

## **STANDING ORDERS**

1. Domain of research;
2. Special Interest Groups;
3. Procedure for the admission of new members;
4. Non-European Affiliates and Student Members;
5. Procedure for the election of the Executive Committee;
6. Finances;
7. Fellows;
8. Journal of the Association.

### **Paragraph 1: DOMAIN OF RESEARCH**

*a)* EARLI covers research into learning, development and/or instructional processes in, or relevant to, educational and instructional settings. Within the Association, research which is aimed at relations between instructional and learning process will be the main focus. However, research which is exclusively aimed, either at learning or development process, or at instructional process alone, will also be included as far as relevant to the relations mentioned above.

*b)* In this research the process of learning, development and instruction are viewed from a micro-perspective. This means that the Association's interest is primarily directed at the study of learning and developmental processes, as far as they occur, or are influenced or modelled, by material or personal factors in- more or less real life- educational or instructional settings. These factors may be diverse and of different levels of concreteness. In accordance with the micro-perspective mentioned above, the processes under study are of a psychological nature. Equally, processes of a different nature ( as for example sociological or pedagogical) are emphasised, as far as relevant to the micro-perspective.

*c)* The research covered in the Association should not only be aimed at descriptive knowledge and explanations, but should also - at least as an ultimate goal- be directed at improving the processes of learning and instruction.

### **Paragraph 2: SPECIAL INTEREST GROUPS**

*a)* As part of the organisation of EARLI, Special Interest Groups (SIGs) may be formed.

*b)* A Special Interest Group is formed in order to study one or more parts and/or aspects of the field of Learning and Instruction more specifically and in order to give substance to conference themes of the Association.

*c)* A Special Interest Group functions in accordance with the objectives and the research domain of EARLI.

*d)* Special Interest Groups will be installed by the Executive Committee, either on the Committee's own initiative or on the initiative of at least ten members.

*e)* At least two different nationalities have to be represented in a Special Interest Group.

*f)* Along with the installation of a Special Interest Group, the Executive Committee appoints two coordinators who act until the next biennial EARLI conference. The members of each Special Interest Group elect two coordinators. The election of these coordinators has to be organized before or during the biennial EARLI conference. The two coordinators are elected for a period of four years. The results of the elections are reported to the EARLI Officer. At each biennial EARLI conference one coordinator steps down. The name of the newly elected coordinator will be announced at the General Members' Meeting.

*g)* The Ordinary Member of the Executive Committee who has been assigned the portfolio of the Special Interest Groups is responsible for the coordination of all the Special Interest Groups, in collaboration with its coordinators.

*h)* Members may request the installation of a Special Interest Group by:

- sending in such a request to the EARLI Officer of the Association. This request has to be accompanied by a list of at least ten names and signatures of members; and
- putting in a deposit of five EURO for each name on the list.

*i)* Members of a Special Interest Group pay an additional annual contribution, established by the Executive Committee.

- j)* Every member of the Association is entitled to participate in one or more Special Interest Groups, under the conditions hereof.
- k)* Every Special Interest Group has to give a biennial account to the Executive Committee of the activities planned and carried out.
- l)* If, in a period of two years, there have not been any activities developed by the Special Interest Group, the Executive Committee will propose to the next members' meeting the dissolution of the Special Interest Group.

### **Paragraph 3: PROCEDURE FOR THE ADMISSION OF NEW MEMBERS**

- a)* Only individual persons can become member of the Association.
- b)* Persons interested in joining the Association should apply to the EARLI Officer of the Association), providing information concerning their academic and professional history. Admission of the new members will be executed by the EARLI Officer on behalf of the Executive Committee.

### **Paragraph 4: NON-EUROPEAN AFFILIATES AND STUDENT MEMBERS**

- a)* Persons who do not have an European nationality, but meet the requirements of Article 5 of the Articles, may apply for full membership. They have the right to vote and to nominate candidates for the Executive Committee, and they have a right to serve as an ordinary member of the Executive Committee. Not more than one member of the Executive Committee can be a non-European.
- b)* The procedure for the admission of non-European affiliates is the same as for regular members.
- c)* Students may apply for membership by sending a membership application form confirmed by the signature of their supervisor.
- d)* According to the financial paragraph (7) of the Standing Orders, The Executive Committee can reduce dues and assessments for non-European and student members.

### **Paragraph 5: PROCEDURE FOR THE ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- a)* At least four months before the members' meeting, the Executive Committee will ask the members for nominations for vacancies, viz. President-Elect, Secretary-Treasurer, and Ordinary members. Nominations should be signed by at least two members and by the nominee him/herself, and must be sent to the EARLI Officer, not later than three months before the members' meeting. The nomination form should be accompanied by a self-description (not more than 200 words) and a photograph of the candidates. The Executive Committee is obliged to judge, if sufficient nominations are made to ensure the representativeness of candidates defined in Article 21 of the Articles. If insufficient nominations are sent in (i.e. at least two or more than the total number of vacancies), the Executive Committee will add its own nominations.
- b)* Members will receive information on nominees and a ballot form by mail, not later than three months before the members' meeting. Members should return their ballot form to the EARLI Officer, in a sealed envelope, not later than one week before the beginning of the biennial EARLI Conference.
- c)* Voting will be by secret ballot and candidates who receive the largest number of votes will be declared elected, subject to the restrictions that the representativeness defined in Article 21 of the Articles is ensured and that only one of the ordinary members can be a non-European as defined in paragraph 5 of the Standing Orders. That is to say, the scrutineers are obliged to judge the representativeness of the Executive Committee elected and they have the right to propose to the members' meeting to appoint members with less votes than other candidates to improve thereby the representativeness of the Executive Committee. The members present at the members' meeting decide whether to accept or to reject this proposal.
- d)* In the case of ties, a second ballot confined to the members' meeting will be conducted.
- e)* The period of office of the members of the Executive Committee is defined in terms of intervals, which refer to periods between two members' meetings.

f) Nobody, the President excepted, can serve on the Executive Committee for more than three intervals. One can only serve one interval as President. Members of the Executive Committee will have no office (Secretary-Treasurer or Ordinary Member) for more than two intervals.

**Paragraph 6: THE FINANCES**

Annual dues and assessments will be established by the Executive Committee. The Executive Committee may reduce dues or assessments for students or for members of other groups.

**Paragraph 7: FELLOWS**

Members are urged to nominate deserving persons to become Fellows of the Association. To become a Fellow, a member must have made an unusual and outstanding contribution to the field of the Association.

**Paragraph 8: JOURNAL OF THE ASSOCIATION**

a) The Executive Committee appoints the Chief Editor, and five associate editors for the Journal subject to restriction that the representativeness defined in Article 21 of the Articles is ensured. One of the associate editors can be a non-European. The appointment is for a period of four years.

b) The Chief Editor will have an advisory function within the Executive Committee.