

“Écritures” Research Centre - EA 3943

Statutes

Approved by the Constituent Assembly, on June 21st, 2011

Article 1: Definition

- a) The foundation of the “Écritures Research Centre (Lorraine, France): Interdisciplinary Research in Literature, Cultures and Theology” (hereafter to be referred to as the “Centre”), recognized by the Ministry as EA 3943, was approved on May 16th, 2005, by the University Scientific Committee of the University of Metz (Paul Verlaine University, Metz, France).
- b) The aim of the Centre is to organize and publish interdisciplinary academic research on written texts and their contextual role, in different languages and cultural areas, concentrating on literary criticism, culture, civilization, and theology, from Ancient times to the 21st century. Its prior aim is to encourage interdisciplinary studies in the fields of letters and of the humanities in France's Lorraine region, to train researchers, actively support the work of research teams, set up conferences and seminars, and publish widely on the subjects it covers.
- c) The Centre will determine its research topics independently, taking into account, whenever possible and relevant, the links it maintains with other research networks and institutions.
- d) The Centre's headquarters will be located in the University buildings, as decided by the Centre's Council. Its research activities may be carried out at various locations on site, defined by the Centre's Board.

Article 2: Structure of the Centre

- a) The Centre is made up of permanent members, associate members and correspondents (*cf.* article 8).
- b)
 - 1. *Permanent membership*: all academic researchers employed by the University of Lorraine, approved by the “Écritures” Constituent Assembly, as well as all academics later appointed by the University specifically to cooperate with the Centre on relevant issues will be considered as permanent members.
 - 2. Researchers and academics from other French universities recognized by the Ministry may also be considered for permanent membership, if

they choose “Écritures” as their main platform for research and collaboration.

- c) 1. Fully entitled *associate members* comprise:
- Emeritus professors, members of the Centre;
 - Ph.D students preparing their thesis in collaboration with the Centre, including those under joint supervision with another university;
 - Ph.D students benefiting from a research grant allocated to the Centre;
 - Temporary research and teaching assistants, whose area of research corresponds to the Centre’s.
2. May become *associate members*, at the Council's discretion, all persons carrying out research in areas related to the Centre's, in particular fully qualified school-teachers (PRCE and PRAG can a post at university in the French system) with a Ph.D.
- d) Admission of new members not pertaining to the above-mentioned cases (b) 1 and c) 1), shall be submitted to the Centre’s Council by the Director. Associate membership will be automatically revoked if no research has been carried out at the Centre during an agreed period. Moreover, associate member status is effective only if the party in question supplies his/her latest research for the Centre's Web page and assessments.
- e) A list of members will be regularly updated by the Centre’s Council and can be consulted in the Rules and Regulations.

Article 3: Research Programmes

- a) The Constituent Assembly will define a number of research programmes for each contractual term with the Ministry. In case of *force majeure*, the Centre’s Council may redefine these programmes during the period of contract.
- b) All research programmes will be interdisciplinary. To be adopted by the Council, their definition must include a title and description of their main objectives and subject, as well the names of other institutions that may be involved. The nature of this description is outlined in the Rules and Regulations.
- c) The Council encourages interdisciplinary projects and gives priority to transversal and international programmes. Members of the Centre are encouraged to participate in the research activities of several different programmes at the Centre.
- d) For each research programme, a coordinator will be appointed by the Centre’s Board. In general, programme coordinators or any person

undertaking research work will transmit the projects to the Director, who will examine them with the Board and submit them to the Centre's Council to be approved. Coordinators will be responsible for all documents related to the projects they supervise (conferences, etc). They will also prepare the reports on their activities and the projects for future contracts.

Article 4: Assemblies

- a) Permanent members make up the Centre's *Constituent Assembly*. The Assembly will make decisions on all questions involving academic policy and the management, particularly financial, of the Centre. The Assembly will meet at least once a year at the Director's discretion or at the written petition of at least a third of the permanent members. The Assembly will be summoned two weeks in advance at least, by email or post. The meeting will be valid if at least half of the permanent members, plus one, are present or represented. If the quorum is not reached at a first meeting for a particular proposition, the proposition will be re-submitted at a second meeting, no quorum being necessary for approval at the second meeting summoned according to the same procedure as the first. A written report of the meetings will be sent out to all members of the Centre, as well as to the vice-president of the University Scientific Committee.
- b) The Constituent Assembly will elect the Director of the Centre. Once elected, the Director will put forward the name of an Associate Director, also elected by the Constituent Assembly; the Assembly is free to modify the Statutes.
- c) The Constituent Assembly will approve the annual budget sheets based on majority vote of the members, present or represented. For this vote, as well as for other decisions made by the Assembly, permanent members may vote anonymously by secret ballot.
- d) The *General Assembly* is made up of all permanent members, as well as associate members and correspondents. It will meet at least twice a year, at the end of each semester, at the Director's discretion. A summons will be sent by email or post. The Assembly will hear the activity and budget reports presented by the Director. The Assembly will assess current research programmes and put forward suggestions for academic policy and for the Centre's management to be furthered by the Constituent Assembly.

Article 5: Management

- a) The Centre's *Director*, in accordance with Articles 7 and 41 of the modified decree issued on June 6th, 1984, will be elected by the Constituent Assembly of permanent members, for a period of five years, with rights to maximum two terms of presidency. The vote will be cast by secret ballot, with majority rule, preferably during the drawing up of new agreements with the Ministry. The election will be subject to the University Scientific Committee's approval.

Are eligible all permanent professors or lecturers with an "habilitation"; candidates will send an application letter to all members of the Centre's Council one week before the election date.

- b) The Director is responsible for the coordination and promotion of Centre's academic policies as well as for applications and evaluations relative to Ministry agreements.
- c) The Director will represent the Centre in all decision-making bodies at the University, especially those of the Faculties concerned, as well as in the circumstances outlined in 1 c).
- d) The Director will be assisted by an Associate Director, who will replace the aforementioned should he/she be unable to represent the Centre at meetings or Councils, at the level of the University or elsewhere.

Article 6: Council and Board

- a) The Director will be assisted by a *Board* for all day-to-day administrative management. The Board will meet at the Director's initiative, at least twice a semester. The Board is made up of the Associate Director, as well as delegates responsible for the upkeep of the Centre's website; administration of the Centre's budget; communication; external relations; publications; and for obtaining grants and any other form of credit. These responsibilities can be cumulative.
- b) The *Council* is made up of the Director, the Associate Director, Board members and programme coordinators. A Ph.D student, voted in by the General Assembly, will also be a member of the Council. The Council will seat at least once a year at the Director's initiative. It is mandatory that at least two B-rank members (lecturers in the French system) be in the Council.
- c) The Director chooses the Board members. This choice will then be submitted to the Council for approval.

- d) The Board and Council may issue an invitation for meetings, at the Director's initiative, to all persons whose opinions may be useful for their purpose, especially research, publication, and conference supervisors.

Article 7: Financial Provisions

- a) Concerning budget management, the Centre is linked to a constituent part of the University. This link will be put forward by the Constituent Assembly once a new agreement with the Ministry is in place.
- b) Under this constituent part's authority, the Director will be recognized as responsible for the Centre's budget.
- c) The Centre's financial resources consist of government grants and any other grants or credits. The total sum used for a research project will be transferred back to the Centre's global budget once the project in question has been finalized.
- d) The Centre's budget will be drawn up by the Associate Director and will be submitted to the Constituent Assembly for approval.
- e) All permanent members can apply for reimbursement of research expenses related to the Centre's programmes. A maximum amount will be set each year by the Board, and reimbursement will be granted on presentation of documentary evidence. Additional petitions may be addressed to the Board, who will make the final decision based on its resources and priority of projects, determined by the Council.
- f) Associate members who are also Ph.D students may ask the Director for financial aid for research. These petitions will be submitted to the Board for approval.

Article 8: Correspondent members and Exterior Collaboration

- a) The Council will define, preferably for a determined period of contract, and based on programme coordinators' petition, a list of exterior institutions with which the Centre wishes to undertake specific research projects. These collaborations may be renewed.
- b) All representatives of collaborating institutions will be considered correspondent members.
- c) Correspondent members and current collaborations will be listed in the Rules and Regulations. Correspondent membership and collaborations will be revoked by the Council if, at the end of the time of contract, no research projects have been undertaken with their participation.

