



Standing Orders

Chapter I Activities

art. 1

Annual conference

- a) The Annual Conference is to be held every year between two weeks before and two weeks after the Swiss Easter public holiday.
- b) A member or observer to host a future Annual Conference should be appointed by the GA at the previous year's annual conference.
- c) During the Annual Conference a GA must take place, in accordance with article 6a of the Standing Orders.
- d) The Annual Conference should be open to representatives of all members or observers, as well as to Friends of ISHA; at least two representatives of each member or observer should be able to participate.

art. 2

Seminars

- a) Seminars are to be held in the autumn in the first two weeks of October, in winter in the week before and after New Year and in summer in the first two weeks of August.
- b) A member or observer to host a future autumn-seminar is appointed by the GA. A member or observer to host a future summer or winter seminar should have approval of the IB.
- c) If an autumn seminar is held, a GA must take place at that seminar.
- d) Seminars should be open to representatives of all members and observers, as well as to Friends of ISHA.

art. 3

Regional Seminars

- a) Regional seminars are seminars open for representatives of specific members and observers as well as to Friends of ISHA, as agreed upon by the members and observers involved.
- b) Regional seminars can be organised at any time of the year, but not simultaneously with the Annual Conference or a seminar.
- c) The working language of a regional seminar may be a different language to the working language of ISHA.
- d) A member or observer intending to host a future regional-seminar should have the approval of the IB before it can be considered an ISHA regional seminar.

art. 4

Theme

- a) The theme of an Annual Conference should be of a general nature, encompassing as many historical periods and specialisations as possible.
- b) The theme of a seminar or a regional seminar may be of a more specific nature.

art. 5

Participation fee

The member or observer organising an activity sets the participation fee of that activity.

Chapter II

General Assembly

art. 6

Date

- a) The General Assembly takes place at least once a year during the Annual Conference. At this GA, the election of new IB, Council, TC, Editor of Carnival and the discharge of the previous IB in accordance with art 8 f. to j. of the Statutes should take place.
- b) The GA takes place furthermore:
at an autumn seminar, if held
upon written request of the IB
upon written request of 20% of the members

art 7

Preparations

- a) The IB sets the agenda.
- b) The Secretary ensures the presence of statutes and standing orders during the GA
- c) Members not able to attend a GA should inform the IB in advance.
- d) All document relevant to points on the agenda should be send along with that agenda (in accordance with art 9 b. of the Statutes).

art. 8

Quorum

The GA only constitutes a quorum if at least half of the members are represented at the meeting by a representative or by a proxy vote.

art. 9

Speaker of the General Assembly

- a) The GA elects a Speaker for the duration of the assembly.
- b) The duties of the Speaker of the GA are:
to preside over the GA
to ensure the execution of these regulations.
- c) The first item on the agenda after the opening shall be the election of the Speaker.
- d) A member of the IB will fulfil the duties of the Speaker until the Speaker is elected.
- e) The GA has the right to replace a Speaker when it sees fit.

*art 10**Voting and speaking rights*

- a) Each member has full voting and speaking rights
- b) Each member has one vote.
- c) Each observer or Friend of ISHA has full speaking rights.
- d) Each member and observer is represented by a maximum of two persons.
- e) All those present at the GA and not registered with the Speaker in accordance with article 11.a and 11.b, have under no circumstances the right to speak, unless granted temporarily by the Speaker.

*art. 11**Proceedings*

- a) Before the opening of the GA, each member or observer registers its representatives with the IB. Friends of ISHA attending the GA register with the IB as well.
- b) Representatives of members or observers or Friends of ISHA joining the GA after it is opened register with the Speaker.
- c) Representatives of members or observers or Friends of ISHA leaving the GA before it is closed inform the Speaker.
- d) Anyone present who repeatedly speaks without permission from the Speaker or who disturbs the proceedings in any other way can be expelled from the meeting by the Speaker.

*art. 12**Adjournment*

- a) Any member can, on stating valid grounds, ask the Speaker to adjourn the meeting.
- b) The Speaker must immediately bring the proposal to adjourn the meeting before the GA.
- c) If the GA decides to adjourn the meeting, the Speaker will determine the duration of the adjournment.
- d) The Speaker can adjourn the meeting in the event the situation demands this.

*art. 13**Phrasing of proposals*

When discussion is concluded, the Speaker phrases the proposal at issue. If none of the members requests a vote, the proposal is considered to be accepted.

*art. 14**Majorities*

In the event of a vote, the proposal is considered accepted when the number of votes in favour of the proposal exceeds the number of votes against it. If votes are equally divided, the proposal is put to the vote again. If the votes are equally divided once more, the proposal is considered rejected.

*art. 15**Voting*

- a) Votes are cast by show of hands, unless art.16 applies.
- b) Votes are counted by the Speaker and the Secretary. If the Speaker is also a member of the IB, the GA shall appoint an individual who is not on the IB to replace the Speaker in this task.
- c) Directly after the voting the Speaker informs the GA of the result.

*art. 16**Secret ballot*

The functioning of persons and elections are to be decided by secret ballot.

*art. 17**Voting order of amendments and proposals*

When proposed amendments have been discussed, the amendments will be voted on in the following order: first possible sub amendments, after that the amendment and lastly the proposal itself. In the case of several (sub) amendments the Speaker will determine the order of voting.

*art. 18**Election of functionaries*

Votes will be cast per function. If two or more persons are proposed for one function, all candidatures will be put to the vote at the same time. Each member can vote for only one of the candidates or against all.

When none of the candidates obtains a majority, the two candidates who gained the highest result are put to the vote again. If after the second ballot the votes are equally divided the matter should be decided by lot.

Election of the Council and Treasury Committee

All candidates for the Council and TC are put to the vote at the same time. Members can vote only “yes” or “no” for each of the candidates, and may only cast as many yes-votes as seats on the Council or TC are available. Candidates who constitute a majority are considered elected, unless the number of candidates constituting a majority exceeds the maximum of five Council or three TC members. In that case, the candidates with the most votes are elected. In the case that this also leads to a result of too many people that would be elected, due to several people having the same amount of votes, these people with the same amounts of votes shall be put to the vote again for the remaining places in the Council or TC.

Chapter III International Board*art. 19**Equality*

The IB of ISHA has shared responsibilities and all IB members have an equal vote within the IB.

*art. 20**Common responsibilities*

The IB:

- a) performs such duties as instructed by the GA.
- b) submits reports of its activities to all the members and observers, as well as to the Council. These reports should be submitted every 2 months.

*art. 21.**Duties of the President*

The President

- a) serves as the principal official representative of ISHA in its relations with other organisations.
- b) initiates and directs the work of the IB.
- c) stimulates the recruitment of new members and observers.
- d) picking up any tasks falling to the IB but not being performed by another member.

art. 22.

Duties of the Secretary

The Secretary

- a) takes care of internal communication between the IB and the members and observers.
- b) keeps a register of all the members and observers and makes it available for them.
- c) ensures that minutes of the GA are taken in accordance with art. 11 of the Statutes.
- d) ensures that ISHA has a regularly updated internet page.
- e) is responsible for the functioning of the Editor of Carnival.
- f) takes on the Editor's responsibilities in the event the IB suspends the editor in accordance with art. 18 of the Statutes.
- g) co-ordinates academic activities of ISHA as stated in art 1, 2 and 3 of these Standing Orders
- h) encourages members and observers to organise activities as stated in art 1, 2 and 3 of these Standing Orders.
- i) encourages the participation of members and observers in activities as stated in art 1, 2 and 3 of these Standing Orders.

art. 23.

Duties of the Treasurer

The Treasurer

- a) keeps full records of the finances of ISHA.
- b) initiates and directs fund raising.
- c) presents to the GA a report about the income, expenses and possessions of ISHA during the year of office.
- d) prepares a draft budget to be submitted to the first GA to be held during the term of office.

Chapter IV - The Council

art. 24

Speaking rights

Members of the Council have speaking rights at the GA

art. 25

Gathering

The Council should convene at every ISHA activity to discuss current issues among themselves and with the IB.

Chapter V - Treasury Committee

art. 26

Gathering

The members of the TC should meet at least once a year.

art. 27

Reporting to the GA

The TC should write a report for the GA about the finances and bookkeeping of the previous IB. This report should be sent to the members of the previous IB at least one month before the GA at which it will be discussed. The members of the old IB should react in writing on this report. The report of the TC should be sent along with the agenda together with the reaction of the previous IB in accordance with art. 9 d. of these Standing Orders.

art. 28.

Lack of unanimity

When the members of the TC do not reach agreement on one or more points of the report, the opinions of all members of the TC will be presented in the report.

art. 29.

Auditing

The TC can audit the bookkeeping and finances of the present IB. The TC advises the IB and the GA about bookkeeping, budgeting, and financial management of the IB whenever the TC considers this to be useful and appropriate.

Chapter VI - Forms of Affiliation

art. 30

Fee payment Deadline

The deadline for payment of membership fees is the start of the official year. Members paying their fees before the start of the year receive a 25 euro reduction in the amount to be paid.

art. 31

Paying

Members and Friends of ISHA should have the possibility to pay in person during an ISHA activity as stated in art 1 and 2 of these Standing Orders.

art. 32

Donation for friends of ISHA

Individuals making a donation as stated in the statutes, article 32 are considered to be Friends of ISHA for the duration of the subsequent official year.

Chapter VII - Carnival

art. 33

Editorial team

The editor should gather a team for the composition and layout of the issues of Carnival, its members living in the same city.

art. 34

Printing, distribution of issues and collecting of articles

For the printing and distribution of the issues and for the collecting of articles the editor can appoint individuals living elsewhere.

art. 35

Format

Carnival should be printed in a format set by the IB.

art. 36

The IB decides the number of issues to be printed in a year after consultation with the editor.

art. 37

Language

An article should be submitted in English or any other language as long as it is supplied with a summary in English; the editor is responsible for having the article translated into English if publication is desired.

art. 38

Internet

All issues of Carnival should be published on Internet.

art. 39

Distribution

At least one copy of each issue of Carnival should be sent to each member and Friend of ISHA. Observers should be sent no more than two copies, whereas members may receive significantly more, according to their specific needs.

Chapter VIII - Contact and communication

art. 40

Contact person - internal communication

Every member or observer is obliged to put one of its members forward as the contact person of that member or observer. That person is responsible for the communication with the IB and with other members and observers.

art. 41

Contact person - external communication

Contact persons should promote ISHA at universities in their region and be approachable for those requesting information on ISHA.

Chapter IX - dissolution and liquidation

art. 42

Dissolution

In order to be valid, a decision by the GA to dissolve ISHA must be preceded by a proposal to that effect on the GA agenda in accordance with article 9b. of the statutes.

art. 43

Liquidation

The liquidators must make an account of all assets, property, debtors and creditors of ISHA, claim outstanding debts and pay debts due. They must thereafter divide the net assets and property, if any, equally between the members unless the GA decides otherwise.