

*The Standing Conference of Heads of European Studies***The Constitution****1. Name**

The name of the organisation is the Standing Conference of Heads of European Studies (SCHES).

2. Object

The objects of the Standing Conference are the promotion of research and teaching in European Studies about the nature and development of modern Europe, and the representation of the academic area within and outside higher education. For the furtherance of these objects the Standing Conference will collect subscriptions and seek other forms of support.

3. Membership

Membership shall be open to heads of departments/schools/institutes/centres (or their nominees) whose professional activities are relevant to the objects of the Standing Conference and which are located within the higher education system of the U.K. Where there is no department/school/institute/centre structure, provision shall be made for non-voting membership (with exception from annual subscription). Applications for membership shall be approved by the Standing Conference. Membership rates of subscription shall be determined by the Annual General Meeting.

4. Officers

The officers of the Standing Conference shall be the chairperson, the secretary and the treasurer. The perpetual trustee shall be the University Association for Contemporary European Studies (UACES).

5. Executive Committee

The Executive Committee, which consists of five members, shall have the power to co-opt up to three additional members. The chairperson of the University Association for Contemporary European Studies (UACES) – or their representative – shall be an ex officio member. Officers and members of the executive committee shall be elected at each Annual General Meeting of the Standing Conference as appropriate. Secretarial services shall be provided by the UACES office.

6. Term of Office

The Chairperson, other officers and the five members of the executive committee shall be elected for the period of three years by the members of the Standing Conference present at the Annual

General Meeting. The Officers shall be eligible for re-election but shall not be re-elected for more than two terms consecutively. Any vacancy in such offices shall be filled temporarily through cooption by the chairperson and other officers pending resolution by the Annual General Meeting.

7. Annual General Meeting, Special Meetings

The Annual General Meeting shall normally be held in the first half of each calendar year and every member shall receive not less than 28 days notice of such meeting. Special meetings may be convened by the Secretary upon a request by the officers of the Standing Conference or by one-third of the members upon a similar notice which shall state the business to be considered at the meeting.

8. Votes

At the Annual General Meeting every member, including the chairperson shall have one vote and in the case of equality of votes – the chairperson shall have a second or casting vote.

9. Meetings of the Executive Committee

The Executive Committee shall meet as required (but normally at least twice a year) and the chairperson shall normally preside at such meetings. Each member of the Executive Committee including the chairperson of the Standing Conference shall have one vote.

10. Banking Account

All sums collected shall be paid into a bank account for SCHES. Cheques shall be signed by officers of UACES and/or the Executive Director of UACES.

11. Investment

The trustee shall invest in its name any monies not required for the immediate purposes of the Standing Conference in a high or extra interest account of one of the clearing banks or securities in which trust money may by law be invested, with power from time to time to transpose such investments.

12. Vesting of Property

Any property purchased by the Standing Conference shall be vested in the trustee.

13. Power of Trustee

The trustee shall with such consent as is by law required deal with the property so vested in it by way of sale, mortgage, charge, lease or otherwise, howsoever as directed by the Standing Conference. Such discretion shall be given by a resolution of the members of the Standing Conference passed by a majority of the members present at a duly convened meeting of the Standing Conference and when so passed shall be binding upon all members of the Standing Conference. A certificate signed by the secretary for the time being of the Standing Conference

shall in favour of a purchaser mortgages chargee lessee or grantee be conclusive evidence that such a direction was duly given.

14. Alteration Rules

These rules other than rule 2 and this rule may be altered, repealed or added to by a resolution passed by a two-thirds majority of the members of the Standing Conference who are present at the Annual General Meeting or a special meeting convened for that purpose and of which notice has been served upon every then member of the Standing Conference at his/her last known address in the United Kingdom.

SCHEs\Constitution\SCHEs Constitution