

Revised constitution in the light of amendments passed unanimously by the members at the fifth AGM in September 2005)  
GLOBAL STUDIES ASSOCIATION (UK)

### **CONSTITUTION / RULES OF ASSOCIATION, ACTIVITIES AND AIMS OF THE UK ASSOCIATION.**

1. The association shall be called the **Global Studies Association**.
2. **The aim** of the Global Studies Association is as follows:

To advance the education of the public by the promotion and dissemination of new knowledge pertaining to the social and human sciences concerning global affairs through the provision of conferences, workshops and symposiums, by liaising and co-operating with academics from around the world who share these interests and who work in relevant fields

3. **Membership.**

Any person or institution sharing the purposes of the Association is entitled to seek membership providing they pay the dues set by the executive committee every year and agree to abide by the Association's rules.

4. **Rights and benefits of membership.**

Unless otherwise stated (see membership categories outlined in article 5) membership of the Association will confer the following rights and advantages:

- A. To participate fully in all the activities of the association including the right to nominate and to vote for other members in elections to the Association's various offices and to vote in the proceedings of the Association at General meetings and at the Annual General Meeting and on other occasions such as postal or electronic ballots such as may be arranged by the executive committee.
- B. Eligibility to seek nomination for, to stand and to hold any of the Association's offices providing only that a member is normally a current resident of the United Kingdom – though not necessarily a UK national – and is likely to remain resident during the term of office.
- C. To receive one or two newsletters each year containing full and up-to-date information concerning the Association's activities and those of its members.
- D. Reduced fees for attendance at annual or other conferences held by the Association.
- E. A free subscription to one journal of their choice from a list of such journals in this field of study as may be offered from time to time by the executive committee and the opportunity to purchase other stipulated journals at a substantial reduction. This benefit is only available to those members described in article 5(a) if they agree to pay the same subscription rate to the Association as that paid by the members outlined in category 5(b).

5. **Membership categories.** The following types of membership are available.

- A. Concessionary members, that is undergraduate and post-graduate student members as well as those who are in part-time employment, those who are retired, the unwaged or those in receipt of benefit etc. Undergraduates shall not enjoy the rights of members as outlined in article 4 (a) and (b).
- B. Senior academics, or those holding equivalent positions in non-University life. Overseas members who are living permanently overseas are not eligible to stand for office except in the special circumstances indicated in 4 (b).
- C. Junior academics, or those holding equivalent positions in non-University life. Overseas members who are living permanently overseas are not eligible to stand for office except in the special circumstances indicated in 4 (b).
- D. Corporate members such as NGOs may be permitted to affiliate to the Association at the discretion of the executive committee. However, such corporate members will only be entitled to appoint one named officer to represent their interests. Such representatives will be entitled to participate in all the activities of the Association including attendance at conferences, special study groups and the AGM but they will not be entitled to exercise the membership rights outlined in article 4 (a) and (b). Corporate members whose activities are judged by a majority of the executive committee to accord with the aims of the association will be offered facilities to advertise their activities in the Association's newsletter up to a limit of 100 words and to advertise up to a limit of 500 words if they are prepared to pay the full costs in the event of the latter.

**6. Admission, expulsion or default of members.**

The executive committee reserves the right to exercise the following rights with respect to membership:

- A. To seek certain information from prospective members concerning their application and to refuse membership if it considers they are unsuitable.
- B. The executive committee may also request the resignation of any member and if the member refuses may seek to pass a resolution expelling him or her from the Association if that resolution is passed by a two thirds majority of the executive committee.
- C. Any member who has not paid their annual subscription by December 1st of any current year will cease to be eligible to receive the benefits outlined in article 4 (c), (d) and (e). They will also not be eligible to exercise their rights at the AGM of that year as outlined in article 4 (a) and (b). Once a full twelve months has elapsed without the payment of subscriptions, they will cease to be members unless the executive committee decides that they should remain a member for the time being on the basis of special circumstances which have been brought to its attention. The Secretary will inform the executive committee at its next meeting of any such defaults by members.
- D. On the payment of a full annual subscription in advance the executive committee may decide that there are reasonable grounds for reinstating a lapsed former member providing the circumstances indicated in article 6 (a) were not responsible for the previous default.

**7. Withdrawal from membership.**

Any member may withdraw from the Association by sending a letter of resignation to the Secretary of the executive committee and such withdrawals shall be reported to the next meeting of the executive committee.

**8. Payments of subscriptions by members.**

Annual subscriptions for membership are due on January 1st of each year and membership will normally run until December 31st of that same year. (The only exception to this relates to the year 2000 when the association was founded. Membership for those who joined during the latter part of 2000 will run until December 31st 2001). Members joining much later in the year but before October 1st will be entitled to receive all the back copies of the appropriate journal for that year. Members joining from October 1st onwards will not need to renew their subscription until December 31st of the following year but they will not be entitled to receive copies of the journal for that year in which they have just joined.

- A. Any member of the executive committee shall have the power to propose at one of the committee's business meetings that the annual subscription rate be altered. If such a proposal is adopted by a simple majority of those present (and providing there is a quorum) then that alteration will take effect on the next January 1st following that meeting.

If you live in an EU country please pay by Eurocheque in Pounds Sterling. If you live in a non-EU country please convert our subscription charge into your own local currency equivalent and pay by cheque. Please send payment to: Dr. Paul Kennedy, GSA Treasurer, Department of Sociology, Geoffrey Manton Building, Oxford Road, Manchester, M15 6LL, UK. Annual rates for members shall vary as between the different categories of members indicated in article 4 (rates are subject to change).

- B. Concessionary members, that is undergraduate and post-graduate student members as well as those who are in part-time employment, those who are retired, the unwaged or those in receipt of benefit etc. £10 (or £25 if you wish to receive one of the free journals). Each claim for concessionary status will be treated on its merits.
- C. Senior academics, or those holding equivalent positions in non-University life £50 (or £35 for those outside the EU and NA)
- D. Junior academics, or those holding equivalent positions in non-University life £30 (or £20 for those outside the EU and NA).
- E. Corporate members, such as NGOs, private firms etc, £65 (or £40 for NGOs outside the EU and NA)

**9. The property of the Association.**

The subscriptions and any other property acquired for the purposes of carrying the Association's activities shall be deemed to be vested in the executive committee as trustees. The signature powers exercised over the Association's bank account by the secretary and treasurer are automatically transferred to new office holders who assume these positions.

**10. Amendments to the constitution.**

Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than a two thirds majority of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed. Suggestions for amendments can be made either by any twenty ordinary members who then inform the executive committee of their proposed alterations or by the executive committee members themselves. In addition:

- A. No amendment may be made to clause 1 (the name of the association), clause 2, (the aim of the association), clause 21, (no remuneration for officers) or to clause 25 (the dissolution of the association) or to this current clause without the prior consent in writing of the Commissioners.
- B. No amendment can be made which would have the effect of making the Charity cease to be a charity at law.
- C. The executive committee should promptly send to the Commission a copy of any amendment made under this clause

**11. Size of the executive committee.**

The executive committee will consist of not less than six and not more than twenty members (including co-opted and ex-officio members) and will include the secretary, the treasurer and the chairperson. The person in any year who assumes responsibility for organizing the annual conference will be entitled to become an ex-officio committee member until such time as the next batch of bi-annual elections are due.

**12. The Powers of the Executive Committee.**

In addition to the financial powers and responsibilities vested in the executive committee as outlined in article 10, the committee will also be entitled to exercise the following additional powers:

- A. Pay out of the funds of the association any reasonable traveling and subsistence expenses it deems to be justified and which are incurred in attending meetings of the executive committee itself or any other sub-committee or branch of the association as established under article 12 (g) or article 13.
- B. Exercise control over all papers, reports and communications submitted to the Association, direct the publication of such papers, reports and communications, make decisions with respect to discussions arising from the above and from committee meetings and direct the expenditure of funds providing that all this accords with the provisions of the constitution.
- C. Arrange affiliations or relationships with other appropriate bodies (as for example in the case of agreeing to accept corporate members and to advertise or support their activities) subject to the proviso that such arrangements only remain in force until the next AGM when members may decide to renew, confirm or annul such arrangements.
- D. Make, amend, suspend or repeal regulations with respect to the Association's work providing that such decisions do not contravene the constitution and that such changes will remain in force only until the next AGM of General meeting where members will decide whether to accept or reject these decisions.
- E. Bring its own suggestions for amending the Association's constitution /articles to the attention of the members at an AGM or a General meeting in accordance with the provisions and procedures outlined in article 10.
- F. Either direct and organize meetings and conferences in its own right (whether of the full membership or of one or more or more specialized sections of the Association) or encourage and facilitate ordinary Association members and special sub-committees, specifically established for this purpose, to do so on behalf of the Association as a whole, including conferences and meetings that may be held abroad.
- G. Create any sub-committee which it may believe is necessary to enable it to fulfill the aims of the Association. Moreover, it may set up such a sub-committee under whatever terms of reference it may deem fit, laying down rules for regulating its proceedings and insisting that this sub-committee reports its proceedings to the main executive committee. Such reports do not have to be submitted to the Association unless the executive committee believes this to be necessary.
- H. Create a specialized component branch of the Association which it believes will assist or further the aims of the Association (as indicated, for example, in article 13 (a)) and to set aside funds at its discretion to assist in the founding or working of such sub-committees or specialized component branches. In the case of component branches, these may either

be of a regional nature – based in other parts of the world – or may exist in or order to pursue specialized thematic interests of Association members, or both.

- I. Co-opt up to six members of the Association to serve as additional members of the committee including- in addition to the overseas members described in article 13 (a) – and providing that these co-opted members are not disqualified by the terms outlined in article 15 (b). Co-opted members will normally serve two years as for other committee members before either retiring or seeing re-election for a further two years in the same way as other committee members. The committee may also fill any vacant positions or offices by drawing on the Association’s membership should these remain unfilled following the AGM or should they become vacant because of the resignation, illness or death of a previously elected committee member.
- J. At times, actively pursue collaborative relationships with appropriate organizations in the public domain working in this field and notwithstanding the fact that the association will remain an educational , non-partisan and non-political body and that all its activities shall accord with the need to be legally charitable.
- K. Liaise and collaborate with the Global Co-ordinating Group in respect to the association’s relationship to the Federal Global Studies Association.

**13. Encouraging Overseas Membership and Overseas Activities.**

The Association needs to combine two tasks: to facilitate and maximize involvement in the activities of the Association by members from as many countries as possible but while striving simultaneously to retain organizational coherence and mindful of the constraints on regular participation in the Association’s day-to day management by the committee and other leading members should these be too widely dispersed across the world. It is for this reason that overseas members who are currently resident outside the UK **but who elect to join the UKbranch** are encouraged to exercise every membership right except the right to hold office.

**14. The Management of the Association .**

The Association shall be managed by its members given that they shall select from among themselves an executive or governing committee consisting of not less than six members and not more than twenty. The following safeguards are designed to ensure that control of the Association lies with the membership:

- A. Normally, these committee members shall serve for two years before either retiring from office or putting themselves forward for re-election with some members retiring each year so as to ensure continuity. However, to help the UK Association become established this rule will be waived for the first year only so that the election and co-option of committee members will be regarded as effectively commencing from July 2001. This means that the first batch of members to retire and/or submit themselves for re-election will do so in July 2003 and the remaining members will continue in office until July 2004. Apart from those elected to form the first executive committee in 2000 and/or were co-opted onto that committee to assist the GSA during the first twelve months, those standing for election shall normally have been members for a minimum of two years or be in their second year of continuous membership.
- B. Executive committee members who have served for two years and who have submitted themselves successfully for re-election after that two years cannot, however, be eligible for re-election after completing four consecutive years of service. Instead they must retire though they may seek re-election again on the same terms already stipulated after a further period of one year spent out of office. This rule applies equally to ordinary committee members and to key office holders.
- C. The quorum for transacting business at meetings of any executive committee may be decided by the committee at each meeting but will otherwise consist of four members.

**15. Nomination of the Committee.**

The executive committee shall call the attention of its members to the procedures outlined in articles 16, 17 and 18 concerning the nomination and pending election of the executive committee. This must be done approximately six months before each branch holds its annual meeting and will normally be attained by an announcement in the Association Newsletter (or in later publications that may be established), or by an individual letter sent to each member of a branch or by means of the member’s email distribution networks. Providing the candidate gives written assent and that such nomination arrives at the offices of the Association at least four weeks before the date of the next local Annual General Meeting, any two members may nominate an eligible member as a candidate for election as one of the Vice-Presidents or as a member of the executive committee.

Should insufficient nominations to fill all the vacant positions have been received by the committee at a date four weeks before the AGM, the committee may approach a number of possible candidates for nomination with a view to finding sufficient nominees to fill all the vacant positions. Each committee may then put the names of these individuals forward as well providing that such individuals have given their consent in writing.

**16. Election of the Committee.**

The association can, if it so wishes, conduct its elections electronically by means of email and providing that all relevant members with appropriate voting rights are properly informed in advance of their pending rights in this respect – that is, at least six months before – and are then invited to submit nominations with respect to new candidates preceding the next local AGM.

**17. Elections .**

If no more nominations have been received for the places falling due for election or re-election in any given year than there are actual positions available then those members nominated shall be declared as duly elected at the next AGM to serve for the next two years. However, if more than one nomination has been received for each vacancy, the committee will arrange a postal ballot or a ballot electronically by email at least three weeks before the AGM by sending all those members entitled to vote a list showing the names of all those who have been nominated for the committee. Every member who wishes to do so shall indicate their preferences and return this to the secretary to arrive at least one week before the AGM. The committee will then appoint two independent scrutineers to count and record the ballot returns and report the results to the chairperson of the executive committee who will then, in turn, report the results to the members present at the AGM. The chairperson will have the casting vote or votes in the event of an even number of votes having been cast for particular candidates.

**18. The Election of Offices to the Executive Committee.**

At its first meeting after the local AGM, the new executive committee will select from among themselves individuals who are to fill the following positions during the coming twelve months: a chairperson, a vice chairperson, a secretary and a treasurer.

- A. The secretary of the executive committee is effectively the executive officer of the committee and of the Association with a responsibility to ensure the proper functioning and co-ordination of all the committee's activities and functionaries. In performing these duties, the secretary may either call upon the chairperson and the vice chairperson to provide assistance in the fulfillment of these tasks at certain times. He/ she will also be able to draw upon the financial assistance promised by Manchester Metropolitan University during the founding years of the Association and which will provide the secretary with administrative assistance. Part of the secretary's duties involve managing the correspondence of the Association, making arrangements to ensure that all minutes of the proceedings of the executive committee, of its sub-committees, of the AGM and any special Association meetings are properly recorded and kept for future reference. The secretary shall also ensure that all notices of meetings are properly issued, that agenda items coming in from members for the AGM are dealt with and that appropriate procedures are instigated for dealing with postal ballots, petitions and other appeals by members.
- B. Each of these positions of secretary, treasurer, chairperson and vice chairperson may be filled by a particular person for more than one year up to the maximum of four years stipulated by article 15 (b) if that is the continuing wish of the executive committee members.
- C. In order to ensure continuity in the management of the Association's financial affairs, the executive committee may decide to co-opt a member of the Association to serve in the position of treasurer for a period for no more than two years or to retain the services of a departing committee member – whether as full treasurer or as an assistant to the new treasurer- who formally served in this capacity and to do so for a period of up to one year.

**19. The continuity of the operations of the Executive Committees.**

It is the responsibility of the secretary and the chairperson of each executive committee to call regular committee meetings with a view to guaranteeing the smooth overall operations of the Association. Should two-thirds of the executive committee believe that the secretary is failing in his/her duties, that they are being insufficiently informed concerning the committee's activities or that urgent meetings are needed they may petition the president who shall then have the power to call a special meeting of the executive committees irrespective of the wishes of the secretary. At this or any other meeting of the executive committee, should 10 or more members including the

president present believe that have just cause to relieve the secretary or any other committee member of their duties while replacing, them either with someone else drawn from the committee or by co-opting an Association member for this task until the next AGM, then they may act accordingly.

**20. Executive committee members not to be personally interested.**

No member of the executive committee shall acquire any interest in property belonging to the charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a members of the executive committee) in any contract entered into by the executive committee.

**21. Annual General Meetings.**

One of the duties of the executive committee is to make proper arrangements for an Annual General Meeting to be held every twelve months as near as possible to the month of July and where possible or appropriate to contrive that the AGM coincides with the branch's main annual conference, if any. All members must be given at least six week's notice of the date and venue of the AGM as well as details concerning the main substance of the business to be transacted from the point view of the executive committee. During this six weeks ordinary members have the opportunity to submit their own items for inclusion on the agenda of the AGM notwithstanding the circumstances indicated in article 22 (b) below. The main business of the AGM shall be to discuss the report of the executive committee, to study and discuss the treasurer's reports and accounts, to elect an auditor for the following year, to discuss questions concerning the future programme, aims, activities and management of the Association and to deliberate on any other agenda items that may have been raised under the circumstances explained above.

**22. The Conduct of Annual General Meetings.**

The following procedures will be followed:

- A. No business may be transacted at the AGM unless a quorum of ten members is present when the meeting begins. If no such quorum exists within thirty minutes of the scheduled time for the meeting to begin, then the AGM will be adjourned to a place arranged by the executive committee and to a time not more than thirty days later than the date of the original AGM. At least fourteen days notice must be given to all members concerning this alternative AGM. When this adjourned meeting take place whatever members are present will constitute a quorum.
- B. The executive committee will decide among themselves, including the president, which member shall preside over the AGM as chairperson for that meeting. This chairperson will be responsible for ensuring that a quorum is possible or not as the case may be. The chairperson will also manage the agenda of the meeting as previously arranged by the executive committee. He/she shall also ensure that any late items raised by ordinary members for inclusion on the agenda other than through formal communication to the committee as indicated above will be included in the meeting under 'any other business' providing it is submitted to the chairperson at any time prior to the scheduled commencement of the AGM.
- C. With the consent of the members present at the AGM and under their direction, the chairperson may adjourn the AGM but no business may then be transacted at the re-adjourned meeting except that which was left unfinished on the agenda of the original AGM. Notice must be given to all members concerning the timing and the place of the re-adjourned AGM in the same way as for the original meeting.
- D. Unless the circumstances prevail as outlined in (e) below, resolutions put forward at the AGM and at any other general meetings of the Association shall normally be decided by a show of hands with the meeting's chairperson having the right to exercise a second and casting vote where voting is equal.
- E. Any ten members of the Association present at the AGM have the right to demand that the executive committee make arrangements for a postal ballot of all members to be conducted within six weeks of the AGM with respect to any resolution put forward at the meeting except in the case of decisions made by the executive committee concerning article 8 on the altering of subscriptions rates. The results of such a ballot must be communicated to all members within three months of the AGM.

**23. Special general Meetings.**

Any member of the executive committee or any ten or more ordinary Association members, by written request to the secretary, may call for a special meeting stating their reasons for doing so

and declaring the resolutions that they wish to be examined and moved at such a meeting. At least two weeks notice must be given to all members of a such a special general meeting and this must include information concerning the reasons why the meeting has been called. No other business may be discussed or transacted at this special meeting other than that for which it was originally called.

24. **Dissolution.**

If the executive committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the executive committee shall have power to realize any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institutions of institutions having objects similar to the objects of the Charity as the members may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

25. **The Functions of the Treasurer.**

The treasurer will receive and manage all money due to the Association, pay all money owing by the Association and will ensure that proper books are kept showing all receipts and payments and the purposes for they were incurred and all the assets and liabilities of the Association. The treasurer will ensure that :

- A. a budget is drawn up for the forthcoming year and
- B. that a full statement of the accounts relevant to the current year are prepared by the end of April each year, together
- C. with the report of the auditor, so that they can be examined by the executive committee and presented to the AGM. Money not required for the Association's current expenditure may be invested by the treasurer should the executive committee so direct.

26. **Appointment of the Auditor.** Until such time as the association's funds are sufficiently strong to bear the costs of appointing an external auditor each year this function will be carried out professionally by the auditor appointed by Manchester Metropolitan University or at which ever institution where the treasurer is currently based. The auditor will audit the treasurer's accounts and compile a report to the members concerning those accounts which will brought to the attention of the AGM.

February 28th 2008.