

# Constitution

## 1. The Purpose, Aim and Objectives of the Standing Conference

### 1.1 Purpose

To be an association of Managers employed in Higher Education to have responsibility for the strategic direction of a range of media services.

### 1.2 Aim

To contribute substantially to the development and maintenance of high quality media services for the enhancement of learning and teaching

### 1.3 Objectives

The association shall:

- assist in the dissemination and sharing of information and ideas
- provide a forum for discussion, debate and presentations
- encourage and facilitate training and promotion opportunities for its members
- consider matters relevant to the provision, quality and management of Media services
- encourage coherent resourcing models for Media Services
- seek to inform and influence policy at both national and institutional level
- discuss technical developments in the context of their application and management
- commission research and studies on relevant issues
- provide advice and guidance where appropriate, on provision, procedures and standards
- liaise with other relevant associations

## 2. Definition of Media Services

Media services may include some or all of the following functions:

- Learning space design
- Learning technologies
- AV / IT provision
- Photography
- Graphic design and printing
- Multimedia and web design / development
- Video, TV production and allied services
- Video Conferencing
- E-learning
- Space management and planning
- Library services

### **3. UK and Eire Membership of SCHOMS**

- 3.1. Membership of SCHOMS will be based on Higher Education Institutions (HEI). For the purposes of membership an Institution shall be considered an HEI if its standard application procedure is the UCAS or CAO system or other publicly funded UK or Eire bodies with a purpose and remit which includes a significant element of higher education teaching.
- 3.2. Each eligible Institution shall nominate 1 Institutional Representative Member (IRM) who will have voting rights and be eligible to stand for election to the Executive Committee. This will be the individual with principal management responsibility for some or all of the services identified in section 2.
- 3.3. Eligible HEIs may also nominate up to a maximum of three Corresponding Members (CM) who will be deputy heads of service, heads of constituent or parallel services, or site/campus managers. They will be on the SCHOMS mailing lists and will be able to attend SCHOMS events but will have no voting rights and will not be able to stand for election to the Executive Committee.
- 3.4. The voting right of a member Institution may periodically be assigned to a different individual member (as long as the member has already got Corresponding membership status), by agreement with all individual SCHOMS members of that Institution and provided prior notice of such a change is given in writing to the Executive.
- 3.5. Associate membership, without voting rights, may be made available to other individuals in view of their specialist skills or of their representation of related bodies.
- 3.6. The Executive Committee shall be empowered to approve or refuse applications on the basis of the above criteria. If necessary, applications shall be referred back for further information or clarification. All members of the Executive Committee shall be consulted before an application is refused. Notice of refusal shall be given by the Chair.

### **4 Overseas Membership of the Association**

- 4.1. Staff of overseas institutions shall be entitled to Associate Membership only, on the same basis as UK and Eire members, provided their status as an HEI can be established to the satisfaction of the Executive Committee.
- 4.2. The Executive Committee shall be empowered to approve or refuse applications

### **5 Officers and members of the Executive Committee**

- 5.1. The Association shall have a Chair, Vice-Chair, Secretary, Treasurer and such other Officers as the association shall determine at a quorate meeting.
- 5.2. The Executive Committee can authorise the Vice-Chair to act as Chair if for any reason the latter is unable to temporarily carry out his/her duties.
- 5.3. The Executive Committee will consist of the above officers and four other elected members. The Executive shall have the authority to co-opt additional members on an ex-officio basis.

- 5.4 The Executive Committee, under the guidance of the Chair, shall organise the work of SCHOMS, including the themes and format of meetings, correspondence and communication with other bodies, and representing SCHOMS.
- 5.5 The quorum necessary for meetings to proceed is 50% of the Executive committee.
- 5.6 The Chair shall have the authority to act on behalf of SCHOMS and the Executive Committee, subject to the action being reported to SCHOMS or the Executive Committee, as the case may be, at its next meeting.

**6 Terms of Service and Election of Officers**

- 6.1 The Chair, Vice-Chair, Secretary, Treasurer and any other Officers shall each be elected for two years and shall be eligible to serve for not more than four consecutive years in the same position. To facilitate continuity in the work of the Executive Committee a Chair/ Vice Chair succession plan is agreed whereby the Chair Designate will be in the office of VC for one year, Chair for two and Vice Chair for one year.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Member 1	VC	C	C	VC				
Member 2			VC	C	C	VC		
Member 3					VC	C	C	VC

- 6.2 Election shall normally be by ballot. The Secretary shall write to all IRMs, not less than seven weeks before the AGM, requesting nominations for election. Nominations, with the agreement of the nominee should have a proposer and seconder, both being IRMs and not existing members of the Executive Committee and should reach the Secretary at least four weeks before the AGM. IRM's should respond to voting returns one week before the AGM. If, exceptionally, it is impossible to complete the election before the AGM, elections shall take place at the AGM on the basis of nominations received beforehand. Newly elected Officers shall take up their appointments with effect from the end of the AGM.
- 6.3 Only IRMs shall be eligible to stand for election as Officers or members of the Executive Committee or to vote in such elections.
- 6.4 SCHOMS may at any time by resolution remove any person from office or from membership of the Executive Committee and, in such circumstances, an election shall be held to find a replacement.

**7 Communication**

- 7.1 SCHOMS will ensure that all technologies are exploited to facilitate communication within and outside the group.
- 7.2 There are at least 4 Executive Committee meetings per year

## **8 Conferences**

- 8.1 There will normally be 1 conference each year. The conference shall include educational sessions focusing on matters of current managerial, strategic, educational or technical interest and a supplier/manufacturer exhibition.

## **9 AGM**

- 9.1 The Annual General Meeting shall be held as part of the Annual Conference. The agenda shall include the Chair's report, the Treasurer's report and elections as required. Additional matters concerning the structure, organisation, operation, resourcing and correspondence of SCHOMS may be reported and/or considered. Only full member (UK and Eire HE) Institutional Representative Members (IRM) are eligible to vote on proposed amendments to the constitution, with at least one-third of the current IRM making the quorum. IRMs unable to attend the AGM may nominate a CM from their institution to be an authorised representative and is counted for quorum.
- 9.2 Minutes shall be kept of the AGM and agreed by the next meeting of SCHOMS and signed by the Chair. A record of meetings/decisions of the Executive Committee shall also be kept and available to all members.

## **10 Financial Matters**

- 10.1 The Institutional fee shall be proposed annually by the Executive Committee based on the guidance of the Treasurer.
- 10.2 The fee for Associate membership shall be determined by the Executive Committee.
- 10.3 Corresponding members will not be required to pay an annual subscription
- 10.4 A financial statement for the previous year (1 August – 31 July) shall be presented at the AGM. Audited accounts shall be presented to the Executive thereafter, and shall be made available to members on request.

## **11 Amendments to the Constitution**

- 11.1 Amendments to SCHOMS and the Constitution may be proposed by written notice to the Secretary signed by at least six IRMs. IRMs shall be given four weeks' written notice of all proposed amendments.

## **12 Dissolution**

- 12.1 If SCHOMS at any time decides that it is desirable that it be dissolved, a Special Meeting will be called. If at such Special Meeting a resolution shall be duly passed directing that SCHOMS shall be dissolved, such resolution shall have effect and SCHOMS affairs shall be wound up.
- 12.2 In the event of SCHOMS being dissolved, any assets remaining after the discharge of any debts shall not be distributed among members. Such assets shall be given to other charitable institutions having objectives appropriate to the purposes and aims of the Association, in methods and amounts recommended by the Executive Committee.