



**ISSC CONSTITUTION AND BY-LAWS  
ADOPTED, AS REVISED,  
BY THE XXVIII<sup>th</sup> ISSC GENERAL  
ASSEMBLY  
December 2010**

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**CONSTITUTION**

**TITLE I - NAME, HEADQUARTERS, LEGAL STATUS**

ARTICLE 1 - The International Social Science Council, hereinafter called the ISSC, is a non-governmental and non-profit-making scientific organisation of global, regional and national social, economic and behavioural science associations and organisations.

ARTICLE 2 - The ISSC will have its headquarters at wherever decided from time to time by resolution of the General Assembly or by a two-thirds majority of the Executive Committee. It will be incorporated under the law in whichever country the headquarters are domiciled.

ARTICLE 3 - The ISSC is a Non-Governmental Organisation ("NGO") in formal associate relations with the United Nations Educational, Scientific and Cultural Organisation (UNESCO), has special consultative status with the United Nations Economic and Social Council (ECOSOC) and is in cooperation with the International Labour Organisation (ILO) in matters of mutual concern.

**TITLE II - AIMS, OBJECTIVES AND FUNCTIONS**

ARTICLE 4 - The ISSC has as its aims and objectives a) the fostering of the social, economic and behavioural sciences throughout the world and their application to major contemporary problems, b) the enhancement of cooperation among social, economic and behavioural scientists and between social, economic and behavioural science organisations, c) the encouragement of multi-disciplinary and inter-disciplinary cooperation among the Members of the ISSC, d) the promotion of collaboration between social, economic and behavioural scientists and those working in the humanities and natural sciences, and e) the promotion and dissemination of the purposes and utility of the social, economic and behavioural sciences to the widest possible public domain.

In order to further the attainment of these aims and objectives the ISSC shall, whenever appropriate:

(a) encourage and promote research in the social, economic and behavioural sciences for the benefit and well-being of humanity and its environment including global issues of concern to the world community;

(b) encourage and pursue global, international and inter-organisational collaborative scientific activities and programmes in the social, economic and behavioural sciences at a multi-disciplinary and inter-disciplinary level among the Members of the ISSC and between them and scholars/scientists working in other scientific fields;

- (c) facilitate access to information, knowledge, data and analyses derived from social, economic and behavioural sciences;
- (d) provide information about its activities and those of the world community of social, economic and behavioural sciences to the public;
- (e) contribute to the development of training and research in the social, economic and behavioural sciences in different regions of the world, also in collaboration with other organisations;
- (f) provide all possible assistance in establishing or strengthening national or regional structures in the social, economic and behavioural sciences;
- (g) ensure contact and collaboration with the United Nations and its agencies particularly with the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and with other governmental, inter-governmental and non-governmental organisations to further these aims and objectives;
- (h) obtain funding to enable the ISSC to further its aims and objectives;
- (i) take such other action as may be appropriate.

### **TITLE III - ISSC MEMBERS**

ARTICLE 5 - The following categories of organisations shall be eligible for membership in the ISSC:

- (a) Member Associations, being international, non-governmental organisations, associations or unions representing the various social and behavioural sciences;
- (b) Member Organisations, being representative national social science councils and the corresponding sections of Academies of Sciences or analogous bodies, and representative regional social science organisations or councils;
- (c) Member Institutions, being not-for-profit bodies or institutions performing, funding or contributing significantly to research in the social, economic or behavioural sciences at a recognisable national, regional or global level.
- (d) Associate Members, being international, regional and national governmental and non-governmental, professional organisations whose association with the ISSC not covered by the membership categories above but which would offer mutual advantages for the development of the social sciences and further the aims and objectives of the ISSC.

### **TITLE IV – STRUCTURE**

ARTICLE 6 - The constitutional bodies of the ISSC are:

- (a) The General Assembly;
- (b) The Executive Committee;
- (c) The Secretariat

### **TITLE V - GENERAL ASSEMBLY**

ARTICLE 7 - The General Assembly of the ISSC shall consist of all the Member Associations, Member Organisations, Member Institutions, and Associate Members of the ISSC.

(a) Each Member Association shall be represented in the General Assembly by a delegation of its own selection, any of whom may speak in the General Assembly, the composition of which shall be communicated to the Secretariat at least one month prior to the General Assembly. Each delegation shall have one vote in the counting of votes.

(b) Each Member Organisation shall be represented in the General Assembly by a delegation of its own selection, any of whom may speak in the General Assembly, the composition of which shall be communicated to the Secretariat at least one month prior to the General Assembly. Each delegation shall have one vote in the counting of votes.

(c) Each Member Institution shall be represented in the General Assembly by a delegation of its own selection, any of whom may speak in the General Assembly, the composition of which shall be communicated to the Secretariat at least one month prior to the General Assembly. Each delegation shall have one vote in the counting of votes.

(d) Each Associate Member shall be represented in the General Assembly by a non-voting delegation of its own selection, any of whom may speak in the General Assembly.

(e) The President and each of the Vice Presidents of the ISSC may speak in the General Assembly but shall not have a separate vote except when acting as Chairperson of the General Assembly if and when a casting or tie-breaking vote is required. The Executive Director may also speak at the General Assembly but have no vote.

(f) No alternate or proxy votes are permitted.

ARTICLE 8 - The General Assembly of the ISSC is sovereign. It shall meet in ordinary session once every three years. The Executive Director on direction of the Executive Committee as to time and place shall give not less than six months' notice of such meeting by letter to each Member together with the proposed Agenda for the General Assembly. The General Assembly shall meet in Extraordinary sessions which may be called either on the initiative of the Executive Committee or at the request of 25% of the Members entitled to vote. At least 30 days notice shall be given of such extraordinary sessions, together with the Agenda for the meeting. In extraordinary sessions only items included on the Agenda can be debated and voted upon except with the consent of two thirds of all Members present and voting.

ARTICLE 9 - (a) Decisions of the General Assembly shall be taken by a majority of the votes cast including a majority amongst each of Member Associations, Member Organisations and Member Institutions present and voting, unless herein otherwise provided. Voting shall be by show of hands unless a poll be called for. In the event of a poll, the vote shall be by roll call vote. In the event of a tie, the Chairperson of the Assembly shall have a casting vote.

(b) Decisions in matters of finance affecting Member Associations shall be taken by a two thirds majority of the full General Assembly present and voting, including at least a simple majority of Member Associations present and voting.

Decisions in matters of finance affecting Member Organisations shall be taken by a two thirds majority of the full General Assembly present and voting, including at least a simple majority of Member Organisations present and voting.

Decisions in matters of finance affecting Member Institutions shall be taken by a two thirds majority of the full General Assembly present and voting, including at least a simple majority of Member Institutions present and voting.

Decisions affecting the membership structure of the ISSC specified in the Constitution shall be taken by a two thirds majority of the full General Assembly present and voting, including a simple majority of each of Member Associations, Organisations and Institutions present and voting.

ARTICLE 10 - The General Assembly of the ISSC shall:

(a) review the activities of the ISSC, its Executive Committee, and Secretariat and consider their reports at each regular meeting;

- (b) receive the audited accounts for the period since the previous General Assembly and consider the budget for the coming period and take such other financial measures as may be considered appropriate;
- (c) establish such committees as may from time to time be required for the furtherance of the aims and objectives of the ISSC;
- (d) confirm the appointment and mandate of any committee upon the recommendation of the Executive Committee, review the reports of the activities of committees and discharge them of their responsibilities when their activities are no longer required;
- (e) consider and rule upon applications for membership of the ISSC referred to it by the Executive Committee;
- (f) consider the suspension of any Member which has failed to fulfil its obligations under the rules laid down by the General Assembly or Constitution and By-Laws or has not paid its dues for more than three years;
- (g) elect the Officers and Ordinary Members of the Executive Committee as defined in Article 13 and, on recommendation of the Executive Committee, approve the appointment of the Executive Director;
- (h) consider changes to the Constitution, By-Laws and Rules of Procedure which may from time to time be proposed to the General Assembly, and if appropriate take action in accordance with Article 27;
- (i) approve upon the recommendation of the Executive Committee any arrangements with any organisation which would create any ongoing institutional responsibility on the part of the ISSC;
- (j) take such other action as may be appropriate.

## **TITLE VI - EXECUTIVE COMMITTEE**

ARTICLE 11 - Between sessions of the General Assembly, the Executive Committee of the ISSC shall act as the governing body of the ISSC. The Executive Committee shall appoint and review the work of all committees, and of the secretariat, and shall be responsible for the implementation of the decisions of the General Assembly and shall through the Executive Director report to the Members from time to time on its work between meetings of the General Assembly.

The Executive Committee shall function as the Admissions Committee, ensuring that the requirements for membership laid down from time to time by the General Assembly are met and agree such membership where it has a clear two-thirds majority for such admission. It shall make recommendations to the General Assembly for the admission of new Members where there is not a clear two-thirds majority.

ARTICLE 12 - The Executive Committee of the ISSC shall consist of the President and two Vice Presidents, being the Vice-President (Scientific Planning and Review) and the Vice-President (Information and Communications Outreach), and a Treasurer - these shall be the " Officers " of the ISSC - and ten further members (the " Ordinary Members ") who shall be elected by the General Assembly. In electing members of the Executive Committee, the General Assembly shall take into account a fair rotation of candidates for offices between all the Members of the Council. Five of the Ordinary Members shall be elected from among Member Associations, three from among the Member Organisations, and two from among the member Institutions. The

Executive Director serves as an ex officio non-voting member of the Executive Committee and all appointed standing and ad hoc committees of the ISSC.

ARTICLE 13 - (a) The election of the Officers and Ordinary Members of the Executive Committee shall begin with the appointment of a Nominating Committee by the President to be approved by the Executive Committee.

(b) The Nominating Committee shall be composed of no less than three and no more than five members so as to constitute a balanced representation by category of Member, by discipline and by region of the world. Its responsibility is to canvass the Members for nominees for the membership of the Executive Committee, including the Officers, with due regard for fair rotation, as indicated above.

(c) Election of the Executive Committee shall take place in the following order: President, the Vice Presidents (Scientific Planning and Review, and Information and Communications Outreach, in that order), the Treasurer, and then Ordinary Members. In each ballot, the candidate with the highest number of votes shall be elected. In case of a tie, a second ballot shall be held. If there is still a tie, the President of the General Assembly shall have the casting vote between the tied candidates.

(d) Election shall be by secret ballot.

(e) No alternate or proxy votes are permitted.

(f) The retiring President, if any, shall remain a voting member of the Executive Committee until the next regular meeting of the General Assembly following retirement as President.

(g) The President, Vice Presidents, the Treasurer and an Ordinary Member shall each serve for a three-year term of office only and shall each be eligible for subsequent re-election for the same position for one further term of office only. Subject to this rule any Officer or Ordinary Member may be further elected to any other position in the Executive Committee for similar terms.

(h) The Executive Committee may appoint Members to fill vacancies which may from time to time occur, and such appointment to fill an unexpired term will not be taken into consideration for the purpose of re-eligibility.

(i) In the event of a vacancy in the office of President, the vacancy shall be filled by one of the Vice Presidents and the vacancy thus occurring shall be filled by an Ordinary Member.

(j) In the event of a vacancy in the office of Vice President (not being one to which Article 14 (i) applies), the vacancy shall be filled by an Ordinary Member

(k) In the event of a vacancy in the office of Treasurer the vacancy shall be filled by an Ordinary Member..

(l) Vacancies among Ordinary Members may be filled by co-opting a member representing the Member Association or Member Organisation to which the former Ordinary Member belonged, to be nominated by that Member Association or Member Organisation. In each case the decision shall be that of the Executive Committee. If a replacement is appointed, such Ordinary Member replacement shall serve out the term of the person replaced.

ARTICLE 14 - The Executive Committee shall meet during each session of the General Assembly, and when convened by the President at least once a year, and upon notice in writing at the request of at least half of the voting members of the Executive Committee. The Executive Committee may invite other persons to attend its meetings, speak, but not vote on matters before the Committee.

## **TITLE VII - SECRETARIAT**

ARTICLE 15 - The General Assembly on recommendation of the Executive Committee approves the appointment of the Executive Director. The Executive Director shall be a permanent appointment subject to the effective performance of the postholder, the necessity and feasibility of the Council supporting the post, and normal retirement age under applicable local law.

ARTICLE 16 - The Executive Director shall direct the secretariat under the authority of the Executive Committee and shall be responsible for the day-to-day work of the ISSC, including the appointment of staff, the management of personnel and resources and the payment of accounts and shall sign contracts on behalf of the Council. Any delegation of authority and responsibility outside the secretariat shall be approved by the Executive Committee. In particular the Executive Committee may authorise the Executive Director to negotiate and conclude agreements with other organisations on behalf of the ISSC within the guidelines established by the Executive Committee.

ARTICLE 17 - The Executive Director shall act as secretary to the General Assembly and to the Executive Committee.

### **TITLE VIII - BUDGET AND FINANCES**

ARTICLE 18 - The financial resources of the ISSC shall be met from the dues paid by its Members, from contracts, subventions and donations and from other sources.

ARTICLE 19 - The General Assembly shall determine the scale of dues of Members on the recommendation of the Executive Committee according to the procedures laid down in Article 10.

ARTICLE 20 - The Executive Director is empowered to accept donations and bequests on behalf of the ISSC and shall account for these to the Executive Committee at its next meeting following such acceptance and to the next General Assembly.

ARTICLE 21 - The Executive Director in association with the Treasurer and President shall prepare an annual draft budget and accounts for presentation to and approval by the Executive Committee and shall prepare a draft biennial budget which when approved for submission to the General Assembly shall be presented by the Executive Committee to the General Assembly for adoption.

ARTICLE 22 - The Treasurer acting with the Executive Director shall cause the ISSC's accounts to be audited annually by a qualified auditor. They shall produce an annual financial report which shall be transmitted through the Executive Committee to the General Assembly.

ARTICLE 23 - Members shall give an account of the use of moneys granted to them through the ISSC and the Executive Director and the Executive Committee shall have access to these accounts.

### **TITLE IX - DISSOLUTION**

ARTICLE 24 - The ISSC may be dissolved or amalgamated on the initiative of the Executive Committee by a General Assembly either meeting in ordinary session or in Assembly specifically convened for this purpose. At least six months' notice shall be given for such a meeting. A decision to dissolve or amalgamate the ISSC shall require a vote of two thirds of all Member Categories present and voting.

ARTICLE 25 - If the ISSC is dissolved as provided for above, the General Assembly shall appoint three liquidators of different nationalities to wind up its affairs. They shall distribute the net assets, if any, to the Members proportionately to the number of years in respect of which dues have been paid. They shall determine the allocation of resources belonging to the ISSC, in accordance with the aims and objectives contained in the Constitution. If the ISSC is amalgamated the net assets should be passed to the successor body upon such terms as are agreed for the amalgamation.

## **TITLE X - REVISION OF CONSTITUTION**

ARTICLE 26 - The Constitution may be modified, amended or altered on the recommendation of the Executive Committee or a majority of Members. It must be approved by a two-thirds majority of the General Assembly, including two thirds of each of the Member Categories present and voting, meeting in ordinary session, or in Assembly specially convened for that purpose at which two thirds of the members who are fully up-to-date with their subscriptions shall constitute a quorum.

Draft amendments to the Constitution shall be conveyed in writing to the President, in sufficient time for them to be examined by the Executive Committee and for the text to be distributed to all Members of the General Assembly at least one calendar year before the Assembly in which they are to be considered.

ARTICLE 27 – Decisions on all matters not covered by the present Constitution shall be made as required by the Executive Committee, subject to approval by the next General Assembly.

## **BY-LAWS AND RULES OF PROCEDURE**

1. RECORDS: All accounts, records, reports, minutes and other documents relating to the work of the ISSC shall be open for inspection at any time to any member of the Executive Committee. All minutes and records of the General Assembly of the ISSC and the audited accounts of the ISSC shall be open to inspection by any Member at any time. In the event the ISSC is dissolved, its records shall be deposited with UNESCO by the liquidators appointed under Article 26 of the Constitution following completion of their work.

2. NOMINATIONS: The procedure for nomination of Officers and Ordinary Members of the Executive Committee is as follows:

(a) At least six months prior to the General Assembly the President shall appoint the Nominating Committee as provided for under Article 14 of the Constitution and cause all Members to be notified of the names of the members of the Nominating Committee and at the same time those members of the Executive Committee who remain eligible for re-election under the Constitution;

(b) All Members who desire to nominate a candidate for President, the Vice President positions, the Treasurer or Ordinary Members, shall notify the Nominating Committee either directly or through the Executive Director at least three months in advance of the General Assembly. Such submissions shall be accompanied by biographical details and by an assurance that the candidate agrees to serve if elected.

(c) The list of all nominated candidates shall be circulated to all Members not less than two months in advance of the General Assembly.

(d) The Nominating Committee shall put forward a list of recommended names to the General Assembly including, whenever possible, twice the number of vacancies, taking into account the factors referred to in the Constitution the day prior to the day the elections are to take place, which is normally on the afternoon of the second day of the General Assembly.

(e) Additional nominations may be made from the floor of the General Assembly, provided that each person so nominated has the support in writing of his or her Member Association or Member Organisation, and at least four other Members, and subject to confirmation that the delegate agrees to serve if elected. Such nominations shall be accompanied by biographical details.

3. VOTING

(a) All decisions of the General Assembly shall be by show of hands unless a roll call is demanded by any Member. Unless otherwise provided for in the Constitution and By-Laws and Rules of Procedure of the ISSC, decisions shall be taken by a majority defined as one half plus one of the votes of Member Associations, Organisations and Institutions present and voting. Abstentions, absences and/or failures to vote for any reason are not counted for the purpose of determining majority. Members whose dues are in arrears shall not have the right to vote.

(b) The election of the Officers and Ordinary Members of the Executive Committee shall be by secret ballot. Members may vote for a number of candidates up to the number of places being determined. The candidates with the largest number of votes are elected. In the event of a tie, a second ballot shall be taken between the tied candidates. If there is still a tie, the President of the General Assembly shall have the casting vote between the tied candidates.

(c) After the election to each position, announcement shall be made of the winning candidate, and nominations opened for the next position voted on so that unsuccessful candidates for the presidency may be considered for the vice presidential positions if they wish to stand as a candidate, that unsuccessful candidates for a vice presidential post may be considered for the position of Treasurer, and unsuccessful candidates for Treasurer for Ordinary Member of the Executive Committee provided they are willing to serve.

4. THE TERMS OF OFFICE of the newly elected Officers and Ordinary Members shall begin at the close of the General Assembly. A meeting of the newly elected Executive Committee shall normally follow the close of the General Assembly.

5. DUTIES: In addition to the duties prescribed by the Constitution and custom, the following shall apply:

(a) The President shall be the chairperson of all meetings of the General Assembly and of the Executive Committee. The President is responsible for the implementation of the policy of the ISSC and for representing the ISSC at any official functions at which the ISSC is invited to be represented. In the conduct of the business of the General Assembly and all committees, the chairperson shall be guided by Robert's Rules of Order as the last resort.

(b) The Vice President (Scientific Planning and Review) shall under the overall direction of the Executive Committee be responsible for the scientific and training programmes of the ISSC.

(c) The Treasurer shall under the overall direction of the Executive Committee be responsible for the oversight of the expenditures of the ISSC, for the preparation of the budget, for fund raising from appropriate sources, for reviewing the audited accounts of the ISSC, and for ensuring fiscal prudence on behalf of the Members of the ISSC and shall chair any Finance Standing Committee which may be constituted.

(d) The Vice President (Information and Communications Outreach) shall under the overall direction of the Executive Committee be responsible for the information and communications of the social and behavioural sciences activities of the ISSC. The Vice President (Information) shall collaborate with the President and the Executive Director in determining external relations policy and execution, representation and promotion and shall chair any External Activities Standing Committee which may be constituted.

(e) The Vice Presidents, the Treasurer and Ordinary Members of the Executive Committee shall under the overall direction of the President carry out such duties as may from time to time be assigned by the President and/or Executive Committee.

(f) The Executive Director shall in addition to those duties specified in the Constitution and under the overall direction of the President and the Executive Committee be responsible for all matters concerning the administration of the ISSC. The Executive Director shall act as chief executive of the secretariat and within agreed budgetary limits shall be responsible for the financial management of the ISSC.



6. MEMBERSHIP: Applications for Membership must be in writing to the Executive Director of the ISSC and must in addition to the rules for membership laid down in the Constitution conform to the following:

(a) All candidates for admission as Member Associations must represent disciplines and interdisciplinary fields in the social, economic and behavioural sciences;

(b) All candidates for admission as Member Associations must have been in existence for at least five years and have organised at least two international conferences or congresses, unless for good reason exemption from this is recommended by a two-thirds majority of the Executive Committee;

(c) All candidates for admission as Member Associations must have at least 150 members from at least 12 countries if made up of individuals or include at least 12 countries if made up of national associations; in addition, these countries or these Associations should be located in different parts of the world in order to be eligible for regular Membership and shall be comprehensive and representative of the Association's discipline or interdisciplinary field;

(d) All applications for admission as a Member Association must be accompanied by a copy of the candidate's constitution or similar type of document and evidence of support from at least five Members. The constitution or other instrument of associations seeking Membership should indicate the aims and objectives of the association, provide for the direction of the association by a general assembly or equivalent of its members, indicate the scale of dues payable by its members and provide the latest audited accounts which must show solvency, and set forth the rules for voting for its officers and officials;

(e) All candidates for admission as Member Organisations **or Member Institutions** must have been in existence for at least 5 years unless for good reason exemption from this is recommended by a two-thirds majority of the Executive Committee. All applications for admission as a Member Organisation must be accompanied by a copy of the candidate's constitution or similar type of document and evidence of support from at least five Members. The constitution or other instrument of associations seeking Membership should indicate the aims and objectives of the organisation, indicate the status of its funding and expenditure in a manner appropriate to its status.

(f) All applications for admission as Associate Members must be accompanied by a copy of the candidate's constitution or similar type of document and evidence of support of at least three Members. The constitution or other instrument of the candidate should indicate its objectives and governance and indicate the status of its funding and expenditure.

(g) It is intended that the formation of national committees would become the basis for national organisation representation within the ISSC. They should be as representative and inclusive as possible of social science scholars and institutions within the country. Their creation is likely to be out of Social Science Research Councils or Federations, Academies or funding councils;

(h) The Executive Committee, shall examine each application for Membership and determine in regular session to accept or reject it on a vote of a two-thirds majority. Where there is not a two-thirds majority the matter must be referred to the General Assembly where a majority of all Member Categories present and voting must be achieved, plus a two-thirds majority overall in order to exercise care so as to avoid undue representation of discipline, country or region;

7. COMMITTEES AND PROGRAMMES: The ISSC may establish interdisciplinary committees, task forces and programmes either through the General Assembly (Article 11 (c) of the Constitution) or through the Executive Committee (Article 12 of the Constitution). In either case the chairpersons shall be appointed by the Executive Committee and its members shall be appointed by the Executive Committee in consultation with the chairperson. The establishment, activities and governance of the committees and programmes shall be in accordance with the guidelines laid down by the Executive Committee.

8. SUSPENSION: The General Assembly may by a vote of two thirds of each Member Category present and voting suspend any Member which has failed to fulfil its obligations provided that the Member has received six months notice of intent to take such action, has been given an

opportunity to fulfil the obligations concerned and has been given an opportunity to be heard, if it so wishes, by the General Assembly.

9. RESIGNATION: A Member wishing to resign from the ISSC must give three months notice in writing to the Executive Director which shall be with effect from the end of the budgetary term in which the letter of resignation is received by the Executive Director.

10. Except where otherwise provided, the By-Laws and Rules of Procedure may be modified or repealed by a majority vote of the members of the General Assembly.

11. Decisions on all matters not covered by the present By-Laws and Rules of Procedure shall be made as required by the Executive Committee, subject to approval by the next General Assembly. In either case the chairpersons shall be appointed by the Executive Committee and its members shall be appointed by the Executive Committee in consultation with the chairperson. The establishment, activities and governance of the committees and programmes as well as of the Senior Board shall be in accordance with the guidelines laid down by the Executive Committee.

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