

## **Amendments to ECREA Bylaws**

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### **Title I. Executive Board and General Assembly**

1. The Executive Board is a working body. This implies that each Executive Board member is delegated a specific number of duties (in accordance with article 15 of the Statutes). The duties of all Executive Board members are decided by the Executive Board. Within the Executive Board, one member is appointed as Section, TWG and Network coordinator, one member is appointed as Communication Coordinator, one member is appointed as Events Coordinator and one member is appointed as Book Series Editor.

2. Positions in the Executive Board are subjected to following restrictions:

a) An Executive Board member can only be President or Vice-President for one term of four years.

b) An Executive Board member can only serve in the Executive Board for a period of two consecutive terms (maximum of 8 years), as defined by Article 12 of the Statutes. If a member of Executive Board has served for a period of two consecutive terms, they must abstain from candidacy for another Executive Board position for a period of two consecutive terms (8 years).

c) An Executive Board member cannot be a member of Network, Section or Temporary Working Group management team (except for the Networks, Sections and Temporary Working Group representatives as stipulated in articles 37 – 39), Advisory Board member, Ethics Committee member or hold any other elected function within ECREA.

3. Proposed to be entirely removed to avoid accumulation of functions. (The Vice-President can also be Treasurer or General-Secretary.)

4. The Executive Board includes one Networks representative, two Sections representative and one Temporary Working Groups representative as stipulated in article 11 and Title IV of the Bylaws.

5. Each Executive Board member will send a yearly activity report to the General Secretary and the President before the end of January of the following year.

[NEW ARTICLE] An Executive Board member can resign by sending a written letter of resignation to the Executive Board. The resignation needs to be confirmed by the Executive Board and by the General Assembly.

6. In accordance with article 11f of the Statutes, the Executive Board will publish an annual report, which will also include all yearly activity reports of the individual Executive Board members, and all activity reports of the Sections, Temporary Working Groups and Networks (see Title IV of the Bylaws).

7. If Executive Board members join the Executive Board during an ongoing term, this incomplete term will still be considered the first full term of Executive Board membership. Following article 12 of the Statutes, the Executive Board member can remain on the Executive Board for only one additional consecutive term.

8. The meetings of the General Assembly, as stipulated in article 8a of the Statutes and the meetings of the Executive Board as stipulated in article 14 of the Statutes can be physical or virtual.

9. In case of virtual Executive Board meetings the following procedure is used.

- a) A virtual Executive Board meeting will be announced via designated online tool and/or notification by email.
- b) Agenda items for the next virtual Executive Board meeting can always be posted via designated online tool and/or email. They can also be emailed to General Secretary.
- c) Minimally five days before the virtual Executive Board meeting starts, a draft agenda will be made available to the Executive Board members (via designated online tool and/or email notification), asking for their amendments and additions, if any.
- d) The final agenda of the virtual Executive Board meeting will be made available at the opening of the actual Board meeting. In case an Executive Board member does not take part in a virtual Executive Board meeting, he or she is considered to abstain.
- e) A virtual Executive Board meeting will last for 10 days. The start and end dates will be included in the announcement.
- f) Decisions that require urgent Executive Board attention can be dealt with outside formal Executive Board meetings, either via designated online tool and/or via email. These decisions will require confirmation in the next Executive Board meeting.
- g) The minutes of the virtual Executive Board meeting will be made available to all ECREA members in less than two months, after they are confirmed at the next Executive Board meeting. If the next virtual EB meeting takes place later than two months after the previous meeting, the minutes of the previous meeting are published online and it is indicated that the approval is pending.

10. In case of physical Executive Board meetings the following procedure is used.

- a) A physical Executive Board meeting will be announced via designated online tool and/or email.
- b) Minimally seven days before the physical Executive Board meeting starts, a draft agenda will be circulated among the Executive Board members through the designated online tool and/or email, asking for their amendments and additions.
- c) The minutes of the physical Executive Board meeting will be made available to all ECREA members in less than two months, after they are confirmed at the next Executive Board meeting.

11. The election of the Executive Board, with minimally three members and maximally 15 members, by the General Assembly after a four-year term (as stipulated in article 12 of the Statutes) is organised as follows.

- a) The election of the Executive Board takes place in two stages. During the

first phase, maximum 11 members are elected by the General Assembly. In a second phase, the General Assembly elects the Networks representative, the Sections representatives and the Temporary Working Groups representatives (see article 4 of the Bylaws).

- b) The first phase is initiated by the establishment of an election committee. The Executive Board selects one Executive Board member and one regular (i.e. non-Executive Board) member of the association to act as election committee, six months before the Executive Board elections (phase one) will take place. The Executive Board member who is a member of the election committee is one who does not stand for re-election. If all Executive Board members run for elections, the Executive Board representative will be appointed from Ex-officio members of the Advisory Board.
- c) At the latest four months before the first election phase, the membership of the association is invited by the election committee to announce their candidacies for the new Executive Board to the election committee.
- d) Candidates for the Executive Board who announce their candidacy to the election committee, have to send to the election committee: 1/ a position statement, 2/ a short CV, and 3/ a statement specifying whether or not they wish to become a candidate for one of the positions mentioned in article 13 of the Statutes (President, Vice-President, Treasurer or General-Secretary). The deadline for candidacies is two months before the elections (phase one).
- e) If less than three candidacies for Executive Board membership have been received two months before the elections (phase one), the election committee launches a new call for candidates, as described in article 11c. If the four-year term of the Executive Board passes, in the here described scenario where there are less than three candidacies, the Bureau will continue to function as Executive Board for six additional months in order to organise a new first phase of the elections.
- f) One month before the elections at the latest (phase one), the candidacies are made public by the election committee, including the position statements, CVs and proposed position (President, Vice-President, Treasurer, General-Secretary or regular Executive Board member).
- g) The election committee is responsible for organising the first phase of the elections at the General Assembly (in accordance with the ECREA Statutes) and for communicating the election results of this first phase to the membership and to the outgoing Executive Board. The election committee is supported in the organisation of the elections by the General Secretary.
- h) Following article 12 of the Statutes, a candidate for the Executive Board is elected by simple majority, but in case there are more candidates than the maximum number allowed in phase one of the elections (see article 12 of the Statutes, but in accordance with article 11a of the Bylaws), the candidates with the most votes in their favour are elected. In case of a tie for the twelfth position, an additional vote between the candidates for the twelfth position is organised at the General Assembly. In case of a new tie, the outgoing President decides.
- i) In case no Executive Board member is elected, the Bureau will remain in office as Executive Board for six additional months in order to organise a new first phase of the elections.
- j) When a number of Executive Board members have been elected, but their number is below three (the minimum stipulated in article 12 of the

Statutes), the outgoing Bureau (maintaining their respective positions) will be added to the newly elected Executive Board members for a period of maximum six months, in order to organise a new first phase of the elections that will allow for the election of additional Board members. Once three or more Executive Board members have been elected (including those elected at the initial elections), the outgoing Executive Board members will cease to be Executive Board members.

- k) If three or more Executive Board members have been elected, the new Executive Board will convene within a fortnight. The new Executive Board will decide on the Executive Board positions that are stipulated in article 13 of the Statutes (whilst remaining in accordance with article 9 and 10 of the Bylaws).
- l) After the Executive Board has decided on the Executive Board positions, as stipulated in article 13 of the Statutes, the Executive Board will organise the second phase of the Executive Board elections, which will consist of the election of two Sections representatives, one Temporary Working Groups representative and one Networks representative.
- m) These four representatives represent the Sections, TWGs and Networks in the Executive Board. They are also responsible for the organisation of the consultations of the entities they represent (the Sections, the Networks or the Temporary Working Groups) on Executive Board decisions, and they will be delegated a number of more general tasks within the Executive Board (in accordance with article 15 of the Statutes) (see also Title IV of the Bylaws).
- n) In order to elect the Sections representatives, the Executive Board invites all members of the Management teams of all the Sections to announce their candidacies for Sections representatives, less than one month after the first General Assembly (where phase one of the elections was organised). This representative has to be a member of Management Team of one of the Sections.
- o) The deadline for candidacies for Section representatives is set within two months after the first General Assembly. If no candidacies are received, no elections will be held and there will be no Sections representatives. The candidacies for the position of Sections representatives will be announced within two months after the first General Assembly.
- p) The Executive Board organises the elections for the Section representatives. Each member of a Management Team of a Section holds one vote for this election. The Sections representatives are elected by simple majority. In case of a tie, a second vote is organised; in case this vote is followed by another tie, the President decides.
- q) Following the same procedure as outlined in article 11n, 11o and 11p, the Management teams of all the Temporary Working Groups and Networks will elect their representative.
- r) The Executive Board then organises a second General Assembly in which the candidacies of the four candidate-representatives are voted upon. The election is by simple majority. In case the General Assembly rejects a candidate Section, TWG or Network representative, the Executive Board restarts the selection procedure for that specific position of Section, TWG or Network representative, as outlined in article 11n, 11o and 11p. If the new candidate is also rejected by the General Assembly, this specific position of Section, TWG or Network representative will remain empty.
- s) If a Section, TWG or Network representative resigns, ceases to be a member

of the Management Team of a Section, TWG or Network, or becomes the member of a Management Team of a Section, TWG or Network which belongs to another entity than he or she was elected to represent, the representative has to resign from the Executive Board and the Executive Board organises the election of a new representative, as described in article 11n to 11r. The representative remains a member of the Executive Board in an acting capacity until a new representative is elected.

12. During its four year term the Executive Board can co-opt additional Executive Board members (within the constraints imposed by article 12 of the Statutes), but this co-optation needs to be ratified at the next meeting of the General Assembly, which will then appoint the new Executive Board member(s).

## **Title II. The Bureau**

13. The Executive Board delegates the day-to-day business of the association in accordance with article 15 of the Statutes to the Bureau, which consists of the President, the Vice-President, the Treasurer, the General-Secretary (as mentioned in article 13 of the Statutes), and (optionally) the Secretary of the Bureau, taking into account that regional, gender and age diversity. The Secretary of the Bureau is an Executive Board member added to the Bureau on the proposal of the President, after approval of the Executive Board.

14. The Bureau is responsible for the preparation of the Executive Board meetings, the communication with and consultation of the membership, the organisation of the administrative support, the accounts and the budget, and the coordination of the activities of the individual Executive Board members. The Bureau also supervises the organisation of ECREA events, the ECREA publications, and the coordination of the Sections, Temporary Working Groups and Networks. The Bureau can seek the collaboration of other Executive Board members and regular members on all of its activities. These collaborations can be on an individual basis or through the establishment of Task Forces.

[NEW ARTICLE] The establishment of a Task Forces requires a clear definition of concrete purpose, objectives, activities with timeframe to achieve objectives and proposed members of the Task Force, taking into consideration regional, gender and age diversity as appropriate to the specific nature of the Task Force. The establishment of a Task Force requires the approval of the Executive Board. Task Forces are typically established for duration of 2 years. This term can be renewed by the Executive Board for another two years. Task Forces report to the Executive Board annually before the end of January of the following year.

15. The General-Secretary is responsible for all membership-related matters. This includes the written notification of a member resignation, mentioned in article 5b of the Statutes; the Treasurer is responsible for the accounts and the budget; and the Secretary of the Bureau (if this position is filled) is responsible for the organisation of the decision-making processes within the Bureau and the Executive Board, and for the organisation of the General Assemblies (including the support of the election committee as described in article 11 of the Bylaws). The Secretary of the Bureau also keeps the record of the decisions of the General Assembly (see article 10c of the Statutes) and the records of the decisions of the Executive Board (see article 16b of the Statutes). If there is no Secretary of the Bureau, then the General-Secretary takes charge of the tasks attributed to the Secretary of the Bureau in this article. The division of labour for the other responsibilities of the Bureau is decided upon by the Bureau.

16. The Treasurer will organise a yearly audit of the accounts.

17. In accordance with the Belgian law, and as long as the official seat of ECREA is in Belgium, every year, before 30 June, the President will deposit two signed copies of the accounts of the association for the previous year and the minutes of the General Assembly that approved them at the "Greffé du tribunal de commerce" of the district of the seat of the association.

[NEW ARTICLE] The Bureau regularly reports to the Executive Board at the Executive Board meetings.

[NEW ARTICLE] The Executive Board can propose a forced resignation of any Bureau member to the President if one third of the members of the Executive Board deem it necessary. The forced resignation of the Bureau member(s) needs to be approved by a simple majority of the Executive Board (following the Statutes article 14b) and confirmed by the General Assembly.

### **Title III. The Advisory Board**

18. The Advisory Board provides the Executive Board and the entire association with advice on the long-term strategies of the association and on its democratic, ethical and academic functioning.

19. The Executive Board decides on the composition of the Advisory Board, taking disciplinary, regional, gender and age diversity into account. The members of the Advisory Board are appointed by the Executive Board for the period of 8 years. The mandate of Advisory Board should not start in the same year as the mandate of new Executive board. Members of the Advisory Board elect the Chairperson of the Advisory Board for the term of 4 years by simple majority. The elections are organised by the Executive Board. In case of a tie, a second vote is organised; in case this vote is followed by another tie, the President decides. The chairperson of the Advisory Board may serve no more than two consecutive terms.

20. Former members of the Executive Board will be invited to become a member of the Advisory Board for two years. This term can be renewed by the Executive Board for another two year term.

[NEW ARTICLE] Advisory Board member can resign from the Advisory Board by written notification to the Chair of the Advisory Board, who then notifies the General Secretary. The resignation is confirmed by the Executive Board.

21. The Advisory Board can take the initiative to formulate an advice on the long-term strategies of the association to the Executive Board. The Chair of the Advisory Board organises the deliberation within the Advisory Board and relays the advice to the President. The President then makes the advice available to all ECREA members. If one fifth of the members of the Advisory Board deem it necessary, the Chair of the Advisory Board initiates a deliberation on the issue at hand. The advice of the Advisory Board is to be approved by a simple majority of the Advisory Board. The Bureau and the Executive Board can then develop (or modify) policy initiatives on the basis of the advice. The Chair of the Advisory Board also handles the appeal if a Section, TWG or Network is suspended or cancelled (see article 36).

22. The Bureau can decide to consult the Advisory Board. The following procedure will be used:

- a) The document about which the Advisory Board is consulted is announced via designated online tool and/or sent to Chairperson by email.
- b) At the same time, Advisory Board members are invited to post their views on the matter at hand on designated online tool and/or email.
- c) The consultation will remain open for at least one month, and maximum two months. The duration of the consultation is announced when the Advisory Board members are invited to post their views.
- d) After the consultation, the Chair of the Advisory Board publishes a short summary of expressed views on the designated online tool and/or sends it to ECREA president via email.
- e) The Bureau and the Executive Board can then develop (or modify) policy initiatives on the basis of the consultation.
- f) After the development (or modification) of policy initiatives, the Bureau publishes a short summary of the policy initiatives on designated online tool and/or is sent by email.

#### **Title IV. Sections, Temporary Working Groups & Networks**

##### *Sections, Temporary Working Groups & Networks*

23. Following article 15 of the Statutes, the Executive Board establishes Sections and Networks. Two types of Sections are established: Regular Sections (termed Sections) and Temporary Working Groups. The abbreviation of S/TWG/N (Sections, Temporary Working Groups and Networks) is used to refer to all three types of entities together.

24. The ECREA Sections are arenas for specialised knowledge in specific fields of media and communication research, which are organised thematically. ECREA Sections are permanent structures. All ECREA Sections together have two representatives in the Executive Board.

25. The ECREA Temporary Working Groups (TWGs) have the same remit as ECREA sections, but these TWGs will only be established for a term of 4 years. After the end of the term and upon request of the Chair of the TWG, they can be renewed by the Executive Board only once for 4 more years, or they can be granted the status of a Section (see also articles 41 and 44 of the Bylaws). All ECREA TWGs together have one representative in the Executive Board.

26. ECREA Networks group and represent specific socio-demographic categories of scholars. Like ECREA Sections, ECREA Networks are permanent structures, but ECREA Networks do not deal with specific fields of media and communication research. ECREA Networks research the position of the categories of scholars they represent. All ECREA Networks together have one representative in the Executive Board.

27. A Section, Temporary Working Group or Network is always an integral part of ECREA. This firstly implies that chairs and vice-chairs should always be members of ECREA. Secondly, S/TWG/N aim to group ECREA members that are active within specific academic domains. They also aim to get non-members involved into ECREA, through means of ECREA membership. S/TWG/N membership without ECREA membership is not allowed. Thirdly, the Executive Board maintains the ultimate decision-making power at all levels, but at the same time, S/TWG/N are granted a high degree of independence.

28. S/TWG/N have to deploy sufficient academic activities. These activities have to include the organisation of a full stream of panels at the European Communication Conferences (ECCs - see Title V) for Sections; the organisation of at least one panel at the European Communication Conferences (ECCs) for TWG and Networks (exact number of panels for TWGs and Networks is to be specified in ECC Terms of Reference); and the organisation of one event during the years when no ECC is organised for all S/TWG/N. S/TWG/N report on a yearly basis to the Executive Board. S/TWG/N are also requested to establish an online presence.

29. A S/TWG/N needs to have a text describing its “Objectives”, and a document stipulating its internal rules. The latter document is termed a “Modus operandi” and minimally includes the rules for membership of the S/TWG/N, the organisation of the business meetings, and the election of Management Teams, in accordance with the Statutes and Bylaws. All documents are made available through the ECREA website.

*Section, Temporary Working Group & Network Management*

30. A S/TWG/N always needs to have one chair and two vice-chairs. Together they form the S/TWG/N Management Team.

[NEW ARTICLE] A chair or vice-chair can only be part of one S/N/TWG Management Team.

31. The chair and at least one of the two vice chairs need to have a PhD. In the case of a Network grouping young scholars, the requirement to have a PhD does not apply.

32. All chairs and vice-chairs need to be ECREA members, or to become ECREA members within three months after their acceptance by the Executive Board.

33. Within the Management Teams of Sections, Temporary Working Groups and Networks, regional, gender and age balance needs to be respected.

34. Each Management Team will send an annual activity report to the ECREA Section, TWG and Network coordinator, before the end of January of the following year.

35. Each member of the Management Team can only remain a member of a Management Team for a maximum uninterrupted term of 6 years. In the case when a TWG is transformed into a Section, the Management Team of the new Section is entitled to the full term of six years.

36. Failure to fulfil the requirements listed in articles 27 to 35 of the Bylaws can lead to the suspension or cancellation of the S/TWG/N. This decision is made by the Executive Board (following article 15 of the Statutes), after (1) the S/TWG/N that is facing suspension or cancellation is heard, (2) the Sections, TWGs or Networks (depending on whether it concerns a Section, TWG or Network that is facing suspension or cancellation) have been consulted (following article 40 of the Bylaws), and (3) the Advisory Board has been consulted (following article 22 of the Bylaws). After the decision to suspend or cancel a S/TWG/N, this S/TWG/N may appeal to the Chairperson of the Advisory Board, who will then invite the Executive Board to reconsider. After this reconsideration, the decision that is made by the Executive Board is final.

37. The whole staff of the Management Teams of the Sections will elect two members out of the individuals who belong to the management teams of the Sections (see article 11,



paragraphs l to r of the Bylaws), who will act as the Sections' representatives in the Executive Board. These Sections' representatives can take the initiative to organise or can be asked by the Bureau to organise consultations of the Sections Management Teams on Executive Board decisions, and will take the responsibility for a number of more general tasks within the Executive Board. The Sections' representatives can always seek assistance and advice of other members of the Section Management Teams.

38. The whole staff of the Management Teams of Temporary Working Groups will also elect one member of one of the TWG's Management Teams (see article 11, paragraphs k to r of the Bylaws), who will act as the TWG representative in the Executive Board. This TWG representative can take the initiative to organise or can be asked by the Bureau to organise consultations of the TWG management teams on Executive Board decisions, and will take the responsibility for a number of more general tasks within the Executive Board. The TWG representative can always seek assistance and advice of other members of the TWG Management Teams.

39. The whole staff of the Management Teams of the Networks will elect one member of one of the Network's Management Teams (see article 11, paragraph l to r of the Bylaws), who will act as the Networks' representative in the Executive Board. This Networks' representative can take the initiative to organise or can be asked by the Bureau to organise consultations of the Networks Management Teams on Executive Board decisions, and will take the responsibility for a number of more general tasks within the Executive Board. The Networks' representative can always seek assistance and advice of other members of the Network Management Teams.

40. The Bureau can decide to consult the Management Teams of the Sections, TWGs or Networks (or all three entities together) on matters that relate to the Sections, TWGs or Networks. Also when one fifth of the members of the Management Teams of one of the entities (the Sections, TWGs or Networks) deem it necessary, a consultation of that respective entity is organised. This consultation is organised by the relevant S/TWG/N representative(s) in the Executive Board. The following procedure will be used:

- a) The text about which the members of the Management Teams are consulted is posted via designated online tool and/or sent via email.
- b) At the same time, Management Team members are invited to post their views via the designated online tool and/or email.
- c) The consultation will remain open for minimal one month, and maximum two months. The duration of the consultation is announced when the Management Team members are invited to post their views.
- d) After the consultation, the relevant S/TWG/N representative(s) publish(es) a short summary of expressed views on the designated online tool and/or is sent via email to Section, Networks and Temporary Working Group Co-ordinator.
- e) The Bureau and the Executive Board can then develop (or modify) policy initiatives on the basis of the consultation.
- f) After the development (or modification) of policy initiatives, the Bureau publishes a short summary of the policy initiatives on the designated online tool and/or is sent over email.

#### *Establishing new TWGs and Sections*

41. All new Sections start as TWG. After the first four years term, TWGs can apply to the Executive Board to become an ECREA Section (see articles 25 and 44 of the Bylaws).

42. A proposal for a new Temporary Working Group needs to include the following parts:

- a) the name of the chair;
- b) the names and agreement of 2 vice-chairs;
- c) the objectives document (examples can be found at the ECREA website - <http://www.ecrea.eu>, in the S/TWG/N areas);
- d) the modus operandi document (see also <http://www.ecrea.eu>).

The following items should be taken into account for the selection of the chairs and vice-chairs:

- a) a TWG needs to have one chair and two vice-chairs;
- b) the chair and at least one of the two vice chairs need to have a PhD;
- c) all need to be ECREA members, or to become ECREA members within three months;
- d) regional and gender balance needs to be respected;
- e) they need to agree to organise as TWG one panel at the ECC, and another event in the years when there is no ECC;
- f) they need to agree to send in a yearly activity report to the ECREA Section, TWG and Network coordinator;
- g) they must agree to collaborate with other S/TWG/N and the Executive Board;
- h) they need to accept that TWGs and Sections are always an inextricable part of ECREA.

43. A call for new TWGs is issued biannually. The proposal for a new TWG needs to be sent to the ECREA Section, TWG and Network coordinator, who might suggest the candidate-chair to alter the proposal. When accepted by the Bureau, the nominations for chair and vice-chairs will then be voted upon by the Executive Board. After the vote of acceptance by the Executive Board (and not before), the TWG can 'formally' launch itself in a way of its own choosing.

44. After a term of 4 years, the TWG ceases to exist, unless the Executive Board decides to grant the TWG maximum one more term of 4 years, or to transform the TWG into a Section. After 8 years, TWG is either transformed into a Section or ceases to exist. S/TWG/N coordinator will send a call for renewal or transformation to TWG management team no later than 8 months before the end of their term.

- a) A TWG can apply for extension of TWG status by sending a renewal application to S/TWG/N coordinator no later than 6 months before the end of their term. The application will be evaluated by Executive Board, which can ask the TWG management team to complement the proposal. The vote is decided by a simple majority; in case of a tie, the President's vote decides.

The criteria for evaluation of the proposals are:

- sufficient past activities of the TWG;
- European dimension of projects and outputs;
- plans for further development of the field;
- membership.

- b) A TWG can apply for a change of a TWG status into a Section by sending an application for status transformation to S/TWG/N coordinator no later than 6 months before the end of their term. The application will be evaluated by the Executive Board, which can ask the TWG management team to complement the

proposal. Before Executive Board evaluates the application, consultations with existing Sections and Networks will be launched. The applicant TWG will be granted an opportunity to provide a response to the results of consultations prior to Executive Board's evaluation of the application. The results of consultations will be considered. The application is approved or rejected by the Executive Board's vote by a simple majority; in case of a tie, the President decides.

The criteria for evaluation of the proposals are:

- significance of the field and benefits of gaining permanent structure within ECREA
- potential overlaps with already existing structures within ECREA
- sufficient past activities of the TWG;
- European dimension of projects and outputs;
- plans for further development of the field;
- membership.

#### *Establishing new networks*

45. The application procedure described in articles 42, 43 and 44 of the Bylaws applies for new Network applications as well. In the case of a Network grouping young scholars, the requirement to have a PhD does not apply. In contrast to Sections, Networks do not start as TWG.

#### *(Re-)elections for existing sections and networks*

46. The specific election procedures are developed by the Sections, TWGs and Networks and described in their modus operandi, but the requirements on the composition of the Management Team, mentioned in the Bylaws, still need to be respected.

47. The out-going Management Teams will report on the candidates for the elections to the Section, TWG and Network coordinator less than one week before the elections.

48. The out-going Management Teams are responsible for writing up their last activity report, which also includes the outcome of the elections, including the voting outcome and the names, email addresses, affiliations of the new Management Team.

49. When S/TWG/N do not manage to establish a full (3 person) Management Team after the elections, the S/TWG/N will be suspended. It can be re-activated, if a proposal for a new (full) Management Team, ratified by the corresponding S/TWG/N membership, is presented to and accepted by the Executive Board within 6 months.

#### *Changing S/TWG/N objectives and modus operandi documents*

50. The objectives and modus operandi documents may be altered by the S/TWG/N, but alterations must always be approved by the Executive Board.

51. Alterations of S/TWG/N documents cannot go against the rules laid out in the Statutes and the Bylaws, nor can they contradict any of the other ECREA rules and Executive Board decisions.

### **Title V. Procedure for organising the European Communication Conferences**

52. The European Communication Conference (ECC) is a major European conference for communication scholars, where ECREA members (and non-members) can meet, gather and socialise. The ECC combines three crucial qualities: Top-level scholarly work; Impeccable

organisation, facilities and logistics; and Memorable events and occasions within and around the conference. It is organised every two years, during an even year, preferably in the October-December period.

53. The organisation of the ECC is entrusted to a local host institution, which establishes a Local Organisational Committee (LOC). The LOC is given sufficient autonomy to give the conference a characteristic tone and focus that reflects the local identity and areas of expertise. In case of a doubt on the exact nature of the LOC's competencies, the International Organisational Committee (IOC – see article 54) decides.

54. An International Organisational Committee (IOC) is also established; it is composed of representatives of the LOC and ECREA, and has a supervising and supportive role with the preparation and the carrying out of the conference. The Executive Board nominates the ECREA representatives for the IOC, which minimally include the President, the Treasurer, the Section, TWG and Network coordinator, and the events coordinator.

55. At the latest three years before the planned date of the European Communication Conference, the Bureau will launch a call for candidates as local host institutions.

56. The call for local host institutions will include a document that outlines the terms of reference for organising ECREA's ECC. This document will discuss the ECC objectives, and the requirements concerning the format, location, communication, distribution of tasks, management and governance, programme, language and finances.

57. In this call, candidate local host institutions are invited to express their interest in the organisation of an ECC. This expression of interest must take the form of a document where candidate local host institutions will: 1) Describe their general vision of the event (including the location, timing, duration and their organisational capacity); 2) Explicitly engage themselves to meet ECREA's requirements described in the terms of reference document and provide the basic information regarding the way their proposal will meet ECREA's requirements; 3) Propose a draft financial plan and a draft contract; 4) Sketch out the strengths and weaknesses associated with the proposal.

58. After receipt of candidate proposals, the Bureau can organise working visits or can request additional information in order to complement the information provided in the expression of interest.

59. The Executive Board will then select one institution to act as local host institution, and possibly one runner-up to step in, in case the selected host encounters unforeseen difficulties. The Executive Board can also decide to invite one candidate local host institution (and possibly a runner-up) to apply for the organisation of a later ECC. In the latter case, no new call will be launched, unless the local host institution decides to withdraw.

60. After the selection procedure, the selected local host institution will be asked to develop a full organisational plan and to draft a contract in close cooperation with the Bureau. The full organisational plan and draft contract is submitted to the Executive Board for approval. If the plan and the contract are approved, the contract (with the organisational plan and the ECC Terms of Reference as its appendices) will be signed by the ECREA president and the legal representative of the local host institution. The selection of the local host institution will then be made public. If not, organisers are given one more month to fine-tune the proposal (with assistance of the Bureau). If the full organisational plan and/or the draft

contract proves untenable and is thus rejected by the Executive Board, the runner-up will be invited to act as local host institution. If there are no other candidate local host institutions, the call for candidates (see articles 55 to 59 of the Bylaws) will be reopened.

## **Title VI. The ECREA Book Series**

### *Series editors and editorial advisory board*

61. The Executive Board mandates two members of the Executive Board who will act as series editors. The Executive Board can also nominate a third series editor who does not have to be a member of the Executive Board.

62. An editorial advisory board is established to promote the Book Series. Its composition will respect as much as possible disciplinary, regional, gender and age diversity. The Executive Board decides on the membership of this editorial advisory board. The editorial advisory board is elected for a mandate of 8 years by the Executive Board.

[NEW ARTICLE] To prevent potential conflict of interest, Executive Board members cannot be editors or co-editors of the books in ECREA book series during their mandate but can serve as chapter authors or co-authors. Book series editors cannot be editors and co-editors of the books or authors and co-authors of chapters in ECREA book series books.

### *Content*

63. An exclusive preference is given to edited volumes that provide an overview of the work of the ECREA membership. At the same time, a degree of openness towards non-ECREA members is also considered to add value to the Book Series. For this reason, at least 50% of the chapters need to originate from ECREA members (individual or through institutional membership). For the same reason, at least one of the editors needs to be an ECREA member.

64. ECREA Book Series publications need to have a very clear theme on which they focus, which needs to be related to the focal points of ECREA (as described in article 3 of the ECREA Statutes). ECREA Book series seeks to promote original, previously unpublished contributions. Although the Book Series is open to the wide diversity of disciplines and subjects present among ECREA members, editorial choices will also take into account the potential audience of a proposed book, and previous Book Series publications.

65. Preference is given to books in the English language. When a proposal is submitted in another (key) European language, the Executive Board can decide to mandate the Book Series editors to open the negotiations with the publisher(s) and to make a proposal to the Executive Board.

### *Publisher*

66. The publisher of the Book Series provides ECREA and the book editors with an agreed number of copies of the ECREA Book Series publications that are subsidised by ECREA. Moreover, ECREA and the editors should be able to purchase additional copies of the book at a discounted rate.

67. Only one publication in the ECREA Book Series is subsidised by ECREA as long as the budget allows for this. ECREA covers the cost of the agreed number of copies, and distributes copies of the book to the ECREA membership according to membership benefits. Other books can be included in the Book Series, on the condition that the editors provide

additional subsidies to cover the publication costs. Books published outside the ECREA subsidy will not be distributed to ECREA's membership, unless the editors provide additional financial resources.

#### *Procedure*

68. Each year, a call is launched which invites book proposals (closing date 15 January). Book Series proposals, which have to fulfil requirements as set by ECREA and the publisher will be sent to the Book Series editors.

69. The ECREA Book Series editors will be in charge of the first level review. In their review report to the Executive Board, the Book Series editors will propose a ranking of all accepted proposals (possibly on the condition of modifications). The Executive Board decides (preferably) before 1 March of the year after the year when the call was launched to accept or reject the proposal made by the ECREA Book Series editors. The ECREA Book Series editors will then (after 1 March) communicate the Executive Board decision to all proposers. Executive Board can approve different timeline if agreed with publishers.

70. If the Executive Board accepts the Book Series editors' proposal, and the book's editors accept the required changes (if applicable), the book proposal that is ranked first will be sent to the publisher. If the book's editors do not accept the required changes, the proposal will be excluded from the ranking, and the proposal that is ranked next in line will become the first ranked proposal. If the editors of lower ranked proposals (explicitly) agree to cover the publication costs, and accept the required changes (if applicable), their proposal will also be sent to the publisher. The publisher retains the right to refuse proposals. If the proposal is accepted by the publisher, a contract will be drafted between the book's editors and the publisher (supervised by the Book Series editors). In the case of the first ranked proposal, a contract between ECREA and the publisher will also be drafted.

71. In these contracts, it will be posited that the authors obtain the copyright on their respective chapters, and that the publisher is granted the sole and exclusive right to publish the Book in the English language in all countries of the world, and to translate it in other languages (unless a different arrangement is preferred by all parties involved). This contract will also state that 50% of the Book's royalties will be paid to ECREA. The remaining 50% will be equally distributed amongst the editors and the authors. The distribution of the royalties amongst the editors and authors will be the responsibility of the first editor. Exceptions to the standard contracts with the publisher and ECREA can be negotiated by the Book Series editors.

72. After having signed the contract, the book's editors become responsible for observing the articles stipulated in the contract. Any breach of this contract will nullify ECREA's engagement to provide the subsidy of the publication costs and to pay for the distribution costs, or any other engagement that ECREA has taken.

73. The editors are obliged to keep the Book Series editors informed on all their communication with the publisher and on any developments concerning the Book.

74. When the completed manuscript of the Book Series proposal has been sent to the publisher, it will be reviewed by the ECREA Book Series editors and by a referee designated by the publisher. The book's editors are responsible for the negotiations with the publisher in the case when the publisher's referee suggests changes, but can be assisted during these negotiations (if requested by the book's editors) by the Book Series editors.

75. One copy of the subsidised Book Series publication will be made available to each of the first authors. These copies will be sent directly to the first editor, who is responsible for distributing them amongst the authors. The cost for the shipment of these books to the first editor will be paid by ECREA, but the costs of the distribution of the copies to the authors will not be paid by ECREA. The remaining copies of the subsidised Book Series publication, purchased through the ECREA subsidy, will be sent to ECREA, for distribution amongst the membership. In the case when the editors subsidise the publication themselves, the book will not be distributed to the ECREA membership.

76. Proposed to be entirely removed to avoid stipulation, which does not only depend on ECREA, but also a contract with the publishers (All chapters of the Book will immediately be published online by the publisher.)

NEW ARTICLE: ECREA Executive Board can decide to launch additional book series or other publications.

**[NEW TITLE] Ethical Codes of Conduct and Ethics Committee**

[NEW ARTICLE] Every member of the association needs to abide to ECREA' Ethical Codes of Conduct' published on ECREA website. Suspicions of breaches to Ethical Codes of Conduct by ECREA members or involving ECREA members need to be reported in writing to the Ethics Committee.

[NEW ARTICLE] The Ethics Committee is responsible for ethical functioning of the association and its members, for investigating suspicions of breach of Ethical Codes of Conduct, ethical conflicts and academic misconduct and for advising the Executive Board on appropriate actions, sanctions and warnings to be taken in such cases. Actions, sanctions and warnings will be stipulated Ethical Codes of Conduct.

[NEW ARTICLE] Ethics Committee consists of five members, who are appointed by the Executive Board upon the nomination of the Advisory Board and approved by the General Assembly for the period of four years. The mandate the Ethics Committee should not start in the same year as the mandate of new Executive Board. The members of Ethics Committee should not hold any other elected or nominated function or position (including a member of the Advisory Board, Executive Board or S/N/TWG management team) within ECREA and are expected to declare any potential conflict of interests.

[NEW ARTICLE] The Ethics Committee coordinates amendments to the Ethical Codes of Conduct. In case of amending Ethical Codes of Conduct, the following procedure is used:

- a. The amendments to Ethical Codes of Conduct can be requested by the Ethics Committee, Advisory Board, Executive Board, at least one third of the Sections, Networks and Temporary Working Groups management teams or at least one fifth of the Working Members.
- b. The Ethics Committee issues a consultation on the requested amendments with the Advisory Board, Executive Board and S/N/TWG management teams. The call will remain open for at least one month, and maximum two months. The duration of the consultation is announced when the members are invited to post their views.
- c. The Ethics Committee sends the first draft of the amended Codes of Conduct to the Executive Board for approval and opens a consultation with ECREA membership. The consultation will remain open for at least one month, and maximum two months.

- The duration of the consultation is announced when the members are invited to post their views.
- d. Based on the outcomes of the consultation, the Ethics Committee approves the second draft of the amendments to the Bylaws. In case of conflicting proposals, an additional consultation with the Advisory Board is organized (in accordance with article 22 of the Bylaws).
  - e. The Executive Board approves the amendments to the Ethical Codes of Conduct.
  - f. The General Assembly approves the amendments of the Ethical Codes of Conduct.

#### **Title VII. The ECREA websites, databases and mailing lists**

77. ECREA is committed to the protection of the privacy of the users of its website and its mailing lists. Personal data collected via ECREA's websites and mailing lists are therefore processed in conformity with the European Directive 95/46/EC of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the Belgian Data Protection Act of 8 December 1992.

78. ECREA collects these personal data to provide the user with information and services specifically requested by the user and to inform the user about ECREA activities and about academic information on communication and media studies related conferences, vacancies, and publications. ECREA (including its S/TWG/N) will not disclose such personal data to others by ECREA, with the exception of the professional-academic information which is visible for ECREA members.

79. The user can access or rectify its personal data by modifying its personal profile on ECREA intranet or by simple request to be addressed by e-mail to the General-Secretary.

#### **[NEW TITLE] Amendments to the Bylaws**

[NEW ARTICLE] Amendments to the Bylaws must be proposed by the Executive Board or by two-thirds of the working members of the association.

[NEW ARTICLE] In case of the amendments to the Bylaws, the following procedure is used:

- g. The Executive Board issues a call for proposals to the Executive Board, Advisory Board, and Sections, Temporary Working Groups and Networks management teams. The call will remain open for at least one month, and maximum two months. The duration of the consultation is announced when the members of the Executive Board, Advisory Board and Sections, Networks and Temporary working groups management teams are invited to post their views.
- h. A draft of amended Bylaws is presented to the Executive Board, Advisory Board, and Sections, Temporary Working Groups and Networks management teams. In case of conflicting proposals, a consultation with the Advisory Board is organised (in accordance with article 22 of the Bylaws).
- i. The Executive Board approves the draft of the amended Bylaws and opens a consultation with ECREA membership. The consultation will remain open for at least one month, and maximum two months. The duration of the consultation is announced when the members are invited to post their views.
- j. Based on the outcomes of the consultation, the Executive Board approves the second draft of the amendments to the Bylaws. In case of conflicting proposals, a consultation with the Advisory Board is organized (in accordance with article 22 of the Bylaws).
- k. The Executive Board approves the amendments to the Bylaws (following article 14 of the Statutes).



- I. The General Assembly approves the amendments of the Bylaws (following article 9b of the Statutes).