

## DRAFT CONSTITUTION FOR 2006 AGM

### 1. Name

The name of the Association shall be: MECCSA WITH AMPE hereinafter referred to as **The Association**. The Association's name is deemed to include journalism, publishing, radio, film studies and cognate areas.

### 2. Purposes

The Association exists:

1. To support, develop and represent the interests in Higher Education of those disciplines and areas referred to in paragraph 1 above and more generally (henceforth, 'the field');
2. To provide a professional forum for members to exchange information and experience;
3. To raise public understanding of the field;
4. To maintain and improve the quality of provision in teaching and learning in the field and to advise on quality assurance matters;
5. To advise research and funding councils and other relevant national and international bodies;
6. To promote the interests of students and to foster research in the field;
7. To advise on professional qualifications in the field;
8. To seek collaboration with other bodies in furtherance of the general aims of The Association;
9. to promote policies which encourage diversity and equal opportunities in teaching, learning and research in the field;
10. .To undertake such activities as shall be deemed appropriate in furtherance of the above aims or in the interests of The Association.

### 3. Status

1. The Association shall, for the time being, take the form of an unincorporated association.
2. The Members, on the advice of the Officers and Committee, may, at such a time as they consider appropriate, apply to H.M. Charity Commissioners for registration as a charity.

### 4. Membership

1. Membership of The Association shall be institutional or individual on payment of an annual fee. Institutional membership shall be open to any relevant department, course team, subject group or research body within all institutions offering higher education. Individual membership shall be open to all teachers, researchers and students in the field within all tertiary institutions offering higher education or individuals in the field with an interest in education. There will be provision for international members on an individual basis. Affiliate membership will be open to other organizations in the field.
2. The Executive Committee has the right to expel a member for gross misconduct. Such a decision shall be reported to the next AGM for ratification

## **5. Finance**

1. The Executive Committee of The Association shall make proposals, as required, for the rate of annual membership fees which shall be decided by The Association at the Annual General Meeting.
2. The Membership Year of The Association shall run from September 1 to August 31<sup>st</sup>,
3. The Association shall submit its accounts to a meeting of Members each year. The accounts shall be checked and verified annually by auditors appointed by the association.
4. The Treasurer shall be responsible for the planning and financial control of the Association. He/she shall notify members of fees due to the Association, and shall advise the Executive Committee of members who are in arrears.
5. The funds of the Association, including all donations contributions and bequests, shall be paid into account(s) operated by the Executive Committee in the name of the Association at such bank or other financial institution as the Executive Committee shall from time to time decide

## **6. Organisation and Management**

1. The Association shall normally meet at least once per year.
2. The Association shall convene an Annual General Meeting, normally during an Annual Conference, in order:
  - i. To receive reports from the Officers of The Association;
  - ii. To conduct elections;
  - iii. To transact other relevant business.
3. Between Annual General Meetings of The Association, its powers shall be exercised on its behalf by an Executive Committee which shall consist of nineteen Committee Members and the elected chairs of sections (see

Annex A of this constitution). The elected Committee shall itself elect from among its members four Officers: Chairperson, Vice-Chairperson, Secretary and Treasurer. The Executive Committee may, on the advice of the AGM, appoint one or more Honorary Presidents to promote the aims of the Association

4. At least half of the Executive Committee Members shall submit themselves for annual election by the members of The Association through a postal/electronic ballot. The Executive Committee shall determine how the seats for election are selected, provided that no member of the Executive Committee shall sit for more than two years without standing for re-election.
5. Voting shall be in accordance with the arrangements for institutional and individual members set out in annex b of this constitution. Changes in these arrangements can only be agreed by the AGM
6. The Executive Committee shall have the power to co-opt up to four additional Members to ensure adequate representation of the field.
7. The executive committee shall meet not less than three times a year with at least one meeting being held outside London.
8. The Executive Committee shall be entitled to establish and dissolve working parties, networks or sections as required to serve members and contribute to the work of the Association in accordance with annex a and section 6.8 of the constitution. In all cases, membership will be of the Association and no rights accrue via membership of any particular section or network. Working parties, sections and networks are accountable to the whole membership via the Executive Committee and the AGM
9. The work of the Executive Committee shall be divided into three permanent sub-committees:
  - i. **Academic policy:** concerned with teaching and learning; research and enterprise; professional education, media practice and employment;
  - ii. **Administration and Communication:** responsible for organising finances and membership; publishing newsletters; establishing a website;
  - iii. **Association Activities:** responsible for organising Annual Conference and other membership events; encouraging regional and special interest networking.

Each Sub-Committee shall contain at least one Officer.

The Executive Committee shall be entitled to establish other working parties, involving the participation of other members of the Association as required.

10. Quorums for The Association shall be as follows:

**For the Annual General Meeting:** Twenty members of the Association or 25% of the membership, whichever is less.

**For the Executive Committee:** Nine members, including at least two Officers.

**For any Sub-Committee:** Three members, including at least one Officer.

11. Members shall be notified of the date, venue and agenda of the Annual General meeting with at least twenty-eight CALENDAR days' notice.

12. An Extraordinary General Meeting shall be convened by the Executive Committee upon receipt of a written request, including a prepared agenda, signed by at least 30 members. Extraordinary General Meetings may also be called at the discretion of the Executive Committee.

13. The period of Notice and Quorum for an Extraordinary General Meeting shall be as for the Annual General Meeting as under 6.10 and 6.11 above.

14. notice will be deemed to have been received if sent to the member's address as notified to the association

## **9. Constitutional Change**

Any proposed changes to the Constitution of The Association shall be advertised with the notice of the Annual or Extraordinary General Meeting. A change in the constitution shall require the assent of two-thirds of the Membership present and voting.

## **10. Provisions for dissolution**

1. Subject to the following provisions of this clause, the association may be dissolved by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, the context for the dissolution and any other proposals to be put to the meeting concerning matters related to the dissolution.
2. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other association or charitable institution having objects similar to the association as the executive committee shall determine; or failing that shall be applied to some other charitable purpose as the executive committee shall determine.

## **Transitional arrangements for 2006**

If the consolidation of AMPE and MeCCSA is agreed at the two AGMs in January 2006, then this constitution will be adopted and the Association formed immediately. For the purposes of the following year ie 2006, the Executive Committee will consist of the combined Executive Committees of AMPE and MeCCSA elected into office by the 2006 AGMs. Voting arrangements for the Executive Committee and subscription fees (Annex B) agreed at the 2006 AGMs will come into effect from 1<sup>st</sup> September 2006.

The Executive Committee shall establish a section for members engaged with teaching membership practice to be chaired by a member of the Association. This member shall be chosen by the Executive Committee in the first instance and the post submitted for

election, along with the rest of the Executive Committee, prior to the AGM election in 2007.

## **Annexe A**

### Sections and networks

Sections and networks both exist to organise relevant activities with a delegated budget (if appropriate) agreed and monitored by the Executive Committee

Sections can enter into dialogue over policy with national organisations with the approval of the Executive Committee where networks may not. The activities of sections in this regard will be reported to each meeting of the Executive Committee and between meetings to the designated Officer(s) of the Association.

Sections shall draft responses to consultations, policy initiatives etc for ratification by the Executive Committee. Sections shall not be able to produce responses autonomously.

Sections shall have a Chair elected by postal/electronic ballot by the whole membership in accordance with the procedure laid out in Annex B to take overall responsibility for the activities of the section.

Networks will be monitored or chaired by a member of the Executive Committee

## **Annexe B**

Membership fees and voting arrangements shall be on the following basis

Institutional membership

All employees and postgraduate students of a member institution shall be able to attend conference at a reduced rate, receive the newsletter and subscribe to the jiscmail  
Institutions shall put forward named members for voting purpose on the following basis

Up to 15 voting member - £300 pa

Up to 10 voting members – 200 pa

Up to 5 voting members - £100 pa

Individual membership with voting rights - £25 pa

Affiliate organisations £30 pa for those with fewer than 50 members

£50 pa for those with 50 or more members

Affiliate organisations will be able to send an observer to meetings of the Executive Committee but will have no voting rights there or in elections.

International members without voting rights - £20pa