

BISA Working Group: Historical Sociology

CONSTITUTION

1. Aims of The Historical Sociology Working Group:

The purpose of this working group is twofold:

- To establish, consolidate and promote the use of historical sociology within International Relations;
- To generate more awareness within sociology, in both its comparative and historical variants, of the work of historical sociologists who are located primarily within IR.

2. Role of the group convenor(s):

2.1 Responsibilities:

It is the responsibility of the group convenor(s) to ensure the general running of the group and to uphold the working group's obligations to BISA, which include the timely submission of annual reports, financial management and accountability, and active participation of the group in the BISA annual conference. Details of the current convenors can be found here:

- <http://historical-sociology.org/members/>

In addition the convenor(s) will also be responsible for:

- Seeking and enrolling new members;
- Promoting the working group and its activities;
- Reporting to members on the group's activities and sharing relevant information;
- Developing and maintaining the website, the membership database and email lists (and ensuring compliance with the Data Protection Act);
- Seeking proposals for conference panels at BISA and ISA;
- Seeking proposals for workshops, seminars and working group events;
- Administering the working group funds (this must be done through a UK based bank or academic institution);
- Preparing applications for financial support from BISA for activities;
- Organising an annual meeting.

2.2 Terms of office and elections for convenor(s):

Convenors will serve two year terms, and can hold the position for no more than two consecutive terms. Potential convenors will submit nominations as teams (of at least two). In the event that there are multiple submissions, the convenors will be elected by an online ballot of working group members (current BISA membership is required in order to vote). The nomination and election process will take place in the summer prior to the new handover year, and thereafter every two years. Elections will be administered by a member of the working group who is not standing for election. Notifications will be provided through the working group email list. Any working group member who is a current BISA member is eligible to stand. PhD students may stand for election, but can only be elected as a co-Convenor as part of a team with a professional scholar.

3. Membership:

3.1 Anyone can become a member of the working group by emailing the convenor(s) with the following information:

- Name, institution, email address, research interests.

No payment is required and neither is BISA membership, although the latter is strongly encouraged. Details of how to apply for BISA membership can be found here: http://www.bisa.ac.uk/index.php?option=com_content&view=article&id=176&Itemid=139.

Members will have the option to have their information listed in the members' directory on the website or not. With regards to contacting members of the working group, emails can be sent to the membership list but only through the convenor(s) and subject to their discretion.

3.2 Members can propose events for which BISA working group funding can be applied.

The level of funding applied for will be at the discretion of the convenor(s), and based on the following criteria:

- availability of funds and resources;
- fit with the aims of the working group;
- the number of bids;
- the potential for original academic output;
- the number of working group members involved.

3.3 Members can propose panels for working group and/or BISA slots at BISA and ISA Conferences.

The standing of these proposals will be at the discretion of the convenor(s), and based on the following criteria:

- fit with the aims of the working group;
- the number of proposals;
- the potential for original academic outputs;
- the number of working group members involved.

4. Amendments to the constitution:

Amendments to the constitution can be made through a proposal circulated by email to all members of the working group 28 days before the BISA annual conference where the annual meeting will take place. The proposal(s) will be discussed at the annual meeting and a vote will be taken by all present. Absent members may register their vote with the Convenor up to 7 days before the meeting. All members will be notified of the outcome by email along with a summary of the discussion. After following this process, and taking reasonable consideration of the views and advice of members, and BISA regulations, changes to the constitution can be made.

5. Complaints:

Complaints about the running of the Working Group should be addressed to the Convenor(s) in the first instance. If the matter cannot be successfully resolved with the Convenor(s), the complaint should be made to the BISA executive committee (bisa@aber.ac.uk).

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