



International Students of History Association



Standing Orders

Section One: Activities

Article 1: Kinds of Activities

In accordance with Article 4 of its Statutes, the Organisation will carry out a range of activities and support its active and passive members, and other entities in doing so. These activities can be

- a) the organisation of international and regional academic meetings,
- b) the publication of an international Journal and other publications,
- c) co-operation with other organisations and entities,
- d) any other activity the Organisation sees fit in order to further its aims.

Article 2: Seminars

(1) Seminars are meetings in which students follow an academic, cultural and social programme, the organisers of which are to be appointed by the GA. These events can be international (International Seminar) or regional (Regional Seminar) in scope. Upon request of the organising Section(s), the IB can confer the status of International Seminar or Regional Seminar to an event, subject to approval by the GA. ISHA provides guidelines for organising Seminars, which organisers are strongly advised to follow.

(2) International Seminars are organised by active members organised in local chapters and/or Sections and should be open to for the participation of both active and passive members. The academic theme should encompass a large number of historical periods. If a GA is held in the course of such a Seminar.

(3) If a local chapter and/or section decides to organise an international event, it should be one of the following four types of International Seminars:

- a) the Spring Seminar, to be held in March or April,
- b) the Summer Seminar, to be held in June, July, or early August,
- c) the Annual Conference, to be held in September or October,
- d) the New Year's Seminar, to be held around the turn of the year.

(4) The Annual Conference is an event that must take place every year and in the course of which a GA must convene. A second GA can convene during another Seminar, preferably the Spring Seminar.

(5) The Annual Conference is the largest International Seminar of the Organisation. Organisers of



an Annual Conference should accommodate as many participants as possible. As a minimum, there should be place for at least one representative of each local chapters and/or sections The academic theme of the Annual Conference should be of a general nature and encompass a large number of historical periods and fields of academic interest.

(6) Additional International Seminars or other international events may be organised if organisers for all four types of International Seminars as mentioned above have already been appointed, provided these additional events do not coincide with the International Seminars and GAs in particular. The GA decides about exceptions.

(7) Regional Seminars can be organised by a single local section or by local sections in co-operation with other local sections, organisations or other entities. Regional Seminars may be organised during the whole year, but may not compete with the International Seminars and GAs in particular. They may use a different working language than the Organisation and may restrict the possibility of participation among the Active and passive members.

(8) During Seminars in which no GA convenes a State of Affairs Meeting should take place in which the IB informs the participants of recent developments within the Organisation. This meeting is purely informative, and not legislative. State of Affairs Meetings are only allowed to accept minutes of previous State of Affairs Meetings. The official abbreviation of such a meeting is "SAM".

Article 2a: Application Procedure

(1) Organisers of Seminars, Conferences and other events have to specify in advance

- a) 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,
- b) 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,
- c) participation fee and costs covered by the participation fee,
- d) 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,
- e) 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 active members either for a Seminar or comparable event or for an Annual Conference, respectively. For passive members, the participation fee can be higher. The participation fee is separate from the annual membership fee. 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. The participation fee should cover accommodation, three meals per day and public transportation if needed.



(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

- a) quality of the motivation listed in application form,
- b) at least one representative per section,
- c) precedence for first time participants,
- d) precedence for officials of ISHA International,
- e) precedence for active members,
- f) 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.

Article 2b: Cancellations

(1) If the organisers of International Seminars or Conference prove to be unprepared or not fulfilling the requirements of the organisation of the respected event, the IB has the right to revoke the status of International Seminars from the event. In every case, the IB as a whole is responsible for finding a new candidate to organise the event.

Article 2c: Certificates

(1) A participant earns her/his certificate in an ISHA seminar if she/he

- a) attended at least 80 % of the academic program which includes workshop sessions, the Keynote Lecture, the Final Conclusion, the Round Table or other elements as defined by the organising sections as an academic part. Each workshop session counts as a separate event
- b) produced an English abstract of her/his topic, and a bibliography that should include more than five titles. The abstract and the bibliography should be sent to the workshop leader(s) before the beginning of the event.
- c) completed the pre-stated task for her/his workshop as defined by the workshop leader(s), that can be a presentation and reading the required literature, etc. Without meeting this requirement, no certificate can be created for the participant.



(2) The workshop leader(s) need to communicate the criteria to their participants in time before the seminar.

(3) The workshop leader(s) confirms the participants' adherence of the criteria by her/his signature in the Seminar Booklet in a reserved space. Each Seminar Booklet should include a page for this purpose. There needs to be a space for each academic session and the required work load.

(4) In case of illness or other good reasons for not attending, the participant needs to communicate this to the workshop leader(s) who can make a note accordingly into the booklet.

(5) The Secretary of ISHA International collects the pages of the booklet and checks the attendance before creating the certificate and sending them to the participants via e-mail.

Article 3: Journal

(1) The Organisation publishes an academic Journal for students of history and related academic disciplines. The name of this Journal is "Carnival" and its subtitle is "Journal of the International Students of History Association".

(2) Every student can contribute to the content of the Journal. In case of limited space, preference is given according to the quality of contributions as judged by the Editorial Board. Rejected contributions may appear in subsequent editions of the Journal after permission of the author.

(3) At least one issue of the Journal must be published per term of office of each Editorial Board. The Journal must be published online and should appear in print as well. Subsequent Editorial Boards have to work together to guarantee continuity.

(4) Contributions have to be in the English language. They may be submitted in a different language in which case the Editorial Board may decide to appoint a translator. In exceptional cases, a contribution may be published in a different language than English together with an English synopsis of suitable length.

(5) Printed copies of the Journal should be made available in reasonable numbers to all sections, Cooperational Partners, and Associate Partners. If sending the copies by mail is not possible, they should be distributed during Seminars and other events.

Section Two: Rights and Responsibilities

Article 4: Rights and Responsibilities

(1) In addition to the rights and duties that have been set elsewhere in these Standing Orders or in the Statutes, the following regulations shall apply.

(2) Those Officials who serve within the same Organs of the Organisation may share their tasks where necessary and appropriate.

(3) All Officials are encouraged to promote the Organisation and its activities in order to win Active and passive members.

Article 5: The International Board



- (1) The IB supports the active members, passive members, and other organisers of all activities that further the aims of the Organisation to the best of its capabilities.
- (2) The IB convenes regularly in meetings, in which minutes are taken and shared with all other Officials. The IB has to be represented in person at every International Seminar during their term of office. During such a seminar, a meeting of all participating Officials must be convened and minutes have to be taken.
- (3) The President is responsible for the proper functioning of the IB. He or she ensures that the Organisation is working smoothly and effectively. The President is the principal internal and external representative of the Organisation. He or she will take over or delegate all tasks that do not fall into the responsibility of any other Official. It is the responsibility of the president to inform the *Amtsgericht Berlin Mitte* (District Court of Berlin Mitte) of all and any changes to the statutes or International Board of ISHA. If the president is unable to fulfill this duty, an ISHA representative may be appointed to do so under the supervision of the president.
- (4) The Secretary is responsible for most of the administrative work. He or she keeps and updates a list of all active and passive members, Associate Partners, Cooperational Partners, and other relevant contacts, and provides them with all necessary information. The Secretary is responsible for keeping record of all official meetings of the IB, GAs, and SAMs. The Secretary furthermore oversees the work of the Council, the Editorial Board and the Webmaster and ensures their proper functioning.
- (5) The Treasurer is responsible for the financial administration of the Organisation. He or she oversees all assets and liabilities and has to keep full records of all incomes, expenses and transactions in order to inform the IB, the TC, and the GA. The Treasurer actively tries to acquire new sources of funding for the Organisation and co-ordinates fundraising activities that are undertaken by others. In addition, the Treasurer is responsible for acquiring and disseminating promotional materials and merchandise. It is the responsibility of the treasurer to submit the annual tax declaration to the *Finanzamt Berlin Mitte/Tiergarten* (Tax Authority of Berlin Mitte/Tiergarten). If the treasurer is unable to fulfill this duty, an ISHA representative may be appointed to do so under the supervision of the treasurer.
- (6) In accordance with Article 14 of the Statutes, one or two Vice-Presidents may be elected in order to complete the IB. The scope of the Vice-President's responsibilities and tasks should be defined before his or her election.
- (7) The IB as a whole is responsible for finding qualified candidates for election as Officials.
- (8) The IB as a whole is responsible for the keeping and archiving of extensive records of their work and all affairs that are of interest to future Officials and with regard to the history of the Organisation.
- (9) In accordance with Article 16 of the Statutes, the IB may confer some of its tasks or parts thereof on Officials of the Council. The IB may also confer some of its tasks or parts thereof on an active or passive member of the association or other individuals if the IB finds this to be in the best interest of the Organisation. The IB remains fully responsible for all tasks that have been conferred in such a way.
- (10) The IB must submit a detailed report upon ending its term of office in which all activities, achievements, and other developments that have taken place during that time are recorded. In this "Annual Report", all Officials of the Organisation should indicate their work during their past terms of office.

Article 5a: Emergency Situations



(1) The IB as a whole is responsible for finding appropriate solutions in case of organisational crises (including communication problems and financial difficulties which would render the host section incapable of producing a successful event) and must act in the best interest of ISHA in accordance with the Statutes and Standing Orders.

(2) In case of the unforeseen resignation of a member of the International Board, the rest of the IB has the right to call for an emergency vote of the General Assembly (via email) to confirm a replacement as soon as possible in order to ensure the proper functioning of the Association.

(3) The elected ISHA Official who neglects his/her duties, violates the Statutes or the Standing Orders, or otherwise the interests of ISHA will be subject to a vote of no confidence proposed by the majority of the elected officials (members of the International Board and Council) subject to the approval of the next GA:

a) This vote of no confidence must be by secret ballot.

b) If this vote passes, the IB may provisionally appoint a replacement for the concerned seat, subject to confirmation by the next GA (See. Article 12 of the Standing Orders of ISHA).

Article 6: The Council

(1) The Council assists and advises the IB in their tasks. It reviews the minutes of IB meetings and reacts if necessary.

(2) In co-operation with the IB, the Officials of the Council will be assigned tasks that deserve special attention during the term of office.

(3) The Officials of the Council have to report to every GA in person or in writing about his or her progress and findings.

Article 7: The Webmaster

(1) The Webmaster must make sure that the website is functioning properly at all time.

(2) The Webmaster is responsible for all contacts related to the maintenance of the website.

(3) The position of Webmaster may be combined with a position in one of the other Organs of ISHA, except for the IB.

Article 8: Treasury Supervision

(1) The TC should meet at least once during its term of office.

(2) The TC reviews and reports on the financial administration of the previous IB. The TC may audit the financial administration and the record thereof of the present IB. The TC acts as financial advisor to the IB and GA whenever this is appropriate.

(3) The TC must submit a report that contains all relevant information about the financial administration of the previous IB to a GA during its term of office. In case of disagreement among the Officials of the TC, both opinions should be presented in the report.

(4) The report should be made available to the previous IB at least two months before the GA in which it will be discussed convenes. In case of disagreement, the previous IB should react in writing. Both the report and the reaction, if existing, should be sent together with the agenda and



invitation for the GA.

Article 8a: Committees

(1) At least two people must propose the foundation of a Committee to the GA with a written proposal which states the name, purpose and proceeding of the Committee. This proposal must reach the IB at least two weeks before the respective GA.

(2) The member of the Committee chose one spokesperson which is to report to the GA about the Committee's progress. Council members are encouraged, but members of the International Board discouraged to be spokesperson of the committees.

(3) List of current Committees and their foundation dates:

- Ph. D. Committee: 1st April 2016
- Project Management Committee: 23rd of September 2016
- Fundraising Committee: 23rd of September 2016
- Alumni Network Committee: 13th of January 2017

Article 8b: ISHA Representatives

(1) The ISHA Representative is appointed by the IB to officially represent the Association by signing a contract that states the name, purpose, working time, and proceeding of the Representative.

(2) The rights of an ISHA Representative are:

- a) To officially represent the Association.
- b) To receive support from the IB and other ISHA Bodies which includes:
 - To have access to the necessary information to be able to fulfil the duties of the Representative.
 - To have the possibility for the provision with promotional material, which is decided by the IB on a case to case basis.

(3) The duties of an ISHA Representative are:

- a) To represent ISHA according to its policy and values.
- b) To be informed about the history, structure and current developments of the Association.
- c) To provide reports to the IB about the progress of their tasks. A final report should be sent to the IB after the end of their commissions.

(4) The ISHA Representatives who neglect their duties, violate the Statutes or the Standing Orders, or otherwise do not act in the interests of ISHA can be discharged by the IB anytime.



Article 9: Cooperational Partners

(1) Cooperational Partners will be kept up-to-date with all activities of ISHA and will be invited for activities by the IB whenever appropriate.

(2) Cooperational Partners are required to provide the IB with up-to-date contact information and to inform the IB of changes in their legal status. Cooperational Partners are welcome to contact the IB with any other matter.

Article 10: Associate Partners

(1) Associate Partners will be kept up-to-date with all activities of ISHA and will be invited for activities by the IB whenever appropriate.

(2) Associate Partners are required to provide the IB with up-to-date contact information and to inform the IB of changes in their legal status. Associate Partners are welcome to contact the IB with any other matter.

Article 11: Board of Patrons

(1) The Board of Patrons shall consist of a small number of people who wish to support the Organisation and its mission with their expertise, good name, contacts, and by promoting the Organisation and its activities wherever appropriate.

(2) The IB shall be responsible for the general coordination of the Board of Patrons. In this capacity, the IB shall call upon the active and passive members to make suggestions for candidates, evaluate them in order to provide recommendations to the GA, and duly inform the Patrons so that they may provide further counsel to the GA.

(3) Candidates for patronship will be evaluated by the IB and selected by the GA with utmost care according to the following criteria. They should

- a) have a background in historical science or history education, preferably as trained historians,
- b) be well-respected in their fields of activities both nationally and internationally,
- c) promote international perspectives and cooperation.

(4) Candidates will be invited or dropped by vote of the GA. Upon acceptance, patronship is conferred by registration with the IB.

(5) Patrons will be kept up-to-date of all activities of ISHA and will be invited for activities by the IB whenever appropriate. Patrons are entitled to one copy of every Journal that ISHA publishes.

(6) The status of Patron terminates at the request of the individual concerned or by vote of the GA.

Section Three: The General Assembly

Article 12: Election of Officials

Officials are elected at the GA that is held during the Annual Conference. The IB will issue a call



for candidates at least one month prior to this GA. Candidates for the positions of Official are required to register with the Secretary at least one week prior to the GA. In case not enough candidates have registered, an additional call for candidates will be issued by the IB, for which the deadline will be the opening of the GA. If a position becomes vacant, the IB may provisionally appoint a replacement, subject to confirmation by the next GA.

Article 13: Discharge of the IB

The retiring IB keeps the responsibility for the financial records of their term until all records have been reviewed by the TC and the report of that TC has been accepted by the GA.

Article 14: Preparations

(1) The IB sets the agenda. The preliminary agenda as well as all relevant documents should be sent together with the invitation for the GA at least four weeks in advance to all active and passive members.

(2) The Secretary ensures that at least one copy of the Statutes and these Standing Orders are present at the GA for purpose of reference.

(3) Before the Opening of the GA, the delegates as well as all other representatives or individuals present register with the IB. This registration may also take place by passing around a list during the course of the GA.

(4) Attendants of the GA that arrive late or leave the session before it is closed will register their arrival or departure with the IB.

Article 15: Proceedings

(1) After the Opening, the second item on the agenda is the election of the Speaker. An Official of the IB will act as Speaker until this election has taken place. The GA has the right to replace the Speaker whenever it sees this fit.

(2) The Speaker's duties are to preside the GA and to ensure the execution of these regulations of proceeding. The Speaker has the right to expel from the meeting anyone who repeatedly speaks without permission of the Speaker or who otherwise disturbs the proceedings.

(3) Upon election of the Speaker, he or she determines the presence of a quorum. The GA constitutes a quorum if at least half of the active members are represented directly or by proxy vote.

(4) Thereafter, the GA appoints a minute-taker. The minute-taker records the proceedings of the GA, the exact results of the votes, and all decisions that have been taken during its course. The minute-taker has to send his or her report to the Secretary within four weeks after the GA has taken place.

(5) Thereafter, the GA votes on the passing or amendment of the minutes of past GAs and SAMs. Minutes that have been passed by the GA must be made available to all active and passive members within four weeks.

(6) Thereafter, the GA votes on or amends the preliminary agenda. New items may be added upon approval by the GA as long as they are not required to be announced in advance as stated elsewhere in these Standing Orders or the Statutes.



(7) Items of the agenda or the GA may be adjourned if an attending representative of active members asks for an adjournment upon stating valid grounds to do so or if the Speaker sees that the situation demands an adjournment. The Speaker must bring the proposal immediately before the GA. If the GA decides in favour of the adjournment, the Speaker shall determine its duration.

(8) The GA is closed by the Speaker after all items of the agenda have been dealt with.

Article 16: Votes

(1) Every delegate elected by active members of a local chapter and/or section holds one vote in the GA and is entitled to hold a proxy vote of active members from another chapter as well.

(2) When the discussion of one item is concluded, the Speaker phrases a proposal at issue. If none request a vote, the proposal is considered to be accepted.

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

(4) Votes are cast by show of hands unless a secret ballot takes place. Votes are counted by the Speaker and another person appointed by the Speaker that is not a member of the IB.

(5) The Speaker informs the GA of the results of a vote directly after the votes have been counted.

(6) When proposed amendments have been discussed, the amendments will be voted on in the order of sub-amendment, amendment, and the proposal itself. In case of several sub-amendments or amendments the Speaker will determine the order of voting.

These Standing Orders, originally in force since 2002, have been revised and their current form has been adopted by the online General Assembly on October 15th, 2017. They have been signed by the ISHA International Board, and came into force at the closure of the GA. To distinguish the new from the old Standing Orders, they will henceforth be called the "Sofia Standing Orders".

The International Board 2017-18

Lucija Balikić, president

Dániel Molnár, vice-president

Miriam Eisleb, vice-president

Tamara Pataki, secretary

Natasha Rieke, treasurer