iacfs INTERNATIONAL ASSOCIATION OF CENTERS FOR FEDERAL STUDIES

INTERNATIONAL ASSOCIATION OF CENTERS FOR FEDERAL STUDIES (IACFS)

STATEMENT OF OBJECTIVES AND BY-LAWS

(as adopted by the IACFS Board of Directors on 16 September 2024)

§1. Objectives of the International Association of Centers for Federal Studies

1. The International Association of Centers of Federal Studies is an association of Centers and Institutes throughout the world with interests in independent research and publication about political, constitutional, legal, administrative, fiscal, economic, social, historical, and philosophical issues relevant to political systems which have federal features.
2. The Association was established to further the study and understanding of federal principles and patterns in all their variety.
3. The Association will pursue these goals through:
   (a) the exchange of information, an annual conference, publications, cooperation and exchange, and the promotion of young federal scholars (Ron Watts Award);
   (b) the stimulation and sponsorship of research on theories and practice of federalism;
   (c) educational activities to promote public awareness of the potential of federalism in the contemporary world;
   (d) encouraging the formation of additional institutions concerned with the study of federalism; and
   (e) the expansion of federal studies among the academic communities of the members' respective countries.
4. Member Centers and Institutes are committed to exchanging their research results and publications with all the other member Centers and Institutes, to providing notification to

them about conferences, major developments and projects they are engaged in, and to participating in the annual conferences of the Association.

5. From time to time, some or all of the member Centers and Institutes will engage in joint projects.

§2. Obligations of Member Centers and Institutes

1. From time to time, member Centers and Institutes are expected to organise and host the annual conference, on a rotation base. They are also expected to send representatives to the Directors' meetings of the Association as often as possible.
2. Member Centers and Institutes are also expected to send representatives to participate in the annual conferences.
3. Member Centers and Institutes commit to distribute to all other member Centers and Institutes their research results and publications and to notify them about conferences, major developments, and projects they are engaged in.
4. They are also encouraged to participate as far as possible in joint projects undertaken by the Association.
5. To maintain membership, member Centers and Institutes are expected to pay the annual membership fee of the Association according to §7.

§3. The Annual Conference and Meeting of the Directors of the Association

1. The annual meetings of the Directors of the Association (maximum two representatives per member Center or Institute) serve as a focal point for information exchange and are usually held in conjunction with the annual conference on a theme related to federalism.
2. One of the Association's core activities is an annual meeting, hosted by a different member each year, which provides an opportunity for:
   (a) a membership meeting;
   (b) in-depth reports on activities of the host member Center or Institute; and
   (c) a major conference which brings together members and invited participants to discuss a key topic or issue related to the objectives of the Association.
3. The meetings rotate with one member Center or Institute acting as host each year and taking responsibility for the organization of the Directors' meeting and of the conference and the publication of the conference proceedings.

4. The host Center or Institute is expected to cover the costs on the ground (accommodation, meals, etc.) for up to two representatives from each member Center or Institute.
5. Participants (or their Centers or Institutes) are expected to cover their own transportation costs to and from the meeting.
6. From time to time, the annual conference may be held in conjunction with another organization or association provided a clear recognition is given to the role of the IACFS.
7. The location of the annual meeting and conference, and the theme or topic of the conference is finally approved at the preceding annual meeting of the Association, although tentative approval may be given several years in advance to facilitate planning.

§4. Website

1. The website of the IACFS includes reports on the annual meeting and conference and on the activities of the Association and of its individual member Centers and Institutes.
2. The Secretary-Treasurer of the Association shall be responsible for updating the website, but all member Centers and Institutes are encouraged to submit reports on their major activities and developments to facilitate the exchange of information via the website.

§5. Officers of the Association

1. The officers of the Association are a President, two Vice-Presidents, and a Secretary-Treasurer, each elected for three-year terms.
2. These officers shall serve as the Executive committee of the Association together with active Past Presidents.
3. The secretariat of the Association is provided in the home institution of the President and is transferred after the election of a new President.
4. The Vice-President from the Center or Institute with the longest membership in the Association shall act for the President when the President is unable to act. In the event that both Vice-Presidents are from Centers or Institutes with the same length of membership, the Association will designate which Vice-President shall act for the President when the President is unable to act.
5. The Secretary-Treasurer is responsible for invoicing and collecting the annual fees from member Centers and Institutes, making a financial report to the annual meeting of the Directors, and maintaining the Association's website.

§6. Membership Fees

1. The annual membership fee in the Association is US $200 for member Centers and Institutes payable to the Secretary-Treasurer.
2. These fees are used to sustain the organizational activities and requirements of the IACFS (website, marketing, arrangements for meetings, etc.), the Ron Watts Award and, where approved by the annual meeting of Directors, to support joint projects, including contributions for open-source publication of conference proceedings or other research developed by the association.
3. The Secretary-Treasurer will annually invoice each member Center or Institute in January and the payment of the fee is due by June 30.

§7. Admission of New Member Centers or Institutes

1. The IACFS welcomes and encourages applications for membership from any Center or Institute interested in participating in the Association's activities.
2. The number of member institutions from any one country is not restricted.
3. To be eligible for membership, an organization must have the study of federalism as a function and purpose. It must be devoted to a scholarly approach and be independent of any particular private or governmental agency in its selection, publication, and dissemination of research. The following criteria will be taken into account in assessing applications for membership in the IACFS:

   The Center or Institute should demonstrate a substantial ongoing interest in federalism studies through a history of independent research and publication "about political, constitutional, administrative, fiscal, economic, social, historical and philosophical issues relevant to political systems which have federal features" and to the application of federal principles to political life. The evidence in support of this criterion can be reflected in an ongoing publication program of the Center or Institute itself or through the publication activities of the individuals associated with the Center or Institute. The richer the publication record, the more weight will be attached to the application.

   In addition, account may be taken of:

(a) The role and record of the Center or Institute, in its home country, in advising governments or others who are active players in the workings of that country's federal system. This can be evaluated through membership on advisory boards and commissions, hosting of meetings or conferences that are relevant to the country's federalism agenda. (Note that this consideration is not intended to exclude applicants from unitary countries.)
(b) The role and record of the Center or Institute in undertaking educational activities about federalism in the contemporary world.

Considerations will also be given to:

(a) The readiness of the Center or Institute to contribute to joint projects and conferences to the IACFS.
(b) The readiness of the Center or Institute to share in the administrative tasks of the IACFS.
(c) The ability of the Center or Institute to meet its financial obligations to the IACFS, to contribute to conferences, and to host meetings.

4. Applications should be directed to the President of the Association. Applications received by November 30 in the year preceding an annual meeting of the Directors of the Association will be considered at that meeting.
5. Applications should contain the following information:
   (a) Name, address telephone number, fax number, and e-mail address of the Center or Institute.
   (b) Name of Director as well as qualifications and previous positions of that person.
   (c) List of staff and research associates and their qualifications.
   (d) Statement of the legal basis of the Center or Institute (e.g., University statute or Council decision; Government decision, etc.) and basis for continuity and for independence from political direction.
   (e) Association of the Center or Institute with other institutions (e.g., Universities, Government agencies, other IACFS member Centers or Institutes, and international organizations or agencies).
   (f) Statement of the objectives and mandate of the Center or Institute (including reference to both research and educational or teaching components).
   (g) Funding: sources and approximate levels.
   (h) Current activities: research projects or programs in progress, conferences arranged or planned, and future plans.

(i) Previous activities and major recent publications, and copies of one or two recent discussion papers produced.

(j) A recent annual report.

6. Following receipt of an application, the President of the IACFS will appoint a small subcommittee to review the application at least four months before the IACFS meeting at which it is to be considered, either through a visit to the applicant Center or Institute, or, where impractical, through a conference call with the applicant. On the basis of this pre-screening, the committee will advise the Executive Committee of the quality of the application and whether it merits consideration by the full IACFS. This report will be made available to the full IACFS meeting so that there will be an opportunity for feedback.
7. On the basis of the application material received and the sub-committee report, the Executive Committee will prepare a recommendation for consideration at the next annual meeting of the IACFS Directors.
8. A representative of the applicant Center or Institute will be invited and expected to attend the meeting of the IACFS Directors at which the application is considered. Applicants undertaking the cost of travel do so in the full knowledge that there is no guarantee of acceptance.
9. Approval of membership will require a two-thirds majority of the Centers or Institutes represented at the meeting and a quorum of at least one-third of the member Centers or Institutes.

§8. Continuation of Membership

1. Centers or Institutes, which for three successive years have failed to pay the annual fees, to send any representatives to the annual meeting and conference of the Association, or otherwise actively contribute to the IACFS, will be deemed to have lapsed in their membership.
2. The continued membership of Centers or Institutes which no longer meet the conditions of eligibility will be reviewed at the annual meeting.

§9. Procedure at the Annual Directors' Meeting

1. The agenda to be drafted by the President shall normally include the following items:
   (a) minutes of the previous meeting;

(b) reports on IACFS joint projects;
(c) a financial report by the Secretary-Treasurer;
(d) a review of the membership including consideration of applications for membership;
(e) program for future annual meetings and conferences; and
(f) election of officers (every third year).

2. Each member Center or Institute shall be entitled to be represented at the meeting by up to two delegates.
3. The quorum shall be representation if at least one representative each from one-third of the member institutions.
4. Voting will normally be by simple majority of the institutions represented at the meeting. In the case of admission of new member institutions, rescinding membership of institutions, or changes to the statement of objectives and by-laws, a special majority shall be required representing approval by representatives of at least two-thirds of the member institutions represented at the meeting.

A proposal for an amendment of the Statement of Objectives and By-Laws must be submitted to the President at least one month prior to the date of the annual meeting in order that it may be distributed to the membership in advance of the meeting.