FPA Section Charter

REVISED CHARTER OF THE FOREIGN POLICY ANALYSIS SECTION OF THE INTERNATIONAL STUDIES ASSOCIATION

January, 2003, revised June 2017

Article I. Name

This section shall be known as the Foreign Policy Analysis Section (FPAS) of the International Studies Association (ISA).

Article II. Purpose

The FPAS seeks to foster the study of foreign policy making and foreign policy behavior. It equally welcomes the study of both specific nations/regions and analyses with cross-national applicability. Relevant research is defined quite broadly in the section to include such topics as domestic sources of foreign policy, political psychology of national decision-makers, the development and maintenance of decision regimes through bureaucratic and organizational means, the use of events data, and the use of systematic comparative case studies.

Article III. Membership

1. FPAS membership is open to all ISA members, subject only to their payment of annual Section dues.

2. In addition to their privileges as ISA members, FPAS members are entitled to whatever privileges may be established by the Section or its Executive Council. At the minimum, these additional privileges include the right to attend all Section Business Meetings, to vote on future amendments to this Charter, and to receive all Section communications.

Article IV. FPAS Bodies and Their Meetings

1. Between annual Section Business Meetings, the administrative body of the FPAS shall be the Section’s Executive Council. The Council is responsible for the Annual Section Business Meetings, normally held at the annual ISA convention (see point 6, this Article).  

2. The Executive Council shall consist of six members: The President, the Vice President, the immediate Past President, and three At Large representatives from the membership of the Section. Membership on the Council shall be for one-year terms of office. In addition to providing leadership for the Section and advising the President on all-important Section matters, the Executive Council shall also be in charge of the Distinguished Scholar Award (see Article VIII, point 1) and the Alexander George Award for best graduate student paper (see Article VIII, point 2).

3. Ad Hoc Planning Committees: Ad Hoc Planning Committees will consist of three members, including at least one past President of the Section, and will be responsible for organizing occasional Section conferences or edited volumes. Each committee will serve for the planning and duration of the conference or volume.

4. Unless otherwise noted, all terms of Section Bodies shall be for one year.

5. Only members of the FPAS may become officers or committee members, and only FPAS members may vote in any election or referendum.

6. The Annual Business Meeting of the Section will be held at the annual ISA convention, unless less than half of the Executive Council will be in attendance. In such a case, the Section President will make alternate arrangements for the Annual Business Meeting.

7. Ad Hoc Planning Committees shall meet at the discretion of their members.

8. The Executive Council will name representatives or liaison officers, as appropriate, to the various standing committees of the ISA.

Article V. Duties of Officers

1. The President of the FPAS will assume his/her post automatically following his/her term as Vice President of the Section. The President is responsible for the selection of the Section’s annual Distinguished Scholar in Foreign Policy Analysis, in consultation with the Executive Council, and for arranging all the participants and the details of the Distinguished Scholar Panel, and the Distinguished Scholar reception. The Distinguished Scholar reception is also the Section’s annual reception, under normal circumstances. When such is not the case, the President is responsible for the Section’s annual reception, as well. The President opens his/her term with a statement on the Section website (which is announced via email to the Section membership). This statement should outline his/her agenda for the year. As there is no Section treasurer, the Section President coordinates all Section financial matters with ISA Headquarters in consultation with the Executive Council. The Section President also notifies ISA Headquarters as to the membership of the Executive Council and of all FPAS offices at the beginning of his/her term, and arranges for this information to be published on the Section website and through email to the Section membership.

2. The Vice President’s duties are to (1) coordinate the submission of Section-sponsored panels to the Program Chair(s) of the ISA’s annual convention, (2) assume the duties of the President in the President’s absence, and (3)
assist the President as requested. In regards to the first point, the Vice President will issue a call for papers, panels, posters, and discussions to the Section via email and the Section website immediately following the ISA annual convention. The Vice President will also ask the ISA Program Chairs to make space on the program for the Distinguished Scholar Panel and Reception and the Annual Business Meeting. The Vice President must arrange his/her own funding for phone, photocopying, and mail charges that may result from his/her duties as the Section’s Program Chair.

3. One of the At Large officers will fill the role of chair of the Alexander George Award for best graduate student paper. This officer will publish an announcement of the competition to the Section by email, the Section website, and the FPAS listserv. The officer will coordinate the collection of the papers, distribution to the other committee members, judging process, announcement of winners to the Section and ISA, and announcement at the FPAS annual reception. The officer will also keep the President apprised of the status and progress of the committee.

4. The second At Large officer will serve as director of communications. This officer will be responsible for the Section website, maintaining a current working list of the Section membership (including their email addresses), sending out all announcements from the Executive Council, and monitoring the FPAS listserv. This officer will also serve on the Alexander George Award committee.

5. The third At Large officer will be responsible for the Section’s syllabi collection. This officer will twice a year submit a call for syllabi to the Section membership. This officer will also serve on the Alexander George Award committee.

Article VI. Nominations, Elections, and Appointments

1. The President is responsible for issuing a call for nominations to the Section membership by email 90 days prior to the Section business meeting. Self nominations are acceptable, but all nominations must be seconded. Any one nominating or nominated must be a current member of the FPAS. All nominations must be received by the President at least 45 days before the annual ISA convention.

2. The elected officers to be filled each year included the Vice President and the three At Large members of the Executive Council. The different duties of the At Large officers will be determined at the time of the election. Past Presidents and Vice Presidents of the Section cannot hold these same positions again for five years after their term has ended. This rule does not apply to the At Large positions on the Executive Council. However, At Large Members of the Executive Council: a) must be current members of the Section at the time of nomination, and b) cannot serve for more than three consecutive terms.

3. Nominees for election to the offices mentioned in Point 2 of this article shall be voted upon at the Annual Business Meeting. Persons receiving the majority of votes cast for each position shall be elected.

4. Reconstitution of the Executive Council will take place at the annual ISA convention. The Executive Council, after the election of the new Vice President and the possible election of new At Large Members, will be reconstituted by rotating out the Past President and former members of the Executive Council, and installing the President as the Past President, the Vice President as the President and so forth.

Article VII. Administration

1. The FPAS President, in consultation with the Executive Council, shall be responsible for the administration of the Section’s affairs, subject to the rules and regulations of the ISA and the Section Charter.

2. The Section may solicit funds from external sources, but may use the names of, or commit the ISA only after consultation with the appropriate bodies of the ISA. Similarly, the Section may not use the name of the ISA in any publication without the express consent of the appropriate bodies of the ISA.

3. The Executive Council has the power to set membership dues, subject to any regulations by ISA on this matter.

Article VIII. Special Section Activities

There are four special activities of the FPAS Section that need mention at this time. These activities are optional, but it is the intent of the framers of this Charter to see them continued.

1. The annual Distinguished Scholar Panel and Reception: This event is designed to honor a distinguished scholar in the field of foreign policy analysis who has made significant contributions to this area of research. The Section’s first Distinguished Scholar Award (formerly called Senior Scholar Award) was presented in 1990. A panel devoted to the evaluation of his/her work’s significance is formed and consists of the Distinguished Scholar, the Section President as panel chair, and three to four other members. After the panel, a reception is held in honor of the Distinguished Scholar. This reception normally doubles as the Section’s reception. The President of the Section, in consultation with the Executive Council, is responsible for selecting the Distinguished Scholar, organizing the panel and the reception, and giving the toast in honor of the Distinguished Scholar at the reception.

2. The Alexander George Award: This competition is designed to foster the development of young scholars who are intent on studying some aspect of foreign policy. The first competition was held 1990 – 91. The Executive Council is responsible for advertising this competition, which is open to graduate students (members or non-members of the Section alike). Non-members of the Section should indicate that they will be members of the Section by the time of the annual ISA convention. Papers submitted must be accompanied by an endorsement from the professor who oversaw the writing of the paper. The Award committee is chaired by one of the At Large officers and composed of the other two At Large officers. This committee will judge the papers and award first place, second place, and third place prize if they believe that the papers deserve such recognition. In the event that the committee does not
believe that any of the submissions qualify for the award, none will be given out that year. The monetary amount of the prizes shall be set by the Executive Council, in consultation with any external sources providing funding for the prizes. Disbursement of prize monies will be effected in coordination with ISA Headquarters, and announcement of the winning papers will be made to the Section by email and the Section website as well as to ISA.

3. **Section-sponsored Occasional Volumes**: The Section occasionally sponsors edited volumes organized around a theme. All regulations of the ISA Publications Committee will be adhered to before the Section’s name or that of ISA may be used in conjunction with such a volume. Before a volume proposal can be sponsored by the section, the unanimous vote of the Executive Council and a majority vote of the section membership (a majority of those choosing to vote) must be secured. The volume proposal must include a plan for how it is to be reviewed externally. The majority of reviewers must be members of the Section. The Executive Council will continue to monitor activities connected with the book project, to assure its continued quality, its satisfactory pace of progress, and its adherence to procedural norms and courtesies.

4. **Section Conferences**: The Section may hold its own conference apart from the annual ISA convention. The conference may be in conjunction with other Regions or Sections of ISA. All ISA guidelines in regards to such conferences will be followed.

5. **The biennial Best Book in FPA Award**: This award will be given every two years to the best book published on Foreign Policy Analysis. Nominations may only come from FPA section members. Nominees must be FPA section members at the time they receive the award. Books must fall within the Purpose of the FPA Section Charter (Article II). Books must have a publication date that is one or two years prior to the announcement (and thus two to three years prior to the Annual meeting where the award will be given). So for Annual Meeting 2018, the announcement would have been sent after ISA 2017 and books must have a publication date of 2015 or 2016. The President of the Section, in consultation with the Executive Committee, will create an ad hoc committee to select the best book award. At the annual meeting, there will be a roundtable to honor the authors and discuss the book. The President and Program Chair will organize this roundtable.

**Article IX. Amendments to This Charter**

1. Amendments to this Charter may be proposed by the Executive Council, to be submitted to the total Section membership by an email ballot. Such proposed amendments will be adopted if endorsed by a two-thirds majority of members who return ballots within four (4) weeks of the mailing date. Results of the voting will be published to the Section by email and the Section website.

2. Amendments to this Charter may also be proposed by any Section member. If endorsed unanimously by the Executive Council, the procedure outlined in point 1 of this article shall be followed. If not endorsed unanimously by the Executive Council, the member may then propose the amendment at the Section’s Annual Business Meeting. If approved by a majority vote at this meeting, the proposed amendment will be submitted to the entire Section membership by email as described above.

3. All amendments to this Charter shall be reported to ISA headquarters.

**Article X. Effectuation**

1. This Charter shall take effect upon approval of the ISA Executive Committee and a majority vote of the FPAS membership who chooses to vote.

2. It should be noted that ISA requires its Sections to “re-certify” every five years. This includes a copy of the Charter, plus evidence that the Section has been in activity during those five years. Evidence would include section-sponsored panels at annual ISA conventions, section conferences, etc.