

Citizenship – An ECPR Standing Group



Minutes: SG Citizenship Annual Meeting 2018

1- 2pm, Friday, 24th August 2018

Building: VMP 5 Floor: Ground Room: 0077

SG Citizenship Committee Members:

Nora (chair) and Trond (minutes) in attendance.

Number of Attendees: 13

1. Welcome Information.

- Attendees directed to the minutes from last year's meeting on our [website](#) for approval.

2. Issues arising from the ECPR SG Convenors meeting – held on Wed 23 August 2018.

- Launch of Political Research Exchange (PRX): A new, open access journal by ECPR. Further information on [ECPR website](#).
- Revisions and updates proposed to Standing Group Framework. These were initially discussed at the SG Convenors Retreat in June 2018, which Nora attended on behalf of SG Citizenship. Please find at the end of this document further information about the proposed changes. The most important include:
 1. Alignment with the ECPR's CIO Constitution
 2. Definition of Research Networks
 3. Status of Convenors and members of the Steering Committee
 4. Membership renewal
 5. Charging of membership fees
 6. Financial management
 7. Organisation of SG events
 8. GDPR (General Data Protection Regulation)
 9. Participation in the Joint Sessions and General Conference and PRX journal
 10. Websites and brand management
- SG Convenors discussed these issues last Wednesday and asked for a little more time to reflect on them and to make any suggestions or raise issues to central ECPR services. However, time is limited.
- **Should you wish to raise an issue about the proposed framework, please email [Nora](#) no later than 31st August 2018.**

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3. SG Citizenship brief summary of planned activities

- **SG Citizenship newsletters**

For now, we will continue the current practice. However, should any member of SG citizenship wish to make these more frequent or change format, please email [Nora](#). Any changes we may propose will firstly be put to our members and seek their approval.

- **Future involvement of SG Citizenship in ECPR General Conferences and Joint Sessions.**

- **General Conferences** We have been successful in securing Sections since the very first year SG Citizenship was established (2013). We wish to continue our, so far, successful process in our preparation for the 2019 ECPR Annual Conference (Wroclaw, Sept 2019).
 - The SG Citizenship Steering Committee will distribute a call for panel proposals in September 2018 via its newsletter and members will be asked for panel proposals (with a short abstract, chair and 3 paper giver details) by 10 November 2018.
 - Please note, the ECPR deadline for Section proposals is 19 November 2018. Any questions about this process or if members have an idea for the section, please email [Nora](#) as soon as possible.
- **Joint Sessions:** We have had challenges in our attempts at securing a workshop – with one success since 2013. This is mainly due to the longer proposal process and high level of competition between proposals (over 150 proposals for 25 slots in 2018 round; necessity of rotating 60+SG and networks over the years).
 - SG Citizenship plans to submit and/or support a proposal for the 2020 Joint Sessions (deadline January 2019).
 - If ANY member of SG Citizenship wishes to propose a workshop and/or seek SG Citizenship support, please let [Trond](#) know as soon as possible.

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- **Bi/Annual SG Citizenship events**
 - Since a large number of proposals had to be rejected due to the smaller number of panels that are now allocated at the ECPR Annual Conferences (max 8 per section, which we had secured), SG Citizenship Steering Committee would like to establish a bi-annual Citizenship-themed conference. This will be less expensive than the main ECPR event, allow for more interaction due to smaller size but better SG Citizenship member inclusion. We hope, however, to charge a small registration fee (up to c.50EUR), which can then be put in the SG Citizenship account managed and used at the later stages for supporting further SG Citizenship events activities, such as SG Citizenship Summer School. We would like to propose holding the first of these conferences in Portsmouth in June 2019.
 - We hope that subsequent events will take place every 2 year at a location hosted and proposed by SG Citizenship Members. We would thus like to invite members to express an interest in hosting such event.
 - *We would also like to ask for SG Citizenship members for feedback about this idea. We also welcome any input they may have for the 2019 conference (chairs, panellists) and potential ideas for sponsors or funding streams. If you have any idea, please let Nora know.*
 - **Call for summer schools, small conferences and ECPR activities to be organised by SG Citizenship members.**
 - We would like to call upon all our members and their input in the above. If you have an idea or event that is happening, and you would like to share information, call for input or simply advertise as part of SG Citizenship – please let us know! We are most interested in what our members are up to and would like to ensure that our group works together collaboratively.
- 4. Other issues.**
- Prof. Andrea Szukala raised a question at the meeting about ‘output’ from SG Citizenship events, including our Section in Hamburg. Pleased to confirm to our members that we are in

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discussion with a publisher with the view of an edited volume. More information to follow once details are set.

- Another question was raised about integrating younger scholars in our SG. While the SG is not yet in the capacity of organising a dedicated Summer School, we have held a number of events dedicated to younger / early career scholars in 2015 and 2017 (University of Portsmouth) and in 2018 (Aarhus University, Oct. 2018, for details, please see newsletter). We hope to continue in supporting our members in the proposed bi-annual conference in the first instance.

5. Close of meeting at 1.50pm.



Review of the Standing Group Framework enacted April 2014.

Section 1. Key areas for revision

a. Alignment with the ECPR's CIO Constitution

This current version of the Framework was written before the ECPR transformed into a Charitable Incorporated Organisation (CIO) on the 1 October 2016. Whereas the previous Constitution did not reference Standing Groups at all, the CIO Constitution contains a section on SGs (included below as an appendix) describing their legal status as integral 'subcommittees' of the ECPR/Executive Committee and allowing for the Executive Committee to 'delegate any of its powers or functions to Standing Groups and Research Networks.' Further stating that 'The delegation shall be made on the terms and conditions specified in the Framework.' Since the current Framework does not include details of these delegations, the review of the Framework needs to consult the new Constitution and the Scheme of Delegation currently being drafted by the Executive Committee, in order to set out more clearly those powers delegated to the SGs within it.

b. Definition of Research Networks

A key topic of discussion at the Retreat was the definition of Research Networks in relation to Standing Groups. The current Framework does not define them precisely, but talks about them being restricted in size, temporary in nature and potentially 'starter SGs'. It also defines the minimum number for a SG of being 100, and for RNs of being 20. These current clauses imply a process where groups could be promoted and demoted between a SG or RN dependent on their size and levels of activity. However, the clear feeling amongst the Convenors at the Retreat was that Research Networks should be seen as distinct from SGs with a different remit, and not a 'lower grade' version of a SG. Instead, RNs were seen as conduits for distinct research projects, or niche areas of study and therefore serving a very different purpose to SGs. This greater definition should therefore be considered in the review and revised Framework.

c. Status of Convenors and members of the Steering Committee

In the past, the exact status of Standing Group Convenors and members of Steering Committees has not been defined. However, advice from our auditors and charity governance experts is that since Convenors carry out work delegated to them by the Executive Committee unpaid, they should be considered 'volunteers' of the ECPR. This definition of status and any resulting obligations or benefits will need to be referenced in the Framework. Related to this were discussions during the Retreat around the requirement in the Framework to have set roles for members of the Steering Committee – Convenors preferred a looser framework where they could decide themselves on any divisions of labour or hierarchies but with one key representative nominated as 'Convenor' as a liaison point



with the Executive Committee, central ECPR and other SGs. Also noted was the need for greater clarification around electoral rules and, for example, what should happen if an elected member of a SC stands down shortly after the election.

d. Membership renewal

The 2014 Framework requires annual renewal of membership on a calendar year basis. This was subsequently revised by the Executive Committee to biennial renewal, after feedback from Convenors. At the Retreat there was significant discussion around the membership renewal process and while it was agreed that biennial is still appropriate, the timing of the renewal process is problematic since it falls over the Christmas vacation when many people are away from their desks. The Convenors agreed that bringing the membership year in line with the academic/ECPR membership year and extending the period during which renewals can be made to two months would help encourage greater renewals. This was subsequently discussed and agreed by the Review Group.

e. Charging of membership fees

The 2014 Framework asks the Review Group to consider whether all SGs should have to charge a compulsory membership fee. This issue was discussed at length during the Retreat and subsequently by the Review Group and it was agreed not to make fees compulsory, but instead to make provision for SGs to charge voluntary donations should they wish.

f. Financial management

The current Framework states that bank accounts will be set up by the ECPR for every SG that requires one. However, after the enactment of the Framework this was found not to be possible, so instead 'nominal codes' within the ECPR's bank account have been set up for Standing Groups. Since the enactment of the Framework we have further been advised by our auditors that because of the legal status of SGs, all SG funds must legally be considered as the ECPR's funds and should therefore be accounted for via the ECPR's bank account. The use of nominal codes allows SG funds to be deposited and expended by a SG. Any surplus is then ring-fenced for sole use of the SG and can be carried over into subsequent financial years. A number of practical issues have arisen in relation to this:

- i. Holding funds – the Framework requires that all SGs deposit their funds with ECPR. If SGs have accounts linked to universities and other organisations they will need to move them, possibly via a staged process over time. While this is an obligation for SGs, there are also a number of benefits for SGs which can reduce the burden on Convenors and help with transitions between governance.
- ii. Budgeting – from a legal and auditing perspective, a SG's financial liabilities are considered the ECPR's liabilities. This means that in a situation where a SG using the ECPR's bank account to manage its finances receives a bill which exceeds its balance

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or anticipated income, the ECPR will be obliged to pay it and cover any deficit arising.

- iii. VAT – because SGs are the ECPR they are subject to the same VAT liabilities and regulations. This extends to any and all countries a SG may operate within. Failure to comply with relevant tax laws and any resulting financial penalties would ultimately be the responsibility of the ECPR. There is therefore the need to inform the ECPR of any and all income, particularly from events to be held outside of the UK so a VAT report can be commissioned.
- iv. Status of SG events – holding an event brings into play a host of financial, legal, H&S, GDPR and VAT issues and potential liabilities for both the SG and the ECPR. If the SG is the ‘owner’ of the event the SG/ECPR is liable; if the SG is simply ‘sponsoring/endorsing’ the event the liabilities may rest with a third party. It is therefore essential that the ownership status of any and all SG events is clear to all parties from the outset. Once it is clear the appropriate advice and support can be provided by the appropriate departments at ECPR.

d. Organisation of SG events

Further to point f. iv) above - organising Conferences, Workshops and Summer Schools are key activities of our Standing Groups and this should be encouraged and supported. However, because of the complexity of issues (and potentially significant liabilities) around insurance, Health & Safety, VAT and GDPR compliance and financial management this is a key area of concern. This issue is further complicated by the range of activities SGs hold – from large conferences that could be fully supported by ECPR staff and run via our IT systems (such as the SGEU and ECPG conferences) to summer schools organised in association with a number of third parties, where the ‘ownership’ and organisational responsibility of the event is unclear. It is important that we work with Standing Groups to identify the ownership of their event as early on as possible since all ‘SG/ECPR’ events are subject to the same regulations as ‘ECPR’ events. The revised Framework should include more detail around the practical support and guidance that can be provided in terms of identifying ‘safe’ locations (in terms of VAT etc), reviewing tenders, negotiating contracts and other elements of the academic and practical organisation.

e. GDPR (General Data Protection Regulation)

GDPR is an EU wide revision and tightening of data protection legislation, which came into effect on 25 May 2018 and will remain in place in the UK post Brexit. GDPR has had a significant impact on the ECPR and its SGs because we collect, store and process the data of over 40,000 individuals. GDPR requires us to demonstrate that we not only have every individual’s consent to have collected their data but have also made it clear to them how we intend to store and process it, in order to meet legitimate business interests of the organisation. As a matter of principle, the ECPR has taken a firm line on GDPR and compliance in order to ensure we are doing all we can to safeguard our community’s data.



Under the current SG Framework, all SG's membership data should be collected via the ECPR website and stored in MyECPR (which is compliant with GDPR). However, there is a possibility that some SGs may be collecting and/or processing data from other sources (such as via a host university) and for other purposes (such as for summer schools, or other events). Any collection or processing of data by SGs that does not comply with GDPR could be subject to investigation and any action or fines levied would be the responsibility of the ECPR. As part of the GDPR compliance project we have tried to identify and formulate solutions to mitigate any risk. One area where data breaches could happen is in Convenors exporting membership lists from the website, so we are working with our Data Protection Officer and IT department to formulate procedures around this, which will be built into the revised Framework.

f. Participation in the Joint Sessions and General Conference and PRX journal

It became clear from the Retreat that more detail is required in the Framework to both reflect the importance of the role SG's play in creating the academic programmes of the Joint Sessions and General Conference, and the procedures around how this happens in practice. This section should also reference the integration of the SGs into the PRX journal and the important part the Associate Editors and wider SG networks will play in the success of this journal.

g. Websites and brand management

Currently, the Framework encourages SGs to establish and maintain their own website, with the only stipulation that it links back to the ECPR website. Some SGs have taken this option (some using WordPress and others using different platforms) and some have WordPress sites established and maintained by ECPR (with Convenors able to update content as and when necessary). This means there is a great inconsistency in how the websites look, how regularly they are updated, who owns the domain name, how ECPR branding is used and whether they carry third party advertising. We have already started a process of encouraging those SGs with external sites to migrate them to ECPR-hosted WordPress sites, so we can provide support. This clause should therefore be updated to reflect current practice and support available from ECPR as well as any guidelines for branding etc. We could also include in here some text about use of social media and good practice.

h. Implementation

Because of the complex nature of the issues noted above, and the large number and varying size and level of activity of the SGs and RNs, it has been difficult for ECPR to implement fully all aspects of the Framework successfully, for example full use of the ECPR bank account by SGs. Because of the scale of the potential risks and liabilities connected with some issues, we will need to look more closely at how we can support SGs through further implementation of all aspects of the Framework.

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Section 2. Comments on the current Framework

This section draws upon the preliminary review that was carried out by the Management Group in the Scoping Report and discussions and conclusions drawn during the Retreat and subsequent Review Group meeting and comments on the specific clauses of the 2014 Framework. There may well, therefore, be some overlap with the broader comments above, as they are translated to the specific points.

Because of the scale of the additions and revisions identified thus far in this process, the Review Group envisions the necessity to revise the layout and format of the Framework in order to include the additional and expanded sections of content identified and to make it clearer and more user-friendly for SG Convenors and Steering Committees. Therefore, whilst the comments below are on the specific clauses and sections as per the 2014 Framework for the purposes of review, these may be represented differently in the revised document.

General

1. One of the constitutional objectives of the ECPR is to make it easier for political scientists throughout Europe to engage in co-operative advanced research, training and research-led teaching (Art 4 Constitution). Among the instruments to advance this goal are ECPR Standing Groups and ECPR Research Networks.
2. Constitutionally, Standing Groups and Research Networks are Committees established by the ECPR Executive Committee (Art 24 Constitution). As such, Standing Groups and Research Networks have no independent legal status; they are integral parts of the ECPR and must conform to the rules laid out in this framework, to the ECPR Constitution, and to UK Charity Law.
3. Standing Groups organise significant subdisciplines or broad research themes over a longer time period; they have a sizeable membership base, and they offer a range of activities.
4. Research Networks are more specialised, and/or have fewer members, and/or are more limited in terms of the range of activities, and/or of a temporary nature, for example to test the viability of a group before applying for Standing Group status.

The current Framework does not include a Preamble setting out the role and purpose of Standing Groups and Research Networks in relation to the Executive Committee and the ECPR and its wider mission and objectives, so this should be drafted. The section would also set out more clearly the consequence and requirements of Article 24 of the ECPR Constitution and emphasise the extent to which SGs and RNs are integral and important parts of the ECPR.

Further to the note above, the definition of Research Networks should be addressed in this section.

This section should also include definitions of key terms.



Establishment and Termination

Standing Groups

5. Any individual who is affiliated to an ECPR (full or associate) member institution is entitled to propose the establishment of a Standing Group.
6. A standard form is available from ECPR Central Services to propose a Standing Group. The information required includes a description of the subdiscipline/thematic field to be covered, with an explanation as to why a new Standing Group is needed in addition to already existing groups; a description of the activities planned; an indication of the Standing Group's governing structure; and the names of at least 100 scholars from ECPR (full or associated) member institutions in at least five countries who want to become members of the proposed Standing Group.
7. The proposal is forwarded to the Convenors of all existing Standing Groups, who are asked to give their advice within a month.
8. On the basis of the proposal and any comments received from existing Standing Groups' convenors, the ECPR Executive Committee decides whether to establish a new Standing Group.
9. If a Standing Group is insufficiently active, and/or has fewer than 100 members from ECPR member institutions in at least five countries, and/or does not comply with the rules laid out in this framework, the ECPR Executive Committee will contact the Standing Group's Steering Committee to discuss the prospects for the Standing Group. Ultimately, the Executive Committee may decide to terminate the Standing Group.
10. Standing Groups are established for 10 years, after which they must be reaccredited.

Clause 6: This process is now fully automated through the website. We therefore suggest rewording this clause to reflect how the current system works. We suggest that we also review the online proposal process and include a link to the Framework along with a tick box for proposers to confirm they have read and agree to comply with it. Related to this we also suggest that all incoming SG Convenors/Steering Committees are required to confirm they have read and accept the Framework.

Clause 9. It was suggested at the Retreat that this figure be more flexible at 80-100 and to replace 'terminate' with 'close'.

Clause 10. This clause states that SGs must be reaccredited after 10 years; 42e states that for the purposes of reaccreditation all SGs are assumed to have been established on the day of publication of the Framework (14 April 2014). However, there is nothing in this Framework which sets out how this will work in practice; how and on what basis will SGs will be evaluated and approved for reaccreditation. Clause 9 allows for more regular monitoring of activity and compliance and for the EC to step in and ultimately close a SG/RN if necessary, so it is not clear in the Framework how reaccreditation is different to this process. In

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discussion at the Retreat and the subsequent Review Group meeting it was agreed that because of the points above, reaccreditation is not necessary and this clause should be deleted.

Research Networks

11. Any scholar who is affiliated to an ECPR (full or associated) member institution is entitled to propose the establishment of a Research Network.
12. A standard form is available from ECPR Central Services to propose a Research Network. The information required includes a description of the subject area covered, a description of the types of activities planned, the time period for which the Research Network is intended, and the names of at least 20 scholars from ECPR (full or associated) member institutions who want to join the proposed Research Network.
13. On the basis of the proposal the ECPR Executive Committee will take a decision on the establishment of the proposed Research Network.
14. Failure to comply with the rules laid out in this framework may lead the Executive Committee to terminate the Research Network.
15. Research Networks are established for a period of max. 10 years, after which they must be reaccredited.

Clause 12: As above. In addition, it was suggested at the Retreat that SG Convenors should also see Research Network proposals and have an opportunity to comment on them prior to their evaluation by the Executive Committee.

Clause 14: replace 'terminate' with 'close'.

Clause 15. Ditto above in relation to SGs. In discussion at the Retreat and the subsequent Review Group meeting it was agreed that reaccreditation is not necessary and this clause should be deleted.

Membership

16. Scholars who are affiliated to an ECPR member institution have the right to join any Standing Group or Research Network that is relevant to their research or teaching interests. They can join a Standing Group or Research Network through their *MyECPR* account on the ECPR website.
17. Scholars who are not affiliated to an ECPR member institution may apply for membership of a Standing Group or Research Network if they are actively interested in the field covered by that Standing Group or Research Network. They apply through their *MyECPR* account and a decision is made by the relevant Standing Group's Steering Committee or Research Network Convenor.

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18. Annually, members of Standing Groups and Research Networks will be asked to re-register.
19. A decision whether or not to charge an annual fee for Standing Group and Research Network membership will be taken after the five-year evaluation of this framework. Until such a decision is taken, Standing Groups and Research Networks are free to decide for themselves whether or not to charge a membership fee. If they decide to do so, the fee charged of scholars who are affiliated to ECPR member institutions should be substantially less than the fee charged of scholars who are not thus affiliated. Membership of Standing Groups and Research Networks charging fees becomes active only after payment has been received.
20. The Standing Group's Steering Committee or Research Network Convenor has access to the membership list of the Standing Group or Research Network for internal purposes only. A person's membership can only be made public (e.g. through publication of the membership list on the Standing Group or Research Network's website) if that person gives permission to do so when registering/applying.

Clause 16 implies that there is some kind of mechanism that allows Convenors to check, monitor or even restrict membership based upon the research interests of potential members, but this is not the case: via the ECPR's systems any affiliate member (individual from an ECPR member institution) from any field (related or otherwise) can join a SG or RN automatically via the website. The Convenors at the Retreat were in agreement that they would like to be able to view the profile of all new/prospective members so they can get a clearer idea of the composition of their group. The revised Framework should also note that Convenors can reject and remove members from their Groups and possibly outline some procedures for this.

Clause 17. Ditto 16 above.

Clause 18. This clause will need to be amended as membership renewal has subsequently been revised to biennial (with the next renewal due in December 2018). Further to the note above, this process should move to the academic year with a two-month window for renewals opening 1 August.

Clause 19. The current Framework is asking that this review make the decision as to whether all SGs and RNs should be required to charge a compulsory annual membership fee. The implications of a decision that would require SGs and RNs to charge a compulsory fee will have to be carefully thought through in terms of the potential impact on SG/RN membership levels; how this would be implemented technically and administratively; how it would be enforced across the board if some SGs were reluctant; how fees would be set and reviewed (at ECPR/SG level). Currently three SGs are charging a voluntary membership fee using a 'PayPal Donate' function on their website, managed by the ECPR. Convenors at the Retreat were not in favour of compulsory fees and subsequent discussions in the Review Group meeting concurred with this viewpoint. It is therefore recommended that this Framework

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should not impose compulsory fees, but instead just allow for SGs to request voluntary donations should they wish.

Clause 20. Since data protection is such a complex and important area it would be clearer to have a distinct section on it within the Framework outlining the policies around accessing and using SG member data.

Governance

21. As long as a Standing Group has not adopted its own constitution and filed a copy with ECPR Central Services, its governance is regulated by the Default Standing Group Constitution (see Appendix).
22. To be valid, such a constitution should minimally contain:
 - a. Provisions for the existence of a Steering Committee of at least three persons. The majority of the Steering Committee is affiliated to ECPR (full or associated) member institutions, including a Convenor who serves as main liaison with the ECPR, and, depending on Art 26, a Treasurer.
 - b. Provisions for the election of Steering Committee members by and from the Standing Group membership for a term no longer than three years (renewable);
23. Standing Groups can have Sections devoted to subfields within the general remit of the Standing Group. If such Sections exist within a Standing Group, the Standing Group's constitution should also include provisions on the relationship between the Sections within the Standing Group and the Standing Group.
24. A Research Network should have at least one Convenor/Treasurer.

Clause 21. The default Constitution will need to be reviewed and possibly revised as part of this process to reflect any changes made to the Framework and also to check against the ECPR's new CIO Constitution as this exercise has not yet been completed. Any bespoke Constitutions submitted by SGs not adopting the default will also need to be reviewed to ensure they too are consistent with any revisions to the Framework and the ECPR CIO Constitution.

Clause 21 notes that a bespoke constitution should simply be 'filed with ECPR' but they should be reviewed and approved by the ECPR first to ensure they are compliant the ECPR Constitution and Framework before they can be adopted by the SG. This process should be clarified in the Framework.

Clause 22. Further to clause 21 above, this clause would benefit from some further details around what a Constitution should contain in order to bring it in line with ECPR requirements and to outline the process for having it approved by the ECPR, which is not currently clear in this version.

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Clause 22a, should the 'provision' be a requirement? This clause notes that 'the majority' of the steering committee should come from member institutions, but there is nothing to note if and how this would/should be monitored by the ECPR and what happens if a SG falls below this majority, if, for example a Convenors' university does not renew one year or they move institutions mid-term to a non-member. It was agreed at the Retreat and subsequent Review Group meeting to remove set job roles beyond Convenor, and therefore to remove the requirement for a Treasurer from the Framework.

Clause 22b. It is not clear in the Framework how many times a Steering Committee's three-year term can be renewed and whether a cap should be imposed (across other areas of ECPR the maximum term is six years). It was agreed at the Retreat and subsequent Review Group meeting that there should be no cap on the number of times members of the SC can be re-elected.

Clause 23. It was agreed at the Retreat and subsequent Review meeting that this clause is not relevant given the remit of the Research Networks

Clause 24. It is not clear in the Framework whether a RN Convenor or Treasurer should be from a member institution; we would assume so, so this should be made clear in the Framework. It was agreed at the Retreat and subsequent Review Group meeting to remove set job roles beyond Convenor, and therefore to remove Treasurer.

General point. It is not stated whether a Research Networks should have Constitution or not, but this should probably be made clear, for the avoidance of doubt.

Whilst only the EC can close a SG or RN the issue of what a Convenor or SC should do if they wish to close or merge the SG was raised at the Retreat, so we should consider the procedures around these instances and set out in the revised Framework.

Finances

25. Standing Groups are eligible to apply for ECPR grants. Any such grants or other income is to be spent on legitimate Standing Group activities; Standing Groups are not expected to contribute financially to the ECPR, except through reimbursement of the cost of particular services provided at request.
26. All financial transactions of Standing Groups and Research Networks must take place through an account opened by the ECPR. No account will be opened for Standing Groups and Research Networks that inform the ECPR Treasurer that they do not anticipate any financial transactions and will forfeit any income nevertheless received to the ECPR; in such cases the Standing Group or Research Network need not have a Treasurer (Art. 22).

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27. The Standing Group Treasurer or Research Network Treasurer has full access to his/her Standing Group's account and is accountable to both the Standing Group/Research Network membership and to the ECPR Treasurer for the account.
28. For accountancy purposes, all Standing Group/Research Network funds should pass through their account as they are received, expended, or invested.
29. In addition to the Standing Group Treasurer, the ECPR Director holds signature authority over the Standing Group account. This is to take care of unforeseen circumstances but will not be exercised in any way inconsistent with the relationship between ECPR Central Services and the Standing Groups.
30. The prior approval of the ECPR Treasurer or ECPR Director is required for any single expenditure of more than €3,000 and for any contract involving long-term financial obligations and/or obligations in excess of €3,000.

Clause 25. This Clause could benefit from some further detail to clarify that SGs can only claim against any grants allocated to them on production of invoices/receipts. It should also note that the grants cannot in any way be used to reimburse the Convenor or members of the Steering Committee for their time. The second half of this clause should also be reviewed as a decision was taken in Oslo not to invoice SGs for any services CS supply to them, only to pass on third party costs. This section should note the financial support the ECPR provides SGs through annual grants and in kind, through operational services provided by CS at no cost. The phrase 'not expected to contribute financially to the ECPR' should be deleted because SGs are the ECPR and any funds deposited in the nominal account are ring fenced for their sole use.

Clause 26: This clause needs updating to clarify that the 'account' is a nominal code in the ECPR's bank account.

Clause 26: The last part of the sentence 'No account will be opened for Standing Groups and Research Networks that inform the ECPR Treasurer that they do not anticipate any financial transactions and will forfeit any income nevertheless received to the ECPR' is unclear. We assume it means that any money received for a SG without an ECPR 'account' (nominal code) will be forfeited and absorbed by the ECPR into its general accounts. In practice this would not happen, and a nominal code would simply set up for that SG. This clause should therefore be revised.

Clause 27. We should possibly review the first sentence because the convenors do not have direct access to their account (like a regular bank account) instead they conduct all transactions through the ECPR's finance department, who will also process payments and provide statements as and when requested. Also, there is currently not an ECPR Treasurer so we should revise this sentence to allow for ECs where there is/isn't a Treasurer (e.g. to using Chair of Finance Subcommittee instead or Director).

Clause 28. This clause could further clarify that SG expenses should not be paid out by third parties (universities or Convenors personal accounts) but only by the ECPR on behalf of the SG.

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Clause 29. This is not currently the case and the authority to sign transactions and contracts need to be reviewed against the new CIO Constitution which requires two EC signatures for all contracts and financial transactions over a threshold, but also explicitly delegates powers to SGs (which the previous Constitution did not). This clause will need to be re-written in line with that.

Clause 30. This clause is ditto the ones above, since there currently is no ECPR Treasurer and under the CIO Constitution the Director does not have authority to sign contracts and transactions – all contracts must be signed by two members of the Executive Committee. It is not clear whether SGs have the authority to sign contracts since they do not have legal personality so Convenors would therefore be signing on behalf of the ECPR. The CIO Constitution allows for the Executive Committee to ‘delegate any of its powers or functions to Standing Groups and Research Networks’ but it is not clear that this includes signing contracts, so this should be clarified further in both the Framework and the Scheme of Delegation.

Finances general. There is no reference in this section to VAT or insurance in this section, so additional clauses will need to be added to deal with these issues.

Liaison with the ECPR

31. There will be an annual meeting of Standing Group and Research Network Convenors with representatives of the ECPR Executive Committee.
32. The ECPR Executive Committee makes funds available to support selected Standing Group activities.
33. The ECPR Executive Committee consults Standing Groups and, where appropriate, Research Networks in the planning of Panels at General Conferences and Graduate Student Conferences, and Workshops at ECPR Joint Sessions.
34. ECPR Central Services supports Standing Groups and Research Networks through the provision of membership lists, a bank account, and a website (subsequently to be maintained by the Standing Group/Research Network).
35. ECPR Central Services provides advice on Standing Group/Research Network activities. Subject to mutual agreement, ECPR Central Services may provide further support such as conference registration, against reimbursement of the costs of such support.
36. Standing Groups and Research Networks are free to organise conferences, summer schools, establish awards, issue newsletters, publish journals or engage in any other activity that they deem useful to further the purposes of the Standing Group/Research Network, under the general constraint of Art.2 of this framework.
37. Standing Groups and Research Networks may set up their own website displaying the ECPR logo, as long as the website contains a link back to the ECPR website.

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38. The Standing Group/Research Network Treasurer is required to submit an annual statement of account for income and expenditure to the ECPR Treasurer. A standard form will be available.
39. The Steering Committee/Convenor is required to submit an annual report on the Standing Group's/Research Network's activities to the ECPR Executive Committee. A standard form will be available.
40. Notwithstanding Art.9, the Executive Committee has the authority to suspend Steering Committee members/Convenors, when their actions are in breach of UK Charity Law and/or ECPR regulations and constitute an urgent threat to the interests of the Consortium. In such cases, the Executive Committee informs the Standing Group/Research Network's membership and calls for new elections of the Steering Committee/Convenor.

IT was agreed at the Retreat and subsequent Review Group meeting to re-name this section since SGs and RNs are the ECPR. This section is trying to cover a lot of content so should be split into the following:

1. One which sets out more clearly the kind of activities a SG or RN might engage in and the services, practical and financial support offered by ECPR to facilitate this, e.g.:
 - a. management of membership lists
 - b. collection of voluntary donations
 - c. event registration and organisation
 - d. publishing advice
 - e. financial management
 - f. website provision, development and maintenance (and the wider points around WordPress vs external sites and the management and oversight of, plus advertising)
 - g. access to ECPR branded materials [print and digital]
 - h. use of HH for meetings; etc
2. One which sets out how we integrate SGs into academic activities such as the OA journal and designing the academic programmes of the JS and GC; and
3. One which sets out reporting oversight by the EC, liabilities and obligations of Convenors etc.

All text will therefore have to be re-drafted accordingly; note that (clause 38) Convenors should not need to submit an annual statement of account if all transactions are via the ECPR bank account; instead they could be asked to submit an annual budget in line with our budgeting timeline.

Clause 36. It was agreed at the Review Group that SG event fees should make a distinction between ECPR member and non-member affiliates.



Clause 40. This could be elaborated upon to acknowledge the fact that members of the SC/Convenors are considered volunteers of the ECPR under UK charity law and to clarify any resulting obligations and responsibilities of both parties.

Other initiatives such as the annual Convenors meeting at the GC; proposed 'meet the Convenor/poster session' at the GC as discussed at the Retreat; and the annual SG Retreat itself, should be noted.

TRANSITIONAL PROVISIONS

41. Upon its publication, this Framework replaces any prior rules regarding Standing Groups, including the ECPR Standing Groups Guidelines and Procedures (SG GAP).
42. Standing Groups existing at the time of publication of this framework must comply with the provisions within this framework as soon as possible.
 - a. All Standing Group members will be required to have a *MyECPR* account, through which they will be asked within six months of the facility becoming available, to register their Standing Group membership;
 - b. Any membership fees set by Standing Groups will first be charged for the first calendar year following publication of this framework.
 - c. Existing Standing Groups have two years from the time of publication of this framework to meet the criteria of scope, level of activity, and minimum number of Standing Group members. Existing Standing Groups that are unable to, or decide not to, meet these criteria can apply for transformation into a Research Network.
 - d. Existing Standing Groups will be provided with an ECPR bank account within six months of publication of this framework. Standing Group funds currently held in other places should be transferred to this ECPR bank account within three months of the account being in operation.
 - e. For the purpose of reaccreditation of Standing Groups after 10 years, existing Standing Groups are assumed to have been established on the day of publication of this framework.
43. Within five years of publication of this framework, it will be evaluated by an ad-hoc committee set up by the Executive Committee and including two representatives of Standing Group and Research Network Convenors. The committee's report will be discussed at the annual meeting of Standing Group and Research Network Convenors before the Executive Committee takes a decision on the report's recommendations.

Clause 42d. We did not meet this deadline, and few SGs are using the ECPR's bank account

Clause 43. It was agreed at the Retreat and subsequently by the Review Group that the next iteration of the Framework should be a living document that can be revised at any stage

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necessary in order to ensure it remains accurate. There could be a yearly review process built around the General Conference Convenors meeting and/or Retreat.