

# STATUTES OF THE CENTRE FOR SOCIAL STUDIES

## Chapter I

### Nature, Mission and Goals

#### Article 1 (Nature)

- 1 – The Association adopting the title of Centro de Estudos Sociais (CES), has its head office at Colégio de S. Jerónimo, Largo D. Dinis, in the parish of Sé Nova, Santa Cruz, Almedina and São Bartolomeu, in the city and municipality of Coimbra, and it is a non-profit private association, created for an indefinite period.
- 2 – CES may create premises, delegations or other forms of representation for the temporary or permanent exercise of its activities in Portugal or abroad.
- 3 – CES may integrate, as associates, organic units of the University of Coimbra, as well as other organisations, public or private, national or foreign.

#### Article 2 (Mission)

- 1 – CES is a scientific institution dedicated to interdisciplinary and transdisciplinary research, and its core mission is to carry out research in the field of social sciences, arts and humanities, including, whenever significant, other scientific fields. Additionally, it has the mission of developing training activities in advanced studies, namely doctoral programmes, participating in national and foreign interdisciplinary and transdisciplinary research networks, developing

ongoing training in professional and academic fields, promoting and disseminating scientific culture and performing cultural activities.

2 – CES develops its activities in total independence of any political, economic, religious or any other authorities.

3 – CES practices an equal opportunities policy, of anti-discrimination and promotion of human rights.

4 – CES considers parity to be a guiding principle in the composition of its elected bodies.

5 – CES promotes the best practices of ethical research, respect for the human dignity in the interactions between researchers, employees and students, as well as in the exchanges with other individual and/or collective actors, private or public, national or international.

### Article 3 (Goals)

Within the scope of its mission, CES pursues the following goals:

- a) To draw up and carry out scientific research projects;
- b) To develop doctoral programmes;
- c) To publish and disseminate the results of the research conducted;
- d) To promote activities dedicated to scientific discussion and dissemination;
- e) To promote inter-institutional, national and international cooperation;
- f) To collect and process information within the field of social sciences, arts and humanities;

- g) To perform studies, produce advisory reports and undertake consultancy work;
- h) To conduct, develop and promote cultural activities;
- i) To conduct outreach activities;
- j) To stimulate student involvement in scientific research activities;
- k) To promote and develop professional and academic training courses;
- l) To provide grants and awards to support work related to teaching and research;
- m) To undertake any other activities relevant to its mission, defined by the appropriate organisations.

## **Chapter II**

### **Associates**

#### **Article 4 (Becoming an Associate)**

1 – The status of CES Associate is granted to:

- a) University of Coimbra's lecturers and researchers, as well as other researchers with acknowledged competence and merit;
- b) The University of Coimbra;
- c) Other natural and legal persons who contribute to CES goals.

2 – The status of Associate, in the cases contemplated in paragraphs a) and c) of the previous point, is granted following the proposal submitted by any Associate, upon a favourable evaluation by the Scientific Council, approved in a General Assembly by a two-thirds majority of the Associates.

## **Article 5 (Associates' Rights)**

Associates have the right to:

- a) Participate in CES activities;
- b) Participate in General Assemblies;
- c) Elect and be elected to governing bodies;
- d) Examine the financial statements, documentation and any other items relating to CES activities, during the eight days prior to any General Assembly;
- e) Have priority, over CES external members, when using the infrastructures and services available;
- f) Be informed of all matters relating to CES activities;
- g) Propose the admission of new Associates.

## **Article 6 (Associates' Duties)**

It is the duty of Associates to:

- a) Participate in CES activities, contributing to the achievement of its mission and goals;
- b) Carefully, devotedly, loyally and ethically observe statutory and regulatory obligations, as well as the decisions and deliberations of the governing bodies, including those pertaining to meeting the goals defined by the Scientific Council for the researchers;

- c) Carry out the functions for which they will be elected or agree to be appointed to;
- d) Keep an updated *Curriculum Vitae* in CES platform or in any other replacing platform.

### **Article 7 (Loss of Associate status)**

1 – The status of CES Associate may be removed from all individuals who:

- a) Request its removal;
- b) Do not meet the requirements of Article 6;

2 – The exclusion under the terms of paragraph b) of the previous point will always be deliberated in the General Assembly and the matter will be included in the agenda prior to the meeting, after the Scientific Council issues an opinion.

3 – The acquisition of Associate status by those from whom it has previously been removed is governed by point number 2 in Article 4.

4 – Any Associate may request the suspension of his/her status, by submitting an application to the Director, when taking on relevant civil service that may make it difficult or impossible to carry out regular activities, or for professional or personal reasons considered justifiable.

5 – The suspension of the Associate status is terminated upon the Associate's well-founded application to the Director.

### **Article 8 (Collaborating with CES)**

1 – The ongoing collaboration with CES, without acquiring the status of Associate, is recognised through the following categories:

- a) Researcher;
- b) Collaborator Researcher;
- c) Visiting Researcher;
- d) Post-Doctoral Researcher;
- e) Junior Researcher;
- f) Doctoral Student;
- g) Employee.

2 – Researchers are those who enter into a work contract with CES, with an effective or predicted duration superior to 3 years and perform their duties with scientific autonomy and without supervision, but who don't have the status of CES Associate.

3 – Collaborator Researchers, being part of other research units or not, are those who collaborate in research projects developed in CES.

4 – Individuals of recognized merit that maintain a regular collaboration with CES are also Collaborator Researchers, upon approval by the Scientific Council.

5 – Visiting Researchers are Researchers holders of a PhD linked to another institution and who wish to participate in research, training or outreach activities at CES for a defined period of time;

5.1 – Visiting Researchers are approved by the Scientific Council upon assessment of the Visiting Proposal, which must state goals, proposed collaboration and the applicant's *Curriculum Vitae*.

6 – Post-Doctoral Researchers are researchers who propose the implementation of a research programme which can be individual or integrated in other ongoing activities, compliant with the terms of the existing CES Regulations;

7 – Junior Researchers are individuals who develop continuous activities on research projects or other relevant activities, meeting the criteria established by the regulations in force at CES.

8 – Doctoral Students are the ones that have CES as a host institution to conduct their thesis projects and/or attend doctoral programmes in which CES is an associate partner.

9 – The status of Collaborator Researcher, Visiting Researcher, Post-Doctoral Researcher, Junior Researcher or Doctoral Student ceases automatically when the conditions for assigning such status no longer apply.

## Chapter III

### Governing bodies

#### Article 9 (Governing bodies)

CES governing bodies are as follows:

- a) General Assembly;
- b) Board of Directors;

- c) Scientific Council;
- d) Audit Committee;
- e) Ethics Committee.

## **Section I**

### **General Assembly**

#### **Article 10 (Composition and Election)**

- 1 – The General Assembly is composed of all CES Associates.
- 2 – The General Assembly is managed by a Board consisting of a President, a Vice-President and a Secretary.
- 3 – Without prejudice to the provisions in Article 23 (2),b),i), of the Statutes of the University of Coimbra, the Board of the General Assembly is elected at a General Assembly by means of a secret ballot based on candidate lists, under the terms of Article 12 of these Statutes, for a period of three years, renewable once.
- 4 – In addition to effective members, the candidate lists must also include two substitute members.
- 5 – Researchers, Junior Researchers, Post-Doctoral Researchers, Doctoral Students and employees may participate in the General Assembly, without the right to vote.

#### **Article 11 (Competence)**

1 – The General Assembly is CES’ highest body and may deliberate on all matters relating to the Association’s work, without prejudice to the specific scope of the other governing bodies.

2 – The General Assembly is responsible for:

- a) Changing the CES Statutes;
- b) Deciding on the admission of Associates and the loss of Associate status, under the terms prescribed in the Statutes;
- c) Electing the Board of the General Assembly, the Board of Directors and the Audit Committee;
- d) Approving the Annual Financial Report presented by the Board of Directors;
- e) Approving the Plan of Activities and Report of Activities submitted by the Board of Directors, in accordance with the opinion of the Scientific Council;
- f) Approving the Strategic Plan, after consultation with the Scientific Council;
- g) Deciding on the impediment or dismissal of members of the association’s governing bodies;
- h) Supervising the managerial actions of the Board of Directors, ensuring that the duties of these bodies are correctly executed;
- i) Approving the regulations required to execute the Statutes;
- j) Deciding on the termination, merger or division of CES.

## Article 12 (Functioning)

- 1 – The General Assembly makes decisions within the scope of its competences in plenary sessions.
- 2 – The General Assembly will meet twice a year, in November or December, to evaluate the Budget and the Plan of Activities, and in March or April, to evaluate the Report of Activities and the Annual Financial Report for the previous year, and, extraordinarily, following the initiative of the Director or at the request of twenty per cent of the Associates.
- 3 – The General Assembly may only deliberate when at least fifty percent of the Associates are present.
- 4 – If, at the scheduled time, the number of Associates present is not as stipulated in the previous point, the General Assembly will meet half an hour later, with the presence of any number of Associates.
- 5 – Decisions are made based on an absolute majority vote by the Associates present, notwithstanding the provisions contained in points 6, 7 and 8 of this Article.
- 6 – Decisions regarding the termination of the Association require a vote in favour by three quarters of all Associates.
- 7 – Decisions regarding amendments to the Statutes require a vote in favour by three quarters of the number of Associates present at the General Assembly.
- 8 – Decisions on the admission of Associates or the loss of Associate status require a vote in favour by two thirds of the Associates present at the General Assembly.

9 – Votes for electing, impeaching and dismissing governing bodies, as well as for admitting and excluding Associates, will happen by means of a secret ballot.

10 – Each Associate is entitled to one vote.

## **Section II**

### **Board of Directors**

#### **Article 13 (Composition and mandate)**

1 – The Board of Directors is composed by three full members, holders of a PhD, elected by secret ballot, in General Assembly, for a period of three years, renewable once.

2 – The candidate lists must have the exact number of full members and an equal number of alternate members, identifying clearly who is the applicant to become a Director and Vice-Director, and they must present a Plan of Action for the period of their term of office.

3 – The elected list will be the candidate list which receives most votes.

4 – The Board of Directors will aggregate an Executive Director, hired specifically to work on this position full-time, that will be part of the Board of Directors, together with all the members elected and to whom are delegated by the Board the responsibilities necessary to the good functioning of CES.

#### **Article 14 (Competence)**

1 – The Board of Directors of CES is responsible for managing, directing and coordinating activities and administrative and financial services, in order to enable it to pursue its goals.

2 – The Board of Directors is responsible for:

a) Making sure that CES, without prejudice of the competences of the rest of its organisms, is represented judicially or otherwise;

b) In cooperation with the Scientific Council producing the Strategic Plan and CES guidelines, promoting and ensuring their application;

c) Elaborating and presenting the Budget, the Report of Activities and the Annual Financial Report to the General Assembly, as well as the Activities Plan, elaborated and approved previously by the Scientific Council;

d) Ensuring the implementation of the Plan of Activities and the Budget approved in the General Assembly;

e) Taking the necessary measures to guarantee the quality of research, training and other scientific activities;

f) Ensuring compliance with the law, the Statutes and regulations;

g) Proposing to the Scientific Council membership of unions, associations, federations or confederations or other collective entities, that fit CES mission and its goals;

h) Requesting the meetings of the General Assembly;

i) Creating administrative and financial services or other appropriate services for the efficient management of the Association, managing CES assets and ensuring their preservation;

- j) Managing the recruitment policy required to pursue CES activities and entering into contracts with research grant holders, researchers or other necessary human resources;
- k) Entering into service provider contracts, as a contracting party;
- l) Creating, managing and operating bank accounts related to the different funding sources;
- m) Supervising the research projects' budget implementation and other activities that imply financial costs;
- n) Undertaking any other duties assigned by the other governing bodies;
- o) Nominating the members of the Ethics Commission upon approval of the Scientific Council.

3 – In the cases foreseen in number 2, CES is legally bound by signature of the Board's Director, the Executive Director - if this position has a proper delegation of powers approved in the meeting minutes - or by two Vice-Directors.

### **Article 15 (Functioning)**

1 – The Board of Directors will normally meet at least once a month and, extraordinarily, at any time when called upon to do so by the Director, the Executive Director or the two Vice-Directors.

2 – The decisions of the Board of Directors are always made based on a majority vote by its members, and the Director has the casting vote.

## Section III

### Scientific Council

#### Article 16 (Composition and term of office)

- 1 – The Scientific Council functions in plenary sessions composed of all Associates PhD holders, or as a Standing Committee.
- 2 – The Standing Committee of the Scientific Council comprises twenty-five Associates PhD holders, according to the following structure:
  - a) The Director and the Coordinator of CES in Lisbon inherently;
  - b) One Coordinator from each Research Group, to a maximum of five representatives from these bodies;
  - c) Representatives nominally elected by, and from amongst, the PhD Associates.
  - d) The Director Emeritus.
- 3 – The President of the Scientific Council convenes all PhD holders Associates to elect the members stipulated in paragraph c) of the previous point.
- 4 – The Standing Committee of the Scientific Council has a three-year term of office.
- 5 – The members of the Scientific Council will elect a President from amongst them, who will be responsible for heading the meetings.
- 6 – The members of the Scientific Council will also elect one or more Vice-Presidents from amongst their number, on the recommendation of the President.
- 7 – The Executive Director, one peer-elected representative of the non-PhD Associates, one peer-elected representative of Post-Doctoral Researchers and one

peer-elected representative of the Junior Researchers may participate in the meetings of the Scientific Council, without voting rights.

### **Article 17 (Competence)**

The Scientific Council, in the form of Plenary Sessions or as a Standing Committee, is responsible for:

- a) Producing the Guidelines and the Strategic Plan in cooperation with the Board of Directors, and monitoring its implementation;
- b) Creating and approving the Plan of Activities, in conjunction with the Board of Directors, and issue an opinion on the Activities Report;
- c) Deciding on the creation, change, merger or termination of Research Groups, Observatories or other scientific organizational structures;
- d) Creating permanent or temporary units for consultation, evaluation or information purposes within the scope of CES activities, establishing the terms under which they function, evaluating and approving their reports;
- e) Proposing for deliberation by the General Assembly the removal of Associate status, under the terms prescribed in Article 7(1)b) of these Statutes, and issuing an opinion on the admission of new Associates;
- f) Approving and evaluating advanced training programmes, defining study plans and the number of credits to be assigned to each curricular unit;
- g) Approving and evaluating other training activities;

- h) Defining the scientific profile of researchers, holders of a PhD, and other support technicians to be engaged through individual employment contracts whenever this involves duties that contain a scientific component, and evaluating their performance;
- i) Approving the organisation of scientific and cultural initiatives and events;
- j) Approving research projects and supervising their scientific implementation;
- k) Appointing selection panels for presentations and tenders to evaluate applicants for the scientific work indicated in paragraph h);
- l) Approving membership of unions, associations, federations or confederations, after consulting the Board of Directors;
- m) Stating an opinion on the dismissal of the Director;
- n) Proposing the members of the Ethics Commission, to be nominated by the Director.

## Article 18 (Functioning)

1 – The Scientific Council Plenary Session will normally meet twice a year and, extraordinarily, at any time when convened by its President or at the request of at least one third of its members.

2 – The Scientific Council's Standing Committee will normally meet every month and, extraordinarily, at any time when convened by its President or at the request of at least five of its members.

3 – The decisions of the Scientific Council are always made by a majority vote of its members, and the President has the casting vote.

4 – When decisions refer to matters relating to CES Observatories, units or services which have no representatives on the Scientific Council's Standing Committee, their coordinators or representatives must be previously consulted.

### **Article 19 (Pedagogic supervision and evaluation units)**

1 – The Scientific Council must create at least one Internal Supervision Unit and one External Supervision Unit, with the aim of continuously analysing and evaluating the activities developed by CES, delivering annual general reports and, when necessary, partial and/or subject-specific assessments.

2 – The Internal Supervision Unit is composed of five Associate Researchers holders of PhD degrees from CES.

3 – The External Supervision Unit is composed of three to five holders of PhD degrees or individuals of recognised merit who are not related to CES, at least two of whom must be working in foreign institutions.

4 – The members of the Supervision Units are appointed by the Scientific Council on the recommendation of the Board of Directors, for a three-year term of office, which may be renewed once.

5 – The Scientific Council must create a Pedagogic Supervision Unit to look after matters related to CES participation in doctoral programmes as an Advisory Committee.

6 – The Pedagogic Supervision Unit is composed by a member of the Presidency of the Scientific Council responsible for the doctoral programmes, who will preside it, by a Coordinator for each doctoral programme that CES is a partner of, chosen amongst the members of the coordinating team, by a student and/or its alternate, peer-elected, for any doctoral programme that CES is a partner of and by one student or/and its alternate, elected among the students with scientific hosting at CES, that do not come from the doctoral programmes that CES is a partner of.

7 – The terms of office of members elected in the previous number have a duration of 2 years, non-renewable.

## **Section IV**

### **Audit Committee**

#### **Article 20 (Composition)**

1 – The Audit Committee is composed of a President and two members. Two substitute members must also be elected.

2 – The Audit Committee's members are elected by the General Assembly by means of a secret ballot, for a three-year term of office, renewable once.

3 – The elected list will be the candidate list which receives the majority of votes.

#### **Article 21 (Competence)**

The competences of the Audit Committee are as follows:

- a) To examine CES financial statements and issue an evaluation of the Annual Financial Report;
- b) To supervise budget implementation;
- c) To issue reports on management tools;
- d) To communicate irregularities to the appropriate body;
- e) To exercise its lawful duties and speak on matters submitted by the appropriate CES bodies.

## Chapter V

### Ethics Committee

#### Article 22 (Composition)

- 1 – CES Ethics Committee (CE–CES) is composed of four CES Associate Researchers, PhD holders, and by an external element.
- 2 – The Committee is nominated by the Board of Directors, under the proposal of the Scientific Council.
- 3 – The President is elected by the members of the Committee in the first meeting.
- 4 – The Ethics Committee may request, in specific cases, the collaboration of specialists in instances where their advice is pertinent.
- 5 – The term of office of the members of CE–CES is of a three- year period, renewable once.

## Article 23 (Competence)

1 – CE-CES is an independent, multidisciplinary and advisory entity, devoted to promoting and ensuring ethical standards in scientific research, in teaching and in dissemination activities led by CES, which has its own operating regulation, approved by the Scientific Council.

2 – CE-CES' responsibilities are the following:

- a) To issue an opinion, upon request, on constant ethical requirements of research projects' protocols and research programmes provided by CES or in which CES collaborates;
- b) To issue an opinion, upon request, on declared conflict of interests' situations and speak up on instances where, within research projects or activities of teaching and outreach, a breach of principles of scientific ethics is verified;
- c) To foment the analysis and reflection on problems related to research practices that involve ethical issues and promote the diffusion of the general principles of ethics.

2 – Until the 31<sup>st</sup> January of each year, CE-CES carries out a Report of Activities of the previous year, which is sent to the Scientific Council's Standing Council for information. This report, related to procedures received and conducted, is free from personal and/or sensitive data.

## Chapter IV

## Organization of the scientific activity

### Article 24 (Research groups, observatories and other research units)

- 1 – CES associate researchers are members of research groups, from which are also part all members of the categories contemplated in 1 (8) a) and e).
- 2 – CES associate researchers may also be members of observatories or other scientific units approved by the Scientific Council.

## Chapter V

### Financial Management

#### Article 25 (Revenue)

- 1 – CES revenue comes from:
  - a) Grants;
  - b) All revenues that it may legally receive, namely from registration on training programmes and scientific events which CES has organised or is involved in, or from activities which promote culture;
  - c) Results from the provision of goods and services;
  - d) Results from legacies or other donations;
  - e) Income from assets;
  - f) Scientific sponsorship and fundraising activities.
- 2 – The revenues obtained by CES are destined to fund activities associated with its mission or to become part of its assets.

## Chapter VI

### Final Provisions

#### Article 26 (Termination of the Association)

In the event of its termination, CES assets will revert to the University of Coimbra.

#### Article 27 (Director Emeritus)

1 – The title of Director Emeritus is attributed to Boaventura de Sousa Santos, after the termination of his present duties, as a recognition for the immensely relevant role he played for over 40 years as the Director and one of the main key players for the growth, consolidation and establishment of CES, nationally and internationally, as an institution of reference in the social sciences, arts and humanities.

2 – The Director Emeritus, as any other associate, keeps all the rights and duties as a Researcher of CES.

3 – The Director Emeritus inherently has a place in the Scientific Council.

#### Article 27 (Omissions)

All issues omitted in these Statutes will be dealt with by consulting general law and any other applicable special legislation, as well as by the approval of regulations in the scope of the competences of the Board of Directors and the Scientific Council.

## Article 28 (Entry into force)

- 1 – The present Statutes enter into force in the day immediately after their notarisation, without prejudice to previous decisions and deliberations.
- 2 – An extraordinary review may take place at any moment by decision of the Scientific Council, approved by a two thirds majority of those present at the General Assembly.
- 3 – After hearing the various governing bodies and scientific structures, the Board of Directors will present to the General Assembly, for debate and approval, an Organization and Functioning Regulation for the various governing bodies and scientific structures, which will include the organization and monitoring of the electoral procedures, list presentation and the form of election of all bodies.

Approved in CES General Assembly of the 9<sup>th</sup> of April of 2019