

NATIONAL ASSOCIATION FOR HIGHER EDUCATION IN THE MOVING IMAGE

CONSTITUTION

Ratified at EGM of 5th APRIL 2000 at IFSW, Newport

1. **Name**

The Association is called:

“The National Association for Higher Education in the Moving Image”

Throughout “Moving Image” is taken to include any combination of sound and visual images related to each other and to time. It includes, for example, live action film and video, television, animation and digital production.

2. **Aims and Objectives**

- 2.1 To act as a forum for debate on all matters pertaining to the teaching of practice in the Moving Image in Higher Education including the theory and history underpinning these practices.
- 2.2 To represent member institutions in debate on funding and structure on National and International Committees with Government Bodies and Industry.
- 2.3 To provide a regular forum for the membership to discuss and develop opinion around its subject.
- 2.4 To represent the aims and interests of the sector through publication and engagement in public debate.
- 2.5 To provide support for Moving Image educators within their institutions.
- 2.6 To forge and maintain links with the regions and the nations in the UK and with colleagues in the Irish Republic.
- 2.7 To forge and maintain links with the equivalent educational and industry sectors in Europe and with the wider international community.
- 2.8 To promote and organise the exhibition and exchange of student work and staff and student research on behalf of the member institutions.
- 2.9 To promote policies which encourage full participation in education in the Moving Image by all sections of society.
- 2.10 To do all such other lawful acts and things which may be incidental or conducive to the attainment of such objectives.

3. **Membership**

- 3.1 Membership shall be open to each school, department or section offering Film, Video, TV, animation and digital moving image practice as a major subject of study.
- 3.2 Associate Membership shall be open to teacher/practitioners who have experience of lecturing in a NAHEMI recognised institution/s. Honorary membership may also be conferred at the discretion of the Executive.
- 3.3 Eligibility to apply for membership and acceptance of membership shall be decided by the Executive Committee. In the event of dispute, the matter shall be decided by the Annual General Meeting.
- 3.4 The Annual Subscriptions will be levied at rates to be determined by the Annual General Meeting.

4. **Executive Committee**

- 4.1 At its Annual General Meeting, the Association shall elect an Executive Committee to comprise a Chair, Secretary, Treasurer and up to nine other members as far as possible representing the range of interests of the Association but with no more than one Representative from each institution. The NAHEMI Executive Committee shall not include more than two Associate or Honorary Members.
- 4.2 The Secretary shall keep a record of the proceedings of the Association and shall circulate a copy of the Minutes of each meeting as soon as may be after each meeting to the committee. These may be requested by Member Organisations. The Secretary shall also keep a correct roll of Member Organisations and their Representatives, who shall be responsible for keeping the Secretary informed of changes of name and address.
- 4.3 The Treasurer shall be responsible for the planning and control of the financial management of the Association. He/she shall notify members of the fees due to the Association and shall advise the Executive of members who are in arrears.
- 4.4 The Committee shall have the power to co-opt up to three non-voting members.
- 4.5 The Committee shall be responsible for organising the Annual General Meeting, setting its agenda and co-ordinating the circulation of members as and when necessary.
- 4.6 It shall also be responsible for organising other activities and establishing such sub-committees as may be required.
- 4.7 The Committee shall be empowered to act for the Association within the terms agreed by the Annual General Meeting. Actions beyond the terms agreed by the Annual General Meeting shall be determined by an Extraordinary General Meeting.
- 4.8 Five shall constitute a quorum, one of whom must be an officer who, in the absence of the Chair, shall temporarily act in his or her place.

- 4.9 The normal term of service on the Executive Committee is three years. One third of the Committee must retire annually but shall be eligible for re-election. For the initial Executive Committee retirement shall be determined by lot. In the event of resignation or inability to continue to serve of any member of the Executive Committee the remaining members shall appoint a replacement to serve until the next Annual General Meeting. Officers should normally only serve for a period of five years in their roles.

5. **General Meetings**

- 5.1 The Association shall normally meet once a year, or more frequently as required, and normally not less than 21 days' notice of any Meeting shall be given to Representatives.
- 5.2 Items for the Agenda shall be sent to the Secretary on receipt of a Notice of the Meeting. The first item of any meeting is to confirm the Agenda.
- 5.3 In the absence of the Chairperson from any Meeting, the Representatives present elect a Chairperson to preside for that Meeting.
- 5.4 Upon a requisition in writing of ten or more Members, the Secretary shall convene a Meeting, to be held within 30 days of the receipt by the Secretary
- 5.5 Every Full or Associate Member of the Association is entitled to one vote and, in cases of equality of votes, the Chairperson shall be have an additional casting vote.

6. **Seminars and Events**

- 6.1 Any Seminars and Events organised by the Association shall be open to other representatives from other bodies active or interested in the aims and objectives of the Association on the invitation of the Executive Committee.

7. **Notices**

- 7.1 Prior notice, contained in the Notice of Meeting, shall be given to all Member Organisations before any changes can be made to the Constitution.
- 7.2 Notices may be served by the Association upon any Member Organisation either personally or by sending through the post electronically via email and/or in prepaid letters addressed to such Member Organisations at their last known address.