

Political Studies Association

Turkish Politics Specialist Group Constitution

1 Name

The name of the group shall be the Political Studies Association (PSA) Turkish Politics Specialist Group, referred to hereafter as 'the Group'.

2 Aims and Objectives

The aims and objectives of the Group are:

- 1) to study Turkish politics by drawing on wider theoretical debates and from a comparative perspective
- 2) to locate developments in Turkish politics within wider regional dynamics lying at the intersection of politics and international relations
- 3) to become the primary networking hub for scholars of Turkish politics within the UK and abroad, including building links with Turkish universities and academics, offering a chance for collaboration and communication

In pursuing these aims, members of the Group shall uphold the good reputation of the Group and the PSA. This document and the Group operate fully under and within the PSA's policies and by-laws.

3 Membership

Membership shall be open to all members of the UK Political Studies Association. It will also be open to all other academics within the UK and other interested parties who are engaged in exploring issues related to the group's objectives and subject to the approval of the executive committee.

There is no annual membership fee, but this will be reviewed annually by the executive committee. Should a membership fee be levied, this will be required from all Group members, including Group convenors and officers.

4 Governance

The Group shall be governed by a committee consisting of the officers of the Group as defined below, and by no less than two members of the Group who shall be elected under such rules of procedure as the AGM shall direct. The committee shall have powers to co-opt not more than two members. The committee shall hold office for three years.

4.1 Officers

The officers shall be responsible for the running and organisation of the Group. All officers must be members of the Group at the time of election and shall consist of the Convenors, a Treasurer and Membership Secretary, and such other officers as the group deems necessary. They shall hold office for three years and shall be elected by separate vote from among the members of the group at the Annual General Meeting of the group. All Group officers must be members of the Political Studies Association for the full duration of their terms. An officer shall be eligible for re-election for one further term provided that they are still a member of the Group and a current PSA member.

4.2 Officer responsibilities

The officer team is responsible for the organisation of Group activities/communications and ensuring these contribute to the stated aims of the Group. Officer teams may delegate and divide responsibilities between them as they see fit, while ensuring they fulfil the key responsibilities of Specialist Group officers.

Key responsibilities:

- a. Ensuring that the aims and objectives of the Group are achieved
- b. Organising Group activities, such as events, workshops, and conferences, including an Annual General Meeting, which may take place at the PSA Annual International Conference or the Group's own Annual Conference
- c. Liaising with the PSA Head Office and Staff to ensure the PSA is aware of any events and key activities being undertaken by the Group in good time
- d. Ensuring all Group activities adhere to PSA policies, guidelines and good practice guidelines
- e. Maintaining information on the Group's page on the PSA website (including up-to-date records of Group officers, contact details, news, events and downloads)
- f. Managing the Group membership list using the Group's page on the PSA website
- g. Managing Group finances responsibly – including completing the annual End of Year report and funding applications
- h. Representing the Group at PSA meetings (e.g. PSA SG Convenors' Conference and the PSA Annual International Conference)

4.3 Vacation of Office

An officer shall vacate their office upon resignation or upon dismissal by resolution of a general meeting of the Group.

4.4 Casual Vacancies

Casual vacancies shall be filled by election from among the members of the Group under such rules of procedure as the committee shall direct. Vacancies shall be advertised to all eligible Group members. Where a vacant position is contested only by a single candidate, the committee may choose (though are not obliged) to appoint this candidate to the role without an election. However, this appointment shall be confirmed by a vote at the next general meeting of the Group. All those elected or appointed to such casual vacancies must be current PSA members.

5 Annual General Meeting (AGM)

The Group AGM shall be held during the PSA annual conference each year or at an annual Group conference convened at the decision of the committee. No less than fourteen clear days' notice of the AGM shall be given to all Group members by email.

6 Group Finance

The Group may apply to the PSA for an annual sum of Core Funding. In order to do so, the Group must return their completed annual End of Year Report to the PSA Head Office, declaring all income, expenditure and activity for the year.

A finance report shall be presented by the committee to Group members at the AGM and members shall be given the opportunity to ask questions if they wish.

Group officers and members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with activities of the Group.

The committee may decide to make available sums of money to Group members to facilitate the attendance of speakers at the PSA Annual Conference. In these cases, a decision on the total sum available will be decided by the committee and communicated to all eligible Group members no less than two calendar months prior to the conference. Applications for this funding shall be invited from the Group's membership and the committee will allocate the funds in a fair and transparent manner.

Such grants shall normally be open to all Group members who are also PSA members. However, the committee may choose to ringfence this funding for PhD and early career Group members (as defined by the PSA's early career membership category). Grants may cover participant expenses such as accommodation and travel, though may not be used to cover the conference registration fee. In addition, grant recipients must adhere to the PSA's Expenses

Policy. Occasionally, the Group may wish to fund the attendance of an individual who is not a member of the Group or the PSA (e.g. a non-academic participant, such as politicians and policymakers) – in order to do so, the Group must first obtain written permission from the PSA.

On vacating office, the treasurer of the Group shall hand over the books of account to their duly elected successor.

All Group funding shall normally be held in-house by the PSA. The Group shall not keep an external bank account or university code-code without the express permission of the PSA. In the event of dissolution, all assets and financial reserves shall remain the property of the PSA.

7 Complaints

Group members have the right to raise complaints about issues or conduct related to Group activity. Complaints should initially be addressed to the Group officers. If this does not prove satisfactory – or is not appropriate due to the nature of the complaint – a written complaint may be made to the PSA Head Office. The PSA’s Anti-Harassment and Discrimination Policy and Code of Conduct applies to all Group events. Any complaints under the purview of the policy may be submitted to codeofconduct@psa.ac.uk and will be dealt with as outlined in the policy.

8 PSA Constitution and By-Laws

The Group shall be governed by the appropriate clauses of the PSA Constitution and By-Laws in any matter not covered by this Constitution. This Constitution shall not supersede any terms of the PSA Constitution and By-Laws.

9 Amendment of this Constitution

This constitution may be amended or altered only by a resolution supported by two-thirds of the members present and voting at a general meeting, provided that no alteration shall contravene any part of the PSA’s Constitution and By-Laws.

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