

## International Society for Third-Sector Research

### TERMS OF REFERENCE FOR THE PUBLICATIONS COMMITTEE

Approved by the Board, December 2019, amended by the Board of Directors, December 2022

**(A) Constitution.** The Publications Committee is a Standing Committee established or dissolved by the Society's Board of Directors by action at a Meeting.

**(B) Composition.**

- i) The Publications Committee consists of eight members: the Publications Chair (a member of the Board appointed by the President), the Chief Executive Officer (without voting power), one member of the Board, and five members-at-large of the Society, selected for two-year terms by a vote of the Board of Directors considering their academic experience in publishing and the publishing sector.
- ii) Upon completion of a two-year term, Society members may be re-elected by the Board for up to two further consecutive terms.
- iii) The Chair of the Publications Committee may appoint a member of the Committee to act as chair when she or he is absent.

**(C) Powers and responsibilities.**

- (i) The principal role of the Publications Committee is to oversee and promote the publications portfolio of the Society and to make recommendations to the Board concerning publications and related policies.
- (ii) The publications portfolio comprises ISTR's interests in *Voluntas*, the Springer Book Series on Nonprofit and Civil Society Studies, ISTR's Working Paper Series and the promotional opportunities afforded by ISTR's Online Publications Announcements.
- (iii) The Publications Committee, unless limited in a resolution of the Board, has the power and responsibility to:
  - 1) Monitor the performance of ISTR's publications portfolio in terms of both academic standing and financial sustainability;
  - 2) Evaluate the Publishing Reports of the Editors of *Voluntas* and the Nonprofit Book Series on an annual basis. To facilitate such discussion, the Committee may request the Editors to join the meeting by electronic means. On the basis of such report evaluation, the Committee will make recommendations to the Board on ISTR's publication strategy;
  - 3) Review contracts for ISTR's publications portfolio, including existing or new journals and book series;
  - 4) Search for new ventures, including both the establishment of new publications and new partnerships and technical developments required to support the publication and knowledge dissemination activities of the ISTR;

- 5) Promote the ISTR's Working Paper Series amongst Society Members in tandem with International and Regional Conferences and ensure publication of peer-reviewed papers on ISTR's website;
- 6) Adjudicate on the Best Poster Award at the International Conference and to make the award to the winning entrant.
- 7) Voluntas Editorial Board
  - a) Form an Editorial Search Nomination Committee (ESNC) to oversee the appointment of Voluntas editors.
  - b) The ESNC will comprise the Chair of the Publications Committee, one former Editor of Voluntas, one member of ISTR's Board, and three ISTR members-at-large chosen in light of their academic expertise, gender and regional balances. All such appointments must be submitted to the Board for approval.
  - c) Make recommendations to the Editors of Voluntas as to prospective members of the Voluntas Editorial Board, with due consideration for the multidisciplinary nature and regional diversity of ISTR membership.

(iv) All actions of the Publications Committee must be consistent with the Bylaws of the Society and any relevant policies adopted by the Board or the Executive Committee.

#### **(D) Limitations on Committee Powers.**

The Publications Committee may not:

- (i) adopt a policy or administrative procedure without the approval of the Board of Directors or the Executive Committee;
- (ii) incur any debt or other obligation on behalf of the Society without the approval of the Board;
- (iii) engage in or recommend any policy of action in violation of the Society's policy on conflicts of interest; or
- (iv) permit or allow any member of the Society or other person or firm to misuse any asset or other resource of the Society to the Society's detriment.

#### **(E) Meetings.**

- (i) The Publications Committee will convene quarterly.
  - a. Extraordinary meetings of the Publications Committee may be called at any time by the Publications Chair, the Chief Executive Officer, or any two members of the Committee.
- (ii) The Committee may meet in person at any convenient location or by use of any electronic communications facility that permits all attendees to participate fully in the Committee's discussion, deliberations and (as permitted) voting.
- (iii) The Publications Chair may invite, with the concurrence of the Committee, any person (whether or not a member of the Society) to participate in all or part of any meeting of the Committee.
- (iv) The Publications Committee may hold sessions attended only by its voting members when necessary to conduct confidential business. During such a session, the Committee may request and receive advice from any qualified

person. Any action taken in the session must be confirmed by a vote at a regular meeting of the Publications Committee.

**(F) Voting and Quorum.**

- (i) The quorum for meetings of the Publications Committee is a majority of its members, but, for quorum purposes, the Chief Executive Officer is not counted as a member of the Publications Committee. The Chief Executive Officer has no vote on the Publications Committee.
- (ii) Proxy voting is not permitted.

**(G) Notice.**

Notice of meetings of the Publications Committee is sent to each member at least 7 days prior to the meeting. The voting members of the Committee may, by attendance at the meeting or by a written waiver of notice (which may be an electronic message), agree to a lesser period of notice. When less than 7 days' notice has been given for any meeting, a member of the Committee may, but it not required to, insist that the meeting be rescheduled so as to assure a minimum of 7 days' notice.

**(H) Reports.**

The minutes of Publications Committee meetings that have occurred since the previous meetings of the Executive Committee or of the Board of the Society are included in the consent agenda for their subsequent meeting. At the meetings of the Executive Committee or the Board of Directors, the Publications Chair (or another member of the Publications Committee designated by the Chair) makes a report on the state of the Society's publications; will be available to answer any questions from Directors of the Society concerning the actions of the Publications Committee; and presents any recommendations from the Publications Committee for action by the Board or the Executive Committee.