

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 name of the proposed founding Chairperson(s), 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. To facilitate the recruitment of ten founding members, ESIL members interested in setting up an Interest Group may ask the ESIL Secretariat to circulate a solicitation for expressions of interest to all ESIL members prior to the submission of their proposal.

Governance

3. 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. The Coordinating Committee elects one or more of its members as Chairperson(s). The Coordinating Committee shall inform the Board of any changes in the composition of the Coordinating Committee or a change of Chairperson(s).

4. The Chairperson(s) 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 1 July each year, and ensuring that the group's website includes up-to-date information, including a list of current members. Beginning in 2015, the ESIL Secretariat will maintain and update the membership lists for all ESIL Interest Groups and will be able to send those lists to the Chairperson(s) from mid-2015 onwards.

5. The initiators of a new group provisionally function as the Coordinating Committee and conduct the business of the group for the first year. During this time, they shall consult members on a proposed election procedure and organise elections for the Coordinating Committee. They shall inform the Board of the outcome of the elections.

Membership

6. Membership of ESIL Interest Groups is open to all current ESIL members. Each Interest Group shall include an updated list of its members on its website. The ESIL Secretariat will inform the Interest Group Chairperson(s) of the ESIL membership status of the Interest Group's members.

Events

7. Interest Groups are encouraged to organize their own academic events, both in conjunction with ESIL Annual Conferences and independently. The ESIL Board will facilitate such events as much as possible.

8. The ESIL Board must be informed whenever an Interest Group event is being organised, at least one month before the activity takes place. When using the ESIL name, Interest Groups shall make it clear that their activity is that of an Interest Group and not that of the Society as a whole; for this purpose, ESIL Interest Groups must add the Interest Group name below the ESIL 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.

9. 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 column of the ESIL website, and / or the quarterly ESIL Newsletter, and / or the monthly ESIL Updates.

Financial Issues

10. 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.

11. 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 conference registration fee waiver, unless decided otherwise for a particular conference, based on the available budget.

Transparency, Reporting and Supervision

12. New ESIL Interest Groups are required to set up a website within one year. Every Interest Group website should include information about the Group's activities, the names of the Coordinating Committee members (including the duration of their mandate), and a complete list of members.

13. By 1 July of each year, the Chairperson shall send a brief report to the members of the Interest Group and to the ESIL Board, with a summary of the activities of the Group. The report shall include a list of current members of the Interest Group and of the members of the Coordinating Committee, and information on elections held and events organised in the preceding year and/or planned for the following year. The ESIL Board can at any time request information from the Chairperson(s).

14. Interest Groups are reviewed annually by the ESIL Board each September. 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.