

ESIL INTEREST GROUPS POLICY GUIDANCE

1. The activities of the Interest Groups form an integral part of the activities of ESIL. They are administered autonomously by their Coordinating Committees in accordance with the ESIL Articles of Association and relevant ESIL rules and subject to supervision by the Board.

Formation

2. ESIL members interested in setting up an Interest Group submit a written proposal to the Board stating the Group's purpose and justification, the types of activities it intends to engage in, the proposed Coordinating Committee (minimum of three conveners), and the names of a minimum of ten initial members. Once approved by the Board, the Interest Group comes formally into existence and is listed on the ESIL website.

Governance

3. The initiators of a new group provisionally function as the Coordinating Committee and conduct the business of the group for the first year.

4. Each Interest Group elects a Coordinating Committee, of at least three members, to conduct its business. Elections are to be held at intervals of no longer than two years and must allow for effective participation by all members of the group.

5. The Coordinating Committee of an Interest Group is responsible for the setting up and management of the group's activities, the submission of annual reports on the group's activities to the Board by 25 September each year, and ensuring that the group's website (if there is one) includes up-to-date information. The Coordinating Committee shall inform the Board of any changes in its composition.

6. The ESIL Secretariat coordinates the elections of Interest Group conveners in line with the Guidelines for the Elections of ESIL Interest Group Conveners (see separate document).

Membership

7. Membership of ESIL Interest Groups is open to all current ESIL members. ESIL members can join or leave any group at any time by logging into their online membership account.

8. Membership lists for all ESIL Interest Groups are maintained and updated by the ESIL Secretariat. The lists are automatically sent to the IG conveners each month.

Website

9. Each Interest Group has a webpage on the ESIL website. The conveners must send information about the activities of the group to the ESIL Secretariat to ensure that all relevant information is included on that webpage.

10. Each Interest Group may also set up an independent website or Facebook page and a link will be inserted on the ESIL webpage dedicated to the group. The minimum information to be included on the independent website/ Facebook page is the following: the ESIL logo, the contact details of the conveners, the Group's past and future activities and information about how to become an ESIL

member. ESIL does not offer financial help to set up an independent website but can offer website construction advice if needed.

Events

11. Interest Groups are encouraged to organize their own academic events, both as pre-conference events at ESIL Annual Conferences and independently.

12. The ESIL Board must be informed whenever an Interest Group event is being organised, at least one month before the activity takes place. If this activity involves the launching of a Call for Papers, the text of the Call must be sent to the Board before it is made public. When using the ESIL name, Interest Groups shall make it clear that their activity is that of an ESIL Interest Group and not that of the Society as a whole; for this purpose, ESIL Interest Groups must add the Interest Group name near the ESIL logo (see Annex I for an example logo). In the unlikely event that the good standing of ESIL is deemed to be endangered or the activity is beyond the remit of ESIL or the Interest Group, the Board has a right to object to the activity in question, as soon as possible and within ten days of receiving the information. In such a case, ESIL will be disassociated from the activity and the name and the logo of ESIL cannot be used.

13. When the Board has authorized an Interest Group event, the ESIL Secretariat will inform all ESIL members about the event by including information in the Events section of the ESIL website, and / or the quarterly ESIL Newsletter, and / or the monthly ESIL Updates.

14. Interest Groups cannot sponsor events arranged by other organisations. ESIL IGs will forward any requests for sponsorship to the ESIL Board and these will be considered in line with ESIL policy.

Financial Issues

15. ESIL carries no financial responsibility for the activities of Interest Groups. ESIL will, however, provide support to facilitate the administration of Interest Groups and to inform ESIL members about Interest Group activities.

16. In principle, Interest Group activities must be self-supporting. The Society is generally unable to directly fund any such activities. Participants, including speakers, in Interest Group events that are not part of the main programme of an ESIL Annual Conference are not entitled to a reduced conference registration fee.

Transparency, Reporting and Supervision

17. The Coordinating Committee must send information about the activities of the group to the ESIL Board and the ESIL Secretariat to ensure that all relevant information is included on the ESIL website in good time.

18. By 25 September of each year, the Coordinating Committee of each IG shall send a brief report to the members of the Interest Group and to the ESIL Board. The report shall include information on events and activities organised in the preceding year and/or planned for the following year. If the Coordinating Committee fails to send the report for three consecutive years, the Board may decide that the IG shall be precluded from proposing an event during the next ESIL Annual Conference.

19. Interest Groups are reviewed annually by the ESIL Board. If an Interest Group has fewer than ten members, and/or does not organise any activity, and/or behaves in a way incompatible with the ESIL Articles of Association or the rules governing Interest Groups, the Board will ordinarily raise its concerns with the group's Coordinating Committee and give them an opportunity to respond to the concerns according to a clear timetable. If, in the view of the Board, the concerns have not been adequately and promptly addressed, or in extreme circumstances where it is not possible or appropriate to raise them with the Interest Group Coordinating Committee, the Board may decide to take measures to protect the interests of members and/or ensure observance of the ESIL Articles of Association and By-Laws, including the suspension or discontinuance of the Interest Group. In such circumstances, the Board will communicate its decision and the reasons for the decision to the Interest Group Coordinating Committee and members, and will inform the Society's members at the following General Assembly.