

TSCF MEMBER CODE OF CONDUCT

TITLE I - DEFINITION OF MEMBERSHIP

Membership in TSCF constitutes a commitment to support the goals of the institution.

Membership in TSCF involves effective support to the accomplishment of these goals within an agreed time frame.

Members have both rights and duties.

TITLE II – TYPES OF MEMBERS

TSCF members can be individuals (natural persons) or organizations (legal persons).

Legal persons must be represented within TSCF by one or more natural persons.

There are two kinds of members: the supporting members and the active members.

The former contribute a membership fee and are available to be involved into projects.

The latter are supporting members who, at the request of the Board of Directors, take up specific responsibilities within the projects run by the organization.

Supporting members can become active members any time depending on their wishes and profiles and on the needs of the organization.

TITLE III - ENROLMENT OF MEMBERS

Supportive Members are enrolled on the basis on a full application that includes registration form, detailed curriculum-vitae, and payment of a fee. The new applications for membership are circulated among existing members to gather their reactions.

The reasons on which the decisions of TSCF regarding applications for membership are based do not need to be stated. There is no recourse. The applicant whose candidacy is rejected may apply again after one year from the date of the decision.

Active members are chosen by the Board of Directors among supporting members on the basis of the matching between their profiles and aspirations, on the one hand, and the requirements of the missions or positions available, on the other hand.

TITLE IV – ENDING OF MEMBERSHIP

The responsibilities of the members can cease because of:

- decease of a natural person;
- disappearance or transformation of a legal person;
- resignation in writing to the Board of Directors at least three months in advance, the outstanding fees remaining due;
- exclusion decided by the Board of Directors.

Exclusion may follow if a member infringes the regulations of TSCF, jeopardises its policies, negligently contravenes its interests, damages its reputation, or after repeated admonitions contravenes

the instructions of the organs of TSCF. Each offence alone justifies exclusion.

TITLE V – FEES AND FINANCIAL RELATIONS

The meaning of the payment of a membership fee is that the members join forces and contribute to covering the costs of the organization.

The payment of a fee renders more concrete the commitment of members, and prevents acts of commitment that would not be enough serious and deliberate.

Members are not buying a service, TSCF is not a seller.

The amount of the membership fee differs according to the country where the main professional activity of the member is based: the higher fee is for high-income economies and upper-middle-income economies, and the lower fee for all other countries. The definitions used are those of the World Bank.

Services delivered by members to TSCF are free of charge. In the case of a particularly heavy, expert work delivered exclusively for TSCF that the Board of Directors may decide of the principle and amount of a compensation.

TITLE VI – CONSISTENCY PRINCIPLE

It is the purpose of TSCF to promote social capital, social cohesion and social inclusion through the development and the dissemination of appropriate knowledge.

Every member of the organization should share the awareness of the organization's goals to the effect that they are participating in a precious endeavour in public policymaking and the societal sphere.

There must be some consistency between the final goal of TSCF on the one hand, and the behavior of its members, providers, and collaborators, on the other hand.

Every member acts for the continuity of TSCF and for increasing its radiance.

TITLE VII – GENERAL DUTIES OF MEMBERS

Membership in TSCF commits members to adhere to the regulations of the institution (by-laws, codes of ethics, conduct, and etiquette). Each TSCF member may supplement, but does not violate, the standards outlined in the TSCF regulations. TSCF members are expected to interpret these regulations in good faith, to abide to them and to make sure they are respected.

Members shall devote all the required time to the fulfilment of their duties.

They shall avoid conflicts of interests between their function within TSCF and their personal affairs or commitments towards other organizations.

Disseminating to non-members critical information like the content of the publications reserved to members, the methodological resources of TSCF, the logins and passwords of members entails immediate exclusion.

Members are expected to update regularly their profiles on the TSCF website. They inform in due time the head office of any significant changes in their personal and professional situation.

Members commit themselves not to communicate to third parties the data of other members.

Members agree to be mentioned as potential participants in bids for operations.

TITLE VIII – WORK AT A DISTANCE

Given that TSCF is an international organization and that its members are based in different parts of the world, it is essential for the working of the organization that members use adequate devices and behave appropriately using the Internet.

They must have valid, individual email addresses. They make sure that they use email devices with sufficient capacity to support large attachments and allow downloads. Their email devices should support the receipt of automatic sending from the head office.

Members must retrieve regularly their email as well as their messages on their TSCF account. Members having not retrieved their messages for one week or more receive a reminder. The accounts of members having not retrieved 10 (ten) messages or more are deleted, and they are removed from membership.

Members respond to requests or questions from the head office or other members within 15 (fifteen) days at the latest. Unless members react within the 15-day time frame, their account is suspended. The concerned are asked to reconfirm that they agree with the regulations of TSCF. In case of repetition, their account is deleted, and they are removed from membership.

TITLE IX – SPECIFIC PROVISIONS FOR EDITORIAL BOARD

Editorial Board members assess submissions in accordance with the procedural, ethical and methodological rules into force within TSCF. They take into account the commitments of TSCF towards authors. By joining the Editorial Board, members declare to be aware of the TISR model and to adhere to it. Resignation during tenure is not allowed. The names, profiles and affiliations of Editorial Board members are mentioned in the public part of the website of TSCF. They can be invited to run special issues and write editorials.

TITLE X – RIGHTS OF THE MEMBERS

Every member of TSCF shall have the right to meet, network and assemble freely with other members; to express any views, arguments, or opinions; and to express at meetings of the institution their views upon candidates in an election of the institution or upon any business, subject to the institution's established and reasonable rules pertaining to the conduct of meetings.

Every member of TSCF shall have equal rights and privileges to nominate candidates, to vote in elections or referendums of the institution, to attend membership meetings and to participate in the deliberations and voting upon the business of such meetings. They are consulted on all important decisions, and hold voting rights at the decision-making bodies of TSCF.

No member of TSCF may be fined, suspended, expelled, or otherwise disciplined except for nonpayment of dues unless such member has been (A) served with written specific charges; (B) given a reasonable time to prepare his defense; (C) afforded a full and fair hearing.

Members have extensive right to information. They have the right to be informed of the regulations of TSCF. The regulatory documents are published in the member area of the TSCF website. They are regularly informed of the developments and projects of TSCF. They receive an electronic newsletter containing announcements of the forthcoming conferences, calls for abstracts and publications.

Members are entitled to receive benefits such as free access to the publications of TSCF. Their announcements can be circulated, free of charge, to the database of TSCF. They can obtain support for special activities and be involved in bids. They attend the TSCF events, organize sessions and present papers with a reduced conference fee after one year seniority. They can have a home page or blog at the TSCF website or a hot link with their own.

Members have a right to the protection of privacy. The personal data they upload (profiles, CVs, publications, pictures and other personal data) to the TSCF website is not transmitted to parties other than the approved members affiliated with TSCF.

TITLE XI – DEFINITION OF DONORS

Donors are individuals or organizations who bring a funding to TSCF. Donations can be in money or in kind. There is no minimum donation, provided that bank transfer costs are covered by the payers.

TITLE XII – RIGHTS AND DUTIES OF DONORS

Beyond a certain funding threshold, which amounts for an individual to 800 € and for an organization to 2500 €, the specific conditions of the involvement of a donor in terms of both rights and duties can be stated in an agreement.

Donors are eligible for membership in TSCF. Their application for membership follows the general procedure for the enrolment of new members.