Profession (GSR)
Housing Studies Association (HAS)
Joint University Council of the Applied Social Sciences (JUC)
Media, Communication and Cultural Studies Association (MeCCSA)
Leisure Studies Association (LSA)
Political Studies Association (PSA)
Regional Science Association International, British and Irish Section (RSAI)
Regional Studies Association (RSA)
Royal Anthropological Institute (RAI)
Royal Economic Society (RES)
Royal Geographical Society (RGS)
Royal Statistical Society (RSS)
Royal Town Planning Institute (RTPI)
Scottish Economic Society (SES)

Social Policy Association (SPA)
Social Research Association (SRA)
Society for Research into Higher Education (SRHE)
Society for Studies in Organizing Healthcare (SHOC)
Society for the Advancement of Management Studies (SAMS)
Society of Legal Scholars (SLS)
Society of Professional Economists (SPE)
Socio-Legal Studies Association (SLSA)
UK Association for Language Testing and Assessment (UKALTA)
United Kingdom Evaluation Society (UKES)

Appendix C

Form of Proxy

Academy of Social Sciences

I [Member's name and address] being a Member of the Academy hereby appoint

[name and address of proxy holder] or failing him/her,

[name and address of substitute] as my/our proxy to vote on my/our behalf at the [Annual/Extraordinary/Adjourned] General Meeting of the Academy to be held on theday of..... and any adjournment thereof.

SIGNED

DATED this day of 20

Appendix E

Nominations Committee

Terms of Reference

Committee's Role

1. The Nominations Committee is a Committee of Council.
2. The Committee's remit is to oversee the Nomination Process of individual Fellows to the Academy and to recommend to Council those who should be elected to be Fellows.
3. The Committee may receive recommendations from constituted search groups when appropriate. As of May 2022, there are two sub groups: Academic and Practitioner Search Groups.

Membership and Chair

4. All members of the Committee should be Fellows
5. The Chair of the Committee shall be a member of Council and be appointed by Council for a three year, non-renewable, period.
6. The Committee shall have a minimum of nine members, including the Chair, and a maximum of fifteen, the majority of whom will not be members of the Academy's Council.
7. A quorum will be six members, four of whom will not be members of the Council.
8. The membership of the Committee is at the discretion of the Council. Committee members will be sought from current Fellows chosen to represent a range of disciplines and a variety of fields of interest.
9. Committee members will normally be appointed for a three year term. Members may be reappointed for one further term.

Tasks and Responsibilities

10. The committee's tasks and responsibilities include:
 - Upholding the honour of the Academy through the process by which Fellows are elected.
 - Overseeing the whole Nominations process on behalf of Council and making recommendations to Council about any changes that need to be made.
 - Ensuring that all the required evidence about individuals being nominated, including independent reviews of the Application for Nomination from at least two peers, is made available to the Committee prior to the decision being made;
 - Considering this evidence in the light of the criteria for election agreed by Council;
 - Deciding, on the basis of the evidence and in an impartial way, whether each Nomination should be accepted or rejected.
 - Making recommendations to Council on the individuals to be elected, including in each case a brief statement of the significant contribution made to social science by that individual.

Meeting

11. The Nominations Committee will meet twice a year, in January and July. Recommendations will be made to the February and October Council meetings of the Academy with the names of successful Fellows being announced at the Academy's AGM in June and the President's Lunch.

Conflicts of Interest

12. If a member of the Nominations Committee has a close personal relationship with anyone being nominated, or is a colleague or work collaborator, this interest needs to be declared and the member should leave the room when that nomination is considered.

Authority

13. The recommendations of the Nominations Committee will be endorsed by the Council unless the appropriate procedures have not been followed. In putting forward the recommendations, the Chair will need to confirm that all procedures were correctly followed.

Appeals

14. Any candidate whose Nomination has been rejected can appeal to Council on the ground that there has been a failure of procedure but not for any other reason.

Re-nominations

15. Unsuccessful candidates would be considered for subsequent election if they were re-nominated.

Appendix F

Audit and Risk Management Committee

Terms of Reference

Committee's Role

1. The Audit and Risk Management Committee is a Committee of Council. It reports to Council, but is independent of the Council.
2. Its remit is to provide oversight and advice to the Council on the effective functioning of the Academy in relation to:
 - Financial processes
 - Risk management, including lack of sufficient resources; employer/employee relationships; and risks to the Academy's reputation.

Membership and Chair

3. The Committee shall have a maximum of nine members, the majority of whom will not be members of the Academy's Council.
4. A quorum will be three members, two of whom will not be members of the Council.
5. The membership of the Committee is at the discretion of the Council. Committee members will be sought from the Academy's Membership and others with appropriate skills and expertise
6. Committee members will normally be appointed for a three year period. Members may be reappointed for one further term. The Chair will be a member of the Council and will be appointed by the Council.

Meetings

7. The Audit and Risk Management Committee will meet at least twice each financial year.
8. The Executive Director is expected to attend all Committee meetings. There will be at least one meeting a year with the Academy's President and Honorary Treasurer. This meeting will normally be in the autumn on the same day as an Audit and Risk Management Committee meeting. There will be a meeting in the spring to review the Academy's accounts once they have been agreed by the Independent Examiner and before they go to Council.
9. Meetings of the Committee may be held as a telephone conference or similar mechanism so that all members participating in the meeting can hear or speak to each other. Business transacted in this way will have the same status as that of a meeting held with everyone physically present.

Authority

10. The Audit and Risk Management Committee is authorised by the Council to investigate any activity within its terms of reference. It is authorised to seek any information it

requires from any employee or Trustee of the Academy or any consultant, other provider of services, or independent professional adviser.

- I1. A resolution in writing, signed by all the members of the Committee shall be as valid and effective as if it had been passed at a meeting of the Committee.

Responsibilities

- I2. Subject to any general or particular direction that may from time to time be given by the Council, the Audit and Risk Management Committee will:
 - Consider the Academy's arrangements for internal audit, including its accounting policies, and will ensure that all significant losses are properly investigated;
 - Consider the nature and scope of the annual independent examination and monitor the performance of the Independent Examiner;
 - Examine any External Auditor's Management Letter prior to its submission to Council;
 - Review the response of the Council to any audit recommendations made by the Independent Examiner;
 - As necessary, provide advice to the Academy's Annual General Meeting on the appointment of the Independent Examiner and the annual audit fee;
 - Establish and keep under review a formal and clear procedure for the identification and reduction of the risks faced by the Academy;
 - implement and keep under review a detailed Risk Assessment of the Academy, through the Council and its Committee structure, to identify potential areas of risk and control the process by a system of direct reporting;
 - establish and keep under review the Academy's mechanisms for Members, both individual and corporate, and employees to raise concerns, in confidence, about possible wrongdoings (financial or otherwise).
- I3. The Audit and Risk Management Committee will forward the minutes of its meetings to Council and identify any issues of concern that they raise. The Committee will also present an annual report to the Council.

Appendix G

Executive Committee

Terms of Reference

1. The Executive Committee advises the CEO on the day to day management of affairs pertaining to the running of the Academy.
2. The Executive Committee will consist of the Honorary Officers (viz. The President, Honorary Secretary, Honorary Treasurer, Chair of Campaign) and the Chief Executive. The Executive Committee may co-opt up to a further three members of Council as it requires.
3. A quorum shall be three members of the Committee
4. The Executive Committee shall meet as required and usually at least once between Council meetings. Meetings will usually be virtual or by email.
5. The Executive Committee shall report any recommendations it is making to the Council that are not otherwise included within the Council papers.

Appendix H

An up to date record of current trustees can be found on the Academy's website, in the Director's Report and Financial Statement, and also Charities Commission website.