



Cultural Literacy Everywhere

STANDING ORDERS

This document should be read in conjunction with the Constitution [updated 14 May 2021].

1. Cultural Literacy Everywhere [CLE]

The Cultural Literacy Everywhere forum was established in 2007 to unite researchers, academics, educators, artists, policy-makers and members of the cultural industries aiming to promote the interdisciplinary field of 'literary and cultural studies' [LCS] and its relationship to other research fields and cultural sectors, to develop and extend the contribution of LCS to Europe and its challenges.

Cultural literacy is an ability to view the social and cultural phenomena that shape our lives – bodies of knowledge, fields of social action, individuals or groups, and of course cultural artefacts – as being essentially readable. Cultural literacy engages with interdisciplinarity, multilingualism and collaboration. It is a way of looking at social and cultural issues through the lens of literary thinking, employing communication, comparison and critique on a scale beyond that of one language or one nation-state, and avoiding abstraction. Furthermore, it is as much about innovation and creative practice – whether scholarly, artistic or social – as it is about analysis, and it very often brings these two methods together.

2. Terms of Office

- i. The executive committee of CLE is the Core Group [CG], whose members represent the broad interests of the forum.
- ii. The Core Group of twelve members consists of the Steering Group (see below) and Ordinary Members. The Ordinary Members consist of an Early Career Representative, a Web Manager and up to four other members, including active SIG leaders. SIG leaders may share this role with another role in the Steering Group.
- iii. The Steering Group [SG], which consists of the four Officers – the Chair, Hon. Secretary, Hon. Treasurer, and Membership Secretary – plus the organiser of the next annual event and one other CG member, meets twice a year to prepare for the Core Group meetings. Officers shall be appointed by the Core Group for three years, with the possibility of re-election for one further period of three years. Ordinary Members of the CG shall be elected by the CLE membership for three years and may be elected for one further period of three years, after which they shall relinquish membership of the CG for no less than one year.
- iv. Terms of office will normally coincide with the calendar year, except when replacing an Officer or designated CG member; these will take up office at the retirement of the latter.

3. Procedure for Elections

- i. The Hon. Secretary shall be responsible for the conduct of elections. Nominations for election as an ordinary Member of the CG shall be solicited on a specified form, accompanied by the names of the

proposer and seconder with confirmation of the prior agreement of the nominee. Nominations shall be supported by a brief election statement, giving qualifications and reasons for standing.

- ii. The election of Members of the Core Group shall be conducted by an online ballot of all CLE members, and the result, established by the Hon. Secretary, on the basis of first past the post, shall be announced on the website. Steering Group Officers are appointed by the Core Group.
- iii. The Constitution and Standing Orders shall be subject to review at the CLE annual General Council Meeting [AGM]. Notice of any change to either document will be announced to members at least two months in advance by the Hon. Secretary.

4. Membership and Subscription

- i. Individual CLE members (standard, Friend or student/unwaged) benefit from the right to attend Conferences, workshops etc, and have voting rights at the AGM and in elections to Core Group.
- ii. The individual members' subscription fee shall be agreed annually by the Core Group and shall fall due on 1 June each year.

5. CLE Partnership

Partner organisations benefit from mutual visibility and in-kind contribution to events. Their logo appears on all CLE publicity.

6. Meetings

- i. There shall be one major CLE event organised every year; at each of these an AGM will be held. These are: the Biennial Conference, held in odd calendar years, and a Workshop held in intermediate, even calendar years. Intermediary workshops will be themed around strategic and research topics related to Special Interest Groups or other CLE topics.
- ii. The Steering Group of the CG shall meet twice a year, normally 4-6 weeks before a Core Group meeting. Some meetings may be held virtually. The wider CG shall normally meet twice per academic year, once at the Conference/Interim Workshop, or more often as required.
- iii. A Core Group member failing to attend three consecutive meetings of the committee without good cause shall be deemed to have completed the term of office for which he/she was elected.

7. Working Groups, Special Interest Groups and Sub-Committees

- i. The CG shall be responsible for developing such working groups, advisory panels or sub-committees as it considers appropriate.
- ii. Special Interest Groups [SIGs] are organised by their single or joint leaders, under the aegis of the Core Group; they arrange networking throughout the year and organise events/workshops at biennial Conferences and other events as appropriate. Budget allocations relating to SIGs rest with the CG, to be revised from time to time.

- iii. Conference organisation is the responsibility of a Conference Programme Committee [CPC], to be appointed by the Core Group and headed by the local Conference Organiser. The Conference Organiser and her/his local organising committee report to the CPC and thence to the CG. Strategic decisions about the conference are taken by the CG.

8. Budget and Expenses

- i. The CLE financial year runs from 1 June to 31 May. The budget and accounts of CLE are presented by the Treasurer once a year to the General Council at the AGM and biannually to meetings of the Core Group.
- ii. Reasonable expenses incurred in attending meetings of the CG or other meetings attended by Officers on behalf of the CLE shall, if claimed, be reimbursed by the Treasurer, to a maximum level pre-approved by the Steering Group.
- iii. Reasonable expenses incurred by speakers at Conferences and workshops, whose expenses are not otherwise funded, shall be reimbursed, if claimed, by the Treasurer, to a maximum level pre-approved by the Steering Group.

9. Cooptation

The Core Group may coopt up to two additional members for specific duties in any one calendar year. Such members shall be non-voting and shall serve for a period no longer than two twelve-month terms, at which point they may be elected to full Core Group membership.

ANNEX

Main responsibilities of members of the CLE Steering Group

Chair, responsible for:

- a. fulfilling the overall strategic remit of CLE and chairing meetings of the plenary membership (as represented at the AGM), the Steering Group and the wider Core Group;
- b. liaison at appropriate levels with national organisations & international organisations linked to the interests of CLE;
- c. leading initiatives/projects taken up by CLE and approved by the Steering Group, Core Group and wider membership as appropriate;
- d. being the primary public voice of CLE in the media.

Hon. Secretary, responsible for:

- a. CLE's governance, updating Constitution and Standing Orders as required;
- b. servicing meetings of the Steering Group, Core Group and AGM.

Hon. Treasurer, responsible for:

- a. budgeting and keeping accounts of CLE's income and expenditure, and advising the Steering Group and wider Core Group of issues arising therefrom;
- b. advising the Steering Group and wider Core Group about and seeking approval for membership fee changes;
- c. advising the Steering Group and wider Core Group of the affordability of services and activities which CLE may wish to take on;
- d. liaison with CLE's bankers (currently Barclays).

Organiser of upcoming Conference, responsible for:

- a. chairing the Conference Programme Committee and local organising committee;
- b. all aspects of Conference organisation, in liaison with the Core Group and CLE Officers.

Membership secretary, responsible for:

- a. developing communications strategies including the use of new media (eg blogs, wikis, Facebook and LinkedIn) for enhanced communication with the membership;
- b. liaising with the CLE web manager and upkeep of mailing lists;
- c. publicising and promoting the benefits of CLE membership.

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