

**Internal Regulations
of
SOCOLNET**

(Approved in the 1st General Assembly, Monte Caparica, Portugal – 28 Jul 2006)
(With new version of art° 7 approved in the 3rd GA, Guimarães, Portugal – 12 Sep 2007)
(With new version of art° 15 approved in the 4th GA, Poznan, Poland – 10 Sep 2008)

General Provisions

Art. 1°

The Society for Collaborative Networks (SOCOLNET) is governed by its Statutes and by the Internal Regulations that contain provisions which complement and detail some issues of the statutes.

Art. 2°

The preferred communication channel among the association members is e-mail. Given the international composition of the membership, the working language is preferably English.

Art. 3°

All decisions are recorded in minutes. The minutes are signed by the chairperson and the secretary. Decisions are taken in meetings according to the Statutes and may also be made by circular mail, provided members do not request that the corresponding issues should be discussed in a meeting.

Art. 4°

Except where an interpretation has been laid down in the Statutes, the interpretation of these Internal Regulations rests absolutely with the President.

On the General Assembly

Art. 5°

The General Assembly shall decide on the issues of its competence according to the statutes and any other subject brought to its attention that is not part of the legal and statutory responsibility of the other governing bodies.

Art. 6°

The regular annual meeting for approval of the report of activities and accounting statement shall be held, whenever possible, in conjunction with a scientific event

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involving a large number of SOCOLNET members. In case of need a meeting can be conducted virtually.

Art. 7°

In case of absence of any member, such member might be replaced by another SOCOLNET member present in the meeting, if a written request (e-mail) is received by the General Assembly Secretary up to 1 week before the General Assembly meeting. One present member can only represent one other absent member. The role of the replacing member ends with the meeting.

Art. 8°

The General Assemblies are called via email. The Agenda for the General Assembly meeting will be sent two weeks in advance of the meeting by email with an optional link to the web site where accompanying documents will be located.

On the Board

Art. 9°

The Board meets as often as necessary for the effective performance of its competencies and duties.

Art. 10°

The Board will distribute, among its members, the responsibilities that are necessary for the effective management of the SOCOLNET activities

Art. 11°

The Board may launch Special Interest Groups (SIGs) for the development of specific missions with a temporary duration. SIGs will report to the Board which holds the power to suspend or stop their activity once their mission is accomplished or their activity is no longer justified.

On the Special Interest Groups

Art. 12°

SOCOLNET members in possession of their full rights may propose to the Board the creation of Special Interest Groups. A proposal shall specify the purpose, duration, and organizational structure of the SIG. The Board will decide on the opportunity and interest to launch such SIGs taking into account the objectives of the association and the plan of activities.

Art. 13°

The responsibilities and authority of the Special Interest Groups shall be clearly set out in terms of reference approved by the Board members.

On the Membership

Art. 14°

Data collected about members will remain confidential and cannot be made available to other purposes besides the communication among members and the governing bodies. Any other use will require explicit authorization by the involved members.

Art. 15°

(a) Individual researchers and other professionals working in the field of collaborative networks may apply for membership of SOCOLNET. Applications will be analyzed by the Board for acceptance or rejection at the RM or CM levels, as addressed below. At the “operational level”, the following three categories of membership are considered:

Level1- Regular Members (RM),

Level2- Contributing Members (CM), who are more active than regular members,

Level3- Promoting Members (PM), those who are more strongly involved and hold a position in one of the three Boards.

(b) Furthermore, any individual member of the SOCOLNET may apply at any time for a higher membership operational level. For this purpose, a personal application must be submitted by the member to the president of the SOCOLNET for approval. The status of operational membership levels of all SOCOLNET members would be subject to a yearly re-evaluation.

(c) For achieving higher involvement in SOCOLNET, for any SOCOLNET member:

(c.1) to be considered as a candidate for the position of chairperson for any of the three boards, the member must have a PM operational level at the SOCOLNET.

(c.2) to be able to get assigned as a member of any SOCOLNET board, the member must either have a PM or a CM operation level at the SOCOLNET.

Art. 16°

Any act or service carried out in the name of the Association, by one of its members, will have to be authorized by the Board. No public standpoint can be done in the name of the Association by a member external to the Board, without the prior agreement of the Board.

On voting

Art. 17°

Given the large geographical dispersion of SOCOLNET members, the voting process, which will preferably take place in meetings, may also include votes by mail or electronic voting when confidentiality of the vote is ensured.

On finance

Art. 18°

Accounts have to be established in conformity with Statutes and Portuguese law.

Art. 19°

Financial transactions are legal with the signature of two members of the Board, being one of them the President.

On the Internal Regulations

Art. 20°

Revisions and changes of these Internal Regulations shall be approved by the General Assembly.