

Constitution of the SOAS Centre for Ottoman Studies

PURPOSE OF THE CENTRE

1. The SOAS Centre for Ottoman Studies (hereafter 'the Centre') was founded in February 2014 and is a Faculty Centre attached to the Faculty of Law and Social Sciences, SOAS, University of London.

2. The purpose of the Centre is: to promote research and teaching in the field of Ottoman Studies at SOAS and to foster and facilitate links between SOAS members and other individuals and institutions with an academic interest in the Ottoman Empire by: (a) gathering and disseminating information about Ottoman Studies-related teaching and research interests among SOAS staff and students; (b) fostering the teaching of Ottoman Studies-related courses in the school; (c) facilitating the supervision of Ottoman Studies-related dissertations and theses in the School; (d) organising public lectures and seminars on Ottoman Studies-related topics; (e) hosting national and international workshops and conferences on Ottoman Studies-related issues; (f) fostering and facilitating individual and collaborative research on Ottoman Studies-related issues among SOAS staff and students; (g) developing worldwide contacts with organisations and institutions dedicated to Ottoman Studies, especially in post-Ottoman societies; (h) publicising the Ottoman Studies-related research and publications of Centre Members; and (i) raising funds, and assisting Centre members in raising funds, for the above purposes.

MANAGEMENT OF THE CENTRE

3. The Centre is responsible to Academic Board, through the Dean of Law and Social Sciences and the Law and Social Sciences Faculty Board, for its activities and conduct.

4. The Centre is established for a period of five years. Towards the end of each five-year period Academic Board will determine whether the Centre is to continue for a further period of five years, and if so whether this will be as a Centre.

5. The Centre is headed by two Co-Chairs, who must be members of the academic staff of the School. The Co-Chairs will serve a term of five years, which may be extended for a further five years.

6. The appointment of the Co-Chairs will be subject to the approval of the Dean of Law and Social Sciences and the Law and Social Sciences Faculty Board.

7. The Co-Chairs will be supported by an Advisory Group, which will normally meet once a term and whose membership will consist of the Co-Chairs of the Centre, four Members of the Centre, and a Research Student Member of the Centre.

8. Membership of the Advisory Group will be for a period of five years (or one year in the case of the Research Student Member) and may be extended for a further five years (or one further year in the case of the Research Student Member).

9. The Co-Chairs will provide a written report to the Law and Social Sciences Faculty Board on an annual basis. This report will set out the activities and achievements of the Centre, as well as report on the Centre's finances.

10. At an appropriate time before the end of each five-year period, Academic Board will determine the future of the Centre. In order to provide Academic Board with adequate information, the Law and Social Sciences Faculty Board will undertake a full review of the Centre. The resulting report, along with the recommendation of the Faculty Board, will be passed to Academic Board for consideration. It is the responsibility of the Faculty Office to ensure that this process is undertaken in a timely fashion.

11. The Director, in consultation with the appropriate Dean, has the authority to close the Centre or suspend the Centre's activities at any time should this be deemed necessary.

MEMBERSHIP OF THE CENTRE

12. Membership of the Centre is open to all academic, teaching only, research only and professional services staff at SOAS with a special interest in Ottoman Studies. Members are eligible to vote at the Centre meetings, should a vote be required.

13. Associate Membership is open to students at SOAS with an academic interest in Ottoman Studies. Individuals outside the School who share an academic interest in Ottoman Studies and wish to participate in the Centre's activities may also be invited to join the Centre as Associate Members.

14. Associate Membership does not confer any voting rights, or the right to be consulted about the selection of the Centre Co-Chairs or members of the Advisory Group.

15. It is the responsibility of the Co-Chairs to maintain an up-to-date list of Centre Members and Associate Members.

CENTRE MEETINGS

16. An annual general meeting, open to all Members and Associate Members, and notified publicly at least three weeks in advance of the meeting, must be held once per academic year during term time. This meeting should be used

to review the work of the Centre over the previous year and consider future plans for the Centre and any other relevant issues. It is the responsibility of the Co-Chairs to ensure that formal minutes of this meeting are kept and made available on request to Members and Associate Members of the Centre.

17. Subject to notice of no less than ten working days in advance, the Co-Chairs may convene other general meetings to consider, and report on, any issues relating to the Centre.

18. The Co-Chairs will call an extraordinary meeting on the receipt of a written request to that effect, stating clearly the purpose for which the meeting is required and signed by no fewer than one third of the Members (not Associate Members) of the Centre.

AMENDMENT OF THE CONSTITUTION

19. The Centre is required to have a standardised Constitution, as approved by Academic Board. Any proposals for amendments to the standard Constitution will need to be recommended to Academic Board by all Faculty Boards, and if approved will apply to all Faculty Centres.