

Statutes of the Swiss Association of Medieval and Early Modern English Studies (SAMEMES)

Art. 1 – Name and Duration

The Swiss Association of Medieval and Early Modern English Studies (hereinafter referred to as SAMEMES) is an association governed by Article 60, et seq., of the Swiss Civil Code.

It is a non-profit organization with unlimited duration.

Art. 2 – Registered Office

SAMEMES has its registered office at the University where its President is tenured.

Art. 3 – Purpose

The objectives of SAMEMES are as follows:

- to foster connections among researchers in the field of Medieval and Early Modern English Studies in Switzerland;
- to oversee the organization of an internationally-significant biennial conference, as well as other events or gatherings involving its members;
- to provide information to any interested parties, through its members, on Medieval and Early Modern English Studies in Switzerland;
- to promote projects related to Medieval and Early Modern English Studies in Switzerland;
- to fulfill the tasks and mandates entrusted to it by its statutory bodies and members.

Art. 4 – Membership

Any individual engaged in a research project in the fields of Medieval and / or Early Modern English Studies may become a member of the association. Additionally, the General Assembly may appoint honorary members.

Applications for membership must be submitted in writing to the Secretary-Treasurer of the association. Approval of membership will be signified by a payment slip issued by the Secretary-Treasurer, with membership confirmed upon payment of dues.

Art. 5 – Loss of Membership

Membership shall be terminated:

- by resignation, effective at the end of a calendar year, subject to written notice given to the Secretary-Treasurer of the association no later than October 30 of that year;
- by expulsion, as decided by the Committee, if the member engages in conduct or activities incompatible with the objectives of the association or fails to fulfill their obligations towards it;
- by failure to pay annual membership fees for more than two consecutive years.

Art. 6 – Resources

The association's resources consist of:

- annual membership fees;
- donations;
- proceeds from events or possible sales;

- returns on its assets.

Art. 7 – Membership Fees

The membership fees are determined annually by the Board.

Art. 8 – Liability of Members

Members of the association shall not be held personally liable for obligations undertaken by SAMEMES. The association's commitments shall be guaranteed solely by its own assets.

Art. 9 – Governing Bodies

The governing bodies of the association are:

- the General Assembly;
- the Board, including the Executive Board;
- the Auditor of Accounts.

Art. 10 – The General Assembly

The General Assembly is the supreme governing body of the association.

Meetings:

- The General Assembly shall convene once per year.
- An Extraordinary General Assembly may be convened at the discretion of the Board or upon a written request submitted to the President from one-fifth (1/5) of the members.

The Board shall call a General Assembly at least fifteen (15) days in advance via email. The meeting agenda and any relevant supporting documents shall be attached to the convocation.

The General Assembly may only deliberate and vote on matters included in the agenda.

Decisions of the General Assembly shall be taken by a majority vote of the members present, each having one vote. Votes shall be conducted by a show of hands unless a secret ballot is requested by a member.

The Board is responsible for convening the Annual General Assembly and may also call other General Assemblies as necessary, including those requested by one-fifth (1/5) of the members.

Art. 11 – Powers of the General Assembly

The General Assembly shall:

- elect the Board;
- appoint the Auditor of Accounts;
- oversee the management of the association;
- approve the accounts;
- set the annual membership fee;
- have the authority to appoint honorary members;
- decide on amendments to the statutes;

- decide on the dissolution of the association and the allocation of its assets in the event of dissolution.

Art. 12 – The Board

The Board shall consist of six (6) to eight (8) members.

The Executive Board Consists of:

- a President (must be tenured at a Swiss University at time of election);
- a Vice-President (must hold a PhD at time of election);
- a Secretary-Treasurer (must hold a PhD at time of election).

The Regular Board Consists of:

- at least one (1) early career scholar (must have held their PhD for no more than five (5) years at time of election);
- one (1) PhD student;
- one (1) to three (3) additional (unspecified) members (must hold a PhD at time of election).

The Board members shall be elected for a term of four (4) years.

The Executive Board must consist of at least one member with research specialisation in Medieval Studies, and at least one with research specialisation in Early Modern Studies.

The right to designate research specialisation rests with the candidate.

Every effort shall be made to ensure balance between board members with research specialisation in Medieval and Early Modern Studies.

Candidates residing outside of Switzerland must confirm their ability and willingness to attend AGMs in person, and at their own expense / that of their home institution.

The election of substitute members may take place at the General Assembly following a Regular Board or Executive Board member's resignation.

Calls for candidates will be issued within two weeks of the Executive Board members receiving written confirmation of the Regular / Executive Board member's resignation from office.

Art. 13 – Powers of the Board

The Board shall:

- promote awareness of the association;
- ensure that multiple members organize the biennial conference, to which all current SAMEMES members shall be invited;
- manage the affairs of the association;
- represent the association in dealings with third parties;
- convene the General Assemblies;
- administer the association's assets.

The Board shall meet as necessary upon the President's convocation and may legitimately deliberate when at least three (3) members are present.

Decisions shall be taken by a majority vote of the Board members present. Voting shall be conducted by a show of hands unless a secret ballot is requested. In urgent cases or at the Board's discretion, resolutions may be adopted by circular vote.

Art. 14 – Election of Board Members

Calls for candidates will be issued to all members no later than September 30 in the year preceding a voting year.

Elections will be held every four years, beginning four years after the current voting rules enter into force.

Applications are to be sent to all members of the Executive Board, via email, no later than January 31 in a voting year.

Applications will consist of a single PDF containing:

- an academic CV (2 pages max.);
- a motivation letter specifying the position for which they wish to be considered and if they wish to be considered for a Regular Board position, should their candidacy for the Executive Board position be unsuccessful (2 pages max.);
- a written confirmation that the candidate fulfils the criteria set out in Art. 12.

The President will circulate names and application documents to all members at least two weeks before the AGM at which the vote will take place.

Elections will always take place via secret ballot, with members given two voting slips.

The first will list:

A.) all candidates for the following Executive Board positions:

- President
- Vice-President
- Secretary-Treasurer

The second, which will be distributed once votes for the Executive Board positions have been counted and verified, will list:

B.) all candidates for the following Regular Board positions:

- Early Career Member
- Doctoral Member
- One (1) to three (3) remaining (unspecified) Regular Board positions.

On occasions where more than one Executive Board position is available and the number of candidates makes it possible to do so, members are to be strictly instructed to select at least one (1) Medievalist and at least one (1) Early Modernist for the open Executive Board positions (President, Vice-President, Secretary-Treasurer).

On occasions where both positions are available and the number of candidates makes it possible to do so, members are to be strictly instructed to select at least one (1) Medievalist and at least one (1) Early Modernist for the Early Career and Doctoral Member Board positions.

On occasions where more than one Regular (unspecified) Board position is available, and where the number of candidates makes it possible to do so, members who wish to select more than one candidate are to be strictly instructed to select at least one (1) Medieval and one (1) Early Modern candidate.

The current President must provide specific voting guidelines designed to ensure the election of an equal – to the extent possible – balance of Medieval and Early Modern Board members.

Failure to respect instructions to distribute votes for members of the Board between Medievalists and Early Modernists will result in the relevant section of a member's voting slip being declared null and void.

Art. 15 – Re-Election of Board Members

Executive Board members may serve a maximum of two consecutive (2) terms in office.

In the event of all members of the Executive Board departing those positions at the same time, at least one (1) and maximum two (2) members of the Executive Board should remain on the Regular Board following their term in office, for a maximum of one additional term; in the case of multiple candidates wishing to remain on the Board, preference shall be given to departing Executive Board members having served the least cumulative time on the Board and Executive Board.

Regular Board members may serve a maximum of two (2) consecutive terms in office, unless they are elected to the Executive Board at the end of their second term in office. Combined Board and Executive Board membership may not exceed three (3) terms.

All Board and Executive Board members wishing to apply for re-election after one term in office are subject to the guidelines set out in Art. 14.

Former Board and Executive Board members may run for re-election following a period of four (4) years.

Art. 16 – Fundraising

If one or more members of the association wish to raise funds for a project that promotes Medieval and Early Modern English Studies in Switzerland, they may do so in the name of the association, subject to prior approval by the Board.

The Board may refuse such approval only on valid grounds.

Art. 17 – Binding Authority

The association shall be legally bound by the signature of the President or any other designated member of the Board.

Art. 18 – Dissolution of the Association

A decision to dissolve the association must be approved by a two-thirds (2/3) majority of the members present at the General Assembly.

Upon dissolution, the assets of the association shall be transferred to a non-profit legal entity pursuing objectives similar to those of the dissolved association.

Art. 19 – Entry into Force

These statutes were adopted by the General Assembly on September 19, 2025, and shall take immediate effect.