

ISDRS Standard Operating Procedures – V1.0 (July 3rd, 2025)

The International Sustainable Development Research Society (ISDRS) abides by a charter which is a high-level guide to the organisation's mission and principles. A set of standard operating procedures (SOPs), set out below, work in concert with the charter to clarify and guide ISDRS activities at the operational level. The SOPs also incorporate elements of articles of registration (which are due to be processed in the United Kingdom later in 2025). These SOPs cross different areas, which are (along with associated organisational responsibilities):

1. SOP1 Governance (President/ Secretary to manage)
2. SOP2 Administration (Secretary to manage)
3. SOP3 Financial management (Treasurer to manage)
4. SOP4 Membership (Director of Membership to manage)
5. SOP5 Membership termination and exclusion (Secretary to manage)
6. SOP6 General meeting (President/ Vice President/ Secretary to manage)
7. SOP7 Conferences (Vice President to manage)
8. SOP8 Communications (Director of Communications to manage)
9. SOP9 Publications (Director of Publications to manage)
10. SOP10 Annual report (President to manage)

The following procedures relate to all ISDRS SOPs.

Document and File Management - The following lists general ISDRS governance document and file management processes:

- All files stored on the ISDRS Google Drive (standard folder naming)
- File types include: meeting minutes, agendas, Board papers, proposals, proceedings, etc

Risk Management and Compliance - The following lists general ISDRS risk management and compliance processes:

- Record keeping in accordance with legal/ auditor retention requirements (7 years)
- Maintain password protection and access control for all platforms

Version Control and Updates - The following lists general ISDRS version control and update processes:

- This SOP document is a 'living document'
- This SOP document is reviewed annually and/ or upon change in process/ technology/ platforms (as approved by the ISDRS Board in ordinary Board meetings)
- Version history and updates are tracked at top of this SOP document
- ISDRS tracks version history and stores updated SOPs in a shared folder

Below are the contents of detailed and current ISDRS SOPs covered in this document:

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The various ISDRS SOPs are now detailed below.

SOP1 Governance

Relevant to charter clause 2.1.1 and 6.1

1. Purpose and Scope

The following describes the standard procedures of governance of the operating environment, the Board, the Executive Board, voting, and Board member exclusion within the ISDRS.

2. Key Roles and Responsibilities

Role	Responsibilities
Secretary	<ul style="list-style-type: none">• General procedural management and oversight of governance activities and practice• Oversight and management of this SOP
President/ Vice President	<ul style="list-style-type: none">• Executive oversight of governance practices
Board	<ul style="list-style-type: none">• Behaviours and practices consistent with this procedure of governance. Including voting, task delivery, meeting procedures

3. Board members/ Executive eligibility and elections

As per the ISDRS charter, an ISDRS member - 'can be elected to participate on the Society's Board from the second year of membership. They must demonstrate their active participation and service to the Society prior to elections'. Prospective Board members are asked to express interest in joining, and their relevant credentials are reviewed by the Executive Board prior to voting, on the following criteria:

- Engagement beyond passive participation (being a track chair, helping with PhD mentoring, authoring ISDRS publications, etc)
- Outstanding leadership profile
- Capacity to work with Board
- Willingness to consider Executive Board roles in the future

The Board also appoints from within itself, Executive roles of President, Vice President, Secretary, Treasurer, Director of Memberships, and Director of Communications, or any other Executive position required, by a Board vote.

All Executive positions shall be individually elected among members of the Board by simple majority and a participation of at least simple majority (i.e. quorum) of Board members in the voting.

The Vice President is elected by the Board with the assumption that the holder will become President after one term of two calendar years.

The President is elected with the assumption that the holder will become Past President after one term of two calendar years.

If the Vice President is not available to become the President, an existing member of the Executive can be elected as President (this includes the President, who could be re-elected to the post for a second term).

If the President is not available to become the Past President the former Past President can serve a second term of two calendar years as Past President.

Election procedural administration is detailed in SOP2.

4. The Board's obligations

Beyond the annual general meeting, the Board is the ISDRS's decision-making body and is responsible for the ISDRS's affairs.

The Board shall, within the framework of the ISDRS charter and SOPs, be responsible for the ISDRS's activities according to established plans and safeguard the members' interests.

Particular responsibilities of the Board are to:

- Organize an international research conference on sustainable development
- Draw up an annual business plan that specifies which questions/ themes should be given attention in the coming business year
- Be responsible for the ISDRS's ongoing financial management and long-term financing
- Approve the terms governing the conduct of the annual conference, and other key events and relationships, as set forth in Memorandum of Understandings (MOUs) / Memorandum of Agreement (MOAs)
- Approve the Secretary's annual and special reports
- Approve the President's annual and special reports
- Approve the Treasurer's annual and special reports
- Approve any other annual and special reports
- Annually review the role and compensation of the Board's Assistant (if there is one)
- Play an active role in the ISDRS e.g. by acting as track chairs of the conference, managing external relationships, etc.

5. Board, Executive Board, and member roles and responsibilities

The Board of the ISDRS consists of specific roles and responsibilities (as discussed in the 2017 Board Meeting in Bogota and adjusted according to a renewed charter approved November 2017).

This section distinguishes role-based responsibilities of the Board, including those on the Executive Board, as described in previous charters (now included in this SOP), including daily activities in practice and formal / financial roles (related to the ISDRS's official registration and bank accounts).

The Executive Board liaise with each other over operational matters that do not require a decision of the Board, but report to the Board as required and as requested.

The President is the official spokesperson and representative for the ISDRS, in addition to overseeing day-to-day activities.

The Vice President represents the President on occasions as required and is responsible for liaising with potential and current conference hosts on behalf of the ISDRS and as requested by the President.

The Past President is expected to advise the Executive Committee in particular with matters relating to their previous experience as President.

Executing the functions of Vice President, President and/or Past President will extend the membership in the Board to a maximum duration of six (6) terms.

The Secretary oversees the governance and administrative procedures of the ISDRS, represents the Treasurer on occasions as required and supports the President and Vice President in the day-to-day operations of the ISDRS. In particular, the Secretary 'keeps the organisation running'. They should also assist in discussions with potential and confirmed partners and other third-party organisations.

The Director of Membership monitors the ISDRS membership, also for the reports for Board meetings and general meetings, liaises with actual and potential institutional members and individual members, as well as identifies and prepares proposals for strategic and practical membership development.

The Treasurer is responsible for the financial procedures of the ISDRS, helps formation of an Audit Committee and represents the Secretary on occasions as required and monitors and prepares financial reports for the Board and participates in financial planning.

The Director of Communications is responsible for all external ISDRS communications, including newsletter, social media, etc. Additional co-editor(s) of the newsletter may be appointed by the Board but are not members of the Executive (and need not be members of the Board). The Director of Communications is also responsible for devising and updating the ISDRS's communications policy and for overseeing the ISDRS website.

The Secretary, Treasurer and/or Director of Membership, Director of Communications, and any other Executive Board member required, can be re-elected for two terms of two calendar years, which extends the membership in the Board to a maximum duration of six (6) terms of twelve (12) years. If there are any legal requirements for a given Executive office to be held by a person resident in a certain country, an additional term of office may have to be allowed in order to find a suitable candidate or a more suitable location to base the ISDRS.

Once Board members have concluded their term(s) of office in the Executive Board they can revert back to/ be re-elected to the Board, provided that the maximum of six (6) terms is not surpassed.

Holding an Executive role (or Past President) overrides the requirement for re-election to the Board, in order to allow for continuity and planning.

In light of the multiple operations of the ISDRS, the ISDRS's office needs to be housed in an institutional setting that supports the ISDRS's activities and is willing to negotiate a remunerative scheme acceptable to all parties. At its general meetings, the Board pre-approves normal operating expenditures for the ISDRS's office to enable payment on a timely basis.

Further details of ISDRS Executive, leadership, and Board roles, activities and responsibilities are listed below.

ISDRS President

The following lists ISDRS President roles, activities and responsibilities.

Responsibilities:

- Overall responsibility for day-to-day activities of the ISDRS
- Oversees strategy and planning
- Oversees the management and operation of other Executives
- Outreach to institutional members
- Outreach to partner organisations
- Supervision of Assistant
- Initiates / supervises on annual conferences organisation (with Vice President)

Key activities (Intensity: 1-1 ½ days per week)

- Supervision of all ISDRS activities led by other Board members
- Initiate search and application for network funding (EU, other countries, philanthropic, etc)
- Explore development of chapters per continent
- Explore additional events with institutional members
- Initiate upgrading website (hiring web company)
- Supervise Assistant on key tasks (member communication/registration / website / finances)
- Coordinate awards
- Promote ISDRS in other events
- Quarterly report on activities to Board (from Executive Board meetings)
- Create and contribute to agenda for Board meetings
- Contribute to agenda for general meeting
- Lead/ contribute to annual report
- Presidential note in newsletter and social media
- Supports Vice President in identifying and supporting conference hosts
- Periodically review strategy on optimal location of registration, bank, etc

Financial role

- Authorize payments
- Tax issues
- Supervise ISDRS bank accounts

Formal role

- Officially registered in registration of ISDRS
- Oversees development of conference outcomes communique each year

ISDRS Vice President

The following lists ISDRS Vice President roles, activities and responsibilities.

Responsibilities:

- Supports President in responsibility for day-to-day activities of the ISDRS
- Collaborates with President on strategy and planning
- Acts for President when required
- Initiates and supervises on annual conference organisation (with President)
- Leads development of conference outcomes communique each year
- Support outreach to institutional members
- Support outreach to partner organisations
- Manages collation of the annual report

Key activities (Intensity: ½ day a week)

- Supervision of some ISDRS activities led by other Board members
- Leading role in identifying and supporting conference hosts (and potentially visiting) / contact person Oxford Abstracts
- Search and application for network funding (EU, other countries, philanthropic, etc)
- Contribute to agenda for Board meetings
- Contribute to agenda for general meeting
- Contribute to annual report (conferences)
- Incidental contribution to newsletter and social media
- Periodically review strategy on optimal location of registration, bank, etc

Financial role

- Authorize payments
- Supervise ISDRS bank accounts

Formal role

- Officially registered in registration of ISDRS
- Ensures finalisation of conference outcomes communique each year

ISDRS Treasurer

The following lists ISDRS Treasurer roles, activities and responsibilities.

Responsibilities:

- Supports President in responsibility for day-to-day activities of the ISDRS
- Collaborates with President on strategy and planning
- Planning and assurance on financial affairs
- Organizes annual audit
- Manage external bookkeeping
- Supervision of Assistant on financial matters

Key activities (Intensity: ¼ day a week)

- Monthly supervision on financial affairs
- Prepares budget and accounts
- Help organise audits (with Nomination Committee)
- Supports search and application for network funding (EU, other countries, philanthropic, etc)
- Supervise Assistant on key tasks (finances)
- Quarterly financial report to Board on budget, solvency, revenue and expenditure
- Contribute to agenda for Board meetings
- Contribute to agenda for general meeting
- Contribute to annual report (finances)
- Select and hire financial administrator
- Communication about tax issues
- Anticipates possible VAT obligations
- Develops strategy on optimal location of registration, bank etc

- Collaborates with Secretary on formal and practical membership issues (web registration)

Financial role

- Authorize payments
- Tax issues
- Supervise iSDRS bank accounts

Formal role

- Officially registered in registration of ISDRS

ISDRS Secretary

The following lists ISDRS Secretary roles, activities and responsibilities.

Responsibilities:

- Supports President in responsibility for day-to-day activities of the ISDRS
- Collaborates with President on strategy and planning
- Planning and supervision on governance of operations (charter, SOPs, membership, organise and report on Board and members meetings, etc)
- Acts for President/ Vice President when required
- Support outreach to institutional members
- Support outreach to partner organisations

Key activities (Intensity: ¼ day a week)

- Supervision of some ISDRS activities led by other Board members
- Supportive ambassadorial activities aiming at creating the hub function (Promote ISDRS in other events)
- Undertake some ambassadorial activity
- Initiates and oversees process of Board/ Executive Board membership (invite, select, elect and cessation)
- Contribute to agenda for Board meetings
- Contribute to agenda for general meeting
- Contribute to annual report (charter issues, elections, Board constellation)
- Incidental contribution to newsletter and social media
- Collaborates with Directors of membership and Communication on formal and practical membership issues (web registration)
- Responsible for official registration

Financial role

- (Possibly) authorize payments, by proxy

Formal role

- Officially registered in registration of ISDRS

ISDRS Director of Communications

The following lists ISDRS Director of Communications roles, activities and responsibilities.

Responsibilities:

- Supports President in responsibility for day-to-day activities of the ISDRS
- Collaborates with President on strategy and planning
- Planning and supervision on all communications (website, newsletter, social media, etc)
- Strengthen knowledge transfer

Key activities (Intensity: ¼ day a week)

- Develop marketing strategy linked to website and social media
- Coordinate social media activities
- New strategy for communications
- Contribute to agenda for Board meetings

- Contribute to agenda for general meeting
- Co-supervise upgrading website (hiring web company)
- Coordinate editorial Board of newsletter (assure quarterly publication)
- Ensure that journal special issues based on conference are organised with Directors of Publications
- Undertake some ambassadorial activity
- Contribute to annual report (website, newsletter, social media)
- Incidental contribution to newsletter and social media
- Collaborates with Secretary on formal and practical membership issues (web registration)

Financial role

- (Possibly) authorize payments, by proxy

Formal role

- Chair of editorial Board newsletter

ISDRS Director of Membership

The following lists ISDRS Director of Membership roles, activities and responsibilities.

Responsibilities:

- Supports President in responsibility for day-to-day activities of the ISDRS
- Collaborates with President on strategy and planning
- Planning and supervision on membership growth efforts
- Support outreach to institutional members

Key activities (Intensity: ¼ day a week)

- Develop new membership systems – if possible cheaper and more benefits
- Contribute to agenda for Board meetings
- Contribute to agenda for general meeting
- Board reports (membership data)
- Incidental contribution to newsletter and social media
- Undertake some ambassadorial activity
- Contribute to annual report (membership and institutional member issues)
- Incidental contribution to newsletter and social media
- Collaborates with Secretary on formal and practical membership issues (web registration)

Financial role

- (Possibly) authorize payments, by proxy

ISDRS Director of Publications (further detail in SOP9)

The following lists ISDRS Director of Publication roles, activities and responsibilities.

Responsibilities:

- Provides strategic direction for ISDRS publications including the ISDRS's journal
- Oversees activities of the ISDRS journal *Sustainability and Beyond* and its editorial committee, ensuring accountability to the Executive Board and Board of the ISDRS
- Implements strategic priorities of the ISDRS Board for the journal
- Leads business development and engagement opportunities for the journal and other publications

Key activities (Intensity: ¼ day a week)

- Supervise journal editorial leadership team
- Contribute to agenda for Board meetings
- Contribute to agenda for general meeting
- Board reports (publications data)
- Ensure that journal special issues based on conference are organised with Directors of Communications

- Undertake some ambassadorial activity
- Contribute to annual report (publications and research impact issues)
- Incidental contribution to newsletter and social media
- Collaborates with Treasurer on journal cost issues

Financial role

- (Possibly) authorize payments, by proxy

ISDRS (Non-Executive) Board member

The following lists ISDRS Board member roles, activities and responsibilities.

Responsibilities:

- Supports President in responsibility for day-to-day activities of the ISDRS
- Roles in governance of ISDRS
- Nominate and elect Honorary members
- Select the site for the general meeting of the ISDRS
- Vote on decisions required to be made by the ISDRS Board
- Abide by its own decisions, whether from a physical or virtual meeting
- Approve the annual and special reports of the Secretary
- Approve the annual and special reports of the President
- Approve annual and special reports of the Treasurer and the Audit Committee
- Conduct the business of the ISDRS in matters not delegated to the Executive Committee or an ad hoc Committee
- Contribute to agenda for Board meetings
- Contribute to agenda for general meeting
- Constitute Nomination Committee (Nomination Committee ensures invitation of Board and auditors)

Key activities (Intensity: ½ day a week)

- Undertake some ambassadorial activity
- Incidental contribution to newsletter and social media
- Track chair/s at annual conference
- Leading role for one of the working group themes
- Leading role in one of the working groups

ISDRS Past-President

The following lists ISDRS Past President roles, activities and responsibilities.

Responsibilities:

- Advise the Executive in particular with matters unique to the Executive functions of the Board
- Non-Executive Board member roles to support the President and Vice President

6. Directors Appointed for Registration

Directors are to be appointed for the organization's registration.

Directors appointed are approved by the Board, as per relevant Executive Board roles.

On relevant Executive Board members completing their roles, new relevant Executive Board members are to be appointed for the organization's registration (and documentation updated in jurisdiction of registration).

For UK registration, directors should make sure they are aware of their director's duties as per the [Companies Act 2006](#).

As per article 15 of registration any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director by ordinary resolution. In any case where, as a result of death, the ISDRS has no members and no directors, the personal representatives of the last member to have

died have the right, by notice in writing, to appoint a person to be a director. Where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

As per article 16 of registration a person ceases to be a director as soon as:

- (a) that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
- (b) a bankruptcy order is made against that person;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) a registered medical practitioner who is treating that person gives a written opinion to the ISDRS stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (e) [paragraph omitted pursuant to The Mental Health (Discrimination) Act 2013]
- (f) notification is received by the ISDRS from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms

7. Directors' General Authority (From Article 3 of Registration)

Subject to the articles of registration, the directors are responsible for the management of the ISDRS's business, for which purpose they may exercise all the powers of the ISDRS.

8. Directors May Delegate (From Article 5 of Registration)

Directors may delegate any of the powers which are conferred on them:

- (a) to such person or committee;
- (b) by such means (including by power of attorney);
- (c) to such an extent;
- (d) in relation to such matters or territories; and
- (e) on such terms and conditions as they think fit

If the directors so specify, any such delegation may authorize further delegation of the directors' powers by any person to whom they are delegated.

The directors may revoke any delegation in whole or part or alter its terms and conditions.

For the ISDRS, it is expected most decisions will be delegated to the Board and Executive Board (and in some instances members, such as changes to the charter).

9. Directors to take decisions collectively (From Article 7 of Registration)

The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting.

As above, it is expected all decisions will be delegated to the Board and Executive Board (and in some instances members, such as changes to the charter).

10. Calling a Directors' Meeting (From Article 9 of Registration)

Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorizing the Secretary to give such notice.

Notice of any directors' meeting must indicate—

- (a) its proposed date and time;

(b) where it is to take place; and

(c) if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting

Notice of a directors' meeting must be given to each director but need not be in writing.

Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the ISDRS not more than seven (7) days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

11. Participation in Directors' Meetings (From Article 10 of Registration)

Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when—

(a) the meeting has been called and takes place in accordance with the articles, and

(b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting

In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.

If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

12. Further Meeting Convening, Quorum and Voting Processes

The Board meets when called by the President, or when at least half of the Board members have requested it.

Minutes must be taken at the meeting. The Board's minutes are adjusted by present Board members at the next Board meeting. A Board member with a dissenting opinion regarding a Board decision has the right to have this recorded in the minutes.

Board meetings will be run with an agenda and papers, distributed at least five (5) days before the Board meeting to ensure contemporary data for the Board as well as enough time to read the papers.

The Secretary will ensure that agenda items are kept to time during meetings.

As per article 11 of registration:

- Unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting
- The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two.
- If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision—

(a) to appoint further directors, or

(b) to call a vote so as to enable the members to appoint further directors

Beyond director's quorate, as directors delegate decisions to the Board, the Board is quorate when at least half of the total number of Board members are present i.e. a simple majority.

As per article 12 of registration, the directors may appoint a director to chair their meetings. The person so appointed for the time being is known as the chairman. The directors may terminate the chairman's

appointment at any time. If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it. For clarity, the ISDRS President is the default chair.

As with articles of registration for directors, the Board's decisions are made by a simple majority of those present, unless otherwise stated in the ISDRS charter/ SOPs (i.e. charter clause '1.6 Amendment of charters', for Board voting on charter changes requiring a two thirds majority). In the event of an equal number of votes, the decision shall be adjourned pending further discussions.

Voting may not take place by proxy.

In the event of a decision on a matter involving a conflict of interest for a Board member/ member, they have no voting rights (and they should remove themselves from related discussion and voting).

If a Board member is present for the vote but abstains, their vote still counts to the vote participation.

Board meetings and votes can take place digitally, under the same conditions as for physical meetings.

All Board decisions that are made are binding on the Board at subsequent deliberations until they are changed or revoked.

As per article 15 of registration, directors must ensure that the ISDRS keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

13. Conflicts of Interest (From Article 14 of Registration)

If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the ISDRS in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.

A director who is interested in an actual or proposed transaction or arrangement with the ISDRS is to be counted as participating in the decision-making process for quorum and voting purposes only if:

- (a) the ISDRS by ordinary resolution disappplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;
- (b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
- (c) the director's conflict of interest arises from a permitted cause

The following are permitted causes:

- (a) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the ISDRS or any of its subsidiaries;
- (b) subscription, or an agreement to subscribe, for securities of the ISDRS or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and
- (c) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the ISDRS or any of its subsidiaries which do not provide special benefits for directors or former directors

References to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.

If a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.

If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

These conflict of interest provisions are to apply to all ISDRS Board members, and related decision making applies to all ISDRS Board members in collective decision making, as director's delegate all decision making rights to all Board members (i.e. not just registered directors).

14. Discretion to Make Further Rules (From Article 16 of Registration)

The directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

This discretion applies to all ISDRS Board members in collective decision making, as director's delegate all decision making rights to all Board members (i.e. not just registered directors).

15. Removal of Board member/s

In case of misconduct, such as bringing the ISDRS into disrepute, dereliction of duties, or causing material harm to the ISDRS, a Board member can be removed during their term of office by decision of the Board.

The question of removal must not be decided until the Board member has been informed of the circumstances that led to their Board membership being called into question.

A decision on removal may not be made until the Board member has had the opportunity to comment within at least seven (7) days or otherwise specified by the Board beforehand.

In the decision, the reasons for removal must be reported (in the meeting minutes). The decision must be served to the Board member within seven (7) days of the decision.

Such a decision requires a two thirds majority of the participating Board members and that at least half of the total number of Board members participate in the vote. If a Board member is present for the vote but abstains, their vote still counts to the vote participation.

16. Committees (From Article 6 of Registration)

Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable provisions which govern the taking of decisions by directors.

The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles of registration if they are not consistent with them.

Board Committees

The Board can establish Committees for special issues or purposes (ad-hoc). Such Committees are preparatory bodies that report to the Board.

The ISDRS has the statutory Nomination Committee defined in the charter (who make proposals for new Board members and auditors), but other Committees may include (as have been previously established):

Audit Committee - The Audit Committee annually reviews the financial report of the ISDRS. The Board Assistant and Treasurer provide access to all information required for the execution of this task. The Audit Committee is formed of two or three members, who are not Board members. The Board invites members to nominate themselves for two to three years for this. They should have experience in financial reporting, including preparing and interpreting profit and loss statements, balance sheets,

financial forecasting, ratios, etc. If there are more nominees than available places, members can elect the Audit Committee members by online balloting.

Best Paper Award Committee - This Committee comprises a combination of both Board members and members. Under the direction of a Chair appointed by the Board (who does not have to be a Board member), the Committee plays a role in the generation of nominations and selection of shortlisted papers for the annual best paper award. The awards process is drafted by the chair and subject to approval by the Board. This does not necessarily involve a vote.

Working Groups / Sub-committees - Working groups and sub-committees of the Board may form to collaborate and provide input into the ISDRS's activities. For example:

- Membership
- Journal
- Conference innovations
- New professionals group
- PhD/ Masters events (held at the annual conference)

17. Document and File Management

The following lists current ISDRS governance document and file management process:

- File types include: meeting minutes, agendas, Board papers, proposals, proceedings, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_Minutes_SL_Final.docx

SOP2 Administration

Relevant to charter clause 1.3

1. Purpose and Scope

Beyond the Board, there are other key administrative roles and tasks performed within the ISDRS, as per this SOP.

2. Key Roles and Responsibilities

Role	Responsibilities
Secretary	<ul style="list-style-type: none">• General procedural management and oversight of governance activities and practice• Oversight and management of this SOP
President/ Vice President	<ul style="list-style-type: none">• Management of administration personnel and practices
Board	<ul style="list-style-type: none">• Approval of administration personnel, costs and scope
ISDRS Assistant	<ul style="list-style-type: none">• Delivery of administrative tasks

3. ISDRS Assistant to the Board

Subject to the approval of the Board, the President and Vice President can jointly appoint someone to provide support to the Board, primarily to support the Executive and Committee functions. This is primarily a technical position (e.g. related to maintaining the ISDRS website, coordinating registrations, and serving as a general administrator); additional responsibilities may be included as considered suitable by the Board. Key activities are (Average workload: 12 hours/ week as an indication):

- Support to President, Vice President, Secretary, Treasurer, Communications, and other Executive officers
- Supporting the conference organizing committee
- Preparation and minuting Executive/ Board meetings
- Financial administration
- Member/ conference registrations
- Website/ Google Drive updating and maintaining
- Assistance with publishers, newsletter / blog, emails, elections, etc.
- Data Protection Officer

4. Contract / Agreement / memorandum of understanding administration

Contract, agreement, and MOU) negotiations by the ISDRS are managed by the Vice President and President. These are always shared in summary with the Board and Executive Board at relevant meetings prior to signing. It is good practice to have the Secretary also check proposed contracts, agreements and MOUs during negotiations.

For major expenditure decisions in line with SOP3, a check of associated contracts, agreements and MOUs is required by either the Treasurer or the Board, and for the latter, voted on by the Board (i.e. for commitments larger than EUR 10,000).

For major operational impacts by way of contract, agreement and MOU negotiations/ outcomes, a vote by the Board is required before the President can sign i.e. publishing agreements, charter changes, etc.

For minor operational impacts by way of contract, agreement and MOU negotiations/ outcomes, a vote by the Executive Board is required before the President can sign i.e. new digital application at nominal annual cost.

5. Board Election Procedural Administration

Board election procedural administration is detailed below.

The ISDRS Secretary and Assistant coordinates Board and Executive Board elections through the ISDRS website or within an ISDRS meeting. The vacant roles/ new positions are put out in a call, including process and timing information, by the Secretary via email (either to the Board for Executive roles, or the wider membership if a Board role). This is facilitated with help from the Assistant i.e. proving content and email lists.

Once candidates nominate for Board of Executive roles, they are assessed by the ISDRS Nomination Committee (against the criteria above in SOP1), and eligible candidates are entered into the election/ poll is run through the website or in person if at an ISDRS meeting, where the candidate information collected in the call is provided before they vote. This is all actioned by the Assistant.

For Executive roles, decisions are made by simple majority and require at least half of the total number of Board members to participate in the vote.

Results are sent out by the Secretary via email, to the Board for Executive roles, or the wider membership if a Board role. In summary:

- A person who has; been a member of ISDRS for at least one years; actively participated/ engaged in ISDRS initiatives (as per above); an outstanding leadership profile, a capacity to work with Board; and a willingness to consider Executive Board roles in the future, may be appointed to the Board
- ISDRS members vote on candidates for the Board
- Board candidates are verified by the Nomination Committee (as per the SOPs and charter), which makes the final decision based on criteria above, and the need for geographical diversity, gender and interdisciplinary expertise within ISDRS
- The President of ISDRS, as well as members of the Executive, are appointed from among the selected members of the Board
- If there are no candidates within the Board for Executive roles, an open competition is organized by the Board for the position

6. No Right to Inspect Accounts and Other Records (From Article 30 of Registration)

Except as provided by law or authorised by the directors or an ordinary resolution of the ISDRS, no person is entitled to inspect any of the ISDRS accounting or other records or documents merely by virtue of being a member.

7. Provision for Employees on Cessation of Business (From Article 31 of Registration)

The directors may decide to make provision for the benefit of persons employed or formerly employed by the ISDRS or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the ISDRS or that subsidiary.

8. Indemnity (From Article 32 of Registration)

A relevant director of the ISDRS or an associated company may be indemnified out of the ISDRS's assets against—

- (a) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the ISDRS or an associated company,
- (b) any liability incurred by that director in connection with the activities of the ISDRS or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),
- (c) any other liability incurred by that director as an officer of the ISDRS or an associated company

This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law. For clarity:

(a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and

(b) a “relevant director” means any director or former director of the ISDRS or an associated company

9. Insurance (From Article 33 of Registration)

The directors may decide to purchase and maintain insurance, at the expense of the ISDRS, for the benefit of any relevant director in respect of any relevant loss. For clarity:

(a) a “relevant director” means any director or former director of the ISDRS or an associated company,

(b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant director in connection with that director’s duties or powers in relation to the ISDRS or any associated company, and

(c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate

10. Document and File Management

The following lists current ISDRS administration document and file management process:

- File types include: SOPs, charter, archives, voting results, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_SOP_Draft_SL_comment.docx.

SOP3 Financial Management

Relevant to charter clause 5

1. Purpose and Scope

This SOP ensures consistent and transparent financial management of ISDRS. It supports accurate reporting, budgeting, payments, audits, and compliance with charter and legal requirements. Finally, it applies to all ISDRS financial activities across currencies, platforms, jurisdictions, and stakeholders.

2. Key Roles and Responsibilities

Role	Responsibilities
Treasurer	<ul style="list-style-type: none">Oversees financial systems and controls; supervises reporting, budgets, audits, and payments; liaises with auditors and BoardOversight and management of this SOP
ISDRS Assistant	<ul style="list-style-type: none">Provides administrative support: invoice tracking, data entry, file maintenance, transaction reconciliations
President/ Vice President	<ul style="list-style-type: none">Authorise payments; engage in strategy and oversight
Auditors	<ul style="list-style-type: none">Review annual report and books; issue formal audit report
Board	<ul style="list-style-type: none">Approves reports and budgets; ensures fiduciary responsibility

3. Financial Systems and Accounts

The following lists current ISDRS financial systems and accounts:

- Bank accounts: DNB - EUR and NOK, PayPal - EUR, Stripe - multi-currency (Note: The ISDRS is in the process of transitioning to an integrated Wise online account for future banking and currency management, whilst the current accounts remain active through 2025)
- Authorised signatories: As per charter and Board resolution (typically President, Treasurer, Secretary)
- Accounting software: Currently manual via Excel (Note: Proposed shift being explored to cloud-based system e.g. Xero)
- Currency handling: All transactions reconciled and reported in EUR; NOK converted using average annual rate

4. Income Streams and Management

The following lists current ISDRS income stream and management:

- Membership fees: Collected via Stripe and PayPal - Linked to membership platform and integrated with registration systems, and differentiated by category (individual, institutional) and country group (OECD, LMIC, student)
- Conference revenue: Collected via Oxford Abstracts (Stripe), invoice, or direct bank transfer - Embedded membership fees tracked and separated with ISDRS retaining 10% of net conference income (remaining transferred to host as per typical MOU terms)
- Grants, sponsorship, royalties: Treated as distinct income lines - Recorded upon receipt; verified against contracts or grant agreements

5. Expenditure and Payment Approvals

The following lists current ISDRS expenditure and payment approval levels:

- Regular expenses: Assistant salary, Board travel (if applicable), web services, banking fees
- Variable expenses: Conference support, equipment (e.g. laptop), special projects (e.g. journal)
- Approval thresholds:

- Expenditures under EUR 10,000: Two-signature approval (e.g. Treasurer/ President) required
- Expenditures over EUR 10,000: Must be pre-approved by the Board as part of the annual budget, OR approved separately by Board simple majority vote (This can occur via email circulation if a formal meeting is not scheduled)
- Major recurring payments (e.g. conference host transfers) should be forecast in the annual budget and flagged in forward estimates
- Receipts/ invoices must be stored digitally, and payment execution should follow appropriate audit trail
- Payment tools: Bank transfers (DNB/Wise), Stripe payouts, PayPal, or reimbursement

6. Financial Reporting

The following lists current ISDRS financial reporting :

- Monthly/ quarterly reviews: Treasurer supervises assistant reconciliation
- Annual Financial Report: Includes income/expenditure breakdown, balances, and narrative
- Audit access: Full ledger, receipts, and banking documentation provided annually
- Presentation to general meeting: Draft report shared ahead of general meeting; subject to approval vote and audit (if not completed by general meeting)

Financial reporting will need to follow requirements in the jurisdiction where the ISDRS is registered.

The ISDRS operating year and fiscal year is determined by requirements of jurisdiction of registration. Currently this is the calendar year.

7. Audit Procedures

The following lists current ISDRS audit procedures:

- Auditors appointed at general meeting
- Treasurer and Assistant must provide full access to records at least two (2) months before the general meeting
- Audit findings reported to the Board three (3) weeks prior to general meeting (if complete by then)

8. Document and File Management

The following lists current ISDRS financial document and file management process:

- File types include: bank statements, Stripe/PayPal summaries, invoices, audit reports, reconciliations
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_StripeSummary_ST_EUR.xlsx

9. Risk Management and Compliance

The following lists current ISDRS financial risk management and compliance process:

- Periodic review of tax obligations in Norway and other jurisdictions
- Maintain dual-control for high-value payments

SOP4 Membership

Relevant to charter clause 2.1

1. Purpose and Scope

The ISDRS is a member driven ISDRS. So, anyone who supports the ISDRS's objectives and who otherwise can be expected to follow the ISDRS's charters and decisions is accepted as a member of the ISDRS after paying the membership fee. This section defines the roles, responsibilities and processes related to ISDRS members.

2. Key Roles and Responsibilities

Role	Responsibilities
Director of Membership	<ul style="list-style-type: none">• Supports the President in responsibility for day-to-day activities of the ISDRS• Collaborates with the President on strategy, planning and supervision on membership growth efforts• Supports outreach to Institutional members• Oversight and management of this SOP
ISDRS Assistant	<ul style="list-style-type: none">• Provides administrative support for membership related activities, by: maintaining and updating membership database; coordinating with Director Communication for communicating with members; mailing newsletter and announcements; reminders for membership renewal; data entry; file maintenance; and transaction reconciliation
Member (Individuals/ Institutional member designated individuals)	<ul style="list-style-type: none">• Voting on Board membership• Eligible for Board membership from the second year of membership.• Vote about possible removal of Board members• Volunteer for ISDRS activities e.g. in working groups, inputs to newsletters, member of juries, nomination committee, etc

3. ISDRS Member Activities and Tasks

The following lists possible ISDRS member activities and tasks.

Key activities:

- Participate in conference (present and publish research)
- Participate in annual general and other meetings
- Incidental contribution to newsletter and social media
- Networking with other sustainable development researchers
- Promote ISDRS

Possible volunteering tasks in intensive ISDRS activities:

- Role in one of the working group themes
- Enable local event by partners/ members
- Give inputs to newsletters
- Member of Nomination Committee
- Member of Audit Committee
- Member of juries
- Editor of Special Issue after conference

4. Track Chairs at Annual Conference

If members volunteer to be track chairs at the annual ISDRS conference they are expected to prepare calls for papers, peer review papers, assist in communicating with paper authors, and chair sessions at the conference.

5. Topic Theme/ Group Coordinators

Beyond being track chairs, members may also act as ISDRS topic theme/ group coordinators. In this role they are required to contribute regular reviews of their area to the ISDRS communications (like a newsletter). It is recognized that circumstances may not permit Board members to attend every conference, but they should not agree to the role unless it is their intention to attend on a regular basis. The topic theme/ group coordinators take the lead in achieving the goals of topic groups.

A short list of track/ group functions includes:

- Maintain a short 'state-of-the art'-document on the website
- Supply an up-to-date call for papers that precedes each annual conference
- Stimulate/ participate in production of special issues, using the best conference papers
- Provide a result/ summary of the discussions in conference track for the ISDRS homepage
- Contribute content concerning recent trends and other noteworthy developments within the topic of the working group to the quarterly ISDRS newsletter and other ISDRS social media
- Respond to inputs by ISDRS members/ followers via the website channels (including the LinkedIn group)
- Take part in, or initiate, discussions on ISDRS social media channels, or post interesting, discussion-provoking things on these media
- Recruit new topic group members
- Promote books published in the Routledge ISDRS Sustainable Development Research Series

The process of coordinating a theme/ group may include:

- Overall responsibility of the theme and topics
- Check content and updates of the theme and topics
- Structure and coordinate topics in relation to the theme
- Develop annual agenda for the theme topics
- Communicate with members on new issues and suggestions
- Represent the theme contents on behalf of the members
- Communicate with Board, update the Board regularly
- Coordinate the theme with ISDRS areas and other themes
- Take responsibility for representing the theme in ISDRS conference
- Facilitate meetings between the theme contributors/ coordinate the agenda
- Review and approve new content to the theme

The process of coordinating promotion of a theme/ group may include:

- Foster synergies among contributors
- Inform members on new events related to the topics/ coordinate topics and use networks to promote ISDRS and the theme
- Communicate with the general public (via webpage display and webmaster)
- Explore opportunities to link the theme with potential collaborators on academic/ societal levels

Updated knowledge and engagement for a theme/ group is expected from coordinators. Coordinators are generally appointed by the Board, but not through an official vote, but through the normal process of conference/ website procedure.

6. Liability of Members (From Article 2 of Registration)

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the ISDRS in the event of its being wound up while he is a member or within one year after he ceases to be a member, for:

- (a) payment of the ISDRS's debts and liabilities contracted before he ceases to be a member,
- (b) payment of the costs, charges and expenses of winding up, and
- (c) adjustment of the rights of the contributories among themselves

7. Members Reserve Power (From Article 4 of Registration)

The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.

No such special resolution invalidates anything which the directors have done before the passing of the resolution.

8. Applications for Membership (From Article 17 of Registration)

No person shall become a member of the ISDRS unless—

- (a) that person has completed an application for membership in a form approved by the directors, and
- (b) the directors have approved the application

9. Document and File Management

The following lists current ISDRS membership document and file management process:

- File types include: member lists, reports, promotional material, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_Memberslist_GS_2025t.xls

SOP5 Membership Termination and Exclusion

Relevant to charter clause 2.2

1. Purpose and Scope

In the context of gross misconduct, such as bringing the ISDRS into disrepute or causing material harm to the ISDRS, a member may be excluded from the ISDRS. SOP5 describes the standard operating environment and procedures when excluding an ISDRS member.

2. Key Roles and Responsibilities

Role	Responsibilities
Secretary	<ul style="list-style-type: none">General procedural management and oversight of governance activities and practiceOversight and management of this SOP
Board	<ul style="list-style-type: none">To help administer the member exclusion process where necessary, and vote on the exclusion at a Board meeting
Members	<ul style="list-style-type: none">Act: in the ISDRS's name or on its behalf when authorized; for the ISDRS's activities or purposes; to enhance the ISDRS's interests

3. Termination of Membership (From Article 18 of Registration)

A member may withdraw from membership by giving seven (7) days' notice to the ISDRS in writing.

Membership is not transferable.

A person's membership terminates when that person dies or ceases to exist.

A member may be excluded for misconduct (as defined below).

4. Member Exclusion

Beyond not paying an annual fee, a member may not be excluded from the ISDRS for any reason other than that they have:

- Acted unauthorized in the ISDRS's name or on its behalf;
- Worked against the ISDRS's activities or purposes;
- Brought the ISDRS into disrepute; or
- Obviously or indirectly damaged the ISDRS's interests

The question of exclusion is dealt with and decided by the Board and announced at the next general meeting (except for nonpayment of fees).

The question of exclusion must not be decided until the member has been informed of the circumstances that led to the membership being called into question.

A decision on exclusion may not be made until the member has had the opportunity to respond within at least seven (7) days or otherwise specified by the Board. In the decision, reasons for exclusion must be reported. The decision must be served to the member within seven (7) days of the decision.

Such a decision for exclusion requires a two-thirds majority of the participating Board members and that at least half of the total number of Board members participate in the vote. If a Board member is present for the vote but abstains, their vote still counts to the vote participation.

5. Document and File Management

The following lists current ISDRS membership document and file management process:

- File types include: papers, voting results, correspondence, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_Exclusions_GZ_2025.xls.

SOP6 General Meeting

Relevant to charter clause 3.1

1. Purpose and Scope

ISDRS is a membership based organisation, the main mission of which is to promote sustainability science especially through assisting its members in their scientific endeavours. The general meeting is the most important forum for members to shape the principles and activities of the Society. The general meeting provides information to the members about the activities of the Board and other members, accepts the annual report of the Society and facilitates discussion regarding future plans. SOP6 describes the standard operating environment and procedures of the ISDRS general meeting.

2. Key Roles and Responsibilities

Role	Responsibilities
President/ Vice President	<ul style="list-style-type: none">Leading development of agenda items and content, as well as presenting in general meetingsOversight and management of this SOP
Board members responsible for SOPs	<ul style="list-style-type: none">Contributing agenda items and contentPresenting in general meeting where relevantRecording attendees/ member status (Secretary)
ISDRS Assistant	<ul style="list-style-type: none">Preparing meeting content and communications in lead upTaking minutesCounting online participantsDistributing minutes post meetingRecording attendees/ member status
Member (Individuals/ Institutional member designated individuals)	<ul style="list-style-type: none">Voting in general meetingContributing agenda items and contentAttending general meeting

The following describes the standard operating procedures of the ISDRS general meeting.

3. General Meeting Lead Up

General meetings will be run with an agenda and papers, distributed at least five (5) days before the meeting to ensure contemporary data for the Board/ members as well as enough time to read the papers. Basic timelines for various required papers are as follows:

Financials

- Past FY P&Ls to be completed by Assistant/ Treasurer eight (8) weeks before general meeting
- Forward FY budget estimate to be completed by Assistant/ Treasurer eight (8) weeks before general meeting
- Past FY P&Ls/ forward FY budget to be approved by Board 'sans audit' six (6) weeks before general meeting (Note: Audit to be initiated in parallel)
- Past FY P&Ls/ forward FY budget refined with feedback from Board by Assistant/ Treasurer, and emailed to Board for noting, and then included in papers three and a half (3.5) weeks before general meeting (Note: Audit report to be attached if available, if not communicated to members thereafter)

Annual reports

- Past annual reports to be completed by Executive Board eight (8) weeks before general meeting
- Past annual reports to be approved by Board 'sans audit' six (6) weeks before general meeting

- Past annual reports refined with feedback from Board by Vice President, and emailed to Board for noting, and then included in papers three and a half (3.5) weeks before general meeting

General meeting lead up actions/ tasks

- Call for agenda items/ resolutions for the general meeting to Board members three (3) weeks before
- Call for agenda items/ resolutions for the general meeting to membership two (2) weeks before
- General meeting agenda/ papers to be distributed to membership five (5) days prior to meeting

4. General Meeting Agenda

The following are matters should be considered by the Board to appear on the agenda at general meetings of the ISDRS:

- a. Opening of the general meeting
- b. Establishment of voter register as of the day of the meeting
- c. Approval that the general meeting has been noticed according to the charter/ SOPs
- d. Approval of the agenda
- e. Selection of meeting officials (meeting Chair, Secretary, and adjusters as well as vote counters)
- f. Presentation of the Board's annual report for the previous fiscal year
- g. Presentation of the auditors' report (if available)
- h. Presentation of the budget for the coming fiscal year (proposed by Treasurer, based on budget)
- i. Decision on disposition of the year's surplus or covering of deficit (proposed by Treasurer, based on budget)
- j. Decision on discharge of liability for the Board for the Board's management of the ISDRS's activities for the previous fiscal year (proposed by Treasurer, based on budget)
- k. Presentation of membership fees for the coming fiscal year
- l. Election of Board members (if vote is held in this meeting)
- m. Selection of a Nomination Committee for next year (consisting of three Board members including chair)
- n. Selection of auditors (if vote is held in this meeting)
- o. Processing of the Board's proposals, including auditors
- p. Processing of received motions
- q. Other questions
- r. Closing of the general meeting

5. General Meeting Practice

The general meeting is held each year at a time and place decided by the Board, usually during the annual conference. The general meeting convenes at the invitation of the Board.

Notice to the ordinary general meeting must be issued at least three (3) months in advance to the members of the ISDRS. The notice is announced to members registered with the ISDRS. The draft agenda and any relevant papers for the general meeting should be announced/ sent to the members of the ISDRS no later than (5) five days from the meeting date, as per Section 3 of this SOP.

Papers of the Board's activity report, auditor's report (if available), the Nomination Committee's proposal for new Board members and auditors (if applicable for the general meeting), as well as, where applicable, proposals from the Board and the Board's opinion with proposed decisions on received resolutions/ motions should be attached to the agenda before the meeting. Such information must also be shared with members by email before the meeting as per above and be available on the ISDRS's website following the meeting.

On the day, the Secretary and/or Assistant will note who attended, to check for membership status and for the voting register. The Assistant will take minutes and note who is attending online (screenshot and written). All votes will be taken as per the ISDRS charter and SOPs.

The President acts as meeting chair by default.

Further, as per article 20 of registration if the directors have appointed a chair, the chair shall chair general meetings if present and willing to do so.

If the directors have not appointed a chair, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start—

- (a) the directors present, or
- (b) (if no directors are present), the meeting, must appoint a director or member to chair the meeting, and the appointment of the chair of the meeting must be the first business of the meeting

The person chairing a meeting is referred to as “the chair of the meeting”.

As per article 20 of registration, no business other than the appointment of the chair of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

As per the charter, minutes from the general meeting must be available to the members no later than (4) four weeks after the general meeting has been held.

6. Attendance and Speaking at General Meetings (From Article 19 of Registration)

A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

A person is able to exercise the right to vote at a general meeting when—

- (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
- (b) that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting

The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.

Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

7. Attendance and Speaking by Directors and Non-Members (From Article 22 of Registration)

Directors may attend and speak at general meetings, whether or not they are members.

The chair of the meeting may permit other persons who are not members of the ISDRS to attend and speak at a general meeting.

8. Attendance and Speaking by Directors and Non-Members (From Article 22 of Registration)

If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chair of the meeting must adjourn it.

The chair of the meeting may adjourn a general meeting at which a quorum is present if—

- (a) the meeting consents to an adjournment, or
- (b) it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner

The chair of the meeting must adjourn a general meeting if directed to do so by the meeting.

When adjourning a general meeting, the chair of the meeting must—

(a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and

(b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting

If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the ISDRS must give at least seven (7) clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)—

(a) to the same persons to whom notice of the ISDRS general meetings is required to be given, and

(b) containing the same information which such notice is required to contain

No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

9. Voting

Decisions made in general meetings are made by a simple majority of members attending, unless otherwise stated in the ISDRS charter/ SOPs (i.e. charter clause '1.6 Amendment of charters', for Board and members' voting on charter changes requiring a two thirds majority and set quorum). In the event of an equal number of votes, the decision shall be adjourned pending further discussions.

As per article 24 of registration, a resolution put to the vote of a general meeting must be decided on a show of hands (including online).

10. Errors and Disputes (From Article 25 of Registration)

No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meetings at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.

Any such objection must be referred to the chair of the meeting whose decision is final.

11. Content of Proxy Notices (From Article 26 of Registration)

Proxies may only validly be appointed by a notice in writing (a "proxy notice")

which—

(a) states the name and address of the member appointing the proxy;

(b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;

(c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and

(d) is delivered to the ISDRS in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate

The ISDRS may require proxy notices to be delivered in a particular form and may specify different forms for different purposes.

Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

Unless a proxy notice indicates otherwise, it must be treated as—

(a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and

(b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself

12. Delivery of Proxy Notices (From Article 27 of Registration)

A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the ISDRS by or on behalf of that person.

An appointment under a proxy notice may be revoked by delivering to the ISDRS a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meetings to which it relates.

If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

13. Amendments to Resolutions (From Article 28 of Registration)

An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if—

- (a) notice of the proposed amendment is given to the ISDRS in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chair of the meeting may determine), and
- (b) the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution

A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if—

- (a) the chair of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
- (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution

If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chair's error does not invalidate the vote on that resolution.

14. Document and File Management

The following lists current ISDRS general meeting document and file management process:

- File types include: agendas, papers, minutes,, voting results, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_Exclusions_GZ_2025.xls

SOP7 Conferences

Relevant to charter clause 3.2

1. Purpose

In order to advance sustainability across environmental, human, economic, and social aspects, the annual ISDRS conference aims to bring together educators, researchers, government and industry or for conversations around discourses that bear implications for practitioners, policymakers, organizations, and community stakeholders. There has never been a greater need for creative, multidisciplinary, and collaborative approaches to sustainability as now with grand societal challenges of social injustice, resource depletion, and climate change. This conference offers a forum for exchanging state-of-the-art research, presenting workable solutions, and cultivating collaborations to advance sustainable development. Participants are encouraged to investigate theoretical frameworks as well as practical applications that support a more resilient, fair and sustainable future. SOP7 describes the standard operating environment and procedures of the ISDRS general meeting.

2. Scope

The conference focuses on sustainability and science that includes biodiversity and ecosystems, climate change, production and consumption, socio-economic foundations, governance and power in institutions, and other topics relevant to and addressed by the UN Sustainable Development Goals (SDGs). Some of the topics/ themes would include but not limit itself to:

- Renewable energy and low-carbon technologies
- Theoretical frameworks and research methodologies
- Sustainability assessments
- Sustainable agriculture and food systems
- Circular economy and waste reduction
- Climate policy and environmental governance
- Green infrastructure and sustainable urban planning
- Education, behaviour change, and community engagement
- Equity and inclusion
- Corporate responsibility and sustainable business models

By covering a wide range of topics, the conference aims to bridge gaps between disciplines, sectors, and regions, empowering participants to drive sustainable transformation in their own fields and communities.

3. Key Roles and Responsibilities

Role	Responsibilities
Vice President/ ISDRS Assistant	<ul style="list-style-type: none">• Leading development and delivery of annual conference• Oversight and management of this SOP
Conference Chair and Co-Chairs	<ul style="list-style-type: none">• Provide overall leadership and vision for the conference• Make decisions on theme, budget, and key participants• Oversee progress and coordination among all teams• Represent the conference in external communications and partnerships
Organizing Committee	<ul style="list-style-type: none">• Coordinate the planning and execution of the conference• Support various subcommittees (logistics, program, publicity, etc.)• Ensure timelines and goals are met across teams• Handle day-to-day issues and decision-making
Academic Committee	<ul style="list-style-type: none">• Develop the conference agenda and call for papers• Review and select submissions (papers, presentations, posters)• Organize keynote speakers, panels, and sessions

Logistics and operations team	<ul style="list-style-type: none"> • Manage venue booking, catering, and transportation • Ensure on-site support during the event (registration desk, tech support) including IT & Technical Support during the event
Finance and sponsorship team	<ul style="list-style-type: none"> • Develop and manage the budget • Secure funding and sponsorships if any • Handle registration fees, invoices, and payments
Publicity and marketing team	<ul style="list-style-type: none"> • Promote the conference via social media, emails, and press releases • Design promotional materials (flyers, banners, website) • Coordinate media coverage and post-conference reporting • Boost participant registration and engagement

4. Papers and Author/ Personnel Support

The conference is supported by a third party platform, currently Oxford abstracts, for paper/ poster submission, peer review and decision and communication on the submissions.

5. Document and File Management

The following lists current ISDRS conference document and file management process:

- File types include: agreements, photos, call for papers, proposals, proceedings, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_Agreement_GZ_2025.doc
- Folder Structure could include:
 - 01_Conference Planning-Timeline & Milestones, Meeting Notes & Agendas
 - 02_Program- Call for Papers (CFP). Abstracts & Paper Submissions, Speaker Bio's and photos
 - 03_Logistics- venue, catering, transportation, Floor Plans & Setup Diagrams
 - 04_Registrations-participant list, registration forms
 - 05_Marketing & Promotion-Posters & Flyers, social media
 - 06_Sponsorship & Finance-Budget Tracker, invoices and receipts
 - 07_Reports

6. Risk Management and Compliance

The following lists current ISDRS conference risk management considerations:

- Venue safety and emergency plans - Visit (if possible)/ remotely review the conference venue to review if any safety measures would be required including emergency exits or floor/building plans that includes rooms, entrances, exits etc
- Liabilities - Hosting parties should have sufficient insurance to cover liabilities, events, etc
- Budget overruns - ISDRS tracks budget made against the expenses being incurred during and before the conference in preparations for the same, to avoid falling in the red zone. (MOU/ MOA sets what the expenditure will be by the conference host, compared to what revenue will be raised)
- Low registrations - ISDRS to discuss regularly on the number of registrations for the conference and review our decisions in the wake of low registrations
- Technical failures - This is particularly with regard to hybrid sessions, the online platforms for the meeting and the backup plan for it
- Speaker cancellations - ISDRS needs to monitor and buffer/ or backup list of speakers in case there are last minute cancellations

7. Version Control and Updates

The following lists current ISDRS conference version control and update process:

- Use cloud platforms that allow real-time collaboration and version history on key conference documents

SOP8 Communications

Relevant to charter clause 1.1

1. Purpose and Scope

SOP8 supports clear messaging, branding, visibility, member engagement, and operational continuity.

This is to ensure consistent, strategic, and effective communication for ISDRS across internal and external platforms.

It applies to all communication-related activities, including social media, newsletters, website content, events promotion, and internal coordination.

2. Key Roles and Responsibilities

Role	Responsibilities
Director of Communications	<ul style="list-style-type: none">Leads: strategic communication direction and content planning; promotion of events, journal, and organisational updates; liaison with Board and partners; oversight of newsletter and messaging consistency; management of LinkedIn presence; and internal communications and website messagingOversight and management of this SOP
ISDRS Assistant	<ul style="list-style-type: none">Implements: content delivery; post scheduling; formatting of newsletters; website updates; credential management and backups; analytics tracking and conference promotion; data folder and log management

3. Communication Platforms and Tools

The following describe ISDRS communication platforms and tools:

- Social media: LinkedIn Company Page and LinkedIn member Group
- Newsletter software: Mailchimp or equivalent
- Website content management system/s (CMS/s): ISDRS public website and annual conference mini site (where relevant)
- Shared Storage: Google Drive for documentation and archive
- Communication Logs: ISDRS communications records (within email software and Google Drive)

4. External Communication

The following describe ISDRS external communication functions:

- Promote ISDRS events, research, news, and Sustainability and Beyond journal
- Maintain consistent voice and branding
- Encourage engagement and participation from global members and partners
- Collaborate with Board and conference teams on public messaging

5. Internal Communication

The following describe ISDRS internal communication functions:

- Support working group communications (Note: ISDRS is investigating a tool/ platform for working group communications)
- Ensure information flow between comms team, Board, and committees
- Provide support for updates to public and internal documents

6. Content Responsibilities

The following describe ISDRS content responsibilities managed by the Director of Communications:

- Approve and oversee newsletter strategy and execution
- Plan and schedule social media campaigns
- Collaborate on website updates and resource publication
- Coordinate with editorial and conference teams for content planning

7. Means of Communication to be Used (From Article 29 of Registration)

Anything sent or supplied by or to the ISDRS under the articles of registration may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.

Any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

A director may agree with the ISDRS that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

8. Task Tracking and Transitions

The following describe ISDRS communication task tracking and transitions:

- Maintain up-to-date communication logs of completed and planned activities
- Store all communication-related documents in an accessible folder (e.g. Google Drive)
- Organise by theme (newsletters, social media, reports)
- Ensure smooth transition for role handovers

9. Document and File Management

The following lists current ISDRS communications document and file management process:

- Maintain folders for newsletters, social media plans, meeting notes, reports, etc
- File types include: newsletters, social media plans, meeting notes, reports, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_Newsletter01_OC_2025.doc

10. Risk Management and Compliance

The following lists current ISDRS communications risk management considerations:

- Ensure GDPR compliance in mailing list and communications
- Conduct regular backups of communication data

SOP9 Publications

Relevant to charter clause 1.1

1. Purpose and Scope

This SOP details strategic leadership/ oversight of the ISDRS's publications, focusing on ensuring the continued development, visibility, and academic integrity of the journal *Sustainability and Beyond*.

2. Scope

SOP9 guides the editorial and operational direction of the ISDRS journal, *Sustainability and Beyond*, to oversee its editorial leadership team, and ensure accountability to ISDRS governance structures. This SOP also involves engaging with stakeholders to enhance the journal's impact and reach, coordinating quarterly and annual publication reports, and contributing to strategic communications such as newsletters and social media.

3. Key Roles and Responsibilities

Role	Responsibilities
Director of Publications	<ul style="list-style-type: none">• Provides strategic direction for ISDRS publications including the ISDRS's journal; <i>Sustainability & Beyond</i>• Oversees activities of the ISDRS journal <i>Sustainability and Beyond</i> and its editorial committee, ensuring accountability to the Executive Board and the Board of the ISDRS• Implements strategic priorities of the ISDRS Board for the journal• Leads business development and engagement opportunities for the journal and other publications• Constitutes the Journal Editorial Executive Committee• Oversight and management of this SOP
Executive for Sustainability & Beyond: Director of Publications, Editor-in Chief, and Lead Editors (x3)	<ul style="list-style-type: none">• Provide an annual report to the ISDRS Executive Board• Engage with strategic direction of the journal• Final authority on editorial decisions• Intersects with the ISDRS Executive Board• Represents the journal publicly
Editorial Committee-Senior Editors	<ul style="list-style-type: none">• Manage day-to day editorial operations• Supervise peer-review processes• Handle manuscripts in their area of expertise
Associate Editor	<ul style="list-style-type: none">• Supports senior editors• Searches for reviewers

4. Strategic Interface with ISDRS Executive Board

The following describe strategic publications tasks and processes:

- Director of Productions acts as the primary point of contact between the journal and the ISDRS Executive Board
- Joint strategy discussions occur, helping align journal content with ISDRS's evolving priorities and research themes
- Editorial committee updates, opportunities, and concerns shared with the Board
- ISDRS fundraising and grant activities

5. Representation of the Journal within ISDRS

The following describes journal representation based tasks and processes:

- Promote the journal within the ISDRS network, including during annual conferences, working group meetings, and special events
- Director of Productions coordinates with ISDRS Executive Board to identify thematic areas, special issue ideas, or emerging research priorities that the journal can amplify

6. Oversight of Journal Integration with ISDRS Initiatives

The following describes journal integration based tasks and processes:

- Journal supports and reflects ISDRS's cross-cutting themes (e.g., sustainability transitions, just futures, SDGs, etc)
- Director of Productions facilitates partnerships with ISDRS thematic leads for collaborative publications or calls for papers

7. Communication and Knowledge Dissemination

The following describes knowledge dissemination tasks and processes:

- Director of Productions works with the ISDRS communications team to disseminate journal content (e.g. issue launches, featured articles) via newsletters, social media, and ISDRS events
- Director of Productions works with the Conference committee for advertisement and dissemination
- Key ISDRS outputs (e.g., conference keynote papers, award-winning research) are to be considered for publication or spotlight
- Integration with ISDRS dissemination and learning platforms to be explored

8. Governance and Policy Oversight

The following describes journal representation based tasks and processes:

- Director of Productions coordinates the Editorial Committee's contribution to ISDRS's annual reporting or strategic review processes
- Policies maintained by ISDRS for open access, ethical publishing, DEI standards, and knowledge equity

9. Task Tracking and Transitions

The following describe ISDRS production task tracking and transitions:

- Maintain up-to-date meeting agenda and minutes
- Store all Journal-related documents in an accessible folder (e.g. Google Drive)
- Ensure smooth transition for role handovers

10. Document and File Management

The following lists current ISDRS communications document and file management process:

- File types include: draft and final versions of the annual report, governance, publishing agreement/s, papers, peer reviews, etc
- Maintain folders for agreements, yearly update for journal, governance, governance, papers, peer reviews, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_Paper0001_OA_2025.doc

11. Risk Management and Compliance

The following lists current ISDRS publications risk management considerations:

- Ensure editorial integrity
- Adhere to ethical publishing standards
- Data protection and GDPR compliance
- Adhere to publishing agreement (with SLUB currently)

SOP10 Annual Report

Relevant to charter clause 3, 4 and 5

1. Purpose and Scope

The annual report provides information about the key activities of the ISDRS and guarantees the transparency of the operations of ISDRS to the members and other stakeholders. The annual report covers information regarding both professional and administrative activities of the Society and reflects on each SOP. Major points should include the mission of the ISDRS, governance structure, developments in membership, financial management, the annual conference and related activities, communication and publications. SOP10 covers standard processes in developing and delivering the annual report.

2. Key Roles and Responsibilities

Role	Responsibilities
President/Vice President	<ul style="list-style-type: none">• Coordination of report preparation• Contribution with specific sections (e.g. mission, summary, annual conference)• Presentation of Annual report at the annual general meeting for voting• Oversight and management of this SOP
Board members responsible for SOPs	<ul style="list-style-type: none">• Preparation of respective sections of the report (as associated to related SOPs)
ISDRS Assistant	<ul style="list-style-type: none">• Facilitation of data collection

3. Report process

The annual report covers activities for a full calendar year and should be voted on by the Board, and accepted at the general meeting of members at the succeeding year's annual conference. The timeline of the preparation of the annual report is as follows:

1. Initiation of report preparation: 1st Board meeting of the year following the reporting period
2. Introduction and discussion of draft version of the annual report: Next (2nd) Board meeting
3. Finalisation and acceptance of the annual report: 2nd Board meeting or within two (2) weeks of the 2nd Board meeting
4. Distribution of annual report to ISDRS members: Minimum five (5) days before general meeting with meeting papers
5. Presentation and discussion of the annual report, voting: General meeting, usually at the annual conference

The preparation and presentation of the annual report is coordinated by the President/ Vice President. Each Board member, especially those responsible for individual SOPs contribute to the preparation of the report. The Assistant of the ISDRS facilitates the reporting process by collecting and making data available to Board members.

4. Document and File Management

The following lists current ISDRS communications document and file management process:

- File types include: draft and final versions of the annual report, supporting documents, , papers, voting results, etc
- Naming conventions: [YYMMDD]_[Document_Type]_[Author Initials]_[Short detail], e.g. 250504_Annualreport_RK_2025.doc