

## Constitution

**Name:** Canadian Association of Cultural Studies

**Aims:**

1. To promote the interests of those teaching and studying cultural studies in Canada by facilitating the dissemination and exchange of research nationally and internationally, by exploring professional issues, and by organizing scholarly and professional meetings.

2. To create greater public spaces across Canada for the development of productive relationships between people from institutional and non-institutional sites. To this end we aim to make connections with, and plan activities in concert with social, political and community groups. These activities may include, but are not limited to, the production and dissemination of pamphlets, working papers and other materials designed as interventions into public discussions of current social, political and cultural issues.

**Membership:**

A. Any cultural producer, academic, professional, or interested person engaged in the production, research, teaching, or study of culture and society shall be eligible for membership.

B. Members in good standing are those who have paid their membership dues.

C. A year is understood to be January 1 to December 31.

**Meetings:**

There shall be a general meeting (GM) held during the CACS biennial conference. Other meetings can be held at the call of the Advisory Board or the On-Site Committee (OSC). The agenda for a meeting shall be distributed to the membership 30 days before the meeting. Only members in good standing can participate in general meetings. A meeting with at least 20 members has quorum.

**On-Site Committee (OSC) and the OSC Executive**

A. The OSC will be formed from CACS members located at an institution or region in Canada. Every four years, the OSC will rotate to another institution or region. All Executive members of the OSC are elected to these positions during the general meeting for two-year terms. If there is a vacancy on the OSC Executive before a member's term is up, the OSC will find a member from the same institution or region to fill the vacancy until the term is concluded. Members of the OSC Executive cannot belong to the Advisory Board simultaneously.

B. The membership of the On-Site Committee Executive will consist of the following members in good standing:

- OSC Chair
- Treasurer
- Conference Chair
- Communications Chair
- Chair of Cultural Action and Activism
- Online Coordinator

C. The OSC Executive is responsible for the day-to-day operation of CACS. The OSC Executive makes decisions for CACS with input from the Advisory Board as necessary. At a given location, the OSC will run a conference for CACS in alternating years (for two in total) and a non-conference political or cultural event in alternating years (for two in total). The OSC Chair is empowered to establish committees at the OSC from time to time as the need arises. It is the responsibility of the OSC to ensure that minutes of meetings are kept, and that membership in CACS is processed in a timely and efficient manner.

The OSC Chair is responsible for ensuring the daily operation of the OSC and CACS, and is also the liaison between the Advisory Board and the OSC. The OSC Chair also is responsible for running the General Meeting and circulating its agenda 30 days before it takes place. The Treasurer is responsible for the financial operations of CACS and presents a financial report to the membership of CACS at the General Meeting. The Communications Chair is responsible for all communications from and about CACS to the membership and the general public. The Conference Chair is responsible for creating the CACS conference programme and events. The Chair of Cultural Action and Activism is responsible for planning political or cultural events. The online coordinator is responsible for designing and maintaining the website and other electronic means of communication for CACS.

### **Advisory Board**

A. The Advisory Board will consist of seven members in good standing who reflect the commitment to regional and cultural diversity within CACS. They are elected to these positions by an online or paper ballot facilitated by the OSC for four-year terms. The Advisory Board may elect its own Chair. Advisory Board members are not allowed to belong to the OSC and the Advisory Board at the same time, except for the OSC Chair, who is an ex-officio member of the Advisory Board.

B. The Advisory Board provides advice and direction to the OSC related to matters which are of importance to CACS beyond the day-to-day running of the organization. The Advisory Board may only make decisions for CACS in consultation with the OSC. The Advisory Board is responsible for distributing a call for proposals to rotate the OSC to a new location 12 to 18 months in advance of the rotation, and for vetting proposals which are received. The Advisory Board is responsible for ensuring that a new slate of candidates is proposed for the OSC when the terms of the current OSC members expire, and will ensure that a slate is in place in time for voting at the General Meeting in that year.

C. If the OSC does not fulfill the terms of its mandate and responsibilities as directed by the Constitution, the Advisory Board is empowered to dissolve the OSC and call for an election of a new OSC group at any institution or in any region where there are CACS members in good standing.

### **Amendment of the Constitution**

Members may propose amendments to the Constitution. Proposed amendments must bear the signatures of ten members of the Association, must be submitted to the OSC and Advisory Board Chairs 30 days before the General Meeting and circulated with the agenda for that meeting. A motion calling for an online or paper ballot of any duly proposed amendment will be presented to the GM; if that motion passes by a simple majority of those present, the online or paper ballot of the membership will be held 30 days after the GM. A two-thirds majority of those voting in the online or paper ballot will be required for the adoption of the amendment.