

Constitution of the BISA Poststructuralist Politics Working Group

1. Name

- 1.1 The group shall be called the Poststructural Politics Working Group, abbreviated as PPWG.
- 1.2 The group is a recognised BISA working group. The British International Studies Association is a registered charity (No. 269284).

2. Aims

- 2.1 The group was formally established in November 2001.
- 2.2 The group has four principle aims to:
 - 2.2.1 foster and support scholars and students engaged in the study of world politics using poststructural approaches;
 - 2.2.2 facilitate contact, debate and discussion between scholars, researchers, practitioners, artists, journalists, activists and others engaged in exploring this intersection;
 - 2.2.3 support the dissemination of research conducted by group members; and
 - 2.2.4 support members in their efforts to organise workshops, conferences, conference panels and other events that facilitate the achievement of objectives 1, 2 and 3.

3. Membership

- 3.1 Membership shall be open to all members of the British International Studies Association and any other interested party who is engaged in exploring the broad connections between world politics and poststructural politics and who will enable the group to meet its stated objectives.
- 3.2 Anyone can subscribe to the mailing list group by emailing the Convenor(s) with the following information: Name, institution, e-mail address, research interests. Individuals may also register directly through the working group JISCmail account. Emails can be sent to the working group mailing list through JISCmail account or the Convenor(s), both subject to their discretion). No payment is required to join the mailing list.
- 3.3 To become a Member of the working group, BISA membership is required. Application for membership is through the BISA webpages. Members consent to having their information listed in a database accessible by the Convenor(s).
- 3.4 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), on criteria of: 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 postgraduate students; the number of working group members involved; and value for money.
- 3.5 Members can propose panels for working group and/or BISA panels at BISA and ISA conferences. The ranking of these proposals will be at the discretion of the Convenor(s), on criteria of: the fit with the aims of the working group; the potential for original academic

outputs; the involvement of postgraduate students; and the number of working group members involved.

4. Officers

- 4.1 The group and its activities will normally be managed by one or two convenors who will organise, arrange and administer all group business (e.g. workshop funding, budgets, e-mail distribution). The Convenor(s) of the group shall be members of the group at the time of selection, and also be members of BISA.
- 4.2 The Convenor(s) has overall responsibility for the running of the working group and ensuring the Group meets its obligations to BISA, including timely submission of annual reports and financial statement and active participation of the Group in BISA conference. In addition the Convenor(s) will have responsibility for:
 - 4.2.1 seeking and enrolling new members;
 - 4.2.2 maintaining the website, the membership database and email lists (ensuring compliance with the Data Protection Act);
 - 4.2.3 seeking proposals for conference panels at BISA and ISA;
 - 4.2.4 seeking proposals for workshops, seminars and working group events;
 - 4.2.5 preparing applications for financial support from BISA for activities; and
 - 4.2.6 managing the Group's finances.
- 4.3 The Convenor(s) can request assistance from the Working Group membership and/or delegate these tasks as they see fit while retaining overall responsibility to BISA for the appropriate running of the Working Group.
- 4.4 All business, including calls for papers, conference panel organisation, distribution of relevant documents and general communication will be undertaken primarily online.
- 4.5 Terms of office and elections
 - 4.5.1 Convenor(s) will serve two year terms, and no more than two consecutive terms.
 - 4.5.2 Convenor(s) will be elected by an online ballot of working group members (e.g. SurveyMonkey). This will take place in December (first election December 2014), and thereafter every two years.
 - 4.5.3 The election 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; candidates also require a proposer and a seconder (both of whom must be a working group member). Incoming Convenor(s) will take office within one month of the election.
 - 4.5.4 Students may not convene Working Groups on their own, although they may be part of a management team alongside professional scholars or practitioners. This team should be able to provide a stable basis for, and continuity of, the management of

Working Group for a 2-year term.

4.6 Vacation of Office

4.6.1 The convenor shall vacate his/her office upon resignation or upon dismissal by resolution of a general meeting of the group.

5. **Records**

5.1 Records shall be kept by the Convenor(s) and made available for inspection by any member of the group and the executive members of BISA if so required. These records will include minutes of any meetings, the Annual Report, and all financial documentation. Current membership lists shall be maintained by the Convenor(s).

6. **Group Meetings**

6.1 As the general business of the group is facilitated through e-mail, any group meeting will be arranged in this fashion, and will be organized by the Convenor(s) as and when necessary. The meeting must have at least three permanent members present, including the Convenor(s), and will be held at a special one-day workshop or conference in which a number of group members are likely to be present (e.g. the PSA, BISA or ISA).

7. **Events**

7.1 PPWG members host and run events throughout the year that are competitively funded by BISA. This usually consists of workshops that are intended to focus on PPWG members' specific interests in identified research areas and are thus organised, hosted and run by members. On occasion, an Annual PPWG Conference will be convened with the administrative assistance of members of the PPWG with the aim of facilitating discussions across a wide range of areas of research including cross-disciplinary research.

7.2 Criteria for proposals and organisation: All members of PPWG and BISA are eligible to propose, participate in and attend all BISA funded PPWG workshops based on open calls for papers and contributions.

7.3 There is no right to be advanced for BISA consideration for any events. Submission is at the discretion of the Convenor(s).

7.4 If funding is awarded, BISA and PPWG must be prominent in all advertising and promotion.

8. **Finance**

8.1 Applications by the group to the BISA and other funders for grants of money shall be made by the Convenor(s) in consultation with group members.

8.2 A financial report shall be presented to BISA executives each year along with the Annual Report, and is available to any member upon request. Priorities for financial expenditure of the group are:

8.2.1 providing organisational costs (e.g. venue, refreshments) for one-off dedicated group workshops;

- 8.2.2 providing additional travel and accommodation costs for speakers at one-off dedicated group workshops;
 - 8.2.3 offsetting travel, accommodation and registration costs so that regular group members can participate in workshops, conferences and events organized by the group; and
 - 8.2.4 offsetting travel, accommodation and registration costs so that postgraduate student members can participate in workshops, conferences and events organized by the group.
- 8.3 On vacating office the convenor of the group shall hand over the books of account to his/her successor.
 - 8.4 PPWG has a Co-operative Business Bank Account in the name of the Poststructural Politics Working Group and with the Convenor(s) as signing authorities.
 - 8.5 PPWG Convenor(s) submit selected members' funding proposals directly to BISA. BISA is responsible for transferring any awarded funds to the PPWG Convenor(s). Convenor(s) are responsible for distributing funds awarded by BISA to successful members.

9. **BISA Constitutions**

- 9.1 The group shall be governed by the appropriate clauses of the Working Groups Code of Practice (BISA) with regard to any matter not covered by this Constitution.
- 9.2 Amendment of the Constitution
 - 9.2.1 Convenor(s) may propose amendments to the constitution provided they meet BISA Working Group Guidelines criteria in consultation with BISA Executive and in particular with the BISA Working Groups Champion.
 - 9.2.2 Proposed constitutional changes will be notified to members by email. If no email objections are received by the Convenor(s) within 28 days the proposed changes will be adopted. Where there are objections to proposed changes the group will arrange for a discussion, online or at a special meeting, and vote on proposed changes. Any discussions concerning constitutional amendments followed by a vote will be summarized and circulated by email following the vote.
 - 9.2.3 No alteration shall contravene any part of BISA's Constitution.

10. **Complaints**

- 10.1 Any issues that may arise must be first and foremost be dealt with across members and evidence of attempted resolution is required before formal complaints may be made to the BISA Executive. The BISA Executive Working Groups Champion will be the first point of contact for any complaint and details of all complaints will be made known across all parties. The BISA Working Groups Champion will provide assistance and advice to resolve any issues between members. If the matter cannot be resolved then the Chair of the BISA Research Committee may be contacted. See <http://bisa.ac.uk/>

This constitution shall be made available to all members of the group on request.