Charter of the Diplomatic Studies Section of the International Studies Association

Article I  Name

This organization shall be known as the Diplomatic Studies Section (DSS) of the International Studies Association (ISA).

Article II  Affiliation

The DSS is one of the sections of the International Studies Association and as such subscribes to its purposes and supports its activities.

Article III  Purposes

The purposes of the DSS are to:

1. Promote the exchange of ideas among diplomatists across both disciplinary and international boundaries;
2. Build a feeling of scholarly community and create a lobby in favor of diplomatic studies;
3. Facilitate networking among students of diplomacy and hence a cooperation on joint projects;
4. Strengthen research and teaching in the field and attract talented new scholars to it.

Article IV  Relationships

The DSS will encourage cooperative relations with other organizations within and outside the ISA which share its interests.

Article V  Membership

1. Any ISA member sharing the purposes of this section may become a member of the DSS upon payment of whatever dues shall be established.
2. Members are entitled to attend the Annual General Meeting (AGM), be eligible for nomination to elective office, nominate and vote for officers, run for office, participate in DSS activities, and receive DSS-sponsored publications.

Article VI  Officers

1. The officers of the DSS will consist of a chairperson, treasurer, secretary, and three at-large committee members.
2. The chairperson shall preside at meetings, coordinate section activities, act as liaison with the ISA, serve as program co-chair, serve as prize committee chair, and authorize expenditure of funds in consultation with the treasurer.
3. The treasurer will be responsible for raising funds and approving their expenditure in consultation with the chairperson, keeping accurate financial records, and for drawing up an annual balance sheet to be presented to the AGM. The treasurer will serve as program co-chair.
4. The secretary shall conduct the correspondence of the section and take the minutes of the AGM and other business meetings. Minutes of the AGM shall be published in the Section Newsletter. The secretary will serve as program co-chair.

5. The at-large committee members will be responsible for preparation and circulation of the Section Newsletter to be published, in print or online, at least once a year. They shall also assist and coordinate the publication of writing in the field prepared under section auspices. At-large committee members may serve as program co-chairs at the discretion of the chairperson.

Article VII  
Elections to Office

1. Elections shall be conducted by electronic ballot which shall be distributed to the membership at least two months before the AGM. The deadline for returning ballots shall be at least one month before the annual meeting. If all positions are not filled by electronic ballot, nominations will be solicited and voted on at the AGM. All positions will be filled by simple majority. The chairperson will announce the results of the electronic ballot and organize elections at the annual meeting if necessary.

2. Officers shall serve for a term of two years in their designated positions, renewable once.

3. If one of the officers resigns or is indisposed before the end of his or her term of office, the other officers shall designate a replacement to act until the next AGM, when an election for that office will take place.

4. Every effort will be undertaken to ensure that the nominees represent different geographic areas and research perspectives within the Section. A special effort will be made to ensure equal gender representation.

Article VII  
Executive Committee

An executive committee will be comprised of the section officers. It shall meet at the ISA annual convention and at such other reasonable times and places as the chairperson shall designate. Its duties are to review the annual budget get membership dues, and consider the overall policy of the section, including ideas for panels and other relevant activities.

Article VIII  
Prize Committee

A prize committee will be comprised of the section chairperson as chair and previous winners of a DSS prize on a volunteer basis. If additional prize committee members are required, committee members will comprise the prize committee as needed.

Article IV  
Amendments

Amendments to this charter may be proposed by the Executive Committee or upon petition of ten members of the DSS. Membership shall be informed of proposed amendments either through the Section Newsletter or by special mailing. Amendments shall be considered at the AGM and adopted if approved by two-thirds of the members present and voting.