



# ICN CONSTITUTION

## 1. NAME

The organisation shall be called the Immigration Compliance Network (ICN). It is a professional interest group within UKCISA.

## 2. AIMS AND OBJECTIVES

- 2.1 To bring together professionals from Universities, Colleges of HE, Colleges of FE and Private Colleges to create an informed and effective support network and forum for discussion.
- 2.2 To provide a forum and 'safe space' for peer-to-peer discussion, support and advice-sharing about the practicalities of managing immigration compliance within our diverse institutions/organisations.
- 2.3 To share good practice about professional development within the field of immigration compliance management.
- 2.4 To make the subject of UK Visas & Immigration (UKVI) Compliance a highprofile issue within our institutions / organisations.
- 2.5 To arrange meetings for the discussion of issues particularly related to the development of a culture of UKVI compliance and to ensure institutions are UKVI-audit ready.
- 2.6 To encourage the free exchange of ideas and information in regard to compliance processes at different institutions / organisations.
- 2.7 To build a list of contacts of and for people engaged in UKVI compliance, in line with GDPR. ICN is committed to safeguarding of all personal information that we hold and maintaining a system that meets our obligations under the new regulations.

- 2.8** To consult and work continually with other agencies engaged in UKVI compliance, collate responses from members and co-ordinate examples of operational and policy difficulties experienced by members and feed into appropriate lobbying efforts and/or to initiate lobbying as a network. The Executive will cascade to members after each occasion.
- 2.9** To support research activities in the field of UKVI compliance.
- 2.10** To promote professional standards in the field of UKVI compliance via training and sharing of good practice.
- 2.11** To strive to keep the spirit of the UKCISA / AISA Code of Ethics at the heart of our compliance discussions, whilst ensuring we meet all our Tier 4 sponsor and institutional obligations.

### **3. MEMBERSHIP**

**3.1** Membership is on an institutional basis or individual basis. If institutional basis is selected, then that institution shall be eligible to have up to three members of staff attend ICN events and meetings.

**3.1.1** Individuals and institutions can only be members of ICN if their institution or organisation is a member of UKCISA.

**3.1.2** All members will be required to sign up to ICN JISCMAIL as part of their membership to facilitate communication and accessibility to events outside their regions.

**3.1.3** Application for membership shall be open to those who have a special interest in or work in the field of international student UKVI compliance. Applications shall be received and considered by the Membership Secretary, who may refer applications to the Executive Committee.

**3.1.4** The annual subscription fee shall be determined by the Executive Committee, approved by the AGM and shall apply from 1 April each year. ICN subscriptions shall be paid directly to UKCISA.

**3.2** Honorary life individual membership may be awarded from time to time by the AGM on the recommendation of the ICN Executive Committee as recognition of a particular and significant contribution made by an individual to the work of the Network and the field of UKVI Compliance over a number of years. Any nominations must be proposed in writing by at least one member of the Network and submitted for approval to the Executive Committee through their ICN regional lead.

### **4. ORGANISATION OF THE GROUP**

Changes to the ICN constitution and any policy documents as well as elections to the Executive Committee shall be determined by the membership through the Annual General Meeting.

### **5. ANNUAL GENERAL MEETING**

**5.1** ICN shall hold an Annual General Meeting at such time and place as the Executive Committee may decide. The AGM would normally take place at the November national meeting. Notice of the AGM shall be sent by the Secretaries to all members not less than 28 days before the date of the meeting. Papers for

the AGM shall be sent to all members not less than seven days before the date of the meeting.

**5.2** The AGM shall be quorate if at least 10% of members are in attendance.

**5.3** The function of the AGM shall be:

**5.3.1** To receive reports from officers and regional groups where appropriate.

**5.3.2** To receive results of the election of the Executive Committee where applicable.

**5.3.3** To consider resolutions proposed and seconded by members and received at or before the AGM.

**5.4** The Executive Committee may on their own resolution or on the request of not less than 10% of the membership call a Special General Meeting. At least seven days' notice, specifying the object, time and place of the meeting, shall be sent to every ICN member. Major changes of policy and major constitutional changes must be approved by a minimum of 10% of the membership. Where appropriate the Executive Committee reserves the right to hold a postal or electronic ballot of all members.

## **6. EXECUTIVE COMMITTEE**

**6.1** The Executive Committee shall consist of no more than 12 members and they must be members of ICN.

**6.2** Members of the Executive Committee shall be subject to re-election every four years.

**6.3** The Executive Committee shall have the power to co-opt up to three other members by majority vote. The co-option shall be until the next AGM.

**6.4** Any casual vacancy occurring as a result of a member leaving the Executive Committee during their term of office may also be filled by co-option if deemed necessary by the Executive Committee. Such co-optees shall hold office until the next AGM following co-option.

**6.5** Any period(s) of co-option cannot exceed four years

**6.6** The Executive Committee shall meet at least twice a year at a place named by the Secretary. Not less than seven days' notice shall be sent to every member of the Executive Committee.

- 6.7** At any meeting of the Executive Committee, attendance of 25% of the members shall form a quorum. Should a meeting be inquorate, any decisions taken must be ratified at the next quorate meeting.
- 6.8** The Secretary shall keep minutes and a record of transactions of meetings of the Executive Committee and General meetings of the Network.
- 6.9** The Executive Committee may, from time to time and as required, establish working groups for a specific function. Such working groups shall report regularly to the Executive Committee.

## **7. SUB-COMMITTEES**

- 7.1** The Executive Committee may establish such Sub-Committees as may be necessary to conduct the work of the Network. Sub-Committee members must be ICN members. Each Sub-committee shall elect a Chair.
- 7.2** Each such sub-committee must submit a written report of every meeting to the Executive Committee and to the AGM.
- 7.3** A copy of the minutes of each sub-committee shall be sent to the Chairs of the Executive Committee.
- 7.4** Each sub-committee shall determine its own terms of reference, to be agreed by the Executive Committee.
- 7.5** Any member of a sub-committee who fails to attend for one year without due reason will automatically forfeit membership of the sub-committee.

## **8. ELECTIONS**

- 8.1** Members may nominate themselves or another ICN member for election to the Executive Committee and regional chairs roles.
- 8.2** If the number of persons nominated be more than the number of vacancies, an election shall take place by secret ballot of the total voting membership. Ballot papers shall be sent to all voting members not later than seven days after the close of nominations. The completed ballot papers must be received by the Secretary not less than seven days before the date of the AGM. Votes shall be counted by a returning officer appointed by the Executive Committee. The candidates who have the greatest number of votes shall be declared elected. In the case of a tie, a second election will take place at the AGM. The process for selection of regional chairs will be locally organized within each region.

## **9. FUNDS**

- 9.1** The funds of the group shall be held centrally with UKCISA. Cheques may only be issued on the authority of any two of the ICN Executive.
- 9.2** The Executive Committee shall permit the investment of funds which are surplus to requirements at any given time.
- 9.3** The accounts of receipts and expenditure together with a balance sheet of the group up to April each year shall be produced once a year by an approved person within UKCISA.
- 9.4** As a professional interest group within UKCISA, ICN is required to be self-supporting and maintain accurate records of all financial transactions.

## **10. REGIONAL GROUPS**

- 10.1** Regional groups are formed to provide opportunities for networking and training. Each regional group must be recognised by the Executive Committee and have its own regional lead, keeping the Executive Committee informed of its activities through the regional co-ordinators. All members of a regional group shall also be members of ICN.
- 10.2** Members are entitled to attend any regional meeting, which will be on a first come first serve basis.
- 10.3** Regional meetings will be organized at least twice a year along with a recorded summary of the meetings.

## **11. PUBLICATIONS**

The Executive Committee may authorise publications from time to time. All publications must be approved by the Executive Committee.

## **12. ALTERATIONS TO RULES**

No alteration in, or addition to these rules of ICN may be made except at the AGM or at a special Meeting convened specifically for that purpose and shall require a two thirds majority of those voting members present in order to be passed. Any such alteration shall be effective immediately unless otherwise stated.