

- tion on which the membership is being asked to vote by mail ballot.
- 2) The referendum ballot or ballots is accompanied by a statement of views including:
 - a) A statement giving the position of the Council on each proposed amendment or resolution;
 - b) A statement supporting each proposed amendment or resolution by the principal proposer or his designee; and
 - c) In those cases where there is manifest opposition to an amendment or resolution, a critical statement by a leading opponent or his designee.

4.13. The Association shall prepare a pamphlet or leaflet which shall include constitutional provisions and rules with respect to elections. It shall make these available to anyone requesting petitions and to groups who nominated candidates the previous year. The Elections Committee may publish a brief statement on election rules in the September issue of *PS* covering major elements of election practices in the Association. The Elections Committee may schedule a meeting early in each convention to acquaint members with election procedures.

4.14. Mailing address labels of the APSA may be purchased at cost from the Association by any nominating group.

4.15. Notice of challenges shall be sent to all election agents and candidates.

4.16. Election Agents shall immediately bring any charges of irregularity in the conduct of the election to the Elections Committee which shall investigate such charges. The Committee shall communicate any rulings it may make as a result of such charges, or on other matters affecting the conduct of elections, to all agents and to those movers of resolutions and amendments who may be concerned and to the Council.

4.17. Release of election results shall be the duty of the Elections Committee. It shall promptly inform the Executive Director of the Association, who shall inform all candidates, agents, sponsors, proponents and opponents of issues and may use other appropriate means to inform the membership. In addition, it shall certify results to the President and the Executive Director, and report on such results to the Council. In addition, it shall report on any new rulings that may have been applied.

4.18. Recounts shall be held at the discretion of the Elections Committee or upon reasonable request of a candi-

date, agent, proponent or opponent of a resolution or amendment submitted to the Chairperson of the Elections Committee within 30 legal working days after the mailing of the election results. Candidates and Agents involved shall be notified in advance of the time and place of the recount and shall be entitled to be present. Requests for recounts which are denied by the Committee may be appealed to the Council.

4.19. If recounting shall not resolve a tie, the decision shall be made by secret ballot of the certified officers and Council members.

5. Council Meeting: Observers

5.1 Meeting of the Council shall be open to attendance by members of the Association.

5.2 Members attending Council meetings under Rule 5.1 are entitled to observe, but not participate in the Council's discussion.

6. Calendar of Deadlines

Constitutional Amendments Friday, May 31, 5:00 p.m.

All proposed constitutional amendments together with the required fifty signatures shall be filed with the Executive Director.

Officers and Committee Reports Friday, May 31, 5:00 p.m.

Reports of officers and committees must be filed with the Executive Director.

Resolutions

If proposers of resolutions file them with the Executive Director by Friday, May 31, they will be published in the September *PS*.

Thursday, August 1, 5:00 p.m.

All proposed resolutions must be filed with the Executive Director.

Membership Notice

By August 23, an official notice will be sent by the national office to all individuals whose membership will expire in the quarter prior to the election.

Nominations

If nominations are submitted prior to the Annual Meeting, they should be

filed together with the required ten signatures with the Chairperson of the Elections Committee in care of the Association no less than seven days prior to the Annual Meeting. If nominations are filed at the Annual Meeting, they must be filed with the Chairperson of the Elections Committee, at the APSA Office at the convention hotel, according to the Constitution, by at least twenty-four hours prior to the Annual Business Meeting.

7. 1996 Annual Business Meeting

Saturday, August 31, 5:30 p.m.* Business Meeting Order of Business

- I. Nominations of Officers
- II. Constitutional Amendments
- III. Resolutions
- IV. Certification of Nominees by the Election Committee
- V. Report of the Treasurer

Sponsors of candidates, resolutions, amendments, and other matters to be attended to at the business meeting are encouraged, but not required, to meet with the presiding officer in the meeting room one-half hour ahead of time to facilitate the flow of business.

Constitution of the American Political Science Association

Article I: Name

This Association shall be known as The American Political Science Association.

Article II: Purpose

1. It shall be the purpose of this association to encourage the study of Political Science, including Political Theory, Political Institutions, Politics, Public Law, Public Administration and International Relations.

2. The Association as such is nonpartisan. It will not support political parties or candidates. It will not commit its members on questions of public policy nor take positions not immediately concerned with its direct purpose as stated above. But the Association nonetheless actively encourages in its membership and its journals, research in and concern for significant contem-

* If necessary, a second Business Meeting will be held at 9:30 a.m. on Sunday, September 1.

An open forum with candidates for APSA offices will be held at 12:15 p.m., Thursday, August 29.

porary political and social problems and policies, however controversial and subject to partisan discourse in the community at large these may be. The Association shall not be barred from adopting resolutions or taking such other action as it deems appropriate in support of academic freedom and of freedom of expression by and within the Association, the political science profession, and the university, when in its judgment such freedom has been clearly and seriously violated or is clearly and seriously threatened.

Article III: Membership

1. **Annual Members.** Any person sharing the objects of this Association may become a member upon payment of annual dues. All classes of dues, including life membership and reduced annual dues for retired members and students shall be set by the Council.

2. **Life Members.** Any person paying dues of a life member in a lump sum, or in installments spread over not more than ten years, shall become a Life Member of this Association and thereafter be exempt from further dues.

3. **Student Members.** Any graduate or undergraduate student registered in a college or university may become a Student Member of the Association upon payment of dues and may remain such while he or she is so registered, but for no more than five years, by paying annual dues.

4. **Family Members.** Another person in the family of a member may become a Family Member upon payment of dues, and may remain such as long as there is another Association member in the family, by paying annual dues.

5. **Retired Members.** Any member who has been a member for twenty-five years prior to retirement shall be entitled, on retirement, to continue membership at the retired members dues rate.

6. **Institutional and Library Memberships.** The dues and privileges of Institutional and Library Members shall be fixed by the Council but dues may not be less than those for Annual Members.

7. **Privileges of Members.** Each member, other than a Family Member, shall be entitled to a copy of each number of *The American Political Science Review* issued during his or her membership. All members, upon payment of such registration fee as the Council may approve, shall be entitled to attend and to participate in the Annual Business Meeting of the Association.

Article IV: Officers

1. The officers of the Association shall be a President, a President-Elect, three Vice-Presidents, a Secretary, a Treasurer, and sixteen elected members of a Council, all of whom shall be elective officers and who shall represent the Association in its corporate capacity. In addition, there shall be an Executive Director of the Association, a Managing Editor of *The American Political Science Review* and such other appointive officers and committees as are hereinafter provided for.

2. The elective officers, together with the Executive Director, the Managing Editor and the Chair of the Program Committee, shall constitute the Council of the Association. Ex-Presidents of the Association, and upon invitation of the President, the chair of any committee of the Association and nominees to the next year's Council, may attend meetings of the Council and participate in its discussions but have no vote.

3. The President, the President-Elect, the Treasurer, and four other elected members of the Council appointed by the President with the advice and consent of the Council shall constitute the Administrative Committee of the Council.

Article V: Elective Officers

1. The elective officers, except the President, shall be chosen by vote of the members of the Association attending the Annual Business Meeting, a quorum being present, provided that whenever there is a contest for any elected office or offices such elections shall be conducted by mail ballot of the entire individual membership. In the latter event the Executive Director shall distribute ballots within thirty (30) days following the Annual Business Meeting and under such other conditions as the Council may prescribe, and he or she shall count only ballots returned within thirty (30) days following distribution; each contested election, except as specified below for the President-Elect, shall be determined by a plurality of those voting on the particular office; if the number of nominees for the set of vice-presidencies or for Council membership exceeds the number of offices constitutionally to be filled, all such nominees shall appear on the mail ballot, members shall be entitled to vote for a number equal to the number of offices in the set, and the nominees ranking highest in the poll, in a number equal to the number of offices, shall be declared elected.

The President-Elect shall be chosen

by the above method only if there are two and only two nominees for the office. Should there be three or more nominees for President-Elect, ballots for that office shall be so designed as to enable members to designate their rank-ordered preferences by placing numbers beside the names of the nominees ("1" for first preference, "2" for second preference, and so on for each nominee). If no nominee receives at least fifty-percent-plus-one of the first preferences, other preferences shall be added from the first-preference ballots of each eliminated nominee according to the standard method of the alternative vote system, which shall be prescribed by the Council in advance of nominations, until one nominee receives at least fifty-percent-plus-one of the aggregated preferences and is declared the winner. The President-Elect shall automatically succeed to the office of President upon the completion of the President's term, or upon the occurrence of one of the contingencies provided for in section 3 of this article. The terms of elective officers, except members of the Council and the Treasurer, shall extend for one year measured from the end of the program of the Annual Meeting, except that an officer's term shall in no event expire until his or her successor assumes office. The terms of members of the Council shall extend for two years, similarly calculated, and one-half shall expire each year. The term of the Treasurer shall also extend for two years, similarly calculated.

2. After each annual meeting the President shall appoint with the advice and consent of the Council and with due regard to geographical distribution and the fields of professional interest, three members to a Nominating Committee of six, to serve for two-year terms; and he or she shall designate the chair. The Committee may canvass the membership directly or indirectly for suggestions, and shall submit to the next Annual Business Meeting one nomination for each elective office to be filled, except the Presidency. These nominations shall be announced to the membership, by any convenient means, well in advance of the Annual Meeting. Additional nominations, sponsored by at least 10 members of the Association, may be offered from the floor at the Annual Business Meeting, upon 24 hours' advance notice to the Secretary.

3. In case of death, resignation or inability of the President to perform the duties of his or her office, the President-Elect shall immediately succeed him or her and shall be President for the remainder of the term unless that is

less than four months, in which case he or she shall serve out the unexpired term and one additional year. In case of an interim vacancy in the office of President-Elect, the Nominating Committee shall forthwith proceed to nominate and the Council shall elect a new President-Elect to serve until the end of the next Annual Meeting. Actions to fill a vacancy may in case of need be taken by mail, telegraph or telephone, without a meeting. At the next Annual Business Meeting the Association shall confirm the Council's action by electing the President-Elect to the office of President or instead may elect another member as President, or may take such other action as in its discretion the situation may require, to the end that there shall be in office at all times both a President and a President-Elect.

The Council may fill any interim vacancy in its elective membership until the end of the next Annual Meeting.

4. The elective officers, except the Secretary and the Treasurer, shall be ineligible to succeed themselves in office. After a lapse of two years, a former member of the Council may be elected to another term.

5. Nominations for the office of Treasurer should be from among members of the Association who, at the time of nomination, are serving as members of the Council or who have completed service during the preceding year.

Article VI: Appointive Officers

1. The Executive Director of the Association and the Managing Editor of *The American Political Science Review* shall be appointed by the Council, after it hears the recommendation of the President. They shall have terms to be fixed in each case by the Council; and they shall be eligible for reappointment.

2. There shall be a Board of Editors of *The American Political Science Review* to assist the Managing Editor, and the Council may determine its size, method of appointment and tenure.

3. The Council may establish other offices, boards and committees, as the business of the Association may require, define their tasks and powers, and fix their terms and methods of appointment.

Article VII: Management of Association and Duties of Officers

The membership of the Association duly assembled in the Annual Business Meeting or in a special meeting called shall consider policy questions brought to it, and may vote to confirm, revise,

or repeal the action of the Council, or any officer. Whenever one-third or more of those present and voting at the Annual Business Meeting vote to repeal, revise, or substitute the judgment of the Meeting for an act or recommendation of the Council or of any officer, the question shall be submitted to the entire membership in a mailed, secret ballot under conditions prescribed by the Council and shall be determined by a majority of those voting by mail on the question. One hundred members shall constitute a quorum for the Annual Business Meeting. The Association shall meet annually at a time and place designated by the Council. The Council and the officers shall make every effort to acquaint the members with the business of the Association and with the issues involved in the agenda of the Annual Business Meeting or in a ballot by mail, and to provide sufficient time at business meetings for deliberations and votes.

2. Subject to the foregoing, the Council shall be the governing body of the Association and have general charge and supervision of its business and interests in accordance with this Constitution. The Council shall meet once a year before the Annual Business Meeting, and oftener at its discretion or on call of the President. Nine members shall constitute a quorum and a majority vote of the members in attendance shall control its decisions. The Council may call special meetings of the Association. It shall receive reports of all officers and committees; adopt the budget and appropriate money; and give its recommendations upon all questions (except the election of officers) to be presented to the Annual Business Meeting. It shall receive an annual audit of the Association's accounts. It may give directions to officers and committees, and adopt the rules for the regulation of the Association's business. In the event of an emergency which prevents the holding of the Annual Business Meeting, the Council may exercise all the powers of the Association including the election of officers.

3. The President shall preside at business meetings of the Association and the Council. Except as may be otherwise provided, he or she shall appoint all committees of the Association. He or she shall see to it that the business of the Association is faithfully transacted.

4. The Secretary shall approve and have custody of the minutes of business meetings, of the Council and of the Association; and he or she shall

report the actions of the Council to the Annual Business Meeting.

5. The Treasurer shall review and approve the arrangements for the receipt, custody and disbursement of Association funds, and for keeping the Association's accounts. He or she shall arrange for the annual audit, and present the auditor's report to the Council. He or she shall report the Association's financial condition to the Annual Business Meeting. He or she shall review the Association's investments and make recommendations of investment policy to the Council. He or she shall seek to advance the interests of the Association in adding to its financial resources.

6. The Managing Editor of *The American Political Science Review* shall edit and publish *The Review*, with the advice and assistance of the Board of Editors, and report its affairs to the Council.

7. The Executive Director shall be the chief executive officer of the Association and transact its business. He or she shall have charge of the central office of the Association. He or she shall formulate plans and policies for the accomplishment of the Association's objectives, and upon the approval of the Council shall be responsible for their administration. All appointive committees shall look to him or her for advice and assistance in their work. He or she shall have custody of the Association's funds, discharge its obligations and maintain its accounts. He or she shall make an annual report to the Council and consult with the President as questions of policy currently arise.

8. A Program Committee shall be responsible for preparing the professional program of the annual meetings of the Association. A Committee on Local Arrangements shall be responsible for assistance with accommodations and entertainment for members attending the annual meetings.

9. The Association Trust and Development Fund shall be administered by a Board of Trustees. The Treasurer of the Association shall serve ex-officio as Chair of the Board. Six other Trustees shall be appointed by the President with the advice and consent of the Council. No more than two of the appointive Trustees shall be currently serving as members of the Council. Each appointed member shall serve for a term of three years and be eligible for one additional three-year term, for a maximum service of six years. Of the first six appointments to the Board, two shall have three-year terms; two two-year terms; and two one-year terms as determined by drawing lots at the first

meeting of the Board. Thereafter, two appointed members' terms shall expire on the first day of January of each year.

The Fund shall consist of all endowment and trust funds and such other funds as may be assigned to it by the Council, and with appropriate professional advice, the Board of Trustees shall direct the investment of the Fund's resources. On the first day of July of each year, the Board of Trustees shall assign to the Association's general operating funds all moneys from interest and dividends earned by the Fund since the first day of July in the preceding year. At least once annually, the Board shall publicly issue an official accounting of the Fund's receipts, investments, and expenditures. The Council may, at its pleasure, assign any surpluses from the general operating funds to the Trust and Development Fund.

No appropriation shall be made from the Fund's capital except (1) upon a request of the Council approved by at least four members of the Board of Trustees; or (2) if the Council so directs at a subsequent Council meeting, after hearing the position of the Board of Trustees. The Board shall act upon any request of the Council within thirty (30) days of the Council meeting at which the request is first made.

10. Other committees may be created, for stated periods and stipulated assignments. They shall report to the Council and thereupon be discharged. Unless specifically approved by the Association or the Council for that purpose, their reports shall not be deemed to state the views of the Association nor commit it in any way.

Article VIII: Resolutions

Resolutions may be proposed by any member of the Association under conditions prescribed by the Council. All resolutions shall be referred to the Council for its recommendations before submission to the vote of the Association at its Annual Business Meeting. Notice of this provision shall be given to the members of the Association in advance of the Annual Meeting. Whenever one-third or more of those present and voting at the Annual Business Meeting vote in support of any resolution, the question shall be submitted to the entire membership in a mailed secret ballot under conditions prescribed by the Council and shall be determined by a majority of those voting by mail on the question.

Article IX: Amendments

1. Amendments to this Constitution may be proposed by the Council or by fifty (50) members of the Association. The Council shall transmit all proposed amendments to the next Annual Business Meeting and may make recommendations on those amendments originating outside the Council.

2. The Council shall have any proposed amendment printed in an official publication of the Association prior to the next Annual Business Meeting. The Council shall then place the proposed amendment on the agenda of the Business Meeting. The Business Meeting may accept or reject the proposed amendment with or without further amendments to it. Within thirty (30) days the Executive Director shall submit amendments supported by at least forty percent of those members present and voting at the Annual Business Meeting to the entire membership for vote by mail ballot. Ballots must be returned within thirty (30) days to be counted. A proposed amendment shall be ratified if approved by a majority of those voting. An amendment shall take effect immediately upon ratification unless the amendment itself provides otherwise.

By-Laws

The American Political Science Association

Editor's Note: The By-Laws of the American Political Science Association reprinted below were approved by the Council on September 2, 1981. Council member Naomi Lynn directed the revision of the By-Laws.

Chapter I: The Council

1. Composition (Constitution, Article IV, section 2)

1.1. 23 elected officers: the President, President-Elect, 3 Vice-Presidents, Secretary, Treasurer, 16 elected Council members.

1.2. 3 appointed officers: Executive Director, Managing Editor of the *APSR*, and the Chair of the Program Committee.

1.3. "The Council may fill any interim vacancy in its elective membership until the end of the next Annual Meeting." (Constitution, V, 3)

2. Beginning and End of Officers' Terms

2.1. "The terms of elective officers, except members of the Council and the Treasurer, shall extend for one year measured from the end of the program of the Annual Meeting, except that an officer's term shall in no event expire until his or her successor assumes office. The terms of members of the Council shall extend for two years, similarly calculated, and one-half shall expire each year. The term of the Treasurer shall also extend for two years, similarly calculated." (Constitution, V, 1).

2.2. The President

(a) The President's term shall begin and he or she shall assume office at the end of the program of the Annual Meeting in the calendar year following his or her election as President-Elect, or immediately upon notification by the Executive Director of his or her succession to the Presidency under one of the conditions in 2.2(b).

(b) "In case of death, resignation or inability of the President to perform the duties of his or her office, the President-Elect shall immediately succeed him or her and shall be President for the remainder of the term unless that is less than four months, in which case he or she shall serve out the unexpired term and one additional year." (Constitution, V, 3).

2.3. The President-Elect

(a) The President-Elect's term shall begin and he or she shall assume office when the Election Committee has certified his or her election to the Executive Director.

(b) The President-Elect's term shall end when he or she becomes President as specified in Chapter I, Section 2.2.

2.4. The Vice Presidents, Secretary and Treasurer

(a) The terms of the three Vice-Presidents, the Secretary, and the Treasurer shall begin and they shall assume office when the Election Committee has certified their election to the Executive Director.

(b) The terms of the three Vice-Presidents, the Secretary, and the Treasurer shall end when the Election Committee has certified the election of their successors to the Executive Director.

2.5. Members of the Council

(a) The terms of new members of the Council shall begin and they shall assume office when the Election Committee certifies their election and the terms for which they have been elected to the Executive Director.

(b) The terms of outgoing Council members shall end when the Election Committee certifies the election of their successors to the Executive Director.

3. Powers (Constitution, VII, 2-3)

3.1. Subject to limitations specified in the Constitution (VII, 1) "The Council shall be the governing body of the Association with general charge and supervision of its business and interests in accordance with this Constitution."

3.2. Receives reports of all officers and committees.

3.3. Adopts and periodically reviews the budget.

3.4. Appropriates Association funds.

3.5. Gives recommendations upon all questions (except the election of officers) to the Annual Business Meeting.

3.6. Receives an annual audit of Association accounts.

3.7. Gives directions to officers and committees.

3.8. Adopts rules for the regulation of the Association's business.

3.9. In the event of an emergency which prevents the holding of the Annual Business Meeting, may exercise all the powers of the Association including the election of officers.

3.10. Creates other committees for stated periods and stipulated assignments.

3.11. Proposes amendments to the Constitution.

3.12. Prescribes rules for the conduct of contested elections by mail ballot (V, 1).

3.13. Sets the dues for the various categories of Association membership.

3.14. Prescribes conditions for the conduct of mail ballot referenda on policy questions receiving one-third or more votes at the Annual Business Meeting.

3.15. Fixes the terms and advises and consents to the appointment of the Executive Director, Managing Editor of the *APSR*, and chairpersons and members of all other Council and Association committees, except such ad hoc advisory committees as may be established under Chapter IV, section 1.2(h).

3.16. Fills interim vacancies in elective offices until the end of the next Annual Meeting (V, 2).

4. Meetings

4.1. "The Council shall meet once a year before the Annual Business Meeting, and oftener at its discretion or on call of the President." (VII, 2) The Council shall normally meet two times a year: (1) during the spring, and (2) immediately prior to the Annual Business Meeting.

4.2. Committee and Council meetings, if held elsewhere than at the Association's offices in Washington, D.C., where facilities, records, and staff exist, shall be held at reasonable, convenient locations which will minimize the travel expenses of members (Council action, September 7-8, 1970).

5. Quorum

"Nine members shall constitute a quorum." (VII, 2).

6. Presiding Officer

6.1. "The President shall preside at business meetings of the . . . Council." (VII, 4)

6.2. In the President's absence, a temporary presiding officer shall be chosen by the Council.

7. Voting

7.1. "A majority vote of the members in attendance shall control (the Council's) decisions." (VII, 2).

7.2. At the direction of the presiding officer, votes shall be taken by voice vote, by show of hands, or by roll call; except that a roll call must be taken if requested by any Council member.

8. Agenda

8.1. The agenda for each Council meeting shall be established by the Administrative Committee and shall be mailed at least 14 days in advance to the Council members together with any supporting materials necessary to inform the members of the business to be discussed. In order to prepare for the first meeting of the new Council, the Administrative Committee shall be consulted in the preparation of an agenda prior to the approval of that Administrative Committee by the Council.

8.2. The agenda shall be designed to focus discussion on major policy issues, with business of lesser importance delegated to the Administrative Committee.

8.3. The Administrative Committee shall report to the Council all decisions

it has made since the previous Council meeting, and its decisions shall be regarded as official Association action unless specifically disapproved by the Council.

9. Minutes

9.1. The Secretary shall keep the minutes of all Council meetings, including the wording of each motion, the names of the members making each motion, a brief summary of the arguments made and the members making them on each motion, and a record of the action on each motion, including each member's vote on each roll call.

9.2. The Secretary shall, through the National Office, deliver a copy of each Council meeting's minutes to all Council members at least 14 days prior to the next meeting.

9.3. Approval of the most recent meeting's minutes shall be the first order of business at each Council meeting.

9.4. The approved minutes of each Council meeting shall be published in an official journal of the Association.

10. Enactment of Annual Budget

The Council shall enact an annual budget and propose annual dues in such a manner as to (a) state fully all sources of income, including income for restricted purposes; (b) state the approximate costs of each of the Association's major programs; and (c) preserve a balance between projected income and expenditure, including an appropriate amount for contingencies.

11. Appropriation of Funds

11.1. The allocation of funds in the annual budget shall constitute the Council's appropriation of funds.

11.2. The Executive Director shall be responsible for disbursing funds within the terms set by the Council.

11.3. The Administration Committee is authorized to make internal adjustments in the annual budget and special appropriations from the contingency fund authorized in the annual budget. It shall report on such adjustments and appropriations to the next Council meeting. The Executive Director shall be responsible for disbursing funds within the terms set by the Administrative Committee.

11.4. For the forthcoming fiscal year (July 1 to June 30) Committee budget authorizations are established by the Council at its spring meeting. Commit-

tees are invited by letter from the Executive Director in February to submit budget proposals. Committees are informed prior to the beginning of the fiscal year of their budget authorization and receive quarterly reports on expenditures. Disbursements above budgeted levels by Committees will not be made unless approved by the Administrative Committee or the Council.

12. Reimbursement of Expenses Incurred in Association Business

12.1. Reimbursement of the travel and living expenses incurred in the conduct of official Association business shall be only for actual out-of-pocket expenses.

12.2. Out-of-pocket expenses shall, except by special authorization by the Council or Administrative Committee, include:

- (a) Tourist or economy air fare (where available), train fare, or mileage and related costs for travel in private automobiles.
- (b) Hotel room charges.
- (c) Restaurant charges.
- (d) Taxi fares.
- (e) Tips.

13. Consideration of Proposed New Programs

13.1. Any proposal to the Council for a new Association program shall, except as the Council provides otherwise, include:

- (a) A brief statement of the policy issues involved.
- (b) A proposed budget presenting the estimated costs of the proposed program.
- (c) Suggested sources of funds to support the program.

13.2. The person or persons proposing the new program shall consult the Executive Director prior to the Council meeting at which the program is considered.

13.3. Proposals for new programs shall, unless the Council decides otherwise, be referred to an appropriate Association committee for review and consideration.

14. Other Procedural Rules

Except as ordered otherwise by the Association's Constitution and By-Laws, the Council's procedures shall be governed by the rules set forth in the most recent edition of Sarah Corbin Robert (Ed.), *Robert's Rules of Order*

(Glenview, Ill.: Scott, Foresman and Company).

Chapter II: Appointive Association Officers and Representatives

1. The Executive Director

1.1. Selection and Tenure

(a) "The Executive Director of the Association . . . shall be appointed by the Council, after it hears the recommendations of the President. (The Executive Director) shall have (a term) . . . fixed by the Council and . . . shall be eligible for reappointment." (VI, 1)

(b) The Council shall appoint the Executive Director for a term of up to five years.

(c) The salary and other terms of the appointment shall be stipulated in a contract proposed jointly by the President and the person recommended for appointment as Executive Director. The contract shall be presented to the Council and shall become operative when approved by the Council and signed by the President and the person appointed as Executive Director.

(d) At least once every two years, the president, president-elect and treasurer, after gathering comparable data, shall review the salary of the executive director and, if they deem it advisable, recommend to the Administrative Committee an increase above the cost-of-living adjustment approved by the Council. The same procedure will be followed in those special circumstances when it is inappropriate for the executive director to set the salary of an employee.

1.2. If a vacancy occurs during the Executive Director's term, the President shall, with the advice and consent of the Council, appoint an acting Director to serve until the office is filled.

1.3. Status and Duties

(a) The Executive Director shall be the chief administrative officer of the Association.

(b) The Executive Director shall:

- (1) have charge of the National Administrative Office;
- (2) assist the President and the Administrative Committee in preparing the annual budget;
- (3) have custody of the Association's funds, discharge its financial obligations, and arrange for an annual independent audit of the Association's accounts;
- (4) formulate plans and policies for the Association and submit them

to the Administrative Committee for its consideration;

(5) provide information and assistance to the President, the Administrative Committee, the Council, and to the members of the Association.

(6) prepare an annual report on the activities of the Association for presentation to the Annual Meeting of members;

(7) arrange for the editing and publishing of *PS: Political Science & Politics*, *The Political Science Teacher*, and other publications authorized by the Council; and

(8) perform such other duties as the President, the Administrative Committee, or the Council may direct.

2. The Managing Editor of the *American Political Science Review*

2.1. Selection and Tenure

(a) ". . . the Managing Editor of the *American Political Science Review* shall be appointed by the Council, after it hears the recommendation of the President. (The Managing Editor of the *APSR*) shall have (a term) fixed . . . by the Council; and . . . be eligible for reappointment." (VI, 1)

(b) The President, in consultation with an ad hoc search committee selected by the procedures stipulated in Chapter III, 1.2(h), shall review candidates for the post of Managing Editor of the *APSR* and shall recommend one to the Council for appointment.

(c) It shall be Council policy to appoint a Managing Editor for a total of not more than six years. The Council shall stipulate the salary and other conditions of the Managing Editor's appointment at the time of appointment.

(d) If a vacancy occurs during the Managing Editor's term, the President shall, with the advice and consent of the Council, appoint an acting Managing Editor until the office is filled.

2.2. Status and Duties

(a) The Managing Editor of the *APSR* shall have the final responsibility for the *APSR*'s editorial content.

(b) The Managing Editor shall be responsible for deciding how manuscripts for articles, research notes, book reviews, book notes, and communications shall be reviewed; for deciding which manuscripts will be published; for determining the jour-

nal's format; for keeping the journal's editorial costs within the limits authorized by the Council; and for reporting annually to the Association's members on the journal's affairs.

3. Chairperson and Chairperson-Designate of the Program Committee

3.1. Selection and Tenure

(a) The President-Elect shall appoint a Chairperson-Designate of the Program Committee for the Annual Meeting to be held during the President-Elect's term as President, to take office on appointment.

(b) The Chairperson-Designate shall become Chairperson of the Program Committee, including membership on the Council, on the first day after the close of the Annual Meeting whose program was organized by his or her predecessor, and terminate at the end of the last day of the Annual Meeting whose program he or she organized.

3.2. Powers and Duties

The Chairperson and Chairperson-Designate of the Program Committee shall, within the rules and guidelines made by the Council, be responsible for the organization of all aspects of their respective Annual Meetings except the Annual Business Meetings.

4. American Political Science Association Representatives to Other Organizations

When the Association is invited to name an Association representative or representatives to other organizations, such as the International Political Science Association, Social Science Research Council, American Council of Learned Societies, and American Association for the Advancement of Science, the President shall, with the advice and consent of the Council, select a nominee for each post.

Chapter III: Constitutional Committees

These shall include all committees and boards established by the Constitution.

1. Administrative Committee

1.1. Composition and Selection (IV, 3)

(a) The Administrative Committee shall consist of the President, Presi-

dent-Elect, Treasurer, and four other elected members of the Council appointed by the President with the advice and consent of the Council.

(b) No appointed officer shall be eligible to serve on the Committee.

1.2. Powers and Duties

The Administrative Committee shall:

(a) Call Council meetings in addition to those called by the Council itself whenever in the Committee's judgment such a meeting is desirable.

(b) Solicit suggestions for agenda items from Council members and prepare the agenda for each Council meeting.

(c) Prepare the agenda for the Annual Business Meeting.

(d) Recommend the annual budget for action by the Council.

(e) Make special appropriations from the contingency funds under the conditions stated in Chapter I, 11.3.

(f) On behalf of the Council, dispose of policy issues deemed of insufficient weight to require decisions by the Council.

(g) On its own initiative or as directed by the Council, from time to time commission reviews and evaluations of Association programs and relationships with other organizations.

(h) On the recommendation of the President, establish ad hoc advisory committees, advise and consent to the appointment of their members, and fund them by appropriations from the contingency fund.

1.3. Reporting to the Council

(a) The Administrative Committee shall deliver to each member of the Council at least one week prior to each Council meeting a written report of its actions taken under 1.2(e) and (h).

(b) The Council shall question and discuss any items in this report it chooses, and no action taken by the Administrative Committee under 1.2(e), (f) and (h) shall become Association policy if specifically disapproved by the Council.

Nominating Committee

2.1. "After each annual meeting the President shall appoint with the advice and consent of the Council and with due regard to geographical distribution and the fields of professional interest, three members to a Nominating Committee of six, to serve for two-year

terms; and the President shall designate the chair. The Committee may canvass the membership directly or indirectly for suggestions, and shall submit to the next Annual Business Meeting one nomination for each elective office to be filled, except the Presidency. These nominations shall be announced to the memberships, by any convenient means, well in advance of the Annual Meeting." (V, 2)

2.2. A prospective candidate for elective office of the Association must become a dues-paying member upon filing for office (Rules, 1.4)

2.3. "Nominations for the office of Treasurer shall be from among members of the Association who, at the time of nomination, are serving as members of the Council or who have completed service during the preceding year." (V, 5)

2.4. In selecting nominees for elective offices, the Nominating Committee should give due regard to geographical distribution, fields of professional interest and academic/nonacademic employment status.

2.5. The Nominating Committee shall make its report to the President no later than April 15. The Chair of the Nominating Committee or his or her designee shall present the Committee's slate of nominees to the Annual Business Meeting.

3. Board of Editors of the APSR

3.1. "There shall be a Board of Editors of the *American Political Science Review* to assist the Managing Editor, and the Council may determine its size, method of appointment and tenure." (VI, 2)

3.2. The number of members of the Board of Editors shall be fixed by the Council after it hears the recommendations of the Managing Editor.

3.3. Members of the Board of Editors shall be appointed by the Managing Editor. The Council shall be advised of those appointments at the meeting which follows their selection. The service of members of the Board of Editors shall not extend beyond the service of the Managing Editor who appointed them.

4. Program Committee

4.1. The number of members of the Program Committee shall be fixed by the Council after it hears the recommendation of the Program Chairperson-Designate.

4.2. Members of the Program Committee shall be appointed by the Coun-

cil after it hears the recommendations of the Program Chairperson-Designate. They shall serve from the date of their appointment until the close of the official program of the Annual Meeting for which they are responsible. They shall be ineligible to serve consecutive terms.

4.3. The Program Chair, the chair of the Council Committee on Organized Sections, and the executive director shall meet in the spring of the year before the annual meeting to translate the proportions mandated by the Council into a specific allocation of panels among the three major components (official APSA program, Organized Sections, unaffiliated groups) of the program, with APSA sponsored groups having the largest share, and devise any contingency plans. The number of panels at the annual meeting shall be limited by the space available at the headquarters hotel.

4.4. No one may participate on more than two panels listed in the program, including APSA program committee panels, those of APSA's organized sections, and those of the unaffiliated groups.

4.5. All participants in the Annual Meeting Program must pre-register by June 1 in order to be listed in the Final Program. Non-political scientists who are invited to appear on official Program Committee panels or on panels of unaffiliated groups, and whose only participation in the Annual Meeting is the acceptance of the invitation, may petition the Association for exemption.

5. Trust and Development Fund Board of Trustees

5.1. "The Association Trust and Development Fund shall be administered by a Board of Trustees. The Treasurer of the Association shall serve ex-officio as Chair of the Board. Six other Trustees shall be appointed by the President with the advice and consent of the Council." (VII, 9)

5.2. "The Fund shall consist of all endowment and trust funds and such other funds as may be assigned to it by the Council, and with appropriate professional advice, the Board of Trustees shall direct the investment of the Fund's resources. Prior to the closing of the books at the end of the fiscal year, the Executive Director shall assign to the Association's general operating fund from the Trust and Development Fund an amount equal to a three-year moving average of four and one-half percent of the market value of the

fund. If additional monies are needed for the operating fund, the Trust and Development Fund Board of Trustees may approve an allocation of up to six percent of the market value of the fund, calculated using a three-year moving average. At least once annually, the Board shall publicly issue an official accounting of the Fund's receipts, investments and expenditures. The Council may, at its pleasure, assign any surpluses from the general operating funds to the Trust and Development Fund." (VII, 9)

5.3. "No appropriation shall be made from the Fund's capital except (1) upon a request of the Council approved by at least four members of the Board of Trustees; or (2) if the Council so directs at a subsequent Council meeting, after hearing the position of the Board of Trustees. The Board shall act upon any request of the Council within thirty (30) days of the Council meeting at which the request is first made." (VII, 9)

5.4. Operating Procedures for the Board of Trustees

(a) The Fund was established to enable the Association to explore the desirability of proposed new programs and, on occasion, to seed their initial development so as to maximize chances of securing outside support for their continuation and expansion.

(b) The Board should be kept informed of all requests to the APSA Council for monies from the Fund.

(c) All requests for Board action by the APSA Council should be in written form.

(d) The Board will consider only requests for specific purposes and is not prepared to act favorably on general purpose requests (e.g., to balance the APSA budget).

(e) All requests forwarded to the Board should be accompanied by supporting documentation and a summary of APSA Council debate on the request.

(f) The Board may, at its discretion, hold hearings in which those supporting and opposing specific requests may present their views and submit to questions.

5.5. Investment Policies

(a) The Association accepts responsibility for the social and moral implications and consequences of its investment policy, and avoids investments inconsistent with the pursuit of peace and of a democratic and humane social order.

(b) The Association shall not vote proxies from its investment portfolio.

5.6. Board Expenses

Expenses for Board meetings are charged to the Trust and Development Fund.

Chapter IV: Council Committees

These shall include all committees, and boards established by the Council, Annual Business Meeting, or vote of memberships which (a) have memberships restricted to members of the Council, and (b) are authorized to operate indefinitely without specific renewals of authorization.

The President shall be Ex-Officio a member of all Council standing Committees.

1. Council Committee on Rules

1.1. Composition and Selection

(a) The Committee on Rules shall consist of three members of the Council, one of whom shall be designated chairperson, appointed by the President with the advice and consent of the Council.

(b) They shall serve for one year, and shall be eligible for reappointment.

1.2. Power and Duties

(a) The Committee shall annually review the actions of the Council and include any changes or additions made by the Council in the By-Laws. In addition, the Committee shall also recommend to the Council any additions, deletions, and modifications of the By-Laws it deems desirable. The revised By-Laws shall be published in an official APSA publication at least every three years and shall always be made available on request to any member of the Association.

(b) The Committee shall also review the Council's Rules of Procedure governing the conduct of the Annual Business Meeting and recommend to the Council any additions, deletions, and modifications it deems desirable. Any proposed changes in these Rules of Procedure shall be published in an official journal of the Association at least four months prior to the Annual Business Meeting, and the Association's members shall be invited to submit their comments on the proposed changes to the Executive Director at least three months prior to the Annual Business Meeting.

(c) The Council shall take final action on the Rules of Procedure

after the announced deadline for receiving comments has passed. The Rules of Procedure thus adopted shall be made available to the memberships.

2. Council Committee on Elections

2.1. Composition and Selection

(a) The Committee on Elections shall consist of three members of the Council, one of whom shall be designated as chairperson, appointed by the President with the advice and consent of the Council.

(b) They shall serve for one year, and shall be eligible for reappointment.

2.2. Powers and Duties

(a) The committee shall implement the Association's By-Laws and the Council's directives in supervising the conduct of elections by mail ballot of the membership for contested offices, constitutional amendments, and referenda on resolutions receiving [more than 13 votes in opposition] one-third or more votes at the Annual Business Meeting.

(b) The Committee shall supervise the counting of the ballots and certify the results to the President and the Executive Director. The Executive Director shall notify the candidates as expeditiously as possible.

Chapter V: Special Purpose Committees

All special purpose committees are established by the Council with members and chairs appointed by the President with the advice and consent of the Council.

1. Standing Committees

1.1. Standing committees are established to deal with ongoing needs and concerns of the Association.

1.2. Standing committees normally consist of five members, with overlapping three-year terms.

1.3. The budget for standing committees is set each year by the Council; the Council's deliberation on each committee's annual budget shall include a determination of whether that committee should continue.

1.4. The President shall be an ex-officio member of all standing committees.

1.5. All members of standing committees shall be members of the Association.

2. Award Committees

2.1. Award committees are established for the sole purpose of selecting recipients of Association awards.

2.2. Award committees normally consist of three members appointed for one-year terms.

2.3. Award committees receive no funds for meetings, although postage and telephone expenses may be reimbursed by the Association.

3. Project Committees

3.1. Project committees are established to oversee Association projects supported by external funds.

3.2. The duration, size, and length of members' terms may vary according to the requirements of the project.

3.3. Project committees shall report regularly to the Council on the projects for which they are responsible.

Chapter VI: Principles and Guidelines for Educational Programs and Activities

The Council has adopted a set of general principles and procedures for oversight and coordination, evaluation and review, and publication and dissemination of information on educational programs and activities. (Council minutes, February 4, 1977) Association committees and staff shall follow these procedures in developing and administering educational programs.

APSA Publications List

*Items marked with an asterisk are available from Customer Services Department, University Microfilms, 300 North Zeeb Road, Ann Arbor, Michigan 48106; (800) 521-0600. All other items can be ordered directly from APSA using the form at the end of this list.

PERIODICALS

The American Political Science Review. The leading quarterly journal of scholarly articles and book reviews in political science. Included in APSA membership. Back issues: \$20 per copy, \$80 per volume.

PS: Political Science & Politics. Quarterly journal of Association news and lively articles of political analysis. *PS* is the best single source of information on professional opportunities. Included in APSA membership. Back issues: \$10

per copy, \$40 per volume (\$15 for the spring issue which contains the preliminary program).

The Political Science Teacher. Stimulating quarterly magazine on education, curriculum, and teaching. Distributed to U.S. individual members only. **Fall 1990 issue was the last separate issue of *The Teacher*. As of March 1991 *The Teacher* was incorporated into *PS*.** Back issues of *The Teacher* are available while supply lasts for \$4 each (includes postage).

this Constitution: A Bicentennial Chronicle. A special Fall 1991 issue (No. 19) devoted to the *Bill of Rights* is available at \$6 per copy. Add \$1 postage each copy.

DIRECTORIES

APSA Membership Directory. Names, addresses, phone numbers, e-mail address, current position, institutional affiliation, highest degrees, and fields of specialization of APSA individual members. Index includes listings of women, black, and Hispanic political scientists, a geographical listing of members, and a listing of members by fields of interest. 1994-96. \$35 members; \$55 nonmembers. Triennial.

APSA Biographical Directory. Names, addresses, current position, institutional affiliation, highest degree, fields of specialization, and honors and publications of APSA individual members. Index includes listings of women, Black, and Hispanic members, a geographical listing, and a listing of members by fields of interest. \$15 APSA members; \$20 nonmembers. 1988.

Directory of Black Americans in Political Science. Lists over 400 Black American political scientists by name, address, phone, degrees, and fields of specialization. Indexed by field of academic specialization and research interests. \$5, 2nd edition, 1988.

Graduate Faculty and Programs in Political Science, 1995-97. Lists over 350 Ph.D. and M.A. programs in political science and related fields in the United States and Canada. The description of each program includes information about specialization(s), tuition charges and financial aid, admission, and degree requirements. Also lists faculty, by name, with their highest degree, fields of specialization, current position, and e-mail address.

This guide has a faculty and geographical index and comprehensive data for each program on student admissions, enrollments, degrees awarded, and financial aid.