

ISA POLICIES and PRACTICES

List of Policies	1
• Academic Freedom Policy	2
• Code of Conduct Policies	3
• Convention Policies	8
• Financial Policies	12
• Investment Policies	14
• Personnel Policies	16
• Privacy Policy	17
• Public Advocacy and Public Policy Activity	18
• Publications Policies	19
• Publications Policies: Conflicts of Interests	22
• Region and Section Policies	26
• Policies on Surveying the Membership	27
• Travel Grant Policies	28
• Academic Statement and Guidelines regarding the annual Convention	31
• APPENDIX: ISA Constitution	37

Academic Freedom Policy

The International Studies Association's commitment to academic freedom reflects the nature of its membership: including all scholars of international studies, beginning with but not limited to members of the ISA and affiliated national international studies associations. This policy pertains only to the non-partisan, peaceful conduct of academic activities and freedom of expression. Any actions taken under this policy must not contradict ISA's prohibition regarding involvement in political issues.

In cases of documented, serious, and urgent threats to academic freedom, the Academic Freedom Committee (AFC) of ISA may, in consultation with the ISA President and Executive Director, publicize the threat or violation through official ISA newsletters, email lists and other relevant means, and urge ISA members to take action on an individual basis. The AFC may also recommend that ISA join the official advocacy efforts of peer organizations or express its concern directly to relevant government officials and international bodies. All action by the ISA as an organization requires a) in cases where urgent action is required, the unanimous consent of the voting members of the Executive Committee or b) in all other circumstances, a two-thirds majority of the Governing Council. Letters of inquiry and concern may be signed by the ISA President, the Governing Council, or the AFC, as deemed appropriate. The President may act on behalf of the ISA only with the expressed consent (as above) of the Executive Committee or Governing Council.

The AFC will convene in a formal session once a year at the annual meeting of ISA to review overall policies. For individual cases, Committee members will maintain electronic contact between sessions and can take up new cases and make proposals to the Executive Committee at any time during the year.

Code of Conduct Policies

Preface

The purpose of the code of conduct policies is borne out of ISA's commitment to maintaining and promoting a professional environment at its meetings and other organized activities, and it is guided by the conviction that the advancement of knowledge flourishes most readily in an atmosphere of constructive debate in which all members treat one another with dignity and respect.

The International Studies Association (ISA) brings together professionals from a variety of backgrounds and from a large number of locations around the globe. We share an interest in the various aspects of international studies, but may differ in the conventions of professional interaction and in cultural traditions. This diversity brings with it the potential for fruitful dialogue about research and policy, but also the possibility of disagreements among members.

Code of Conduct

- I. This code of conduct refers to relations between ISA members in the course of ISA activities.
 - a. ISA activities include the ISA's annual conventions, international conventions, regional meetings, and pre- or post-conference workshops.
 - b. Some matters of professional ethics are under the purview of specific committees and will be addressed elsewhere. Examples are plagiarism and academic freedom.
- II. The ISA recognizes that there is a distinction between victimization through bullying and/or harassment and legitimate, justifiable, and appropriate constructive criticism. Nothing in this document shall be construed as a limitation on the ability of members and participants to constructively evaluate and critique one another's work.
- III. The ISA recognizes its duty to ensure that members are not bullied and/or harassed. It further recognizes that this duty is of wider application and includes all members, regardless of status (full, postgraduate, or retired) or the period of time for which they have been members.
 - a. Bullying may be characterized as
 - i. Offensive, insulting, intimidating, or malicious behavior targeted at another person or persons;
 - ii. An abuse or misuse of power intended to undermine, humiliate, denigrate, or injure the person or persons at whom such behavior is targeted.
 - b. Harassment may be defined as
 - i. Unwanted conduct affecting the dignity of men and women. It may be related to age, gender, sex, sexual orientation, race, disability, religion, nationality, or any personal characteristic of the individual, and may be

- persistent or isolated. The key is that the actions or comments are experienced as demeaning and unacceptable by the recipient.
- IV. The ISA recognizes that members who feel that they have been victims of bullying and/or harassment as defined in this code of conduct are entitled to pursue their case in a safe and non-threatening environment.
 - V. The ISA is committed to ensuring that complaints brought under this procedure shall not lead to the victimization of any individual.
 - a. The ISA is conscious of the need to avoid escalating disputes when seeking to resolve cases of an alleged breach of this policy.
 - b. The procedures for addressing grievances (detailed below) aim to de-escalate any disputes and resolve allegations through consultation, whenever possible.
 - VI. The ISA ensures that procedures are in place to address allegations of bullying and/or harassment. Such procedures shall provide for
 - a. Timely handling of such allegations;
 - b. Fair and impartial handling such allegations; and
 - c. Fair, impartial, and sensitive treatment of all parties affected by such allegations.

Addressing Grievances

- I. The Procedure for investigating allegations of a breach of this code will normally commence with the mediation process outlined under II below; however, in exceptional cases, the formal procedure may be used without exhausting the mediation process.
 - a. A member who considers that he or she is a victim of a breach of this code should, if practicable, seek to resolve the matter informally with the person against whom the allegation is made. If this is unsuccessful or inappropriate to the situation, then the complainant may seek redress through the procedures outlined under II and III.
 - b. As a general rule, mediation as outlined under II should be attempted first, and the formal procedure used only after reasonable efforts at mediation have failed. In exceptional cases, the ISA President may recommend that the formal procedure may be used without exhausting the mediation process.
- II. Mediation
 - a. If an informal resolution, as described under I.a., is unsuccessful or inappropriate, complainants should raise the matter with the ISA by communicating with the President. The member may expect the President to respond within a reasonable time (and recognizing that the President is a non-compensated position with other obligations) and to do the following
 - i. Ask for an explanation of the nature of the complaint and a description of any informal efforts at resolution that have taken place. This may be done by e-mail or telephone. Both the complainant and the ISA President will keep records of these communications.
 - ii. Contact the person against whom the complaint has been made, outline the nature of the complaint, and ascertain that person's response to the complaint.
 - iii. Appoint a mediator to try to resolve the conflict. This will ordinarily involve consultation with both the complainant and the person against

whom the complaint has been made. In addition, the President may consult with the Executive Committee in his or her efforts to identify a suitable mediator. The President may appoint him- or herself but is under no obligation to do so.

- iv. The mediator will contact both the complainant and the person against whom the complaint has been made. If appropriate and feasible, arrange a joint meeting with the parties to discuss the case.
 - v. The mediator will make recommendations to the parties for resolving the matter, without necessarily attributing blame or responsibility.
 - vi. The objective will be to (re-) establish a professional and respectful working relationship between the parties.
 - vii. The mediator will prepare a brief written report for the President. This report shall summarize the efforts and the resolution of the dispute. Alternatively, the report may summarize the efforts and report that a resolution has not been achieved and is unlikely occur.
 - viii. The report will remain confidential. However, mediator may share this report with the parties to the complaint, if desired by these parties.
- b. If the ISA President is the person against whom the complaint is made, paragraph II.b. shall be interpreted as referring to the ISA Executive Director. The same applies to the formal procedure under III.b.

III. Formal Complaint

- a. If the informal procedure fails to resolve the matter, or in cases where the nature of the allegations renders the informal procedure inappropriate, as explained in paragraph I on Addressing Grievances, the complainant may bring a formal complaint under this policy.
- b. A formal complaint should be made in writing to the ISA President, who shares a copy of the complaint with the person(s) against whom the allegation is made.
- c. A written complaint should include the following information:
 - i. The name of the person against whom the complaint is being made;
 - ii. The nature of the conduct about which a complaint is made, including where possible dates and times;
 - iii. The names of any people who may have witnessed the conduct; and
 - iv. Any action that has already have been taken (either under II. above or otherwise) to resolve the matter.
- d. The ISA President will initiate an investigation of the complaint, which will proceed as follows:
 - i. This investigation will be undertaken by a committee appointed by the ISA President in consultation with members of the ISA Executive Committee;
 - ii. This committee will in most instances be the standing Committee on Professional Rights and Responsibilities, but the ISA President, in consultation with the Executive Committee, may also refer the matter to a different committee or constitute an ad hoc committee.
- e. The investigating committee may require the parties and any witnesses (whether or not identified by either party) to present evidence within a reasonable time of their request. All evidence will be given in writing (including e-mail). Individuals

may also be called to present an oral statement. Those who provide evidence should be reminded at the outset that it will be used in order to resolve the matter.

- f. The investigating committee will evaluate the evidence using the following criteria:
 - i. The allegations involve inappropriate conduct as defined in this Code of Conduct;
 - ii. The evidence suggests the alleged behavior did indeed violate professional norms of dignity and respect;
 - iii. The committee may further determine whether the alleged behavior appears to constitute an isolated incident or a pattern of behavior that has consequences for the ability of the ISA to maintain and promote a professional environment in which all members and participants treat one another with dignity and respect;
 - g. The investigating committee will prepare a report for the ISA President and the Executive Committee. The ISA President and the Executive Committee will review the evidence and may:
 - i. Recommend that on the basis of the evidence that the complaint be dismissed;
 - ii. Make recommendations for informally resolving the matter (without necessarily attributing blame or responsibility). The objective will be to (re-) establish a professional and respectful working relationship between the parties. The committee may use mediation services, as appropriate and as available, to achieve this end;
 - iii. Decide that there is a prima facie case and make recommendations to the ISA President and Executive Committee for the resolution of the matter.
 - iv. The recommendations suggested under III.f.iii may include, but are not limited to
 1. A formal letter of censure; and
 2. A suspension of membership for a specified period of time.
 - v. The recommendations will have an explicit foundation in the evidentiary findings of the committee;
 - h. The ISA President and the Executive Committee shall determine the resolution of the matter.
 - i. The ISA President shall communicate the resolution of the matter to both the complainant and the person against whom the complaint was made.
- IV. An appeal may be made against the outcome of the investigation, either by the complainant or by the person against whom a complaint has been made, using the following procedures:
- a. Any appeal should be made in writing to the ISA President (or, if the complaint is against the ISA President, the ISA Executive Director).
 - b. An appeal can be made only on grounds of procedural irregularity or where the outcome of the investigation is seen to be manifestly unreasonable.
 - c. The appeal must be made within a reasonable period of time.
 - d. The ISA President will forward the appeal to the Executive Committee, which will

Policies Governing Conventions and Conferences

- **Timing:** ISA produces an annual convention typically between February and April of each year.
- **Location:** The Governing Council has delegated to the Executive Director the decision on the location of the annual convention, and contract negotiations with hotels over site selection. In turn, the executive director reports annually to the Governing Council on all future sites selected for the annual conference.
- **Site Selection:** The Governing Council has adopted a number of policies regarding site selection for the annual conference. These include:

Rotation of sites: ISA rotates its annual convention across the United States and Canada in order to equalize travel costs and time demands for members in different parts of North America as well for the overseas members who may be traveling from Asia, Europe, Latin America, and the Middle East (the majority of non-North American participants). The rotation includes concerns about weather challenges during the winter months.

Urban settings: Meetings are to be held in large urban settings in order to guarantee quality transportation access to venues and to a variety of activities for members after program hours.

Choice of venue properties: Typically, the conference is created in a hotel setting rather than a convention center in order to reduce costs and create an atmosphere less impersonal than a convention center. The “convention hotel” then typically hosts nearly all the program activities of the annual program, and it provides typically the bulk of sleeping rooms contracted. Depending on the size of the hotel, overflow properties may be contracted within short walking distance of the hotel for additional sleeping rooms and program activities.

Non-discriminatory provisions: ISA is committed to high standards of professional conduct and ethics in choosing a site, planning, conducting its meetings, and including protection of academic freedom, equitable access to opportunity, and a commitment to non-discrimination. We will meet in only those cities in North America and overseas where all of our members are welcome; and we will not meet in any city with known discrimination practices against any

groups of its citizens. In order to protect the association from unknown actions between the time of signing of contracts and future actions of state or local governments, we include the following language in all new contracts: “ISA reserves the right of termination of this agreement, without penalty or liability, if the government of the city in which the hotel is located establishes or enforces laws that, in the estimation of ISA, abridges the civil rights of any ISA member on the basis of gender, race, color, national origin, sexual orientation, marital status, physical disability, or religion.”

Organized Labor: We will have in future contracts a provision that would allow ISA to terminate a contract in the case of “labor disputes and strikes without penalty or liability.” Additionally, ISA makes every effort to give preference to a suitable unionized hotel and/or service provider, cost considerations being otherwise equal.

Accessibility: ISA works closely with all of its contracted hotels to insure that all the facilities at the conference are consistent with ADA compliance. In addition, ISA’s governing council has agreed to provide accessibility and assistance to those with hearing and visual impairment, upon early notification by attendees on the program regarding their needs.

- **Conference registration:** It is the policy of the association that all participants and attendees of the annual conference must register and pay the appropriate registration fees.¹ Everyone accepted onto the program is required to preregister no later than four weeks after acceptance on to the program.
- **Travel grants:** It is the policy of ISA to provide a predetermined amount of total travel support for the annual conference, an amount specified in the annual budget that is passed by the Governing Council. Travel grants are meant to provide partial support for attending the conference. Anyone on the program can apply for travel support; however support is meant to be provided for only the following categories of applicants: a) scholars from countries with low academic wages; b) junior scholars; c) senior graduate students. The

¹ At her/his discretion, the program chair may waive up to ten registration fees. Sections and regions may pay from their own budget the fees for individuals whom they wish to have on the program and wish to waive their registration.

travel grant program is administered by the Executive Director (see Travel Grant Policies).
Travel grants are not available for honoraria to senior scholars or policy makers.

- **Quotas for the annual conference:** The allocation of quotas for the conference is as follows—approximately 20 percent of the annual conference is allocated to the theme, including the panels of the cooperating organizations; the remaining 80 percent is allocated to the sections. The distribution of the quotas to individual sections is based on a combination of demonstrated need (applications) from the previous year, and the performance of the section in responding to the requests for proposals. ISA HQ is responsible for allocating the section quotas.
- **Annual Program chair:** It is ISA policy to subvent the annual program chair to facilitate her/his work on the annual program. The amount of the subvention is determined by the Governing Council in its annual budget; it is assumed that the program chair’s home department/institution will assist with the program chair’s activities and functions.

Funds from the subvention cannot be used for the program chair’s home institution’s overhead. The subvention is for directly assisting the program chair in producing the annual program.

The program chair is responsible for *covering all expenses* related to the organization of the annual program and its execution, using a combination of home institutional support and ISA subvention.² Any funds not spent from the ISA subvention at the conclusion of the program must be returned to ISA headquarters.
- **Overseas venues:** It had been ISA policy to hold the annual conference overseas once every four years. In practice, as the association has grown, this policy has proved difficult to execute, primarily due to space availability and the costs of securing convention space overseas. The informal policy implanted has been to hold the annual conference in North America, and seek collaborative efforts to jointly host a second, international conference overseas every year or every other year.

² Exception: ISA will pay for two people to attend an orientation session with ISA HQ staff to be trained on the software that has been developed for the annual conference.

Support for overseas conferences: ISA's policy is to support and subvent junior scholars and senior graduate students to overseas conferences that are jointly sponsored by ISA. This is done to allow access to the conferences by more than just senior scholars who can afford to attend. Each year when such a conference occurs, the Governing Council establishes a modest travel subvention budget for junior ISA members who are on the program and presenting papers (see Travel Grant Policies).

Revenue Generation from Joint Conferences: It is ISA policy that when the association co-sponsors an overseas conference with another association, ISA shall generate no net revenue from the cooperating activity, nor will it be expected to subsidize the conference. Any revenues generated by ISA above and beyond its costs are expected to be turned over to the local organizers, or, to another, mutually-agreed upon recipient.

Organization of Participation with Cooperating Organizations

The policy of the association is to create routinized participation with cooperating organization that wish to have ISA panel participation at their conferences. As a result, the incoming president of the association creates an ***international program chair***, whose responsibility is to coordinate annually with cooperating organizations to determine the number of panels they wish to receive from ISA at their conventions. The international program chair assumes responsibility for organizing these panels to the cooperating organizations, with the intent of providing access for ISA members to these panels and exhibiting ongoing, cutting edge scholarship at the conferences of cooperating organizations.

- ***Exhibitions:*** ISA's policy is to allow exhibitor to display at the annual conference on a first come, first served basis. Exhibition space is available for those activities that correspond with the purposes of the association only. ISA reserves the right to deny exhibition space for organizations or individuals with a record of disruptive behavior at previous exhibitions. ISA does not discriminate in providing exhibition space based on political or ideological orientations of exhibitors.

Financial Policies and Procedures:

- ***Budgeting processes:*** Each year, prior to the annual meeting of the Governing Council, the Executive Director prepares an annual budget and provides the annual budget to the President, the Treasurer, and the Governing Council. The treasurer evaluates and reports on the prepared annual budget to the Executive Committee and the Governing Council.

The President recommends a final budget to the Governing Council. The Governing Council adopts an annual budget as part of its deliberations at the annual Governing Council meeting.

Each year, prior to the mid-year Executive Committee meeting, ISA's Executive Director and Director of Operations will prepare for the Treasurer a summary report on the financial results of the fiscal year ending on June 30.

- **Spending and revenue policies:** It is ISA policy that the expenditures approximated in the annual budget and approved by the Governing Council are to be the expenditures spent by ISA HQ during the fiscal year.

By policy, the Executive Director is authorized to exceed total projected expenses by no more than five percent.

It is the procedure of the Executive Director to consult with the President and/or the Treasurer prior to substantially exceeding any line item.

In order to avoid shortfalls, it is the procedure at HQ to routinely monitor income during the budgetary year in order to determine if the income stream is falling substantially below predictions.

It is the policy of the association that no one makes any expenditure or commits to any financial obligation, or signs any contract on behalf of ISA or any of its constituent parts (Regions, Sections, or Committees) without the express approval the ISA Director of Operations or the Executive Director.

All expenditures paid by ISA to individuals are made on the basis of reimbursements for expenses with receipts, including for expenditures for Workshop Grants and Travel

Grants. The two exceptions are for designated subventions to the ISA editorial teams and to the Program Chairs. ISA only reimburses air travel expenses for Economy Class airline tickets.

Changes to membership dues are approved by the Governing Council. Changes to member rates for Convention registration are approved by the Governing Council. Non-member rates can be adjusted by Headquarters, with approval from the Treasurer.

- **Audits:** ISA headquarters initiates an annual, outside audit after the conclusion of each fiscal year. The auditor's report and recommendations are made available to the Treasurer and the Finance Committee and the Treasurer reports on its findings at the annual meeting of the Governing Council.
- **Revenue Generation from Joint Conferences:** It is ISA policy that when the association co-sponsors a conference with another association, ISA shall generate no net revenue from the cooperating activity, nor will it be expected to subsidize the conference. Any revenues generated by ISA above and beyond its costs are expected to be turned over to the local organizers, or, to another, mutually-agreed upon recipient. Additionally, it is expected that ISA will recoup its administrative costs involved with the conference.
- **Financial Relationships with Host Institutions:** From time to time the association enters into relationships with institutions, typically universities that host either ISA's headquarters, the editors of its journals, or the program chairs involved with ISA's conferences. There have been occasions when subventions to editors or to program chairs have been treated by these institutions as funds comparable to grants, and available for overhead charges by the host institution. It is ISA's policy that—as a non-profit association—it does not allow overhead charges for its financial activities to host institutions.

Policies on Financial Reserves and Investments:

- The investment of ISA's reserves is under the jurisdiction of the Treasurer, the Finance committee, and ISA's Director of Finances, executing the broad policy guidelines enacted by the Governing Council.
- The Governing Council has mandated that ISA invest only in socially responsible instruments of investment.
- Four percent of the reserves each year are automatically returned to the general operating fund of the association.
- The reserves are to be used for the following purposes:
 - Maintenance of a "rainy day fund" that will allow the association to respond to any major fiscal emergencies (such as the failure to execute an annual conference and meet attrition obligations contracted). This amount should roughly equal to half of the association's annual operating budget;
 - Funding is to be set aside from the reserves for transition costs involving the movement of headquarters from one executive director (and institution) to another. It is anticipated that such transition costs are expected to be approximately \$500,000.
 - It is assumed that the association's reserves are available for enhancement of membership services, as directed annually by the Governing Council.
- Investment Criteria and Guidelines: Investments are to be managed with the goals of achieving a rate of return that realizes increasing asset value (relative to inflation) and one that compares favorably with relevant market indicators. Investments are to be managed with relatively low overall risk to principle.

It is the policy of the ISA to maintain a minimum of \$200,000 in money market funds (CDs and cash). The remaining funds to be invested should follow these investment criteria:

- 1) tying funds to market indexes, particularly the S&P 500 Index
- 2) investing across an international spectrum, and
- 3) reflecting "socially responsible" criteria in investment choices.

In practice, ISA has invested in a professionally managed equities investment fund that specializes in socially responsible investments while also holding cash and certificates of deposit. The Finance Committee provides oversight of fund performance and may select new socially responsible investment vehicles to replace poorly performing ones. The Finance Committee reviews the reserve funds' performance and determines monthly allocations of operating budget surpluses into new investment in the market via dollar-cost-averaging.

Criteria for socially responsible investments: ISA uses four principle or essential social screens for all ISA endowment investments; these include respect for human rights, respect for labor relations and rights, respect for the environment, and no investment in the military/defense industry. Additional socially responsible screens may also be considered if their application does not limit or adversely affect the market performance potential of our investments.

PERSONNEL POLICIES (ISA Headquarters)

ISA Headquarters has always been housed within a university inside the United States. Rather than reinventing personnel policies for ISA staff, it is the policy of the association to have HQ follow the personnel policies of its home institution. All headquarters staff, regardless of the source of funding for these positions, are covered under the personnel policies of the host institution. These policies include the home institution's policies and procedures regarding:

- Recruitment and hiring policies, including policies on affirmative action and EEO guidelines;
- Policies regarding evaluation and firing of personnel;
- Policies regarding sexual harassment;
- Classification of personnel;
- Benefit packages for personnel (including all personnel except for the Director of Operations).

Insurance policies are provided for personnel at ISA HQ and its officers as listed below:

- Liability for the Governing Council, its officers and Headquarters staff;
- Coverage for the annual convention;
- Slander and Libel insurance for journal editors and the officers of the association

PRIVACY POLICY

General Policy:

ISA respects the privacy of its members.

The association collects demographic information on its members but uses it only for aggregate descriptive purposes.

The association does not release or provide email address of its members to any third party entities. It doesn't even provide email addresses to its own regions, sections or caucuses, utilizing Headquarters only to send the text of messages on the behalf of its own groups.

Policy Regarding Surveys:

Very often researchers or research groups will request membership lists to survey the membership on academic matters. Members' emails are not provided for this purpose. Furthermore, in order to limit the intrusion to members, only the Governing Council is authorized, on a case-by-case basis to allow surveys of its members, and only if a) the survey is judged to be of relevant academic value to the membership; and b) if the results of the survey will be made available to the membership.

Privacy issues on ISA's Web site:

Collection of your Personal Information

ISA collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. International Studies Association also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites. There is also information about your computer hardware and software that is automatically collected. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by ISA for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Web site.

If you directly disclose personally identifiable information or personally sensitive data through International Studies Association public message boards, this information may be collected and used by others. Note: ISA does not read any of your private online communications.

ISA is not responsible for the privacy statements or other content on Web sites outside of the International Studies Association and International Studies Association family of Web sites.

Use of your Personal Information

ISA collects and uses your personal information to operate the Web site and deliver the services you have requested. ISA also uses your personally identifiable information to inform you of other products or services available from ISA and its affiliates. ISA does not sell, rent or lease its customer lists to third parties. Even if ISA may, from time to time contact you on behalf of external partners, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party.

ISA keeps track of the Web sites and pages our customers visit within ISA in order to determine which of our services are being utilized. The data are used to deliver customized content and advertising within ISA.

ISA Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on International Studies Association or the site; (b) protect and defend the rights or property of International Studies Association; and, (c) act under exigent circumstances to protect the personal safety of users of International Studies Association, or the public.

Use of Cookies

The ISA Web site uses "cookies" to personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. The purpose of a cookie is to tell the Web server that you have returned to a specific page. This simplifies the process of recording

your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same ISA Web site, the information you previously provided can be retrieved, so you can easily use the features that you customized. You have the ability to accept or decline cookies. If you choose to decline cookies, you may not be able to fully experience the interactive features of ISA's services or Web sites you visit.

Security of your Personal Information

ISA secures your personal information from unauthorized access, use or disclosure by securing personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

POLICIES on PUBLIC ADVOCACY and PUBLIC POLICY ACTIVITY

The official positions of the International Studies Association are publicly represented by the President of the Association, its Executive Director, and others as appointed by the Governing Council (e.g., UN Representative, representatives to various other associations, etc.).

Those speaking for the association may only take positions reflecting ISA's positions on public policies, as those positions have been officially endorsed by the Governing Council of the Association.

No member of the association can articulate public positions on political or policy issues for the association, or claim to speak for the association, unless those positions have been accepted by the Governing Council and the individual is authorized to do so by the Governing Council.

The International Studies Association is a non-profit association; its activities fall within U.S. federal and state rules governing the political activities of non-profit organizations. Such prohibitions typically do not exclude the ability of the association to advocate for its membership related to the exercise of academic freedoms and responsibilities.

Publications Policies

General policy: The association reserves for itself the control and management of all publications involving the Association, its sections and regions. No books or journals can be designated as properties of its regions or sections. All publications that have been partially or completely subsidized by Association funds shall indicate such support when published.

Oversight: Oversight on all publications is ultimately vested in the Governing Council. However, the policy of the association is to delegate oversight monitoring responsibilities to the Publications Committee. Each year the Publications Committee shall receive annual reports from each journal (and the editor(s) of additional publications when relevant), evaluate the progress of the journals and other publications, and make appropriate recommendations to the Governing Council at its annual meeting.

Any changes made to the original management (e.g., changes of the editorial team) of each specific publication (as approved by the Governing Council) must be vetted with the Publications Committee; in turn, the Committee may bring the changes for approval to the Governing Council.

Contracts: The specifics of publication contracts are negotiated by either the Executive Director and/or a group specified by the Governing Council, and in consultation with the chair of the Publications Committee, and on the basis of policies and goals specified by the Governing Council. Final contract authority rests with the Governing Council, which must approve the contract.

Present policy requires a competitive bidding process for the bundle of journals owned by the Association.

Subvention: It is the policy of the Association to provide a subvention to journal editors, in order to supplement resources made available to them from their home institutions.

The specific amount of the subvention is authorized annually by the Governing Council; a minimum amount is guaranteed for the editorial team's term in office. It is the policy of the association that such subvention will not cover overhead to the home institution in which the journal is located.

It is the policy of the association that, rather than providing the same subvention to all journals, subventions will be based on the workload and consequent cost of operation for each journal.

Coordination: To assist the editors of the various journals to coordinate the package of ISA journals,

- The President and the Executive Director sits on the Editorial Board of every journal;
- The Editorial board of each journal shall meet annually and review the performance of the editorial team; this meeting typically occurs at the annual ISA convention;
- An annual meeting is convened (during the summer) of all editors, the publisher, and the executive director in order to discuss mutual issues and problems and to seek common resolution. The annual meeting of the editors is financially supported by the publisher and by ISA.

Publications Policies: Conflicts of Interest

The editorial teams of the International Studies Association journals have the responsibility for all aspects of the review process for manuscripts submitted to their journals for publication consideration. Occasionally, there might arise conflicts of interest or potential conflicts of interest between members of the editorial team and the author(s) of submitted manuscripts. The policy below defines some of those situations and provides some guidelines on how these might be addressed.

- Members of the editorial team are not eligible to have manuscripts of which they are authors or co-authors reviewed or accepted for publication in the journal that they edit during their editorial terms. In the event that a member of the editorial team has a manuscript that was originally submitted under a previous editorial team and a final decision has not been made on that manuscript, the previous editorial team will remain responsible for the manuscript until a final decision has been rendered.
- If the author of a submitted manuscript is an institutional colleague, current student, or former student of a member of the editorial team, that member must recuse herself or himself from participating in any part of the review or decision process for the manuscript. If all members of the editorial team have such a conflict of interest for a given manuscript, the review and decision process will be handled by an editor of another ISA journal designated by the editor of the journal to which the manuscript is submitted.
- If a member of the editorial team believes that a conflict of interest arises under circumstances beyond those designated above, that member must recuse herself or himself from participating in any part of the review or decision process for the manuscript. If all members of the editorial team have such a conflict of interest for a given manuscript, the review and decision process will be handled by an editor of another ISA journal designated by the editor of the journal to which the manuscript is submitted.

Editorial teams are defined as those individuals who are directly involved in the selection of manuscript reviewers and editorial decisions (accept, revise and resubmit, and reject) on the

disposition of manuscripts. Depending on the management of the journal, these might include any or all of the following: editor in chief, associate editor, copy editors, and journal assistants.

Region, Section, and Caucus Policies

- Regions, Caucuses and Sections are considered to be sub-units of the Association. Therefore all financial flows of sections and regions are handled by headquarters and regions and sections are prohibited from having their own banking accounts.
- For similar reasons, regions, caucuses and sections cannot execute contracts without prior review and agreement of Headquarters.
- All regional and sections meetings and conferences must have their own event insurance; HQ can provide these as needed.
- Each section and caucus may set its own rates for membership dues. Region dues are calculated by the following formula: \$5 per year will be deducted from the dues of all non-student members who reside within the geographic area of the particular region.
- Each quarter ISA-HQ posts a statement of income and expenses for each region, caucus, and section.
- Payments to hotels and vendors for region, caucus, or section meeting are paid by ISA-HQ rather than as third-party reimbursements.
- At the annual convention, regions, caucuses, and sections work through the Director of Convention Operations to make all arrangements for their meetings and receptions.
- Regions, caucuses, and sections are prohibited from creating their own journals or annual publications; all such publications require Governing Council approval and oversight by the Publications Committee and are publications of the Association.
- Regions, caucuses, and sections are expected to create their own web pages, linked to the general ISA web page. All regions, caucuses, and sections are expected to update their web pages to show current leadership and activities for their members.
- Each section, caucus, and region is required to produce an annual report of its activities and financial resources spent for the year and produce the report to ISA HQ; HQ will make these reports public to the membership and the Governing Council.
- Each section, caucus, and region is required to report to ISA HQ any changes to its leadership positions within four weeks of elections or replacement.

Policies on Surveying the Membership

Given membership dissatisfaction with constant requests for responding to surveys, the Governing Council of the Association has adopted the following policies:

- 1) No surveys will be conducted of the membership without the explicit approval of the Governing Council at its annual meeting (by at least a majority vote of those eligible to vote);
- 2) The Governing Council may consent to the administration of a survey if:
 - a) The subject of the survey and its results is of interest to the membership;
 - b) The researchers conducting the survey will make the results of the survey available to the membership;
 - c) The survey administrators provide the 1. Purpose of the survey; 2. The survey instrument; and 3. The sampling process for the survey in advance of the Governing Council's annual meeting.
- 3) Even if the Governing Council agrees to have the survey administered to its membership, it may restrict the number of follow-up requests to the membership;
- 4) The project administrators guarantee confidentiality of individual respondents;
- 5) Under no conditions will the survey administration have direct access to the membership's email lists

Travel Grant Policies

The International Studies Association provides travel grants for two types of conferences: to ISA's annual conference, and to international conferences that it co-sponsors with other entities.

Travel Support for the Annual Conference:

- Travel grants for the annual conference are intended to supplement other sources of funding for individuals attending the conference. They are not meant to cover all the expenses involved in attending the conference.
- Travel grants are only provided to individuals who are presenting papers at the annual conference. Travel grants are not provided to individuals who perform other functions (such as discussants, panel chairs, etc.) at the conference.
- Travel grant awards are based on the following criteria:
 - Provision of support to applicants in need, especially to:
 - Scholars from countries with low salaries;
 - Graduate students;
 - Junior scholars whose institutions may not provide travel support.
 - Primary preference for those in need of financial assistance goes to individuals whose papers will contribute substantially to the academic experience of the conference;
 - Provision of support to applicants where financial assistance will have a positive impact on the ability of the individual to attend the conference (for instance, we ask for the maximum and minimum amount the applicant needs; the minimum creates an assessment of whether or not we can assist the individual significantly, or whether or not the applicant is primarily depending on us for funding);
 - Realistic requests for funding, given ISA's limited budget. Typically, grants range from \$250 to less than \$1,000, depending on need (distance traveled, etc.).

- The amount of travel support available is based on the annual budgetary process, and the exact amount for travel grants is determined by the Governing Council at its annual meeting as it approves the annual budget.
- ISA's executive director is responsible for determining awards. Prior to final determination, the executive director consults with the annual program chairs, the section program chairs, and the president, seeking the top five preferences of each in helping to determine the academic contribution of each grant applicant to the overall value of the program.
- Travel grant applicants may apply for travel grants after they submit paper or panel proposals for the annual program, and *must apply* no later than the final date listed in the call for proposals. Typically, the final date is prior to an applicant's acceptance to the preliminary program; this is done so that notifications of acceptance to the program and notifications about grants can proceed quickly in order to allow potential participants time to assess whether or not they can fulfill their obligations to the program by coming to the annual convention and presenting their work.
- Travel grant applicants *need not be ISA members*. However, if travel grant applicants receive a grant, and are not ISA members, they are required to join the association prior to receiving the grant.
- If a travel grant applicant has accepted the grant (unless there are extremely unusual and unanticipated circumstances), and fails to attend the conference, the applicant will not be considered for a grant in the following year.
- If a travel grant applicant has received a grant, and fails to take the grant during the conference, the money shall revert back into the ISA budget.
- Travel grant recipients must provide original receipts of appropriate expenditures to ISA personnel at the time they receive their grants at the annual conference.
- If a travel grant applicant intentionally falsifies information on the travel grant application (e.g., point of travel origin, academic status, etc.), the person will no longer be considered for travel grants at future conferences.

Travel Grants for International Conferences Co-sponsored by ISA

It is ISA policy to encourage younger scholars and senior graduate students to attend and present their research at international conferences, and to interact with the global academic community on

common research interests. In order to do so, each year such a conference is held, the Governing Council designates funds to provide seed money for younger scholars and senior graduate students who meet the following conditions:

- The applicant must have a paper accepted at the conference;
- The applicant must be a member of ISA;
- Primary preference is given to junior scholars or senior graduate students;
- The awards are intended to be “seed money”; typically they range from \$250 to a maximum of \$450;
- ISA’s executive director determines the eligibility of applicants and the allocation of funds;
- Applicants must present original receipts of legitimate expenses in attending the conference, and at the time they pick up their travel grants;
- Travel grants are disbursed on site at the conference;
- If applicants fail to pick up their grants at the conference, the funding is returned back to ISA’s general budget.

Academic Statements and Guidelines Regarding the Annual Convention

This document has been prepared by the Committee on Professional Rights and Responsibilities at the request of ISA's Governing Council in order to help participants prepare for their participation at annual convention (Dates specified below may vary slightly with changes in annual calendars).

Paper and Panel Proposal Deadline

The deadline for paper and panel proposals is **June 1st**. All proposals should be submitted online using the MyISA Conference Management System.

Participant Pre-Registration Deadline

- The pre-registration deadline for Convention participants is: **October 18th**. Participants who do not register by this date will not appear in the Convention Program.

Rationale: We request that participants pre-register for the program. If you fail to do so we will assume that you will not be participating and we will rearrange the program by removing your contribution and adding those who have currently been placed on a considerably long waiting list. In previous years, some participants have been, for various reasons, unable to meet their professional commitments to present at ISA meetings. In an attempt to limit these occurrences to only those with legitimate reasons, this new procedure was instituted. We hope that this will help ensure full participation in the ISA Annual Convention.

Frequency of Appearances

- Participants are allowed to present no more than two papers with a total of four maximum participations, including acting as discussant and chair. ISA's Convention website will limit a participant's submissions.
- The limitation on the number of appearances will be waived for participants serving on a panel that is honoring an ISA member, or for other exceptional circumstances identified by the Program Chair(s).

Rationale: Minimizing the number of appearances by any one participant increases the opportunities for participation by others.

Composition of the Program

- Panels may be organized according to a variety of formats, ranging, for example, from the traditional oral presentation of research papers to poster presentations to more innovative means of presentation that utilize computer software, film, or demonstrations of teaching techniques.
- The numbers of roundtables on the program should not be increased at the expense of the number of panels.
- Panel proposals from ISA sections are subject to review by the Program Chair(s) using the same standards of quality and suitability that are applied to other proposals.
- Joint panels and roundtables organized collaboratively by two ISA sections are particularly encouraged and should be given special consideration by the Program Chair(s).

Rationale: Scholars can participate in the program in a variety of ways: by chairing a panel or roundtable, by delivering a formal paper or prepared remarks on a given topic, or by serving as a discussant. The primary purpose of program activities are to encourage the full presentation and active discussion of theories and research findings, as well as to explore topics of interest from a wide range of disciplinary and theoretical perspectives. The specific format used in panels and roundtables to accomplish these goals may vary as deemed appropriate by panel chairs and the Program Chair(s).

Composition of Paper and Poster Panels

- Panels may range between four and five papers, and might have one or two discussants. Only under the most extraordinary circumstances should a panel have more than five papers or a roundtable have more than six participants.
- Approximately thirty minutes should be reserved for discussion from the floor and among the panelists. The panel chair has the right and responsibility to enforce this norm.

- Panel organizers should strive for a good mix of participants. The best panels often include scholars from different countries, a range of institutions, and different career stages. The best discussants are often scholars with significant experience in the field. In general, graduate students should not fill this role.
- Proposals must have sufficient coherence and institutional diversity to merit placement on the program. In particular, panels or roundtables where all the participants are from the same institutions are unlikely to be appropriate.
- Poster sessions for the Convention will be organized into poster panels, a set of between four and six posters grouped on a related theme. Each poster panel will have a discussant, who will give feedback on the papers and their posters to the authors.

Rationale: There is no ideal composition for the panels. The number of formal papers and the time allocated for their presentation should be based on the scholarly objectives of the panel. In all cases, including roundtables, adequate time should be reserved for a full and active discussion after the formal presentations. Panels where all the participants are from the same institution do not satisfy the normal criteria for what we would expect of a panel at a leading conference.

Responsibility of Panel and Roundtable Chairs

By proposing and accepting responsibility for chairing a panel or roundtable, the chair accepts these obligations:

- To inform the Program Chair(s) of all changes in the composition of the panel or roundtable prior to the publication of the final program. And, similarly, to inform all other participants of such changes well before the meetings begin.
- To inform the Program Chair(s) of any panelist who fails to attend the panel without providing advance notification of those extenuating circumstances preventing their participation.
- If chairing a roundtable, to circulate a detailed memo regarding the issues to be discussed by the participants well in advance of the meeting.

- If chairing a panel, to take all reasonable steps to ensure that the discussants receive advance copies of papers, even in draft form. Five working days prior to the commencement of the meetings is the absolute minimum acceptable lead-time.
- To hold participants to agreed-upon time limits for their presentations, so that at least thirty minutes are available for general discussion.

Rationale: Stimulating scholarly interchange requires that panelists attend their panels and roundtables, and that adequate time be set aside for discussion among panelists and the audience. The purpose of these guidelines is to provide accurate information about the nature and composition of a particular panel or roundtable and to provide sufficient time for the participants and audience to interact.

Responsibility of Panelists and Roundtable Participants

By proposing and accepting formal participation, participants accept these obligations:

- To inform the panel chair, discussant of your paper, and Program Chair(s) at the earliest possible date of any changes in the status of your work, your availability, or travel funding which will or is likely to prevent your participation. Failure to show up for your panel without having previously notified the panel chair, discussant, and Program Chair(s) could adversely affect the likelihood of your being included on the program in future years.
- If giving a prepared paper, to circulate copies to discussants and other panelists in advance of the meetings, and at least five working days before the commencement of the meetings. Paper presenters are also responsible for providing copies of their paper to other attendees and uploading their paper to the online paper archive.
- If serving as a discussant, to read carefully each of the papers that you receive at least five days prior to the Convention and comment upon these papers in a constructive manner.
- To abide by the panel chair's stipulations regarding the length of presentation and comments.
- Unless you are a co-author and the other author(s) are presenting your paper, you have an obligation to attend and fulfill the responsibility for which you applied. This year, like last, we had far more people applying than we had space for in the program, and literally hundreds of worthy applicants were turned away. In turn, ISA's Governing Council imposed a deadline of no later than **November 22nd**, by which time you could still cancel your

participation (and the Program Chair(s) could substitute another worthy participant); of if you failed to cancel your professional obligation by that date, you would be penalized by not allowing you on the program for future Conventions.

- If you are a co-author, you are not planning on attending, and your co-author is presenting your work, please notify us immediately so we may plan for this and not spend resources unnecessarily. You can notify us by e-mail at isa@isanet.org.
- For the 2010 Convention, ISA is providing both laptop personal computers and LCD projectors in all panel rooms. Software capabilities are LIMITED to Powerpoint reader and Adobe reader ONLY. The reader software can accommodate presentations created in Microsoft or Mac formats. Presenters will not be able to use their own laptop computers since the audio visual setups in the meeting rooms MUST NOT be changed in any way. Presenters must bring their Powerpoint or Adobe presentations on a flash drive and insert the flash drive into the ISA netbook computer at the start of the presentation.

Rationale: The quality of scholarly interaction among panelists and the audience increases when panelists receive copies of papers in advance of the meeting and when members of the audience have access to the papers. The inability of attendees to purchase papers is a source of considerable frustration. Panelists have a professional responsibility to make copies of their papers available to convention attendees.

Participation of Scholars from Outside North America

- Panel and roundtable chairs are encouraged to invite the participation of relevant scholars outside of North America.
- Letters confirming the participation of scholars from outside North America should be sent by ISA Headquarters at the earliest possible date.

Rationale: The participation of scholars from outside North America is in keeping with the purposes of the Association. Their participation is most effective if North American members have ample opportunities to interact with them as panelists and discussants and vice versa. Early indication of the need for funding will allow the Program Chair(s) and section organizers to provide the potential participant with the appropriate application.

Proposal Submission

- Scholars who submit proposals for panels or roundtables must not place an individual on the proposed panel or roundtable without his or her consent.
- Scholars wishing to participate in the program must adhere to the submission deadline. Proposals received after the deadline stipulated by ISA will not be considered for the program.

Rationale: The fact that some scholars submit multiple proposals without informing the Program Chair(s) and other appropriate personnel creates serious difficulties in preparing the program. Accurate information on multiple submissions will assist the Program Chair(s) in making the most efficient use of available sections. Adherence to the submission deadline facilitates timely completion of the program.

Notification of Unsuccessful Proposals

- It is the responsibility of the Program Chair(s) and section organizers to ensure that scholars who cannot be accommodated on the program are notified by letter or e-mail of that fact prior to the publication of the preliminary program. Acceptance letters and notifications for those who submitted proposals will be sent by e-mail from ISA in late September.

Rationale: Not informing scholars that their proposals are unsuccessful until publication of the preliminary program is a professional discourtesy.

Travel Grant Deadline

- The travel grant application deadline is **September 9th**. For more information on the grant application process, please see the website located at the following URL:

<http://www.isanet.org/travelgrants/>

Rationale: We ask that you submit your travel grant application prior to receiving your participation confirmation, this allows us to carefully consider the many applications received before awarding the limited funds available.

APPENDIX: ISA Constitution³

ARTICLE I. NAME

This association shall be known as the International Studies Association.

ARTICLE II. PURPOSE

1. The Purpose of the Association is to serve the needs and enhance the capacities of scholars, practitioners, and others without regard to nationality having a professional interest in expanding, disseminating, and applying knowledge of interrelations among nations and peoples.
2. To achieve these ends, the Association shall actively pursue cooperative relationships with other appropriate organizations around the world.
3. The Association is educational and non-partisan. It will not support or oppose political parties or candidates. It may take positions on issues only if they are immediately and directly concerned with the purpose stated above and only within the limits that must be observed to maintain tax exemption under the revenue laws of the country in which the headquarters are located.

ARTICLE III. MEMBERSHIP

1. Any person sharing the purposes of the Association and paying dues set by the Governing Council may be a member. The Association is committed to fostering independent, responsible scholarly inquiry by all of its members.
2. Members shall be entitled to:
 - A. Receive copies of the specified official publications of the Association
 - B. Attend, participate in, and vote in the Annual Business Meeting
 - C. Participate in mail ballots arranged by the Association
 - D. Participate in other activities sponsored by the Association.
3. At the discretion of the Governing Council, ISA will approve joint activity with cooperating organizations or institutions. Such approval should be with scholarly and professional organizations whose purposes are similar to those of the ISA and where cooperation is likely to lead to meaningful, reciprocal, and ongoing activities between the respective organizations.

ARTICLE IV. COMPONENT UNITS

1. Groups of members organized to promote purposes identified in Article II, Section 1, may be recognized as component units of the Association on such conditions as the Governing Council may fix. Regional divisions, sections organized to promote study and research on specific problems, and caucuses of members with particular interests or characteristics are among the units that may be recognized.

³ The Constitution was last revised and formally amended by a vote of the membership on May 1, 2011.

- A. In addition to the regions in existence at the time this amendment is adopted, other regional sub-units may be established upon petition of two hundred fifty or more members to the Governing Council via the Executive Director. The petition will include a statement of purpose, organization, and activities. The Governing Council will specify that portion of the Association membership dues to be credited to the regions.
 - B. Sections may be established upon petition of one hundred or more members to the Governing Council via the Executive Director. The petition will include a statement of purpose, organization, and activities. Sections may establish dues. The Executive Office will disburse funds to the activities of Sections.
 - C. Caucuses may be established upon petition of fifty or more members to the Governing Council via the Executive Director. The petition will include a statement of purpose, organization, and activities. Caucuses may establish dues. The Executive Office will disburse funds to the activities of Sections.
2. All component units must have written by-laws filed with the Executive Office within two years of the establishment of the component unit. These by-laws must provide for democratic election of officers and must prohibit the same person from serving in an office for more than five consecutive years.
 3. All component units will present yearly reports to the Governing Council that review their activities and budgets. These reports will be made available to the membership of the Association.
 4. Any region that falls below two hundred fifty members, any section that falls below one hundred members, and any caucus that falls below fifty members will be subject to review by the Executive Committee. In addition, any petition to the Executive Director by at least ten members of a component unit alleging impropriety in governance will trigger a review by the Executive Committee. The Executive Committee will report to the Governing Council, which will decide whether or not to re-charter the section, region, or caucus.

[Back to the top](#)

ARTICLE V. THE GOVERNMENT

1. The government of the Association shall consist of a President, three Vice Presidents, a President-Elect, the immediate Past-President, three Vice Presidents-Elect, a Treasurer, a Governing Council, an Executive Committee, an Annual Business Meeting, and members voting by mail [electronic or postal] ballot.
2. The officers of the Association shall be a President, three Vice Presidents, a President-Elect, the immediate Past-President, the Treasurer, and the Executive Director.

[Back to the top](#)

ARTICLE VI. THE GOVERNING COUNCIL

1. The Governing Council shall consist of the following:

- A. The President, three Vice Presidents, the immediate Past-President, the Executive Director, the President-Elect, three Vice Presidents-Elect, the Treasurer, the Chair(s) of the annual meeting program committee and the Chair of the publications committee;
- B. The head of each component unit of ISA
- C. Six at-large representatives elected by members resident outside the recognized regions of the Association by processes to be determined by the Governing Council.

All of the above shall have voting status.

- 2. In cases of disputed elections, the Governing Council shall be the judge of its own membership.
- 3. The President shall convene at least one meeting of the Governing Council in conjunction with each annual convention of the Association and, with the approval of the Executive Committee, he/she may convene extraordinary meetings. He/she shall convene an extraordinary meeting if one-third or more of the members of the Governing Council request it. Except for meetings called during the period of the annual convention, members of the Governing Council shall be given at least one week's notice of their time and place.
- 4. The Governing Council may establish its own rules of procedure. In absence of contrary decision by the Governing Council, Robert's Rules of Order shall prevail.
- 5. The Governing Council shall:
 - A. Approve or modify the President's recommendations of four members of the Executive Committee from its voting and ex-officio membership
 - B. Elect the Editor of all journals of the Association on the joint recommendation of the President and the Executive Committee; the election shall be for a term of not more than five years.
 - C. Decide questions pertaining to the selection and the term of service of the editor of any official publication in addition to all journals of the Association
 - D. Elect the Executive Director on the joint recommendation of the President and the Executive Committee
 - E. Recognize component units of the Association, and terminate such recognition
 - F. Adopt an annual budget, set dues, and authorize expenditures
 - G. Determine what compensation, if any, is to be paid to the Executive Director and other officers
 - H. Select the site of the Annual Convention or specifically delegate authority to do so
 - I. Approve rules for the conduct of the Annual Business Meeting, for the holding of elections, and for the submission of proposed amendments and resolutions to members
 - J. Adopt resolutions and undertake or approve activities designed to promote the purposes of the Association
 - K. Establish and terminate standing committees
- 6. The Governing Council, for adequate cause, may remove any officer of the Association. In the case of the President, it shall act only on the basis of a two-thirds recommendation

of the members of the Executive Committee. In the case of the editors of all journals of the Association and the Executive Director, it shall act only on the basis of a joint recommendation from the President and the Executive Committee who together must comprise two-thirds of the Executive Committee.

[Back to the top](#)

ARTICLE VII. THE EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the President, the Vice Presidents, the President-Elect, the immediate Past-President, the Treasurer, the Executive Director and four members selected by the Governing Council from its own membership, reflecting the diversity of perspectives of the Association. Elected members representing the Governing Council shall serve for one year and shall be eligible for re-election.
2. The Executive Committee shall meet at the call of the President. He/she is obliged to call a meeting upon the request of one-third or more of the members of the committee.
3. The Executive Committee shall:
 - A. Assist and advise the president as he/she requests
 - B. Review, at the request of any two members of the Executive Committee, the performance of duties of any officer of the Association, the Editors of any of the Association's publications, appointed committee Chairpersons, or the Executive Director for the purpose of determining whether they should be asked to alter their performance or be dismissed. Any Officer, Editor, Committee Chairperson, or the Executive Director shall be given the opportunity to respond in person to any allegations of inadequate performance, but shall not participate in the final deliberation or vote on the disposition of the case. By agreement of two-thirds of its members who are present, the Executive Committee may request modification in performance, issue a reprimand, or issue a citation or the appropriate recognition for outstanding performance of duties to the individual(s) reviewed. By a two-thirds vote of those eligible, the Executive Committee can recommend to the Governing Council that any officer of the Association, Editor, Committee Chair or the Executive Director be dismissed
 - C. Undertake assignments growing out of resolutions duly adopted by governing agencies of the Association; meet in executive session to discuss and make decisions on personnel, legal, and contractual matters that by law require confidentiality. The decisions will be reported and explained to the Governing Council in a manner that will not expose the association to litigation or disclosure of confidentiality requirements.

ARTICLE VIII. THE PRESIDENT

1. The President shall serve for a term of one year
2. The President shall:
 - A. convene and preside over meetings of the Executive Committee, the Governing Council, and the Annual Business Meeting

- B. Arrange for the preparation of an agenda for meetings of the Governing Council and for the Annual Business Meeting
- C. Recommend a budget to the Governing Council
- D. Arrange to inform the Governing Council and the Annual Business Meeting of the Association's financial condition
- E. Oversee with the Treasurer the handling of the Association's funds
- F. Oversee the work of the Executive Office
- G. Recommend jointly with the Executive Committee the election, or for adequate cause the removal, of the Editor of all journals of the Association and the Executive Director of the Association
- H. Propose programs and policies designed to advance the best interests of the Association

[Back to the top](#)

ARTICLE IX. THE PRESIDENT-ELECT

1. The President-Elect shall automatically succeed to the Presidency at the close of the Annual Business Meeting next after his election.
2. If the President should die, resign, or be unable to perform his/her duties, the President-Elect, if available, shall become the president for the remainder of the term.

ARTICLE X. THE VICE PRESIDENTS

1. Three Vice Presidents shall be elected for one-year terms coinciding with the term of the president.
2. One of the Vice Presidents shall be resident outside the recognized regions of the Association.
3. The Vice Presidents shall be members of the Executive Committee and the Governing Council.
4. The responsibilities of the Vice Presidents shall include oversight and coordination of committees, liaison with sections and regions, interaction with other appropriate organizations, development of inter-organizational cooperation, and strengthening connections with government, foundations, and business. The President, in consultation with the Vice Presidents, shall determine the specific responsibilities of the Vice Presidents.
5. If the President should die, resign, or be unable to perform his/her duties, and if the President-Elect is unavailable to take over the duties of the office, the immediate Past-President will convene the Executive Committee to determine which Vice President should complete the term as President.
6. Three Vice Presidents-Elect shall be elected at the same time and by the same procedures as the President-Elect. If more than three persons are being nominated to the office of Vice President-Elect, election shall be by mail ballot. Vice Presidents-Elect shall serve in that capacity from the time that their election has been confirmed at the Annual Business Meeting or the mail ballot, until the next annual meeting. At the close of that meeting

they shall automatically succeed to the office of Vice President and serve in that capacity until the close of the following Annual Business Meeting.

7. The Vice Presidents-Elect shall be members of the Governing Council and alternate members of the Executive Committee. Upon succeeding to the office of Vice President they shall also serve as full members of the Executive Committee.

[Back to the top](#)

ARTICLE XI. THE TREASURER

1. The Treasurer shall be elected for a three-year term, with the possibility of re-election.
2. If more than one person is duly nominated for the office of Treasurer, election shall be by mail [electronic or postal] ballot of the members of the Association.
3. If the Treasurer should die, resign, or be unable to perform his/her duties, the President will, with the consent of a majority of the Governing Council, appoint an Acting Treasurer to serve until a new Treasurer is elected.
4. The Treasurer shall:
 - A. Oversee, with the President and the Executive Director, the handling of the Association's funds
 - B. advise the President and Executive Director on recommending a budget to the Governing Council
 - C. Review the annual report of the Executive Director to the Governing Council and the Annual Business Meeting on the Association's financial condition
 - D. propose programs and policies to enhance the financial condition of the Association
 - E. Serve as a member of the Governing Council and the Executive Committee

ARTICLE XII. THE EXECUTIVE OFFICE

1. The Executive Office shall consist of an Executive Director and such staff as he/she shall appoint under the budgetary authorization of the Governing Council.
2. The Executive Office shall be responsible for the day-to-day operation of the Association and shall provide support for the governing agencies of the Association.
3. The Executive Director shall be the chief administrative officer of the Association. He/she shall be elected by the Governing Council for a term of not more than five years on the joint recommendation of the President and the Executive Committee. He/she shall be eligible for reelection. If a vacancy occurs prior to the end of the anticipated term, the President, after consulting with the Executive Committee, may appoint an acting Executive Director to serve until the office is filled.
4. The Executive Director shall:
 - A. Have charge of the Executive Office
 - B. Assist the President and other officers and agencies of the Association in the performance of their duties, responding to the requests and initiating his/her own proposals for their consideration
 - C. Publish in an official publication of the Association the minutes of the meetings of the Governing Council and of the Annual Business Meeting; propose an annual

budget for consideration by the Finance Committee; draft agendas for the meetings of the Governing Council, the Executive Committee, and the Annual Business Meeting

D. Perform such other duties as the President or the Governing Council may direct

[Back to the top](#)

ARTICLE XIII. THE ANNUAL BUSINESS MEETING

1. The Annual Business Meeting shall be held at the Annual Convention. All members shall be entitled to participate and to vote.
2. The Annual Business Meeting shall have the authority to:
 - A. Alter the agenda prepared for it
 - B. Receive and consider reports
 - C. Discuss any matter relevant to the purposes of the organization
 - D. Adopt resolutions consistent with this constitution, provided that the proposed text has been communicated to the Executive Director or the President at least twenty-four hours in advance
 - E. Act upon constitutional amendments initiated in accordance with Article XV, Section 3
 - F. Resolutions adopted by the Annual Business Meeting shall stand as an expression of the views of that body. They shall be considered by the Governing Council and shall constitute formal actions of the Association if they are also adopted by the Governing Council. If a resolution adopted by the Annual Business Meeting; obtains the support of at least one-third of those voting in the Governing Council but fails for adoption, it shall be referred to the membership in a mail ballot.

[Back to the top](#)

ARTICLE XIV. NOMINATIONS AND ELECTIONS

1. Each President-elect shall select three members for the nominating committee, each to serve for a period of three years (for a total of nine members), after consulting with the Vice-Presidents-elect and taking care that selections contribute to a committee with a variety of perspectives from the organization. The President-elect shall select a convener from the appointed members of the nominating committee for its first meeting at which the committee will elect a chair.
2. Candidates for President shall be chosen with due consideration both to professional distinction and involvement in the International Studies Association .
3. The nominating committee shall propose at least one candidate each year for President, at least three candidates each year for Vice President, at least one candidate for Treasurer in the final year of the current Treasurer's term, and at least five candidates each year for at-large representative on the Governing Council. At least one of the nominees for Vice President and all of the nominees for at-large representative must be from outside the recognized regions of the Association.

4. The nominating committee shall begin its deliberations at the Annual Convention of the International Studies Association.
5. The nominating committee shall report its recommendations to the Executive Committee not later than its autumn meeting. The nominations shall be made known to the membership in the first newsletter following that Executive Committee meeting.
6. Any petition for alternative candidates with the documented support of 5 percent or more of the ISA's membership (as of 1 October) that is received by the Executive Director by 1 November will be given the same publicity within the organization as accorded the slate of the nominating committee.
7. An election by mail or electronic means will be held between November 5 and December 5. If the election is contested, the winning slate will prevail. If the election is uncontested, there must be at least a 15 percent return for the result to be valid. If the percentage return is lower than 15 percent, a second balloting will take place between December 10 and January 15. If the unopposed slate is not elected in the first voting, the nominating committee will reconvene and present a new slate to be voted on between January 15 and February 15. If that election draws less than 15 percent participation or the new slate is not elected, the matter will be referred to the Governing Council.
8. If a new group of officers-elect has not been chose by the date of the Annual Business Meeting, the existing officers will continue in office for three months.
9. When the President-elect has succeeded to the Presidency in accordance with Article IX, Section 2, and is due to serve as president for more than six months, the Nominating Committee may propose a new nominee up to three months in advance of the Annual Business Meeting.
10. In the event that a candidate becomes unavailable after the nominations have been announced, the Nominating Committee may propose a new nominee until January 15. Procedures for dealing with any vacancy occurring after that date will be decided by the Governing Council.

[Back to the top](#)

ARTICLE XV. STANDING AND AD HOC COMMITTEES

1. The work of the Association may be facilitated by the creation of standing and ad hoc committees. Standing committees are created for tasks that are anticipated to require continuous attention for an indefinite period of time. Ad hoc committees are established for assignments of a one-time or irregularly occurring nature, but that can be completed within a year.
2. Standing committees are established or terminated by a majority vote of the Governing Council which shall specify their mission, membership size, and terms of office. Standing committees are responsible to the Governing Council and should report to it at least once a year. At the discretion of the Governing Council these annual reports may be given to the Annual Business Meeting and/or submitted in writing for publication. On recommendation of the President-Elect, the Governing Council designates the individuals to serve as chair and members of standing committees.
3. Ad hoc committees are appointed for a maximum period of one year by the President who determines their mission and membership. Ad hoc committees report to the

President in the manner he/she specifies except for the Nominating Committee which shall perform as stated in Article XIII.

4. The President-elect shall appoint three members of the Finance Committee for two-year terms.

ARTICLE XVI. LEGAL AND FINANCIAL PROVISIONS

1. The Association shall seek to maintain tax exemption under the terms of the internal revenue legislation of the country in which the Headquarters are located.
2. No officer or agency of the Association shall borrow money in the name of the Association.

ARTICLE XVII. AMENDMENTS

1. Amendments to this constitution may be proposed by the Governing Council or by the membership.
2. Proposed amendments that are approved by a two-thirds vote of the Governing Council shall be submitted to a mail ballot of the members of the Association.
3. Any group of thirty-five or more members of the Association may propose amendments by a signed petition submitted to the Executive Director not less than sixty days prior to the Annual Business Meeting. The Executive Director shall promptly announce such proposals to the members. If the Annual Business Meeting endorses a proposed amendment by a majority vote, it shall be considered by the Governing Council, and if at least one-third of those voting in the Governing Council approve, the amendment shall be submitted to the members of the Association in a mail ballot.
4. Amendments supported by a majority of those voting in a mail ballot shall be declared adopted.