

# **Bylaws for HistoCrypt**

Version agreed 21 June 2023

## **Preamble**

The previous editions of the HistoCrypt conference have confirmed the interest of the research community in its subject and organizational formula. As a result, a community of researchers and participants has formed around the conference, who actively participate in its organization, present the results of their research or simply demonstrate interest in the results of the work of fellow researchers.

In order to facilitate further integration of this community and to improve the organization of future editions of the conference, these rules are adopted.

## **Bylaw 1 (Conference Governance)**

The Conference on Historical Cryptology (HistoCrypt) has the following working bodies:

- General Assembly (GA),
- Steering Committee (SC),
- Program Committee (PC),
- Local Arrangements Committee (LAC).

## **Bylaw 2 (Tasks of the governing bodies)**

The bodies have the following tasks:

- General Assembly (GA): General Assembly of members is the ultimate governing body of the conference. It ensures the continuity of the conference cycle by:
  - Reviewing, amending and updating the conference Bylaws,
  - Electing the SC members and its Chair,
  - Resolving any issues not reserved for decisions of other conference governance bodies.
- Steering Committee (SC): Key tasks of the Steering Committee include strategic coordination of the conference series and integration of the Members' community. SC is responsible in particular for:
  - Appointing the PC and LAC chairs,
  - Selecting the locations and approving the dates of future conference editions,
  - Assisting the PC and LAC in finding financial sponsorship,
  - Considering CBM recommendations regarding future editions of the conference, formulating on their basis proposals for changes in the Bylaws and recommendations for other governing bodies,
  - Keeping a current register of Members, register of its own resolutions, current version of the Bylaws, and other documents produced by other governing bodies in connection with the organization of the conference series,
  - Organizing, convening, and chairing of GA,
  - Submitting draft amendments to the Bylaws and other matters requiring its decision for the decision of the GA,
  - Implementing decisions adopted by GA,
  - Submitting to the GA proposals of other initiatives aimed at integrating the community of members.

- Program Committee (PC): administering the Web portal of the conference edition, producing and publishing the call-for-papers, inviting the submission of papers of interest (without guarantee of acceptance), selection of invited speakers (in consultation with the LAC), taking responsibility for the review process of the papers. Further tasks include the selection of papers for presentation at the conference, defining and announcing the final conference program, and the preparation of ready-to-print proceedings.
- Local Arrangements Committee (LAC): procurement of meeting facilities (meeting rooms, meals, infrastructure, materials), special accommodation deals for participants, information to participants about travel, accommodation, and visa issues, financial arrangements.

### **Bylaw 2A (General Assembly)**

All Members registered in the current register maintained by the SC may attend the General Assembly. The GA is convened by the Steering Committee at least once a year, within a period enabling decisions reserved for GA to be taken. The meetings of the GA may be virtual, and Members may participate in them through technical means provided by the SC. GA may take place in conjunction with the CBM if the SC considers it appropriate.

The SC provides information on the date, program and agenda of the GA meeting at least 3 weeks in advance. Up to 2 weeks before the scheduled date of the meeting, Members may submit to the secretary of the SC requests for inclusion in the agenda of the GA points not included in SC's communication. The SC convenes the GA on its own initiative or at the request of at least 10 Members. This request defines the nature of the decision to be considered by the GA.

If the GA is properly convened, its decisions are binding in the presence of at least 10 Members (of whom at least five must not be current members of the SC or PC).

Each member has one vote at the GA. Members not present at any in-person meeting may appoint a proxy to vote on their behalf. The SC must ensure that the views of Members who are not present are properly taken into consideration.

The chairman of the SC opens the meeting of the GA and chairs it until the chairman of the meeting is elected. The SC Secretary keeps the minutes of the meeting. The minutes are distributed to Members electronically within 2 weeks.

### **Bylaw 2B (Conference Business Meeting (CBM))**

All participants of the current conference edition are eligible for the participation in its Business Meeting. The main purpose of the CBM is to provide the feedback for the assessment of the structure, formula and organization of the conference and to formulate recommendations for future editions. Other topics might be proposed for the discussion during CBM. The SC report on how the previous GA's recommendations were implemented represents a mandatory CBM agenda item.

The meeting is chaired by the SC chair or a person designated by the SC chair. The SC secretary or another person designated by the chair keeps the minutes and forwards them to the SC for further consideration.

### **Bylaw 3 (Composition of committees)**

- The Steering Committee consists of the SC Chair, the SC Vice Chair, SC Secretary and up to two Members. The Chair, Vice Chair, and the Secretary are appointed by the GA

and serve a three-year term. The two other members may be appointed by the GA each year; however, a person can serve during two terms. Disputed issues are voted on, with the Chair having a double vote in case of a tie. In case the SC Chair becomes unavailable (e.g., by resigning), the Vice Chair becomes automatically the Chair. In case the SC Vice Chair becomes unavailable, the GA appoint a new one. The SC Chair carries the overall responsibilities for the HistoCrypt meeting. He/she has to either find a substitute or carry out the duties him/herself if a PC Chair or LAC Chair becomes incapable to perform the required work for the Conference.

- The PC Chair is appointed for one year by the SC, and appoints the other members of the PC. If the PC cannot reach consensus on a decision for a paper, the PC Chair has the decisive voice. The PC Chair may delegate her/his functions to other persons.
- The LAC Chair is appointed for one year by the SC. The LAC Chair prepares a budget plan for the conference in consultation with the SC and PC Chair. The LAC Chair may delegate her/his functions to other persons.

#### **Bylaw 4 (Membership)**

Any physical person meeting at least one of the criteria defined below is eligible to become a Member of the HistoCrypt community:

- Author of HistoCrypt submission (regardless of acceptance or lack thereof),
- Participant of the HistoCrypt edition,
- Member of SC, PC, or LAC Chair,
- Reviewer of papers submitted to HistoCrypt.
- Researcher in the field of HistoCrypt conference, whose candidacy was proposed by another Member and approved by the SC.

Membership eligibility is valid for two years from the event giving rise to it.

The eligible person becomes a Member as a result of submitting a membership declaration to the SC. The Member retains their status until the end of the second conference from the date of the declaration. Membership is automatically renewed as a result of the reoccurrence of any of the qualifying events.

Member can revoke his/her membership at any time by submitting a statement to the SC.

#### **Bylaw 5 (Proposals for future meetings)**

The Steering Committee processes requests for holding HistoCrypt in a location by putting the site proposals up for discussion at the HistoCrypt GA. The Committee can and should solicit proposals, and at least one (preferable two or three) site proposal is to be made two years in advance of the proposed meeting. If more than one proposal is put forward for any given year, the selection is made by the decision of the SC.

#### **Bylaw 6 (Format of the Conference)**

HistoCrypt is to be held during two to four days in May, June, or late April. Its subject matter covers the history of cryptology in a broad sense. In addition, the SC and the PC Chair together may choose a thematic topic for part of a given meeting, and/or decide to add to the conference program events beyond the scope of the Call-for-Papers, but consistent with the HistoCrypt mission defined above.

HistoCrypt solicits, reviews, and publishes full papers, up to 10 pages excluding references, on substantial, original, and unpublished research, and short papers up to 4 pages, excluding references, on smaller, focused contributions, work in progress, negative results, surveys, tutorials, or opinion pieces. Presentations of accepted papers are either oral, poster, or demo.

The papers are submitted about one half year before the Conference and reviewed by the Program Committee. Submissions shall be anonymous, i.e. not reveal author(s) on the title page or through self-references. Papers must be submitted digitally, in PDF, and uploaded through the online conference system. Submissions that violate the requirements can be rejected without review.

Reviewing of submissions and selection of the conference program are managed by the HistoCrypt Program Committee. All submissions shall receive at least two double-blind reviews by experts in the field.

Accepted papers are published in Proceedings that are available at the Conference. At least one author of any accepted submission must attend the conference.