

## **Health & Science Communication BAAL SIG**

### **Constitution**

3 September 2015

#### **1. Aims**

The Health & Science Communication (HSC) forum is a Special Interest Group within the British Association for Applied Linguistics (BAAL), and it aims:

- To bring together applied linguists interested in the study of health/science communication both from the UK and abroad.
- To develop work at the intersection of applied linguistics and health/science communication by providing opportunities for researchers to exchange information about their work and debate key theoretical and methodological issues.
- To support new researchers who are developing applied linguistics research in the field of health/science communication.

#### **2. Activity**

HSC holds at least one annual meeting (a spring seminar or an autumn colloquium or track at the BAAL Annual Meeting). Although one theme may be foregrounded, each meeting seeks to include some variation in its focus, and issues arising can be developed at a subsequent event. HSC maintains an email list and a website.

#### **3. Membership**

HSC welcomes all researchers with an interest in Health and Science Communication, and will consider all those on its mailing list as HSC members.

#### **4. Organisation**

HSC is co-ordinated by a Coordinating Committee (CC) that consists of: a Convenor, a Treasurer, a Communications Officer, a Meetings Secretary and a Secretary. These are elected for a (renewable) period of two years at HSC's annual general meeting (AGM).

##### Responsibilities in the Coordinating Committee

The CC is responsible for facilitating and overseeing the activities of HSC (facilitating and publicising HSC events; liaising with the local organisers of seminars; maintaining financial accounts; servicing business meetings etc). HSC is a SIG within BAAL: its activity must be broadly congruent with the BAAL Constitution, and regardful of BAAL Guidelines on the organisation of SIGs.

The CC must submit a) an Annual Report to the BAAL Secretary, the BAAL Newsletter Editor, and the BAAL Web-Editor by July 16<sup>th</sup> every year; b) a list of HSC members to the BAAL

Membership Secretary on July 16<sup>th</sup> every year; c) a full, accurate and auditable financial statement to the BAAL Treasurer by July 16<sup>th</sup> every year.

The CC should also ensure that HSC activities are regularly publicised through the BAAL Newsletter, the BAAL Website and baalmail.

## **6. Election of the Coordinating Committee**

The CC consists of the Convenor, Treasurer, Communications Officer, Meetings Secretary and Secretary, and these are elected by HSC's Annual General Meeting for a period of two years. Elections are held each year for alternate combinations of posts - Convenor + Treasurer in one year, Communications Officer + Meetings Secretary + Secretary in the second year.

The quorum for an AGM election is eight.

Voting at General Meetings shall be by secret ballot. In the event of an equality of votes the Convenor may give a second or casting vote; the Convenor's decision on the result of any vote shall be final.

If any Office falls vacant between Annual General Meetings, the remaining Officers can invite another HSC member to take up the vacant post for the period until the next General Meeting.

## **7. Dissolution**

In the event of the HSC SIG ceasing to operate, any funds held will be paid back to BAAL, unless the BAAL membership agrees at the BAAL AGM that it is unnecessary to do so.

## **8. Amending the HSC Constitution**

This constitution may be amended by majority vote at any quorate Annual General Meeting, provided that written notice of the proposed amendments are given to the Convenor in good time and then relayed to the membership at least fourteen days before the Meeting.