ESIL INTEREST GROUP POLICY GUIDANCE

The activities of the **Interest Groups** ('IGs') form an integral part of the activities of the Society. 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.

IGs are administered autonomously by their **Coordinating Committees** ('CC') in accordance with the ESIL Articles of Association and relevant ESIL rules and subject to supervision by the Board. Two Board members are responsible for supervising the activities of the IGs on behalf of the Board. The current Board members are Patrycja Grzebyk and Machiko Kanetake.

THE IG COORDINATING COMMITTEE

1. Each IG elects a CC, of at least three conveners, to conduct its business. The ESIL Secretariat coordinates the elections of Interest Group conveners in line with the election guidelines (see **Appendix 2**). Elections are held every two years and must allow for effective participation by all members of the group. One member of the CC should be nominated as the chairperson.

2. Members of the CC (like all IG members) must be ESIL members. Membership fees must be paid by the end of February of each year at the latest. If membership fees are not paid, an additional reminder will be sent; after that the Board may consider further action, including the suspension/removal of the convener from the Committee.

3. The CCs undertake to act in a collegial manner and decision-making will ideally be by consensus amongst all CC members, although a majority vote is possible in case of disagreement. Such votes should be recorded in case of further appeal. A convener should only act on behalf of the IG with the agreement of the CC, whether through a non-objection email procedure or a vote. If a convener is found to be acting without the support of the other CC members, the Board may consider further action, including the suspension/removal of the convener from the Committee.

4. One convener (either the chairperson or another designated CC member) should be nominated by the CC to liaise with the Secretariat. As a general rule, all members of the CC must be copied in all email correspondence between the Secretariat and the CC. The nominated person will be responsible for sending the annual reports of the IG (see Article 6) to the Board.

5. The CC 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, and ensuring that the group's social networks include up-to-date information.

6. By 25 September of each year, the CC shall send a brief report to the ESIL Board members supervising the IGs. The report shall include information on events and activities organised in the preceding year and/or planned for the following year. Annual Reports are posted on the ESIL IG webpages. If the IG fails to send the report for two consecutive years, the CC will be barred from submitting agora proposals and organizing IG workshops at Annual Conferences or Research Forums UNTIL an updated report is submitted.

6*bis.* If a convener is elected to the Board of ESIL, they are expected to stand down from their role on the CC as soon as is practicable, and, in any event, no later than three months after their election to the Board.

COMMUNICATION WITH IG MEMBERS

7. Membership lists for all ESIL IGs are managed by the ESIL Secretariat. Due to data protection regulations, it is not possible to share membership lists with IG conveners. We ask, for reasons of efficiency and so as to avoid overuse of the limited resources of the Secretariat, that IGs refrain from forwarding more than two emails per month through the Secretariat, and that such communications be limited to IG activities and information that is of direct relevance to the subject area of the IG.

8. Each IG has a basic webpage on the ESIL website (ESIL IG webpage) which identifies the members of the CC and a selection of recent events. Each IG chairperson must send information about the activities of the group to the ESIL Secretariat to ensure that all current information is included on that webpage. Future events can be posted on the IG webpage when a Call for Papers or a (draft) programme is provided.

9. ESIL is not responsible for maintaining a record of past IG activities. The ESIL IG webpage is not an archive of past activities and only the most recent activities organized by the IG can be listed. Past activities should be included in the annual reports, which are posted on the IG webpages. ESIL IGs are encouraged to open and maintain their own archiving systems if a fuller online presence is desired.

10. Each IG is encouraged to maintain an online presence to share information with their members; in addition to the IG webpage, this might include a Twitter account, a blog, and / or a Facebook page. Information about those platforms will be added to the ESIL IG webpage. Should an IG's online or social media profile no longer be active or regularly updated, the Board will have the right to delete any hyperlinks from the ESIL IG webpage.

IG EVENTS

11. IGs are encouraged to organize their own academic events, both before ESIL Annual Conferences and/or ESIL Research Fora, and independently. Events can be also jointly organized by IGs.

12. Procedure for the organization of an IG event:

➤ The chairperson must send the call for papers/programme to the Board members supervising the IGs (with the ESIL Secretariat in copy), ideally at least one month before the activity takes place. All IG events must be authorised by the Board.

➤ The ESIL Board will assess the event based on the following criteria:

- Level of involvement of the IG Coordinating Committee. At least two conveners, ideally from separate institutions, should be involved in the planning and organization of the activity;
- Academic quality of the event, which includes consideration of originality, significance, timeliness and rigour;
- Geographical representation, gender balance and diversity of the participants.
- At least one-third of the speakers (or chairs/discussants) should be current ESIL members
- All non-members in the programme should be encouraged to join ESIL

➤ If the event is approved, the organisers should add the IG logo to the call for papers or programme.
N.B: Interest Groups should make it clear that their activity is that of an ESIL IG and not that of the Society as a whole; for this purpose, IGs must add the IG logo and not the ESIL logo (see **Appendix 3** for an example of IG logo).

➤ If two or more Interest Groups are involved in the organization of an event, it should still be made clear that the activity is an ESIL IG event and not an ESIL event.

➤ The ESIL Secretariat will inform all ESIL members about the event by including information in the IG Events section of the ESIL website and /or the monthly ESIL Updates. If the event is recorded, the ESIL Secretariat will post the video on the ESIL YouTube channel.

➤ Post-event, IG conveners are encouraged to send summaries of events for inclusion in the quarterly ESIL Newsletters.

13. In the unlikely event that the good standing of ESIL is at risk or the activity is beyond the remit of ESIL or the IG, the Board has a right not to authorise the activity, as soon as possible and within ten days of receiving the request. In such a case, ESIL will be disassociated from the activity and the name and the logo of the ESIL IG cannot be used.

14. IGs cannot support events that have been, in substance, organised by other organisations. IGs should forward any requests for support to the ESIL Board and these will be considered in line with ESIL policy. IGs may, however, jointly organise an event, for example with an IG of another learned society or with a research institute. Any joint organisation must comply with the guiding principles specified herein (see above, Article 12).

IG FINANCES

15. In principle, IG activities must be self-supporting. ESIL cannot bear any financial responsibility for IG activities, but ESIL will support the administration of IGs and inform ESIL members about IG activities.

16. With respect to IG events organised alongside an ESIL Annual Conference or Research Forum, any participants, including speakers, in IG workshops that are not part of the main programme will not be entitled to a reduced registration fee.

SUPERVISION OF INTEREST GROUPS

17. Based, *inter alia*, on the annual reports, the activity and functioning of IGs will be reviewed annually by the ESIL Board. If an IG does not organise any activity, and/or behaves in a way incompatible with the ESIL Articles of Association or the rules governing IGs, the Board will in the first instance raise its concerns with the group's CC and give them an opportunity to respond. If, in the view of the Board, the concerns have not been satisfactorily and promptly addressed, or in extreme circumstances where it is neither possible nor appropriate to raise them with the CC, the Board may consider further action, including the suspension or discontinuance of the IG.

18. IGs are requested to organize at least one event each year and submit a short report of activities in their Annual Report.
If 18 months have passed without any event being organized by an IG, the IG Coordinators shall call upon the dormant IG's CC and enquire about the lack of activities. If no new activity is organized within six months of such démarche, the Board shall have the right to discontinue the dormant IG following the proposal of the IG Coordinators.

This document is revised at regular intervals. If you have any proposals for updating the policy guidance, please contact the ESIL Board members supervising the Interest Groups.

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APPENDIX 1: Approval for a New Interest Group

1. ESIL members interested in setting up an IG must submit a written proposal to the Board members supervising IGs (see point 1) stating the group's purpose and justification, the types of activities it plans to organise, the names of the proposed Coordinating Committee (minimum of three conveners, ideally from separate institutions), and the names of a minimum of ten initial members, all of whom must be current ESIL members.
2. As a general rule, the founding members of the proposed CC should not all come from the same country or be based at the same institution. Consideration will be given to the breadth of geographical representation, gender balance, and other markers of diversity within the proposed IG. Moreover, the proposed IG should not overlap with an existing IG. In certain cases, the Board may suggest that a proposal for a new IG be incorporated into the activities of an existing IG.
3. The Board will consider the proposal during a regular meeting. Once approved by the Board, the IG is listed on the ESIL website and may begin its operations.
4. The proposed CC conducts the business of the group for the first two years, after which elections are held, as outlined in Appendix 2.

APPENDIX 2: Guidelines for Elections of Interest Group Conveners

The ESIL Secretariat organises the elections in collaboration with the IG Coordinating Committee.

❯❯ Election rules:
1. All members of IGs who have been ESIL members for at least a year can stand for election. All members of IGs can vote.
2. The term of office for conveners is four years. Elections should be held every two years to partially renew the CC.
3. IG conveners can be elected for up to two 4-year terms. In the case that not enough candidates come forward, an IG convener may be re-elected for a further 4-year term.
4. An ESIL member may be a member of no more than two IG Coordinating Committees at any time.
5. Within any two-year period, an ESIL member may not stand for more than two elections to IG Coordinating Committees. As Interest Group Conveners are positions of leadership within the Society, there is an expectation that serving Conveners in one Interest Group ought not to stand for election as Conveners for a second Interest Group.

❯❯ Election procedure:
1. The ESIL Secretariat will send a call for candidates to all IG members. The call will allow at least 2 weeks for members to put forward their candidature. Candidates must include evidence of prior involvement in IG activities in their self-description, why they believe that they are well suited to convene the activities of the Interest Group, and a brief outline of their ideas about future plans for the IG.
2. Having checked the eligibility of candidates, the Secretariat will inform the CC of the total number of candidates.
3. If the number of candidates equals the number of slots, no elections will be held. If there are more candidates than slots, online voting will be conducted.
4. The Secretariat will send an email to all IG members with information about all candidates. IG members will be given a minimum of 1 week to vote. Each voter can vote for up to the number of available slots (i.e. 3 slots, voters can vote for a maximum of 3 candidates).
5. The results will be sent to all candidates and to the IG conveners. Thereafter, the Secretariat will communicate the results to all IG members and the names of the members of the new CC will be posted on the ESIL IG webpage.

APPENDIX 3: Example IG Logo