

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

*further changes approved by AGM in January 2022, and new
membership category approved by AGM in September 2022. This
version incorporating new Annex A approved by AGM September
2024.*

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 to individuals with an interest in the field. There will be provision for international members on an individual basis and for honorary life members.

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 twenty-one 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.
- 6.8. The Executive Committee shall be entitled to establish and dissolve working parties or networks 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. Some of the work of the work of the Executive Committee shall be devolved to its 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 or email 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

Sections and Networks

MeCCSA members organise activities through Sections and Networks.

Our thematic Networks bring together members with a common area of research or teaching approach, focused on shared professional concerns and the like. Our Sections typically bring together members who share similar academic interests.

MeCCSA supports these Sections and Networks to host activities, to initiate and contribute to existing conferences and seminars through explicitly 'MeCCSA badged' interventions, and to enable key members of Sections and 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.

As a minimum Sections and Networks will:

- Elect or nominate a Chairperson and a Vice-Chair annually (and preferably a small committee);
- host a committee meeting during the annual conference, where elections should be held or nominations made;
- support the annual conference by organising a panel or thematic strand aligned with the group;
- submit a written summative report at the annual MeCCSA conference;
- report on past activities undertaken and provide a plan of activities and an associated budget for the coming year;
- communicate Section and Network activities using the MeCCSA mailing lists and website.

The MeCCSA Executive Committee may provide funding at its discretion, for Section and Network activities and considers activity plans and associated costs for the coming year at its first and second meeting after the AGM. Interim reviews will be considered as necessary. Funding does not roll over year to year. Funding may be requested for:

- travel and expenses for guest speakers to event(s) organised by the Section or Network;
- a meeting of committee members to ensure the vitality of the Section or Network's governance and activities – i.e. travel and subsistence costs for one meeting of a Section or 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;
- Section or Network committee members' expenses for more than one face-to-face meeting per year.

When submitting activity plans, Sections and Networks must specify projected expenses in as much detail as possible, for example, potential speakers and their likely travel, subsistence and accommodation costs. If essential. 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. The Executive Committee at its discretion may also establish and support temporary working groups that have no formal standing.

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.

5. Honorary Life Membership:

To be agreed by the Executive Committee for individuals as appropriate, normally in recognition of the exceptional contribution over time of a colleague to the Association. Such EC decisions will be effective immediately but require ratification by the next AGM of the Association. Such membership shall not require a fee and shall be for life.

Honorary Life Members will be eligible for membership rates at annual conferences and will have full voting rights.