

IPSA RESEARCH COMMITTEE
GUIDE FOR RC CHAIRS

14th Edition

AUGUST 2023

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Excerpt from the *IPSA Rules and Procedures (2023)*

Book 7

Article 10

No-one may be a board member of more than one research committee.

Article 11

If, for any reason, the elected chair is unable to continue his/her mandate, then an interim chair should be named by the IPSA Committee on Research and Training, after consultation with the outgoing research committee board members. The interim chair is then required to appoint a reconstituted board, which would be responsible for administering the affairs of the research committees until its next regular biennial election and to notify the IPSA Secretariat of its composition.

Article 12

Research committees must keep the IPSA Secretariat informed of their activities and share any materials for publication and dissemination on a regular basis so that the Secretariat can circulate this information in a timely manner.

Article 13

Research committee board members must be dues-paying individual members of IPSA.

Title V

Activities

Article 14

Research committees must organize a minimum of two panels at the IPSA world congress.

Article 15

Between congresses, research committees should organize meetings, conduct research and publish its results, and circulate news and information about their activities. All research committees are required to organize at least one academic meeting in the non-congress year, in addition to the minimum of 2 panels to be organized at the IPSA World Congress.

Article 16

In the event of participation fees at any academic meeting organized by a research committee, these shall be set at a low enough level to ensure that participation at the meeting is not discouraged and diversity and inclusivity principles are considered.

Title VI

Recognition of Research Committees

Article 17

The Committee on Research and Training may recommend to the Executive Committee the recognition of a new research committee on the basis of a request signed by at least 15 political scientists from at least seven different countries and two continents; the signatories must be gender balanced.

Article 18

Any application for the formation of a research committee must be accompanied by a statement outlining:

- (i) The subject of the proposed committee;
- (ii) The main analytical perspectives and empirical fields to be considered;
- (iii)

Title VIII

Committee on Research and Training

Article 22

The Committee on Research and Training shall consist of members appointed by the IPSA Executive Committee including the RC-EC Liaison and the Summer School Coordinator (both *ex officio*).

Article 23

The duties of the Committee on Research and Training pertaining to the research committees are:

- (i) To consider proposals for new research committees, and to recommend whether or not they should be accepted;
- (ii) To regularly monitor the activities of existing research committees and assess their reports every six years, and to recommend whether or not they should be continued;
- (iii) To monitor the scope and activities of research committees as a whole, to encourage their work, and to recommend ways in which its quality might be improved;
- (iv) To encourage the systematic development of research on a planned basis by identifying gaps and areas of overlap in the overall pattern of research committees;
- (v) To assess the research committee's applications for funding and make recommendations to the Executive Committee with regards to their approval;
- (vi) To appoint interim research committee chairs; and
- (vii) To report its recommendations and conclusions to the IPSA Executive Committee and, where appropriate, to the IPSA Council.

Title IX

Interpretation

Article 24

The Committee on Research and Training shall rule on any ambiguities in these rules, subject to a right of appeal to the IPSA Executive Committee.

Book 8

ADVISORY COMMISSION ON RESEARCH

Title I

Definition

Article 1

The Advisory Commission on Research is constituted of the chairs of the research committee; its formal status is that of a body advisory to the Executive Committee.

Title II

Objectives

Article 2

The Commission shall advise the Executive Committee on the conduct of research within IPSA, including policy on the recognition of research committees, on the monitoring of their activities, and on their involvement in the program of the biennial world congress.

Title III

Organization

Article 3

Its meetings shall take place every two years, on the occasion of the IPSA biennial world congress. This meeting will be conducted in an in-person format.

Article 4

Its membership shall comprise the chairs of all research committees or their representatives and the members of IPSA's Committee on Research and Training.

Article 5

The attendance at its meetings shall be open to members of IPSA's Executive Committee, the World Congress Program Chair and the editors of IPSA's publications.

Article 6

Its meetings shall be chaired by the chair of the Committee on Research and Training or, in his or her absence, by a member of the Committee on Research and Training designated by the IPSA President. The Executive Director shall act as secretary to the Advisory Commission on Research.

Title IV

Duties

Article 7

The chairs of research committees or their designated representatives shall elect, during the biennial meeting of the commission, one of its members who shall liaise with the IPSA Executive Committee in order to facilitate the linkage and coordination between the research committees and the IPSA Executive Committee. This elected official is to be called the RC-EC Liaison.

Title V

Procedures for the Election of the RC-EC Liaison

Book 9

RC-EC LIAISON

Title I

Definition

Article 1

The RC-EC Liaison shall liaise between the research committees and the IPSA Executive Committee, and her/his mission is to facilitate the linkage and coordination between them. She/He is elected at the biennial meeting of the Advisory Commission on Research for a maximum of two terms of two years.

Title II

Role

Article 2

The RC-EC Liaison shall advise the IPSA Executive Committee and the IPSA Secretariat on matters related to the research committees and attend the meetings of the Committee on Research and Training. The RC-EC Liaison shall consistently maintain communication with board members of all research committees and with the chair of the Committee for Research and Training.

Article 3

The RC-EC Liaison is invited ex officio to all IPSA Executive Committee meetings to further strengthen the link between the research committees and the Executive Committee. As with all Executive Committee members, he or she has to finance his/her travel expenses but should be included in the Executive Committee contingent for which the local organizers would normally cover the cost of the hotel room and meals.

Article 4

He or she shall issue a report to the chair of the Committee on Research and Training no later than one week prior to the meeting.

Article 10

All research committee chairs or vice-chairs who signed the application for funds on behalf of their research committee must submit eligible expenses to the IPSA Secretariat within six months of the funded event. Eligible expenses must be substantiated by appropriate documentation (invoices, receipts, etc.). Not fulfilling these justification obligations could compromise funding for that RC in the following years. Only chairs and vice-chairs eligible to apply for funding on behalf of a research committee may receive funds on its behalf.

Title III

Websites

Article 11

Research committees' websites are constructed and hosted by the IPSA Secretariat on the basis of information provided by research committees. Managing and updating the website is the responsibility of each research committee. No funding is consequently available for such websites.

Article 12

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ADVERTISE YOUR EVENT THROUGH IPSA'S MEDIAS

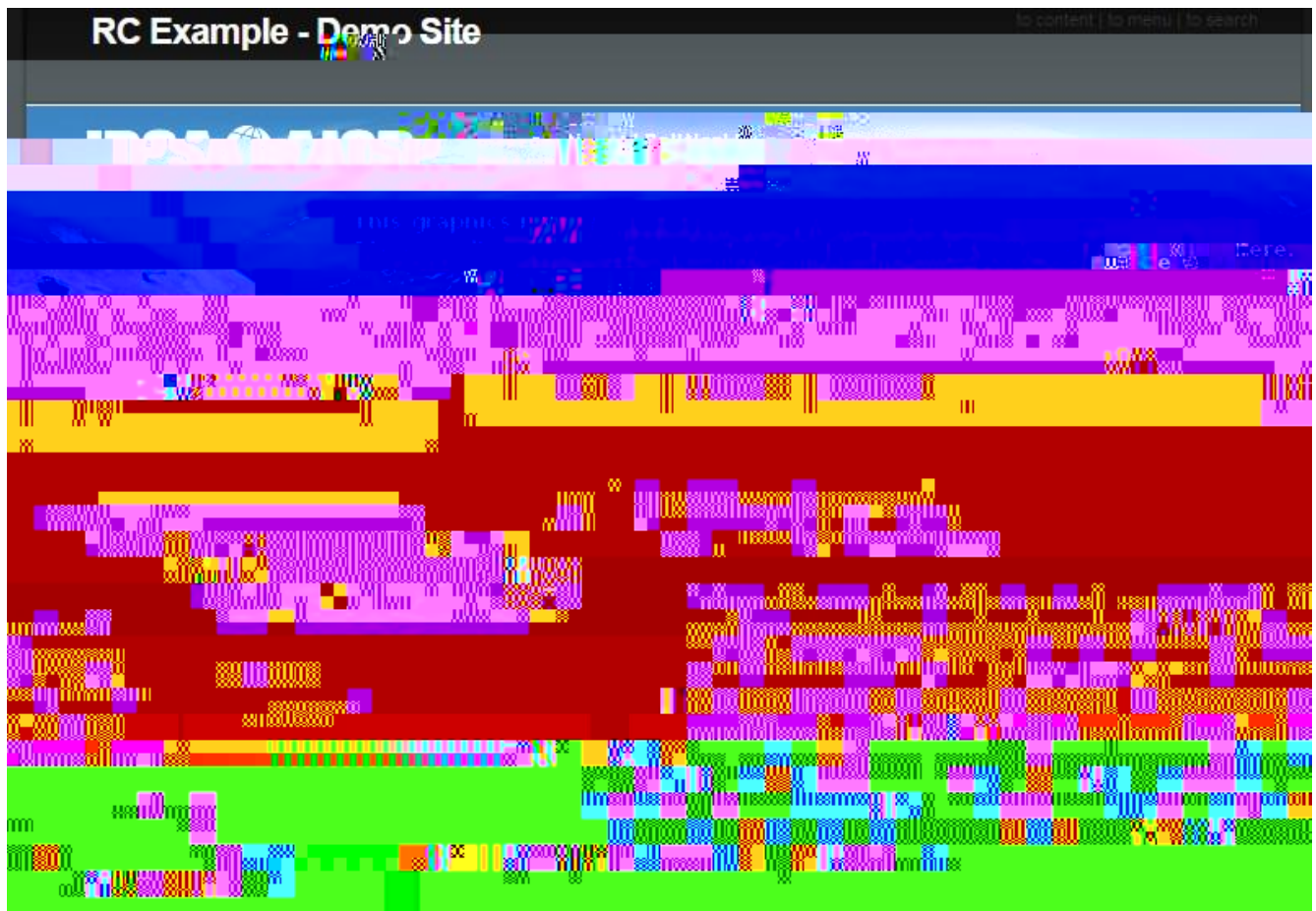
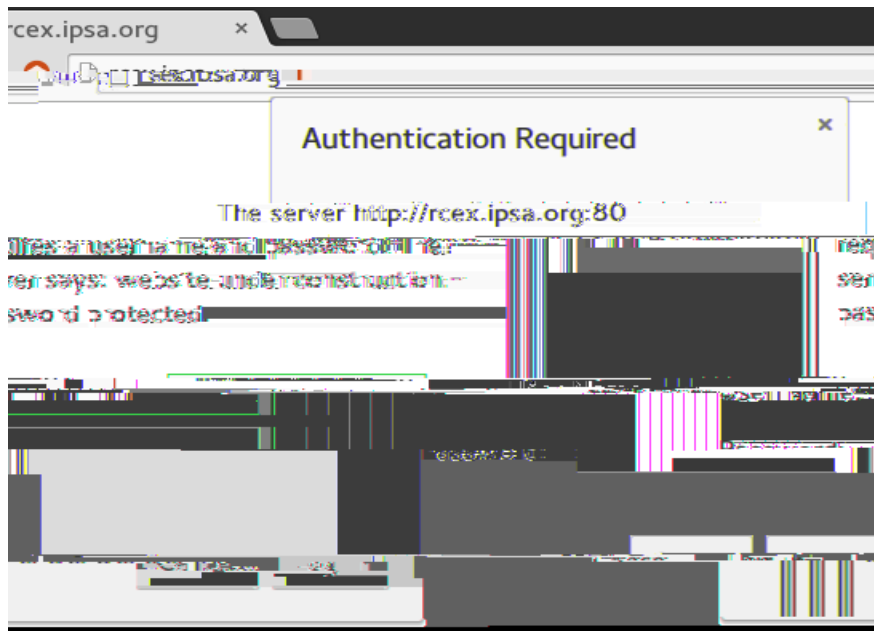
Participation

MEMBERSHIP INFORMATION EXCHANGE BETWEEN RC AND IPSA
SECRETARIAT

RC WEBSITE SYSTEM

Now it falls to you to add and organize the content of the site.





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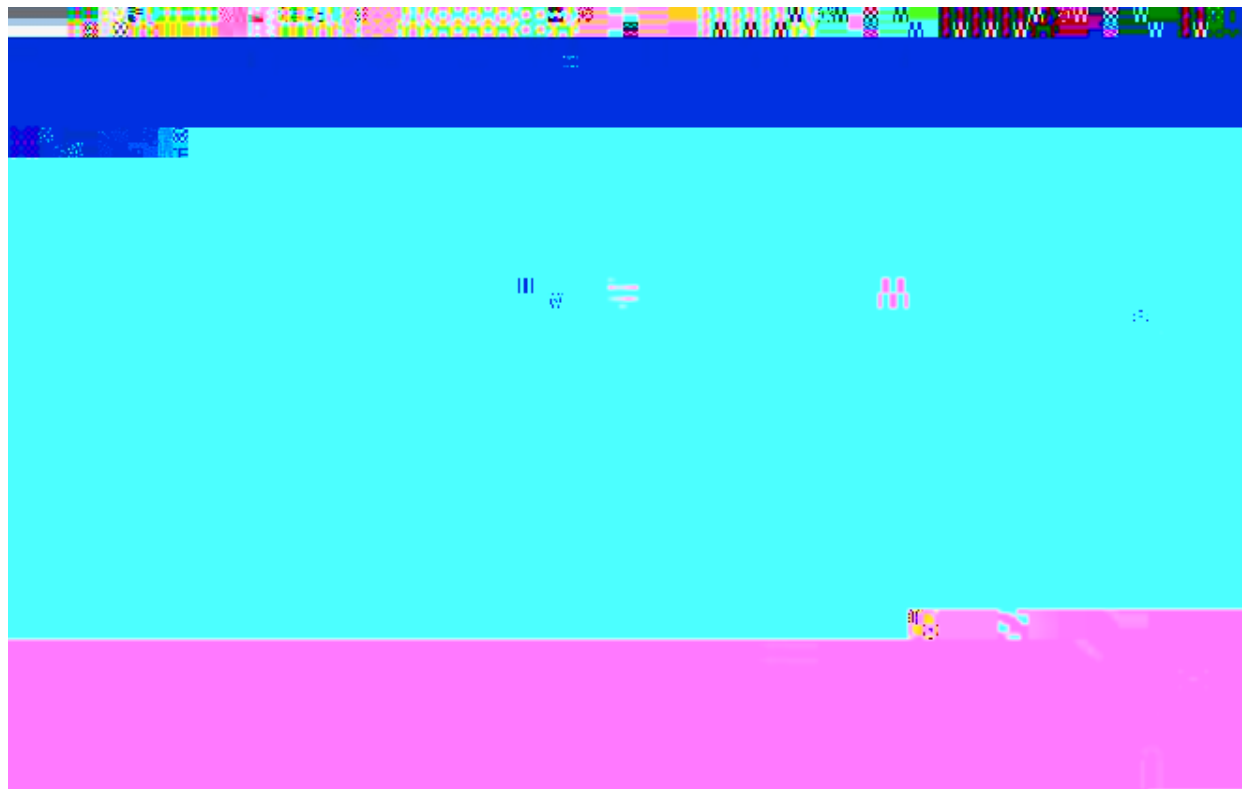
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