

## Bylaw Template: Formation and Oversight of Working Groups

### 1. Purpose of Working Groups

Working Groups may be established to address specific projects, issues, or strategic priorities that support the mission and objectives of the Organization. These groups are advisory in nature and shall operate under the direction of the Board of Directors or its designated committee.

Goals:

- Support the ISES mission through work on a thematic/focus area.
- Develop tools, guidance documents or educational resources.
- Foster engagement and collaboration among ISES members

### 2. Authority to Create Working Groups

The Board of Directors may establish, modify, or dissolve Working Groups by resolution. The Board may delegate this authority to a standing committee or the Executive Director, subject to oversight and reporting requirements.

A proposal must be submitted before the approval of the working group by the ISES Board, and must include:

Name:

Affiliation:

Email:

Name of the working group:

Rationale/motivation for setting up the working group [*please also indicate why the proposed activity benefits from a working group as opposed to an existing ISES committee*]:

Objectives:

Activities and outputs [*e.g., manuscript, commentary/editorial, white paper, webinar*]:

Members [*note that at least five members must be identified at the time of proposal submission*]:

How many hours, on average, are members expected to contribute each month?

How do you plan to recruit more members?

How is this relevant to the ISES mission?

What support would you need from ISES [*e.g., hosting virtual meetings, workshops or webinars, email blasts, a webpage on the website for hosting materials*]?

Is there any other project/institutional support available (or needed) to support this work?

### **3. Scope and Mandate**

Each Working Group shall operate under a written mandate approved by the Board or its delegate, which shall include:

- Name and purpose
- Specific goals or deliverables
- Timeframe or duration (if temporary)
- Reporting requirements
- Budget or resource limitations (if applicable)

Working groups will be listed on the ISES website and will have access to a dedicated email account via ISES to support coordination. Working groups are also encouraged to host at least one webinar each calendar year.

### **4. Composition and Appointment**

Members of Working Groups shall self nominate. Membership must include ISES members in good standing and may include Board members, staff, volunteers, and external stakeholders, as deemed appropriate for the group's mandate. A chair or co-chairs shall be appointed to lead the group.

A Working Group will be appointed for an initial period of three years, with the possibility of renewal.

### **5. Meetings and Decision-Making**

Working Groups shall meet as often as necessary to fulfill their mandates. Meetings may be held in person or virtually. Recommendations shall be made by consensus where possible or by majority vote when necessary. Working Groups shall not have decision-making authority unless expressly granted by the Board.

## **6. Reporting and Accountability**

Working Groups shall report regularly to the Board of Directors or the committee that established them. Reports shall include progress toward goals, challenges encountered, and any recommendations for Board action.

## **7. Termination**

A Working Group shall be considered dissolved upon completion of its mandate, the expiration of its term, or by resolution of the Board of Directors.

## **8. Conflict of Interest / Confidentiality**

Members of Working Groups shall comply with the Organization's conflict of interest and confidentiality policies.