



**Society of
Spanish Researchers
in the United Kingdom**

**Sociedad de
Científicos Españoles
en el Reino Unido**

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STATEMENT OF RECOMMENDED PRACTICE

Constituencies of Spanish Researchers in the United Kingdom SRUK/CERU

Spanish Researchers in the United Kingdom (SRUK/CERU) (“the Society”) is a company, limited by guarantee and not having a share capital, registered in the Companies House of England and Wales (Reg. No.: 8160501) in 2012.

Members of the Society can be based on all the different regions across the United Kingdom. According to the byelaws of the Society approved on 16th June 2012, and revised on 6th June 2018, a Constituency will be officially established when 10 or more approved regular members have been assigned to this particular Constituency. The 31st article of the byelaws establishes that “*the Society shall establish Constituencies or committees with a remit to manage specific aspects of the Society’s activities. The responsibilities of the Constituencies, Committees, and of the Constituency and Committee chairperson shall be set out in the Statement of Recommended Practice. No Committee or Constituency shall act independently of the Society Council and all financial matters will remain with the Society’s Board*”.

This Statement of Recommended Practice is edited following the byelaws of the Society in order to provide a guidance to regulate the governance, rights and actions of every single Constituency within the Society. Each Constituency shall circulate this statement to inform its members when celebrating their annual Local Assembly or whenever they may deem desirable. Any member can suggest modifications which will apply to all Constituencies, but approval of the Society Board of Directors needs to be sought. The byelaws of the Society will always have prevalence over this Statement, and the Board of Directors will have the right to approve or decline any change in the rules.

1. THE CONSTITUENCIES

The Society’s byelaws establish ten Constituencies, some of them not yet established upon the time of editing the current statement. These ten Constituencies are as follows:



- I. London (including London and Southeast England)
- II. Cambridge (including Cambridge, Norwich, Ely and Colchester)
- III. Oxford (including Oxfordshire, Reading, Milton Keynes and Buckinghamshire)
- IV. Scotland
- V. Yorkshire (including York, Sheffield and Leeds)
- VI. North-West (including Manchester, Liverpool, Lancaster, Cumbria, Chester and North-Wales)
- VII. South-West (including Bristol, Bath, Southampton and South-Wales)
- VIII. Midlands (including Birmingham, Leicester, Loughborough and Nottingham)
- IX. North-East (including Newcastle, Durham and Sunderland)
- X. Northern Ireland

1.1. Aims of the Constituency

- 1.1.1 The aim of a Constituency is to represent the members of the Society and carry out all activities in a given geographical area, always in accordance to the overall objectives defined in the byelaws.
- 1.1.2 The Constituency will have representative members whose roles will be described in sections 3 to 9 of this document:
 - The Constituency Board. Including:
 - The Constituency Director
 - The Constituency Vice-director
 - The Constituency Secretary
 - The Working Group. Within the Working Group, the following roles shall be available:
 - The Constituency Treasurer
 - The Constituency Online Manager
 - The Constituency Press delegate
 - The Regional Delegate
 - Committees, Heads of Committees and Deputies (as required)
- 1.1.3 The minimum recommended roles to establish or maintain a Constituency running shall be the Constituency Director and the Secretary. In those cases where the role of the Constituency Vice-director was vacant, the Director shall assume the duties assigned to this role.
- 1.1.4 The present rules define only the responsibilities and duties for any member of the Constituency Board, Working Group, Committees or Deputies. These figures will always represent and defend the interest of members of its Constituency. The members or delegates of the Constituency will always



have the final say on any actions undertaken by the representatives of the Constituency under the byelaws of the Society.

- 1.1.5 It is the duty of the Board of Directors and not of the Constituency to:
- Approve the incorporation of new members or decide whether a member can change its membership type.
 - Decide about the type of fees to be paid by members of the Constituency.

1.2. Establishment of a Constituency

- 1.2.1. When 10 or more regular and/or associate members are approved and designated to a specific geographical area that belongs to a defined Constituency, they will have the right to establish a new Constituency.
- 1.2.2. Members aiming to establish a new Constituency shall contact the Roving Director who will facilitate contact with local members and convene the constituent Local Assembly.
- 1.2.3. In their first/constituent Local Assembly, members of the Constituency must elect a Director for the relevant Constituency by electing the candidate who obtains a simple majority of the votes cast. The Director will represent the members of the Constituency in the Board of Directors of the Society.
- 1.2.4. After the election of the Director of the Constituency, members shall ratify and sign the Statement of Recommended Practice -as described in 13-, and vote for a Vice-Director and a Secretary. The Director, Vice-Director and Secretary will constitute the Constituency Board, being the election of both the Director and Secretary mandatory for the establishment of the Constituency.
- 1.2.5. A minimum of 10 members, including members of the Constituency Board, will sign the Establishment Act which will be sent to the Board of Directors for approval. The Board of Directors will sanction these elections and the Constituency will be officially established.

1.3. Election for the Constituency board

- 1.3.1. The Constituency Board shall be elected in a Local Assembly, voting in person or by an equivalent electronic means, by obtaining a majority of the votes cast, with a minimum of 10 votes or 10% of the total of the Constituency members (whichever is less, either by presence or proxy). Electronic vote shall be arranged by contacting the Secretary of the Society according to the agreed methodology).



- 1.3.2. The regular term of office for the Constituency Board shall be 1 year, unless terminated by unforeseen circumstances, incapacity or resignation before the established term. Directors may be elected or appointed for no more than two terms on the same role. Any relevant role leaving the Constituency Board shall hold office for a month after the expiration of the term it was elected for, until the successor had been duly elected and qualified.
- 1.3.3. It is recommended that no later than 28 days before any ordinary Annual Local Assembly, the current Constituency Board shall send an email amongst its members seeking nominations to replace them. Nominations must be communicated to the Constituency Board by the nominee. The closing date for nominations shall not be later than 2 weeks prior to the Local Assembly. The Constituency Board and the Secretary of the Society will have no less than 7 days to coordinate together the electronic vote and emails, allowing the members a minimum of 7 days for voting.
- 1.3.4. In case of early termination due to unforeseen circumstances, incapacity, or resignation of the Constituency Director, the Constituency Secretary must communicate it to the Board of Directors via the Roving Director. A member of the Working Group shall be then appointed as Interim Director until the next Local or extraordinary Assembly, but never for period longer than 6 months.
- 1.3.5. In case of early termination of any of the representatives (excluding the Constituency Director), the Director must communicate it to the Board of Directors of the Society. With the approval of the Board of Directors, the Constituency Board will then designate an interim representative member, preferably from the Working Group. The interim representative will assume the regular representative's duties until the next Local or extraordinary Assembly, where the relevant role can be duly elected but never for period longer than 6 months.
- 1.3.6. If the Constituency Board is unable to nominate interim representatives, the Constituency Board can convene an extraordinary assembly for local members where representatives of the Constituency can be elected and replaced. The Constituency Board may convene an extraordinary Assembly when necessary provided that the next assembly is scheduled for not later than 4 months. The Roving Director shall help coordinating this extraordinary Assembly when only one person from the Constituency Board remains in charge.
- 1.3.7. If the members of the Constituency are unable to elect a Constituency Board with at least the Constituency Director and Secretary in a regular or extraordinary assembly, the Board of Directors of the Society could consider:



- a) replacement by an Interim Director appointed by the Board of Directors, b) nomination of the Roving Director as Director in Charge of the Constituency, c) closing the Constituency if the number of designated members falls below 10.

1.3.8. If there is a case of misconduct relating to the Society's byelaws and objectives by any of the members of the Constituency Board, the Roving Director should be notified. The Roving Director will then mediate and report the situation to the Board of Directors. The Board of Directors reserves the right to remove any person found to have miscondacted.

1.4. Establishment of the Working Group of the Constituency

1.4.1. Regular or associate members of the Constituency with an interest in organising activities in the Society shall be part of the Working Group of the Constituency. All members of the Working Group need to have paid their membership fees in full.

1.4.2. The first Working Group of the Constituency shall be approved by the elected Constituency Board in the first regular group meeting. Any member wishing to join the Working Group will be approved in successive group meetings by the Working Group itself and registered in the minutes.

1.4.3. The Constituency Board shall ensure a good and regular communication between all the members of the Working Group. Every Working Group shall share a mailing list for regular communication that will be managed by the Constituency Board. The Working Group and the Constituency board shall attend a minimum of one regular meetings per year. These Working Group meetings could be hold in person or online.

1.4.4. There will be no restrictions in the number of members forming the Working Group. However, the Constituency Board and other members of the Working Group will decide whether the number of participants in the group is appropriate to manage effectively the activities of the Constituency. More members shall be encouraged to enter the Working Group, or no new members shall be approved, according to the group's needs.

1.4.5. There will be no limits on the time that members can participate in the Working Group.

1.4.6. The status of members of the Working Group who do not participate in assemblies, discussions, activities organisation or any other duties on a regular basis can be subjected to revision in a Working Group regular



meeting. Members of the Working Group can vote for the exclusion of this person and register this exclusion in the minutes. The person can re-enter the group after exclusion subject to the approval of the Working Group.

- 1.4.7. In the case of conflict between an excluded group member and the Working Group, the Board of Directors must be informed. The Board of Directors will reserve the right to readmit a group member after exclusion.

1.5. Activities of the Constituency

- 1.5.1. The Constituency will celebrate at least one Local Annual Assembly as described in 10.4.
- 1.5.2. Activities of the Constituency will be organized by the Working Group and notified to the Board of Directors through the Director of the Constituency. When possible, the Constituency shall ensure that activities do not coincide with general activities organized by the Society or any other Constituency. In the case of the Annual General Meeting, the Constituency shall not run any activities in the two weeks prior to the announced date and a week after.
- 1.5.3. The Working Group, or any designated member, will be responsible for any budget that the Board of Directors may allocate to a particular activity. Any expenses or incomes originated by a local activity have to be reported to the Treasurer of the Society by filling and sending an expenses claim no later than a month after the activity was celebrated.

2. THE MEMBERS OR DELEGATES

- 2.1. Members of a Constituency are all the Regular, Founding and Associate members who fulfil the criteria specified in the general byelaws and designated in a specific area/region.
- 2.2. Regular, Founding and Associate members will have the right to vote in Local Assemblies, take part in local activities, be part of the Constituency's Working Group and any committee the Constituency Board may create.
- 2.3. Only Regular and Founding members can be elected as Director or Vice-Director. Associate members can be elected as Secretary, Treasurer, Head of Committee or any other Deputies.

3. THE CONSTITUENCY BOARD



- 3.1. The Constituency Board ensures that the necessary communications are transferred to their Constituency members. The Constituency Board will be formed by at least a Director and Secretary. This board has to be elected by members in an Annual Local Assembly, or in an extraordinary Assembly when required. If none of these take place, the Board of Directors will elect an interim Constituency Board.
- 3.2. Any other positions such as local Treasurer, local press delegate(s), local online manager(s), Head of Committee or any other Deputies can be created when necessary as per the Working Group's criteria.
- 3.3. The Constituency Board will be part of the Working Group and will always take decisions with its approval.
- 3.4. Members of the Constituency Board will always work in accordance with the general byelaws and the Statement of Recommended Practice approved by the Board of Directors and ratified by members of the Constituency.

4. THE CONSTITUENCY DIRECTOR

- 4.1. According to the byelaws of the Society, the Directors of a particular Constituency will ensure that the necessary communications are transferred to their Constituency Members. These Directors will defend the interest of that particular Constituency in the Board meetings. The Director will be the link for any communication between local members, the regional Working Group and the Board of Directors. The Director will be eligible for a microgrant when attending the SRUK International Symposium and Annual General Meeting (AGM) to represent his/her Constituency after filling in the expenses claim within a month.
- 4.2. The Director will represent local members in front of institutions and/or Societies when the Board of directors of the Society would require. If travelling costs incurred, these shall be fully or partially reimbursed after filling in the expenses claim within a month.
- 4.3. The Director shall coordinate the Constituency Board and the Working Group and/or sub-committees in charge of organising local activities.
- 4.4. The Director will be elected for a period of a year in an Annual Local Assembly as described above. When elected in an extraordinary assembly, the tenure of the Director will last until the next Local Assembly. The Director can be re-elected for a second period but shall not be re-elected for the same



position after two terms. Only Regular and Founding members can be nominated for the role of Constituency Director.

- 4.5. A Director needs to be elected for every Constituency. In case of early termination and if there is no replacement for the Director, the Working Group can appoint an Interim Director for a period no longer than 6 months with the approval of the Board of Directors. The Interim Director will have to be duly approved in the next local or extraordinary assembly to become Constituency Director.
- 4.6. When deemed necessary due to the extension of the Constituency, the Director will be able to nominate a Regional Delegate to oversee the running of designated geographical areas.

5. THE CONSTITUENCY VICE-DIRECTOR

- 5.1. The Vice-Director will assume the duties of the Director in his/her absence. Among the duties of the Vice-Director will be:
 - To represent the Constituency in the absence of the Director. If travelling costs incurred, these shall be fully or partially reimbursed after filling in the expenses claim.
 - To coordinate and ensure the accomplishment of any duties assigned to members of the Working Group, in collaboration with the Director.
 - To work as an active advocate for new SRUK members.
 - To actively help finding extra funding for the activities of the Constituency.
- 5.2. The Vice-Director will be elected for a period of a year in an Annual Local Assembly as described above. When elected in an extraordinary assembly his/her tenure will last until the following Local Assembly. The Vice-Director can be re-elected for a second period but shall not be re-elected for the same position after two consecutive terms. Only Regular and Founding members can be nominated for the role of Vice-Director.
- 5.3. The Vice-Director or another member of the Constituency, preferably from the Working Group, might be appointed as Director in the case of early termination of the previous Director and/or by request of the Board of Directors.

6. THE CONSTITUENCY SECRETARY

- 6.1. The Constituency Secretary will ensure that the documentation of the Constituency is kept up to date and properly filed and accessible. The Secretary is responsible for the administrative procedures in regional Working



Group meetings and the Annual Local Assembly. The Constituency Secretary shall keep minutes recording all appointments of officers made by the Director, all proceedings of the Working Group meetings and committees including the names of the members present at each meeting. The Constituency Secretary will keep up to date information and upload the Constituency's page on the SRUK website. They will be the link with the General Secretary of The Society and will be responsible to provide information for the newsletter.

- 6.2. It is the responsibility of the Constituency Secretary to ensure the communication of any relevant matters concerning the Working Group or Constituency Board to the Director or if necessary, to report any misconduct to the Board of Directors via the Roving Director.
- 6.3. The Constituency Secretary will be elected for a period of a year in an Annual Local Assembly as described above. When elected in an extraordinary assembly his/her tenure will be until the next Local Assembly. The Secretary could be re-elected for a second period but shall not be re-elected for the same position after two consecutive terms. Regular, Founding and Associate members may be nominated for the role of Constituency Secretary.
- 6.4. In case of early termination of any of the members of the Constituency Board, and only if the Director is unable to do so, the Secretary should communicate with the general Board of Directors and ensure that the procedures to elect an interim member of the Constituency Board are taken.

7. THE CONSTITUENCY TREASURER

- 7.1. The Constituency Treasurer shall ensure that all economic transactions of the Working Group are sound and in accordance with the provisions of the general Board of Directors. The Constituency Treasurer will communicate with the general Treasurer and will facilitate the drafting of the necessary financial reports of the group's activity both for internal and external purposes.
- 7.2. The Constituency Treasurer will be appointed by the Constituency Board when required and approved in a regional Working Group meeting. Both Regular/Founding and Associate members can be appointed for the role of Constituency Treasurer. No minimum or maximum period will be required for this position. The Constituency Board, with the Working Group's approval, will have the right to withdraw/review this position from the Constituency Board.



8. THE CONSTITUENCY PRESS DELEGATE(S)

- 8.1. The Constituency Press Delegate(s) shall help in the press-related promotion of their Constituency events by the production of press releases when necessary. In addition, they will contribute to develop the Press Department outreach initiatives such as the SRUK blog and radio programme, the promotion of the members' research or others as coordinated by the Director of the Press Department.
- 8.2. The Constituency Press Delegate(s) will be appointed by the Constituency Board when required and approved in a regional Working Group meeting. Both Regular/Founding and Associate members can be appointed for the role of Constituency Press Delegate. No minimum or maximum period will be required for this position. The Constituency Board, with the Working Group's approval, will have the right to withdraw/review this position from the Constituency Board.

9. THE CONSTITUENCY ONLINE MANAGER(S)

- 9.1. The Constituency Online manager(s) shall be in charge of managing SRUK social media for the promotion of their Constituency events in the weeks prior to each event, during the event through live-tweeting, and after it by a summary post in social networks. The Constituency Online manager will also be part of the SRUK Online Department and should follow the department's guidelines and contribute to the department's duties by getting involved in the promotion and dissemination of other SRUK initiatives, programs and general events. The Constituency Online Manager will also have access to the SRUK website as editor and could help the secretary and director, if necessary, to update their Constituency events and information in the website.
- 9.2. The Constituency Online manager(s) will be appointed by the Constituency Board when required and approved in a regional Working Group meeting. Both Regular/Founding and Associate members can be appointed for the role of Constituency Online manager. No minimum or maximum period will be required for this position. The Constituency Board, with the Working Group's approval, will have the right to withdraw/review this position from the Constituency Board. Access to the SRUK social media will be granted by the Director of Communications and Online Department after the Constituency Online manager fills in and signs the SRUK Community Manager Agreement.

10. THE WORKING GROUP



- 10.1. The Working Group will be responsible for any activities to be undertaken in the Constituency and any local or general activities that the Board of Directors will propose in its respective region.
- 10.2. The Working Group is composed by Regular, Founding and Associate members including the Constituency Board members.
- 10.3. The Working Group shall meet at least once a year with the Constituency Board or as the Constituency may deem desirable These Working Group meetings could be hold in person or online.
- 10.4. Within the Working Group only the Constituency Director shall be a member of the Board of Directors of the Society. If a member of the Working Group is elected for a relevant role in the Board of Directors (excepting the role of Constituency Director), this member shall abandon the local Constituency Board, but will always be welcome to participate as part of the Working Group and attend as a member any event hold in the Constituency.
- 10.5. Members of the Working Group will always work in accordance with the general byelaws and the Statement of Recommended Practice approved by the Board of Directors and ratified by members of the Constituency.

11. COMMITTEES, HEADS OF COMMITTEES AND DEPUTIES

- 11.1. The Constituency Board can create a Committee and/or designate a member of the Working Group as Head of the Committee (or Deputies) for a specific purpose. The functions and objectives of the Committee, the Heads of Committee and/or Deputies will be approved by the Working Group in a regional Working Group meeting. Their duties will be properly reflected in the minutes of such regional Working Group meeting.
- 11.2. Any local member can be appointed for the Committee but only members of the Working Group shall be elected as Head of the Committee or as Deputies. The Constituency Board can close/open Committees or define Deputies following approval of the Working Group.
- 11.3. Committees shall meet for specific purposes providing that they share the minutes of the meeting with the Constituency Board and the Working Group. The Head of the Committee shall be present in the meeting.



- 11.4. It is recommended for multi-locus Constituencies to name local Regional Delegates for each one of the cities or designated areas out of the headquarters but count with more than 10 members.
- 11.5. Local Regional Delegates will be appointed by the Constituency Board and approved by the Working Group. They will represent the group of members of its designated area and propose and oversee designated activities which shall be coordinated together with their Constituency and compile with the aims of the Society.

12. ABOUT THE PROCESS OF DECISION MAKING

- 12.1 The Constituency Board is free to make decisions and to launch any activity that has been approved by the Working Group if and when it complies with the general byelaws and with the aims of the Society. The Constituency Director will keep the Board of Directors informed of any relevant activity of the Constituency.
- 12.2 Decisions regarding the activity of the Working Group within the Constituency will be taken by simple majority, either through the mailing list or in the regular meetings. Every active member of the Working Group will have the right to vote.
- 12.3 Decisions that require the approval of all the local members will be taken in the local ordinary or extraordinary assemblies by simple majority.
- 12.4 On the role of the local ordinary and extraordinary assemblies:
 - 12.4.1 The Constituency Board, together with the Working Group will organise an Annual Local Assembly for all the members of the Constituency.
 - 12.4.2 It is recommended that the Local Assembly be publicly called at least 21 days ahead by the Constituency Board. The agenda and proxy voting arrangements will be circulated among members of the Constituency at least 7 days before the assembly.
 - 12.4.3 Candidates for any position in the Constituency Board should communicate their expression of interest to the Constituency Secretary no later than 2 days before the assembly 15días
 - 12.4.4 The quorum for any Local Assembly must be a minimum of 10 members or 10% of local members (whichever is less, either by presence or proxy).
 - 12.4.5 In the assembly, the Constituency Board will inform the members about: a) any update on activities or any relevant information about the



Society and Board of Directors, b) local activities carried out since the last assembly, and c) future activities in the area. Founding, Regular and Associate members will be expected to express their vote for important decisions regarding the Constituency.

13. APPROVAL AND MODIFICATIONS OF THE STATEMENT OF RECOMMENDED PRACTICE

- 13.1. This Statement of Recommended Practice is a guidance to regulate the governance, rights and actions of every single Constituency among the Society. Each Constituency shall ratify this statement in a Local Assembly.
- 13.2. When a Constituency is established, this Statement of Recommended Practice will be ratified on the constituent Local Assembly as guidance to organise, choose and approve the activities, duties and Representative Members of the new Constituency during its first year.
- 13.3. The Statement of Recommended Practice can be modified at a later date in a Statement Modification Process if the suggested modifications are proposed by the Working Group or any local member and approved by the Board of Directors. These changes will affect every other Constituency.
- 13.4. If necessary, the Board of Directors will coordinate the Statement Modification Process together with the Constituency Boards creating a Committee with a Head for that purpose. It is recommended that members of the Working Group from all Constituencies take part of this committee.
- 13.5. The Committee for the Statement Modification Process will suggest and articulate possible modifications in accordance to the Society's byelaws and general objectives and considering the Constituency's peculiarities.
- 13.6. The Committee for the Statement Modification Process will present a document with the suggested new Statement of Recommended Practice including suggested changes. These suggested changes must be agreed with the Working Groups and later approved by the Board of Directors.
- 13.7. The approved document will be circulated by the Constituency Secretary to all the members of the Constituency prior to the Local Assembly together with the rest of information no later than 7 days before the Local Assembly.
- 13.8. After discussion and amendments by members, the document shall be ratified by the Local Assembly and the resulting document will be considered as the new Statement of Practice of the Constituency.



The current Statement of Recommended Practice has been approved by the Board of Directors of the Society of Spanish Researchers in the United Kingdom (SRUK/CERU) in a regular meeting on the 11th October 2013 and revised and ratified by the Society Board of Directors on the 4th February 2020. **Upon the establishment of a Constituency, this document shall be ratified indicating the date of the effected formality and signed below by the Constituency Board of Directors and the local Working Group.** The Constituency Director will then email it to the Secretary of the Society.

