

EASP STANDING ORDERS

STANDING ORDERS OF THE EUROPEAN ASSOCIATION FOR SOCIAL PSYCHOLOGY (June 2020)

EASP is an association incorporated under Dutch laws. The term ‘European’ is deemed to refer to a geographical area and not to a European corporate identity. The statutory seat of EASP is Utrecht. The factual seat is Maastricht.

These standing orders below are based on the articles (further “the Articles”) from the European Association for Social Psychology (further “EASP”) as applicable per 8th May 2017.

The regulations in the Articles as mentioned below are specified more in detail in these Standing Orders, which is explicitly allowed by the Articles, with the limitation that the Standing Orders will not conflict with the Articles.

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These Standing Orders will be presented to the members of EASP and will only become effective after approval of more than 50 % of the voting members, with a minimum of 16 members. The voting will take place electronically outside the members meeting, together with the voting for the new members of the Executive Committee, in accordance with the Articles (articles 21 and 44).

Article 1. PROCEDURE FOR THE ADMISSION OF NEW MEMBERS

1. Applicants for Full Membership are individuals who should have been awarded a PhD (or an equivalent degree) in social psychology (or a closely related discipline) and have at least one social psychological article, written in English, and published in a peer-reviewed journal. These individuals may apply for membership by submitting an online application form with an up-to-date CV to the Membership Officer (via the Executive Officer), accompanied by a recommendation of at least two EASP members. Information about the Membership Officer and the Executive Officer can be found on the webpage of EASP.

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2. The Membership Officer will refer all applications for membership to the Executive Committee, or to a subcommittee appointed by the Executive Committee, for the purpose of deciding upon the admission of new members. When the Executive Officer is in possession of all the relevant documents (i.e., application form, curriculum vitae, two recommendation letters), the application will be considered at the next meeting of the Executive Committee of the Association. If the Executive Committee, or its subcommittee, considers that a candidate satisfies the requirements for membership, their name shall be notified to all full members. The candidate will become a full member of the Association one month later, unless a minimum of three full members object to the admission in writing within this period.
3. When either the Committee or a minimum of three full members object to admission, the applicant will not be eligible to attend the next members' meeting, but their candidature can be submitted to the members' meeting for admission by a majority vote.
4. Applicants who wish to apply for membership are free to do so at any time, but deadlines for membership in relation to the bi-annual meetings of the Executive Committee, are March 15th and September 15th, 0:00 UTC.
5. The Association's total full membership will normally not increase by more than 10 per cent above replacements per year.
6. EASP membership incorporates an automatic electronic subscription to the European Journal of Social Psychology (EJSP), the European Review of Social Psychology (ERSP), the Social Psychological and Personality Science (SPPS), and the Comprehensive Results in Social Psychology (CRSP). Additionally, full members can choose to receive the EJSP and ERSP journals in print format.
7. Members may also subscribe to the EASP Mail serve, which provides members with up-to-date announcements concerning EASP related issues, calls for papers for special issues, job announcements, meeting and conference announcements, requests for input into meta-analyses, etc. via email. A further source of information, which keeps members informed about recent developments, is provided by the European Bulletin of Social Psychology (EBSP—the Association's newsletter).
8. EASP membership runs on an annual basis for one calendar year at a time. According to our articles, membership is automatically extended to the next calendar year, unless members contact the Executive Officer before the end of November and indicate that they want to resign from the EASP. When membership is not actively cancelled but membership fees have not been paid during two subsequent years, EASP membership will be ended by the Association. Technically, the member still has to pay the fees for these two years, because they continue to receive membership benefits such as journals.
9. Postgraduate students working on a doctoral thesis in social psychology at a European University can become postgraduate members of the Association. At its discretion, in line with the goals of the Association, the Executive Committee can also admit other postgraduate students as postgraduate members. The procedure of admission is equivalent to that for full members. Applicants for post-graduate membership who do not know any other members, will contact the Membership Officer, who will review their credentials to

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verify eligibility and will ask for documents providing information concerning their academic and professional history. Post-graduate members receive on-line subscription to the European Journal of Social Psychology, Social Psychological and Personality Science, and Comprehensive Results in Social Psychology. Postgraduate members may attend and participate in members' meetings, but not necessarily on the same conditions as full members. Postgraduate membership status expires when the postgraduate member obtains a doctoral degree or, in any case, after a period of four years (extension is possible due to certain circumstances, i.e. severe illness, maternity/paternity).

Article 2. DIVERSITY/CODE OF CONDUCT

1. In promoting the excellence of European social psychology research, EASP aims to ensure that the association and its resources are accessible to qualified scholars and students from a range of backgrounds and approaches, and across all regions of Europe. Hence, the EASP is committed to promoting and supporting all types of diversity within the association, for example, gender, gender identity or expression, race, colour, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disability, veteran status, and to facilitate a supportive and inclusive environment for members from a diverse membership. All privacy related information related to this diversity can be provided by scholars and students to EASP at their sole discretion and is not obligatory, even when explicitly mentioned in application forms. This includes initiatives aimed at achieving and maintaining a diverse membership and promoting the involvement of members from currently underrepresented groups and from disadvantaged regions in the association's activities.
2. The EASP will not tolerate discrimination or harassment of their members during scientific activities – in particular those organized by the Association. Examples of discrimination include, but are not limited to offensive or degrading remarks, or other hostile behaviour such as insulting, teasing, mocking, degrading or ridiculing another person or group, racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols, physical assault or stalking, displays or electronic transmission of derogatory, demeaning or hostile materials and unwillingness of a member to train, evaluate, assist, or work with another member. Sexual harassment is online and offline unwelcome verbal or physical behaviour based on a person's gender; it can include unwanted touching; offensive and suggestive gestures or comments; asking about a person's sex life or making sexualized remarks about a person's appearance; sexualizing the work environment with imagery or other items; or telling sexual jokes.
3. EASP also subscribes to the importance of ethical research and publication practices and therefore also to the meta-code of ethics set out by the European Federation of Psychologists Associations and to the European Code of Conduct for Research Integrity. The EASP also subscribes to the more discipline-specific codes of human research ethics, such as the Code for Human Research Ethics of the British Psychological Society and the Ethical Principles of Psychologists of the American Psychological Association. These principles cover essential issues such as beneficence and non-maleficence, fidelity and responsibility, integrity, justice, respect for people's rights, and dignity, informed consent, use of deception in research, debriefing, the reporting of research results (fabrication and error correction),

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plagiarism, publication credit, duplicate publication, and sharing research data.

4. EASP members are expected to subscribe to the ethical principles as mentioned in paragraph 1, 2 and 3 of this article both when joining and throughout their membership of the association. EASP may investigate any conduct that violates these principles, further “the Code of Conduct” even in the absence of a complaint and take remedial action where appropriate. Any member who believes that these principles have been violated by another member should report the circumstances, in accordance with the procedure set forth hereafter, as soon as possible but there is no fixed deadline for filing a complaint.
5. A member can file a complaint to with the Ethics Officer, who is a member of the Ethics Committee. Information about the Ethics Committee can be found on the webpage of EASP.
6. The Ethics Officer will report the complaint to the Ethics committee. The Ethics Committee consists out of 5 members as appointed by the Executive Committee, based on article 7 of these Standing Orders.
7. The Ethics Committee will conduct a prompt, thorough and impartial investigation of a complaint as necessary and appropriate, and will hear both complainant and the alleged wrongdoer, each of whom is expected to cooperate with any investigation. The Ethics Committee will make every effort to complete its investigation within forty-five (45) days of a report of discrimination or harassment and will keep the investigation confidential to the extent possible. The Ethics Committee may find it necessary to extend the time period for completing an investigation in some circumstances. The Ethics Committee will provide the complainant and the alleged wrongdoer with notice of any extension and where necessary and appropriate, give them a new timetable for completion of the investigation. The investigatory file will consist of the initial complaint, the final investigative report, including a record of the remedial action to be taken, if any, and any documents created or used during the investigation. The Ethics Committee will maintain the investigatory file. The Ethics Committee has the possibility to suspend the right of the alleged wrongdoer to apply for the Association’s grants, attend any activity of EASP, and the membership meeting during the investigation as a temporary measure.
8. The investigation process is strictly internal and confidential. The Ethics Committee will report her findings in writing to both parties. Where the Ethics Committee concludes that a violation of the Code of Conduct has occurred, the member will be removed or suspended. Alternatively, the member, will be allowed to terminate his/her membership formally at his/her own initiative. The conclusion or investigatory file will not be shared with other members of EASP during the primary phase of the procedure.
9. The complainant and/or the alleged wrongdoer can object against the decision of the Ethics Committee during the next Member Meeting. Such is in accordance with the current Articles (article 10). Since no penalties are imposed to a member that is found guilty, a second institution for appeal will not be installed.
10. Seen the precarious aspect of these matters, EASP is considering to alter the Articles in order to appoint the Executive Committee competent to treat objections in accordance with the rules as laid down in parts 6 to 8 of this article. This paragraph 10 will lapse as soon as this

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change has been implemented. Afterwards, the Members Meeting as mentioned in paragraph 9 has be read as the Executive Committee.

Article 3. CONTRIBUTIONS BY THE MEMBERS

1. The fee for full members is at present EUR 96 per year and EUR 48 per year for postgraduate Members. The Treasurer can decide on reducing to respectively EUR 48 and EUR 24 or waiving the fees completely because of economic difficulties or currency restrictions on an individual basis.
2. The fee for retired members of 20 years or more good standing in the Association will be set at 50% of the normal fee.
3. The fee for affiliate members (full members outside of Europe from before 2012) is 77 EUR per year.
4. The membership fee can be paid online by credit card, or if preferred, by bank transfer. Further information is available in the members area (My EASP).

Article 4. RULES FOR MEMBERS MEETING

1. The Executive Committee determines the agenda for the Members Meetings in accordance with article 17 of the Articles.
2. A group of minimum 7 Members can add topics to the agenda if submitted to the Executive Committee within two months before the Members Meeting.
3. Electronic voting by the members will be stimulated by the Executive Committee.
4. For any matter to be voted on at the members meeting, full members will receive an e-mail with a link to an electronic voting form not later than 20 days before the members meeting. Electronic voting opens at least 20 days, and closes seven days before the members meeting.
5. The Executive Committee may propose that certain issues can be voted for electronically by the full members outside a members meeting. These issues can be any issue apart from changes to the Association's Articles or liquidation of the association, which can only be changed by a members meeting. In this case, all full members will receive an e-mail with a link to an electronic voting form, and will have a period of at least 7 days and not more than 14 days to cast their vote. Any matter to be put to vote electronically outside of the members meeting shall require the same amount of votes, as is normally required for the relevant matter.

Article 5. TASKS OF THE EXECUTIVE COMMITTEE

1. The Executive Committee has the following tasks: running the daily business of the association, being the legal representative of the association, making financial decisions, award grants, awards, and scholarships and determining the activities of the association,

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submitting issues to the members meeting for their decision and carrying out their decision.

2. The Executive Committee appoints from its midst the President, the Secretary and the Treasurer of the Association. A president-elect is appointed to continue and support the activities of the current President in the 2nd year of the term of current President.
3. The Executive Committee may delegate part of its duties to other(s) commissions and may be assisted or advised by others, and may appoint full members to represent the Association.
4. The Executive Committee usually meets twice a year, typically in April and October. Meetings of the Executive Committee may be held at any other time, with reasonable attempts to find a mutually agreeable date, time and venue, on the call of the President, the Treasurer, or the Membership Officer. A quorum at any meeting will consist of four or more members of the Executive Committee. Decisions will be taken by a simple majority of the members of the Executive Committee present at a meeting.
5. It will be the duty of the President to represent the association externally, preside at all meetings and to perform such other duties as are incident to his or her office, or as may properly be required by vote of the Executive Committee, including corresponding on behalf of EASP. The Secretary will keep records of all meetings of the Association. It shall be the responsibility of the Secretary to bring to the attention of the Executive Committee and the Association such matters as deemed necessary; to conduct the official correspondence of the Association; to issue official calls and notices of meetings; to conduct elections and to notify new members of their election directly. The obligations of the Treasures are described in article 8 hereafter.

Article 6. ELECTION OF THE MEMBERS OF THE EXECUTIVE COMMITTEE (AND THEIR TERM)

1. The Executive Committee shall consist of seven full members. The period of office of members of the Executive Committee is defined in terms of intervals, which refer to periods between two members' ordinary meetings. Members are elected to serve for two consecutive intervals which should not be longer than three years each. No member may serve for two consecutive intervals as President of the Association.
2. At every regular Member Meeting half of the members of the Executive Committee (alternately 3 or 4 members) reach the end of their six year term of office.
3. At least four months before the Members meeting, the Executive Committee will ask the full members for nominations to vacancies for Executive Committee Members. If insufficient nominations are made (i.e., at least two more than the number of vacancies) the Executive Committee will add its own nominations.
4. Each nomination must be supported by two full members and addressed to the Secretary of the Executive Committee at least three months before the members meeting. Each nomination packet has to contain a letter from the nominee, agreeing to serve on the Executive Committee, letters of support from two full members of the Association, brief (half an A4 page maximum) background information from the nominee, including (a) a summary of academic positions, administrative experience, and current research interests; (b) the

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nominee's perspective on what are relevant issues for EASP and its Executive Committee to consider in the future (c) a list of three publications the nominee considers to be most representative for his or her work and (d) their view of their contribution to the development of Social Psychology in Europe.

5. Full members will receive a ballot form for voting by post not later than one month before the members' meeting. Full members unable to attend the members' meeting can return the ballot paper in a sealed envelope to the Executive Officer not later than one week before the start of the members' meeting. At the members meeting, the Executive Officer will hand over the sealed envelopes from absent full members to the scrutineers. In case of electronic voting, members will receive an individualized invitation to the voting system not later than 28 days before the members meeting. Electronic voting closes at 20:00 UTC on the day before the business meeting.
6. The voting will be by secret ballot and candidates who receive the largest number of votes will be declared elected, subject to the restriction that no more than two candidates affiliated with a University within the same nation can be elected on the Executive Committee. In case of ties, a second ballot confined to the members' meeting will be conducted.
7. The election results will be communicated to members by E-mail or post, as deemed necessary, and will be included in the following Association's Newsletter.

Article 7. DELEGATION OF DUTIES BY THE EXECUTIVE COMMITTEE

1. The Executive committee will appoint an Ethics Committee consisting out of 5 members (not being part of the Executive Committee) in relation to the execution of article 2 of these Standing Orders. It can appoint members of this Ethics Committee at its sole discretion.
2. The Executive Committee may install national representatives to function as a central contact for EASP in the various countries. The Executive Committee may also install interest groups, which have specific goals that further the general aims of the Association, and may target specific audiences.

Article 8. TASKS TREASURER

1. It will be the responsibility of the Treasurer to sign checks or other drafts upon the funds of the Association as may be necessary; to execute, seal and deliver any contracts, deeds, instruments or other documents which shall be required on behalf of EASP and to have custody of all funds and securities and to deposit same in the name of EASP in such bank or banks as EASP may direct, to have custody of all other property of EASP, to collect dues and other debts to EASP by any persons whatsoever.
2. The Treasurer will, at any reasonable time, exhibit the books and accounts to any member of the Association, and in general will perform all such duties as may be incident to the office or as properly may be required by vote of the members of the Executive Committee at any duly constituted meetings.

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3. The Treasurer will prepare the draft annual accounts of EASP within 9 months after each calendar year, together with (the approval of) an accountant as appointed with the Executive Committee. These annual accounts will be presented to the membership meeting for approval within 20 months after the relevant calendar year. The treasurer can decide if the accounts are also send to the Dutch Trade Register for publication, which is in principal not obligatory for associations.
4. The Treasurer will handle all relevant tax formalities for EASP, such as related to Dutch corporate income tax and/or Value Added Tax.
5. The Treasurer makes sure that cash assets of EASP are kept at an account at a solid bank and/or invested in solid funds.
6. The Treasurer will gather contributions/other income to which EASP is entitled adequately and pays incoming (justified) invoices likewise.
7. The Treasures will provide an accurate budget estimation/cash planning to the Executive Committee from time to time or at their request.
8. The Treasurer will meet the obligations as mentioned in Article 17 of the Articles.

Article 9. EASP GRANTS

1. The Executive Committee has the mandate to initiate novel grant formats, and to alter or terminate the format of existing grants.
2. EASP travel and seed corn grants aim to help members during the different stages of their scientific career, and explicitly encourages applications from members from countries/departments that have only limited access to travel funds and whose infrastructure or training facilities are less well developed than elsewhere. Any topic within social psychology is considered eligible and there is no restriction on the research methods proposed, as long as these are justified and of excellent quality.
3. The Research Knowledge Transfer Scheme (RKTS) is specifically intended to fund any initiative that benefits the professional development of EASP members from regions where access to scientific information, facilities, and/or funding is scarce compared to other European regions, or to foster underrepresented research themes and approaches. Examples of activities (that can be or have been) funded through these schemes are workshops on specific research topics, methods, data analysis, or writing for publication.
4. The Collaborative Research Grant was developed to assist researchers in developing new projects which will be pursued through the collaboration with one or more researchers from different countries. In particular, collaborative research grants are intended to support preliminary research, which may assist the holders to subsequently obtain larger-scale funding from other sources (for full members). This grant scheme also aims to increase diversity within EASP, in that at least one of the partners needs to either work in a country facing economic hardship or in which the EASP is not well represented.

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5. EASP funds research meetings with a minimum of 20 participants, irrespective of the topic (as long as it falls within social psychology). Meetings eligible for funding require that 50% of the attendants are members of EASP in good standing. Moreover, EASP is particularly keen to encourage applications from topics and regions that have received less funding in previous years.

Article 10. ORGANIZATION OF THE GENERAL MEETING

1. In the case of the Association's tri-annual General Meeting, the proposal of the conference venue will be submitted to the executive Committee at least two years before the proposed conference.
2. The Executive Committee can change the frequency of the General Meeting.
3. The Executive Committee will decide on the conference venue and will inform members in a timely manner.
4. Authorization will be communicated in writing to the proponents within six months of the submission.

Article 11. PUBLICATIONS

1. EASP publishes an electronic newsletter on its website, the European Bulletin of Social Psychology. The main goals of the Newsletter is to promote the Association and its activities, to maintain regular contact with members and to offer members a means of interchange. The frequency of this publication is decided by the Executive Committee.
2. EASP publishes the following scientific publications:
 - a) European Journal of Social Psychology (EJSP)
 - b) European Review of Social Psychology (ERSP)
 - c) Social Psychological and Personality Science (SPPS)
 - d) Comprehensive Results in Social Psychology (CRSP)
 - e) European Monographs in Social Psychology
3. The Executive Committee has the right to terminate any of these publications in accordance with the legal partners (publishers).
4. The Executive Committee negotiates the contracts with the publishers and can change publishers.
5. The Executive Committee can initiate novel publication formats.

Article 12. AWARDS

1. EASP is awarding members for excellent scientific activities or service to the field at different stages of their careers. Awards do not come with a monetary reward. Awardees may be asked to deliver an acceptance speech at the General Meeting or at any other event of EASP. The Executive Committee has the possibility to sponsor travel, accommodation and

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registration for awardees.

2. The Executive Committee appoints sub-committees to determine awardees, or selects awardees itself. The sub-committees select the awardee based on criteria determined by the Executive Committee. The diversity policy, see Article 2 paragraph 2 of the Standing Orders applies. Sub-committee members with a conflict of interest regarding one of the applicants resign from the sub-committee. Executive Committee members withhold from voting.
3. The Executive Committee can initiate novel award formats and labels or change existing ones.

Article 13. SUMMER SCHOOLS

1. EASP organizes Summer Schools that are targeting PhD students together with local partner universities. The Summer School can be organized together with other learned societies. EASP member/non-member attendance will be guided by a quota determined the Executive Committee.
2. The frequency of the Summer Schools is at the discretion of the Executive Committee.