

# Online Media Caucus Proposed Charter

September 2014

## Article I. Name

This Caucus shall be known as the Online Media Caucus (OMC) of the International Studies Association (ISA).

## Article II. Purpose

The OMC seeks to advocate on behalf of those who use online media in their research, teaching and service. It seeks to promote the use of online media in all aspects of the work of scholars of international studies, and promote policies that protect scholars using online media. In addition, the OMC will foster the study of online media as it is used by scholars as well as the impact of OMC in international affairs.

## Article III. Membership

1. OMC membership is open to all ISA members, subject only to their payment of annual Caucus dues.
2. In addition to their privileges as ISA members, OMC members are entitled to whatever privileges may be established by the Caucus or its Executive Council. At the minimum, these additional privileges include the right to attend all Caucus Business Meetings, to run for office, to participate in caucus activities, to vote on future amendments to this Charter, and to receive all Caucus communications.

## Article IV. OMC Bodies and Their Meetings

1. Between annual Caucus Business Meetings, the administrative body of the OMC shall be the Caucus's Executive Council. The Council is responsible for the Annual Caucus Business Meetings, normally held at the annual ISA convention (see point 6, this Article).
2. The Executive Council shall consist of six members: The Chair, the Vice Chair, the immediate Past Chair, and three At Large representatives from the membership of the Caucus. Membership on the Council shall be for one-year terms of office. In addition to providing leadership for the Caucus and advising the Chair on all-important Caucus matters, the Executive Council shall also be in charge of the annual awards.
3. Unless otherwise noted, all terms of Caucus Bodies shall be for one year.
4. Only members of the OMC may become officers or committee members, and only OMC members may vote in any election or referendum.
5. The Annual Business Meeting of the Caucus 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 Caucus Chair will make alternate arrangements for the Annual Business Meeting.

## Article V. Duties of Officers

1. The Chair of the OMC will assume his/her post automatically following his/her term as Vice Chair of the Caucus. The Chair is to provide leadership and coordination of Caucus activities and presides over all meetings the Executive Council attends as an OMC body. The Chair may call special meetings as deemed necessary. The Chair is responsible for the selection of the various awards, in consultation with the Executive Council, and the Chair is responsible for the Caucus's annual reception. As there is no Caucus treasurer, the Caucus Chair coordinates all Caucus financial matters with ISA Headquarters in consultation with the Executive Council. The Caucus Chair also notifies ISA Headquarters as to the membership of the Executive Council and of all OMC offices at the beginning of his/her term, and arranges for this information to be published on the Caucus website and through email to the Caucus membership. The Chair is responsible for submitting an annual report to ISQ headquarters in December of each year.
2. The Vice Chair's duties are to (1) coordinate the submission of Caucus-sponsored panels to the Program Chair(s) of the ISA's annual convention, (2) assume the duties of the Chair in the Chair's absence, and (3) assist the Chair as requested. In regards to the first point, the Vice Chair will issue a call for papers, panels, posters, and discussants to the Caucus via email and the Caucus website immediately following the ISA annual convention. The Vice Chair must arrange his/her own funding for phone, photocopying, and mail charges that may result from his/her duties as the Caucus's Program Chair.
3. One of the At Large officers will serve as director of communications. This officer will be responsible for the Caucus website, maintaining the OMC twitter account and blog, and sending out all announcements from the Executive Council.

## Article VI. Nominations, Elections, and Appointments

1. The Chair is responsible for issuing a call for nominations to the Caucus membership by email 90 days prior to the Caucus business meeting. Self-nominations are acceptable, but all nominations must be seconded. Any one nominating or nominated must be a current member of the OMC. All nominations must be received by the Chair at least 45 days before the annual ISA convention.
2. The elected offices to be filled each year included the Vice Chair and the three At Large members of the Executive Council. The various duties of the At Large officers will be assigned after the time of the election.

Past Chairs and Vice Chairs of the Caucus 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 Caucus 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 Chair and the possible election of new At Large Members, will be reconstituted by rotating out the Past Chair and former members of the Executive Council, and installing the Chair as the Past Chair, the Vice Chair as the Chair and so forth.

#### **Article VII. Administration**

1. The OMC Chair, in consultation with the Executive Council, shall be responsible for the administration of the Caucus's affairs, subject to the rules and regulations of the ISA and the Caucus Charter.

2. The Caucus 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 Caucus 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. Amendments to This Charter**

1. Amendments to this Charter may be proposed by the Executive Council, to be submitted to the total Caucus 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 Caucus by email and the Caucus website.

2. Amendments to this Charter may also be proposed by any Caucus 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 Caucus's Annual Business Meeting. If approved by a majority vote at this meeting, the proposed amendment will be submitted to the entire Caucus membership by email as described above.

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

#### **Article IX. Effectuation**

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