

# Admissions Protocol

ADHO: Alliance of Digital Humanities Organizations

As passed by the Constituent Organisations Board November 17, 2022

This protocol is intended to provide a framework to guide the admission of new associations as either a Constituent Organization (CO) or an Affiliated Organization (AfO).

## CONSTITUENT ORGANIZATION

A Constituent Organization (CO) is a core association within ADHO that represents a large-scale, recognized, and coordinated digital humanities community.

### 1. Requirements

An association may be considered for admission as a Constituent Organization (CO) of ADHO provided it:

- a. Can be seen as representing a digital humanities community that has a significant and definable scope at regional, national, linguistic, or other large-scale level and takes responsibility for advocacy in that context;
- b. Shares ADHO's aims and objectives, with the commitment to support and promote the application of computational approaches and digital technologies in humanistic research and teaching;
- c. Is organized democratically and fairly, and has a formally written and adopted constitution or equivalent, with an elected representative governance structure providing for regular elections and committee renewal.
- d. Has a legally and financially valid basis for receiving and disbursing the organization's funds.
- e. Has a formalized and documented membership requiring regular payment of individual and/or institutional membership fees.
- f. The association is legitimate in its area, by various measures including the number of individual (typically at least 40) and/or institutional members (typically at least 20), record of activities, and length of time established.
- g. Is willing to provide, on a reciprocal basis, benefits to individual and institutional members of other COs.

### 2. Relationships between Constituent Organizations

- a. Individual or institutional members may have membership of more than one CO.
- b. Nothing prevents a CO from having relations with another CO or any other organization, affiliated entity or community.
- c. Where there is potential for overlap with other COs, the COs involved are expected to coordinate their efforts rather than compete for members or resources. The prospective CO will be asked to clarify their position on overlapping membership/area (linguistic area / countries / regions / etc.).

### 3. Financial implications

- a. The CO will be included in ADHO's annual revenue distribution, on the basis specified in the ADHO Governance Protocol.
- b. The Constituent Organization Board (COB) may ask the COs to contribute to ADHO's finances via a CO service fee to support shared activities.
- c. The CO is not required to surrender ownership of assets. Where the CO owns assets, e.g. a publication, which will be of interest and benefit to individual and institutional members of other ADHO COs, the CO will be invited to offer these benefits to members of other ADHO COs on the same basis as applies to the members of the CO, or at a substantial discount.
- d. Where an asset owned by the CO will be of benefit to the ADHO community, the CO may propose that the asset be adopted (without transfer of ownership) by ADHO as an ADHO activity.

### 4. Benefits to the CO and its individual and institutional members

- a. Connecting to a growing global network of digital humanities organizations and initiatives.
- b. COs will fully participate in ADHO's governance structure and processes and be represented on the Constituent Organization Board (COB) and on ADHO's various standing committees. CO members will also have the opportunity to serve ADHO in other elected and appointed positions.
- c. Individual members of the CO will benefit from a discounted rate at ADHO conferences.
- d. CO members will be eligible to be nominated for ADHO awards and to apply for ADHO bursaries in cases where CO membership is a requirement.
- e. COs have the opportunity and responsibility to nominate and select Program Committee (PC) chairs from their membership when the ADHO conference is held in their region.
- f. COs can help shape the ADHO conference and CO members will have the chance to gain professional experience as PC members, peer reviewers, or in other conference-related roles.
- g. CO members may participate in ADHO Special Interest Groups (SIGs), which require CO membership.

### 5. Admissions procedure

The applicant association liaises with the Admissions Committee to draft an application, ensuring that all the relevant criteria are met, and relevant documentation is prepared. This is likely to involve a series of exchanges to clarify questions that arise. The process is designed to allow time for the applicant association and the Admissions Committee to address and resolve possible issues. The timing of the procedure depends on the level of preparation of the prospective CO, the possible issues that arise during the process, and the COB meeting schedule.

When the draft application is completed to the satisfaction of both the applicant association and the Admissions Committee, the Committee presents the application to the ADHO Executive Board which then undertakes any necessary financial modeling. The proposal and financial modeling is then presented to the Constituent Organizations Board (COB) for its consideration.

Assuming the COB approves the proposal, the association is then welcomed into ADHO as a Constituent Organization. The admissions procedure will normally comprise the following sequence of steps:

- a. Expression of interest by the applicant association to the ADHO Admissions Committee.
- b. Preliminary discussion involving one or more persons nominated by each party.
- c. Submission of an initial application to the ADHO Admissions Committee in the form of an application letter, addressing each point of the requirements list (see point 1 above, and template in point 6).
- d. Response from the ADHO Admissions Committee to the initial application, raising questions or proposing changes.
- e. Once an agreed draft is produced, the proposal is submitted by the Admissions Committee to the ADHO Executive Board (EB), which then prepares one or more financial models showing the projected consequences if the applicant association were admitted on the basis proposed in the draft application.
- f. The previous steps are repeated as many times as each party feels will be useful, for example if any elements of the applicant association's pre-existing constitution or by-laws are standing in the way of compliance with ADHO protocols, or if financial modeling suggests alternative options or scenarios.
- g. During any of the above steps, a representative of the prospective CO may request, or may be invited, to attend meetings of the COB or EB in a non-voting, observer capacity.
- h. At the point of being finalized, the proposal is submitted to the ADHO COB for its consideration.
- i. The COB meets and makes a decision on whether to admit the new CO, which requires the level of approval specified in the Governance Protocol.
- j. If the ADHO COB determines to admit the new CO, the CO will be invited to nominate a member to the ADHO Constituent Organization Board (COB), and to the various ADHO standing committees.

## 6. Application letter

The prospective CO is invited to prepare a letter of application based on the following template:

- a. A paragraph stating that the applicant association wishes to apply to become a CO of ADHO, including a sentence or two to say why it wishes to do so. Here is also the place to state the main goals of the association, and to indicate how these align with ADHO's goals.
- b. An outline of the digital humanities context of the association, its purpose, history and background. If the association is geographically based, this might include an overview of how DH has developed in the country or region, and something about the geographical context if this is relevant or important. If the association has a non-geographical basis of some kind - for eg. linguistic, cultural, etc - then the context will be different, but just as important to outline.
- c. Clarification about whether there are any potential overlaps with other COs and how these would be addressed.
- d. A summary statement about the association's constitutional arrangements, including formal registration of association, governance structure, process of elections, and committee renewal. Please include a list of current office holders and committee members, and a copy of the association's written by-laws or constitution.

- e. Information about membership fees and number of past and current individual and institutional members. Where there are various categories of membership - e.g. regular, student, senior, institutional, etc - please include the numbers of each.
- f. Information about activities undertaken by the association, e.g. publications, conferences, workshops, etc, referring to links and examples.

## AFFILIATED ORGANIZATIONS

An Affiliated Organization (AfO) of ADHO is an entity that is recognized as being part of the ADHO community.

### 7. Requirements

An entity may be considered for admission as an Affiliated Organization of ADHO provided:

- a. Its aims and objectives are consistent with or complementary to those of ADHO.
- b. It is an independent entity, as opposed to a laboratory, department, institute or research entity that is part of a university or other institution (as such entities can already join ADHO as institutional members of a CO).
- c. In general, an applicant AfO will have a more specific scope or goal (region, subject, discipline, method) than a prospective CO. In some cases, an AfO may be a digital humanities association that does not meet all the criteria to be admitted as a CO but still seeks to be affiliated with ADHO.

### 8. Procedure

The applicant entity liaises with the Admissions Committee to draft an application, ensuring that all the relevant criteria are met, and relevant documentation is prepared. This is likely to involve a series of exchanges to clarify questions that arise.

The admissions procedure will normally comprise the following sequence of steps:

- a. Expression of interest by the applicant entity to the ADHO Admissions Committee.
- b. Preliminary discussion involving one or more persons nominated by each party.
- c. Submission of an initial application to the ADHO Admissions Committee in the form of an application letter.
- d. Response from the ADHO Admissions Committee to the initial application, raising questions or proposing changes.
- e. Iteration of previous steps as many times as each party feels will be useful.
- f. The final application is submitted by the Admissions committee to the ADHO EB, and then the COB.
- g. The ADHO COB meets and makes a decision on whether to admit the new AfO, which requires approval at the level specified in the Governance Protocols.

## 9. Implications

- a. An Affiliated Organization is a valued part of the ADHO community. ADHO will mention the AfO on its website and communications.
- b. Members of AfO do not become individual or institutional members of ADHO. The individual or institutional members of the affiliating entity are not eligible for benefits offered to members of ADHO COs.
- c. There is no financial relation between ADHO and the AfO.
- d. An AfO does not have representation on the ADHO COB or ADHO standing committees.
- e. There are opportunities for collaboration or joint sponsorship of some activities, e.g. bursaries, projects, workshops, or training courses.