

## Procedures for Establishing Sections and Working Groups

1. IAMCR Statutes authorize the presentation of new Sections and Working Groups to the General Assembly (GA) for Association approval (Article 5.2). In practice, that presentation takes place with the advice and support of the International Council assisted by the Scholarly Review Committee (SRC).
2. Proposals to establish new Sections or Working Groups must include the following:
  - a. A proposed Head or co-Head(s), whose role shall be subject to confirmation through elections to be held by the prospective Section or Working Group upon approval by the General Assembly (Article 9.4),
  - b. Evidence that the proposed Head or co-Heads are paid-up members,
  - c. A mission statement outlining planned work that is “consistent with the association’s aims and not dealt with by the existing Sections,” or Working Groups (Article S9.2),
  - d. A 2-year plan of work including the activities specified in the list of required Section or Working Group activities,
  - e. Signatures of minimally 20 IAMCR members located in at least 3 continents who support the proposed mission statement and plan of work,
  - f. Support signatures of minimally 5 International Council members located in at least 2 continents.

The International Council suggests (but does not require) those who wish to establish an entirely new entity to first propose the establishment of a Working Group, and not to immediately apply to establish a Section. After a suitable period of time, during which the new Working Group can establish a track record, it will be in a better position to make a compelling proposal for Section status and seek approval to become a Section.

3. Complete proposals must be submitted to the SRC at least five months before the annual conference. The SRC then works with the applicants to evaluate and provide feedback on the proposal before submitting the final version and its recommendations to the EB for distribution to the International Council (IC) at least two months before the annual conference. Following an online discussion, the IC may choose to vote online or to delay the vote until its face-to-face meeting at the annual conference. If a Section or Working Group is approved in a GA year, it will be ratified by the GA. In year without a GA, the applicants can operate as an interim body pending ratification by the next GA.

4. Guidelines for proposals for a Working Group to become a Section. Proposals must include the following:
  - a. Evidence that the Working Group has undertaken the activities required of a Section,
  - b. A plan of work that continues to meet the requirements for Section activities.
  - c. Signatures of minimally 20 IAMCR members located in at least 3 continents who support the proposed mission statement and plan of work.
  - d. Signatures of minimally 5 International Council members located in at least 2 continents who support the proposal.

5. For other scenarios related to changes with regard to Sections and Working Groups, such as the merger of existing Sections or Working Groups, or the division of an existing Section or Working Group into two (or more) entities, members are invited to consult with the SRC.

[Approved 27/07/16 by the International Council in Leicester, UK; Revision of August 2018 approved by SRC and EB]