



AGCAS

The Association of Graduate
Careers Advisory Services

Regulations of the Association of Graduate Careers Advisory Services

These regulations form part of the governance documents of The Association of Graduate Careers Advisory Services and should be read in conjunction with the Articles of Association (12 September 2017).

Member categories

The Association of Graduate Careers Advisory Services shall have the following categories of membership:

- **Service membership** – open to career services which support whole institutions and which operate within/to the AGCAS Code of Ethics and Membership Quality Standard.
- **Full membership** – open to any and all staff currently employed by a careers service which is a service member, or whose responsibilities are sufficiently aligned as determined by the Head of Service, and who commit to operate within/to the AGCAS Code of Ethics (includes careers professionals working in faculties).
- **Partner membership** – open to non-Careers Service staff involved in the provision of careers education, information, advice or guidance and who commit to operate within/to the AGCAS Code of Ethics. Working in an institution where the Careers Service is a Service Member and where the Head of Service supports the application. (For example academics with an interest in employability, freelance staff, professional staff in outreach or similar roles).

The Association of Graduate Careers Advisory Services has the following categories of affiliate; these categories are open to individuals who support the aims of AGCAS but who are not eligible for membership:

- **Affiliate** – open to individuals actively involved in the provision of careers education, information, advice or guidance to higher education students in the UK or elsewhere, or who are engaged in another professional activity closely related to higher education careers advisory work. *It is also open to individual who are on a career break.*
- **Student affiliate** – open to individuals studying full or part time for a recognised Qualification in Careers Guidance (QCG), Qualification in Career Coaching (QCC) or any other Level 4-6 careers guidance qualification and not eligible for Full or Affiliate membership.
- **Retired affiliate** – Previous full or partner members no longer working in higher education or in a role relating to careers or employability, including self-employment, and who have no intention of returning to this area of work.

- **Honorary affiliate**– The Board may admit any person to honorary affiliate at their absolute discretion and on such terms as they think fit.

Affiliates are able to access a number of AGCAS member benefits (as described on the AGCAS website) but are not eligible to vote or hold office.

AGCAS can decline or cancel an affiliate subscription at the sole discretion of the Board.

Admission of Members

Careers Services and individuals can apply for membership of AGCAS in the categories defined above via the AGCAS website.

Members will commit to the AGCAS Code of Ethics.

To be admitted to Full Membership, individuals require the approval of the Head of Service from their Member Careers Service.

Membership commences on payment of the annual subscription fee.

Membership Subscriptions

Membership subscription rates will be set by the Board. The annual percentage increase to subscription rates will be agreed with the Advisory Council.

Subscription years shall run from 1 August to 31 July. Members joining mid-year will pay a pro-rata subscription fee for the current year, including the full month in which membership commences.

All membership subscriptions will renew on 1 August.

Resignations and Removal of Membership

A member can resign their membership by contacting the Membership Manager in writing.

The subscription fee, or part thereof, for the current year will not be returned.

Any member who has not paid their annual subscription by 1 December of the current year will be removed from membership.

Disciplinary Action

Members may be removed from membership if they bring AGCAS into disrepute.

On receipt of a complaint against a member, AGCAS will follow the disciplinary process approved by the Board.

Election of Board Members

The Board will provide role descriptions for all Board Directors which describe the skills and experience needed to successfully fulfil that role.

The Board will advertise all vacant Board roles via the website, member e-newsletter and other appropriate communication channels.

The Board will convene a nominations working party to advertise Board vacancies and elicit expressions of interest. The working party will select a short list of suitably qualified candidates from within the membership to stand for election to the Board.

The nominations working party will work with the Board, Committees, Task Groups, Regional Groups and the wider membership to identify suitably qualified members to nominate for Board roles.

The nominations working party will take into account and make clear diversity in regional, mission group and professional representation on the Board when shortlisting nominations for Board roles.

Any member nominating themselves for a Board position must have been an AGCAS member for at least the twelve months prior to the date of their submitted nomination.

All Full Members, as defined in the regulations, are eligible for nomination to the Board.
All Full Members, as defined in the regulations, are eligible to vote in Board elections.

Board Director terms of office

Board directors will serve for a term of three years, with the option to serve for a second term. At the end of the second term they must stand down. However, Board directors could be elected as President following two terms as a Board director.

AGCAS Presidents are appointed for two years, with up to an additional twelve months as President-elect, prior to taking up office.

Committees

As defined in Article 16 of the AGCAS Articles of Association, the Board can establish committees and working parties to carry out specific activities in support of their work and in line with AGCAS strategy. All committees and working parties established by the Board will be chaired by an AGCAS Director and work to a terms of reference agreed and published by the Board. The terms of reference form part of these regulations.

Appointments for all committee members shall be for a maximum of three years, with the exception of the senior HQ member who shall remain on the committee for as long as the Executive Director sees fit. Members may be re-appointed, subject to a maximum of six years' unbroken service. However, where appointments are made as a result of the individual's position on an AGCAS group/working party reporting to a committee their tenure on the committee will correspond to the appointed tenure held on their AGCAS group/working party.

For new committees/working parties, to avoid all members' term of office ending at the same time, members will agree to stagger their leaving dates during the second term. In the event, that members do not volunteer to leave early, the Chair will decide the order of retirement by an appropriate mechanism.

On the recommendation of the chair of the committee, the Board of Directors may cancel or suspend membership of that committee where the member's actions have, in the opinion of the committee and of the Board of Directors, been detrimental to the work of the committee.

The Director chairing the committee or working party will provide an activity report for each meeting of the AGCAS Board outlining the committee or working party's progress against the agreed business plan.

Meetings of AGCAS committees and working parties

Members of the committee/working party may elect up to two of its members to the nominal position of vice chairs of the committee/working party.

In the event that the Director is unable to chair a committee/working party meeting, the Director or the committee/working party shall appoint another committee/working party member to chair that particular meeting. This person will normally be one of the members holding a nominal appointment of vice chair of the committee/working party.

The quorum shall be one quarter of the total membership of the committee/working party, rounded up to the nearest whole number, of which a majority should be Full Members of AGCAS.

A member of the committee/working party who attends a meeting by means of any communication equipment which allows all persons participating in the meeting to hear and speak to each other for the entirety of any matter under consideration shall be deemed to be present in person for that part of the meeting and shall be entitled to vote or be counted in a quorum accordingly.

In the event of a tied vote, the chair shall have an additional casting vote.

All members must commit reasonable time and effort to the work of the committee/working party and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the committee/working party may, at the chair's discretion, terminate his or her membership of the committee/working party, unless the non-attendance was owing to illness or other reasonable cause.

Advisory Council

The Advisory Council is a committee of AGCAS consisting of all Heads of Service of a Service Member (as defined in these regulations).

As defined in the Articles of Association, the function of the Advisory Council is to advise the Board on strategy and operations and on any other issues which the Board may request it to consider and advise upon.

The Advisory Council normally meets once per year (usually during the Heads of Service Conference). This can be changed at the request of the Advisory Council.

General meetings

A general meeting will be convened annually for approval of the accounts. This meeting will follow the annual meeting of the Advisory Council and is open to all Full and Partner members.

Conduct of general meetings are defined in the Articles of Association.

Changing the Regulations

The Board will seek the views of the Advisory Council and Committees prior to changing any of these regulations.

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