**Statutes of the International Society for the History of Rhetoric**

The purpose of these Statutes is to clarify, elaborate, and supplement the Constitution and Bylaws of the International Society for the History Rhetoric (ISHR). Accordingly, any element of these Statutes that contradicts a provision of the aforementioned Constitution and Bylaws is null and void.

These Statutes shall be enacted by a vote of 60 percent in favor among Council members present and voting at a regular meeting of the ISHR Council. Upon such a vote the contents of these Statutes take effect immediately. These Statutes may be revised in any way that is consistent with the Constitution and Bylaws of the ISHR at any meeting of the ISHR Council upon a vote of 60 percent in favor among Council members present and voting.

1. Statutes for governance relating to the Editorial Staff of Rhetorica and the standing committees (2022: Prize Committee, Research Grants Committee)

**1. Editorial Staff of Rhetorica**

*Terms of Office*

The Editor(-in-Chief) serves a default initial term of four years, though this term of service may be modified by the Council. Associate Editors (one each for German language manuscripts, French language manuscripts, Spanish language manuscripts, Italian language manuscripts), and the Book Review Editor serve four-year terms. All Editors are limited to two consecutive terms of service, and half the Editorial Staff are appointed (or re-appointed) every other year. [In 2021, a new Editor-in-Chief and Associate Editors for French and Italian manuscripts were appointed. In 2023, the Associate Editors for German and Spanish manuscripts and the Book Review Editor will be replaced (or reappointed). The foregoing two sentences will be removed from these statutes on 1 January 2024.]

*Position descriptions*

**Editor:** The Editor’s duties range from administrative to intellectual, and mainly comprise the following:
(a) collaborating and communicating with editorial staff (Associate Editors, Book Review Editor, and, if applicable, Editorial Assistant), ISHR leaders, publishers;
(b) processing submissions through the submission management system; this includes determining their suitability for the journal, assigning to Associate Editors if need be, identifying and securing peer reviews, and, where appropriate, guiding authors through the publication process;
(c) facilitating the publication process by planning issues, managing copyediting, securing author permissions, and reviewing proofs;
(d) overseeing the timely publication of each quarterly issue, according to the Publisher’s production schedule;
(e) attending annual ISHR Council meetings and providing a journal report to fellow council members;

(f) copy-editing all accepted manuscripts for documentation and compliance with *Rhetorica* guidelines for submission;

(g) ensuring that all accepted manuscripts meet generally recognized principles for research integrity.

**Associate Editors:** The duties of the Associate Editors are as follows:

(a) processing French/German/Spanish/Italian-language submissions through the submission management system;

(b) determining their suitability for the journal, inviting reviewers, making recommendations to the editor;

(c) copyediting accepted essays for language-specific grammar, spelling, punctuation, and idiom.

Book Review Editor: The Book Review Editor's duties are as follows:

(a) staying informed about new publications (editions, monographs) in the field of the history of rhetoric,

(b) selecting publications for review;

(c) identifying and securing reviewers.

**Procedure for Recruitment and Selection of Editorial Staff**

When a member of the Editorial Staff is due to rotate off, the Nominating Committee announces a call for candidates for the position by means of a bulletin to the members. The Committee then evaluates applicants on the basis of the materials received and recommends appointment of at least one candidate for each editorial vacancy to the President. The President nominates a slate of editorial candidates to the Council, and the Council confirms the appointment of all candidates of which it approves.

The call for candidates includes the position description, term of office, and eligibility requirements.

For the Editor, the requirements are that candidates must be (near-)native speakers of English and have a research record in rhetoric. Reading ability in the other languages of the Society and experience in editing would be an advantage.

For the Associate Editors, the requirements are that candidates for this position must be native speakers of French, German, Spanish, Italian respectively and have a research record in rhetoric. Experience in editing would be an advantage.

For the Book Review Editor, the requirements are that candidates must be (near-)native speakers of English, have reading ability in the other languages of the Society and have a research record in rhetoric.

**Plan for transition between *Rhetorica* Editors and Editors-Elect and Book Review Editors and Editors-Elect.**

The terms of service for the Editor of *Rhetorica* and the Book Review Editor of *Rhetorica* shall begin on 1 January of the first year of their service and end on 31 December of the last year of their service. In the last year of service for either Editor, a new Editor-Elect shall be appointed who takes office on 1 June of that year. A new Editor-Elect and/or a new Book Review Editor-Elect of *Rhetorica* shall be announced to the ISHR membership on or before 1 June of the aforementioned year. At the same time the President of ISHR shall notify the Press that publishes *Rhetorica* of the appointment of the new Editor-Elect of *Rhetorica* and of these statutory arrangements for transition by the new Editor-Elect to the position of Editor of *Rhetorica* beginning on 1 January of the following year.

When the new Editor-Elect of *Rhetorica* assumes this office, the Editor-Elect has complete supervision of manuscripts submitted to *Rhetorica* on and after 1 June of that year. Furthermore, once the outgoing Editor of *Rhetorica* has submitted manuscripts for the final issue of the Editor's tenure, the Editor-Elect assumes complete supervision of all manuscripts currently under review at any stage. To facilitate the Editor-Elect's management of such manuscripts, the outgoing Editor will provide the Editor-Elect with a list of title, author, and stage of all manuscripts that remain under review or have been accepted but remain to be published.

When the new Book Review Editor-Elect assumes this office, the Editor-Elect has complete supervision of books submitted for review on and after 1 June of that year. Furthermore, once the outgoing Book Review Editor has submitted sufficient reviews for publication in the final issues of the Book Review Editor's tenure, the Book Review Editor-Elect assumes complete supervision of book reviews on hand and in process at any stage. To facilitate the Editor-Elect's management of book reviews, the outgoing Editor will provide the Editor-Elect with a list of book title, book review author, and stage of all book reviews solicited but as yet unpublished.

Once a new Editor-Elect of *Rhetorica* has been announced to the Press of *Rhetorica* as holding this office, the new Editor-Elect is authorized to request from the Press an orientation to all publication processes and expectations by the Press that will affect the Editor-Elect in carrying out the duties of Editor of *Rhetorica*.

**2. Research Grants Committee and *Rhetorica* Prize Committee**

The Research Grants Committee and the *Rhetorica* Prize Committee each consist of six members. Membership in both committees is recommended by the Nominating Committee and appointed by the President. In both committees the five languages of the Society shall be represented, in such a way that for each language at least one member has demonstrable fluency at a native or near-native level.

Each committee has a chairperson, designated by the President.

*Terms of Office*

The members of the Research Grant Committee and *Rhetorica* Prize Committee shall serve four-year terms, with a limit of two consecutive terms, and with half the committee appointed every other year. In 2022, three new members have been appointed in each committee; in 2024, the three members whose term began before 2022 will rotate off.

*Task of the Research Grants Committee*

The Society grants Research Fellowships every year (up to an amount set by the Council). Details about the purpose of the grants, eligibility and application are mentioned on the Society's website. The task of the Research Grants Committee is to review applications using the following criteria: scholarly significance of the research, quality of the project description, promise of quality of the proposed research, and likelihood of project completion and dissemination of results. Deliberations of the ISHR Grants Committee are confidential and its decisions regarding grant allocations are final. Applicants will be notified of the outcome of their applications in December of the application year. The chairperson of the committee ensures that the applications are reviewed according to the guidelines and in a timely manner and submits a report of the committee's activities and decisions to the Council every year.

*Task of the Rhetorica Prize Committee*

The Society awards a biennial prize for the best article published in *Rhetorica*. In 2019, the prize was awarded for the best article published in volumes 35-36 (2017-2018). Due to circumstances, the prize for the best article published in volumes 37-38 (2019-2020) could not be awarded in 2021. In 2022, the prize for the best article published in volumes 37 - 39, 1-2; in 2024, the prize for the best article published in volumes 39, 3-4- 41. In 2026, the prize for the best article published in volumes 42-43 will be awarded. Beginning in 2027, the *Rhetorica* Prize will be awarded in each conference year.

The task of the members of the prize committee is to evaluate and rank the articles published in the relevant years using the following criteria:

(a) The article bears witness to outstanding expertise as regards the source material that is discussed.
(b) The article bears witness to outstanding expertise as regards secondary sources and current discussions pertinent to the source material that is discussed.
(c)The article bears witness to outstanding expertise as regards the scholarly domain to which the source material belongs.
(d) The article makes a substantial contribution to a topical scholarly discussion.
(e) The article offers innovative perspectives by broaching new sources.
(f) The article stands out for its excellent readability and stylistic brilliance.
The chairperson of the committee ensures that the articles are evaluated and ranked according to these criteria and in a timely manner, and submits a report of the committee's activities and decisions to the Council every two years.

**3. Nominating Committee:**

In years when ISHR Biennial Conferences are held, the Council meeting that just precedes the conference includes a procedure for creating a slate of candidates for Nominating Committee membership. In this procedure, the outgoing President having earlier conferred with the incoming President recommends to the Council a slate of three members eligible and willing to serve in the Nominating Committee for the next two years. Eligibility is based on candidates' having significant experience in Society administration (e.g., Past-Presidents, Past-Vice-Presidents, Past-Officers, and Past-Council Members). Council members have an opportunity to propose additional members for service, provided that these members are also eligible and willing to serve. Thereafter, presuming there are candidates other than those in the recommended slate, the Council members each vote for three candidates on a ballot. The three candidates that receive the most votes become the Council's nominees for the Nominating Committee, except if there is more than one candidate who is a citizen of a specific country in the top three vote-getters, in which case, only the higher (or highest) vote-getting citizen from that country becomes a nominee, and the nominees are completed by the next highest vote-getter(s) whose citizenship does not does duplicate another nominee. If only the recommended slate is at stake, then by a voice vote the slate may be approved and its members become the nominees of the Council for Nominating Committee membership.

Next, in the same year and immediately after the General Business Meeting of the Society, an Election is held to select the three elected members of the Nominating Committee (the committee is completed with membership by the outgoing President *ex officio*). This election is officiated by the incoming President of the Society. Council nominees for the Nominating Committee shall be offered to the members of the Society as candidates for service in this Committee. Additionally, members in attendance at this Election may nominate additional candidates who are eligible and willing to serve in the Nominating Committee. When there are more nominations, individual members vote by ballot for three nominees. The three nominees that receive the most votes become new members of the Nominating Committee, except if there is more than one nominee who is a citizen of a specific country in the top three vote-getters, in which case only the higher (or highest) vote-getting citizen from that country becomes a new member of the Nominating Committee, and the new members are completed by the next highest vote-getter(s) whose citizenship does not duplicate another new member. If only the slate of Council nominees is at stake, then by a voice vote the slate may be approved and its members become the new members of the Nominating Committee.

**4. Affiliated Societies**

Scholarly organizations whose aims are consistent with ISHR's purpose (as defined in its Constitution) may apply for affiliate status. Affiliate status confers two guaranteed panel slots at the ISHR biennial conference, recognition of the organization's status on the ISHR website, and eligibility to apply for ISHR endorsement, financial support, and practical assistance in relation to the organization's activities.

To apply for affiliate status, an organization should send to the ISHR President a letter of application. The letter should include a motivation for the application, a copy of the statutes/constitution of the organization (if any), and a brief description of the organization's activities in the past five years.

The application will be reviewed by the ISHR Council. Upon recommendation by Council, a positive vote on the application by the ISHR membership will confirm acceptance of the application. An Affiliated Organization Agreement will be drawn up between ISHR and the affiliated organization, including a provision about duration and termination. This agreement will remain in force for 5 years, with the possibility of renewal after review of the arrangement.