



General Assembly (GA)

of the International Students of History Association, held at the ISHA Annual Conference 2014 on Friday, April 18th, 2014, at Budapest, Hungary.

ISHA sections present:

Banská Bystrica (Slovakia)
Berlin (Germany)
Bucharest (Romania)
Budapest (Hungary)
Graz (Austria)
Helsinki (Finland)
Jena (Germany)
Kent (United Kingdom)
Leuven (Belgium)
Ljubljana (Slovenia)
Maribor (Slovenia)
Osijek (Croatia)
Prague (Czech Republic)
Rome (Italy)
Skopje (Macedonia)
Sofia (Bulgaria)
Vilnius (Lithuania)
Zagreb (Croatia)

Observing sections:

Belgrade (Serbia)
Bologna (Italy)
Kaunas (Lithuania)
Marburg (Germany)
Olomouc (Czech Republic)
Reykjavík (Iceland)
Saint-Étienne (France)
Trieste – Koper (Italy – Slovenia)

Present members of the International Board:

Mišo Petrović (Zagreb), president
Max Boguslaw (Berlin), treasurer

Present members of the Council:

Bálint Bak (Budapest), Barbora Hrubá (Prague), Björn Reynir Halldórsson (Reykjavík), Pieter Baeten (Lueven), Vincent Regente (Berlin)

Agenda:

- 1) Opening**
- 2) Appointment of Speaker**
- 3) Appointment of Minute-Taker**
- 4) Taking down of Attendance, checking the Quorum**
- 5) Reading the agenda**
- 6) Review and approval of minutes of the GA in Helsinki**
- 7) Upcoming events**
- 8) Proposal to change the Standing Orders: Application Procedure**
- 9) Cooperation (overview and proposal)**

10) State of Affairs

- a. International Board**
- b. Fundraising workshop**
- c. Treasurer**
- d. Event reports**
- e. Council**
- f. ISHA archives in Leuven**
- g. Alumni network**
- h. Carnival**
- i. Webmaster**
- j. Sections and Observers**

11) Elections of the officials for 2014-2015

12) Questions and Closing

Annex 1. Proposal to change the Standing Orders: Application Procedure

Annex 2. Proposal for Cooperation with StudyPortals

Annex 3. Manual for organizing ISHA sections' archives and working together with the ISHA International Archives

- 1) **Opening** - 14:45
- 2) **Appointment of Speaker** – Mišo Petrović, president
- 3) **Appointment of Minute-Taker** – Pieter Baeten, council member
- 4) **Taking down of Attendance, checking the Quorum** - we have Quorum
- 5) **Reading the agenda** - Agenda accepted
- 6) **Review and approval of minutes of the GA in Helsinki** – Minutes approved

7) **Upcoming events**

a. Weekend seminar in Sofia:

Ivana (Sofia): fully prepared. 5 cancelations. Still places available, you can still write ISHA Sofia and apply. Participation fee is 50 euros.

b. Summer Seminar in Ljubljana (2014):

Maja (Ljubljana): Participation fee will be 90 euros. Pieter (Leuven) is happy that there will be a seminar that has a participation fee of less than 100. It has been too long since the last time we had this.

c. Autumn Seminar in Pula (2014):

On schedule so far, but problems with fund raising.

d. New Year's Eve Seminar in Maribor (2014-15):

Seminar is cancelled; there are internal problems in Maribor and no money for seminar.

e. Weekend Seminar in Olomouc (2015):

Weekend seminar becomes New Year's Eve seminar. Dates in January 2015, there will be room for 30-40 participants.

f. Annual Conference 2015 in Bucharest (2015):

Section from Bucharest has experience and around 40 members. Dates in April 2015.

g. Summer Seminar in Skopje (2015):

Dates in July 2015. Participation fee will probably be less than 100 euros.

h. Autumn Seminar in Graz (2015):

Belgrade and Zagreb decided to give place to new sections to organize seminars in Autumn and New Year's Eve 2015. Prague and Graz interested to take over autumn seminar. Graz and Prague decided to apply for Autumn Seminar. There can be only one. Both ask for it to be decided now, because of the favourable situation on their faculties (financial, good relationship with faculty management, good relationship inside sections). After Autumn Seminar both sections are not sure if they will be able to organize an event.

There will be short discussion, and voting. GA agrees to allow voting to both member and observer sections, since there is no clear decision in Statutes and Standing Orders about this.

Maja (Ljubljana) says that Olomouc (Czech Republic) already has seminar, so seminar should be in Austria since it is another country. Pieter (Leuven) reminds GA of cheapness of travelling to one of the sections and proposes that both sections work together, whoever gets the seminar.

Voting: 24 sections present (GA allowed to both members and observers to vote)

For Graz: 12

For Prague: 9

Abstentions: 3

Graz will organize Autumn Seminar 2015.

i. New Year's Eve seminar (2015-16):

Slot is available.

j. Annual Conference in Kent (2016)

After a report on qualifications of ISHA Kent section, favourable position of Kent, and interesting historical and cultural activities Kent can offer, Kent applies for AC.

8) Proposal to change the Standing Orders: Application Procedure

Standing orders are no longer up to date, and should be updated to follow up with procedures of application for events and also with the increase of prices.

Article 1. - Accepted

Björn (Reykjavík): When should information on event be provided? What information should be given? Mišo (president): Topic of seminar, exact times for application and results, info on workshops, program... Björn (Reykjavík): The earlier the better.

Article 2. - Accepted

Article 3. - Accepted

Article 4. - Accepted

Daria (Berlin): No more first come first serve as it is unfair, only that it is easier for organizers. Priorities should be given to new sections and quality of motivation for best candidates. Lisbeth (Graz): Agrees with Berlin. But first come first serve should be used as final sorting tool. Maja (Ljubljana): Is this a fixed order? Should not be so fixed. Max (treasurer): Agrees, it is not a task of IB to limit the sections. But, there is a contradiction between preferences for members and preference for first timers. Mišo (president): We do not intervene. We do not tell you how to do this. This should be viewed as basic guidelines on how to approach application procedure. Maybe we can rank it. Björn (Reykjavík): Criteria named "Possible" in the article should go to the end of the article, so it's clear that it should be the last thing addressed. Max (treasurer): Cross out "first come first serve" basis. It is unfair, and motivation letter is better. Vicky (Kent): First come first serve should be kept. Everyone: "First come first serve" abolished as one of criteria. Nina: Criteria should be named "possible criteria" so sections can introduce additional criteria. Lisbeth (Graz): Rules from ISHA being fixed raises quality of ISHA. Max (treasurer): Possible criteria not enough? Lisbeth (Graz): No! Alessia (Rome): Not in favour of fixing the criteria. Borche (Skopje): In favour of flexibility in case home university disagrees with applications. Daria (Berlin): Participants from new sections and observers should be preferred for joining ISHA. If needed for GA, should prefer participants from member sections? Mišo (president): GAs

can be on any event, so it is not required to follow this rule every time. IB can ask section to have more participants from member sections if there will be GA! Ivana (Sofia): There should be a mention of possibility to include additional criteria. Sven (Berlin): The list of members and observers on website should be kept up to date. Mišo (president): This was an issue last year and we have addressed it this year. You have a list of member and observer sections, which is being updated regularly. Observers are marked with star. Also, Manual on how to organize an event should be updated. Daria (Berlin): Will help with updating.

Article 5. – Accepted

Mišo (president): Most of the comments from Berlin and Ljubljana delivered before GA should go to the manual, not Standing orders. Section can decide advance fee themselves.

9) Cooperation (overview and proposal)

EGEA

Shortly presented by guest from EGEA Budapest. Cooperation between geography students and history students welcomed. We will sign a contract defining the cooperation. IB encourages local sections to cooperate with each other, and local sections would have a task to help spread each other's messages.

EUROCLIO:

Mišo and Nina had productive meeting with Jonathan (EUROCLIO director). Nina sums up in short the conclusions from the meeting: We have plans for common workshops and seminars for teachers in training. Workshops would start from 2016, and focus would be on cooperating on regional level first, and then having one big Europe based event per year. IB will look into it.

10) State of Affairs

a. International Board

The policy plan was shortly reviewed, and most points were fulfilled. IB continued cooperating with Board of Patrons. In Helsinki and now in Budapest, Statutes and Standing orders have been updated to reflect new requirements. Below is the list of topics discussed under point International Board.

b. Fundraising workshop

Jan (Marburg): Is the fundraising workshop only a one-time thing? Mišo (president): We can form a committee that would be under guidance of Lyda, who gave fundraising workshop during AC Budapest. Max (treasurer): Treasurer should be part of this committee. Maja (Ljubljana): In favour of postponing the decision until Ljubljana and find out more about it! Daria (Berlin): Should form a committee since it is a really good thing for ISHA. Lisbeth (Graz): Should look into it more, should postpone it until Ljubljana. Mišo (president): Two or three volunteers should look into this. The following people applied to make a report for upcoming Ljubljana GA: Alessia (Rome), Barbora (Prague), Nina (Berlin), Vicky (Kent).

c. Treasurer

The biggest expenses IB had were part of expenses for AC Budapest. We gave 750 euros as part of help for Budapest (previously agreed during GAs in Leuven (April 2013) and Helsinki (January 2014)). Carnival cost us around 1100, and there is still money for upcoming Carnivals. We spent some money for merchandise (t-shirts), and earn back more from it, but exact numbers will be known after AC Budapest. The biggest income is therefore from merchandise and membership fees. There are currently 22 member sections, and sections can already pay for next year. Additions are Fribourg-Zurich (Switzerland) which died out, but decided to give us their money for safekeeping. We are to take membership fees from them for next 11 years. New t-shirts will be made for Ljubljana, only if Ljubljana decides not to have their own t-shirts (note: after the GA, Ljubljana decided to have their own t-shirts for the seminar, so IB won't make them. Upcoming IB can consider making them for next year). As part of discussions in GAs in previous years, we are working on reshaping the logo. We will present the results soon.

d. Event reports

Nina (Berlin): Organizers and participants should make a report, and in it the results from evaluation forms should be listed. All participants can write these reports. There should be several pages with pictures. For AC Budapest, Björn (Reykjavík) and Bálint (Budapest) will do it.

e. Council

Björn (Reykjavík): Focus on copying of old forum on ISHA webpage. Plan is to revive forum by next seminar in Ljubljana. Aim of forum is to get more input from sections and to encourage online archiving.

Bálint (Budapest): For the entire year has worked on organizing the 25th Conference. Proposes to have online evaluation forms, since current ones require too much printing. There are several problems: problems of privacy, problems of having people not respond to online evaluation forms. Olomouc agrees to test out online evaluation forms.

Pieter (Leuven): Has been working on organizing Olomouc (Czech Republic), supporting Kent (UK), spreading ISHA in Ghent (Belgium) and Freiburg (Germany). His other tasks included working on changing statutes, ISHA archives in Leuven, exhibition for Budapest, and Alumni network.

Vincent (Berlin): Was updating contact list, working on Manual on how to collect materials for ISHA archives and making central archive possible. He also supported IB with various tasks.

Barbora (Prague): Has been in contact with EGEA and will visit IFISO meeting in Utrecht to further our relations with IAPSS (International Association for Political Science Students) and ESU.

f. ISHA archives in Leuven

Daria (Berlin): Suggests we digitalize archive. Georg (Vienna): Digitalization is very expensive!

Pieter (Leuven): We cannot digitalize archives because it costs around 1000 euros, and it will eventually be digitalized, but by university. Sometime in the distant future. For any questions regarding archives, Pieter is the contact person.

g. Alumni network

Pieter started an idea to have alumni network present here in Budapest. To be invited for every conference – and also to organize part of the program because some of them work in NGOs so they have experience. Lisbeth (Graz): When they participate, are they to be considered as participants – they are not. There are separate lists – one for alumni, one for participants. They can participate in workshops, and the entire program, and pay the participation fee. We are working on an alumni database – there is FB page about alumni. Jan (Marburg): We can contact our own alumni, and tell the IB about them. Pieter (Leuven): Yes. Pia (Vienna): Who is Alumni? When you stop studying, or you are working? Pieter (Leuven): People who are no longer participating in ISHA activities.

h. Carnival

Edition 14th (2012) is available. Next edition 15th is work in progress. Because of lack of papers it will be postponed for several months. Instead, a new work regime is proposed. Carnival editor starts working as soon as he/she is elected. Topics for Carnival are taken from all the events from the Annual Conference through to New Year's Eve Seminar. Editor directly contacts all the participants and is more aggressive with promotion of Carnival. Depending on the success of collecting new papers, the 15th edition will be published as part of a double edition 15/16th as soon as next Editor (note: Flavia (Bologna) was elected as editor) collects enough papers.

i. Webmaster

Fabian (Zurich) is in process of updating the website and creating a new forum.

j. Sections and Observers

Helsinki: Working on expanding ISHA to other cities in Finland. Cooperation with Turku for a local seminar. Next year they will celebrate ISHA Helsinki's 25 years.

Reykjavík: Since Björn will no longer study in Reykjavík, section will probably die out.

Skopje: In March they visited Sofia section to check up on their progress with the seminar and to get opportunity to learn for their own event next year. They are inviting everybody to participate in Skopje Summer Seminar 2015.

Olomouc: Will soon become a member section.

Zagreb: Have finished ISHA journal dedicated to their last seminar (Autumn Seminar 2012). Several copies are available for interested sections.

Rome: Local initiatives to get new members. In contact with EGEA.

Ljubljana: In January they became members of a Slovenian association that incorporates all Slovenian international associations.

Sofia: Organizing seminar and recruiting new people to continue the section.

Prague: They have organized a seminar of Czech and Slovakian students.

11) Elections of the officials for 2014-2015

Election committee

Sven (Berlin), Pieter (Leuven), Margaretha (Helsinki).

- Presentation of the candidates International Board

Presentation of Barbora Hrubá (Prague) for Presidency: she gave the speech in ordinary fashion.

Presentation of Daria Lohmann (Berlin) for Secretary: she gave the speech in ordinary fashion.

Presentation of Roberto Tuccini (Rome) for Treasurer: he gave the speech in ordinary fashion.

Presentation of Anthony Grally (Saint-Étienne) for Vice-Presidency: he gave the speech in ordinary fashion.

Candidates for the Council

1. Nina Kraus (Berlin)

2. Vincent Regente (Berlin)

3. Anna Vrtálková (Olomouc)

3. Maroš Lauer (Prague)

5. Alessia Iannascoli (Roma)

Presentation of Treasury-Committee-Candidates

1. Anne Greule (Jena).

2. Riina Hyökki (Helsinki).

The Editor of Carnival

Flavia Tudini (Bologna).

Webmaster:

Fabian Würtz (Zurich)

Voting

Quorum: yes (18)

Barbora Hrubá for President: 15 Votes

Daria Lohmann for Secretary: 17 Votes

Roberto Tuccini for Treasurer: 17 Votes for

Anthony Grally for Vice-President: 13 Votes

Council:

Nina Kraus : 17 Votes

Vincent Regente : 17 Votes

Anna Vrtálková : 16 Votes

Maroš Lauer : 17 Votes

Alessia Iannascoli: 17 Votes

Treasury Committee:

Anne Greule: 16 Votes

Riina Hyökki : 17 Votes

Edior:

Flavia Tudini: 17 Votes

Webmaster:

Fabian Würtz: 14 Votes

12) Questions and Closing

Annex 1.

Proposal to change the Standing Orders: Application Procedure

Article 2a Application Procedure

1. Organisers of Seminars, Conferences and other events have to specify in advance:

- The exact topic of the event, the exact date and time of opening and closing of the application period, time and date until which selection of participants will be known, and which time zone they are using,
- Number of participants they are accepting and if there will be a waiting list. Participants should be informed if they are accepted via email. A list of participants should be available online via ISHA International or the organiser's website. If list of participants cannot be made public, the organisers should announce it before application period starts, and state the reasons why,
- Participation fee and costs covered by the participation fee,
- Amount that should be collected in advance and deadlines for paying the participation fee. If participants are unable to pay in advance, they should purchase or book tickets and send a scanned copy of it to organizers,
- The criteria used for selecting participants.

2. Exact date and time of application period should be announced at least one ISHA event prior to the announced event and via ISHA International and sections homepages and social networks. Application period should start at least two months before the seminar.

3. Participation fee should not exceed 100 euro for either a Seminar or comparable event or for an Annual Conference, respectively. Fundraising should make low participation fees possible. In case of financial problems, organisers are encouraged to contact IB for advice and help. At any time, organisers are obliged to show their budget for the event upon request of the IB.

4. Organisers may select the criteria they want to use or add additional criteria but requirements must be known before application period starts and should be visible on official homepage and application form of the seminar. Organisers should form a list of accepted participants with a waiting list for all those who are not initially accepted, but are also not rejected. Organisers of seminars and other events may reject applications if an applicant is seen as unfit to participate in the activity. Rejected applicants have the right to be heard by the IB and to ask the IB to intervene on their behalf.

Recommended criteria used for selecting participants include:

- Quality of the motivation listed in application form,
- At least one representative per section,
- Precedence for first time participants,
- Precedence for officials of ISHA International,
- Precedence for participants coming from member sections,
- Additional.

5. Accepted participants should have a deadline of no less than 2 but no more than 4 weeks after receiving the confirmation of acceptance to the event to pay part of participation fee in order for their application to be accepted. The exact amount of part of participation fee should be decided by organisers before start of application procedure. In case of unforeseen circumstances (e. g. illness), organisers can decide to return part or all of advance fee if their place is given to another participant from the waiting list. Participants should be informed via E-Mail when their advance fee has been received. If they do not pay by this specified date, their application can be cancelled if participants are unable to pay in advance.

Annex 2.

Proposal for Cooperation with StudyPortals

StudyPortals is the European study choice platform. It brings transparency for students to the wealth of study opportunities in Europe's Higher Education market. StudyPortals cooperates with over 2,200 universities in more than 40 European countries and receives over a million visits to its websites monthly. StudyPortals is determined to stimulate and inform students on (inter)national studies. Being a spin-off of European study associations itself, StudyPortals acknowledges the value of international student organisations and the benefits for students to become actively involved.

1. Promotion of ISHA by StudyPortals

StudyPortals will provide ISHA with its own page on the website www.studyportals.eu. This will be a space for ISHA to present themselves, including a description, logo, reasons to get involved, photos and success stories of ISHA members. The page will also contain a link to isha-international.org. ISHA will deliver the content and StudyPortals will publish it online.

2. Promotion of the study choice portals by ISHA

StudyPortals mainly benefits from promotion of the individual portals (Bachelors-, Masters-, PhD-, Scholarship- and ShortCoursesPortal.eu), rather than its corporate website StudyPortals.eu. Moreover, the individual portals are more valuable and useful to ISHA members.

3. Gadgets

StudyPortals will finance and create several hundred co-branded promotion magnets, to be distributed to all attendants of the annual meeting and other ISHA events.

4. Webinars

As of June 2014 ISHA can organize two yearly introductory Webinars of 20 minutes. One about studying history in Europe and one about ISHA and their activities. The exact contents of the webinar will be agreed between ISHA and StudyPortals on a case by case basis.

5. STudent eXperiences eXchange (STeXX)

In the STeXX project, StudyPortals aims to gather study reviews and experiences of students who study/studied (abroad) in a European country. These reports will be published on the study choice portals, linked to the relevant study programmes.

6. Recruitment

ISHA will share StudyPortals job postings (<http://www.studyportals.eu/careers>) in relevant graduate and alumni networks. If a candidate from ISHA is qualified for a full time position and will be hired by StudyPortals, ISHA can claim a €1000 reward. The reward will be paid out to ISHA if the candidate continues working for StudyPortals for at least 3 months and if StudyPortals continues to employ the candidate after 3 months.

Annex 3.
**Manual for organizing ISHA sections' archives and working together with the ISHA
International Archives**

Submitted by Pieter Baeten (Leuven) and Vincent Regente (Berlin), Council members 2013/14

HOW TO ARCHIVE

Contact persons: Pieter Baeten [pieter_baeten@hotmail.com],
Vincent Regente [vincent.regente@fu-berlin.de]
Contact Address ISHA Archive Leuven: Universiteitsarchief
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archieff@bib.kuleuven.be

General Information: [Why?]

The ISHA International Archives are stored in the Archives of the University of Leuven. Apart from the material of the International Board we would like to collect as much interesting material from the different ISHA sections as possible. As a historians' society we feel responsible to give future historians the opportunity to do research on our organization. Therefore we need your support.

How do we organize our archives? Every section will get a number. Those sections that have been recreated will get a new number so it will become clear that a section was not in existence for some time. [Example: ISHA Osijek was active between 1990 and 1996 and afterwards from 2002 to 2007. Material from the first time is e. g. OJ1 and from the second time OJ2 etc.] On page 2 you will find the structure of the ISHA Archives in Leuven to get some idea of how it works.

What should every section archive?

- Analogue and digital material which could be important in the future (Voting results, Lists of members, Minutes, Correspondences, Activities etc., E-Mail-Account Archives, etc. [see below])
- [???

How should we archive our material?

- If possible: Analogue and digital
- Maybe you should elect an archives-secretary / a responsible person so it will be easier for us to ask for archives material in the future.
- [???

What should we transmit to the ISHA International Archives in Leuven and how are we going to do it?

- If possible: A small description of the material in English. In case of pictures, attach, if possible, a document identifying the picture and the people on it.
- E-Documents and Copies for Leuven
- Just the important and exciting material
- [???

We took over our archives structure as it is found in the University of Leuven archive where a large part of the ISHA archives are located. It's divided into documents relevant for the International Secretariat and individual sections. Please divide your documents – as far as possible – in the following way and subdivide them into every year before sending them to the central archive in Leuven:

Section or international presidency

General

- Minutes and agenda of General assemblies
- Minutes and agenda of presidency meetings
- Incoming letters
- Copies of outgoing letters

Organization

Foundation

- Founding act
- Current and past statutes

Presidency

- Voting results

Members

- List of members with contact details
- Honorary members with contact details

Finances

- Yearly bills separated by category

Tasks and activities

- Membership of other organizations
- Correspondence with other organization
- PR
- Activities

Other Material