

## Operating Procedures of the Editorial Board

NOTE: These Operating Procedures are adopted by the Committee (the Committee) of the Society of Architectural Historians, Australia and New Zealand (the Society) to clarify the appointment, oversight and responsibilities of the Editorial Board (the Board) of the Society. These Operating Procedures are binding on the Committee, the Board and Members of the Society until amended or rescinded at an ordinary meeting of the Society's Committee. These Operating Procedures supersede any Operating Procedures or Rules published prior to this date and are subordinate in all matters to the Rules of the Society (the Constitution).

—Antony Moulis, President, [2015]

### 1. Relevant Constitution Clauses

#### 3. AIM

To provide standards of excellence in architectural history through the following means:

- 3.1 creating communication and meeting between people active in architectural history in Australia and New Zealand;
- 3.2 encouraging discussion, criticism and debate among all who are interested in the subject of architectural history;
- 3.3 holding regular conventions at regional and national venues for the above purposes;
- 3.4 issuing a scholarly journal.

#### 8. PUBLICATIONS

- 8.1 The [SAHANZ] Committee shall be responsible for all publications of the Society in regards of broad policies applying to their contents, overall financial management and the appointment and tenure of an editor for any journal produced under its auspices.

#### 10. ALTERATIONS TO THE RULES

- 10.2 In addition, operating procedures (e.g. of the Editorial Board, the organisation of the annual conference) may be altered, added to, or rescinded at any time by a meeting of the [SAHANZ] Committee provided that any such procedures accord with the Rules and the aims of the Society.

#### 11. OPERATING PROCEDURES

- 11.1 The Committee on its initiative or at the direction of a General Meeting may from time to time establish or alter operating procedures which will be customarily observed but will not have the force of these Rules.
- 11.2 Operating procedures adopted by the Committee shall be distributed in writing to all members as soon as practicable. Matters which operating procedures may cover include the rotation of the Committee membership from place to place, the time and manner for renewal of membership subscription and the methods for banking and deploying the funds of the Society.

### 2. Definitions and Roles

#### a) THE PUBLICATIONS

- i. *Fabrications: The Journal of the Society of Architectural Historians, Australia and New Zealand* (*Fabrications*) is the scholarly journal referred to in clause 3.4 of the constitution. It is the major publication of the Society. *Fabrications* is subject to the SAHANZ Editorial Policy: *Fabrications*.
- ii. The *Proceedings of the Society of Architectural Historians, Australia and New Zealand* (the *Proceedings*) publish the peer-reviewed papers presented at the Society's Annual Conference. The *Proceedings* are subject to the SAHANZ Editorial Policy: Conference Proceedings.
- iii. Other Publications. The Society may at any time authorise a publication of any type (eg. book, website, substantial promotional materials), for which the Board will offer oversight, including in the development of guidelines to ensure the maintenance of appropriate academic standards.

#### b) THE COMMITTEE OF SAHANZ

- i) The Officers and Committee of the Society will determine the number and type of publications of the Society. The Officers and Committee will appoint an Editorial Board Chair (the Chair) to convene an Editorial Board to advise it on these matters.
- ii) The Committee will allocate a budget to support the Society's publications as needs dictate.
- iii) The Committee will oversee the activities of the Board and offer advice and support as required.

### c) EDITORIAL BOARD CHAIR

- i. The Chair will convene the Board and coordinate its activities within the provisions of these Operating Procedures and the Society's Rules.
- ii) The Chair will convene regular meetings with members of the Board and represent the Board in regular meetings of the Editors of the Society's publications and the Committee, and communicate relevant outcomes of those meetings to the Board, Editors and/or Committee as appropriate.
- iii) The Chair will coordinate the Board's appointment of new members.

### d) EDITORIAL BOARD

- i. The Board will determine and apply an Editorial Policy stating the aims, range of content, frequency, peer reviewing processes, and financial considerations for each publication; determine the financial requirements for each publication and seek appropriate support from the Society; appoint Editors and Guest Editors of *Fabrications* and the *Proceeding*
- ii. The Board will develop ideas and strategies for publications that advance the aims of the Society, which it will put to the Committee for consideration.
- iii. The Board will have oversight of the distribution of the Society's publications and manage the formal relationship between the Society and any publishing house into which the Society has entered a legal arrangement to pursue its aims.
- iv. The Board will keep financial records of all expenditure and income not otherwise reported to the Committee and report to the Committee as required.

## 3. Formation of the Editorial Board

### a) COMPOSITION OF THE EDITORIAL BOARD

- i. Members of the Board will number between eight and twelve persons of substantial scholarly repute relative to their career stage. It is desirable that the membership include a PhD student currently studying architectural history or a related field and an early career researcher (ECR), defined as within five years of completion of a PhD in architectural history or a related field at the time of appointment.
- ii. Members of the Board who are resident in Australia or New Zealand or who are scholars of Australian and New Zealand architecture are expected to be financial members of the Society. The Board might under exceptional circumstances include members who are not financial members of the Society.
- iii. The range of expertise on the Board should be such that it is able to have oversight of the Society's publications. Members of the Board should be able and available as peer reviewers of submissions if invited by Editors.
- iv. The current Editors of *Fabrications* should not, in general, be members of the Board.
- v. The Editors of *Fabrications* and the Society's President (or the President's nominee) may attend meetings of the Board in ex officio capacity.
- vi. The Board will be convened by the Chair, who is appointed by the SAHANZ Committee. The Chair will call meetings of the Board, coordinate online discussions of its members, keep minutes of all formal meetings (conducted by any means) and report to the Committee. In general the Chair of the Editorial Board should not be a current Officer of the Society or member of the Committee.

### b) TENURE OF EDITORIAL BOARD MEMBERS

- i. Members of the Board will be appointed for a term of six years with the exception of the PhD student who will be appointed for two years. All terms are deemed to begin 1 July in the year of appointment. Board members are deemed to have retired at the end of their six-year term. The general expectation is that some of the Board should refresh every two years. Retiring members of the Board may re-nominate at the end of their term.
- ii. Nomination for membership of the Board is called for by an open Expression of Interest process, conducted by the Chair on behalf of the Board and overseen by the Society's President. Nominated appointments will be made by vote of the Editorial Board, with oversight from the Society's President. With the consent of the Society's President, the Board may invite a suitably qualified person (a retiring Editor of *Fabrications*, an outgoing Chair) to join its membership.
- iii. Retiring Editors of *Fabrications* are particularly encouraged to offer themselves as Board members.
- iv. The term of the Chair is six years, commencing 1 July in the year of appointment, regardless of any previous time served as a Member of the Board. The Chair is considered to have retired at the end of this term and should ordinarily be invited to take up a position as a Member of the Board on retirement to ensure appropriate continuity of operational knowledge.
- v. A member of the Board may resign his or her position at any time by conveying his or her decision in writing to the Chair.
- vi. The Chair may resign his or her position at any time by conveying his or her decision in writing to the Society's President.

- vii. The Board may, on the advice of the Committee, terminate the membership of any individual member whose conduct undermines the standing of the Board and/or the Society.
- viii. The President may, on the advice of the Board and/or Committee terminate the appointment of the Chair if his or her conduct undermines the standing of the Board and/or the Society.
- vi. All appointments, retirements and terminations concerning the Chair and members of the Board will be advised by the Committee to the Society's membership at a General Meeting.

#### 4. The Editors and Advisory Committees

##### a) EDITORS

- i. Editors of any SAHANZ publication have full editorial responsibility for the content of the publication within the Editorial Policy set by the Board.
- ii. The Editors of *Fabrications* will be appointed by the Board. They are appointed for four years with one editor retiring every second year.
- iii. The Board may, in consultation with the Editors, appoint a Book Reviews Editor for a two-year term.
- iv. Decisions of all editorial appointments will be immediately conveyed to the Committee, who will advise the SAHANZ membership of said appointments at the next General Meeting.

##### b) GUEST EDITORS

- i. The Board appoints any Guest Editor to *Fabrications*. A Guest Editor will report to the Editors and will adhere to the SAHANZ Editorial Policy: *Fabrications*.
- ii. Editors of the *Proceedings* are nominated by a Conference Committee to the Editorial Board. The Editor/s of the *Proceedings* will be appointed by the Board. The Editor/s is/are responsible for a single volume of the *Proceedings*.
- iii. The Board may commission an Editor for any other publication that it has agreed with the Committee and for which an Editorial Policy has been established.

##### c) ADVISORY BOARDS

- i. The Board may at any time appoint an Advisory Committee for any of the Society's publications, where an Advisory Committee would offer expert advice on matters particular to the publication concerned. Members of an Advisory Committee will not necessarily reside in Australia or New Zealand or be financial members of the Society.
- ii. Membership of the Advisory Committee will be listed in the publication concerned.

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