

RULES OF PROCEDURE

ALL EUROPEAN ACADEMIES (ALLEA) e.V.

I. Purpose and context

1. The Rules of Procedure of All European Academies (ALLEA) e.V. (in the following: ALLEA) are in accordance with and subservient to the Statutes (see Article 21 of the Statutes).
2. The ALLEA General Assembly adopts the Rules of Procedure and delegates the power to develop and amend them to the ALLEA Board. The provisions of Article 19 of the Statutes shall apply to the adoption of resolutions by the General Assembly accordingly.
3. As appropriate, the Rules of Procedure can be supported by detailed Standard Operating Procedures (SOPs), which are developed and amended by the ALLEA Board. These are internal guiding documents that are available to ALLEA Member Academies upon request.
4. Administrative regulations such as those related to human resources policies and financial operations are covered separately in internal ALLEA documents, which are developed and amended by the ALLEA Board on the proposal of the ALLEA Secretariat.

II. Membership application and admission process

1. The general terms for the ALLEA Member Academies are set out in Articles 5-8 of the Statutes. Eligible for membership in ALLEA is any Academy that fulfils the criteria defined in Article 5 of the Statutes.
2. In order to apply for membership, Academies are requested to provide a dossier comprising comprehensive information and in particular demonstrating that the Academy (A) plays a significant role in the scientific community, (B) carries out its activities free from political, commercial, and ideological interests, and (C) is able to add value to ALLEA's strategy, mission, and activities.
3. The dossier must be formulated in English and comprise at least:
 - the valid statutes of the Academy;
 - a description of the core mission, strategy and main functions of the Academy in the research and higher education system;
 - a description of the membership and the criteria and processes for the selection and admission of members;
 - a statement on the sources of funding;
 - a short history of the Academy, including its relations with the government, other major science organisations, and other Academies;
 - and an overview of other international activities and memberships of the Academy.
4. In case an application is submitted by an Academy in a country with existing ALLEA member(s), applying Academies liaise with those members and seek support for the application before submitting the dossier. If deemed appropriate, the ALLEA Board can also consult with other Academy/ies in the country/region directly.
5. The ALLEA Board will assess the dossier and may decide to request and gather further information regarding the nature, activities, and mission of the applying Academy.
6. Upon recommendation of the ALLEA Board, the ALLEA General Assembly elects or rejects applying Academies by secret written ballot and by a simple majority of votes (see Article 6 of the Statutes).

III. ALLEA Board and Presidency

1. The general terms for the ALLEA Board and Presidency are set out in Articles 9-13 of the Statutes.
2. Membership of the ALLEA Board will reflect, wherever possible, a balance of gender, geography, size, academy type, and academic disciplines. Further guidelines on this will be set out in the *ALLEA Equity, Diversity, and Inclusivity (EDI) Policy (2024 – TBD)*.
3. The ALLEA Board typically meets 3-4 times every year (including once at the ALLEA Annual Meeting). At least one meeting is held in person to include the annual strategy meeting. Additional virtual ad hoc meetings can be scheduled as required.
4. ALLEA Board Members act in their personal capacity and take into consideration the interests of ALLEA and of its diverse membership as a whole.
5. In addition to the duties set out in Article 12 of the Statutes, further tasks of the ALLEA Board include:
 - working with the Presidency in developing and implementing the Strategic Priorities and over-all mission of ALLEA;
 - implementing decisions and recommendations by the General Assembly;
 - reviewing and whenever necessary amending the Rules of Procedure, supporting SOPs, Administrative Regulations, and the *ALLEA Risk Register*;
 - preparing the annual financial report and financial plan, and presenting them to the General Assembly for approval;
 - overseeing and advising on the acquisition of external funding (see RoP Article VI);
 - establishing and evaluating Task Forces as part of the Standing Committee on Research Policy (see RoP Article V) as well as other special committees;
 - appointing Chairs of Task Forces and other special committees, and taking up the position of ALLEA Board representatives in Task Forces (see RoP Article V);
 - carrying out the endorsement and support the dissemination of ALLEA publications (see RoP Article V-7);
 - deciding on the venue and agenda for the annual ALLEA General Assembly meeting and conference.
6. The Board may assign specific operational responsibilities and limited representation rights to the ALLEA Executive Director.
7. The ALLEA Board shall initiate the search process for a new President at least six months in advance of a vacancy. An ad hoc Presidential Search Committee will oversee the search process and selection procedure on behalf of the ALLEA Board. ALLEA's Executive Director shall act as secretary to the Search Committee.
8. The Board, on the proposal of the Search Committee, shall present the profile of one or more candidates to the General Assembly, who will be asked to cast their votes. In case more than one Presidential candidate is proposed to the General Assembly, a new President will be elected through ranked-choice voting.
9. Vice Presidents serve for a term of office concurrent with that of the President and the tasks and responsibilities, including replacement in case the President becomes incapacitated, delegated to them are defined by the President.
10. Should the President exceptionally be unable to fulfil their function, the ALLEA Board appoints the designated Vice President to assume that function for the time being. In the event of such incapacity becoming long term (max. 6 months), new elections should be called.

IV. ALLEA General Assembly

1. The general terms for the ALLEA General Assembly are set out in Articles 14-18 of the Statutes.
2. The annual General Assembly is hosted by one of the ALLEA Member Academies. It is usually combined with a public conference or symposium, co-organised with the hosting Academy/ies, on a theme that features prominently among ALLEA's work and interests.
3. In addition to the duties set out in Article 14 of the Statutes, further tasks of the ALLEA General Assembly shall include:
 - voting to elect or reject new membership applications (see RoP Article II-6);
 - amending the Statutes upon recommendation of the ALLEA Board (see Article 19 of the Statutes);
 - electing the President upon recommendation of the ALLEA Board (see Article 9 of the Statutes);
 - discussing and directing the Strategic Priorities, mission, and general policy of ALLEA.

V. ALLEA Task Forces

1. ALLEA carries out its research policy activities through dedicated Task Forces. The general procedures are summarised below, and more detailed procedures will be set out in separate SOPs.
2. Task Forces have a clear timeline and mandate. They are established and regularly evaluated by the ALLEA Standing Committee on Research Policy, which consists of the ALLEA Board and additional topic experts and is chaired by the ALLEA President.
3. The Standing Committee regularly and actively consults with the ALLEA Member Academies regarding their priorities for future research policy activities.
4. Task Forces receive support from the ALLEA Secretariat with coordination, communication, and dissemination activities, as well as appropriate resources to fund their meetings, publications, and events.
5. Task Forces strive for a balanced composition of members, which are delegated and supported by ALLEA Member Academies and can be complemented by additional experts.
6. Task Forces are linked to the ALLEA Board through a responsible ALLEA Board member to facilitate the communication flow. A Task Force chair is appointed by the Standing Committee for the duration of the task.
7. ALLEA and its Task Forces produce various publication types, including Reports, Discussion Papers, Guidelines, Statements, and Event Reports. The conditions and details of standard and fast endorsement workflows, as well as ALLEA's Open Science policy are set out in the *SOP – Endorsement and publication workflows*.

VI. Finances

1. The operational funds of ALLEA are a combination of (A) annual membership dues of all Member Academies (see Article 8 of the Statutes), (B) additional donations and subventions, subject to conditions to be determined by the ALLEA Board on a case-by-case basis, and (C) income from successful fundraising.
2. ALLEA members pay annual membership dues. The membership dues scheme is adopted by the General Assembly on the proposal of the ALLEA Board. Underlying economic data, taken from *Worldbank* sources, are revised every three years. Any changes to the membership dues scheme, e.g. increases of the annual dues, are subject to decision by the General Assembly.
3. The ALLEA Board and Secretariat work together in identifying opportunities for additional

donations and subventions, and external funding, taking into account the ALLEA Strategic Priorities and general mission, and ensuring such funding does not generate conflicts with pertinent regulations relating to ALLEA's tax-exempt status as registered charitable organisation.

4. Assessment criteria for potential third-party funding activities are set out in the *SOP – Third-party funding*. The management of potential risks, as well as mitigation strategies, related to third-party funding are addressed in the *ALLEA Risk Register*.
5. Costs incurred by representatives of ALLEA Member Academies in conducting ALLEA business, such as the participation in the ALLEA Board and Task Forces, shall be borne by the delegating Academy. ALLEA Member Academies are further encouraged to contribute in-kind to ALLEA's activities by hosting or supporting the ALLEA Annual Meeting, Board meetings, Task Force meetings, as well as outreach events and dissemination activities.
6. The General Assembly may appoint an auditor from among its members to check the correctness of the association's financial accounting and management on behalf of the General Assembly. Alternatively, these tasks can be assigned to an external auditor.
7. Any outgoing payments from ALLEA's bank accounts must involve a minimum of two authorised ALLEA employees, in accordance with the four-eyes principle. Payments representing an unbudgeted expense with a value higher than 5.000,00€ require authorisation by the ALLEA President or Treasurer, acting on behalf of the Board. Detailed operational procedures regarding procurement and financial transactions are set out in ALLEA's Administrative Regulations and in the *SOP – financial transactions*, which are regularly reviewed and approved by the ALLEA Board.

VII. Further reference conditions

1. Mission and Strategic Priorities: ALLEA operates according to its general [Mission](#) and in support of its [Strategic Priorities](#), which are regularly revisited by the ALLEA Board.
2. Climate Sustainability: In all its operations, ALLEA strives to find a balance that considers both the positive value and impact of in-person interactions, as well as the necessity to move towards climate sustainable operations. The policies and guidelines that support our ambitions are set out in the *SOP – Climate sustainability*.
3. Data Management and GDPR: The *ALLEA Data Management Plan* describes the measures, guidelines, and standard practices for ALLEA's use and storage of external parties' personal data. The Data Management Plan is regularly reviewed and updated in line with federal and EU-wide legislative developments. All ALLEA Secretariat members and Task Forces who process and manage external personal data should be informed and compliant with these practices.
4. Equity, Diversity, and Inclusivity (EDI): Strengthening equity, diversity, and inclusivity is a key objective of ALLEA (see also our Strategic Priorities), and ALLEA is currently, and jointly with its members, exploring the suitable policies and guidelines to support this objective, which will be detailed in a separate document.
5. Research Integrity: Any ALLEA activities shall be done in compliance with the principles and good practices set out in the [European Code of Conduct for Research Integrity](#).
6. Risk Management: Potential institutional, financial, and operational risks, as well as possible mitigation strategies, are detailed in the *ALLEA Risk Register*, which is reviewed by the ALLEA Board on an annual basis and adapted as needed.