

ORGANISATIONAL RULES OF PROCEDURE
OF THE CENTRE FOR THE HISTORY OF RENAISSANCE KNOWLEDGE
of the Institute of Philosophy and Sociology
of the Polish Academy of Sciences

ARTICLE I

Legal status, structure, and location

1. The Centre for the History of Renaissance Knowledge (hereinafter “HRK Centre”) is a scientific organisational unit of the Institute of Philosophy and Sociology (hereinafter “IFiS”) of the Polish Academy of Sciences (hereinafter “PAS”).
2. As an integral part of the Institute of Philosophy and Sociology of the PAS, the HRK Centre shall operate under the current laws of the Republic of Poland and may enter into agreements with institutions and individuals, within the limits of powers conferred on it by the Director of the Institute.
3. The HRK Centre and its academic and administrative staff as well as persons related with the Centre as fellows and trainees, may use the property of the IFiS and facilities which may be required for the proper exercise of the functions conferred on them by these Rules of Procedure, or by virtue of decisions taken thereunder by the appropriate organs of the HRK Centre. The scope of facilities specific to a scientific institution shall be determined in accordance with the internal provisions of the IFiS.
4. The HRK Centre staff shall consist of:
 - a. the head;
 - b. the deputy head responsible for educational programs;
 - c. academic and administrative staff;
 - d. fellows and trainees.
5. The registered office of the HRK Centre is the registered office of the IFiS at the Staszic Palace at Nowy Świat Street 72 in Warsaw.

Article II

Purposes and activities

1. The main purpose of the HRK Centre shall aim at supporting a long-lasting collaboration among scholars; disseminating knowledge and Renaissance Studies; preparing the next generation of scholars by providing educational opportunities, financial, and other support.
2. Specifically, the HRK Centre shall:
 - a. Support interdisciplinary research by inviting scholars to the Centre;
 - b. Sponsor a program of open access publications on Renaissance studies and on the history of knowledge;
 - c. Develop a multi-level educational plan, providing educational opportunities for postgraduate students and professionals to obtain a wide and integrated understanding of the history of knowledge, in order for them to play a leading role in academic institutions and society;
 - d. Seek to establish cooperative relationships for the realisation of its purposes and activities with departments of leading universities and institutions;
 - e. Promote the direct valorisation and use of knowledge in order to contribute to the social and cultural of society. In this perspective, the Centre shall be committed to communicate and disseminate knowledge through a direct relationship with the territory and all its actors, through activities of scientific and cultural dissemination and, when applicable, technology transfer (patents, consulting, spin-off).

3. Whereas:

[1] the HRK Centre should devote due attention to gender and diversity policy.

[2] there are many dimensions to diversity, including gender, race/ethnicity, geography and career stage.

[3] gender and diversity balance contribute to excellent research, providing a comprehensive range of viewpoints and study experiences, also establishing

a European research area in which researchers, ideas and resources can move freely,

- with the implications of fully advocating a policy of gender equality, diversity and inclusion in research, science communication and publishing,

the following Centre's priorities in action on gender and diversity are hereby determined:

1. People: the Centre commits to increasing gender equality and diversity among its members of management, doctoral and postdoctoral students, visiting scholars, and administrative staff; it is hereby ensured, in accordance with national and EU legislation on anti-discrimination and equal treatment, that existing career thresholds and recruitment procedures are fully transparent, inclusive and gender-aware.
2. Reporting: the Centre commits to annual reporting on gender diversity as a regular section in the annual of the Centre (see Art. V (7)(d)).
3. Scientific events: the Centre commits to a "no men-only" policy for conference organising committees, for speaker invitations, short poster presentations and for panels.
4. Authors and peer reviewers: the Centre commits to increasing gender diversity in authors and peer reviewer population.
5. Language and imagery: the Centre commits to using an appropriate language when writing about sensitivity topics such as ethnicity, race, gender, sexuality, disability and health in its science communication and publishing.

Article III

Research freedom

The HRK Centre shall enjoy, within the framework of the internal rules of the Institute and the guidelines of its Scientific Council, the research freedom required for the conduct of its research tasks and the achievement of its purposes within the overall Institute programme, with particular reference to the choice of subjects and methods of research, the selection of persons and institutions to share in its activities.

Article IV

The Head of the Centre

1. The Head of the HRK Centre may be a staff member holding the academic title of professor or the degree of doctor habilitated, or in exceptional cases the doctoral degree. The Head shall be appointed after consultation with the Scientific Council. The first Head of the HRK Centre shall be appointed in accordance with Art. XI(1).
2. Any subsequent Head of the HRK Centre shall be appointed by the Director of the Institute, after consulting with the former Head of the HRK Centre and the Programme Board. In the event of resignation or death of the former Head, the Director of the Institute shall appoint the new Head of the HRK Centre, in consultation with the Programme Board only.
3. The Head shall serve for six years and shall be eligible for reappointment for one more term by the Director of the Institute.
4. Conditions of service of the Head shall be determined by the Director of the Institute in accordance with the Institute and the PAS practices.
5. The Head of the HRK Centre shall be the chief academic and administrative officer of the HRK Centre and shall have overall responsibility for the direction, organisation, administration and programmes of the Centre.

The Head's duties shall include in particular:

- a. directing the personnel of the HRK Centre;
- b. submitting the strategic plan, the programme of work and the budget estimate of the Centre to the Programme Board for adoption;
- c. implementing the programme of work of the Centre and the expenditures provided in the financial plan of the Centre;
- d. giving an opinion to the Director of the Institute on the recruitment of academic and administrative personnel, fellows and trainees of the Centre in accordance with Art. VI;
- e. setting up such advisory bodies as may be necessary in connection with the activities of the Centre;

- f. cooperating, within the limits of powers conferred on the Head by the Director of the Institute, with relevant national, regional and international institutions and organisations with a view to offering and receiving services related to the activities of the Centre;
- g. coordinating the programme of work of the Centre with other components of the Institute and with research, training and capacity development institutions and programmes throughout the world;
- h. collaborating with the Director of the Institute, in particular, in order to ensure the coordination of programmes of research, teaching and training and capacity development;
- i. reporting to the Scientific Council of the Institute, in accordance with the internal rules of procedure, on the activities of the Centre and the execution of its programme of work;
- j. creating the necessary conditions for the operation of the Programme Board.

Article V

The Programme Board

1. The Programme Board shall attain the purposes of the HRK Centre, in accordance with the general principles, policies and criteria formulated by the PAS.
2. The Programme Board shall consist of:
 - a. up to nine members, appointed by the Head of the HRK Centre and approved by Director of the Institute;
 - b. the Head of the HRK Centre;
 - c. the Director of the Institute who shall be *ex-officio* member of the Programme Board.
3. The Programme Board shall be established on a broad academic, scientific and cultural basis and in accordance with Art. III.
4. The appointment of the Programme Board shall reflect the interdisciplinary character of the HRK Centre and shall include persons who have experience,

qualifications and recognized competence in the disciplines related to the purposes of the HRK Centre.

5. All members of the Programme Board shall be appointed for six-year terms, as determined in paragraph 2(a). A member appointed to the Programme Board may serve continuously for not more than two consecutive six-year terms.
6. When the office of a Programme Board member becomes vacant during the term of the member appointed thereto because of retirement, death, incapacity or any other cause, or when the term expires, the Director of the Institute may appoint a person for the remainder of the term or for a further term, after obtaining approbation by the Head of the HRK Centre in consultation with the Programme Board, and in accordance with Art. III and Art. IV.
7. The Programme Board shall:
 - a. seek to ensure the attainment of the highest levels of intellectual and scientific excellence in the activities of the HRK Centre;
 - b. consider and endorse the strategic plan of the HRK Centre on the basis of proposals submitted to it by the Director for submission to the Scientific Council of the Institute;
 - c. consider reports of the Head on the activities of the HRK Centre;
 - d. submit to the Scientific Council, through the Director of the Institute, annual reports on the work of the HRK Centre;
 - e. promote the research goals of the HRK Centre, including the identification of strategic opportunities;
 - f. establish such committees and subsidiary bodies, as the Programme Board deems necessary.
8. The Programme Board shall meet in regular session at least twice a year and shall be convened by the Head. It shall adopt internal rules of procedure, including procedures for convening special sessions, as necessary.
9. The Programme Board shall give its opinion on the financing plan for the activities of the Centre, including requests for assistance with fundraising where

appropriate, with a view to ensuring the effectiveness of its activities and their continuity in the framework of the Institute and in accordance with Art. VII.

Article VI

Personnel, fellows and trainees of the Centre

1. The personnel of the HRK Centre shall be hired with a view to achieving its stated purposes. The basic criteria for selection shall be the highest standards of efficiency, competence and integrity, with due regard to appropriate representation in terms of geography, social systems, cultural traditions, age and sex in accordance with the gender equality and diversity policy in research outlined in Art. III.
2. The personnel of the HRK Centre shall consist of:
 - a. academic personnel;
 - b. administrative personnel;

and being understood that the assignment to each of these categories shall be made in accordance with the provisions of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796, as amended) and the Institute's statutes relating to personnel.

3. The academic and administrative personnel, fellows, and trainees of the HRK Centre shall be hired or taken on by the Director of the Institute, in accordance with IFiS procedures and after obtaining an opinion from the Head of the Centre. Such personnel shall be responsible for the performance of their duties to the Head of the Centre as their direct superior.
4. The Head shall lay down detailed scopes of duties and powers for subordinate staff.

Article VII

Finances and financial plans

1. All indirect funds derived from national and international grants and fellowships based at the HRK Centre are held and administered by the relevant services of the IFiS considering the purposes of the Centre and of the Institute.

2. Within the limits of powers conferred on it by the Director of the Institute, the HRK Centre may accept voluntary contributions and gifts from governments, international, regional and national institutions and organizations, foundations and other non-governmental sources, including individuals, for all purposes related to the activities of the the HRK Centre.
3. The funds received for a specific purpose for the HRK Centre shall be administered by the IFiS solely for the purposes of the HRK Centre.
4. The Head of the HRK Centre shall prepare the budget estimates of the Centre in a manner consistent with the EU and Polish laws, the PAS regulations as well as rules, policies and procedures applicable to the Institute.

Article VIII

Publications and intellectual property rights

1. The HRK Centre shall freely publish any results of its programme activities in the fulfilment of its purposes.
2. The Centre shall promote and support a program of open access publications focused on the history of knowledge and on the intellectual dynamism of Renaissance epoch.
3. The HRK Centre promotes the principles of Open Access as defined in the *Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities* of 2003.
4. The HRK Centre fully supports Open Access publishing as an exceptional tool to share ideas and knowledge in all disciplines with an open, collaborative and non-profit approach. Open Access allows the research community to achieve wide and rapid dissemination as well as a high impact of their research.
5. The HRK Centre content and metadata are published in Open Access, released under Creative Commons licenses stating the author as the copyright holder.
6. The HRK Centre strongly supports self-archiving. Authors are encouraged to deposit the published version in their institutional repository or any suitable subject repository on publication.

7. All rights, including title rights, copyrights and patent rights in any work or invention produced or developed by the Centre shall be vested in the Institute. The Institute shall use rights and any financial or other benefits associated therewith, in furtherance of the purposes for which the Centre was established and the advancement of its interests.

Article IX

Amendments of the Rules of Procedure

1. The Head of the HRK Centre, at the request at least three members of the Programme Board, or after consultation with it, may propose amendments to these Rules of Procedure to the Director of the Institute.
2. An opinion on the amendment to these Rules of Procedure must be approved by majority voting of the Programme Board.

Article X

Dissolution of the HRK Centre

1. The HRK Centre may be dissolved by a decision of the Scientific Council of the IFiS if it is determined that the HRK Centre will no longer be able to function effectively.
2. In the event of such dissolution, the funds and assets shall be used as the Scientific Council of the IFiS shall direct, except as may otherwise be provided in the terms of any contribution accepted in furtherance of the activities of the HRK Centre.

Article XI

Transitional provisions

1. The first Director of the HRK Centre shall be Professor Valentina Lepri.
2. Financial and other actions to initiate the operations of the HRK Centre shall be taken by the Director of the Institute under the authority of the Scientific Council.