

General Statutes for SIEF Working Groups

In SIEF's Executive Board Meeting of 12 September 2014 in Amsterdam the following general statutes for SIEF Working Groups have been adopted.

Article 13 of SIEF's Bylaws states as follows:

“Each Working Group appoints a member as a liaison person with the SIEF Board. Each Working Group must have a recognisable structure with a Board, regulations, periodical assemblies, yearly reports to the Board, a membership list and keep their records, which have to be submitted to the SIEF Secretariat when they cease activities. If a Working Group is approved the new Working Group members will become paying members of SIEF. Members who have not paid during two years will be expelled.”

In respect of and addition to article 13 of the Bylaws, SIEF's Executive Board has adopted the following regulations:

1. A SIEF Working Group falls fully under the terms of the SIEF Bylaws.
2. A SIEF Working Group elects among its members a board consisting of at least two co-chairs and a secretary (which can be one of the co-chairs) from different institutions.
3. A SIEF Working Group holds regular business meetings. A slot is reserved for these meetings in the program of SIEF's international congress that takes place every other year. Minutes will be made of every business meeting; these will also be sent to SIEF's Secretariat.
4. The agenda of the business meeting of SIEF Working Groups includes the (re-) election of the chairs and secretary at least once every two years. This applies even if the chairs elected at the last business meeting are willing to serve for another term. Chairs can be re-elected for a maximum of three terms; SIEF's Executive Board can give dispensation on these term limits.
5. SIEF Working Groups schedule their own scholarly meetings in the alternate years between the international SIEF congresses. In congress years, Working Groups are strongly encouraged to organize one or more panels at the international SIEF congress. Exceptionally, if SIEF Working Groups wish to organize a separate scholarly meeting in the same year as the international SIEF congress is held, they should arrange it immediately preceding or following the SIEF congress at a location in its vicinity, so that members are able to attend both on the same journey.
6. Working Group members are paying members of SIEF. It is possible to attend a scholarly meeting of a Working Group without a SIEF membership, but only SIEF members can be members of the Working Group. The Board of a SIEF Working Group keeps and regularly updates a list of members, which it also sends to SIEF's secretariat.
7. Newly instituted Working Groups are given an initial four-year term. To that end, before the end of the fourth year, the chairs send the Executive Board a report on activities, after which new Working Groups will be evaluated.
8. The Board of the Working Group takes care of the Working Group's records (physical and electronic). In case the Working Group is dissolved, the records will be handed over to SIEF's secretariat. If Working Groups choose to they can also hand over parts of their records to the Secretariat at any time.
9. In all other issues, SIEF's Executive Board decides. It reserves the right to dissolve a Working Group if it deems it in SIEF's best interests (e.g. if a Working Group is dormant or if it refuses to abide by the bylaws of SIEF).