



**INTERNATIONAL STUDIES ASSOCIATION
REGIONS AND SECTIONS HANDBOOK
2007**

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ISA Regions and Sections Handbook 2007
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1. INTRODUCTION

Beginning this year (2007), the ISA begins production of the Handbook for the ISA Region and Section Leadership. We have worked to pull together all information that would be helpful to the Region and Section Leaders in planning their activities. This includes assembling a calendar of critical dates for planning activities of the individual Region and Section meetings as well as activities related to the ISA Annual Convention.

We have also tried to highlight some of the areas that have been of most concern to Region and Section Leaders in the past, particularly related to contracts and financial matters. We welcome your suggestions for information that you would like to see in future editions of this handbook.

2. REGION PRESIDENTS AND SECTION CHAIRS: RESPONSIBILITIES AND OPERATIONS

a) GENERAL RESPONSIBILITIES

The major responsibility of a Region President or a Section Chair is to see that the Region or Section is active in the achievement of its objectives and to see that the governance processes are carried forward in accordance with the Region Bylaws or Section Charter.

The Region President or Section Chair is required to facilitate and/or participate in the following duties:

- ❑ **Participate in the ISA Governing Council at the ISA Annual Convention.** In addition, Region or Section meetings are scheduled to take place at the Annual Convention and must be attended by the President or Chair and all of the officers. Furthermore, if the ISA President or Governing Council calls a meeting of Region or Section Leaders it must be attended by the President or Chair and Officers.
- ❑ **Prepare an Annual Report to the ISA Governing Council** regarding the membership, activities, and accomplishments of the Region or Section. This shall be delivered to ISA Headquarters **on or before January 15th each year.**
- ❑ **Notify ISA Headquarters of any changes to the leadership, Bylaws, or Charter of the Region or Section within thirty days after the change occurs.**
- ❑ **Provide ISA Headquarters with the Region or Section's contribution to the Governing Council Meeting Agenda,** due at least **one month prior** to the commencement of the ISA Annual Convention.
- ❑ **Conduct Meetings in accordance with the Region Bylaws or Section Charter.**

- ❑ **Notify ISA Headquarters regarding details and participation of the Annual Region or Section Conference**, including deadline dates for calls for papers, dates and locations.
- ❑ **Maintain records of Region or Section Meetings and Minutes.**
- ❑ **Coordinate with ISA Headquarters to do the following:**
 1. **Manage the account balance of the Region or Section**, including any anticipation of the account being overdrawn.
 2. **Oversee the expenditure of Region or Section funds**, including the disposition of any grants or contracts received by the Region.
 3. **Utilize and/or lend the Region or Section's name, endorsement, or sponsorship for any purpose.** The Region President, Section Chair and/or Region or Section Officers cannot sign on behalf of the Region/Section or in the name of the Region/Section any contract or lawful agreement in which the Region/Section provides for and/or agrees to any promise to pay under any circumstances (e.g. Hotel contracts for Region Conferences). Permission must be first obtained from the Governing Council and thereafter, by the signature of the Executive Director.

b) FINANCIAL AND LEGAL RESPONSIBILITIES

- ❑ Region and Section finances are conducted through ISA Headquarters. They do not have their own bank accounts. Regions and Sections are not separate legal entities, thus have no financial or legal autonomy as such. All disbursement of funds is based on receipts for expenditures.
- ❑ Regions and Sections have no authority to sign contracts- any contracts signed must be cleared through ISA Headquarters (or signed by ISA Headquarters).
- ❑ Each Region and Section shall maintain an account at ISA Headquarters and shall receive quarterly statements detailing its activity. Financial Statements can be requested from Lyn Brabant, ISA Office Manager ema@u.arizona.edu.
- ❑ Requests for checks on behalf of the Region or Section and questions regarding the account balance of the Region or Section should be submitted to Dana Larsen isa@email.arizona.edu. Please anticipate one week's time for check requests to be processed and mailed from ISA headquarters.
- ❑ ISA does not pay honoraria.
- ❑ Any questions about financial matters for Regions or Sections should be directed to Dana Larsen, Director of Administration isa@u.arizona.edu.

c) **ISA REGIONS**

Purpose of Regions

Geographic sub-units of ISA are called “Regions” and offer increased opportunities for North American ISA Members to exchange ideas and research with local colleagues. Each American and Canadian member of the ISA is automatically identified with the Regional Association of his or her area. Presently, the ISA distinguishes five (5) North American geographical Regions: Northeast, South, Midwest, West, and Canada.

Region Creation and Amendment

New Regions may be established upon the presentation of a Petition to the Governing Council, via the executive director. Said Petition shall have no less than fifty signatures of current ISA Members who reside in the newly proposed Region. This is in accordance with Article IV of the ISA Constitution. Current ISA Regions may be realigned with the agreement of the Presidents involved and through the action of the Governing Council. A request must be presented to the Governing Council via the Executive Director. Said request must outline the proposed realignment and state the rationale for it.

Elections/Terms

Each region has established a set of Bylaws that mandate the election terms and procedures for the Region’s Officers. It is recommended that Region Presidents, and other Region Officers serve two-year terms so as to provide for continuity of leadership and institutional memory of Region Bylaws.

d) **ISA SECTIONS**

Purpose of Sections

Sections offer closer ties between Members who are interested in specific areas within the field of International Studies. Presently, there are 23 sections of ISA.

Section Creation and Amendment

Sections may be created by submitting a written statement to the Governing Council inclusive of a discussion of the following: need for the Section, general statement of the Section goals and objectives, activities to be held by the Section, and anticipated organizational structure of the Section, including, but not necessarily limited to: a) The selection of the Section Officers (inclusive of temporary officers for the purpose of organizing the Section); b) estimated interest of the ISA Community in the Section; c) designation of the person empowered to authorize the expenditure of Section Funds; and, d) a statement of recognition that the Section has the responsibility of preparing an Annual Report to the Governing Council and a review document during the fifth (5th) year of the Section’s existence for the purpose of Re-chartering the Section. In addition, a petition must be submitted to the Governing Council which bears the signatures of fifty current ISA members.

Elections/Terms

Each Section has established a set of Bylaws that mandate the election terms and procedures for the Section’s Officers. It is recommended that Section Chairs and other Section Officers serve two-year terms so as to provide for continuity of leadership and institutional memory of the Section Charter.

Section Re-chartering Process

Every five years a Section must be re-chartered by the Governing Council at that year’s Annual ISA Meeting. Failure to do so will result in the dissolution of the Section along with its assets and/or liabilities accruing to the ISA.

A general report consisting of the following items must be submitted to ISA Headquarters on January 1st of the year that the Section Charter is up for renewal:

- ❑ An Annual Report of Section Activities
- ❑ An Analysis of Section Membership
- ❑ An Analysis of the Section Financial Base
- ❑ A Copy of the Section Charter
- ❑ A List of Section Leadership and Terms of Office
- ❑ A “Memorandum to Re-Charter a Section” form, which can be found below.

Once all materials are submitted to ISA Headquarters, they are presented to the Governing Council via the ISA Executive Director.

CHARTER RENEWAL 2008	CHARTER RENEWAL 2011 (CONTINUED)
Foreign Policy Analysis (FPA)	Environmental Studies (ESS)
English School (EngSS)	Ethnicity, Nationalism, and Migration (ENMISA)
CHARTER RENEWAL 2009	Feminist Theory and Gender Studies (FTGS)
International Security Studies (ISSS)	Global Development (GLOBAL)
Peace Studies (PEACE)	Human Rights (HR)
Post-Communist States in IR (POSTCOMM)	International Political Sociology (IPS)
CHARTER RENEWAL 2010	Intelligence Studies (ISS)
International Communication (ICOMM)	International Education (EDUC)
Scientific Study of International Processes (SSIP)	International Law (I LAW)
International Ethics (ETHICS)	International Organization (IO)
CHARTER RENEWAL 2011	International Political Economy (IPE)
Active Learning in International Affairs (ALIAS)	CHARTER RENEWAL 2012
Comparative Interdisciplinary Studies (CISS)	Women’s Caucus for International Studies (WCIS)
	Diplomatic Studies (DPLST)

MEMORANDUM TO RE-CHARTER A SECTION

TO: International Studies Association Governing Council
FROM: <Name of Section Chairperson>
DATE: <insert appropriate date>
RE: Re-charter of the <insert name of Section>

I, the Under-signed, in compliance with *Article IV, Section 1(b)* of the International Studies Association Constitution with regard to the re-chartering of International Studies Association Sections, do hereby request the <insert name of Section> by the International Studies Association Governing Council for the period of <insert Month, 200X - Month 200Y>.

I have attached hereto the following items in support of this request (check all that are applicable):

- Annual Report of Section Activities
- Analysis of Section Membership
- Analysis of the Section Financial Base
- Copy of Section Charter
- List of Section Leadership with Terms of Office

DATED this ___ day of _____, 20__.

(Signature of Section Chair)
< Insert name of Section > Chair

e) GENERAL CALENDAR FOR REGION AND SECTION LEADERS

JANUARY	<ul style="list-style-type: none"> ❑ Section Re-Charters due January 1st. ❑ Region and Section Officers shall prepare an “Annual Report of Membership and Activities.” <u>This shall be delivered to ISA Headquarters no later than JANUARY 15th of each year.</u> ❑ Region and Section Officers shall prepare their “Agenda of Region Items” or “Agenda of Section Items” for the Governing Council Meeting of the ISA Annual Convention.
MARCH	<ul style="list-style-type: none"> ❑ ISA Annual Convention. ❑ Region Presidents and Section Chairs shall attend the Governing Council Meeting and all scheduled Region or Section Meetings, respectively.
APRIL	<ul style="list-style-type: none"> ❑ Call for papers and panel proposals for consideration of Section sponsorship for the following year’s annual convention shall be published via all communication vehicles to which the Section has access.
JULY	<ul style="list-style-type: none"> ❑ Region and Section Leadership shall attend the Meeting of Regions and Sections, if convened.
AUGUST/ SEPTEMBER	<ul style="list-style-type: none"> ❑ ISA Program Chair and all ISA Section Program Chairs attend the Annual Convention of the American Political Science Association to discuss the program for the upcoming ISA Convention.
OCTOBER	<ul style="list-style-type: none"> ❑ Region Program Chairs shall assemble the Program for panels and speakers for the Region’s Annual Conference. ❑ The final program for the Regions Annual Conference shall be delivered to attendees and to ISA Headquarters ONE MONTH PRIOR to said conference.
NOVEMBER	<ul style="list-style-type: none"> ❑ Region Annual Conference (Can be held in September, October, or November)

f) BEST SECTION AND REGION PRACTICES

An additional resource for Region and Section Leadership can be found at www.isanet.org/bestpractices.html. This is an archive of articles written by Andrea Gerlak agerlak@u.arizona.edu, ISA Director of Academic Development, for the ISA Monthly Newsletter.

3. CONVENTIONS: HOW TO PLAN & WHAT TO ANTICIPATE

a) ISA ANNUAL CONVENTION

Section and Region Tasks – Based on a March Convention Timeline

1). General Calendar for Planning NON-PANEL EVENTS (e.g. Receptions, Meetings)

JULY/AUGUST	<ul style="list-style-type: none"> ❑ Regions and Sections may begin requesting meeting rooms for non-panel events. Forms to request meeting rooms are available online at the Convention Meetings and Receptions homepage and should be returned to Jeanne White, ISA Convention Manager, at ISA Headquarters.
AUGUST/ SEPTEMBER APSA MEETING	<ul style="list-style-type: none"> ❑ Section Chairs and Region Presidents are reminded to begin scheduling Section Business Meetings and/or Receptions at the ISA Annual Convention.
SEPTEMBER- NOVEMBER	<ul style="list-style-type: none"> ❑ Regions and Sections shall raise sponsor funds to help pay for receptions. Sponsor contact information needs to be sent in to the ISA Convention Manager for invoicing. The ISA Convention Manager sends sponsor invoices, deposits funds into appropriate Region or Section accounts, and promotes sponsors in Convention Program, on-site, and on event signage. ❑ Reception hosts work with ISA Convention Manager to establish meeting and reception budgets, to select menus and to order A/V or other products from the host hotel.
DECEMBER 1 ST	<ul style="list-style-type: none"> ❑ All reception sponsors must be identified and invoiced in order to be used as sponsors in the printed convention program.
JANUARY/ FEBRUARY	<ul style="list-style-type: none"> ❑ All catered functions must be finalized with the ISA Convention Manager at least <u>forty-five</u> days prior to the Annual Convention. ❑ All Business Meetings, Receptions, and other non-panel meetings organized by Regions or Sections are finalized. Events that were not scheduled prior to the December 1st Program publishing deadline are listed on the addendum.

2). General Calendar for REGION AND SECTION AWARDS

NOVEMBER/ DECEMBER	<ul style="list-style-type: none"> ❑ Regions and Sections that are presenting awards at the Convention must begin to submit information on Awardees to the ISA Awards Coordinator, Ishara Smith ishara@email.arizona.edu, at ISA Headquarters. ISA prepares framed award certificates free of charge. Plaques must be ordered at least <u>forty-five</u> days prior to the convention. Costs for the plaques are deducted from the sponsoring Section or Region Account.
JANUARY/	<ul style="list-style-type: none"> ❑ Regions and Sections that would like their Awards to be

FEBRUARY	presented by the ISA President at the ISA Business Meeting and Awards Ceremony must submit a short summary describing the Award and selection of recipient to the ISA Awards Coordinator. The ISA Awards Coordinator delivers Awards text to the ISA President. Recipients must attend the Convention for these Awards only.
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3) The Role of the Section Program Chair:

Each section appoints one of its Officers to be the Section Program Chair for the ISA Annual Convention. The Section Program Chair coordinates closely with the ISA Convention Program Chair(s) and ISA Headquarters in evaluating topic and discussant suggestions for panels that may be presented at the Annual Convention. The Section Program Chair should have substantial knowledge of the diverse scholarship ongoing in the section.

ISA Headquarters works with the ISA Program Chair(s) to establish panel quotas for each ISA Section and Cooperating Organization. The ISA Convention Chair(s) may also provide the Section Program Chair the names of individuals who have presented proposals for panels and/or expressed interest in participating in thematic panels as discussants or chairs. The proposals shall be evaluated by each Section Program Chair, who shall thereafter report to the ISA Convention Program Chair(s) his or her suggestions as to the potential for expansion, reduction, and/or elimination of the proposals.

Thematic panels that are in keeping with the tenets and goals of the ISA are encouraged and shall include: participants from abroad, participants from other disciplines, participants from minority groups, participants that are graduate students, co-sponsored panels, and specialty panels (such as senior scholar and/or graduate student panels).

The final selection of papers and panels submitted for consideration is at the discretion of the ISA Program Chair(s). The Section Program Chair shall notify the paper authors and/or panel chairs/discussants as to whether or not the proposed item is to be included as part of the Convention Program and additionally, as to whether or not the Section is willing to sponsor the panel.

The Section Program Chair, in preparation for the panel, paper, and participant selection process for the following year's Convention, should announce the Section's call for papers as early as possible after the preceding Convention. The call for papers and proposals should be published via as many vehicles as are accessible to the Section, including the Section Newsletter, the Section Website, and by requesting E-Newsletter publication on the ISA Website.

The Section Program Chair should also create a list of potentially available and viable discussants for panels falling within the quota of the section, and be prepared to respond to the overall Program Chair for additional discussants, as needed. NOTE: discussants, except under the most unusual of circumstances, should not be graduate students.

The Section Program Chair shall coordinate with Jeanne White jeanne@u.arizona.edu, the ISA Convention Manager, to schedule dates, times,

and locations for meetings and receptions that the Section wishes to hold, sponsor, or co-sponsor at the Annual Convention. Jeanne White will assist the Section Program Chair in arranging for any hospitality or special event the Section wishes to provide at its meetings and receptions. The moneys for hospitality and/or other events shall be deducted from the Section's account at ISA Headquarters.

b) ANNUAL REGION AND SECTION CONFERENCES

1) Region Conferences

a) All Regions shall hold at least one Annual Conference. Regions that are more geographically compact may choose to hold more frequent conferences and/or special meetings.

b) The Regional conference is intended to provide a forum for the exchange of scholarship within the Region, including, but not limited to, the dissemination of ideas and the optimization of graduate student involvement.

c) Regions may elect to co-sponsor a Conference with another Region or Section in order to maximize the above stated purpose and to share expenses. (Facilitation of discussion between sub-fields or regions).

d) The Regional Business Meeting is generally scheduled during the time of the Annual Regional Conference. Elections, if any, are also held or formalized at such time.

e) Typically, Regions request (substantially in advance of the conference) the President or the Executive Director to attend their annual conference and participate on the program. The manner of participation is up to the Region, although often the President is asked to give a keynote address. When doing so, it is assumed that the Region will host the President. Due to conflicting schedules, the President may ask one of the VP's or the Executive Director to participate instead.

2) Section Conferences

A Section may elect to hold a conference separate from the ISA Annual Convention. It is not unusual for Sections to hold a Conference in conjunction with a Region or another Section in order to maximize information sharing and minimize expenses.

3) *Planning a Region or Section Conference*

Adequate lead-in time is essential to planning a conference. Therefore, the program for the current year's Region or Section Conference should include time set aside for discussion of the following year's conference. Discussion should include, but is not limited to, dates, theme, leadership, and location.

Generally, a call for papers should be issued three to four months prior to the date of the Region or Section Conference. The Final Program, with defined panel topics, etc should be published one month prior to the Conference. It is generally recommended that Graduate Students not be assigned the role of discussant. However, assigning the role of chair to graduate students is acceptable.

Region and Section officers shall coordinate with the major scholars of the Region or within the Section to facilitate the broadest possible contribution to the Conference. Invitations to colleagues, graduate students, non-ISA scholars, and other institutions (other than the hosting institution) to participate in the conference program should be effected in order to facilitate diversity and volume within the Conference forum. It is common protocol for Region or Section Program Chairs to arrange for the appearance of, or to have a panel lead by, a Distinguished Scholar within the Region or within the field addressed by the Section.

The responsibilities of and costs incurred for bringing in a keynote speaker for the Region or Section Conference must be borne by the Region, not ISA. This includes airfare, travel to and from the airport, and hotel expenses for the duration of their stay. It is often helpful to ask a region or section member to serve as a liaison and make sure that all is in order for the keynote speaker. Please note that ISA does not pay honoraria.

ISA Headquarters will handle online registration for Region and Section conferences from time to time. Joel Davis joeld@u.arizona.edu can set up registration pages. Region and Section members can contact Joel Davis if they are experiencing any difficulty with the online process or if they would like to register by phone.

ISA Headquarters encourages Regions to adopt a theme for their annual conference and to recruit panels and speakers based on the theme. Program chairs for Regional meetings should partner with other organizations or ISA sections in the planning and sponsorship of the meeting. Professional development activities for faculty and graduate students are strongly encouraged.

Additional information on planning a Region or Section Conference can be obtained from Jeanne White jeanne@u.arizona.edu, ISA Convention Manager. Jeanne White can provide information on setting up the master accounts for conferences. Assistance with site selection, contracts and conference budgeting is also available. All contracts with hotels for Region or Section Conferences must be approved by ISA Headquarters.

4. DISSEMINATION OF INFORMATION

a) Newsletters

1) Region or Section Newsletters

Traditionally, Newsletters have been utilized to alert Region Members of geographically proximate events of interest and Section Members of matters of interests within its subfield. It is recommended that Region and Section Newsletters be prepared in electronic formats. Newsletters that are distributed electronically may be done so from ISA Headquarters at no charge to the Section or Region. The Section or Region should contact Mike Escalante, ISA Information Systems Coordinator, for the dissemination of electronic newsletters.

Regions and Sections that do not distribute newsletters electronically can request the production of mailing labels from ISA Headquarters. ISA Headquarters will prepare the labels and forward them to the requestor. The requestor should anticipate contacting ISA Headquarters at least two weeks prior to the anticipated mailing date of the Region or Section Newsletter in order to allow ample time for the labels to be created and then delivered to the requestor via regular post. In the event that two weeks notice is not provided, ISA Headquarters will deduct the additional cost of distribution from the Region or Section Account for any label delivery that requires “rush delivery” (such as the use of over-night service).

ISA Headquarters, Section Chairs, and Region Presidents should be included on the Region or Section’s mailing list (hard copy or electronic) to facilitate the exchange of information within the ISA Community.

2) ISA E- Newsletter

The monthly ISA E-Newsletter is sent to all current members of ISA via email. It provides the most current Association news, as well as updates on the activities of ISA Regions and Sections. If you would like to include announcements in the ISA E-NEWSLETTER, such information can be sent to Joel Davis joeld@email.arizona.edu, Internet Projects Coordinator at ISA Headquarters.

b) Region and Section Websites

Each ISA Region and Section shall create a Website and designate a Webmaster, who shall be responsible for its maintenance. The ISA shall provide a link from its Website to the Region Website. Administration of Region or Section Websites can also be facilitated by Joel Davis joeld@email.arizona.edu, Internet Projects Coordinator at ISA Headquarters. Regions and Sections should contact Joel Davis if ISA administers their website, listserv or blog. Joel can update information on the ISA website regarding officer contacts in the Online Handbook, Region conference dates, award deadlines, etc.

c) **Yearbooks**

At times, Sections have sponsored yearbooks or occasional volumes. It is necessary to secure the approval of the ISA Publications Committee and the ISA Governing Council before sponsorship can move forward. Additionally, a Section Charter should regularize the Section’s procedure of selection, content, and review of any publications to ensure the quality and timeliness of the product.

5. PAST AND PRESENT REGION PRESIDENTS AND SECTION CHAIRS

ISA Region Presidents 1995-2007			
Midwest		Northeast	
David Kinsella	1995-1997	Meredith Reid Sarkees	1995-1996
Steven Hook	1997-1998	Robert Denmark	1996-1997
Peter J. Schraeder	1998-1999	Mark Boyer	1997-1998
Patrick James	1999-2000	John Rourke	1997-1998
James M. Scott	2000-2001	Stephen Rosow	1998-1999
Marijke Breuning	2001-2002	Lisa Brandes	1999-2000
Ryan Hendrickson	2002-2003	Francine D'Amico	2000-2001
A. Cooper Drury	2003-2004	Barbara Lakeberg-Dridi	2001-2002
Ralph Carter	2004-2005	Mahmood Monshipouri	2002-2003
Carolyn James	2005-2006	Patrick Thaddeus Jackson	2003-2004
John Ishiyama	2006-2007	Daniel Green	2004-2005
		Matthew Hoffman	2005-2006
		Rosemary Shinko	2006-2008
South		West	
Jerel A. Rosati	1995-1996	James Scarritt	1995-1996
Susan Northcutt	1996-1997	Ronald Mitchell	1996-1997
Howard Warshawsky	1997-1998	Scott Gartner (co-pres)	1997-1998
Heidi Hobbs	1998-1999	Emily Goldman (co-pres)	1997-1998
Harry Chernotsky	1999-2000	Lewis Snider	1998-1999
John D. Stempel	2000-2001	Margaret Leahy	1999-2000
Nikolaos Zahariadis	2001-2002	Claude Pomerleau	2000-2001
Pia Wood	2002-2003	Jonathan Strand	2002-2004
Tom Badey	2003-2004	John Tuman	2004-2006
Ido Oren	2004-2005	Frances Pilch	2006-2008
Roger Coate	2005-2006		
Vendulka Kubalkova	2006-2007	Canada	
Nikolaos Zahariadis	2007-2008	Louis Belanger	2002-2003
		Heather Smith	2003-2004
		Stephane Roussel	2004-2005
		Claire Turenne-Sjolander	2005-2007

ISA Section Chairs 1995-2008

ALIAS	
Ole R. Holsti	1995-1996
Louis Ortmyer	1996-1997
David Schodt	1997-1998
Lynn Kuzma	1998-1999
Patrick Haney	1999-2000
Steve Lamy	2000-2001
Stephen Wrage	2001-2002
Vicki Golich	2002-2003
Jeffrey Lantis	2003-2004
Kent Kille	2004-2005
Matthew Krain	2005-2006
Carolyn Shaw	2006-2007
Douglas Becker	2007-2008
CISS	
Tsuneo Akaha	1995-1996
Phillip Meeks	1996-1998
Sai Felicia Krishna-Hensel	1998-2008
DIPLOMATIC STUDIES (DPLST)	
Paul Sharp	1996-2008
Donna Lee (co-chair)	2001-2008
ENGLISH SCHOOL (ENGSS)	
Paul Sharp	2003-2006
Daniel Green	2006-2008
ENVIRONMENTAL STUDIES (ESS)	
Philippe LePrestre	1995-1999
Dimitris Stevis	1999-2001
Don Munton	2001-2003
Ronnie Lipshutz	2003-2007
Elizabeth R. DeSombre	2007-2009
ENMISA	
Martin O. Heisler	1995-1997
James Scarritt	1997-1998
Friedrich Kratochwil	1998-1999
Yosef Lapid	1999-2000
Susanne Schmeidl	2000-2001
Reynold Koslowski	2001-2002
Antje Wiener	2002-2003
Kurt Mills	2003-2004
Rodney Bruce Hall	2004-2005
Patrick James	2005-2006

INTERNATIONAL EDUCATION (EDUC)	
Uliana Gabara	1995-1997
Kathleen Reilly	1997-1999
Joseph Rallo	1999-2001
Katherine Kidd	2001-2003
Gloria Grenwald	2003-2005
J. Barron Boyd	2005-2008
INTERNATIONAL ETHICS (ETHICS)	
Michael J. Smith	1995-1996
Frances Harbour	1996-1997
Stephen Garrett	1997-1998
William Felice	1998-1999
Marilyn McMorro	1999-2000
Nick J. Rengger	2000-2001
Cecelia Lynch	2001-2002
Stephanie Lawson	2002-2003
Tony Lang	2003-2004
Molly Cochran	2004-2006
Mervyn Frost	2006-2008
INTERNATIONAL LAW (ILAW)	
Lawrence LeBlanc	1995-1996
Katherine Rahman	1996-1997
Christopher Joyner	1997-1998
Robert Beck	1998-1999
Daniel Turack	1999-2000
Lorna Lloyd	2000-2001
John King Gamble	2001-2002
B. Welling Hall	2002-2003
Charlotte Ku	2003-2004
Henry (Chip) Carey	2004-2005
Wil Burns	2005-2006
Mary Durfee	2006-2007
Henry Chip Carey	2007-2008
INTERNATIONAL ORGANIZATION (IO)	
W. Andy Knight	1995-1997
Elizabeth Riddell-Dixon	1997-1998
Craig Murphy	1998-1999
Thomas Weiss	1999-2001
Jan Aart Scholte	2001-2004
Courtney Smith	2004-2006
Melissa Labonte	2006-2008

Stuart Kaufman	2006-2007
Alyna Lyon	2007-2008
FTGS	
Francine D'Amico	1995-1996
J. Ann Tickner	1996-1997
Margaret E. Leahy	1997-1998
Simona Sharoni	1998-1999
Deborah Stienstra	1999-2000
L.H.M Ling	2000-2001
Gillian Youngs	2001-2002
Marianne Marchand	2002-2003
Anna M. Agathangelou	2003-2004
Geeta Chowdhry	2004-2005
Marianne Franklin	2005-2006
Jane Parpart	2006-2007
Brooke Ackerly	2007-2008
FOREIGN POLICY ANALYSIS (FPA)	
Douglas A. VanBelle	1995-1996
Alex Mintz	1996-1997
Marijke Breuning	1997-1998
Steve Chan	1998-1999
Steven Hook	1999-2000
Philip A. Schrodtt	2000-2001
James M. Scott	2001-2002
A. Cooper Drury	2002-2003
Juliet Kaarbo	2003-2004
Patrick James	2004-2005
Steven B. Redd	2005-2006
Jeffrey Pickering	2006-2007
Mark Schaefer	2007-2008
GLOBAL DEVELOPMENT STUDIES (GDS)	
Timothy M. Shaw	1995-1996
Jim Riker	1996-1997
David Blaney	1997-1998
Mustapha Kamal Pasha	1998-1999
Marian Miller	1999-2000
Michael Niemann	2000-2001
Matt Davies	2001-2002
Kevin Dunn	2002-2003
Sandra MacLean	2003-2004
Ritu Vij	2004-2005
Gigi Herbert	2005-2006
Heloise Weber	2006-2007
Naeem Inayatullah	2007-2008
HUMAN RIGHTS (HR)	
Kurt Mills	2006-2008

INT'L POLITICAL ECONOMY (IPE)	
Lorraine Eden	1995-1996
Simon Reich	1996-1997
Herman Schwartz	1997-1998
Etel Solingen	1998-1999
Vicki Golich	1999-2000
Renee Marlin-Bennett	2000-2001
Philip Cerny	2001-2002
Peter Dombrowski	2002-2003
Virginia Haufler	2003-2004
A. Claire Cutler	2004-2005
Teivo Teivainen	2005-2006
Barry Gills	2006-2007
Ruth Reitan	2007-2008
INT'L POLITICAL SOCIOLOGY (IPS)	
Martin O. Heisler	2001-2003
Didier Bigo	2001-2004
Mathias Albert	2004-2005
George Thomas	2005-2006
Vivienne Jabri	2006-2007
J. Peter Burgess	2007-2008
INT'L SECURITY STUDIES (ISSS)	
William H. Kincade	1995-1997
Daniel Kaufman	1997-1999
Gwendolyn Hall	1999-2001
Joyce Kaufman	2001-2004
Jay Parker	2004-2005
Deborah Avant	2006-2008
PEACE STUDIES (PEACE)	
Carolyn Stephenson	1995-1996
Marc H. Ross	1996-1998
Louis Kriesberg	1998-1999
Juergen Dedring	1999-2000
Alice Ackermann	2000-2004
Sean Byrne	2004-2006
Janie Leatherman	2006-2008
POSTCOMM	
Barbara Jancar-Webster	1997-1999
Robert H. Donaldson	1999-2001
Valerie J. Assetto	2001-2004
Houman Sadri	2004-2006
Gregory Gleason	2006-2008
SSIP	
T. Clifton Morgan	1995-1997

INTELLIGENCE STUDIES (ISS)			
Abraham Miller	1995-1997	James Morrow	1997-1999
Jefferson Adams	1997-2003	James Lee Ray	1999-2001
James Wirtz	2003-2008	Jack Levy	2001-2003
		Suzanne Werner	2003-2005
INT'L COMMUNICATION (ICOMM)		Doug Lemke	2005-2007
Edward A. Comor	2000-2001	Brett Ashley Leeds	2007-2008
Robin Brown	2001-2003	WOMEN'S CAUCUS (WCIS)	
Betty Hanson	2003-2004	Susan Northcutt	1996-1997
Nathalie Frensley	2004-2005	Mary K. Meyer	1997-2001
Douglas A. Van Belle	2005-2006	Heidi Hobbs	2001-2002
J.P. Singh	2006-2007	Meredith Reid Sarkees	2002-2006
Nannette Levinson	2007-2008	Vicki Golich	2006-2008

6. CONSTITUTION OF THE INTERNATIONAL STUDIES ASSOCIATION

ARTICLE I. NAME

This association shall be known as the International Studies Association.

ARTICLE II. PURPOSE

1. The Purpose of the Association is to serve the needs and enhance the capacities of scholars, practitioners, and others without regard to nationality--having a professional interest in expanding, disseminating, and applying knowledge of interrelations among nations and peoples.
2. To achieve these ends, the Association shall actively pursue cooperative relationships with other appropriate organizations around the world.
3. The Association is educational and non-partisan. It will not support or oppose political parties or candidates. It may take positions on issues only if they are immediately and directly concerned with the purpose stated above and only within the limits that must be observed to maintain tax exemption under the revenue laws of the country in which the headquarters are located.

ARTICLE III. MEMBERSHIP

1. Any person sharing the purposes of the Association and paying dues set by the Governing Council may be a member. The Association is committed to fostering independent, responsible scholarly inquiry by all of its members.
2. Members shall be entitled to:
 - a. receive copies of the specified official publications of the Association;
 - b. attend, participate in, and vote in the Annual Meeting of members;
 - c. participate in mail ballots arranged by the Association;

d. participate in other activities sponsored by the Association.

3. At the discretion of the Governing Council, ISA will approve joint activity with cooperating organizations or institutions. Such approval should be with scholarly and professional organizations whose purposes are similar to those of the ISA and where cooperation is likely to lead to meaningful, reciprocal, and ongoing activities between the respective organizations.

ARTICLE IV. COMPONENT UNITS

1. Groups of members organized to promote purposes identified in Article II, Section 1, may be recognized as component units of the Association on such conditions as the Governing Council may fix. Regional divisions, urban chapters, and sections organized to promote study and research on specific problems are among the units that may be recognized.

a. In addition to the regions in existence at the time this amendment is adopted, other regional sub-units may be established upon petition of fifty or more members to the Governing Council via the Executive Director. The Governing Council will specify that portion of the Association membership dues to be credited to the regions.

b. Sections may be established upon petition of fifty or more members to the Governing Council via the Executive Director. The petition will include a statement of purpose, organization and activities. Sections may establish dues. The Executive Office will disburse funds to the activities of Sections. A section will be automatically dissolved after five years unless it reapplies for sectional status within the Association.

2. All component units will present yearly reports to the Governing Council who will then make them available to the membership of the Association.

ARTICLE V. THE GOVERNMENT

1. The government of the Association shall consist of a President, three Vice Presidents, a President-Elect, the immediate Past-President, three Vice Presidents-Elect, a Treasurer, a Governing Council, an Executive Committee, an Annual Meeting of Members, and members voting by (electronic or postal) mail ballot.

2. The officers of the Association shall be a President, three Vice Presidents, a President-Elect, the immediate Past-President, the Treasurer, and the Executive Director.

ARTICLE VI. THE GOVERNING COUNCIL

1. The Governing Council shall consist of the following:

a. The President, three Vice Presidents, the immediate Past-President, the Executive Director, the President-Elect, three Vice Presidents-Elect, the Treasurer, the Chair(s) of the annual meeting program committee and an Editor of each of the Association's journals;

b. The head of each component unit of ISA;

c. Six at-large representatives elected by members resident outside the recognized regions of the Association by processes to be determined by the Governing Council.

All of the above shall have voting status.

2. In cases of disputed elections, the Governing Council shall be the judge of its own membership.

3. The President shall convene at least one meeting of the Governing Council in conjunction with each annual convention of the Association and, with the approval of the Executive Committee, he/she may convene extraordinary meetings. He/she shall convene an extraordinary meeting if one-third or more of the members of the Governing Council request it. Except for meetings called during the period of the annual convention, members of the Governing Council shall be given at least one week's notice of their time and place.

4. The Governing Council may establish its own rules of procedure. In absence of contrary decision by the Governing Council, *Robert's Rules of Order* shall prevail.

5. The Governing Council shall:

a. approve or modify the President's recommendations of four members of the Executive Committee from its voting and ex-officio membership;

b. elect the Editor of all journals of the Association on the joint recommendation of the President and the Executive Committee; the elections shall be for a term of not more than five years and an editor cannot serve two consecutive terms;

c. decide questions pertaining to the selection and the term of service of the editor of any official publication in addition to all journals of the Association;

d. elect the Executive Director on the joint recommendation of the President and the Executive Committee;

e. recognize component units of the Association, and terminate such recognition;

f. adopt an annual budget, set dues, and authorize expenditures;

g. determine what compensation, if any, is to be paid to the Executive Director and other officers;

h. select the site of the Annual Convention or specifically delegate authority to do so;

i. approve rules for the conduct of the Annual Meeting of Members, for the holding of elections, and for the submission of proposed amendments and resolutions to members;

j. adopt resolutions and undertake or approve activities designed to promote the purposes of the Association;

k. establish and terminate standing committees.

6. The Governing Council, for adequate cause, may remove any officer of the Association. In the case of the President, it shall act only on the basis of a two-thirds recommendation of the members of the Executive Committee. In the case of the editors of all journals of the Association and the Executive Director, it shall act only on the basis of a joint recommendation from the President and the Executive Committee who together must comprise two-thirds of the Executive

Committee.

ARTICLE VII. THE EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the President, the Vice Presidents, the President-Elect, the immediate Past-President, the Treasurer, the Executive Director and four members selected by the Governing Council from its own membership, reflecting the diversity of perspectives of the Association. Elected members representing the Governing Council shall serve for one year and shall be eligible for re-election.

2. The Executive Committee shall meet at the call of the President. He/she is obliged to call a meeting upon the request of one-third or more of the members of the committee.

3. The Executive Committee shall:

a. assist and advise the president as he/she requests;

b. review, at the request of any two members of the Executive Committee, the performance of duties of any officer of the Association, the Editors of any of the Association's publications, appointed committee Chairpersons, or the Executive Director for the purpose of determining whether they should be asked to alter their performance or be dismissed. Any Officer, Editor, Committee Chairperson, or the Executive Director shall be given the opportunity to respond in person to any allegations of inadequate performance, but shall not participate in the final deliberation or vote on the disposition of the case. By agreement of two-thirds of its members who are present, the Executive Committee may request modification in performance, issue a reprimand, or issue a citation or the appropriate recognition for outstanding performance of duties to the individual(s) reviewed. By a two-thirds vote of those eligible, the Executive Committee can recommend to the Governing Council that any officer of the Association, Editor, Committee Chair or the Executive Director be dismissed;

c. undertake assignments growing out of resolutions duly adopted by governing agencies of the Association.

ARTICLE VIII. THE PRESIDENT

1. The President shall serve for a term of one year. He/she shall assume office at the close of the convention in which the Annual Meeting of Members takes place. He/she shall relinquish the position at the close of the subsequent convention in which the Annual Meeting of Members takes place.

2. The President shall:

a. convene and preside over meetings of the Executive Committee, the Governing Council, and the Annual Meeting of Members;

b. arrange for the preparation of an agenda for meetings of the Governing Council and for the Annual Meeting of Members;

c. recommend a budget to the Governing Council;

- d. arrange to inform the Governing Council and the Annual Meeting of Members of the Association's financial condition;
- e. oversee with the Treasurer the handling of the Association's funds;
- f. oversee the work of the Executive Office;
- g. recommend jointly with the Executive Committee the election, or for adequate cause the removal, of the Editor of all journals of the Association and the Executive Director of the Association;
- h. appoint the chair and members of the committee to nominate the Vice Presidents-Elect and the President-Elect;
- i. propose programs and policies designed to advance the best interests of the Association.

ARTICLE IX. THE PRESIDENT-ELECT

1. If more than one person is duly nominated for the office of President-Elect, election shall be by (electronic or postal) mail ballot of the members of the Association. Otherwise election shall be by vote of the Annual Meeting of Members.
2. The President-Elect shall automatically succeed to the Presidency at the close of the Annual Meeting of Members next after his election.
3. If the President should die, resign, or be unable to perform his/her duties, the President-Elect, if available, shall become the president for the remainder of the term.
4. Upon election as President-Elect, the President-Elect shall appoint a program chairperson and members of the standing and ad hoc committees for his/her term of office as President.

ARTICLE X. THE VICE PRESIDENTS

1. Three Vice Presidents shall be elected for one-year terms coinciding with the term of the president. If more than three persons are duly nominated, election shall be by (electronic or postal) mail ballot. Otherwise election shall be by vote of the Annual Meeting of Members. Terms of office shall begin at the close of the Annual Meeting next after the election.
2. One of the Vice Presidents shall be resident outside the recognized regions of the Association.
3. The Vice Presidents shall be members of the Executive Committee and the Governing Council.

The responsibilities of the Vice Presidents shall include oversight and coordination of committees, liaison with sections and regions, interaction with other appropriate organizations, development of inter-organizational cooperation, and strengthening connections with government, foundations, and business. The President, in consultation with the Vice Presidents, shall determine the specific responsibilities of the Vice Presidents.

5. If the President should die, resign, or be unable to perform his/her duties, and if the President-Elect is unavailable to take over the duties of the office, the immediate Past-President will convene the Executive Committee to determine which Vice President should complete the term

as President.

6. Three Vice Presidents-Elect shall be elected at the same time and by the same procedures as the President-Elect. If more than three persons are being nominated to the office of Vice President-Elect, election shall be by mail ballot. Otherwise elections shall be confirmed at the annual meeting of members. Vice Presidents-Elect shall serve in that capacity from the time that their election has been confirmed at the Annual Meeting or the mail ballot, until the next annual meeting. At the close of that meeting they shall automatically succeed to the office of Vice President and serve in that capacity until the close of the following Annual Meeting.

7. The Vice Presidents-Elect shall be members of the Governing Council and alternate members of the Executive Committee. Upon succeeding to the office of Vice President they shall also serve as full members of the Executive Committee.

ARTICLE XI. THE TREASURER

1. The Treasurer shall be elected for a three-year term, with the possibility of re-election.

2. If more than one person is duly nominated for the office of Treasurer, election shall be by (electronic or postal) mail ballot of the members of the Association. Otherwise election shall be by vote of the appropriate Annual Meeting of Members.

3. If the Treasurer should die, resign, or be unable to perform his/her duties, the President will, with the consent of a majority of the Governing Council, appoint an Acting Treasurer to serve until a new Treasurer is elected.

4. The Treasurer shall:

a. oversee, with the President and the Executive Director, the handling of the Association's funds;

b. advise the President and Executive Director on recommending a budget to the Governing Council;

c. review the annual report of the Executive Director to the Governing Council and the Annual Meeting on the Association's financial condition;

d. propose programs and policies to enhance the financial condition of the Association;

e. serve as a member of the Governing Council and the Executive Committee.

ARTICLE XII. THE EXECUTIVE OFFICE

1. The Executive Office shall consist of an Executive Director and such staff as he/she shall appoint under the budgetary authorization of the Governing Council.

2. The Executive Office shall be responsible for the day-to-day operation of the Association and shall provide support for the governing agencies of the Association.

3. The Executive Director shall be the chief administrative officer of the Association. He/she shall be elected by the Governing Council for a term of not more than five years on the joint recommendation of the President and the Executive Committee. He/she shall be eligible for

reelection. If a vacancy occurs prior to the end of the anticipated term, the President, after consulting with the Executive Committee, may appoint an acting Executive Director to serve until the office is filled.

4. The Executive Director shall:

- a. have charge of the Executive Office;
- b. assist the President and other officers and agencies of the Association in the performance of their duties, responding to the requests and initiating his/her own proposals for their consideration;
- c. publish in an official publication of the Association the minutes of the meetings of the Governing Council and of the Annual Meeting of Members; propose an annual budget for consideration by the Finance Committee; draft agendas for the meetings of the Governing Council, the Executive Committee, and the Annual Meeting;
- d. perform such other duties as the President or the Governing Council may direct.

ARTICLE XIII. THE ANNUAL MEETING OF MEMBERS

1. The Annual Meeting of Members shall be held at the Annual Convention. All members shall be entitled to participate and to vote.

2. The Annual Meeting of Members shall have the authority to:

- a. alter the agenda prepared for it;
- b. receive and consider reports;
- c. discuss any matter relevant to the purposes of the organization;
- d. adopt resolutions consistent with this constitution, provided that the proposed text has been communicated to the Executive Director or the President at least twenty-four hours in advance;
- e. act upon constitutional amendments initiated in accordance with Article XV, Section 3;
- f. receive nominations made by the Nominating Committee and by petition.

3. Resolutions adopted by the Annual Meeting of Members shall stand as an expression of the views of that body. They shall be considered by the Governing Council and shall constitute formal actions of the Association if they are also adopted by the Governing Council. If a resolution adopted by the Annual Meeting of Members obtains the support of at least one-third of those voting in the Governing Council but fails for adoption, it shall be referred to the membership in a mail ballot.

ARTICLE XIV. NOMINATIONS AND ELECTIONS

1. Each President-elect shall select three members for the nominating committee, each to serve for a period of three years (for a total of nine members), after consulting with the Vice-Presidents-elect and taking care that selections contribute to a committee with a variety of

perspectives from the organization. The President-elect shall select a convener from the appointed members of the nominating committee for its first meeting at which the committee will elect a chair.

2. Candidates for President shall be chosen with due consideration both to professional distinction and involvement in the International Studies Association.
3. The nominating committee shall propose at least one candidate for each office to be filled by election of the Association.
4. The nominating committee shall begin its deliberations at the annual meeting of the International Studies Association.
5. The nominating committee shall report its recommendations to the Executive Committee not later than its autumn meeting. The nominations shall be made known to the membership in the first newsletter following that Executive Committee meeting.
6. Any petition for alternative candidates with the documented support of 5 percent or more of the ISA's membership (as of 1 October) that is received by 1 November will be given the same publicity within the organization as accorded the slate of the nominating committee. An election by mail or electronic means will be held between November 5 and December 5. If the election is contested, the winning slate will prevail. If the election is uncontested, there must be at least a 20 percent return for the result to be valid. If the percentage return is lower than 20 percent, a second balloting will take place between December 10 and January 15. If the unopposed slate is not elected in the first voting, the nominating committee will reconvene and present a new slate to be voted on between January 15 and February 15. If that election draws less than 20 percent participation or the new slate is not elected, the matter will be referred to the Governing Council. If, in a second balloting, the original uncontested slate is not elected or there is an insufficient level of participation, the matter will be referred to the Governing Council.
7. If a new group of officers-elect has not been chosen by the date of the Annual Meeting, the existing officers will continue in office for three months.
8. When the President-elect has succeeded to the Presidency in accordance with Article IX, Section 3, and is due to serve as president for more than six months, the Nominating Committee may propose a new nominee up to three months in advance of the annual meeting of members.
9. In the event that a candidate becomes unavailable after the nominations have been announced, the Nominating Committee may propose a new nominee until January 15. Procedures for dealing with any vacancy occurring after that date will be decided by the Governing Council.

ARTICLE XV. STANDING AND AD HOC COMMITTEES

1. The work of the Association may be facilitated by the creation of standing and ad hoc committees. Standing committees are created for tasks that are anticipated to require continuous attention for an indefinite period of time. Ad hoc committees are established for assignments of a one-time or irregularly occurring nature, but that can be completed within a year.
2. Standing committees are established or terminated by a majority vote of the Governing Council which shall specify their mission and membership size. Standing committees are responsible to

the Governing Council and should report to it at least once a year. At the discretion of the Governing Council these annual reports may be given to the Annual Meeting of Members and/or submitted in writing for publication. On recommendation of the President, the Governing Council designates the individuals to serve as chair and members of a standing committee for terms of two years. The chair of a standing committee may not serve consecutive terms.

3. Ad hoc committees are appointed for a maximum period of one year by the President who determines their mission and membership. Ad hoc committees report to the President in the manner he/she specifies except for the Nominating Committee which shall perform as stated in Article XIII.

4. The President-elect shall appoint three members of the Finance Committee for two-year terms.

ARTICLE XVI. LEGAL AND FINANCIAL PROVISIONS

1. The Association shall seek to maintain tax exemption under the terms of the internal revenue legislation of the country in which the Headquarters are located.

2. No officer or agency of the Association shall borrow money in the name of the Association.

ARTICLE XVII. AMENDMENTS

1. Amendments to this constitution may be proposed by the Governing Council or by the membership.

2. Proposed amendments that are approved by a two-thirds vote of the Governing Council shall be submitted to a mail ballot of the members of the Association.

3. Any group of thirty-five or more members of the Association may propose amendments by a signed petition submitted to the Executive Director not less than sixty days prior to the annual meeting of members. The Executive Director shall promptly announce such proposals to the members. If the annual meeting of members endorses a proposed amendment by a majority vote, it shall be considered by the Governing Council, and if at least one-third of those voting in the Governing Council approve, the amendment shall be submitted to the members of the Association in a mail ballot.

4. Amendments supported by a majority of those voting in a mail ballot shall be declared adopted.

Last Revised: The ISA Constitution was formally amended at the 42nd Annual Convention, Chicago, Illinois, February 20-24, 2001.

7. ISA HEADQUARTERS CONTACT INFORMATION

ISA HEADQUARTERS AND EXECUTIVE OFFICES

2000 - 2010

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SHEA ROBINSON	Membership Services Coordinator isa@u.arizona.edu	520.626.0216

8. ISA COMPENDIUM PROJECT

At the 2006 annual meeting in San Diego, CA, the International Studies Association approved the undertaking of a major Compendium Project to be published by Blackwell Publishers. The Compendium Project will serve as a repository of information about the development of our thinking on a given issue, the status of the current literature, and possible future directions. The Project is organized around ISA sections. At the heart of the project are a series of review essays that will trace the development, current status and future prospects of the literature in various issue areas. Blackwell will market this hardback product to libraries and other institutions. In the electronic version, titled *International Studies On-Line*, the essays will be enhanced with live links to archives, datasets, cases, pedagogical aids and other relevant materials. Along with the on-line version of the project, there will be an on-line discussion forum so that individuals may respond to the essays. Along with the on-line version, Blackwell will also publish a hardback version of the materials in A-to-Z format to be titled ISE (*International Studies Encyclopedia*). ISA Sections will have the option of pursuing an independent volume. Bob Denmark of the University of Delaware will serve as general editor. Information about the Compendium Project can be found at: <http://www.isanet.org/compendium/>