CHARTER OF THE WOMEN'S CAUCUS FOR INTERNATIONAL STUDIES

ARTICLE I: NAME AND AFFILIATION

The name of this organization shall be: Women's Caucus for International Studies (WCIS).
The Women's Caucus for International Studies shall be a "component unit" of the International Studies Association. WCIS shall serve as an advocate and liaison to the ISA for the purposes listed below.

ARTICLE II: PURPOSES

1. To upgrade the status of women in the profession of international studies and to promote their professional development.
2. To advocate for the inclusion of women of diverse ethnic, racial, and national backgrounds; to support women who live cross-cultural lives; and to facilitate greater understanding of the resulting intersectionalities.
3. To promote equal opportunities for women in international studies in their professional lives, including graduate school admission, financial assistance in such schools, employment, tenure, and promotion.
4. To promote the development of non-academic, professional careers for women in international studies.
5. To promote the recruitment of members.

ARTICLE III: MEMBERSHIP

1. The WCIS Officers shall be as follows: Chair, Vice-Chair, and Past Chair.
2. The Executive Council shall consist of all current officers enumerated in Article IV, Clause 1, plus six additional faculty members (At-Large Members) and at least one and if possible, two Graduate Student Members. The six faculty members are elected to two-year terms, with three elected each year. Student members are elected to two-year terms, with one elected each year. At-large members may be re-elected once in the same position. Student members may be re-elected once either in the same position or as at-large member.
3. The Executive Council members’ roles are specified as follows:
   a. The Caucus Chair will coordinate all WCIS activities, preside at the annual business meeting, appoint chairs of Standing Committees, convene the Executive Council as needed, and serve as the Caucus’ spokesperson and liaison with ISA.
   b. The Vice-Chair/Program-Chair shall serve the first year of their three-year term as Program Chair and assist the Caucus Chair. In the second year of their term, they transition automatically to become Chair and then into the Past-Chair position in the third year of their term.
   c. At-Large Members as well as Graduate Student Members shall contribute to all WCIS activities, including Executive Council meetings, committee work and awards deliberations.
4. Standing Committees include: Awards, Communications, Nominations & Elections, and Fundraising Committees.

5. The Executive Council may, upon request from Caucus members or as it sees fit, create further committees dedicated to issues conducive to the Caucus’ purposes.

6. No Caucus member can serve in more than one officer’s function simultaneously.

7. Caucus leadership (Vice-Chair/Program-Chair, Chair, and Past-Chair) cannot be re-elected within a five-year period to ensure broad representation.

ARTICLE V: ANNUAL MEETING

The annual meeting shall coincide with the annual meeting of the International Studies Association. This meeting shall conduct the ordinary business of the WCIS. The meeting of the Executive Council shall precede the annual meeting.

ARTICLE VI: NOMINATION

1. The Nominations & Elections Committee, in consultation with the Chair and Vice-Chair, shall invite nominations for candidates for all offices, including the Chair, Vice-Chair/Program Chair, At-Large Members and Graduate Student Members of the Executive Council.

2. The names and qualifications of one or more candidates for office for each open position shall be communicated to the WCIS membership at least two months prior to the annual business meeting.

3. Elections shall be conducted by electronic ballot one month in advance of the WCIS annual business meeting, with a deadline of two weeks before the meeting. If not all the open positions are filled by electronic ballot, elections for open positions will be held at the annual business meeting, where the WCIS Chair will announce the results.

ARTICLE VII: AMENDMENTS

Proposals to amend this charter may be submitted in writing by any member to the Executive Council who shall, in turn, submit the proposals, with recommendations, to the membership at the next annual meeting.

Proposals will be adopted if approved by at least 2/3 of the members present at the annual meeting.

Drafted November 1995 by co-chairs of Women's Caucus (Susan S. Northcutt and Mary K. Meyer)
Adopted by membership February 1996 Approved by ISA Governing Council April 1996 Revised by membership March 1998
Article IV amended by membership 2008
Article VI amended by membership 2013, confirmed 2015 Revised by membership February 2015
Article IV, VI amended by membership 2018