

# Constitution for Digital Humanities in the Nordic and Baltic Countries

## §1 Name, seat, fiscal year

The association shall be called Digital Humaniora i de nordiske og baltiske lande with appropriate variations for other Nordic languages. The English name is Digital Humanities in the Nordic and Baltic Countries. The abbreviation is DHNB.

The association has its seat in Gothenburg.

The fiscal year of the association corresponds to the calendar year.

## §2 Purpose

The purpose of the association is to support research, education, and dissemination of digital humanities in the Nordic and Baltic countries. This will primarily take place through coordination and information about activities in the area and through events of various kinds such as conferences, workshops, summer schools for researchers and students at different levels, publications, etc. In order to promote such activities working groups may be established under the association. The association can initiate and support such activities and working groups may be established, under the auspices of the Board, to focus on a specific area of interest relevant to the DHNB. The association has a web site, [dig-hum-nord.eu](http://dig-hum-nord.eu), where information is gathered and presented. The association's long-term objectives include working towards interdisciplinary cooperation and a clearer scholarly, political, and general understanding of the importance of digital humanities.

## §3 Type of organisation

Digital Humanities in the Nordic and Baltic Countries is registered as a Swedish non-profit organisation.

## §4 Relationship to other organisations

The association is an Associate Organisation of the European Association for Digital Humanities (EADH).

## §5 Membership

Any natural person can be members. Membership is granted by the Board or by a person appointed by the board. The board can deny membership or exclude members who act in direct and obvious contradiction to the best interests of the association.

Membership in DHNB can be obtained by contacting the DHNB board or the person authorized by the board. Membership shall enter into force when the membership fee for the running year is paid.

Only members in good standing are eligible and have voting rights at the General Meeting and in the election of the members to the board. All members have the right to leave the association through a written notification to the association.

As a member of an Associate Organisation of EADH all members have full rights as EADH and, through that, as ADHO members. The membership fee is decided by the General Meeting. The membership fee will be applied for the following year (from 1 January).

## **§6 General Meeting (GM)**

The GM is the highest decision-making body of the association and decides on the general direction of the association.

Ordinary GM shall be held in connection with the association's conferences, that is, every second year or, when possible, each year. No less than eight weeks of notice shall be given. Invitation for items to the agenda must be given no later than four weeks before the GM. All members are eligible to the Board, have the right to vote in the association, and have the right to raise items for the GM agenda. In order to reach the agenda, all items have to arrive with the Board no later than three weeks before the GM. Agenda and supporting documents shall be sent to members no less than 2 weeks before the meeting.

At the GM the following item must be on the agenda:

- Opening of the meeting
- Approval of the agenda
- Election of chair and secretary for the meeting
- Election of checkers, who also count votes
- Confirmation of correct notice of the GM
- Confirmation of list of voters
- Board's annual report
- Financial auditor's report
- Presentation of accounts
- Decisions on the allocation of positive balance
- Freedom from liability for Board members and officers
- The election of Board members shall be conducted by postal or remote electronic vote before the GM and the results will be presented at the GM
- Election of the financial auditor with deputy
- Election of the Nomination Committee
- Decision on the level of membership fees
- Questions postponed to the GM by the Board
- Handling of incoming items for the agenda
- Closing the meeting

At the GM, each member has one vote. No member can represent more than one other member by proxy. In the case of ties, the chair of the association has a double vote.

An extraordinary general meeting will be held whenever decided by the Board or requested from more than one-third of the members. Other regulations concerning calls and notice times are the same as for the GM.

## **§7 The Board**

1. The management of the association shall be in the hands of the Board. The Board shall consist of nine elected members. Members of the Board shall be members of the association.

2. Elections to the Board shall be conducted by postal or remote electronic vote in the period 16 February - 1 March. Vacancies on the Board for each year shall be filled by election and the result published at the GM and on the web site and by email to the members at the latest 10 March. Any member of the association may be nominated for election to the Board. Nominations must carry a statement from the nominee confirming his or her willingness to serve, and must be supported by two members of the association other than the nominee. Nominations shall reach the Nomination Committee on or before 15 February.

3. Elected members of the Board shall normally serve for three years, with one-third of their number retiring each year; Retiring members shall be eligible for immediate re-election for one further period

of three years. Former members of the Board may only be elected again under this process after a period of at least one year has elapsed since their last retirement or resignation from the Board. In the event of the resignation of any elected member of the Board, save in the third year of his or her tenure, the resulting vacancy shall be filled through the election of one additional Member to complete the term of the resigning Member.

4. A quorum of the Board shall consist of five elected members of the Board and shall include two Officers.

5. The members may remove any member of the Board before the expiration of his/her tenure, by postal or remote electronic vote, where such vote is requested by not less than twenty members.

## **Officers**

6. The officers of the association shall be a Chair, a Vice-Chair, an Honorary Secretary, and an Honorary Treasurer. Officers shall be members of the association. They shall be elected by the Board and shall hold office for three years, but may be re-elected for one further period of three years. As far as is feasible, the Board shall seek to ensure that only one of these officers is elected in a given year. Former officeholders may only be elected again under this process after a period of at least one year has elapsed since their last retirement or resignation from that office.

7. In exceptional circumstances and where it is deemed to be in the best interests of the association, the terms of office specified in §7 clauses 6 and 7 may be varied by a two-thirds majority of the nine elected members of the Board. This may be done prior to an election or during a term of office.

## **§8 Signatories**

The Board members of the association are the signatories. The Board can elect one or more persons as signatories. The chair and the honorary treasurer can sign alone, as can two other Board members combined.

## **§9 Financial auditor**

The auditor and the auditor's deputy are elected at a general meeting for the time period to the next GM. The auditor and the auditor's deputy shall review and sign the annual accounts for presentation to the General Meeting. The Treasurer must submit the annual accounts to the auditor not later than 30 days prior to the annual General Assembly.

## **§10 Nomination Committee**

The Nomination Committee consists of 2-3 members elected for one year at a general meeting. The task of the Nomination Committee is to propose candidates for election to the Board. The Nomination Committee will make an open call to all members asking for nominees. The Nomination Committee will present a ballot to the membership for written election, cf. §7.2. In preparing the ballot the Committee will take into account the purpose of the association and the need for Officers, as well as 1) overall geographical representation of members, 2) continuity versus turnover, and 3) diversity.

## **§ 11 Changes of constitution**

Changes to the constitution can be done by a two-thirds majority at a general meeting.

## **§12 Dissolution of the association**

The association can be dissolved after decisions at two consecutive general meetings. For such a decision a 75% majority of the voting members is needed. In the case of dissolution, any remaining property will be distributed according to the decision at the latest general meeting.