



POLICE ASSOCIATION OF HIGHER EDUCATION LIAISON OFFICERS

'Working in partnership with Higher Education Institutions and their student bodies to reduce crime, and increase trust and reassurance in order to promote safer Higher Education Neighbourhoods for all those who work, live and study there or visit them.'

Constitution and Rules

1. Name

The name of this organisation shall be, 'the Police Association of Higher Education Liaison Officers', hereinafter referred to as the 'Association'.

2. Purpose

The purposes of the Association are:

- To promote the importance of the role of Police Higher Education Liaison Officer nationally and to all UK police forces.
- To work with national partners, for example the Home Office and National Union of Students, to reduce Higher Education (HE) campus and student related crime.
- To be the focus and consultants of improving levels of policing Higher Education Institutions (HEIs) in the UK.
- To share and promote effective practice amongst members of the Association through annual conferences attended by Association members together with others having an interest in police issues on campuses, and through the work of regional representatives, the organisation's website and regular correspondence.
- To assist non-members with support and advice and to encourage their membership to the Association.

3. Membership

- Full membership is permitted to police officers and police staff whose main role is involvement or responsibility for the policing of a University or any other HEI.
- Associate membership is permitted to non-police officers/staff who are wholly involved with a University or any other HEI; acceptance into the Association is at the discretion of the Association Committee and individual applications will be considered on the basis of the applicant's work within their HEI, for example crime reduction work.

4. Fees

- The annual fee for Association membership will be £30.

- The membership will be payable annually and thereafter levied on the 1st January each year until membership ceases.
- The fee for membership shall become payable within thirty days of the due date, either upon joining the Association or following the annual renewal. Failure to pay membership fees will result in the loss of membership to the Association.
- No fees shall be refunded to any members whose membership terminates for any reason
- If an individual joins the Association after July in any year, their membership will be carried over to the following year (i.e. if joining in July 2010, renewal will not be required until January 2012.)
- A member may transfer membership to his/her replacement officer; this transfer request must be made in writing to the Secretary who in turn must inform the Association.

5. Committee Officers

- The Association Officers shall be: Chair, Vice Chair, Secretary, Treasurer, and Press/Sponsorship Officer.
- Following appointment by the members at the Association's Annual Conference, the officers shall hold post for a period of one year and can seek re-election at the end of this period.
- If a post becomes vacant due to extraordinary circumstances, the Committee has the authority without a further vote to seek an immediate replacement from within the Association; a members' vote will then take place at the Annual Conference.

6. Annual Conference

- The Annual Conference will take place during the summer each year.
- The Annual Conference will include the Annual General Meeting during which elections of officers shall take place
- All Full members of the Association are entitled to raise matters and to vote at the Annual Conference.

7. Finance

- The fiscal period of the Association shall be 1st October – 30th September.
- The financial records of the Association shall, at a minimum, be audited annually by an independent auditor.
- The Association is non-profit making and should use its funds to accomplish the objectives forming the purpose of the Association.
- Members shall be reimbursed for their reasonable expense incurred in performing Association business.

8. Amendments to the Constitution Rules

Amendment to or repeal of these rules may be proposed by Association members at the Annual Conference.