



INTERNATIONAL ORAL HISTORY ASSOCIATION

2006 REVISED BY-LAWS

Ratified at 14th International Conference General Membership Meeting, Sydney, Australia, July 15, 2006

As ratified by membership at the 13th International Conference General Membership Meeting in Rome, Italy, June 26, 2004, and incorporated into the Constitution, Article III, Section D:

“The Council is authorized and directed to prepare, adopt, or amend such By-Laws as maybe desirable to regulate the administrative practices of the association. An up-to-date copy of these by-laws shall be available to any member upon request to the secretary. Any part of the By-Laws shall be subject to review by the membership at any general business meeting of the association and may be changed by a majority vote of those attending the business meeting.”

ARTICLE I: ELECTIONS AND VOTING RIGHTS

Section A: PROCEDURE FOR ELECTIONS AT IOHA GENERAL MEETINGS

The General Meeting of the International Oral History Association (IOHA) will take place at the biennial IOHA Conference. The following election procedures were agreed at the IOHA General Meeting in Rio de Janeiro on 18 June 1998.

Section B: MEMBERSHIP AND VOTING RIGHTS

The IOHA membership period for payment of dues runs from July 1 in the year of the IOHA biennial conference until June 30 two years later in the year of the next IOHA conference. Members joining at any time in this two year period will pay the full fee and be entitled to full membership rights, including the right to vote in the General Meeting at the IOHA Conference at the end of their membership period. People who join the IOHA at the IOHA Conference will be members until June 30 in the year of the next IOHA Conference, and will be eligible to vote at both conferences. Member institutions of the IOHA will be entitled to one vote per institution at the IOHA General Meeting.

Section C: GENERAL MEETING ELECTION PROCEDURE

C.1. Voting Cards

At the start of the General Meeting the IOHA Membership Secretary will hand out two voting 'cards' to each IOHA member who is present at the meeting. The first voting card will be used for the election of President and **two** Vice-Presidents, and for other votes in the General Meeting. The second voting card is for the election of IOHA Council members, and will include spaces for the voter to write the names of up to nine candidates.

C.2. Election of IOHA President

A Council member who is not standing for President will chair the Presidential election at the General Meeting. He or she will ask for Presidential nominations from the General meeting. Each nomination must have a proposer and a seconder. If there is only one nomination, that person is automatically elected. If there is more than one nomination, each candidate will make a short speech and then all candidates will leave the room. IOHA members will then vote by raising their voting card for their preferred candidate. The Chair-person will appoint vote counters and will announce the elected President, who will take over as Chair-person of the meeting.

C.3. Election of two Vice-Presidents

The President will then ask the General Meeting to nominate and second candidates for the two positions of Vice-President. The election procedure is the same as for the Presidential election. Each member is entitled to vote by raising their voting card for two candidates, and the two candidates with the most votes are elected Vice-Presidents.

C.4. Election of IOHA Regional Representatives

The President will then ask the General Meeting to nominate and second candidates for the IOHA Regional Representatives on the Council. The names of nominees will be written up in lists for each geographical region (Africa, Asia, Europe, North America, Oceania, and South America and). Each nominee will be invited to make a very short speech. A secret ballot will then take place, with each member using their second voting card to record the names of up to nine candidates for whom they wish to vote (it does not matter in which order the names are ranked - each name will receive one vote). These voting forms will be collected and the two Vice-Presidents will tally the votes for each candidate. The candidate with the most votes is elected and represents his or her region. The candidate with the second most votes from a different region is elected and represents his or her region. The candidate with the third most votes from a different region is elected and represents his or her region... and so on until six of the regions have representatives, as required in the IOHA Constitution. Then the four candidates with the next most votes are elected.

Section D: PREPARATION FOR ELECTIONS

D.1. Nominating Committee

The Nominating Committee shall consist of the immediate Past President and two members of the Association appointed by the President, who are not currently serving on the Council. The names and email addresses of the

Nominating Committee will be posted on the IOHA Website and in the biannual newsletters.

The Nominating Committee shall invite and encourage nominations and present a slate of candidates to the membership three months prior to the General Meeting. Members who wish to self-nominate or nominate others in advance of the General Meeting should contact the Nominating Committee. This procedure will not preclude nominations (including self nominations) from the floor.

The Nominating Committee will also take into account the bilingual needs and capacities of the Association in developing slates of candidates.

D.2 Election Publicity

In anticipation of the election at the biennial conference, the Executive Secretary will post on the IOHA website and reference in a newsletter announcement immediately preceding the conference, the descriptions of the roles and responsibilities of each Council position to be elected at the General Meeting of the Conference. A description of the six geographical regions included on the Council shall also be posted on the website.

Descriptions of the roles and responsibilities of appointed Ex-Officio members of the Council (Executive Secretary and Financial Secretary, Media Coordinator, Translation Coordinator) will also be posted on the IOHA Website.

ARTICLE II: BIENIAL CONFERENCE

SECTION A: SELECTING THE CONFERENCE VENUE

A.1. Principles

In selecting a conference venue, the association will be guided by the principles of rotation, accessibility, and cost.

The international nature of the association requires that its bi-annual meetings should be carried out in rotation among its major regional or continental zones. The order of rotation is, however, not rigid, but no zone may host it more than twice until all other zones have had at least one opportunity each to host or decline to host the conference. Council may from time to time determine and publish a “tentative” order of rotation for the next two or more meetings to guide future plans by prospective hosting groups, individuals, and institution.

The selected conference venue should be readily accessible, first by air and secondarily by road, rail, and water, where applicable. Accessibility extends to guaranteeing affordable venue and accommodation, bearing in mind the self-financing nature of the association. Recognizing that tourism is a major attraction of attendees to our conferences, in selecting venue and meeting time, the presence of an auspicious climate, both geographical and cultural, should be given due consideration.

A.2. Procedures

Considering the size of our association and the number of people on the Council, the Council will also serve simultaneously as the Conference Committee in deciding the choice of conference venues.

Initiating the choice of a conference venue: this may be done in at least two ways or a mixture of both. In the first approach, the Council, serving as the Conference Committee, selects where (continent, country or city) the next conference will be held and invites individuals and groups to volunteer to serve as the local organizing committee for the conference. In the second approach, individuals and groups wishing to host the conference, inform the Council of their intentions. Council vets every request, and then invites proposals from those considered viable or meritorious. Flexibility, however, is the rule here. Circumstances may often require a mixture of the Council seeking possible venue and of venues being put forward independently by individuals and groups.

Primary responsibility for finding and deciding the venue of the bi-annual conference will rest with the Council. Council will set a tentative meeting schedule covering the next two or three meetings. At least six months before its bi-annual meeting, Council should identify and invite proposals from prospective hosts for the honor of hosting the following or subsequent meeting.

Proposals to host the IOHA conference should address the following:

1. the circumstances and reasons for offering to host the conference.
2. the number of IOHA members available in the proposed hosting nation or nations that will serve as resource persons or members of the local organizing committee in the planning for the conference
3. information on funding availability and sources, since IOHA conference is expected to be self-funding, meaning the local hosts will be responsible for raising the money to host the conference, as well as raise additional fund for scholarship. The IOHA contributions goes almost entirely towards scholarships.
4. information on arrangements and costing of simultaneous translation, conference program and proceedings, transport between conference venues and accommodation
5. nature, types, and range of prices of appropriate venue and accommodation
6. cultural and political climate of the host country that should be of interest to IOHA in deciding to accept or reject the proposal
7. possible theme or themes, and rationale for proposing them
8. proposed cultural activities, tours, etc.

Proposals should be submitted to the IOHA Council at least three months before the IOHA bi-annual conference, preceding the meeting being proposed

for. Where possible, though this cannot be required, individuals and groups can propose to host meetings four or six years before the time, thus providing members, hosts, and attendees enough time to plan ahead.

Proposals should be submitted in hard copy but more especially by email to facilitate easy circulation among Council members at least two months before the conference. Council will vet the proposals. If there is only one proposal or only one proposal meets the criteria, then the Council may approve the proposal and then announce to the Bi-Annual General Meeting the venue of the next conference. However, if more than one proposal meets the criteria, the Council will present the two or more proposals to IOHA members at the Bi-Annual General Meeting, where members will then decide by a written ballot what their preferred venue will be.

ARTICLE III: MEETINGS OF THE COUNCIL

SECTION A.

The Council shall meet twice yearly online, to conduct the business of the Association, and the Council shall also meet face-to-face at every biennial conference, prior to the beginning of the conference. The newly elected Council will also meet face-to-face following the election.

ARTICLE IV: ROLES AND RESPONSIBILITIES OF THE COUNCIL

All Council members are responsible for participating actively in discussion and decision-making at online and face-to-face meetings of the Council; to serve actively on one of the Council Subcommittees; to support *IOHA News*, the Association newsletter, by eliciting news, information, or articles from their respective regions; and helping disseminate Association and Conference information in their respective geographical regions.

SECTION A. EXECUTIVE OFFICERS OF THE COUNCIL

A.1 President

The President will lead, oversee, and represent the Association, internationally; call and chair all Council meetings, both online and face to face; prepare the agendas; write biannual reports for *IOHA News*; appoint, encourage and oversee the work of the various Council committees and provide assistance when requested or required; work closely with biennial Conference organizing committee; solicit regional proposals for the Biennial Conference; and work to insure the growth and well being of the Association.

A.2. Vice-Presidents

The two Vice-Presidents support the President in all matters regarding the Association; represent the Association internationally; and support development in all areas of work. They may take on special projects or roles within the Council, depending on expertise.

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A.3. Past President

The Past President provides continuity of leadership information to the Council; chairs the Nominating Committee and may take on special projects or roles within the Council, depending on expertise.

SECTION B: REGIONAL REPRESENTATIVES OF THE COUNCIL

B.1. Nine Regional Representatives.

The nine regional representatives are elected to represent six different geographical regions, as stipulated in the Constitution. Each representative will participate actively in all Council meetings (virtual and face-to-face), contribute twice yearly to the IOHA Newsletter, and take primary responsibility for one of the following Council committees:

SECTION C: COUNCIL COMMITTEES

The Council committees may include:

- Conference Support (requires combined bilingual capacity)
- Membership and Development
- Scholarships
- Fundraising
- *IOHA News* editors (requires combined bilingual capacity)
- *Words and Silences* editors (requires combined bilingual capacity)
- IOHA Website

Other committees may be created as needed.

SECTION D: EX-OFFICIO MEMBERS OF THE COUNCIL

The President will appoint the following ex-officio positions to insure long-range continuity of critical areas of work.

D.1. Executive Secretary

In the event that one person does not hold the necessary expertise to fulfill the combined responsibilities of the Executive Secretary, as provided in the Constitution, the position of Executive Secretary may be divided into two: the Executive Secretary and the Financial and Membership Secretary. Both positions are ex-officio and non-voting on the Council. In such a case:

The **Executive Secretary** is responsible for taking minutes of all meetings, setting up online and face-to-face meetings, maintaining the online meeting site, and keeping the online Association archives.

The **Financial Secretary** is responsible for all financial transactions, keeping financial and membership records and making periodic reports to the Council.

D.2. Translation Coordinator

The Translation Coordinator is appointed by the President. S/he will develop a translation team, organize, oversee, and insure the idiomatic bilingual translation of all Association documents into either English or Spanish, as needed. These include all information and documents posted on the Website, translation of Conference Calls for Papers, the Conference Book of Abstracts,

and of all other Conference related documents. The Translation Coordinator is not responsible for simultaneous translation services at the biennial conference. The Translation Coordinator is ex-officio on the Council and reports to the President and the Council.

D.3. Media Coordinator

The Media Coordinator organizes and oversees maintenance of the IOHA Website, links with the Webmaster at the server site, and assists the Executive Secretary and Council members in accessing and navigating the online Council meeting site. The Media Coordinator may recommend technology outsourcing, but should have the skills to maintain and update the website. The Media Coordinator is ex-officio on the Council and reports to the President and the Council.