



# Association for Contemporary Iberian Studies

## CONSTITUTION OF THE ASSOCIATION FOR CONTEMPORARY IBERIAN STUDIES (ACIS)

1. The Association shall be known as the Association for Contemporary Iberian Studies (ACIS).
2. The aims of the Association shall be to promote and advance the study of social, cultural, economic and political aspects of contemporary relevance to the Iberian area, together with its languages.

In furtherance of the above objects but not further or otherwise, the Association may:

- a) Organise a conference, normally on an annual basis, which will act as a forum for the many disciplines which are applied to the study of modern Spanish and Portuguese society.
- b) Contribute to the formulation of policy concerning the teaching and learning, in higher education, of Spanish and Portuguese area studies and languages.
- c) Publish regularly a journal, at intervals which shall be specified in Standing Orders.
- d) Facilitate contact between members in order to enhance their professional development and subject expertise.
- e) Do all such other lawful things as shall further the above objects.

3. Membership of the Association is open to any individual or institution interested in its activities and sympathetic to its aims. Categories of membership, rates of membership subscription and other related matters shall be determined by the Annual General Meeting of the Association, by a majority vote of the members present. The Annual General Meeting, also by a majority vote, may refuse or terminate any individual or institutional membership.

4. The Annual General Meeting of the Association shall take place at the Association's annual conference.

5. The Annual General Meeting shall elect, by secret ballot where deemed appropriate by the AGM, an Executive Committee to conduct the affairs of the Association.

This Committee shall comprise the following members:

- a) Chair
- b) Secretary
- c) Treasurer
- d) Membership Secretary
- e) Electronic Communications Officer

In addition, the Journal Editor(s) shall also be *ex officio* member(s) of the Executive Committee.

6. The Annual General Meeting shall elect, by secret ballot where deemed appropriate by the AGM, an Editorial Committee to be responsible for the publication of the Association's journal. This committee shall comprise the following: Journal Editor(s) and Journal Reviews Editor.

In addition, the Association's Treasurer shall be an *ex officio* member of the Editorial Committee.

7. the Annual General Meeting shall:

a) receive the reports of the Executive Committee

b) receive the report of the Editorial Committee

c) elect the officers of the Executive Committee and Editorial Committee, and holders of any other office, in accordance with the Standing Orders

d) discuss any other relevant business

8. The Annual General Meeting may, by a majority vote, suspend standing Orders if Circumstances require urgent action.

9. Both the Executive Committee and the Editorial Committee may co-opt further members or invite other individuals to attend a meeting for a particular purpose. The conditions governing such co-option shall be specified in standing Orders.

10. The terms of office of members of the Executive Committee and the Editorial Committee shall be specified in Standing Orders.

11. An extraordinary general meeting of the Association shall be convened if any twenty members formally request the secretary to hold such a meeting.

12. The Treasurer and one other member of the Association are empowered to administer the finances of the Association and are responsible to the Committee and to the membership of the Association.

13. The Association may have an Honorary President. The term of office and functions of the Honorary President shall be specified in Standing Orders.

14. The Constitution may be amended at the Annual General Meeting provided that written notice of any proposed amendment shall have been circulated to the membership of the Association at least 2 months before the date of the Annual General meeting.

15. Proposals to dissolve the Association shall be subject to the same requirement as for amendments set out above. Any assets remaining in the possession of the Association after the satisfaction of debts or liabilities shall be given to such charitable institution or institutions, having similar aims to those of the Association, as approved by the Annual General Meeting.

16. No Committee member shall be liable for any loss to the property of the Association arising by reason of any improper investment made in good faith (so long as he/she shall have sought professional advice before making such investment), or for the negligence or fraud of any agent employed by him or by any other Committee member (provided that reasonable supervision shall have been exercised), although the employment of such an agent was strictly not necessary or expedient, or by reason of any mistake or omission made in good faith by an Committee member hereof, or by reason of any other matter or thing other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the Committee member who is sought to be made liable.

**As agreed by Association of Contemporary Iberian Studies Annual General Meeting 10 September 2013.**



# Association for Contemporary Iberian Studies

## STANDING ORDERS OF THE ASSOCIATION FOR CONTEMPORARY IBERIAN STUDIES (ACIS)

1. There shall be three categories of membership and subscription.

Standard (direct debit)	- £40
Standard (full)	- £48
Concession (direct debit)	- £20
Concession (full)	- £24
Overseas	- £54

Standard membership is intended for individuals employed in teaching, lecturing, research or administration. It will entitle them to full membership rights, including the right to vote or stand in elections, and to receive, without extra charge, the Association's publications.

Concession membership is intended for students, the retired and those not currently in employment. They shall enjoy the same rights as standard members.

2. Members of the Executive Committee shall normally be elected for a period of three years, by a majority vote of members present at the AGM, with the right to stand for re-election for a further three years, after which they must stand down for a period of three years before becoming eligible for election again.

Invitations to stand for membership of the Executive Committee shall be circulated to the Association's membership at least two months before the AGM. Voting at the AGM shall be by secret ballot. A candidate may stand for election to any two posts of Chair, Secretary, Treasurer, Membership Secretary and Electronic Communications Officer.

3. Members of the Editorial Committee shall normally be elected for a period of three years, by a majority vote of members present at the AGM, with the right to stand for re-election to the same post for a further three years. Members then remain eligible to stand for election to another post on the Editorial Committee for a further three-year period after which they must stand down for a period of three years before becoming eligible for election again. Invitations to stand for membership of the Editorial Committee shall be circulated to the Association's membership at least two months before the AGM. Voting at the AGM shall be by secret ballot.

A candidate may stand for any two of the posts of Journal Editor or Journal Reviews Editor.

4. Both the Executive Committee and the Editorial Committee may co-opt up to two further members. The Executive Committee may, as it sees fit, propose the creation, fusion or termination of Executive posts. In the

case of the Executive Committee, these will normally be the programme organiser and conference secretary of the Association's next conference. In the case of the Editorial Committee, this will normally be a colleague working in the same institution as the Editor (or in close geographical proximity). And the programme organiser of the previous conference. Such co-options must of necessity come from the Association's membership. They shall enjoy the same voting rights as the other members of the committee.

5. Both the Executive Committee and the Editorial Committee may invite individuals to attend meetings for particular purposes. Such attendance shall not entitle the individuals involved to voting rights. When travel expenses for such individuals are being claimed, the prior approval of the Treasurer must be obtained.
6. The Executive Committee shall normally meet twice a year. Reasonable travel expenses for these meetings, if not available from other sources, shall be reimbursed by the Association's Treasurer. Permission for additional meetings or expenses must be sought in advance from the Treasurer, whose decision shall be final.
7. The Editorial Committee shall normally meet twice a year, subject to the same conditions as the Executive Committee. The purpose of these meetings shall be to ensure that the range and quality of the material for the next edition of the journal is guaranteed. Three editions of the journal shall be published each year.
8. The Editorial Committee shall establish an Editorial Board of advisers to whom materials being considered for publication may be submitted. The size and membership of the Advisory Board shall be reviewed periodically by the AGM of the Association.
9. The AGM of the Association may at its discretion elect an Honorary President, who may be chosen from outstanding personal or academic qualities, and for his or her known sympathy with the aims of the Association. The term of office of the Honorary President shall normally be three years after which, exceptionally, it may be renewed for additional periods of one year. The Honorary President shall be invited to attend the annual conference, welcome to the conference distinguished guests from this country and abroad and, if requested to do so by the Executive Committee, represent the views of the Association in negotiation or correspondence with national and international bodies.

**As agreed by Association of Contemporary Iberian Studies Annual General Meeting 10 September 2013.**