

Constitution for the

Arab Network for Quality Assurance in

Higher Education

ANQAHE

Constitution

I. Identification

- 1. A regional network shall be established under the name of Arab Network for Quality Assurance in Higher Education (ANQAHE);**
- 2. ANQAHE is a regional network that intends to operate as an independent non-profit organization in association with the International Network for Quality Assurance Agencies in Higher Education (INQAAHE);**
- 3. Arabic is the official language of the Network. English may also be used in any of ANQAHE's operations and communications.**

II. Mission

To ensure and strengthen quality assurance in higher education institutions of the Arab region; and to enhance cooperation between similar quality assurance bodies or organizations in the Arab region and other regional and international quality assurance organizations.

III. Goals

- 1. To support and enhance quality assurance organizations in the Arab region;**
- 2. To develop human resources and establish a mechanism of cooperation in the field of quality assurance in higher education in the Arab region;**
- 3. To sustain regional and international cooperation in quality assurance in higher education;**
- 4. To exchange information on quality assurance in higher education in the Arab region.**

IV. Objectives

The objectives of ANQAHE are to:

- 1. Support, promote and disseminate good practice of quality assurance in higher education in the Arab region and to enhance continuous improvement and capacity building for quality assurance agencies in the region;**
- 2. Advise, consult and establish standards and guidelines, to assist the development of new quality assurance agencies in the region;**
- 3. Facilitate links and communication between quality assurance agencies;**
- 4. Provide a platform for information on quality assurance standards, good practices and professional institutional and program reviewers among member organizations;**
- 5. Develop a platform for information on qualification frameworks, recognized educational institutions and accredited programs in the region;**
- 6. Support members of ANQAHE to determine the standards of institutions operating across national borders;**
- 7. Assist in the development and implementation of credit transfer schemes to enhance the mobility of students between institutions both within and across national borders;**
- 8. Provide members of ANQAHE with information on the quality assurance organizations in the Arab region;**
- 9. Facilitate research in the field of quality assurance in higher education in the region;**
- 10. Where appropriate, represent and promote the interests of the region, e.g., vis-à-vis other networks and international organizations;**
- 11. Provide the service of evaluating the quality assurance agencies upon request.**

V. Methods

ANQAHE achieves its purposes through a range of methods, including:

- 1. Dissemination of information through the network's website, newsletters, documents, journals and books, whether in paper or electronic form;**
- 2. Reference to the databases of good practice and the resources of other regional and international networks;**
- 3. Organization of seminars, workshops and conferences at both regional and sub-regional levels for members;**
- 4. Exchange visits for reviewers and other experts working in quality assurance of higher education;**
- 5. Assisting in mutual recognition between different quality assurance bodies in the Arab region;**
- 6. Other appropriate means as determined by the General Assembly or the Board.**

VI. Membership

- 1. There are three categories of ANQAHE membership: Full Member , Associate Member and individual members:**
 - a) Full Members are either:**
 - **Organizations responsible for quality assurance in higher education;**
 - or
 - **Regional quality assurance or other quality assurance institutions.**
 - b) Associate members are organizations with a major interest in evaluation, accreditation and quality assurance in higher education, but without the responsibility for assuring the quality of institutions or education programs. Higher education institutions in the Arab region can be an associate members**
 - c) Individual members**
Any individual from higher education institution interested in quality assurance
- 2. The procedure for admission is as follows:**

- a) **Applicant should make a written request to the Secretariat of ANQAHE using the ‘Application for Membership of ANQAHE’ form available on the ANQAHE website, and provide a brief description of its role, responsibilities and operations;**
 - b) **Secretariat verifies that the request for membership complies with either of the conditions mentioned in Section VI, Clause 1, and makes a decision about membership category;**
 - c) **Secretariat’s recommendation is presented to the Board for approval.**
- 3. Only full members are eligible to participate in the governance and administration of ANQAHE;**
- 4. Associate and individual members may participate in the Annual General Meeting (AGM), but without the right to vote;**
- 5. All members may:**
- a) **Benefit from ANQAHE’s activities;**
 - b) **Collaborate in the attainment of ANQAHE’s objectives;**
 - c) **Exercise their rights according to this Constitution.**
- 6. All members are obliged to:**
- a) **Abide by this Constitution;**
 - b) **Comply with the decisions and resolutions of ANQAHE;**
 - c) **Remit, in due time, the subscriptions or any other contributions determined in accordance with this Constitution.**
- 7. The procedures for disciplining members are performed according to the Bylaws of ANQAHE;**
- 8. Membership is withdrawn if the member:**
- a) **Resigns in writing to the Secretary General;**
 - b) **Fails to maintain the conditions that allowed its initial admission, as set out in this Constitution;**
 - c) **Does not fulfill the obligations set out in this Constitution; or**
 - d) **Acts in ANQAHE’s name without authorization.**
- 9. All members shall be listed in the online database on the ANQAHE website;**

10. All members may, upon request, view any records and relevant documents of ANQAHE if not available on the website provided that they peruse the documents in person and by appointment.

VII. Finance

- 1. Funding for ANQAHE is derived from fees, grants, donations or other earnings;**
- 2. ANQAHE may seek donations from national or international organizations, may plan fund raising campaigns, and may derive income as determined by the General Assembly;**
- 3. ANQAHE may set fees and levy charges for its products and services;**
- 4. Membership fees are set at a level decided by the General Assembly;**
- 5. The assets and income of ANQAHE shall be applied solely in furtherance of its abovementioned purposes, and no portion shall be distributed directly or indirectly to the members of the organization except as bona fide compensation for services rendered, or expenses incurred on behalf of the organization.**

VIII. Governing Bodies

The governing bodies and authorities of ANQAHE are the responsibilities of

- 1. The General Assembly;**
 - 2. The Board; and**
 - 3. The General Secretary Committee.**
- 1. The General Assembly:**
 - 1.1. The General Assembly is composed of full members, associate and individual members of ANQAHE, each represented by one nominated person;**
 - 1.2. The General Assembly shall meet at least once every year by invitation from the president, and notice of the meeting shall be given via e-mail or any other communication means at least one month in advance;**

- 1.3. Meetings of the General Assembly are either held in person or as electronic meetings;**
- 1.4. Place of annual meeting shall be determined by the Board, upon invitation from member organizations. The Board shall formulate criteria for determining venues for the Annual General Meetings (AGM);**
- 1.5. All notices of motion shall be given via e-mail and published on the ANQAHE website;**
- 1.6. Fifty percent of the full members plus one present at the General Assembly constitutes a quorum for the meeting. If the meeting is not quorum, it should be postponed for two hours and it shall be considered quorum if 25% of the full members are present provided the presence of the President or his representative and the Secretary General. The General Assembly meeting can be held electronically if 25% of the full members participate;**
- 1.7. Full members are entitled to vote by proxy at the Annual General Meeting (AGM) using the Appointment of Proxy form available on the ANQAHE website;**
- 1.8. In all cases the President or his representative and the Secretary General should be present at the AGM;**
- 1.9. The responsibilities of the General Assembly are to:**
 - a) Elect the President, the Secretary General, the two Vice-Presidents and seven other members of the Board. The total number of the elected board shall be eleven;**
 - b) Consider reports from the Board and take necessary action;**
 - c) Determine the annual subscription and any other contribution to be paid by members;**
 - d) Consider and approve ANQAHE's annual financial statements, as audited by external audit;**
 - e) Exclude, on the recommendation of the Board, any member who disregards the Constitution;**
 - f) Determine the place of the general secretary of ANQAHE according to the suggestion of the Board;**
 - g) Make decisions necessary for the satisfactory operation of ANQAHE.**
- 1.10. The decisions of the General Assembly shall be adopted by a simple majority of voting members;**

1.11. Amendments to the ANQAHE Constitution shall require a three-quarters majority vote of the full members, and at least 30 days notice would be given of any resolution to alter the network's Constitution.

2. The Board

2.1. The Board of ANQAHE consists of eleven elected members from quality assurance agencies or from the experts according to clause 9 a) section VIII of this Constitution. The Board can co-opt one or more members for one run provided that the number of the Board does not exceed 15 and does include the former president;

2.2. The Board is elected by the General Assembly. In its first election, half of the Board members including the President and the Secretary General shall serve for a period of three years, with re-election occurring every two years. The rest of the Board shall serve two years with re-election every two years;

2.3. Re-election is permitted for a maximum of two successive terms;

2.4. The role of the Board is to:

- a) Actively promote the functions provided for in this Constitution;**
- b) Implement the decisions of the General Assembly;**
- c) Accept donations and financial aids to support the network's activities;**
- d) Appoint the external auditor;**
- e) Establish criteria to determine the place of the Annual General Assembly meeting.**

2.5. In furtherance of this objective the Board may establish standing or ad hoc committees;

2.6. The Board shall meet in person or electronically not less than once a year. Each meeting shall be conducted by the President (or in the President's absence one of the Vice-Presidents as determined by the President) and in accordance with accepted meeting procedures. Fifty percent of the Board members constitute a quorum;

2.7. The responsibilities of the President are to:

- a) Actively represent ANQAHE in all relevant fora;**
- b) Chair General Assembly meetings;**
- c) Liaise on behalf of ANQAHE with other regional quality assurance networks, INQAAHE and other bodies;**

d) Determine the responsibility of the Vice-Presidents.

2.8. The responsibilities of the General Secretary are to:

- a) Organize ANQAHE's website and other publications;**
- b) Prepare the Annual Reports;**
- c) Keep and maintain ANQAHE's records (including the Register of Members);**
- d) Prepare and record General Assembly and Board meetings;**
- e) Collect fees, subscriptions; receive and supervise management of donation, financial aids and any financial resources;**
- f) Maintain any necessary bank accounts and make payments as required;**
- g) Prepare ANQAHE's financial statements for review by the external audit and for presentation at the Annual General Meeting (AGM).**

2.9. All checks, drafts and bills are to be signed by the president, the secretary general and or a responsible financial person appointed by the Board;

2.10. The members of the Board shall have custody of all relevant ANQAHE documents. In the event of a Board member surrendering their position, all documents shall be handed over to existing members of the Board;

2.11. Occasional vacancies can occur when:

- a) The organization that he/she represents ceases to be a full member of the network;**
- b) Resigns from office by notice in writing given to the Secretary General.**

2.12. When an occasional vacancy occurs on the Board, the Board shall make an appointment to fill the vacancy for the remainder of the vacating full member's term of office;

2.13. The Board members do not receive any salaries or wages for their work on the Board.

3. The General Secretariat

3.1 The costs of the establishment and operation of the ANQAHE Secretariat shall be covered from funds available for ANQAHE as mentioned in Section VII above;

3.2 The Board shall approve the number of administrative support personnel to the Secretariat and their overall cost. Hiring of administrative support



personnel shall be supervised and approved by the Secretary, in consultation with the President;

3.3 Secretariat will be used as the Headquarters of ANQAHE, and is set to help the Board, the President, and the Secretary/Treasurer perform their duties.

IX. Dissolution

2.3.a ANQAHE may be dissolved by a two third majority of voting members at an Annual General Meeting;

2.3.b The General Assembly determines the means of using any assets of ANQAHE at its dissolution according to legal criteria approved by the general assembly.

X. Dispute Resolution

1. Any disputes over the interpretation of this Constitution shall be resolved by simple majority vote of a General Assembly meeting;

2. Any grievance between ANQAHE and one of its members, or between one member and another member, shall be submitted in writing to the Secretariat and/or served on the member in question, and shall be presented to the Board for discussion and addressed within 14 days after the grievance comes to the attention of all parties involved;

3. Dispute resolution must allow for natural justice to be applied.
