

## HISTORY UK CONSTITUTION

<https://www.history-uk.ac.uk/about/constitution/>

(last updated, July 2022)

### 1 CONSTITUTION AND TITLE

The body shall be a voluntary association of all Higher Education history departments in the UK who wish to and who subscribe to membership of the Association.

The name of the Association shall be 'History UK'.

### 2 GOALS OF THE ASSOCIATION

The Goals of the Association are:

#### 2.1 Profile of History:

2.1.1 To promote the value of the academic study of history, ensuring that the worth of the subject is widely understood both within Institutions of HE and beyond.

2.1.2 To promote fruitful collaboration and understanding between professional historians, those involved in the promotion of 'public history', and those with an interest in the subject in the wider community.

2.1.3 To ensure effective collaboration with other professional bodies within history and the wider Arts and Humanities Community.

#### 2.2 Recruitment:

2.2.1 To maintain oversight of recruitment to undergraduate and postgraduate courses in UK Institutions of HE.

#### 2.3 Research culture:

2.3.1 To maintain oversight of the research resources (including archival, library and other source material (such as digital primary sources) available to historians working in institutions of HE in the UK and to bring pressure to ensure that access to such resources is maintained.

2.3.2 To monitor the impact of external measures of research quality on historians working in HE institutions.

#### 2.4 Teaching culture:

2.4.1 To maintain oversight of the teaching resources and developmental support available to historians working in institutions of HE in the UK and to bring pressure to ensure that access to such resources and support is maintained.

2.4.2 To monitor the impact of external measures of teaching quality on historians working in HE institutions.

#### 2.5 Audit Culture:

2.5.1 To monitor developments within the sector concerned with the definition and assessment of quality and standards.

2.5.2 To disseminate information about bodies concerned with this work both within institutions and externally.

2.5.3 To bring appropriate pressure to ensure that the 'Audit Culture' is fit for purpose and not unnecessarily burdensome.

## 2.6 Career development:

2.6.1 To monitor trends and promote good practice about recruitment and career development of history teachers, early career historians and other researchers in institutions of HE.

## 2.7 Representation:

2.7.1 So far as possible to represent all sectors of HE (Scotland, Northern Ireland, Wales and all types of institution).

## 3 RESPONSIBILITIES OF THE ASSOCIATION

3.1 To obtain the views of its member departments on all issues within the Association's remit which concern them, to provide a forum for discussion of these issues and to represent, where possible by consensus, to central government, other public bodies and the general public their views on those matters.

3.2 To make representations to central government and legislatures seeking changes in legislation and practice, or supporting or opposing such changes which may be proposed by others.

3.3 To do anything likely to assist in achieving the aims the Association.

## 4 THE PLENARY MEETING

4.1 At least one plenary meeting of the Association will be held in each calendar year, on such date(s) as are agreed by the Steering Committee.

4.2 The plenary meeting(s) will be held at the Institute of Historical Research, Senate House, London, which failing such other venue as is agreed by the Steering Committee.

4.3 Plenary meetings may be attended by one delegate from each member HE history department of the Association.

4.4 The business of the plenary meeting shall include:

4.4.1 The filling of vacancies on the Steering Committee accordance with the procedure described at 5 below.

4.4.2 The election of the Association's principal office bearers in accordance with the procedure described at 6 below.

## 5 THE STEERING COMMITTEE

5.1 The Steering Committee of the Association shall comprise:

5.1.1 members who represent the Association's member HE history departments. All member departments are welcome to nominate a representative, but it is not necessary for all member departments to be represented at all times. Nominations for this category of membership of the Steering Committee may be made by heads of department (or equivalent) by notice in writing to the

Secretary of the Association at least 21 days before the next scheduled steering committee meeting. Their membership will be confirmed at the plenary meeting.

5.1.2 Up to three ex-officio positions for members of other scholarly bodies/associations, to be appointed at the discretion of the co-convenors on an annual basis person

5.1.3 One person nominated by History Lab Plus.

5.2 Membership of the Steering Committee is for a term of three years.

5.3 Members of the Steering Committee may sit for a maximum of two three-year terms.

5.4 In the event that a member of the Steering Committee fails to attend three meetings in succession (notwithstanding the occasional substitute) that member may be treated by the Steering Committee as having resigned from the Committee.

5.5 A member of the Steering Committee who leaves the institution from which they were nominated is entitled to continue on the Steering Committee until the end of their current three-year term (as an observer, if their new institution already has a representative). Any second consecutive term will require confirmation, for which a nomination from their new institution will be needed.

5.6 A representative of any subscribing institution without representation on the Steering Committee may attend any Plenary or Steering Committee meeting in a non-voting capacity. They may nonetheless contribute to discussions.

## 6 The Office Bearers

6.1 The office bearers of the Association shall comprise:

6.1.1 Up to two Convenors whose role shall be to act as the principal executive officers of the Association, to liaise with other organisations, to oversee the Association's activities, and to convene the plenary and Steering Committee meetings.

6.1.2 The Secretary whose role shall be to take minutes of the plenary and Steering Committee meetings; to give notice of the holdings of the meetings; to inform subscribing departments of forthcoming election of members of the Steering Committee and for the election of the office bearers; to administer nominations and elections; and to circulate minutes of the plenary and Steering Committee meetings and the outcome of elections to heads of department (or equivalent) of member HE history departments.

6.1.3 The Treasurer whose role shall be to safeguard and manage the Association's funds, to maximise the number of subscribing history departments, to oversee registration for paid events and to authorise room and catering bookings.

6.1.4 The Research Officer whose role shall be to co-ordinate the Association's oversight of the promotion, resourcing and auditing research by HE institutions, funding bodies and the government and to initiate and organise research-related events and activities in coordination with the convenor/s and Steering Committee members.

6.1.5 The Education Officer whose role shall be to co-ordinate the Association's oversight of the promotion, resourcing and auditing of teaching by HE institutions, funding bodies and the government and to initiate and organise teaching-related events and activities in coordination with the convenor/s and Steering Committee members. The Education Officer shall normally serve as the Association's representative on the Royal Historical Society's Education Policy committee.

6.1.6 The Communications Officer whose role shall be to increase the profile of the Association and its activities in HE, to oversee the circulation of information valuable to historians in HE, to develop promotional materials, and to oversee the development and maintenance of the Association's website and social media activities.

6.1.7 The Equality, Diversity and Inclusivity (EDI) Officer whose role shall be to ensure that equality, diversity and inclusivity are considered in all elements the Association's work, including its policies, management, online presence, meetings, events, funding. The EDI officer shall also be responsible for the development and ongoing maintenance of an Equality, Diversity and Inclusivity Policy for the Association.

6.2 The office bearers of the Association shall each be elected for a three-year term (with the possibility of re-election for a second three-year term).

6.3 Nominations for this category of membership of the Steering Committee may be made by heads of department (or equivalent) by notice in writing to the Secretary of the Association at least 21 days before the next scheduled Plenary meeting. Where the number of nominated candidates exceeds the number of vacancies an election (by simple majority vote) will be held at the next scheduled plenary meeting. Where there are fewer nominated candidates than vacancies, it will be permissible for additional candidates to be nominated and elected at that plenary meeting.

6.4 In the event of a vacancy arising among the office bearers more than three months in advance of the next scheduled Plenary meeting, the Steering Committee may fill that vacancy on a temporary basis by nominating an acting office bearer. Nominations for this category of membership of the Steering Committee may be made by heads of department (or equivalent) by notice in writing to the Secretary of the Association at least 21 days before the next scheduled Steering Committee meeting. Where the number of nominated candidates exceeds the number of vacancies an election (by simple majority vote) will be held at the next scheduled Steering Committee meeting. That acting office bearer's term endures only until the next plenary meeting of the Association normally. In the case of an office bearer resigning from the role, where possible notice must be provided at least six weeks before the next scheduled Steering Committee or Plenary meeting.

## 7 MEETINGS OF THE STEERING COMMITTEE

7.1 The policy and conduct of the affairs of the Association shall be under the management of the Steering Committee.

7.2 The Steering Committee shall meet at least three times a year.

7.3 Members of the Steering Committee may send occasional substitutes by notifying the Secretary in advance.