SCHOLARS AT RISK
SWITZERLAND SECTION

Terms of Reference for Scholars at Risk – Switzerland Section (SAR Switzerland)

The Switzerland Section of Scholars at Risk (hereafter: SAR Switzerland) was launched on 28 November 2016 with the view of promoting Scholars at Risk (hereafter: SAR) and facilitating the network's activities in Switzerland.

Article 1: Membership

SAR Switzerland automatically includes all SAR members in Switzerland.

Article 2: Legal status

SAR Switzerland is a network, which cannot take on financial or juridical responsibility. In case of inconsistency between these Terms of Reference and the bylaws of SAR, the bylaws of SAR take priority.

Article 3: Mandate

[1] SAR Switzerland pursues the following tasks:

a. Promote the values, aims and activities of SAR
b. Share best practices and exchange experiences
c. Prepare and carry out joint activities
d. Strengthen SAR in Switzerland including recruitment of new members
e. Advocacy and lobbying for SAR and its objectives at the national level
f. Develop relations with external partners supporting the SAR values and aims, in particular in view of funding SAR activities in Switzerland
g. Encourage a network of current and past SAR scholars hosted by Swiss higher education institutions
h. Promote networking opportunities for SAR scholars in Switzerland
i. Seek funds
j. Represent SAR Switzerland in international SAR activities

[2] Hosting and follow up of individual SAR scholars is not the responsibility of SAR Switzerland, but of the individual member institutions in cooperation with SAR.

Article 4: SAR Switzerland Assembly

[1] The decision making body of SAR Switzerland is the Assembly, composed of Swiss SAR members.

[2] An Assembly is held at least once a year.

[3] The tasks of the Assembly are to:

- Elect the members of the Steering Committee
- Elect the Chair of the Steering Committee

- Plan annual activities
- Delegate specific tasks and activities to individuals, members, taskforces or working groups, including lobbying and advocacy activities
- Amend the Terms of Reference
- Dissolve SAR Switzerland

[4] Each member can be represented by one or more persons. Each member has one vote.

[5] External participants can be invited to the Assembly on a regular or temporary basis. External participants cannot vote.

[6] The Assembly decides by simple majority, except for the amendment of the Terms of Reference and the dissolution, which both need a two-third majority.

Article 5: Steering Committee

[1] The Assembly elects three (3) to five (5) SAR coordinators to serve as Steering Committee members and one (1) or two (2) SAR coordinators as Chair or Co-Chairs for a period of two (2) years. One-time re-election is possible.

[2] The Chair or Co-Chairs and the Steering Committee are responsible for the leadership of SAR Switzerland according to the mandate and decisions by the Assembly.

[3] The Chair or Co-Chairs is/are responsible for inviting all members to the Assembly at least one (1) week before the date of the meeting.

[4] The Chair or Co-Chairs is/are responsible for the secretariat functions (minutes, records, etc.) during the period of the mandate.

[5] The Chair or Co-Chairs represent/s SAR Switzerland on the SAR International Advisory Committee.

Article 6: Funding

[1] All members of SAR Switzerland pay for their own participation (travel etc.) in the section. They shall seek finance for joint activities.

[2] Fundraising shall be linked to specific projects, for which one of the members will take full administrative and financial responsibility. Responsible members cannot commit funding by other members without their consent.

[3] Applications for external funding will formally be made jointly by one or more members, if appropriate together with SAR.

Article 7: Expression of commitment

Each appointed primary SAR contact assures that the Executive Management of his/her higher education institution is made aware of its representation in SAR Switzerland.

Approved by the Assembly by way of e-voting

Bern, 1 November 2022 (amended from the version of 5 March 2020)