

The Constitution of the Media, Communication and Cultural Studies Association

Adopted by the Association at its Annual General Meeting, Coventry 11th January 2007.

Annex A revised at its Annual General Meeting, Salford, 13th January 2011.

Text and Appendices revised following AGM, Bournemouth, 9th January 2014.

Changes incorporated following Executive Committee, June 2014

and ratified with new Annex A by AGM Northumbria, January 2015.

1. Name

The name of the Association shall be the Media, Communication and Cultural Studies Association; 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:

- 2.1. 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');
- 2.2. To provide a professional forum for members to exchange information and experience;
- 2.3 To raise public understanding of the field;
- 2.4 To maintain and improve the quality of provision in teaching and learning in the field and to advise on quality assurance matters;
- 2.5 To advise research and funding councils and other relevant national and international bodies;
- 2.6. To promote the interests of students and to foster research in the field;
- 2.7. To advise on professional qualifications in the field;
- 2.8. To seek collaboration with other bodies in furtherance of the general aims of the Association;
- 2.9. To promote policies which encourage diversity and equal opportunities in teaching, learning and research in the field;
- 2.10. To undertake such activities as shall be deemed appropriate in furtherance of the above aims or in the interests of the Association.

3. Status

- 3.1. The Association shall, for the time being, take the form of an unincorporated Association.

- 3.2. 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

- 4.1. 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 who are or have been 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.

- 4.2. 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

- 5.1. 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.
- 5.2. The Membership Year of the Association shall run from September 1 to August 31st.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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

- 6.1. The Association shall normally meet at least once per year.
- 6.2. The Association shall convene an Annual General Meeting, normally during an Annual Conference, in order:
- 6.2.1. To receive reports from the Officers of the Association;

- 6.2.2. To conduct elections;
- 6.2.3. To transact other relevant business.
- 6.3. 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. 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.
- 6.4. 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.
- 6.5. Voting shall be in accordance with the arrangements for institutional and individual members set out in Annex B. Changes in these arrangements can only be agreed by the AGM.
- 6.6. The Executive Committee shall have the power to co-opt up to four additional Members to ensure adequate representation of the field.
- 6.7. The executive committee shall meet not less than three times a year with at least one meeting being held outside London.
- 6.8. 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 6.9 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.
- 6.9. The work of the Executive Committee shall be divided into three permanent subcommittees:
 - 6.9.1. Academic Policy: concerned with teaching and learning; research and enterprise; professional education, media practice and employment;
 - 6.9.2. Administration and Communication: responsible for organising finances and membership; publishing newsletters; establishing a website;
 - 6.9.3. Association Activities: responsible for organising Annual Conference and other membership events; encouraging regional and special interest networking.
- 6.10. 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.
- 6.11. Quorums for the Association shall be as follows:

- 6.11.1. For the Annual General Meeting: Twenty members of the Association or 25% of the membership, whichever is less.
- 6.11.2. For the Executive Committee: Nine members, including at least two Officers.
- 6.11.3. For any Sub-Committee: Three members, including at least one Officer.
- 6.12. Members shall be notified of the date, venue and agenda of the Annual General meeting with at least twenty-eight CALENDAR days' notice.
- 6.13. 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.
- 6.14. The period of Notice and Quorum for an Extraordinary General Meeting shall be as for the Annual General Meeting as under 6.11 and 6.12 above.
- 6.15. Notice will be deemed to have been received if sent to the member's address as notified to the Association.

7. Constitutional Change

- 7.1. 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. Minor constitutional changes may be made by the Executive Committee following any such changes in principle being requested by the Annual General Meeting. Such changes come into force on approval by the Executive Committee but must be reported to the subsequent Annual General Meeting.

8. Provisions for dissolution

- 8.1. 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.
- 8.2. 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.

Annex A

Networks

MeCCSA's Networks have been established as a way to facilitate networking and the dissemination of research amongst colleagues working on similar topics (e.g. Media Policy, Social Movements), who share similar characteristics (e.g. Women's Media Studies, PGN) or who work on specific media, genres or in particular ways (e.g. Radio, Practice), or sometimes a mix of two or more of these.

MeCCSA supports these Networks to host activities, to initiate and contribute to existing conferences and seminars through explicitly 'MeCCSA-badged' interventions and to enable key members of Networks to meet together in order to plan events and activities.

As a minimum Networks will:

- Elect or nominate a Chairperson and a Vice-Chair annually (and preferably a small committee);
- host at least one event each year;
- submit a written summative report at the annual MeCCSA conference;
- host a committee meeting during the annual conference, where elections should be held or nominations made;
- report on past activities undertaken and provide a plan of activities and an associated budget for the coming year;
- communicate Network activities using the MeCCSA mailing lists, website and in the *Three-D* newsletter.

The MeCCSA Executive Committee may provide funding, normally of up to £1,200, for these activities and considers activity plans and associated costs at its December and February meetings. Funding does not roll over year to year. Funding will typically be given for:

- travel and expenses for guest speakers to Network event(s);
- a meeting of committee members to ensure the vitality of the Network's governance and activities i.e. travel and subsistence costs for one meeting of a Network's committee (although not for meetings which take place during the MeCCSA annual conference and not for overnight accommodation);
- a contribution towards the costs of refreshments for all-day seminars/events, although we also expect such events to include a delegate fee.

Funding is unlikely to be approved for:

- University room hire and associated costs;
- refreshments for events lasting half a day or less;
- Network committee members' expenses for more than one face-to-face meeting per year.

When submitting activity plans, Networks must specify projected expenses in as much detail as possible, for example, potential speakers and their likely travel, subsistence and accommodation costs. Budgets that only provide summary costs against events without at least a rudimentary itemisation of costed aspects will not be approved, and instead returned to the Network committee for a detailed breakdown.

MeCCSA supports these Networks to host activities, to initiate and contribute to existing conferences and seminars through explicitly 'MeCCSA-badged' interventions and to enable

key members of Networks to meet together in order to plan events and activities. It is a condition of this support, that where external events and activities are MeCCSA badged or receive a financial contribution from MeCCSA, the Association cannot be held responsible or liable for any financial losses incurred.

Annex B

Membership and Voting Arrangements

Membership fees and voting arrangements shall be on the following basis:

1. Institutional membership

1.1. 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.

1.2. UK institutions shall put forward named members for voting purposes on the following basis:

- Up to 15 voting members - £300 p.a.
- Up to 10 voting members - £200 p.a.
- Up to 5 voting members - £100 p.a.

2. Individual UK membership	£25 p.a.
Retired or unemployed members	£15 p.a.
Registered students	£15 p.a.

3. International membership	
Without voting rights	£20 p.a.

4. Affiliate Organisations

- Affiliate organisations with fewer than 50 members - £30 p.a.
- Affiliate organisations with 50 or more members - £50 p.a.

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.