

# ISCAR EXECUTIVE ORDERS

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## **Executive Order No. 2: Membership Service**

1. The Executive Committee is responsible to:
  - a. provide a possibility for persons to register as members or be reinstated after a lapsed membership;
  - b. provide at least three reminders for persons to pay their membership contribution, if they are due;
  - c. provide possibilities to pay the membership contribution;
  - d. provide possibilities to deposit these contributions in the Association's bank account;
  - e. maintain a membership database, including (a) registering new members into the database, (b) updating member address information, and (c) removing members;
  - f. seek and maintain membership benefits;
  - g. communicate about membership benefits to members;
  - h. answer queries from members concerning their membership status and payment procedures;
  - i. answer queries from members concerning membership benefits;
  - j. handle other queries from members.
2. The Executive Committee may delegate responsibility for some or all of these tasks, but ultimate responsibility for their adequate performance rests with the Committee.
3. This Executive Order expires on 14 September 2008.

## **Executive Order No. 3: IT Resources**

1. The Executive Committee is responsible to insure that the following information technology resources are provided:
  - a. web server
  - b. mailing lists
  - c. databases (members, congress participants, payments)
2. The Executive Committee may delegate responsibility for this provision, but ultimate responsibility for adequate service rests with the Committee.
3. This Executive Order expires on 14 September 2008.

#### **Executive Order No. 4: Communication Resources**

1. The Executive Committee is responsible for:
  - a. organizing a regularly-published newsletter
  - b. maintaining and updating the Association website
  - c. providing mailing lists for organisation business
  - d. providing mailing lists for member activities, especially sections.
  - e. providing access to the webserver for sections
2. This Executive Order expires on 14 September 2008.

#### **Executive Order No. 5: Web Site Policy**

The main purpose of the Association website is to support the work of the Association, as a central organization, which is aimed at supporting scientific communication among its members, and to support communication with other scientific organisations, where much of the scientific activity within the Association is initiated and supported at local, national, regional levels.

1. The minimal functions to be provided on the Association website are:
  - a. information about membership
  - b. information about membership benefits
  - c. current information about activities of the Association
  - d. guidance to current information about section activities
  - e. historical information about the Association and its precursors
2. Specific projects (e.g., reference databases, document databases) will be conceived as local or individual projects, initiated by members, though it may be appropriate for the Executive Committee (e.g., through the newsletter) to inform members about and/or support such projects (e.g., financial support for computer programming, use of web server).
3. A 'Website Working Group' may be created to develop additional activities and functions beyond those mentioned here, but these must be approved by the Executive Committee before they are implemented.
4. This Executive Order expires on 14 September 2008.

## **ISCAR Executive Order No. 6: Congress Policy**

### **Frequency**

ISCAR holds an international Congress every third year.

### **Congress Language**

The Congress language is English and all abstracts must be written (at least) in English. The local organising committee may also introduce other languages into the Congress, but these sessions should be clearly marked in the program, and the way in which the bilingual cooperation is planned should be clearly explained. If the main language of the Congress location is not English, then the congress organizers are encouraged to have simultaneous translation of keynote speeches and other main events.

### **Selection of Organizing Committee**

1. The Executive Committee, based on Article 30, delegates responsibility for organizing the ISCAR Congress to a 'local organizing committee' of one or more persons.
2. Ideally this appointment should occur before or during the next Congress held after the current Executive Committee's election.
3. The appointment must be made no later than 2 years before the planned date of the next Congress
4. The Executive Committee acknowledges the difficulties in finding an able and willing person (or group) to organize the Congress, who also has a suitable location and infrastructure. This is the first consideration in choosing a 'local organizing committee.'
5. If more than one person/group is interested, then considerations like cost, geographical distribution, and location of previous Congresses can be considered.
6. Selection of the 'local organizing committee' is made by consensus within the Executive Committee. If a consensus cannot be reached, then a vote, with simple majority will be taken.

### **Practical Organization**

2. As part of the delegation of responsibility to the organizing committee, a single person is appointed as the formal representative between the local organizing committee and the Executive Committee. This person must have the highest decision-making competence within the local organising committee (i.e., usually the Congress President).
3. The local organizing committee has complete freedom in appointing others members to help with organisation.
4. The organizing committee is welcome to ask the Executive Committee for advice and support, but is not obligated in any way to consult with the Executive Committee.

## **Congress Themes**

Recognizing the diversity of the theoretical and substantive interests found within ISCAR, the Executive Committee wants to provide a process for members to inform the organisers about possible relevant themes. The following procedure will be used:

1. No later than two years before the date of the next Congress, a general call for thematic proposals will be issued to all ISCAR sections.
2. Each national or regional section should submit their proposals to the relevant member of the Executive Committee, while each of the thematic sections should submit their proposals to the Vice-President.
3. Each Executive Committee member should be active in soliciting views of the members in their region.
4. The Vice-President is responsible for collecting all the proposals together and submitting them to the Congress organisers, no later than 22 months before the planned date of the Congress.
5. The organising Committee must submit a draft proposal for the Congress themes to the Executive Committee, no later than 20 months before the Congress.
6. The Executive Committee may give comments, no later than one month after receiving on the proposal. The comments are only informative. The organising committee makes the final decision about the Congress themes, including whether or not to make modifications in response to the Executive Committee feedback.

## **Congress Structure**

The Congress president (and organising committee) have complete freedom to organize the Congress as they see fit (including, but not limited to, number of days, structure of the sessions, whether to have invited speakers, invited sessions, use of international advisory committees, etc.).

## **Educational Activities**

The local organizing committee is encouraged to call for proposals to offer educational activities (workshops, doctoral courses, and similar events) before and/or after the Congress.

## **Publication Activities**

The local organizing committee is encouraged to plan for the publication of at least one edited volume of selected papers from the Congress. In addition, other publication forms (e.g., CD-ROM, net-based) can be considered.

## **Financial Organisation**

The Congress must be self-supporting (i.e., the budget for the Congress should be supported by Congress fees and/or any additional funds that the organizing committee can raise).

The Executive Committee may, after written application from the local organizing committee, give a loan, a shortfall guarantee, a direct grant, or some combination of these three possibilities. The total combined funds committed through these three forms can never be more than 40% of the Association's total liquid assets.

- a. a **loan** cannot be not greater than 40% of Association's total liquid assets. This loan is expected to be repaid no later than 3 months after the completion of the Congress.
- b. a **shortfall guarantee** (i.e., to cover costs if the Congress loses money) must not exceed 33% of the Association's liquid assets. If the Congress achieves a profit, then the Association must receive the amount that corresponds to its guarantee.
- c. a **direct grant** (i.e., not to be repaid) may not exceed 40% of the Association's liquid assets.

### **Membership Reduction at Congresses**

Reduction in the Congress fee will only be offered to persons who were members in the Association year prior to the year that the Congress was held.

This Executive Order expires on 1 July 2011

## **Executive Order No. 7: ISCAR Service Medal**

### **Purpose**

To acknowledge significant contribution in creating and/or supporting material conditions within the Association's purpose as described in Article 3 ("promote and develop multidisciplinary theoretical and empirical research on societal, cultural and historical dimensions of human practices").

### **Award**

1. Congress fee
2. Travel to Congress (economy rate)
3. Accommodation during Congress (amount that corresponds to economy rate)

### **Eligibility**

1. Has made significant contribution to promoting or sustaining the research community that has historically had active participation within ISCAR.

Examples of significant contribution might include newsletter editing, congress organisation, doctoral course organisation, hosting visiting researchers, development and/or maintenance of web-based resources, compilation and/or editing of significant texts. For purposes of the medal, 'significant contribution' would consist of two or more of these activities.

2. Is retired and has no external source of funding.
3. Has not previously received a Service Medal.

## **Selection Process**

1. Nominations (including self-nomination) should be sent to the Executive Committee. Members of the Executive Committee may also nominate persons.
2. Nominations can be made at any time.
3. The nomination should include a short account (usually no more than 1/2 page) that indicates the nominee's contribution.
4. To be considered for a coming Congress, nominations must be received no later than six weeks before the first announced deadline for paper submissions.
5. The Executive Committee is the sole and final judge of whether the eligibility criteria are fulfilled and whether to award any medals.
6. For a given Congress, more than one medal may be awarded.
7. For a given Congress, the Executive Committee may decide not to award any medals.
8. If nominations are received, the Executive Committee is obligated only to report whether or not any medals have been awarded.

This Executive Order expires on 1 January 2011.

## **Executive Order No. 8: Membership Contributions**

### **Membership Contribution**

1. The membership contribution for 2008 is \$25 USD.
2. It is possible to pay for up to two additional years beyond the current calendar year.

### **Exemptions and Exceptions**

1. Executive Committee members are not obligated to pay the membership contribution for the calendar years for which they are sitting on the Executive Committee.
2. The main Congress organizers (i.e., those who are engaged in the day-to-day work) do not have to pay the membership contribution for the year before and the year of the Congress.
3. Members who have a financial hardship (e.g., unemployment, low income) may apply to the President for a free grant. Grants are valid for only one calendar year, and cannot be automatically renewed.

### **Reductions**

1. After 1 September, the membership contribution is \$15 for the remainder of the calendar year, except when the Congress is held in September, in which case, the \$15 contribution is available after the Congress.

This Executive Order expires on 31 December 2008.