

BYE-LAWS

of the

International Federation for Research in Women's History / Fédération Internationale pour la Recherche en Histoire des Femmes

[The items listed here follow the sequence and organization of the Statutes of the Federation]

ORGANIZATION

Functions of Officers and Board members

The President is responsible for the general running of the organization. S/he should encourage the formation of national committees, liaise with existing national committees, ensure that the finances of the International Federation are sound, and make sure that the Statutes and By-laws of the International Federation are observed. In fulfilling these tasks, the President may be assisted by the Vice President or any other members of the Board.

In addition, Officers and Board Members are each responsible for one or more specific tasks which include, but are not limited to:

- Organizing the congress of the IFRWH/FIRHF that takes place in-between the 5-yearly International Congress of Historical Sciences/Congrès International des Sciences Historiques (the President);
- Maintaining regular contacts with the International Committee of Historical Sciences/Comité International des Sciences Historiques (ICHS/CISH), and organizing the congress of the IFRWH/FIRHF that takes place in conjunction with the 5-yearly International Congress of Historical Sciences/Congrès International des Sciences Historiques (the Vice-President);
- Assisting the President and Vice-President with the organization of these congresses;
- Updating the Statutes and By-laws;
- Liaising with the national committees and reminding them of the Newsletter and other pertinent business;
- Encouraging and assisting with the formation of new national committees;
- Maintaining the IFRWH website;

- Helping collect news for the Newsletter;
- Publicity;
- Fundraising.

Further tasks may, as deemed necessary, be added to this list.

HONORARY MEMBERS OF THE EXECUTIVE BOARD

Former officers and members of the Executive Board of the Federation, who have given exceptional service to the organisation, may be invited to become Honorary Members of the Board.

MEMBERSHIP

National Committees

As noted in the Federation's Statutes, National Committees representing individuals, societies, institutes, or other organizations, using all their efforts, or a considerable part of their efforts in scientific research on women's history may become members of the Federation. Scholars constituting a National Committee do not necessarily have to be working on the history of their own countries but may encompass other particular geopolitical or geographical areas. A National Committee that wishes to join the Federation shall, for this particular purpose, consist of a minimum of three persons. In principle it is best if the scholars come from a variety of institutions within their own country although, initially, this may not be possible and a small group of scholars in just one institution should not be deterred from applying to join the Federation.

Application to join is made by writing a formal letter to the President accompanied by a short CV about the relationship of each person to women's/gender history and a copy of the National Committee's constitution or statutes, or, if the latter is not possible, a statement of intention to create a formal structure. An application that meets the above mentioned qualifications may then be accepted as a member by a two-thirds majority vote, by mail or in meeting, of the members of the Council. Other organizations which might like to join the

Federation, such as transnational or regional committees in women's history, or affiliated organizations, should follow the application process described above.

National Committees that are affiliated to the Federation but then become inactive shall, after a lapse of three years, no longer be considered a member of the Federation, nor included in the quorum for the business meeting of the Council of the Federation.

ORGANIZATION

Committees

Nominating Committee

At the interim conference of the Federation, the President shall invite a member of the Executive Board or a member of the Federation to set up a Nominating Committee of five persons to prepare a slate of candidates for the election of a new Executive Board. An advertisement shall be placed in the next Newsletter, inviting National Committees to submit the names of candidates for the Nominating Committee to this named person. At an appropriate time, at a date specified by the Nominating Committee, National Committees will be invited to nominate candidates for the next Board. It is the task of the Nominating Committee, as specified in the Statutes, to identify a geographically diverse group of candidates whose names can then be put before the Council of the Federation (which is the assembly of the delegates at its business meeting) for its approval, at the conference organized in conjunction with the International Congress of Historical Sciences/Congrès International des Sciences Historiques (ICHS/CISH).

COMMUNICATION

The Executive Board shall meet for a business meeting at the Federation's conference organised in conjunction with the International Congress of Historical Sciences/Congrès International des Sciences Historiques (ICHS/CISH), and at its interim conference. At other times, members of the Executive Board shall mainly communicate with each other by email, or any other means of communication considered suitable.

ARCHIVING

Former Officers and Board Members donate the papers relating to their work for the IFRWH/FIRHF to Aletta, Institute for Women's History, Obiplein 4, 1094 RB, Amsterdam, with which the IFRWH/FIRHF has an agreement about storing its archive. However, any correspondence relating to personnel matters will not be archived. Officers and Board Members are also encouraged to donate to Aletta photographs of conference proceedings and participants, making sure that such images are accompanied with relevant information about date and place.