



ITD Alliance

Global Alliance for
Inter- and Transdisciplinarity

Procedures Associated with the Bylaws

This document outlines a number of procedures that are followed by the Leadership Board in implementing the bylaws and, where helpful, the associated rationale. The aim of the document is to make the procedures transparent and to serve as “corporate memory.”

Procedures associated with the bylaws (added March 2026)

The Leadership Board is responsible for ensuring that the ITD Alliance bylaws are adhered to, but has discretion in how the bylaws are implemented. The Leadership Board will document the procedures followed in implementing the bylaws and will report to the General Assembly on any newly documented procedures and any changes to procedures. This reporting is for information, not voting, although feedback from the members is welcome.

Rationale:

Although there is no formal obligation (ie in the bylaws) for the Leadership Board to document and report procedures, this is highly desirable both for transparency and to provide the basis for corporate memory.

Procedures relevant to Clause 4. Membership (Mitgliedschaft)

Reduced fees and fee waivers for individual members (added June 2025)

Requests from individuals for reduced fees or fee waivers are renewed annually, in the same way as other memberships. Requests for reduced fees or fee waivers should be accompanied by a brief case, which can also help educate the Leadership Board about different cultural, country and individual circumstances.

Rights and responsibilities of individuals receiving fee waivers (added June 2025)

Individuals receiving reduced fees or fee waivers are full members with all rights and responsibilities, including voting at the General Assembly.

Fee waivers for institutional members (added June 2025)

Fee waivers are not available for institutional members, except in the most exceptional circumstances. Such circumstances would entail significant documented and costed contributions to the ITD Alliance and need to be approved by the Leadership Board.

Rationale:

There are significant fee reductions for institutional members from low- and middle-income countries. In addition, institutional members receive substantial advantages, including the ability to nominate a specified number of “persons to receive benefits.” (NB “Persons to receive benefits” is specified on the ITD Alliance website in the fee structure for institutional members (see <https://itd-alliance.org/membership-3/>).)

Legacy fee for two institutions (added August 2025)

For the foreseeable future, the University of Oulu and Utrecht University can continue to pay the institutional membership fee charged before the 2023 General Assembly, with the number of “persons receiving benefits” being in line with the legacy fee that these institutions actually pay. If changes are proposed in future, discussions should be held with these institutions.

Rationale

The institutional fee structure (relating fees to institutional size) was changed at the 2023 General Assembly. All institutions who were members at that time were offered the option to remain at their old or “legacy” rate, as for some this would have meant a steep increase in fees and likely non-renewal of membership.

Transfer of individual memberships (added July 2026)

Art. 70 para. 3 of the Swiss Civil Code, under which the ITD Alliance has been formed, states that membership in an association is **neither transferable nor heritable**.

Rationale: Occasionally an individual member requests that their membership is transferred to another person, but this is not allowed under the Swiss Civil Code. Instead the Executive Secretary seeks to work with the member to find a creative win-win solution.

Lifetime membership: Eligibility and process (added August 2026)

Lifetime membership is awarded to institutions and individuals that have made exceptional contributions to the advancement of the ITD Alliance. Exceptional contributions go significantly beyond contributions that members generally make. Having said that, exceptional contributions need to be judged on the merits of each case and relative to context, so that they are commensurate with institutional and individual circumstances. In general, an expectation would be that nominees have a long-term (more than 5 year) association with the ITD Alliance, and, for institutions in particular, a relationship that will continue into the future. Examples of exceptional contributions in a Global North context could include significant financial donations in addition to membership fees (for instance, more than 20,000 CHF for an institution and more than 10,000 CHF for an individual) and/or significant in-kind contributions (for instance, personnel time of more than 2,000 hours).

Nominations for lifetime membership can be made by any ITD Alliance member and should be submitted to the Leadership Board, through the Executive Secretary. The Leadership Board will review the nomination according to the criteria above and decide if the nomination will be brought to the General Assembly. If the Leadership Board decides not to bring the nomination to the General Assembly, a detailed response will be sent to the nominator.

Lifetime membership: Recognition (added August 2026)

Lifetime members are recognised on the membership page of the website and receive a fee waiver for life. Lifetime members are full institutional or individual members with all rights, including voting at the General Assembly.

Recognition on the website: A special section of the membership page is reserved for lifetime members and includes information from the case supported by the General Assembly when considering the nomination for Lifetime Membership.

Fee waiver for life plus membership rights and benefits:

The relevant institution or individual are acknowledged with a fee-waiver for life.

Membership rights and benefits cover voting at the General Assembly, eligibility for election to the Leadership Board, reductions in conference and related fees, access to member-only resources on the website, and eligibility to coordinate a working group or regional network, as well as other rights and benefits as determined by the Leadership Board or General Assembly of the ITD Alliance, from time to time.

For individuals who are honoured with lifetime membership fee waivers and membership rights are relatively straight-forward.

For institutions granted lifetime membership, the situation is potentially more complex, as membership rights and benefits accrue to individuals nominated by the institution and these individuals are likely to change over time. Membership rights and benefits for institutions will therefore be negotiated on a case-by-case basis between the Leadership Board and the honoured institution, taking into account the following:

- The aim of maintaining active involvement of the institution in the governance and/or activities of the ITD Alliance, as well as generating new institutional and individual members of the ITD Alliance through the honoured institution
- Recognition of individuals responsible for the contributions for which lifetime membership was awarded
- Short-term strategic initiatives that the institution seeks to enact, especially where they are likely to further the mission and/or paid membership of the ITD Alliance
- Income forgone.

The following proposal is suggested as the starting point for negotiation:

At the first Leadership Board meeting after the General Assembly at which an institution is honoured with lifetime membership, the Leadership Board shall determine:

- the number (0 to 3) of individuals the institution can nominate to exercise membership rights (voting at the General Assembly, eligibility for election to the Leadership Board and eligibility to coordinate a working group or regional network and other rights to be determined from time to time).
- the number (0 to 10) of individuals the institution can nominate to receive membership benefits, but not membership rights (reductions in conference and related fees, access to member-only resources on the website, and other benefits to be determined from time to time). This number will include those nominated to exercise membership rights.

The number of individuals nominated depends on the honoured institution's size and the honoured institution will be invited to update the individuals nominated annually by the Executive Secretary.

Procedures relevant to Clause 6 Governance (Organisation) a. General Assembly (Generalversammlung)

General information about the General Assembly (added March 2026, wording updated July 2026)

A General Assembly is considered as having three components:

- Reporting through the agenda and agenda papers (distributed to all ITD Alliance members at least two weeks before the meetings)
- Discussion through two scheduled meetings (Meetings at times convenient for members anywhere in the world. This usually requires two meetings scheduled between 7am to 10pm covering all time regions.)

- Voting through a post-meeting online voting period, where voting is open for two weeks following the meetings.

Rationale: A General Assembly is often conflated with the meetings and this procedural item highlights that the reporting and the voting are also essential parts of the General Assembly.

Number of General Assemblies (added June 2025)

In any year where there are proposed amendments to bylaws that would affect the election of Leadership Board members, it is advisable to have separate General Assemblies, first on the bylaw amendments and second for the elections. Amending the bylaws needs to be completed before nominations for Leadership Board members are called.

Rationale:

Even though the current bylaws already stipulate that a General Assembly can be convened at any time, with at least one meeting to be held each year, it is useful to clarify circumstances where two meetings are useful. In particular, experience at the 2024 General Assembly showed that voting becomes extremely complicated if voting for the Leadership Board is affected by the acceptance of a bylaw amendment which is considered at the same General Assembly.

Dates for the financial year for the ITD Alliance and for the related General Assembly (added June 2025)

For smooth operation of the ITD Alliance, it is helpful to follow this timeline where possible:

- The financial (or fiscal) year of the ITD Alliance runs from 1 September to 31 August.
- The General Assembly to approve the annual budget and financial statement is held in the first two weeks of October.
- Papers relevant to voting at the General Assembly are sent to members at least two weeks before the General Assembly meetings.

Election-related issues:

Institutional endorsement of representatives standing for election to the Leadership Board (added June 2025)

When nominating for a position on the Leadership Board (to be voted on by General Assembly), nominees who are institutional representatives are required to have a formal letter of endorsement from the head of the institution, which should be submitted at the same time as the nomination.

By when, in relation to the General Assembly, members need to have paid fees (or registered for a fee waiver) to be eligible to vote (added August 2025)

Taking into account that the General Assembly process has three components, occurring over 5-6 weeks, ie:

- mailout of the agenda and agenda papers (2-3 weeks before the General Assembly meetings)
- General Assembly meetings (held over two days)
- voting (for 2 weeks after the last meeting; sometimes a little longer),

the following procedures will be applied:

- New individual and institutional members need to have paid their fees before the agenda and agenda papers are mailed out to be eligible to vote. New individuals seeking fee waivers after the agenda papers are mailed out will also not be eligible to vote.
- Renewing individual or institutional members (with no changes to the listed “persons receiving benefits”) who pay during the 5-6 week General Assembly process will be entitled

to vote. For renewing institutional members who have changes to the listed “persons receiving benefits,” only individuals listed as “persons receiving benefits” on the original and renewal paperwork will be entitled to vote (ie anyone taken off the list or added to the list will not be entitled to vote).

- Renewing individual members whose fees are overdue at the close of the voting period will not be eligible to vote (if they have voted, their votes will not be counted), unless the Executive Secretary deems they are likely to renew, in which case they are eligible to vote
- Renewing institutional members whose fees are overdue at the close of the voting period, will be eligible to vote (if they have voted, their votes will be counted) if:
 - they have renewed in the previous year/s and, in the opinion of the Executive Secretary, are considered likely to renew
 - they have not renewed in previous years and are assessed by the Executive Committee as likely to renew.
- Individual members who apply for a continuation of a fee waiver before the end of the voting period will be eligible to vote, even if the continuation application has not been able to be assessed by the Leadership Board.

Rationale:

New individual and institutional members who join after the agenda and agenda papers are mailed out, including new individuals who seek a fee waiver during that time, are unlikely to be informed about the issues and would require additional work from the Executive Secretary to ensure that they were informed about the issues (including mailing them the agenda and agenda papers) which is not feasible given available resources.

Renewing individual or institutional members (with no changes to the listed “persons receiving benefits”) who pay during the 5-6 week General Assembly process will have been treated as existing members (eg they will have been sent the agenda and agenda papers). For renewing institutional members with changes to the listed “persons receiving benefits,” anyone taken off the list should not be entitled to vote and anyone added to the list will not have been sent the agenda and agenda papers and is unlikely to be informed about the issues and would require additional work from the Executive Secretary.

Renewing individuals whose fees are overdue at the end of the voting period will have already had substantial time to pay, although the Executive Secretary may be aware of mitigating circumstances. In contrast, the administrative processes in some institutions around payment of fees can be very lengthy and this should not penalise member rights and responsibilities. Finally because fee waivers (and their continuation) need to be approved by the Leadership Board, members should not be penalised if the timing precludes this from happening.

Early voting (added August 2025)

After the General Assembly agenda papers have been distributed to members, members who know or anticipate that they will be unable to vote during the General Assembly voting period may submit their votes early via e-mail to the Executive Secretary.

Minimum support required for election to the Leadership Board (added March 2026)

As part of the voting information given to members, the stated requirement for those elected to the Leadership Board to receive at least 50% support from those voting will be dropped.

Rationale:

At the 2025 elections for the Leadership Board a number of members voted “strategically” supporting only one candidate. Such tactics can make it significantly harder for other candidates to achieve 50% support, blocking their election to the Leadership Board.

Dealing with tied votes in Leadership Board elections (when the number of candidates on tied votes is greater than the number of positions available) (added June 2025)

The Executive Committee (minus any members who would be affected by the vote) decides who will be elected, taking into account the spread of countries, gender, and other diversity-related considerations.

Rationale:

This allows tied votes to be resolved speedily, rather than holding a new voting process where ITD Alliance members would vote to resolve the tied vote. A new voting process would be time consuming, would delay the outcome of the election of new Leadership Board members and would not necessarily result in a clear outcome (ie another tied vote could be produced).

Maximising diversity on the Leadership Board (added March 2026)

In addition to taking into account the number of votes received by those standing for election to the Leadership Board, the Executive Committee can also use its discretion in determining who is elected, in line with the principle stated in the bylaws that “The board aims to maximize diversity and inclusion in composition, defined in our diversity statement.” The Executive Committee will consider the overall balance on the Leadership Board, including: representation of countries and regions; gender balance; and more intangible aspects of diversity, such as experience.

Rationale:

A consequence of “strategic” voting by members, eg voting for particular kinds of candidates, may be to reduce the diversity on the Leadership Board. It is therefore useful if the Executive Committee can take more than the number of votes into account in order to maximise diversity in the membership of the Leadership Board. It is worth noting that the ITD Alliance does not actually have a diversity statement. Any member of the Executive Committee standing for election to the Leadership Board will not participate in this process. In practice at least two members of the Executive Committee (the President and the Executive Secretary) will be available to make this decision. When the Treasurer’s position is filled by the ex-officio member, there will be at least three members available to review diversity.

The use of names and affiliations of those voting (added March 2026)

As part of the voting process, the information provided to members about the use of their name and e-mail address will change from indicating only “checking eligibility to vote” to also indicating “providing anonymised statistics about the voting process.” An example may also be provided eg “how many voters were institutional or individual members.”

Rationale:

To date, the names and affiliations of those voting have only been used to check the validity of votes, for example, that the voter is a member in good standing and has not voted more than once. However, anonymised voting statistics can also provide useful information to the Leadership Board and members, for example, how many voters were institutional or individual members and which regions voters come from. This may be useful in encouraging more members to exercise their right to vote. It may also be useful in identifying “strategic” voting, where groups of members seek to influence the outcome of the election, eg by voting for only one candidate or for one group of

candidates. The Executive Secretary undertakes the eligibility checks and will provide the anonymised statistics.

Procedures relevant to Clause 6 Governance (Organisation) b. Leadership Board (Vorstand)

When an institutional representative on the Leadership Board leaves the institution (added June 2025)

When a member representing an institution on the Leadership Board ceases to be a member of that institution, the term of appointment expires at the next General Assembly meeting (even if there would normally be another year to run) and the position is added to the pool of positions open for nominations in the usual way. In addition:

- In the interim period before the General Assembly, the head of the institution should be invited to nominate a representative, who may be the original representative or a new representative, to serve on the Leadership Board.
- Where the original representative has been an active member of the Leadership Board and is involved in on-going work by the Leadership Board, they can be invited to remain on the Leadership Board as a supernumerary individual member until their term expires at the next General Assembly.

Maximum terms for Leadership Board members (added June 2025)

The bylaw stipulation that members of the Leadership Board can be “re-elected for a maximum of three continuous terms”, applies to individuals as follows:

- Any individual on the Leadership Board cannot be re-elected for more than three continuous terms, regardless of whether they were an individual member or an institutional representative or a combination of the two.
- In addition, that an institution cannot be represented on the Leadership Board for more than three continuous terms, even if the individual representing the institution during the institution’s third term has served less than three terms.
- As is the case for other members, and according to the bylaws: “After reaching a maximum number of terms, re-election is possible after a break of one term.”

Start and end dates for Leadership Board members (added June 2025)

The terms of the President and other members of the Leadership Board are aligned with the date on which the General Assembly voting results are announced, with the terms of outgoing members ending on that date and the terms of incoming members starting on that date.

Rationale:

The proposed start and end dates allow:

- anyone re-elected to have a seamless transition between terms
- time to brief new Leadership Board members before the first Leadership Board meeting
- a hand-over period when there is a change in President, in the period between the announcement of voting results and the first Leadership Board meeting.

Expansion of Executive Committee, plus term dates (added June 2025)

Although not stipulated in the bylaws, the Executive Committee includes a member elected from and by the Leadership Board, in addition to the President, Treasurer and Executive Secretary.

Nominations for that position are called at the February meetings of the Leadership Board, with the election held at the March meetings and the term beginning immediately thereafter (with the term of the previous representative ending at the same time).

Rationale:

The Executive Committee has significantly benefited from having an additional member elected by the Leadership Board. The term is one year and the proposed election and term dates would allow newly-elected members of the Leadership Board to have a chance to familiarise themselves with the other members of the Leadership Board and with the Leadership Board processes before voting for the additional member of the Executive Committee.

Procedures relevant to the use of Artificial Intelligence (AI) (added July 2026, updated August 2026)

The use of artificial intelligence (AI) may be relevant to many aspects of the ITD Alliance's activities and the implementation of its bylaws.

Transparency:

When AI has made a material contribution to an ITD Alliance document, communication, output or decision-making process, those responsible are asked to provide the following information, where applicable:

- the AI system used, including its provider or developer and model or version, where identifiable (eg., Anthropic's Claude Sonnet 4.5);
- how the AI was used, for example for brainstorming, editing, translation, outlining, drafting, summarising, content generation or analysis;
- the quality-control measures undertaken, including verification of factual information, references, translations and generated content, and the person or role responsible for this review; and
- any text, images, analysis or other content substantially generated by AI, where this is relevant to authorship, interpretation or accountability.

Disclosure is not normally required for routine technical assistance that does not materially affect the substance or meaning of the final material, such as spelling, grammar or formatting support.

Human responsibility and oversight:

Individuals using AI remain responsible for the accuracy, integrity, appropriateness and lawful use of the final material. AI-generated outputs should not be treated as authoritative without appropriate human review.

Confidentiality, data protection and other safeguards:

Confidential, personal, unpublished, commercially sensitive or otherwise restricted information must not be entered into external AI systems without appropriate authorisation and safeguards. Users are also expected to take responsible steps to identify and address issues relating to bias, discrimination, intellectual property, misrepresentation and the exclusion of relevant perspectives.

Review:

These procedures should be reviewed periodically to take account of developments in AI technologies, relevant legislation and recognised guidance on responsible AI use.

Rationale:

The ITD Alliance does not have a general position either for or against the use of AI. It recognises its potential benefits as well as its limitations and risks. Transparency, human oversight and appropriate safeguards help ensure responsible use and enable readers and users of ITD Alliance materials to

understand when and how AI has contributed to their production, and are expected to be aware of the latest guidelines regarding use of AI.

References:

European Commission. (2024). *Living guidelines on the responsible use of generative AI in research*. Directorate-General for Research and Innovation.

https://research-and-innovation.ec.europa.eu/document/download/2b6cf7e5-36ac-41cb-aab5-0d32050143dc_en?filename=ec_rtd_ai-guidelines.pdf

UNESCO. (2023). *Guidance for generative AI in education and research*. United Nations Educational, Scientific and Cultural Organization. <https://unesdoc.unesco.org/ark:/48223/pf0000386693>

August 2026

(Original items ratified by the Leadership Board meetings on June 5 and 6, 2025; 11 items)

(Additions/updates ratified by the Leadership Board at meetings on August 7 and 8, 2025; 3 items)

(Additions/updates ratified by the Leadership Board at meetings on March 18 and 19, 2026; 5 items)

(Additions/updates ratified by the Leadership Board at meetings on July 16 and 17, 2026; 3 items)

(Additions/updates ratified by the Leadership Board at meetings on August 20 and 21, 2026; 3 items)