

## **Association for Media Education in Scotland**

### **CONSTITUTION FOR THE ASSOCIATION FOR MEDIA EDUCATION IN SCOTLAND (AMES)**

#### **1. NAME**

The Association shall be known as the Association for Media Education in Scotland (AMES), hereinafter referred to as 'The Association'.

#### **2. OBJECT**

The object of the Association is to advance the education of the public generally and media teachers, lecturers and others involved in Media Education in particular by promoting all aspects of Media Education throughout the Scottish educational system and by developing and encouraging a fuller understanding and appreciation of the value and benefits of Media Education among the public at large, and in furtherance thereof:

- a) to facilitate and develop all aspects of Media Education in Scotland;
- b) to promote meetings, training sessions and conferences of all those concerned with Media Education in Scotland;
- c) to provide information for the membership by newsletter, bulletins, journals and otherwise;
- d) to co-operate and liaise with other bodies and organisations concerned with Media Education; and
- e) to encourage and facilitate networking between all such bodies.

#### **3. POWERS**

In furtherance of said object, the Association may

- 1) employ and pay any person or persons to supervise, organise and carry on the work of the Association;
- 2) engage and pay fees to professional and technical advisers/consultants to assist in the work of the Association;
- 3) establish local or special interest branches when and where considered to be necessary with such powers as may be considered by the Association to be appropriate;
- 4) bring together in conference and work in liaison with representatives of similar organisations, Government departments, local and other statutory authorities and individuals;
- 5) take out membership of such organisations as are considered to be in the interest of, and compatible with, the object of the Association;
- 6) promote and carry out or assist in promoting and carrying out research surveys and investigations and where appropriate publish the results;
- 7) arrange and provide for, or join in arranging and providing for the

- holding of exhibitions, meetings, lectures, classes and seminars and training courses;
- 8) collect and disseminate information on all matters affecting the object and exchange such information with other bodies having similar object whether in this count or overseas;
  - 9) cause to be written and printed or otherwise reproduced and circulated free of charge or for payment, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio or visual or both) as shall further the object;
  - 10) purchase, take on lease or exchange, hire or otherwise acquire any property or any rights and privileges necessary for the promotion of the said object and construct, maintain and alter any buildings necessary for the work of the Association;
  - 11) subject to such consents as may be required by law, borrow or raise money for the object and accept gifts on such terms and on such security as shall be deemed as necessary;
  - 12) raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription or otherwise provided that the Association shall not undertake permanent trading activities except by means of a company established for that purpose;
  - 13) do all such other lawful things as are necessary for the attainment of such object.

#### **4. MEMBERSHIP**

- 1) Full membership of the Association shall be open to:
  - a) individuals who are engaged in, or otherwise concerned with or interested in any and all aspects of Media Education and who have paid the annual subscriptions as determined by the Association, and
  - b) educational, governmental, local governmental and other bodies and organisations concerned in any way with the provision and advancement of Media Education and who have paid the appropriate annual subscription.
- 2) Each member organisation shall appoint a member to represent it and to vote on its behalf at general meetings of the Association. In the event of such individual resigning or otherwise leaving the organisation which he/she was appointed to represent he/she shall forthwith cease to be a representative thereof.
- 3) Each member organisation may appoint a deputy to replace its appointed representative if the latter is unable to attend any particular meeting of the Association.
- 4) The Management Committee shall have the right for good and sufficient reason to terminate the membership of any individual or organisation provided that the individual member concerned or the individual

representing such organisation shall have the right to be heard by the management committee before a decision is made, and there shall be a further right of appeal to Annual General Meeting of the Association.

## **5. MANAGEMENT COMMITTEE AND OFFICERS**

- 1) Subject as hereinafter mentioned, the policy and management of the affairs of the Association shall be directed by a Management Committee which shall meet no fewer than five times a year, and shall consist of no fewer than nine or more than fifteen members.
- 2) The members of the Management Committee shall be elected at the Annual General Meeting of the Association and shall be eligible for re-election. Candidates for membership of the Management committee must be full members of the Association, whether individual or representative, and must be proposed and seconded by full members.
- 3) At its first meeting after election, the Management Committee shall appoint from amongst its membership a Convenor, a Secretary and a Treasurer, and such honorary offices as the Association may from time to time decide.
- 4) The Convenor and the other Honorary Officers of the Association shall hold office until the conclusion of the next Annual General Meeting of the Association after their election.
- 5) The Management Committee may co-opt up to five further members being full members of the Association, whether individual or representative, who after co-option shall serve until the conclusion for the next Annual General Meeting. Co-opted members shall be entitled to vote at meetings of the Committee.
- 6) The Management Committee shall appoint and fix the remuneration of all such staff as may in their opinion be necessary.
- 7) The Management Committee may appoint such special standing committees or sub-committees not necessarily from amongst its own members as may be considered necessary and shall determine their terms of reference powers, duration and composition. All acts and proceedings of such committees shall be reported back to the Management Committee as soon as possible.

## **6. MEETINGS OF THE ASSOCIATION**

- 1) There shall be an Annual General meeting of all members. There shall be no longer interval between such meetings than fifteen months. At least 21 days clear notice of Annual General Meetings or of any other special general meetings shall be given in writing by the secretary to each member, stating place and time of such meeting and specifying the proposed business. At the Annual General Meeting the business shall include the consideration of the

report of the work done by, or under the auspices of the management committee, the approval of the examined accounts, the election of members to serve on the committee of management, the appointment of the examiners of accounts, motions submitted by the management committee or by members, and the transaction of such other matters as may be necessary.

2) The Convenor of the management committee may at any time at his/her discretion call a special General Meeting of the Association. On the receipt of a written request signed by at least one quarter of the membership whether individual or representative, and giving reasons for the meeting, the Secretary shall call a special general meeting giving 21 days clear notice.

3) The quorum for any meeting of the Association or of any of its committees shall be one third of those entitled to attend, or such other number as the Association may in general determine.

4) Unless it is otherwise specified in this constitution, all questions arising at any meeting shall be decided by simple majority. In the case of an equality of voted the person taking the chair at the meeting shall have a second or casting vote.

5) The minutes of the Association, the management committee and all other committees shall contain a record of all the proceedings, resolutions and decisions.

## **7. FINANCE**

1) All monies raised by or on behalf of the Association shall be applied to further the object of the Association and for no other purpose provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association and fees to professional and technical advisers or the repayment to members of the committee of management or any other committee appointed by the committee of management of reasonable out of pocket expenses.

2) The Honorary Treasurer shall keep proper accounts of the finances of the Association.

3) The accounts shall be examined at least once a year by the independent examiner appointed at the annual general meeting and such statement of the accounts shall be submitted by the committee of management to the annual general meeting.

4) A bank account shall be opened in the name of the Association. The committee of management shall authorise in writing four members of the management committee, one of whom shall be the treasurer, to sign cheques on behalf of the Association. The management committee may determine a sum less than which one signatory shall be sufficient. All other cheques must be signed by no fewer than two of the authorised signatories.

## **8. PROPERTY**

The title of all property heritable or movable which may be acquired by or on behalf of the Association shall be vested in the names of the convenor, secretary, and the treasurer for the time being ex-officio.

## **9. ALTERATIONS TO THE CONSTITUTION**

Any alterations to the Constitution shall receive the assent of not less than two thirds of the members of the Association present and voting at a general meeting, whether annual or special, provided that 21 days notice of such meeting and alteration has been given to all members by the secretary.

## **10. DISSOLUTION**

If the Management Committee by a simple majority decide at any time that on the grounds of expense or otherwise that it is necessary or advisable to dissolve the Association, it shall call a special general meeting of the Association, of which 21 days notice shall be given. If such decision be confirmed by a two thirds majority of those present and entitled to vote and voting at such meeting, the Management Committee shall have power to dispose of the assets of the Association. Any assets remaining after the satisfaction of any proper debts shall be transferred to any other similar charitable organisation as the committee may determine.

As amended on 28 August 1999