

Constitution
for the
Caribbean Consortium for Media and Communication Research
(CCMCR)

ARTICLE I: NAME

The name of the association shall be the **Caribbean Consortium for Media and Communication Research**, abbreviated as **CCMCR**.

ARTICLE II: PURPOSE

Section 1: The Consortium exists to:

- a) research, create and publish original, innovative and scholarly content on media, technology, culture and communication within the context of the Caribbean region;
- b) provide opportunities and leadership for emerging Caribbean research scholars, creatives and graduate students pursuing or documenting any aspect of media and communication, and
- c) disseminate Caribbean communication research at the community, national, regional and global levels, for the benefit of the Caribbean people.

Section 2: The main goals of the CCMCR are:

- a) To improve media and communication research, policy, advocacy, training and production, through interdisciplinary and multidisciplinary perspectives.
- b) To facilitate the exchange of information, ideas and insights on processes and approaches that may improve the quality of communication research, production, training and practice among its members in the Caribbean.
- c) To promote collaboration and connections among academic and professional colleagues and universities in communication and media studies.
- d) To facilitate through publication, conferences, workshops and symposia the dissemination of Caribbean scholarly research and productions that promote the respect, visibility and reputation of its members.
- e) To enhance dialogue and networking between the Consortium members and regional and international institutions and related professional associations, including facilitating consultancies.

ARTICLE III: MEMBERSHIP

Section 1: Role and Identity

- a) The CCMCR is a pro-active, responsive and creative membership organization, promoting collective and individual academic research, scholarly publication and creative productions;
- b) Its membership shall be drawn from a diversity of collaborating scholars based at, or otherwise associated with, universities or accredited tertiary academic institutions within the Caribbean;

- c) It shall promote affiliation or engagement with related cultural and communication research organizations locally, regionally and globally, to advance its goals and the interest of its members.
- d) The CCMCR is a non-profit, non-partisan organization, located in Jamaica, with members or affiliates based in the wider Caribbean region. It pursues a non-discriminatory policy related to race, social class, colour, creed, sex, religion, gender or disability, ensuring equity in treatment to all.

Section 2: Membership

- a) Membership in CCMCR is by application, to be approved at the Annual General Assembly.
- b) Institutional membership is strictly reserved for accredited tertiary institutions with a mandate that includes academic research and publication.
- c) Members should be research-active and be holders of at least a Master level degree in Media and Communication or related field from a recognized tertiary academic institution. Such research includes creative and visual productions with exegeses.
- d) Confirmation of membership is on the basis of payment of a subscription fee, unless exempt, at a rate to be determined from time to time by the Annual General Assembly of the Consortium.

Section 3: Types of Membership

Membership may be in the form of (a) regular, (b) institutional, (c) honorary, and (d) associate members.

- a) Regular membership is to be renewed annually and confers voting rights and full participation in the life of the Consortium.
- b) Institutional members are universities or their media schools/departments to which Consortium members are affiliated and which provide financial or material support to the Consortium. Renewal of institutional membership takes place every 3 years.
- c) Honorary membership may be conferred on scholars deemed by a majority vote in the Assembly to have made distinguished contributions to Caribbean communication research or regional creative output. Honorary membership is for life and may also be conferred posthumously. It is exempt from membership fees.
- d) Associate membership shall be accorded to graduate students or persons who are research active but not yet holding an MA degree or higher in media, communication or a related discipline. Affiliate members pay membership fees equivalent to fifty percent (50%) of the fees of regular members.
- e) Voting rights are accorded to regular members only.

Section 4: Membership Renewal

- a) Regular membership is to be renewed with the payment of the appropriate membership fee annually in full.
- b) Voting rights will be suspended for members failing to pay fees in full.
- c) Suspended Membership may be reinstated immediately upon full payment of membership fees.
- d) Membership will be deemed to have lapsed if fees are not paid over 3 consecutive years.
- e) Reinstatement for lapsed membership should be by a new application for membership submitted to the AGA.

ARTICLE IV: OFFICERS

Section 1: Composition:

Officers of the Consortium, except the legal advisor, shall be elected at the Annual General Assembly (AGA). There shall be seven (7) elected officers constituting the Executive Council, as follows:

- a) President;
- b) First Vice President;
- c) Second Vice President;
- d) Institutional Secretary;
- e) Assistant Secretary;
- f) Treasurer;
- g) Executive Member
- h) Hon Legal Advisor

Section 2: Qualification:

Nomination and Election of Officers shall be from among fully paid up, regular voting members in good standing within the Consortium;

Section 3: Duties & Responsibilities:

(1) The President shall

- a) Preside at all meetings of the Executive Council and the Annual General Assembly of the Consortium, with an original and casting vote;
- b) Provide general leadership and assist with global outreach for the Consortium
- c) Nominate committee chairs subject to approval of the Council;
- d) Oversee and enforce observance of the Constitution and rules of the Consortium

(2) The First Vice President – shall

- a) In the absence of the President, be responsible to chair meetings and provide interim leadership of the Consortium;
- b) In consultation with the Council, assume responsibility for the planning of conferences, special events and academic programmes of the Consortium;

(3) The Second Vice President shall

- a) Support the President and Vice President in the leadership and chairing of the Consortium, as warranted, in their absence;
- b) Under the guidance of the AGA and/or the President, provide leadership in online communication to members and information to the general public;
- c) Oversee the development of a scholarly journal for the Consortium.

(4) The Institutional Secretary shall

- a) Be the lead officer in record-keeping and the general administration and correspondence of the Consortium;
- b) Be responsible for membership recruitment and growth.
- c) Under guidance from the President and Council, implement amendments to the Constitution as authorised from time to time by the AGA

(5) The Assistant Secretary shall

- a) Be responsible for the taking draft minutes and preparation of reports of all meetings, including meetings of the Council and the AGA;
- b) Assist with the provision of hospitality for meetings of the Consortium;
- c) Assist with the planned social events of the Consortium.

(6) The Treasurer shall

- a) Be responsible for the collection and proper accounting for the Fees, other income and resources of the Consortium;
- b) Lead in fundraising for the Consortium;

(7) The Executive Member shall

- a) Have special responsibility for regional outreach;
- b) Co-ordinate the development and activities of regional affiliates of the Consortium in the Caribbean and the Diaspora.
- c) Liaise with institutional members (universities and relevant departments) for permission, access to and use of institutional resources and venues.

Section 4: Term of the Office:

- a) Officers shall serve a term of 2 years, renewable once by re-election, unless otherwise determined by a two thirds majority at the AGA.
- b) An officer may seek election to any other post on the Executive Council at the expiry of their allowed tenure in any other position.
- c) An officer may stand for election in a former post after a gap of one term or two years.

Section 5: Resignation and Recall:

- a) Officers may vacate or be recalled from office before the completion of their term, on the basis of (a) resignation, giving one month's notice, or (b) recall by a majority vote of two thirds of voting members present at the Annual or a Special AGA, on an appropriate resolution.
- b) Recall may be for failure to effectively carry out the responsibilities of the Office to which the officer had been elected, or for bringing the organization into disrepute, in the estimation of a two thirds majority of the voting members at an AGA.

Section 6: Vacancy:

Positions for all officers who resign, or who are recalled, shall be filled by replacements nominated and elected at a regular or Special Annual General Assembly (S-AGA) of the Consortium, called by (a) the President or by resolution of the Council.

ARTICLE V: EXECUTIVE COUNCIL

There shall be an Executive Council, with responsibility for collectively managing the affairs of the Consortium between meetings of the AGA.

Section 1: Composition:

- a) The Executive Council shall consist of the seven (7) elected officers of the Consortium, drawn from the regular voting members. An honorary legal advisor sits on the Executive Council as a non-voting member.
- b) Meetings of the Executive Council shall be chaired by the President, or in his absence by the First Vice President or another member of the Council nominated for the purpose.
- c) By invitation of the President, meetings of the Executive Council may be attended by the chairs of standing committees who are not already on the Council, and by honorary members of the Consortium, as observers.

Section 2: Powers & Duties:

- a) Members of the Executive Council are empowered to discuss and vote on all matters related to the operation and welfare of the Consortium.
- b) Acting non resolutions at the AGA, or on its own initiative, the Executive Council may make recommendations to the AGA on amendments to the Constitution of the Consortium. A minimum notice of 1 month is required to be given to members before draft constitutional amendments are placed before the AGA for voting.

ARTICLE VI: COMMITTEES

Section 1: Composition:

- a) There shall be four (4) Standing Committees of the Consortium.
- b) Standing Committees are chaired by members of the Executive Council, unless otherwise approved by the Council or the AGA.
- c) Standing Committees shall be established for (a) Conferences and Special Events and (b) Membership Recruitment and (c) Regional Outreach and Affiliates (d) Research and Publications.
- d) The Chair of each Standing Committees shall produce a draft plan for the Committee's proposed activities and scheduled meetings covering at least two (2) years ahead.

Section 2: Duties & Responsibilities of Standing Committees:

- a) The Standing Committee on Conferences and Special Events shall lead in the proposal, planning and execution of conferences, seminars, webinars, symposia, exhibitions, screenings and other special or academic events.
- b) The Standing Committee on Membership, Recruitment and Regional Outreach shall lead in providing information, platforms and activities aimed at generating new members and consolidating the existing membership.
- c) The Standing Committee on Regional Outreach and Affiliates shall lead in promoting the work and objectives of the Consortium to relevant and qualified scholars in the Caribbean region, with a view to extending membership, the establishment of affiliates and the promotion of regional events.
- d) The Standing Research and Publications Committee shall lead in promoting quality research, publications and productions. It will hold responsibility for the publication of a journal for the Consortium.

Section 3: Committee Chairs:

- a) The Conference and Special Events Committee shall be chaired by the First Vice President, unless otherwise approved by the Council.
- b) The Research and Publications Committee shall be chaired by the Second Vice President, unless otherwise approved by the Council.
- c) The Membership and Recruitment Committee shall be chaired by the Institutional Secretary or the Treasurer.
- d) The Regional Outreach Committee shall be chaired by the Executive Committee Member with responsibility for Caribbean Regional Outreach.

Section 4: Special Committees:

- a) Special Committees may be established from time to time by the Council to address any topic.
- b) The tenure of a Special Committee shall not exceed 6 months, but may be extended where deemed warranted by the Executive Council;
- c) The Chair of Special Committees shall be nominated by the President and approved by the Council, and may be members or non-members of the Consortium.

ARTICLE VII: ELECTIONS

Section 1: Nomination:

Officers of the consortium shall be elected by open nominations by regular members eligible to vote.

Section 2: Eligibility:

To be properly nominated, prospective candidates must be members in good standing, with fees fully paid.

Section 3: Voting:

Officers of the Consortium shall be elected at an Annual General Assembly, duly called with a required notice period of 30 days, for, *inter alia*, the election of officers. Voting for elected officers will be by secret ballot, presided over by the President of the Consortium or his/her nominee. Where the person holding the office of President has been nominated for office, that election shall be presided over by a member delegated by the AGA.

Section 4: Installation:

Duly elected Officers shall assume office at the end of the AGA at which they were elected.

ARTICLE VIII: MEETINGS

Section 1: Time & Place:

- a) Meetings of the Executive Council of the Consortium shall be held at least once a month, except in the month of December.
- b) The agenda and minutes of the Council shall be circulated at least two days in advance of a meeting.

- c) Special Meetings of the general membership other than the AGA, may be called at the discretion of the Executive Council or of the President, to address specific stated agenda items, and after giving due notice of no less than 14 days.
- d) Council Meetings of the Consortium may be held as in-person gatherings or via an electronic platform identified for this purpose by the President and arranged by the Institutional Secretary.
- e) There shall be at least two in-person Council meetings per year, while others may be online.
- f) Meetings of the AGA shall be in-person gatherings for Jamaican residents, while external members and affiliates may join via an electronic platform, thereby making AGAs hybrid meetings.

Section 2: Quorum:

- a) The quorum for the Executive Council shall be four (4).
- b) The quorum for the Annual General Assembly shall be fifty percent of the paid-up membership. In the absence of a quorum, the AGA may be postponed for a time to be determined by the Executive Council.
- c) The quorum for Standing Committees shall be three, formed of the Committee Chair and two other attendees.
- d) The venue/platform of meetings of the Council and Standing Committees
- e) A register of voting members attending the AGA shall be maintained.

Section 3: Voting:

Decisions by the Executive Council and by the AGA shall usually be on the basis of 50% majority vote, except where there is consensus.

Where there is a voting tie, the President shall exercise both an original and a casting vote.

Section 4: Order of Business:

For both the Council and the AGA, the presiding officer shall present a draft agenda for agreement on the order of business.

Section 5: Parliamentary Authority:

Procedures for meetings of the Consortium shall usually be governed by the revised Robert's Rules of Order.

ARTICLE IX: FINANCES

Section 1: Dues:

- a) Annual dues shall be collected as a condition of membership, and shall be reflected in the form of receipts for payment.
- b) The Treasurer shall be responsible for the collection of dues, the issuing of receipts and for transparent and accountable record-keeping of all funds and finances of the Consortium.
- c) The amount to be levied as the annual dues from time to time shall be recommended by the Council and approved by the AGA.

Section 2: Budget:

- a) An annual budget is to be drafted by the Treasurer, in association with the President, and submitted to the Council for review and adoption.
- b) An Annual Financial Report is to be presented to the AGA by the Treasurer on the basis of the approved budget.

Section 3: Disbursements:

- a) For purposes of banking and disbursement of funds, there shall be three (3) signatories, of which any two may sign.
- b) The three signatories or approvers shall normally be the President, the First Vice President and the Treasurer.

Section 4: Audits:

The Council shall nominate and the AGA appoint a person from the general membership to serve as an auditor, whose duty it is to review and verify balances and financial reports ahead of the AGA, based on the budget.

ARTICLE X: AMENDMENTS

Section 1: Initiation:

Proposed amendments to the Constitution may be initiated or proposed in writing by any member of the Consortium and reviewed by the Council before submission to the AGA.

Proposed amendments shall be discussed by the Council before presentation to the AGA, with prior circulation in writing to the membership of no less than 30 days.

Section 2: Voting and Amendments:

- a) Decisions on a Constitutional Amendment by the regular members at an AGA shall be by a two-thirds majority of the voting members present.
- b) Voting shall be presided over by the President or his/her nominee, and be conducted by secret ballot.

ARTICLE XI: DISSOLUTION

- a) Dissolution of the Consortium shall be decided on by a vote in the AGA, on a resolution approved by the Council, circulated no less than 90 days in advance of the relevant AGA meeting.
- b) The decision for dissolution shall be deemed as approved on the basis of a 70% vote in favour by the registered voting membership of the Consortium.

Drafted January/February 2026

Reviewed February 20, 2026

Revised and Adopted - March 20, 2026