

*Approved at ATGENDER General Assembly in Brussels, February 19, 2010.*

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## **STANDING ORDERS of ATGENDER**

### **□ ATGENDER's NAME**

1. ATGENDER stands for: European Association for Gender Research, Education and Documentation. 'Gender' translates as gender/women's/feminist, and includes: gay/lesbian/queer, critical masculinities, and critical whiteness/anti-racist/postcolonial.

### **□ MEMBERSHIP**

2.1 There shall be several types of membership, both as institutional and individual members of the association.

2.2 Institutional membership is open to institutions representing:

- Universities, institutions of further and higher education, as well as research institutes, libraries, documentation and resource centres active in and/or supportive of the field of Gender Studies and Research
- Local, national, regional or European associations and institutions in and/or supportive of the field of Gender Studies and Research
- Local, national, regional, or European associations, women's centres, and NGOs in and/or supportive of the field of women's rights, gender equality, diversity, etc.

2.3. Individual membership is open to:

- Academics with an interest in the field of Gender Studies and Research.
- Persons active in promoting women's rights, gender equality, and diversity in a range of settings (women's centres, libraries and documentation centres, central or local government, private enterprises, NGOs, activist groups, etc.)
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- Student membership is open to:
- Students and junior researchers with an interest in the field of Gender Studies and Research.

2.4 Requests for membership

Membership requests are directed to the Secretariat. Once the Secretariat receives the necessary documents from the prospective member, the Board is presented with the

membership request and has four weeks to approve it.

Institutional membership requests should be made by sending the following documents to the Secretariat.

- A completed Membership Application Form, filled out and signed by the official contact person.
- An official letter of intent signed by a legal representative (like Rector or Director) of the institution.

Individual membership requests should be made by sending the following documents to the Secretariat

- A completed Membership Application Form filled out and signed by the applicant.

## 2.5 Membership fees

To remain members in good standing, members shall pay their membership fees for the current year. Institutional and individual membership fees may differ.

Members are required to pay their membership fees within four months (or two payment reminders) from the date on the invoice.

A membership termination notification will be sent with the second payment reminder to the member in danger of being terminated. Failure to pay within the named period will result in the termination of membership.

If payment arrives after membership is terminated, the Board must evaluate the case to determine if the membership process should be started from scratch or if membership can merely be reinstated.

## 2.6 Fee reductions and exemptions

Members' requests for fee reduction or exemption are evaluated by the Board, which decides whether fee reduction or exemption is warranted for a particular case. The request must be made in an official letter from the individual member or from the head of the institution with an explanation of the inability to pay the regular membership fee.

Those members granted fee exemptions are awarded one year's membership in ATGENDER. These members have the same rights as paying members; corresponding to the type of member they are (individual or institutional).

Members that have been granted exemption in one year should reapply for this in the next year in case of remaining inability to pay the membership fee.

## □ **CONTACT PERSONS**

### 3.1 Role of contact persons

Each institutional member nominates one official contact person, with the option of naming one replacement contact. The official contact person represents their institution in the association. The official contact person has the responsibility of serving as the primary representative of the association in their institution and as a liaison between their institution and the association.

In case of individual membership, the individual person is the official contact person.

In the case of the official contact person's absence at a General Assembly, the second contact person assumes the role. If neither the official nor the second contact person is able to attend the General Assembly, the third contact person or a delegate sent by the institutional member can come in their place.

Delegates from institutional members must be employed at / affiliated with the same institution as the official contact person. Individual members can also send a delegate. Delegates must be registered with the Secretariat one week prior to the General Assembly. They have the same voting rights as the official contact person they are representing at the General Assembly.

### 3.2 Registration of contact persons

The official contact persons and replacement contacts are registered as such on the ATGENDER Membership Application Form that each member is required to fill out. This form is signed by the official contact person and returned to the ATGENDER Secretariat. Should there be any doubt about who the official contact person is in case of institutional membership, the head of the institution makes the final decision and signs the named form. Any changes regarding contact persons must be registered with the Secretariat as soon as they occur.

## □ **BOARD**

4.1 The Board consists of at least five members. The acting Board decides about the number of members in the subsequent Board, keeping in mind the principles of both continuity and

rotation, preventing everybody withdrawing at the same time and ensuring a sufficient number of board members stepping down from the Board in order to have rotation..

4.2 Members of the Board are appointed for three years and can be re-elected for another three years term.

Members of the Board have to be members of ATGENDER in any of the available types of membership.

4.3 The association will strive for a balanced representation of the different European regions on the Board as well as a balanced representation of disciplines and professional interests.

4.4 Persons in charge of the main activities of the association (Secretariat, committees, projects, etc.) can be invited by the Board to participate in Board meetings as ex officio members without the right to vote.

4.5 The Board will supervise and be responsible for the activities of the Secretariat.

Minutes of the Board Meetings are ratified at the next Board Meeting.

#### □ **BOARD NOMINATION PROCEDURES**

##### 5.1 Eligibility for nominating Board members

The Board of ATGENDER or a group of members representing at least five votes (for instance: five individual members or two institutional members or one institutional member plus two individual members) can nominate candidates. Candidates should provide written confirmations of candidacy.

##### 5.2 Validity of nominations

Nominations not originating from the Board should, along with the candidate's written confirmation of candidacy, be submitted to the secretaries of the Board at least two weeks before the general assembly.

##### 5.3 Coordination of nominations

The Secretariat is in charge of the practical preparation and coordination of the nominations.

## □ **ELECTION PROCEDURES**

### 6.1. Nomination committee

The Board appoints a nomination committee, consisting of 4 official contact persons and a representative from the Secretariat of the association. The nomination committee is responsible for running the Board elections and ensuring that the rules defined in article 4.1, 4.2, and 4.3 and article 5 of these Standing Orders are adhered to. If a nomination committee member is nominated for election, they have to be replaced.

The members of the nomination committee should represent different regions of Europe. A maximum of two members of the committee can be members of the ATGENDER Board. When appointing the committee, the Board elects one of the non-Board members as chair of the committee. This chair will also act as chair for the elections.

The nomination committee presents a candidate list of Board nominees. If not enough nominations have been made, or if article 4.1, 4.2 and 4.3 of these Standing Orders are not fulfilled, the nomination committee is entitled to nominate additional candidates, fulfilling the requirements described in article 4.3 above.

The nomination committee can propose candidates for re-election, provided that they fulfil the other requirements for election of board members.

The nomination committee decides on a reasonable time to inform the members about the candidates.

### 6.2 Voting

Elections can take place either during the General Assembly or on another date specified by the nomination committee. Members may cast their vote for the Board either in person at the General Assembly or on the website in the period specified by the nomination committee.

Votes may not be cast by proxies, neither concerning elections, nor concerning other ATGENDER matters.

The candidates that receive at least 50% of the votes are elected. In case of a tie between the two candidates that have got the lowest amount of votes, a second nominal ballot will be voted on at the General Assembly in order to determine which of those candidates will be

elected to the Board. One tenth of the total number of members has to vote.

### 6.3 Coordination of elections

The Secretariat is in charge of the practical preparation and coordination of elections (including carrying out the ballot procedures at the General Assembly or at other occasions of election) and will announce the election results at the closing of the General Assembly (if the election takes place within that context) and in a communication to all ATGENDER members shortly after the election.

## □ **GENERAL ASSEMBLY**

7.1 In a conference year, the General Assembly shall be organised in conjunction with the conference. In other years it is possible to have it via the website.

7.2 Members can exercise their right to vote providing they have paid their annual membership fee.

7.3 Minutes of the General Assembly are ratified by the chair of the General Assembly and one other person chosen by the General Assembly.

## □ **COMMITTEES**

8.1 Within the association, Committees may be set up to address areas of scholarly or professional concern in the field of Gender Studies and Research, women's rights, gender equality, diversity, etc.

8.2 The Board is responsible for the appointment of a Committee in pursuance of the objectives of the association, either on their own initiative or at the written request of at least five members. Each Committee has a chairperson who is responsible for providing information on activities to the Secretariat when this is requested.

## □ **SECRETARIAT**

9.1 The activities of the association will be coordinated by the Secretariat.

9.2 The Secretariat is the visible contact point of the association and shall carry out Board decisions and other tasks delegated to it by the Board. Delegated tasks may include tasks of the Secretary and Treasurer as mentioned in articles 22.2 and 22.3 of the Statutes.

9.3 The Board shall be in charge of the organisation of the Secretariat, and shall act as its staff director. The Secretariat is accountable to the Board.

Under the responsibility of the Board, the Secretariat may carry out the following tasks:

- organisation of meetings of the Board and General Assembly;
- coordination and facilitation of Board activities and decisions;
- membership recruiting, registering, cancellations, membership database;
- creating and spreading of information materials (newsletter, website);
- promoting and representing the association at important meetings and activities.

9.4 The location of the Secretariat may rotate every 3 years to any location in Europe. The Board decides on the location one year before the mandate of the acting Secretariat is ending. The Board chooses from the institutions that bid for hosting the Secretariat.

Since 2009 the ATGENDER Secretariat is located at Utrecht University, Faculty of Humanities, The Netherlands.

9.5 Institutions that are opting for hosting the Secretariat can candidate themselves 15 months before the mandate of the current host will end.

## □ **CONFERENCES**

10.1 Every three years an international academic conference on Gender Studies and Research is organised by one of the institutional members of ATGENDER.

10.2 The location of each conference shall be chosen at least 2 years before it is due to be held, in the light of proposals received. The choice shall give due attention to the need for diversity of locations over time, as well as to local organisational resources and physical capacity.

Unlimited admission to the country of all participants, regardless of nationality, is essential.

10.3 For each conference, a Conference Committee shall be set up as soon as possible after the decision on the location.

10.4 For each conference, there shall also be a Local Organising Committee. A contract between the Local Organising Committee and the association will be drawn up which specifies the responsibilities of each party and the agreed financial arrangements.

10.5 For the conferences, additional subsidies have to be acquired.