

# INTERNATIONAL NINETEENTH CENTURY STUDIES ASSOCIATION

## Terms of Reference

The first version of the INCSA Terms of Reference was ratified at the meeting of the INCSA Steering Group held on Friday 18 June 2021.

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These Terms of Reference are subject to scrutiny at each AGM and will be revised and expanded as necessary.

### 1) Name and objective

- i. **Name:** The name of this association is the **International Nineteenth-Century Studies Association (INCSA)**.
- ii. **Objective:**  
To support new research on all aspects of the long nineteenth century across the Arts and Humanities, Social Sciences, and Sciences; to foster international research networks and scholarly organisations; to host a biennial international conference and to publish top-notch, peer-reviewed scholarship.

### 2) Logo and branding

- i. **Logo and colour palette**
- ii. **Domain name**-www.in-csa.com

### 3) Membership

Membership year begins 1 January

### 4) Administrative Structure

INCSA will be administered by a President and Vice President supported by an Advisory Board and five subcommittees.

#### i. **Advisory Board**

The Advisory Board is chaired by the President, and includes the President, Vice President, officers, subcommittee chairs and ex officio members. The INCSA Advisory Board meets twice a year.

#### a) **President and Vice President**

In the first instance the President will be in office for 4 (+1) years. The role will then default to a 3 year term from 2025.

The Vice President's first term will last for 4 years and default to 3 years thereafter. The Vice president will succeed the President.

The subsequent terms for President and Vice President will be 3 years.

Terms start immediately after election results are announced and end two weeks after conference or August 1 (non-conference years), which ever comes last.

#### b) **Officers**

The INCSA Officer roles are:

- (1) **Treasurer**- Term of office: 4 years for the first term and default to 3 year term thereafter.
- (2) **Secretary**- Term of office: 4 years for the first term and default to 3 year term thereafter.
- (3) **Web and Publicity Officers x 2**- Term of office: 3 year term.
- (4) **Impact and Engagement Officer**- Term of office: 3 year term  
**N.B.** Web/Publicity officers and Impact and Engagement Officer work together but are separate roles.

#### **Nomination, voting and election of Officers:**

The Advisory Board will seek nominations at the conclusion of the terms of office. Elections and voting are held at either at the biennial conference, or at the annual business meeting in a non-conference year. Nomination and voting takes place using online forms. Re-election to an officer role is permitted.

Terms start immediately after election results are announced and end two weeks after conference or August 1 (non-conference years), which ever comes last.

#### c) **Subcommittees**

INCSA subcommittees comprise a Chair and representatives members, and meet twice a year.

The subcommittees are:

- (1) **Early Career Committee** – comprises **Chair** and **representatives** from: **early career academics and independent research organisation staff, postdocs and postgraduate students.**  
Chairs will serve for 2 years and mentoring will be built into the structure
- (2) **Impact and Engagement Committee** –**Committee Chair: Impact and Engagement officer.**  
The Chair of the Impact and Engagement Committee will serve for 3 years.
- (3) **Diversity Committee** – Committee Chair/Co Chairs: will be chosen from within the ranks of the committee.  
The Chair/Co-Chairs of the Diversity Committee will serve for 3 years.

(4) **Publications Committee**- Committee Chair/Co-Chairs: will be chosen from within the ranks of the committee.

The Chair/Co-Chairs of the Publications Committee will serve for 3 years.

(5) **Web committee – Committee Co-Chairs: Web and Publicity officers.**

The Co-Chairs of the Web committee will serve for 3 years.

d) **Ex-officio members**

Ex-officio members are nominated by the members of the Advisory Board and confirmed by the President.

The minimum term to serve as an ex-officio member is 2 years.

The maximum term to serve as ex-officio member is 10 years.

**5) Meetings**

There will be two meetings of the Advisory Board held annually.

A full AGM (incorporating the Annual Business Meeting) and Conference will be hosted biennially.

**6) Publications and papers**

[to be determined]

**By-laws/Standard Operating Procedures [to be determined]**

**Including:**

- i. Fees and Privileges of Classes of Membership
- ii. Nomination and Election of Officers and President and Vice President
- iii. Duties of Officers, Chair of Committees and President and Vice President
- iv. Responsibilities of the Advisory Board
- v. Attendance at and Participation in the Annual General Meeting of the Association
- vi. Amendments
- vii. Adoption