

**PART 2: THE REQUEST FORMAT**

**FORM ICH-09**

<b>Request by a Non-Governmental Organization to be Accredited to Provide Advisory Services to the Committee</b>
<b>1. Name of the organization:</b> International Social Science council
<b>2. Address of the organization:</b> Unesco House, Maison des ONG, 1 rue Miollis, 75732 Paris Cedex 15, France
<b>3. Country or countries in which the organization is active:</b> <input type="checkbox"/> national <input checked="" type="checkbox"/> international (please specify: ) <input checked="" type="checkbox"/> worldwide <input checked="" type="checkbox"/> Africa <input type="checkbox"/> Arab States <input checked="" type="checkbox"/> Asia & the Pacific <input checked="" type="checkbox"/> Europe & North America <input checked="" type="checkbox"/> Latin America & the Caribbean Please list the primary country(ies) where it is active:
<b>4. Date of its founding or approximate duration of its existence:</b> 1952

## **5. Objectives of the organization:**

*Not to exceed 350 words*

The social and behavioural sciences are those disciplines that develop and test models and interpretations of individuals and society in order to explain how humans behave and change in interaction with each other and with the natural world.

The mission of the ISSC is to advance the social sciences – their quality, novelty and utility – in all parts of the world.

The ISSC works

- to advance social science research across national and regional boundaries;
- to support social science capacity building, particularly in countries and regions where it is currently not well developed;
- to provide a central clearinghouse for the collection, interpretation, analysis and dissemination of data on social science resources, their availability for research and their impact on society;
- to broaden interdisciplinary collaboration among the social sciences;
- to expand exchange and joint work between the social sciences, the humanities and other sciences;
- to link social science knowledge effectively to public policies and local needs in order to improve the quality of people's lives; and
- to promote the social science literacy of citizens.

Intangible cultural heritage as defined in Article 2 of the Convention and as manifested in the domains of oral traditions and expressions, social practices, rituals and festive events, knowledge and practices concerning nature and the universe, are fundamental to the concerns of the international social science associations that are members of the International Social Science Council. These associations represent important disciplines such as sociology, anthropology, psychology, legal science, political science, economics and geography. These social science disciplines have the research tools, methodologies, concepts and instruments to help safeguard intangible cultural heritage, in terms of formulating and proposing measures and policies to 'ensure the viability of the intangible cultural heritage'. In addition to the work of ISSC disciplinary associations are the ISSC international interdisciplinary scientific programmes on global environmental change, which is concerned with environmental protection, on poverty research, on ethnic conflict resolution, as well as on global social change and gender. The work done as part of these programmes is implicated in important ways in the promotion, protection, research, preservation of intangible cultural heritage. Finally, a number of the national academies of science and social science research councils that belong to the ISSC are directly involved in the identification, documentation, and research of ICH and in proposing ICH to Unesco.

ISSC expertise and activities in the field of ICH draws on the Council's membership and hence is embedded in a global social science network. It is consistent with the spirit of the Convention and very much relevant to the implementation and monitoring of the Convention.

**6. The organization's activities in the field of safeguarding intangible cultural heritage**

**6.a. Domain(s) in which the organization is active:**

- oral traditions and expressions
- performing arts
- social practices, rituals and festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship
- other domains - please specify:

Supporting and promoting relevant social science research in above fields via ISSC Member Associations which are disciplinary international associations

**6.b. Primary safeguarding activities in which the organization is involved:**

- identification, documentation, research (including inventory-making)
- preservation, protection
- promotion, enhancement
- transmission, formal or non-formal education
- revitalization
- other safeguarding measures - please specify:

**6.c. Description of the organization's activities:**

*Not to exceed 750 words*

Firstly, ISSC has formal associate relations with UNESCO. Within this context, its relations, objectives/activities are all intended to help in the implementation of UNESCO objectives. The ISSC has identified the following priority actions to address each of the objectives it has set itself for the period 2007 to 2010:

1. A pressing goal for the ISSC is to establish a strong presence and authority for the social sciences, so that national and world leaders take account of social science findings and their relevance for the issues with which they struggle. To this end, the ISSC will prioritise the following two actions: (a) Launching a World Social Science Report Series and a World Social Science Forum. WSSF will also provide researchers, decision makers and other stakeholders with a global platform for addressing issues relevant to ICH and (b) Engaging and advising international decision makers from the United Nations Organisation and its associated agencies, as well as other regional and global organisations such as the OECD, IMF and the World Bank, the European Union, African Union, NAFTA, ASEAN and Mercosur
2. Social sciences in developing and transition economies - Assisting the positive and rigorous development of the social sciences in developing and transition economies is a key priority for the ISSC.
3. Research, training and knowledge exchange - The Council is committed to advance high-quality social science research across national and regional boundaries; to broaden inter-disciplinary collaboration among the social sciences; and to promote positive interactions between the social sciences, the natural sciences and the humanities. As part of its delivery on those commitments, it will seek to stimulate and support international innovation in research, training and knowledge exchange. The scientific programmes of ISSC on poverty, global environmental change, conflict and peace research, gender, globalization and democratization, and global social change as well as summer schools and Prizes in comparative social science research recognize, protect, promote and transmit cultural diversity and intangible cultural heritage.
4. New technologies and methodologies, that is, harnessing the potential of new technologies and new methodological developments. The ISSC with representatives from 22 countries and 3 multi-national organizations, in a meeting in Beijing in June 2007, agreed to establish an International Data Forum through which data resources for cross-national collaborative research on social scientific issues, including data on intangible cultural heritage, can be identified.

We actively promote the work of our members – many of whom are directly engaged as practitioners/advocates (e.g. university professors and researchers) in the protection and promotion of peace, the environment, human rights, cultural identity, cultural spaces, all necessary components for the preservation and practice of intangible cultural heritage.

**7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners:**

*Not to exceed 350 words*

ISSC experience comes mainly through its members, their institutional and individual members whose activities relevant to the research, preservation, promotion and transmission of intangible cultural heritage have been funded by ISSC. Lourdes Arizpe, an anthropologist, then ISSC president and former president of IUAES coordinated the preparation for Unesco of the Manual on Social Practices, Rituals and Festive Events, with a team of researchers, themselves, intangible cultural heritage practitioners. The ISSC participated in the evaluation of candidacies submitted by Unesco Member States for the first, second and third Proclamation of Masterpieces of Oral and Intangible Heritage of Humanity. The evaluators consulted were mostly individual members of ISSC Member Associations and Member Organizations, recognized experts in the geographical areas and cultural groups concerned.

**8. Documentation of the operational capacities of the organization:**

*Please substantiate the operational capacities of the organization with appropriate documentation, as described in paragraph 94 of the Operational Directives.*

**8.a. Membership and personnel**

*Please submit supporting documents.*

**8.b. Recognized legal personality**

*Please submit supporting documents..*

**8.c. Duration of existence and activities**

*Please submit supporting documents.*

**9. Contact person for correspondence:**

Dr. Heide Hackmann, Secretary General, ISSC

**10. Signature:**

*Form ICH-09 (2008) – Request from an NGO for Accreditation***7. Its experiences cooperating with communities, groups and intangible cultural heritage practitioners:***Not to exceed 350 words*

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Dr. Heide Hackmann, Secretary General, ISSC ; *issc@unesco.org*  
*FAX: +33-1-45-66-76-03*

**10. Signature:**


**ISSC CONSTITUTION AND BY-LAWS  
ADOPTED, AS REVISED,  
BY THE XXII<sup>nd</sup> ISSC GENERAL ASSEMBLY  
on 27 November 1998**

**CONSTITUTION**

**TITLE I - NAME, HEADQUARTERS, LEGAL STATUS**

ARTICLE 1 - The International Social Science Council, hereinafter called the ISSC, is a non-governmental and non-profit-making scientific organisation of global, regional and national social and behavioural science associations and organisations.

ARTICLE 2 - The ISSC has its headquarters in Paris, France and is domiciled in France. It is incorporated under French law.

ARTICLE 3 - The ISSC is a Non-Governmental Organisation ("NGO") in formal associate relations with the United Nations Educational, Scientific and Cultural Organisation (UNESCO), has special consultative status with the United Nations Economic and Social Council (ECOSOC) and is in cooperation with the International Labour Organisation (ILO) in matters of mutual concern.

**TITLE II - AIMS, OBJECTIVES AND FUNCTIONS**

ARTICLE 4 - The ISSC has as its aims and objectives a) the fostering of the social and behavioural sciences throughout the world and their application to major contemporary problems, b) the enhancement of cooperation among social and behavioural scientists and social and behavioural science organisations, and c) the encouragement of multi-disciplinary and inter-disciplinary cooperation among the Members of the ISSC.

In order to further the attainment of these aims and objectives the ISSC shall, whenever appropriate:

- (a) encourage and promote research in the social and behavioural sciences for the benefit and well-being of humanity and its environment including global issues of concern to the world community;
- (b) encourage and pursue global, international and inter-organisational collaborative scientific activities and programmes in the social and behavioural sciences at a multi-disciplinary and inter-disciplinary level among the Members of the ISSC;
- (c) facilitate access to information, knowledge, data and analyses derived from social and behavioural sciences;
- (d) provide information about its activities and those of the world community of social and behavioural sciences to the public;
- (e) contribute to the development of training and research in the social and behavioural sciences in different regions of the world, also in collaboration with other organisations;
- (f) provide all possible assistance in establishing or strengthening national or regional structures in the social and behavioural sciences;
- (g) ensure contact and collaboration with the United Nations and its agencies particularly with the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and with other governmental, inter-governmental and non-governmental organisations to further these aims and objectives;

- (h) obtain funding to enable the ISSC to further its aims and objectives;
- (i) take such other action as may be appropriate.

### **TITLE III - ISSC MEMBERS**

ARTICLE 5 - The following organisations shall be eligible for membership in the ISSC:

- (a) Member Associations, being international, non-governmental organisations, associations or unions representing the various social and behavioural sciences;
- (b) Member Organisations, being representative national social science councils and the corresponding sections of Academies of Sciences or analogous bodies, and representative regional social science organisations or councils;
- (c) Associate Members, being international, regional and national governmental and non-governmental, professional organisations whose association with the ISSC would offer mutual advantages for the development of the social sciences and further the aims and objectives of the ISSC.

### **TITLE IV – STRUCTURE**

ARTICLE 6 - The constitutional bodies of the ISSC are: (a) The General Assembly; (b) The Executive Committee; (c) The Secretariat

ARTICLE 7 - In order to further the work of the ISSC a Senior Board may be established by the General Assembly. Such a Senior Board shall be constituted and operate in accordance with guidelines laid down by the Executive Committee.

### **TITLE V - GENERAL ASSEMBLY**

ARTICLE 8 - The General Assembly of the ISSC shall consist of all the Member Associations, Member Organisations and Associate Members of the ISSC.

- (a) Each Member Association shall be represented in the General Assembly by a delegation of its own selection, any of whom may speak in the General Assembly, the composition of which shall be communicated to the Secretariat at least one month prior to the General Assembly. Each delegation shall have one vote, which shall be given a weight of three in the counting of votes.
- (b) Each Member Organisation shall be represented in the General Assembly by a delegation of its own selection, any of whom may speak in the General Assembly, the composition of which shall be communicated to the Secretariat at least one month prior to the General Assembly. Each delegation shall have one vote, which shall be given a weight of three in the counting of votes.
- (c) Each Associate Member shall be represented in the General Assembly by a non-voting delegation of its own selection, any of whom may speak in the General Assembly.
- (d) The President and each of the Vice Presidents of the ISSC may speak in the General Assembly but shall not have a separate vote except when acting as Chairperson of the General Assembly if and when a casting or tie-breaking vote is required. The Secretary General may also speak at the General Assembly but have no vote.
- (e) No alternate or proxy votes are permitted.

ARTICLE 9 - The General Assembly of the ISSC is sovereign. It shall meet in ordinary session once every two years. The Secretary General on direction of the Executive Committee as to time and place shall give not less than six months' notice of such meeting by letter to each Member together with the proposed Agenda for the General Assembly. The General Assembly shall meet in Extraordinary sessions which may be called either on the initiative of the Executive Committee or at the request of 25% of the Members entitled to vote. At least 30 days notice shall be given of such extraordinary sessions, together with the Agenda for the meeting. In extraordinary sessions only items included on the Agenda can be debated and voted upon except with the consent of two thirds of all Members present and voting.

ARTICLE 10 - (a) Decisions of the General Assembly shall be taken by a majority of the votes cast including a majority each of Member Associations and Member Organisations present and voting, unless herein otherwise provided. Voting shall be by show of hands unless a poll be called for. In the event of a poll, the vote shall be by roll call vote. In the event of a tie, the Chairperson of the Assembly shall have a casting vote.

(b) Decisions in matters of finance affecting Member Associations shall be taken by a majority including two thirds of Member Associations present and voting. Decisions in matters of finance affecting Member Organisations shall be taken by a majority including two thirds of Member Organisations present and voting. Decisions affecting the membership structure of the ISSC specified in the Constitution shall be taken by a majority including two thirds each of Member Associations and of Member Organisations present and voting.

ARTICLE 11 - The General Assembly of the ISSC shall:

(a) review the activities of the ISSC, its Executive Committee, Senior Board and Secretariat and consider their reports at each regular meeting;

(b) receive the audited accounts for the period since the previous General Assembly and consider the budget for the coming period and take such other financial measures as may be considered appropriate;

(c) establish such committees as may from time to time be required for the furtherance of the aims and objectives of the ISSC;

(d) confirm the appointment and mandate of any committee upon the recommendation of the Executive Committee, review the reports of the activities of committees and discharge them of their responsibilities when their activities are no longer required;

(e) consider and rule upon applications for membership in the ISSC;

(f) consider the suspension of any Member which has failed to fulfil its obligations under the rules laid down by the General Assembly or Constitution and By-Laws or has not paid its dues for more than three years;

(g) elect the Officers and Ordinary Members of the Executive Committee as defined in Article 13 and the Secretary General of the ISSC;

(h) consider changes to the Constitution, By-Laws and Rules of Procedure which may from time to time be proposed to the General Assembly, and if appropriate take action in accordance with Article 27;

(i) approve upon the recommendation of the Executive Committee any arrangements with any organisation which would create any ongoing institutional responsibility on the part of the ISSC;

(j) take such other action as may be appropriate.

## **TITLE VI - EXECUTIVE COMMITTEE**

ARTICLE 12 - Between sessions of the General Assembly, the Executive Committee of the ISSC shall act as the governing body of the ISSC. The Executive Committee shall appoint and review the work of all committees, and of the secretariat, and shall be responsible for the implementation of the decisions of the General Assembly and shall through the Secretary General report to the Members from time to time on its work between meetings of the General Assembly.

The Executive Committee shall function as the Admissions Committee, ensuring that the requirements for membership laid down from time to time by the General Assembly are met and recommend to the General Assembly the admission of new Members.

ARTICLE 13 - The Executive Committee of the ISSC shall consist of the President and three Vice Presidents (the "Officers"), and six further members (the "Ordinary Members") who shall be elected by the General Assembly. In electing members of the Executive Committee, the General Assembly shall take into account a fair rotation of candidates for offices between all the Members of the Council. At least two of the Ordinary Members shall be elected from among Member Associations and at least two from among the Member Organisations. The Secretary General serves as an ex officio non-voting member of the Executive Committee and all appointed standing and ad hoc committees of the ISSC.

ARTICLE 14 - (a) The election of the Officers and Ordinary Members of the Executive Committee shall begin with the appointment of a Nominating Committee by the President to be approved by the Executive Committee.

(b) The Nominating Committee shall be composed so as to constitute a balanced representation by category of Member, by discipline and by region of the world. Its responsibility is to canvass the Members for nominees for the membership of the Executive Committee, including the Officers, with due regard for fair rotation, as indicated above.

(c) Election of the Executive Committee shall take place in the following order: President, Vice Presidents, Ordinary Members. In each ballot, the candidate with the highest number of votes shall be elected. In case of a tie, a second ballot shall be held. If there is still a tie, the President of the General Assembly shall have the casting vote between the tied candidates.

(d) Election shall be by secret ballot.

(e) No alternate or proxy votes are permitted.

(f) The retiring President, if any, shall remain a voting member of the Executive Committee until the next regular meeting of the General Assembly following retirement as President.

(g) The President, a Vice President, and an Ordinary Member shall each serve for a two-year term of office only and shall each be eligible for subsequent re-election for the same position for one further term of office only. Subject to this rule any Officer or Ordinary Member may be elected to any other position in the Executive Committee.

(h) The Executive Committee may appoint Members to fill vacancies which may from time to time occur, and such appointment to fill an unexpired term will not be taken into consideration for the purpose of re-eligibility.

(i) In the event of a vacancy in the office of President, the vacancy shall be filled by one of the Vice Presidents and the vacancy thus occurring shall be filled by an Ordinary Member.

(j) In the event of a vacancy in the office of Vice President (not being one to which Article 14 (i) applies), the vacancy shall be filled by an Ordinary Member.

(k) Vacancies among Ordinary Members may be filled by co-opting a member representing the Member Association or Member Organisation to which the former Ordinary Member belonged, to be nominated by that Member Association or Member Organisation. In each case

the decision shall be that of the Executive Committee. If a replacement is appointed, such Ordinary Member replacement shall serve out the term of the person replaced.

ARTICLE 15 - The Executive Committee shall meet during each session of the General Assembly, and when convened by the President at least once a year, and upon notice in writing at the request of at least half of the voting members of the Executive Committee. The Executive Committee may invite other persons to attend its meetings, speak, but not vote on matters before the Committee.

#### **TITLE VII - SECRETARIAT**

ARTICLE 16 - The General Assembly on nomination of the Executive Committee elects the Secretary General. The Secretary General shall be elected for a term of four years and shall be eligible for re-election at the end of each term.

ARTICLE 17 - The Secretary General shall direct the secretariat under the authority of the Executive Committee and shall be responsible for the day-to-day work of the ISSC, including the appointment of staff, the management of personnel and resources and the payment of accounts and shall sign contracts on behalf of the Council. Any delegation of authority and responsibility outside the secretariat shall be approved by the Executive Committee. In particular the Executive Committee may authorise the Secretary General to negotiate and conclude agreements with other organisations on behalf of the ISSC within the guidelines established by the Executive Committee.

ARTICLE 18 - The Secretary General shall act as Secretary to the General Assembly and to the Executive Committee.

#### **TITLE VIII - BUDGET AND FINANCES**

ARTICLE 19 - The financial resources of the ISSC shall be met from the dues paid by its Members, from contracts, subventions and donations and from other sources.

ARTICLE 20 - The General Assembly shall determine the scale of dues of Members on the recommendation of the Executive Committee according to the procedures laid down in Article 10.

ARTICLE 21 - The Secretary General is empowered to accept donations and bequests on behalf of the ISSC and shall account for these to the Executive Committee at its next meeting following such acceptance and to the next General Assembly.

ARTICLE 22 - The Secretary General shall prepare an annual draft budget and accounts for presentation to and approval by the Executive Committee and shall prepare a draft biennial budget which when approved for submission to the General Assembly shall be presented by the Executive Committee to the General Assembly for adoption.

ARTICLE 23 - The Secretary General shall cause the ISSC's accounts to be audited annually by a qualified auditor. The Secretary General shall produce an annual financial report which shall be transmitted through the Executive Committee to the General Assembly.

ARTICLE 24 - Members shall give an account of the use of moneys granted to them through the ISSC and the Secretary General and the Executive Committee shall have access to these accounts.

#### **TITLE IX - DISSOLUTION**

ARTICLE 25 - The ISSC may be dissolved on the initiative of the Executive Committee by a General Assembly either meeting in ordinary session or in Assembly specifically convened for this purpose. At least six months' notice shall be given for such a meeting. A decision to dissolve the ISSC shall require a vote of two thirds of all Members, including two thirds of the Member

Associations present and voting.

ARTICLE 26 - If the ISSC is dissolved as provided for above, the General Assembly shall appoint three liquidators of different nationalities to wind up its affairs. They shall distribute the net assets, if any, to the Members proportionately to the number of years in respect of which dues have been paid. They shall determine the allocation of resources belonging to the ISSC, in accordance with the aims and objectives contained in the Constitution.

## **TITLE X - REVISION OF CONSTITUTION**

ARTICLE 27 - The Constitution may be modified, amended or altered on the recommendation of the Executive Committee or a majority of Members, by a two-thirds majority, including two thirds of the Member Associations present and voting, of the General Assembly meeting in ordinary session or in Assembly convened for that purpose at which two thirds of the members shall constitute a quorum.

Draft amendments to the Constitution shall be conveyed in writing to the President, in sufficient time for them to be examined by the Executive Committee and for the text to be distributed to all Members of the General Assembly at least one calendar year before the Assembly in which they are to be considered.

ARTICLE 28 - Decisions on all matters not covered by the present Constitution shall be made as required by the Executive Committee, subject to approval by the next General Assembly.

## **BY-LAWS AND RULES OF PROCEDURE**

1. RECORDS: All accounts, records, reports, minutes and other documents relating to the work of the ISSC shall be open for inspection at any time to any member of the Executive Committee. All minutes and records of the General Assembly of the ISSC and the audited accounts of the ISSC shall be open to inspection by any Member at any time. In the event the ISSC is dissolved, its records shall be deposited with UNESCO by the liquidators appointed under Article 26 of the Constitution following completion of their work.

2. NOMINATIONS: The procedure for nomination of Officers and Ordinary Members of the Executive Committee is as follows:

(a) At least six months prior to the General Assembly the President shall appoint the Nominating Committee as provided for under Article 14 of the Constitution and cause all Members to be notified of the names of the members of the Nominating Committee and at the same time those members of the Executive Committee who remain eligible for re-election under the Constitution;

(b) All Members who desire to nominate a candidate for President, Vice President or Ordinary Members shall notify the Nominating Committee either directly or through the Secretary General at least three months in advance of the General Assembly. Such submissions shall be accompanied by biographical details and by an assurance that the candidate agrees to serve if elected.

(c) The list of all nominated candidates shall be circulated to all Members not less than two months in advance of the General Assembly.

(d) The Nominating Committee shall put forward a list of recommended names to the General Assembly including, whenever possible, twice the number of vacancies, taking into account the factors referred to in the Constitution the day prior to the day the elections are to take place, which is normally on the afternoon of the second day of the General Assembly.

(e) Additional nominations may be made from the floor of the General Assembly, provided that each person so nominated has the support in writing of his or her Member Association or Member Organisation, and at least four other Members, and subject to confirmation that the

delegate agrees to serve if elected. Such nominations shall be accompanied by biographical details.

### 3. VOTING

(a) All decisions of the General Assembly shall be by show of hands unless a roll call is demanded by any Member. Unless otherwise provided for in the Constitution and By-Laws and Rules of Procedure of the ISSC, decisions shall be taken by a majority defined as one half plus one of the votes of Member Associations and Member Organisations present and voting. Abstentions, absences and/or failures to vote for any reason are not counted for the purpose of determining majority. Members whose dues are in arrears shall not have the right to vote.

(b) The election of the Officers and Ordinary Members of the Executive Committee shall be by secret ballot. Members may vote for a number of candidates up to the number of places being determined. The candidates with the largest number of votes are elected. In the event of a tie, a second ballot shall be taken between the tied candidates. If there is still a tie, the President of the General Assembly shall have the casting vote between the tied candidates.

(c) After the election to each position, announcement shall be made of the winning candidate, and nominations opened for the next position voted on so that unsuccessful candidates for the presidency may be considered for one of the three vice presidential positions if they wish to stand as a candidate and unsuccessful candidates for a vice presidential post shall be considered for the position of Ordinary Member of the Executive Committee provided they are willing to serve.

4. THE TERMS OF OFFICE of the newly elected Officers and Ordinary Members shall begin at the close of the General Assembly. A meeting of the newly elected Executive Committee shall normally follow the close of the General Assembly.

5. DUTIES: In addition to the duties prescribed by the Constitution and custom, the following shall apply:

(a) The President shall be the chairperson of all meetings of the General Assembly and of the Executive Committee. The President is responsible for the implementation of the policy of the ISSC and for representing the ISSC at any official functions at which the ISSC is invited to be represented. In the conduct of the business of the General Assembly and all committees, the chairperson shall be guided by Robert's Rules of Order as the last resort.

(b) The Vice President (Scientific Activities) shall under the overall direction of the Executive Committee be responsible for the scientific and training programmes of the ISSC.

(c) The Vice President (Finance) shall under the overall direction of the Executive Committee be responsible for the oversight of the expenditures of the ISSC, for the preparation of the budget, for fund raising from appropriate sources, for reviewing the audited accounts of the ISSC, and for ensuring fiscal prudence on behalf of the Members of the ISSC and shall chair any Finance Standing Committee which may be constituted.

(d) The Vice President (Information) shall under the overall direction of the Executive Committee be responsible for the information and communications of the social and behavioural sciences activities of the ISSC. The Vice President (Information) shall collaborate with the President and the Secretary General in determining external relations policy and execution, representation and promotion and shall chair any External Activities Standing Committee which may be constituted.

(e) The Vice Presidents and Ordinary Members of the Executive Committee shall under the overall direction of the President carry out such duties as may from time to time be assigned by the President and/or Executive Committee.

(f) The Secretary General shall in addition to those duties specified in the Constitution and under the overall direction of the President and the Executive Committee be responsible for all matters concerning the administration of the ISSC. The Secretary General shall act as chief executive of the secretariat and within agreed budgetary limits shall be responsible for the financial management of the ISSC.

6. MEMBERSHIP: Applications for Membership must be in writing to the Secretary General of the ISSC and must in addition to the rules for membership laid down in the Constitution conform to the following:

(a) All candidates for admission as Member Associations must represent disciplines and interdisciplinary fields in the social and behavioural sciences;

(b) All candidates for admission as Member Associations must have been in existence for at least five years and have organised at least two international conferences or congresses;

(c) All candidates for admission as Member Associations must have at least 150 members from at least 12 countries if made up of individuals or include at least 12 countries if made up of national associations; in addition, these countries or these Associations should be located in different parts of the world in order to be eligible for regular Membership and shall be comprehensive and representative of the Association's discipline or interdisciplinary field;

(d) All applications for admission as a Member Association must be accompanied by a copy of the candidate's constitution or similar type of document and evidence of support from at least five Members. The constitution or other instrument of associations seeking Membership should indicate the aims and objectives of the association, provide for the direction of the association by a general assembly or equivalent of its members, indicate the scale of dues payable by its members and provide the latest audited accounts which must show solvency, and set forth the rules for voting for its officers and officials;

(e) All candidates for admission as Member Organisations must have been in existence for at least 5 years. All applications for admission as a Member Organisation must be accompanied by a copy of the candidate's constitution or similar type of document and evidence of support from at least five Members. The constitution or other instrument of associations seeking Membership should indicate the aims and objectives of the organisation, indicate the status of its funding and expenditure in a manner appropriate to its status.

(f) All applications for admission as Associate Members must be accompanied by a copy of the candidate's constitution or similar type of document and evidence of support of at least three Members. The constitution or other instrument of the candidate should indicate its objectives and governance and indicate the status of its funding and expenditure.

(g) It is intended that the formation of national committees would become the basis for national organisation representation within the ISSC. They should be as representative and inclusive as possible of social science scholars and institutions within the country. Their creation is likely to be out of Social Science Research Councils or Federations, Academies or funding councils;

(h) The General Assembly, on the proposal of the Executive Committee, shall examine each application for Membership and determine in regular session to accept or reject it on a vote of the majority of both Member Associations and Member Organisations present and voting exercising care so as to avoid undue representation of discipline, country or region;

7. COMMITTEES AND PROGRAMMES: The ISSC may establish interdisciplinary committees, task forces and programmes either through the General Assembly (Article 11 (c) of the Constitution) or through the Executive Committee (Article 12 of the Constitution). In either case the chairpersons shall be appointed by the Executive Committee and its members shall be appointed by the Executive Committee in consultation with the chairperson. The establishment, activities and governance of the committees and programmes as well as of the Senior Board shall be in accordance with the guidelines laid down by the Executive Committee.

8. SUSPENSION: The General Assembly may by a vote of two thirds each of Member Associations and Member Organisations present and voting suspend any Member which has failed to fulfil its obligations provided that the Member has received six months notice of intent to take such action, has been given an opportunity to fulfil the obligations concerned and has been given an opportunity to be heard, if it so wishes, by the General Assembly.

9. RESIGNATION: A Member wishing to resign from the ISSC must give three months notice in writing to the Secretary General which shall be with effect from the end of the budgetary term in which the letter of resignation is received by the Secretary General.

10. Except where otherwise provided, the By-Laws and Rules of Procedure may be modified or repealed by a majority vote of the members of the General Assembly.

11. Decisions on all matters not covered by the present By-Laws and Rules of Procedure shall be made as required by the Executive Committee, subject to approval by the next General Assembly. In either case the chairpersons shall be appointed by the Executive Committee and its members shall be appointed by the Executive Committee in consultation with the chairperson. The establishment, activities and governance of the committees and programmes as well as of the Senior Board shall be in accordance with the guidelines laid down by the Executive Committee.