

SCOS Board of Management Constitution

Terms of Reference

This constitution was initially approved at the SCOS AGM in Athens (July 2000) and amended and updated in November 2009. It refers to the membership, roles and electoral procedures of the Board of Management of the Standing Conference on Organizational Symbolism, an unincorporated association under English law.

1. Board Structure

SCOS has a two-tier system of Board representation as follows:

- (a) an Executive comprising 8 elected individuals with specific duties, and a variable number of conference organisers (past and present);
- (b) the editors and associate editors of *Culture and Organization*, and representatives of designated geographical regions (the latter up to a maximum of 8), in non-executive roles.

2. Roles and Responsibilities of Elected Executives

All elected executive representatives are expected to attend at least 2 of the 3 Board meetings held each year. Where attendance at a meeting is not possible, reports must be sent to the Meetings Secretary in advance.

Role: Chair

Responsibility: Overall co-ordination of SCOS Board of Management.

Role: Treasurer

Responsibility: Managing income and expenditure (mainly conference and journal monies), preparing annual accounts and reporting to the Board on SCOS finances.

Role: Editor of *Notework*

Responsibility: Co-ordination, preparation and production of copy for the twice annual publication of *Notework* (May and November). Both issues are uploaded on to the SCOS website and the May issue is also distributed in hard copy at the annual conference.

May be a shared role where the Board deems it appropriate.

Role: Membership/Database Secretary

Responsibility: Notifications to SCOS members via the mailing list, keeping membership records up-to-date, communicating with other Board members concerning membership data (e.g. election officer).

Role: Board Secretary

Responsibility: Taking and distributing minutes, formal correspondence, maintaining archive of minutes and correspondence.

Role: Meetings Secretary

Responsibility: Planning and facilitation of future Board meetings, liaising with local hosts and communicating details of venue and accommodation to representatives.

Role: Elections Officer

Responsibility: Overseeing elections as and where necessary (to include designing the ballot, organising the count etc.), keeping a record of tenure position for each representative and keeping abreast of constitutional affairs.

Role: Internet Officer

Responsibility: To promote SCOS activities through the development of new media (to include keeping the website up-to-date and taking advantages of media innovations as they evolve). Also to design and maintain the conference site each year in conjunction with the organizers.

3. Roles and Responsibilities of Non-elected Executive Representatives

Role: Conference Organisers - Variable number of posts representing previous year organiser(s) & incumbent(s)

Responsibility: (i) Incumbent(s) - To report to Board on preparations for next annual conference (for maximum of two years prior to actual conference), (ii) Previous Year Rep(s) - To offer advice and expertise on the basis of previous conference experience, including a formal report to Board at the first meeting post-conference on both intellectual and administrative aspects of that event.

Role: General and Associate Editors (5 Posts)

Responsibility: Editors of *Culture and Organization* have ex officio Board membership in order that the relationship between SCOS and its journal can be maintained and developed. The editorial team is formally appointed by the journal publishers.

4. Non-Executive Regional Representatives (Up to 8 Posts)

Role: To represent specified region

Responsibility: Promotion of SCOS activities and events in the region represented, to develop membership base in regions where SCOS is presently under represented or not represented at all. In recognition of the fact that SCOS currently draws its membership primarily from a European base and that most of its major conferences occur within that continent, regional representatives are not required to attend Board meetings. However, as with Executive members, representatives are required to send reports to the Meetings Secretary in advance where attendance is not possible, as well as to the *Notework* editor for publication in the next issue.

5. Selection of Board Members

5.1 Elected Executives

(a) 8 Executive roles to be filled by officers elected by the wider membership, namely, the posts of: (i) Chair, (ii) Treasurer, (iii) *Notework* Editor, (iv) Membership/Database Secretary, (v) Board Secretary, (vi) Meeting Secretary, (vii) Elections Officer, and (ix) Internet Officer.

These posts are of 3 year tenure but may be extended by *one* further 3 year period if the occupant is unopposed when the post comes up for re-election.

With the exception of the Chair (see below), these executive posts will be advertised to the wider membership as they become vacant and nominations sought. Where the post is contested, elections will be held using the existing SCOS electoral process (a one member, one vote system). The Board may also deem it appropriate for one person to undertake more than one role, or to reallocate roles amongst existing executive members, when circumstances dictate.

(b) The Executive will be responsible for nominating candidates for Chair. The vacancy arising should be identified at the meeting a year prior to the present incumbent stepping down. Executive board members will then be tasked with identifying potential nominees, approaching these individuals and securing a seconder where these nominees are agreeable, by the time of the next meeting. This period of time should allow a suitable 'hand-over' period from Chair to Chair-elect where possible. An election involving the wider membership will be conducted in cases where more than one candidate is nominated. Chair candidates must be drawn from the existing Executive or previous members of that board.

5.2 Non-Elected Regional Representatives

(c) Regional Representatives will be appointed at the discretion of the Executive and according to perceived developmental needs. The tenure of Regional Representatives will normally be 3 years.

Caveat: The Executive Board will retain the right to co-opt and/or appoint whatever further officers it deems necessary in the short-term for the proper functioning and continuation of the organisation (e.g., to cover death or illness of existing post holders). It also retains the right to propose and pass a vote of no confidence in the unlikely event that any executive or non-executive board member (with the exception of the C&O editorial team) is deemed not to be fulfilling their duties appropriately or to be bringing SCOS into disrepute. This would result in the board member being relieved of their duties.