

## STATUTES

UBIAS is a worldwide network of institutes for advanced study that are all formally associated with or embedded within a university. UBIAS is committed to equality, inclusivity and diversity. In the delivery of our mission, we seek to promote ethnic diversity, gender equality, intercultural awareness and respect for difference. We adhere to the ongoing implementation of these policies in our day-to-day activities (for example in committee membership, conference programming, and the selection of members etc.).

### Purpose

The purpose of UBIAS is:

- to exchange information and experience between its member institutes
- to establish cooperation on specific projects
- to strengthen the member institutes individually and as a whole, including strengthening and developing the very concept of institutes for advanced study
- to enhance the potential of cooperation among hosting universities
- to impart knowledge and experience to new proposers of IAS initiatives, to new members, and to other interested parties.

### Directors' Meeting

The "Directors' Meeting" is the supreme authority of UBIAS.

Directors' Meetings shall be held at a maximum interval of two years, normally every second year.

At the Directors' Meetings, each member institute has one vote, which is usually represented by the head/director of the institute. The institutes may, individually, authorize other representatives of their institutes to cast a vote on behalf of their institutes.

The criteria governing the admission as member of UBIAS shall be decided at a Directors' Meeting. This applies both to full membership and to any other forms of membership (guest membership, associate membership schemes, etc.) in the event that a decision to launch such memberships is made at a Directors' Meeting.

The admission of new members shall be decided by a simple majority vote of a Directors' Meeting.

Time and place of the next Directors' Meeting shall be decided at every Directors' Meeting.

The extent to which Directors' Meetings and their items on the agendas are open to guests and representatives of other interested parties shall be decided by the Steering Committee prior to every Directors' Meeting.

Directors' Meetings are open to attendance by more than one representative from each member institute, always subject, however, to the rule that each institute has one vote only.

The decisions and meeting summary will be shared among all UBIAS members.

### **The Coordination**

At every Directors' Meeting, a "Coordinator" shall be elected to act through to the next Directors' Meeting. The institute represented by the elected Coordinator bears the status of "Coordinating Institute", during the same period of time. Re-election is possible.

The eligibility as Coordinator applies to any person nominated for this position by a UBIAS member institute.

Institutes wishing to be candidates for the position as Coordinator/Coordinating Institute must present themselves to the Steering Committee for candidature, no later than four weeks prior to a Directors' Meeting.

The Coordinator/the Coordinating Institute is responsible for handling the UBIAS activities, along with the Steering Committee. Activities include managing the UBIAS website, the coordination of activities and the flow of information, etc., through to the following Directors' Meeting.

The Coordinator is an ex officio member of and chairs the Steering Committee.

Furthermore, two Deputy Coordinators are elected at the Directors' Meeting. Deputy Coordinators are ex officio members of the Steering Committee, of which they shall act as Deputy Chairs. The Coordinator and the Deputy Coordinators must represent at least two different continents between them. Candidates for the position as Deputy Coordinator can choose to, but are not obliged to, apply for their candidature in advance.

At the Directors' Meeting, a Steering Committee is elected to act through to the following Directors' Meeting. The Steering Committee consists of 5-9 members, including the Coordinator and the two Deputy Coordinators. The attendees at the Directors' Meeting hold the authority to decide another number of members. Steering Committee members must be authorized to represent their institute in the Committee. Where possible, the organizer of the next Directors' meeting should be included as a member of the Steering Committee.

### **The Steering Committee**

The Steering Committee is UBIAS' sovereign authority between Directors' Meetings. At Directors' Meetings, the Steering Committee may be authorized to make decisions concerning certain issues that otherwise come within the competence of the Directors' Meeting.

The Steering Committee prepares and convenes Directors' Meetings and sends out invitation, agenda and notification, including any other material necessary or helpful for the decisions expected to be made during the Meeting, including the election of Coordinator.

The Steering Committee decides which of the UBIAS non-members to invite, if any, to Directors' Meetings. This includes institutes which are invited to present their institutes at a Directors' Meeting for the purpose of gaining full or partial membership.

At least two meetings annually are to be held in the Steering Committee, one of these as a minimum in person.

## **Membership**

All institutes, fulfilling the requirements of membership laid down during Directors' Meetings, are welcome as members of UBIAS.

Institutes interested in gaining membership shall contact the Coordinator or other members of the Steering Committee describing the overall structure, funding formats, and activities of the applying institute at least five months before the next Directors' meeting.

On the basis of said contact and description, the Steering Committee decides which institutes to invite as participating observers/guests of the following Directors' Meeting. This decision includes the question whether or not certain institutes shall be invited to present themselves formally during the Directors' Meeting, in preparation for a vote concerning admission to the Network.

Such invited institutes shall present their own institute in a specified format, at a Directors' Meeting, and shall subsequently make themselves available for a dialogue of questions and answers concerning the activities of their institute with the attendees at said Directors' Meeting. Accordingly, it is decided at the Directors' Meeting for each invited institute individually by a confidential, oral vote of simple majority whether or not said institute will be admitted as member of the Network. If a majority of those present decides so, the vote shall be written and anonymous.

Institutes which completely cease to exist or whose overall structure, funding formats, or activities have been changed to the effect that they no longer fulfil the requirements of membership are expected to communicate their situation to the Coordinator in contemplation of either leaving UBIAS, or passing to some other kind of affiliation.

## **Amendments**

These statutes were approved by the attendees at the Directors' Meeting in São Paulo on 21 March 2018. The attendees of any duly convened Directors' Meeting may decide upon amendments to these statutes by simple majority.