



## **BISA SOUTH EAST EUROPE WORKING GROUP CONSTITUTION**

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### **1. Aims**

1.1. The South East Europe Working Group (BISA SEE WG) (hereafter ‘the working group’) is a recognized British International Studies Association (BISA) working group. BISA is a registered charity (No. 269284).

1.2 The working group is a UK-based international network established in 2002 with the aim to provide a space for debate and research on issues related to the security, political, economic, justice and social transformation and/or reconstruction of South East Europe (post-communist Balkans, Greece, Turkey and Cyprus). The aims of the working group include (1) bringing together academics at various stages in their careers, from a range of disciplines and locations; (2) fostering academic dialogue on the abovementioned issues and others of relevance to South East Europe; (3) and establishing links with policy-makers, practitioners and other non-academic experts interested in this region. Additional information about the working group can be found within BISA’s website (<http://www.bisa.ac.uk>) but also in the working group’s website (<https://sites.google.com/site/bisasoutheasteuropa/home?pli=1>).

### **2. Roles and Responsibilities of Conveners and Other Officers**

2.1. The Conveners have overall responsibility for the running of the working group and ensuring it meets all its obligations to BISA and follows all of BISA’s regulations and policies. In addition the Conveners have the following responsibilities:

1. Expanding the working group membership
2. Maintaining the website, membership database and email list
3. Seeking proposals for conference panels at BISA and ISA
4. Seeking proposals for workshops, seminars and other group events
5. Administering the group’s funds
6. Organising an AGM

While performing all these tasks conveners have the responsibility of running the working group in a fair and transparent manner in the interest of the membership as a whole.

2.2 The working group’s Communications Officer supports the Conveners in all activities designed to expand the membership and, performs on behalf of the

Conveners, the duties of maintaining the website, membership database and email list, as well as ensuring there is clear and efficient communication between the conveners and the working group members in line with the aim to actively seek to include members in the working group's decision-making process. This will normally be through the working group's email list or at the AGM.

2.3 Conveners can delegate any other of the abovementioned tasks as they see fit while retaining overall responsibility to BISA for the appropriate running of the working group.

2.4 In accordance with BISA guidelines, the working group Conveners and Communications Officer must be current BISA members. PhD students may be conveners (or the communications officer) but only as part of a team including academic staff and/or practitioners. This team should be able to provide a stable basis for, and continuity of, the management of the working group during their term of office.

2.5 The Conveners and Communications Officer will serve two-year terms, and none of them can run for more than two consecutive terms (i.e. a maximum of 4 consecutive years each). Approval must be sought from BISA for any exceptions to this limit.

2.6 The first online elections will take place in January 2015 and thereafter every two years. A member of the working group not standing for election will administer the election. The new convener(s) will take over three months from the online election. All working group members on the official working group mailing list are eligible to vote during online elections but only BISA members of the working group are eligible to stand. Result notifications of the online voting will be provided through the working group email list.

### **3. Membership**

3.1. Membership of the working group is open to everyone but in order to enrol the following information needs to be sent to the Communications Officer: name, institutional affiliation, email address, research interests. No payment is required to join the working group. BISA membership is not a prerequisite to join the working group although it is strongly encouraged. By joining the working group members consent to having their information listed in the members' directory on the working group's website. Emails can be sent to the working group via the Conveners or the Communications Officer (and subject to their discretion).

3.2 Working group members can propose events for which BISA working group funding can be applied to. The level of funding applied for will be at the discretion of the conveners, based on the following criteria: the level of funds made available by BISA; the number of bids; the fit with the aims of the working group; the potential for original academic outputs; the involvement of working group members, postgraduate students and non-academic participants; value for money. All

proposals must also comply with BISA's Working Group Funding Terms and Conditions.

3.3 Working group members can propose panels for working group and/or BISA slots at BISA and ISA conferences. The ranking of these proposals will be at the discretion of the conveners, based on the following criteria: the fit with the aims of the working group; the potential for original academic outputs; the involvement of postgraduate students and non-academic participants; the number of working group members involved.

#### **4. Amendments to the Constitution**

4.1 Amendments to the constitution can be made in two ways.

One, following a proposal circulated by email in advance of the AGM (usually held at the BISA annual conference), followed by a discussion with members at the AGM at which a vote may be taken, and a summary of the discussion circulated by email following the AGM.

Two, if meeting at the AGM is not possible, proposed constitutional changes will be subjected to discussion via email in the sense that group members will have 30 days to register their views/objections with the conveners. Registered views/objections will be accommodated and if required, a vote on proposed changes will follow.

After following either of these two processes, and taking reasonable consideration of the views and advice of members, and BISA regulations, the convener(s) can make changes to the constitution.

#### **5. Complaints**

5.1 Complaints about the group and/or its activities should be addressed to the conveners of the group in the first place. If complaints cannot be resolved within the working group, those complaints can be taken to the BISA Trustee responsible for working groups, see: <http://www.bisa.ac.uk/>

5.2 As a working group of BISA, we adhere to all of its policies and procedures.

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