

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.

Academy of Social Sciences Operating Rules (Version 9 – July 2014, with Committee Terms of Reference agreed 5th March 2013)

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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.
- 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.
- 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**.
- 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 on the recommendation of the Appointments Committee in accordance with the rules set out in **Appendix G**.
- 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.

Chair of the Academy

- 6.12 Subject to **Rule 6.14**, the Chair shall be elected by the Council Members either from amongst their number, from the body of Fellows or a distinguished outside person capable of being appointed as a Fellow prior to taking up the position of Chair. The election will normally take place either:-
- 6.12.1 at the Council Meeting held prior to the Annual General Meeting at which the current Chair will retire from office, *or*,
 - 6.12.2 if there is no Chair, at the next following Council Meeting; for a term of office fixed in accordance with **Rule 6.13**.
- 6.13 The Chair shall (unless otherwise so resolved) hold office from the close of the Annual General Meeting following his election until the close of the third Annual General Meeting thereafter.
- 6.14 If the Chair of Council 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 Chair. If s/he has, the maximum permitted term as Chair will be reduced by the number of years of membership of Council.
- 6.15 No Council Member may stand for election as Chair if, on the date on which s/he would take up office as Chair, s/he would otherwise have completed his/her maximum period of office as a Council Member.
- 6.16 A Chair who at the end of his/her term as Chair has served for a period being less than the period between seven successive Annual General Meetings (the "Maximum Period") may be re-elected as a Council Member but only for the balance of the Maximum Period.
- 6.17 In the event that the Chair 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 for the period from the date of that meeting until the close of the next Annual General Meeting.
- 6.18 A chair appointed in accordance with **Rule 6.17** may stand and be re-elected as Chair in accordance with **Rule 6.12** notwithstanding **Rule 6.14**.
- 6.19 The term of office of the Chair of the Academy shall not be fully co-terminous with that of the President of the Academy.

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 Chair 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 any one vacancy, the Chair of the Council shall have a second or casting vote. (As amended by Resolution of the Council on 8 October 2007).
- 7.9 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 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 Chair of the Academy).

- 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 any one vacancy, the Chair of the Council 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

Chair

- 9.1 The provisions of **Rules 6.12 to 6.20** shall apply in relation to the Chair of the Academy.

Deputy Chairs, 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 Deputy Chair[s], 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 adoption 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 Appointments Committee
 - 10.2.5 Publications Committee

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 Appointments 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.
- 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 in any event 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 any time.

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 II. The President

11.1 The role of President is to oversee the proceedings of the AGM and Annual Lunch and represent the Academy on such other occasions as shall be determined by Council. Typically, these will be ceremonial type occasions.

11.2 The President shall also assist the Chair of Council as required to represent the Academy at external meetings and events, both in respect of policy matters and fundraising.

- 11.3 The President shall be a senior, distinguished social scientist, drawn from any of the academic, practitioner or policy communities.
- 11.4 The President must be a Fellow or capable of being appointed as one prior to taking up the role.
- 11.5 The President is appointed by Council on the recommendation of the Appointments Committee.
- 11.6 The President shall serve one term of office of 3 years and be renewable by exception for a further 3 years on the agreement of the Council, following a review.
- 11.7 The term of office of the President and the Chair of Council shall not coincide.

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”	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 4th July 2013

Association for Learning Technology (ALT)
Association for Psychosocial Studies (APS)
Association of Social Anthropologists (ASA)
Association for Tourism in Higher Education (ATHE)
British Accounting & Finance Association (BAFA)
British Association of Applied Linguistics (BAAL)
British Association for American Studies (BAAS)
British Association for Counselling and Psychotherapy (BACP)
British Association International & Comparative Education (BAICE)
British Academy of Management (BAM)
British Association for Slavonic & East European Studies (BASEES)
British Educational Research Association (BERA)
British International Studies Association (BISA)
British Psychological Society (BPS)
British Sociological Association (BSA)
British Society of Criminology (BSC)
British Society of Gerontology (BSG)
British Society for Population Studies (BSPS)
Council for Hospitality Management in Education (CHME)
Development Studies Association (DSA)
Economic History Society (EHS)
European Academy of Management (EURAM)
European Academy of Occupational Health Psychology (EAOHP)
Government Economic Service (GES)
Government Social Research (GSR)
Housing Studies Association (HSA)
Joint University Council (JUC)
Leisure Studies Association (LSA)
Media, Communications & Cultural Studies Assoc. (MECCSA)
Political Studies Association (PSA)
Royal Geographical Society (with IGB) (RGS-IGB)
Regional Studies Association (RSA)
Regional Science Association International [British & Irish] (RSAI)
Royal Statistical Society (RSS)
Royal Town Planning Institute (RTPI)
Society for the Advancement of Management Studies (SAMS)
Scottish Economic Society (SES)
Society of Legal Scholars (SLS)
Social Policy Association (SPA)
Social Research Association (SRA)
Social Services Research Group (SSRG)
Society for Research into Higher Education (SRHE)

Society for Studies in Organising for Healthcare (SHOC)
Socio-Legal Studies Association (SLSA)
University Association for Contemporary European Studies (UACES)
The UK 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 ofand any adjournment thereof.

SIGNED

DATED this day of 20

APPENDIX D

FORM OF APPOINTMENT OF AN AUTHORISED REPRESENTATIVE

ACADEMY OF SOCIAL SCIENCES

We [name of organisation] being a member of the Academy hereby appoint [name and address of representative] or failing him/her, [name and address of substitute] to vote on our behalf at [either] [any General Meeting of the Academy to be held in [20] [or]] [the Annual/Extraordinary/Adjourned] General Meeting of the Academy to be held on the day ofand any adjournment thereof].

SIGNED

OFFICE

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.

Membership and Chair

3. All members of the Committee should be Fellows
4. The Chair of the Committee shall be a member of Council and be appointed by Council for a three year, non-renewable, period.
5. 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.
6. A quorum will be six members, four of whom will not be members of the Council.
7. 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.
8. Committee members will normally be appointed for a three year term. Members may be reappointed for one further term.

Tasks and Responsibilities

9. 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

10. The Nominations Committee will meet twice a year, in January and July. Recommendations will be made to the February and September 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 in December.

Conflicts of Interest

11. 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

12. 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

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

Re-nominations

14. 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 Chair and Honorary Officers. 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.

11. 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

12. 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).
13. 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
APPOINTMENTS COMMITTEE
TERMS OF REFERENCE

Committee's Role

1. The Appointments Committee is a Committee of Council.
2. The Committee's remit is to oversee the Process for the Appointment of the seven Appointed members of the Council and such other appointments as Council shall determine.

Membership and Chair

3. The Committee shall have 5 members. The Chair will be chosen by Council from among its own number. The Honorary Secretary of the Academy shall also be a member. Additionally, Council will appoint one other member, who may or may not be a member of Council. Learned societies shall nominate two members by a method determined to be fair and reasonable by them.
4. The Executive Director of the Academy shall be the (non-voting) Secretary to the Committee.
5. A quorum will be three members, which shall be: the Chair, one member chosen by learned societies and one other.
6. Committee members will normally be appointed for a three year term. Members may be reappointed for one further term.

Tasks and Responsibilities

7. The Committee's tasks and responsibilities include making recommendations to Council about particular individuals to be considered for appointed to Council in respect of the needs that are determined by Council and such other appointments as Council shall determine.

Meeting

8. The Appointments Committee will meet at least once a year (and more frequently if required) prior to the Annual General Meeting. The names of those being appointed shall be announced at the Academy's AGM.

Conflicts of Interest

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

APPENDIX H – parts i, ii and iii
MEMBERS OF COUNCIL ON 5th March 2013

Appendix Hi

Council Members elected by Fellows in office
at the date of adoption of these Articles (**Rule 6.9**)

<u>Name</u>	<u>Year of the AGM at which his/her Term of office will expire</u>
Professor Ann Buchanan MBE AcSS	2014
Professor Tony Crook AcSS	2015
Professor Peter Fearon AcSS	2013
Professor Ivor Gaber AcSS	2014
Professor Ian Gough AcSS	2013
Professor Michael Harloe AcSS	2015
Professor Irene Hardill AcSS	2013
Professor Malcolm Johnson AcSS	2014
Professor Roger Vickerman AcSS	2013

Appendix Hii

Council Members elected by the Learned Societies in office
at the date of adoption of these Articles (**Rule 6.6**)

<u>Name</u>	<u>Year of the AGM at which his/her Term of office will expire</u>
Professor Dominic Abrams AcSS	2015
Professor John Benyon AcSS	2013
Professor John Brewer AcSS	2015
Professor Cary Cooper CBE AcSS (Chair of Council)	2015
Barbara Doig AcSS	2014
Professor Jane Millar OBE AcSS	2015
Dr David Pearson	2013
Professor Adam Tickell AcSS	2015
Professor Christina Victor AcSS	2014

Appendix Hiii

Co-opted members of Council in office at the date of adoption of these Articles

<u>Name</u>	<u>Year of the AGM at which his/her Term of office will expire</u>
Professor David Canter AcSS	2014
Professor Fiona Cownie AcSS	2013
Professor Jonathan Michie AcSS	2014