

**THE BRITISH ASSOCIATION FOR CANADIAN STUDIES**  
**CONSTITUTION**

**Adopted 1989**

**Registered Charity**

**Revised 1991, 1995, 1998, 2007, 2015, 2019**

**No. 272144**

**1. NAME**

The name of this Association is “The British Association for Canadian Studies” (BACS), hereinafter referred to as “the Association”.

**2. AIMS**

The Association is established with the aims of advancing knowledge and understanding of Canada in the UK through:

- a) The encouragement and support of research and teaching concerning Canada across the whole of the educational community in the United Kingdom;
- b) The dissemination of knowledge and understanding of Canada to the public throughout the UK.

**3. ACTIVITIES**

The Association shall work in co-operation with the Canada-UK Foundation, the High Commission of Canada in the United Kingdom, the International Council for Canadian Studies, the Québec Delegation and any other Provincial offices in London, and other appropriate agencies.

The Association aims to undertake the following activities, which may be modified or extended, according to circumstances, by the decision of the Council [see Section 9]:

- a. The maintenance of a postal address for the Association;
- b. The organisation of an Annual Conference of the Association;
- c. Facilitation of the publication of the *British Journal of Canadian Studies* [see Section 9d];
- d. The circulation of information to members through regular emails on a mailing list and social media platforms;
- e. The accreditation, encouragement and support of specialist groups as provided in Section 13;
- f. The publicising of resources for the study of Canada in the United Kingdom on the BACS website.

**4. MEMBERSHIP AND RENEWAL OF MEMBERSHIP**

Membership shall be divided into the following categories:

- a. Regular. Any person with an interest in Canadian Studies irrespective of normal country of residence, may apply to become a Regular Member and pay the appropriate fee [see section 5]
- b. Honorary. Any regular member of the Association may nominate to the Annual General Meeting other persons who shall become Honorary Members of the Association if accepted by a majority of members present and voting.

The Council reserves the right not to renew membership as it sees fit.

**5. MEMBERSHIP DUES**

- a. The Council shall determine the appropriate fee for each category of membership.
- b. The Council shall at its discretion set concessionary rates in regard to regular membership fees for registered students, retired persons and unwaged persons.
- c. Members shall cease to receive the services of the Association as defined in Section 4(a) if their membership is not renewed.
- d. No member shall be permitted to vote in any election if they have not renewed their membership.

**6. RIGHTS AND DUTIES**

- a. Regular members shall be entitled to participate in all the activities of the Association, to hold office in it, to vote at elections, to attend and vote at business meetings, and to be included in the circulation of BACS information on terms laid out by the Council for such members;

- b. Members are expected to conduct themselves in a manner consistent with the aims and objectives of the Association. Members are expected to act in accordance with the rules of this constitution. Failure to do so may result in suspension or expulsion from membership [see Section 8].

## **7. RESIGNATION OF MEMBERSHIP**

- a. A member may terminate their membership on advising the Secretary of their intention to resign or by failing to renew their membership;
- b. Resignation does not require acceptance by the Council.
- c. A member who sends a letter of resignation thereupon ceases to be a member and can only be reinstated by re-application;
- d. Any person on ceasing to be a member of the Association, shall forfeit all rights under the Constitution.

## **8. CONDUCT OF MEMBERS AND EXPULSION.**

- a. If the Council at any time shall be of the opinion that the interests of the Association so require, it may invite a Member to withdraw from the Association within a specified time, and in default of such withdrawal may submit the question of their expulsion to the Council.
- b. The Council shall have the power as it sees fit to suspend or to expel any member who shall offend against the rules of the Association and this Constitution or whose conduct shall in the opinion of the Council place the Association in dispute or otherwise render them unfit for membership of the Association.

## **9. THE COUNCIL**

The Council shall consist of the President, the immediate Past-President or the President-Elect, Secretary, Treasurer, elected Councillors, the Editor and Review Editor of the *British Journal of Canadian Studies*, and where possible a postgraduate representative, as defined in Sections 9a - 9e, plus members as provided in Section 13.

- a. The President shall hold office for three years. Except as provided in Section 13f, no person shall be eligible to serve as President for two consecutive terms.

The President shall automatically be a member of any committee, sub-committee or working party established by the Council.

- b. The President-Elect shall be elected by the Membership as provided in Section 12 and shall hold office for one year before serving as President.

The retiring President shall hold office until the President-Elect becomes President.

- c. The Secretary and the Treasurer shall each be elected by the Members and shall hold office for three years and may normally be re-elected.

- d. The Editor(s) and Review Editor of the *British Journal of Canadian Studies* shall be appointed by the Council for a term of two years and may normally be re-appointed.

The Editor(s) of the *British Journal of Canadian Studies* shall have full control over all matters relating to the academic content of the Journal.

The Council may appoint joint or associate editors of the *British Journal of Canadian Studies*. Any such appointment shall not confer automatic right of Council membership.

- e. Councillors. Normally no more than six councillors shall be elected by the Members for three years and may normally be re-elected.

## **10. CONDUCT OF COUNCIL BUSINESS**

- a. The Association (except as otherwise provided by these rules) shall be managed by the Council. The Council shall have all administrative powers as may be necessary for carrying out the aims and activities of the Association in accordance with these rules.

- b. The Council shall meet at least twice a year.

- c. The quorum for a Council meeting shall consist of the President, either the President-Elect or the Past President, the Secretary, Treasurer or their designated deputies and three other members.

- d. All elected, appointed and co-opted Councillors shall have equal voting rights in Council business.

- e. In the event of a tied vote, the President shall exercise an additional casting vote.

- f. Observers shall not have voting rights in Council business. At the request of the President, observers shall withdraw from any meeting of the Council, but may at the discretion of the President be invited to state their opinion on any matter under discussion before such withdrawal.
- g. The Council shall appoint a Finance and General Purposes Committee to discharge the ordinary business of the association between Council meetings. The Finance and General Purposes Committee shall consist of the President, either the President-Elect or the Past President, the Secretary, and the Treasurer.
- h. The Council may open a bank account in the name of the Association.
- i. The Council shall have the power to make payment for services as it sees fit but will not have employees.
- j. The Council may appoint sub-committees with such members, powers and functions as the Council shall prescribe.

#### **11. ASSOCIATION LIABILITY**

The Association and the Council shall not be responsible for any damage, injury or loss caused by the acts or omissions of any member, patron or observer. Any such member, patron or observer shall indemnify the Association and the Council against any civil or criminal liability for such damage, injury or loss.

#### **12. ELECTIONS**

Election of Officers and Councillors shall take place by written ballot. The President shall act as Returning Officer for all elections.

The Secretary shall call for a nomination three months before the Annual General Meeting and nominations shall close six weeks before the Annual General Meeting.

In the event of a contested election, a ballot shall be conducted in accordance with Schedule A to this Constitution the day before the Annual General Meeting.

Elections shall be conducted according to the procedures laid out in Schedule A to this Constitution, which shall be considered a part of this Section.

#### **13. CO-OPTION AND OTHER VACANCIES**

- a. The Council may co-opt further members with a view to better representation of Canadian Studies across the country but shall be under no obligation to do so.
- b. Co-options made in accordance with provisions under sub-sections 13b and 13c shall be for a period of time to be determined by the Council and shall be renewable at the discretion of Council.
- c. Any elected or appointed member of the Council may resign by giving notice in writing to the President or Secretary.
- d. In the event of a vacancy occurring between Annual General Meetings in any position described in section 9 the Council shall appoint a successor by majority vote. In the case of an elected officer or elected member of the Council, such appointment shall be made until the next Annual General Meeting, unless the vacancy occurs within three months of an Annual General Meeting. In the event of an election to fill a vacant place, the elected member shall serve the remainder of the term of the person originally elected.
- e. In the event of a vacancy occurring in any position described in Section 9 as a direct result of the Association's annual elections, the Council shall appoint a successor by majority vote. In the event that an appointment creates a further vacancy, and in the event that there has been a contested election for its general membership, the Council shall co-opt the unsuccessful candidate who polled the highest number of votes.
- f. Notwithstanding any provision in Sections 9a and 9b, if the office of President becomes vacant the President-Elect shall assume the position of President for the remainder of the previous incumbent's term and the succeeding two years. If there is no President-Elect the Past President shall resume the position until the next AGM at which time an election will be held for the position of President.

#### **14. OBSERVERS**

The Council may extend observer status as it deems appropriate but may limit such status to particular meetings or parts of meetings.

#### **15. REGIONAL CENTRES**

- a. The Association shall recognise the Centres of Canadian and Quebec Studies and Canadian Studies Programmes (currently at the Universities of Birmingham, Edinburgh, Leeds, London, Nottingham, Queen's University Belfast, and University College London) and shall invite their co-operation accordingly.
- b. The Council shall from time to time invite representatives of each recognised regional Centre or programme to a consultative meeting for general discussion.

#### **16. ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held during the annual Conference of the Association.

The quorum for Annual General Meetings shall consist of fifteen Members.

The Annual General Meeting shall receive written reports from Officers, discuss the business of the Association and consider amendments to the Constitution, as provided in section 19.

During the meeting, the President shall announce the results of elections [see section 12 and Schedule A] and a new Council shall take office at the close of the meeting.

#### **17. GENERAL MEETINGS**

- a. The Council may at any time for any purpose call a General Meeting.
- b. The Council shall call a General Meeting upon the requisition in writing of any thirty members entitled to vote stating the purposes for which the meeting is required.
- c. At least 14 days notice shall be given to members on calling any General Meeting.
- d. No business other than that specified in the notice shall be transacted at the General Meeting.

#### **18. ADOPTION AND AMENDMENTS TO THIS CONSTITUTION**

- a. This Constitution has been adopted in conformity with Article 7 of the Association Constitution adopted on 11 September 1975 and revised on 3 April 1979.
- b. Subsequent proposed amendments shall be made in writing to the Secretary, with the support of four Members of the Association at least six weeks before the Annual General Meeting. Any such proposed amendments shall be circulated to members by the Secretary at the Annual General Meeting, and must be approved by two-thirds of the voting Membership at the Annual General Meeting to become effective, provided that no amendment is made which would have the effect of causing the Association to cease to be a charity in law.

#### **19. DISSOLUTION OF THE CONSTITUTION**

Should the Association be dissolved by general agreement of the membership, any assets remaining after the satisfaction of all proper debts and liabilities shall not be paid to Members but shall be paid to some other charitable organisation or organisations having objectives similar to those of the Association.

**SCHEDULE A**  
**PROCEDURE FOR CONDUCT OF ELECTIONS**

[see Section 12]

1. The President shall act as Returning Officer. If unable to act, the President shall designate a deputy.
2. Three months prior to the Annual General Meeting, the Secretary shall call for nominations for vacancies among Officers and Councillors, and supply Members with information of the election timetable and procedure.
3. Any Regular Member may be nominated for election as an Officer or Councillor, but no member may contest more than one position on any round of elections.
4. Candidates for any position shall be nominated by one Member and seconded by two others.
5. Nominations shall close six weeks before the date of the Annual General Meeting.
6. Candidates shall inform the Secretary by email of their consent to nomination.
7. Candidates may be disqualified by the Council in its discretion for failing to abide by the rules of procedure for the conduct of elections or for engaging in any unfair practices during elections.
8. Candidates may also supply a biographical statement of up to two hundred words. This statement shall be limited to factual information regarding their career and contribution to Canadian Studies and may be accompanied by passport-sized photograph.
9. The Returning Officer shall have the right to request candidates to amend or clarify statements which in the opinion of the Returning Officer do not meet the requirements of section 7 of this Schedule.
10. Biographical statements, including photographs, and ballot papers shall be circulated to Members. No other statement by Candidates shall be circulated to Members.
11. Ballot papers, biographical statements, and photographs shall be circulated to Members the day before the Annual General Meeting.
12. Members eligible to vote shall indicate their preference by placing an "X" against the candidates of their choice, except that no ballot paper shall be valid if the "X" is placed against the names of more candidates than there are vacancies.
13. Ballot papers may be returned up to six hours before the Annual General Meeting.
14. The Returning Officer or deputy shall conduct the count in the presence of at least one other member of the Council. Candidates or their nominated representatives may be present, but no count shall be delayed by their absence.
15. The results of each election shall be declared at the Annual General Meeting. The Secretary shall retain all ballot papers for six months after the count.
16. Dates of calls for nominations and issue of ballot papers in this Schedule are to be considered as dates of posting by the Secretary. Dates for receipt of nominations and completed ballot papers are to be considered as dates of receipt by the Secretary or Returning Officer as specified.

*Revised 1998, 2007, 2019*