

Terms of Reference: Committee of Heads of Environmental Sciences (CHES)

1. The Object of CHES

The object of CHES is to support and promote the advancement of environmental sciences teaching, learning, research, knowledge exchange and scholarship in the Higher and Further Education sectors both in the UK and internationally.

CHES is a subcommittee of the Institution of Environmental Sciences (IES) and is subject to its Memorandum of Articles and Byelaws.

In discharging its object CHES will:

- act as the collective voice of the environmental sciences academic community;
- promote and facilitate collaboration, co-operation and the articulation of a common voice for and on behalf of the Schools / Departments of Environmental Science;
- work with like-minded national and international organisations in pursuit of common goals where such collaboration might reasonably be expected to result in the furtherance of the object of CHES;
- serve as a peer-pressure group to enhance quality of outcomes in the environmental sciences; and
- undertake such actions as are agreed as policy by the Annual General Meeting and as strategy to deliver the policy as agreed by the Executive Committee.

2. Membership

On payment of the annual membership fee, membership of CHES is open to all institutions offering higher or further education in environmental sciences or equivalent provision. Each member organisation is able to send named delegates to the CHES AGM. Each institution has one vote.

3. Governance

3.1 The AGM

An Annual General Meeting (AGM) will be held each year usually as part of a conference advancing the teaching, research and scholarship of environmental sciences. All member organisations are eligible to attend the AGM and conference.

Seven members will constitute a quorate AGM.

The AGM will set the annual membership fees.

3.2 The Executive Committee

The Executive Committee and officers of CHES will be elected at the AGM. Elections will be by a simple majority is required for appointment to the Executive Committee.

The Executive Committee will be reviewed and confirmed on an annual basis at the AGM.

The Executive Committee will comprise of the Chair, Vice Chair, Secretary, Treasurer and at least four other members.

Executive officers must be members of CHES, with the exception of IES representatives who will be ex officio members of the board.

The AGM will appoint the Chair and Vice Chair, the Secretary and the Treasurer of CHES. The Chair and Vice Chair will serve a term of three years in office unless exceptionally appointed for a further period by a subsequent AGM.

The Executive Committee will meet at least two times a year. The quorum for an Executive Committee will be five members.

The Executive Committee will be responsible for strategic planning.

The Executive Committee will establish additional working groups as is necessary to further the object of CHES.

The Executive Committee will co-opt additional members as is deemed necessary to further the object of CHES. These will be ratified at the next AGM.

Under exceptional circumstances, e.g. an elected officer leaving before their term of office is complete, the Executive Committee has authority to nominate a replacement which must be ratified at the next AGM.

4. The Officers of CHES

The Chair will chair the AGM and Executive Committee and be responsible for the good governance of CHES.

The Vice Chair will deputise for the Chair.

The Secretary will be responsible for the administration of CHES and act as a returning officer for elections, and administer the strategic plan.

The Treasurer will maintain the accounts of CHES in accordance with good accounting practice and exercise wise stewardship of the resources of CHES. The treasurer is required to submit an annual report on the financial status to the AGM.

Members of the Executive Committee will undertake such duties as are determined by the Officers of CHES and the Committee itself in furthering the object of CHES.

5. EGM

An Extraordinary General meeting can be called by the Executive Committee or exceptionally by 6 member HEIs. The constitution may be amended only by the AGM or an EGM specifically called for that purpose.

The minimum period of notice required to hold a general meeting is 21 clear days. The notice must specify the date, time and place of the meeting as well as mode (electronic or physical). The notice should include the general nature of business to be transacted.