

# **SOUTHERN SOCIOLOGICAL SOCIETY - CONSTITUTION AND BYLAWS**

(Revised. Approved 2008)

## ***CONSTITUTION***

### **ARTICLE I - NAME**

**Section 1.** This organization shall be known as the Southern Sociological Society.

### **ARTICLE II - OBJECTIVES**

**Section 1.** The Society seeks to promote the development of sociology as a profession and scientific discipline by the maintenance of high academic professional and ethical standards, and by encouraging (a) effective teaching of sociology, (b) valid and reliable methods and research in the study of human society, (c) diffusion of sociological knowledge and its application to societal problems, (d) cooperation with related disciplines and groups, (e) recruitment and training of sociologists, and (f) development of sociology programs in educational and other agencies.

**Section 2.** Notwithstanding any of the purposes or objectives stated herein, the Society is organized exclusively for educational purposes and will not engage in any activities which are not contemplated by the provisions of Section 501 (c) (3) of the Internal Revenue Code. The Society is not organized for profit, and no part of its net earnings shall inure to the benefit of its members, officers, directors, or other private persons, except that the organization be authorized to pay reasonable compensation for services.

**Section 3.** In the event of dissolution of the Society, any net assets shall be distributed to one or more organizations which have established appropriate exempt status under Section 501 (c) (3) of the Internal Revenue Code, contributions to which are deductible, or to a State or local government for public purposes.

### **ARTICLE III - MEMBERSHIP**

**Section 1.** Membership shall be open to any person interested in the objectives of the Society. The forms and conditions of membership are set forth in the Bylaws.

### **ARTICLE IV - OFFICERS**

**Section 1.** The officers of the Society shall be a President, a Vice President, a Secretary-Treasurer, a Recording Secretary, a President-Elect, and a Vice President-Elect.

**Section 2.** The President-Elect and the Vice President-Elect shall be elected annually by the voting membership and after serving a one-year term become President and Vice President, respectively, for a one-year term. A Secretary-Treasurer and a Recording Secretary shall be appointed by the Executive Committee for a five-year term, which may be extended annually thereafter. These appointments are subject to annual performance review by the Executive Committee. The selection of persons to fill these appointed offices is the responsibility of the Executive Committee.

### **ARTICLE V - EXECUTIVE COMMITTEE**

**Section 1.** The governing body of the Society shall be the Executive Committee. The authority to

interpret the Constitution and Bylaws rests in this Committee. It shall be responsible for the formulation of policy and have charge of the general and fiscal affairs of the Society; shall fill all vacancies not otherwise provided for, such appointees to hold office until the installation of new officers at the next Annual Meeting; shall call regular and special meetings of the Society; shall appoint such committees as are deemed necessary to carry out the functions and achieve the objectives of the Society.

**Section 2.** The Executive Committee shall consist of (a) the officers of the Society, (b) the Past Presidents of the Society for three years after the expiration of their terms of office, and (c) six members elected for three-year terms, two of which expire each year.

**Section 3.** Members may not simultaneously hold two offices on the Executive Committee, nor may an elected member of a standing committee concurrently serve on the Executive Committee.

#### **ARTICLE VI - MEETINGS**

**Section 1.** The Society shall hold an Annual Meeting for the transaction of business, presentation of papers, and general discussion of sociological topics. The Executive Committee may authorize additional meetings and may cancel or postpone the Annual Meeting if it deems that there is sufficient justification.

**Section 2.** The Executive Committee shall schedule and announce times and places of the Annual Meetings at least three years in advance. These meetings shall be held at times and places convenient to as many members as possible and where all accommodations are open to all members of the Society. Notice of additional meetings or of changes in the time and place of meetings shall be sent to all members as far in advance as possible.

**Section 3.** The Executive Committee shall meet at least once during the Annual Meeting, at a time and place announced to the Members, and shall be available to receive oral or written communications from members.

**Section 4.** At least one Business Session, scheduled at a time not in conflict with other sessions, shall be held during the Annual Meetings, for the discussion of the business of the Society, including the presentation of reports and communications to inform the membership on matters of interest to the Society, and to permit response from the officials to questions and suggestions from membership.

#### **Article VII - PUBLICATIONS**

**Section 1.** The Publications Committee shall consist of five members elected by the voting membership of the Society for a term of five years with one member's term expiring each year. The terms of the initial members shall be staggered from one to five years. The Secretary-Treasurer of the Society, the Editor(s) of *Social Forces*, and the Editor(s) of *The Southern Sociologist* shall be ex-officio members of the Publications Committee.

**Section 2.** The Publications Committee will advise and make recommendations to the Executive Committee on all matters relating to publication policies of the Society and be responsible for

executing such policies as the Executive Committee may establish within their Constitutional authority.

**Section 3.** The Executive Committee, with the advice of the Publications Committee, may authorize regular or occasional publications, designating which shall go to members as part of their privilege of membership.

**Section 4.** The Executive Committee, with the advice of the Publications Committee, may authorize and approve the appointment of an editor or editors of publications and an editorial board or boards, if deemed necessary.

### **ARTICLE VIII - AMENDMENTS**

**Section 1.** The Constitution may be amended or a new Constitution adopted by a two-thirds vote of the eligible voters voting in a mail ballot.

**Section 2.** A proposed change shall be sent to the members for a vote when (a) initiated or endorsed by the Executive Committee, (b) submitted in a petition by forty voting members, or (c) endorsed by a majority vote at a Business Session in the Annual Meeting, provided at least seventy-five voting members are present.

## ***BYLAWS***

### **ARTICLE I - MEMBERSHIP AND DUES**

**Section 1.** The membership year of the Society shall be from July 1 through June 30. An application for membership received after May 1 shall be dated forward to July 1. For other purposes the terms "annual" or "year" shall refer to the time between the close of the Annual Meeting and close of the next following Annual Meeting except as specified in Article VII, Section 5. Should an Annual Meeting be canceled, the Executive Committee shall set a time when the next Society year begins.

**Section 2.** Membership classes shall be Regular, Emeritus, Associate and Student. (a) Regular members are persons who have been awarded a graduate degree in sociology or in a closely related field, (b) Emeritus membership is restricted to those who have retired from regular employment, have been Regular or Joint members of the society for ten or more years, and who make a written request to the Secretary-Treasurer for Emeritus status, (c) Associate membership is open to any person interested in sociology and subscribing to the objectives of the Society, (d) Student membership is restricted to persons who are enrolled or in residence toward a higher degree and have not yet completed the requirements for the Ph.D. degree and majors in sociology programs at the undergraduate level.

**Section 3.** All members are entitled to attend meetings of the Society, to receive its publications, and to receive other communications authorized by the Society. Emeritus members receive all benefits except Social Forces without further payment of dues or registration fees. Only Regular, Student, and Emeritus members have voting rights and are eligible for elective office.

**Section 4.** Membership dues shall be recommended by the Executive Committee for the various classifications and be subject to approval by mail ballot of the membership. However, dues may

be increased by a two-thirds affirmative vote of the Executive Committee, without recourse to the membership, when in the Executive Committee's judgement the Society's regular on-going expenses, exclusive of special projects, cannot be met on a timely basis under the then present dues structure. Such dues increases are considered extraordinary. They may not be enacted more often than every three years and may not exceed 25% of the then current dues levels. Any changes made shall take effect at the beginning of the next membership year. Failure to pay dues by the end of the membership year will result in suspension of membership privileges.

## **ARTICLE II - FISCAL POLICY**

**Section 1.** To assure that the Society is able to manage its fiscal affairs, even in light of unanticipated change in inflation rates, membership rates, interest rates, and other influences on income and expenditures, the Secretary-Treasurer of the Southern Sociological Society shall maintain the following three separate financial accounts: (1) a regular cash account, (2) a cash equivalent reserve fund equal to at least one-third of the annual budget, and (3) a quasi-endowment [hereafter, simply endowment]. In addition, the Secretary-Treasurer may maintain other special purpose accounts as may be deemed appropriate and in the interests of the Society. Examples of additional separate accounts might include a depreciation reserve account or named endowments that are created for specific purposes.

(a) The regular cash account is for the receipt and disbursement of expenditures associated with the annual budget of the Society. This account shall be managed by the Executive Committee under the guidance and directives of the Secretary-Treasurer. In the event of seasonal cash-flow shortages, the Secretary-Treasurer may draw upon the cash reserve fund as may be required to meet timely payment of the Society's obligations. Resources drawn from the reserve fund for this purpose shall be returned to the reserve account in a timely manner, ordinarily within six months. In the event the receipts of the Society exceed expenditures in any given fiscal year, the excess resources in the regular cash account shall be moved to the reserve and/or endowment funds in accord with policies set forth below.

(b) The reserve fund shall be equal to at least one-third (1/3) of the annual budget of the Society. This reserve shall exist in the form of cash or cash equivalent funds. Normal allocation of assets in this fund will consist of fifty percent (50%) money market funds and fifty percent (50%) short term bond funds. The purpose of the reserve fund is to permit the Society to meet short term budgetary needs resulting from an imbalance of expenses in excess of receipts. It shall not be the purpose of the reserve fund to serve as a resource for meeting budgets that were prepared with the anticipation of expenditures exceeding receipts. The Secretary-Treasurer should not recommend, nor the Executive Committee adopt, a budget that is anticipated to exceed receipts.

(c) After the annual budget of the Society has been met, and the one-third reserve fund satisfied, the balance of the financial resources of the Society shall be transferred into a permanent endowment fund. The resources available to the endowment fund shall be prudently invested in securities to provide for long term capital appreciation and a hedge against the loss of value resulting from inflation. A portion of the income accruing to the endowment fund may be transferred to the regular cash account or the reserve fund according to a spending discipline described below. The Society may solicit and receive special purpose funds, including grants and bequests in the form of named endowments, so long as the intended use of these resources is consistent with the goals of the Society. Said funds may be received and administered as part of the general endowment fund, subject to the same spending discipline, or as separate accounts. The Society may not receive funds that require the Society to commit to programmatic activities

that require financial resources above and beyond resources available from the bequest.

**Section 2.** Management of the endowment is the responsibility of the Finance Committee (see Article X, Section 9).

**Section 3.** The general spending policy of the Society is to allocate to the support of its programs a share of investment assets that will permit maintaining or increasing the value of the endowment over time adjusted for inflation. (a) To preserve current assets and assure for long term growth that will hedge against inflation, withdrawals from the endowment shall not exceed six percent (6%) of the fair market value of the endowment during any fiscal year of the Society. Fair market value shall be calculated by averaging the net asset value of the fund over the previous twelve quarters. (b) Whenever higher net-returns of the most recent twelve quarter trailing period exceed six percent (6%), the Finance Committee may recommend either a fixed-sum dividend, or a percentage increase in funds available for a fixed period of years. (c) The use of funds available from the endowment shall be determined by the Executive Committee. Generally, it is understood that these funds are for special projects that will enrich the stated objectives of the Society, not for general operating revenues. In the event, however, of a short fall of receipts that threatens the integrity of the reserve fund, the Executive Committee may allocate some or all of the receipts from the endowment to the general budget or to replenish the reserve fund. The objectives and implementation of this Fiscal Policy shall not supersede the prudent fiscal management of the Society nor the normal conduct of Society activities.

### **ARTICLE III - NOMINATIONS**

**Section 1.** The Nominations Committee shall consist of ten members, three to be appointed by the President-Elect for a term of three years with three members' terms expiring each year. The terms of the initial members shall be staggered from one to three years. The Chair of the Nominations Committee shall be the Vice President.

**Section 2.** No less than FIVE months before the next Annual Meeting the Nominations Committee shall (a) select two nominees for each office to be filled, (b) verify the eligibility of the nominees with the Secretary-Treasurer, (c) prepare a uniform and concise information sheet for each nominee, (d) prepare a ballot which shall provide for write-in votes for each office, and (e) transmit the ballot form and the information sheets to the Secretary-Treasurer or other party designated by the Secretary-Treasurer to send voting materials to the membership.

**Section 3.** To be eligible for nomination, a person must be a voting member whose dues have been paid for the fiscal year during which the election is held and for at least three of the four preceding years.

### **ARTICLE IV - VOTING AND ELECTIONS**

**Section 1.** All voting for the election of officers, to amend the Constitution or Bylaws, or to determine Society policies and action shall be by ballot among the designated voting members. Except as specified in Article VIII of the Constitution and Article IV Section 4 of the Bylaws, a majority vote of the eligible voters voting shall determine the outcome of all ballots.

**Section 2.** No less than three months before the Annual Meeting, each voting member shall be

sent an information statement on each nominee prepared by the Nominations Committee *and* a ballot, together with instructions for voting.

**Section 3.** To be valid, ballots must be received by the Secretary-Treasurer on or before the date specified on the ballot, which shall not be less than thirty days from the date-*issued*. The member's dues must be paid by or at the time the *vote* is received by the Secretary-Treasurer *and the Chair of The Elections Committee*. Once eligibility is confirmed by the Secretary-Treasurer, the *voting record* will be set aside for safekeeping for at least one year after the election, and the ballots shall be delivered to a three-member Elections Committee appointed by the President during his/her term as President-Elect. Normally these will be persons located reasonably close to each other.

**Section 4.** Within three weeks after the final date for return of ballots, the valid ballots shall be tabulated by the Elections Committee. Immediately following the tabulation, this Committee shall submit a written report of the results to the President and the Secretary-Treasurer. The person receiving the highest number of votes for each office shall be elected. The Secretary-Treasurer shall notify candidates, the Executive Committee, and the membership of the results of the election by the most appropriate and prompt means.

**Section 5.** A tie vote for any office shall be broken by a vote of the Executive Committee. The Secretary-Treasurer shall conduct the vote immediately following announcement of the tie. A majority vote shall prevail. In the event of a tie vote in the Executive Committee, the President shall break the tie.

#### **ARTICLE V - OTHER BALLOTING**

**Section 1.** The Executive Committee may authorize and direct ballots, other than elections, to determine Society policy or action on any issues that may arise, provided such balloting or its outcome does not contravene provisions of the Constitution and Bylaws. Balloting on matters covered by the Constitution and Bylaws must be in accordance with the provisions specified for amendments.

**Section 2.** Special ballots may be initiated by the Executive Committee or by other voting members as provided below. They may be sent and returned with an election ballot or separately at other times. The relevant portions of Article IV, Sections 2 and 3 of the Bylaws apply to this Balloting as well as any other conditions that may be specified by the Executive Committee or are outlined herein.

**Section 3.** The Executive Committee shall authorize a special ballot if five percent or more of the members eligible to vote sign a written statement proposing a course of action, a resolution, or a policy or change and send it to the Secretary-Treasurer for presentation to the Executive Committee. The Secretary-Treasurer determines when the above condition has been met and promptly thereafter distributes the statement to the Executive Committee.

**Section 4.** Within three months after such a statement has been determined to have been validly submitted by five percent or more of the eligible membership, a ballot shall be sent to each voting member, together with the statement of the proposers and any recommendation,

explanation, or alternative proposal of the Executive Committee. The Executive Committee shall consider the urgency of the issue and employ *a special vote* or a shorter time schedule when it deems this justifiable.

**Section 5.** A majority vote of the eligible voters voting shall determine the issue.

**Section 6.** The Executive Committee may also authorize and direct a poll of membership opinion on any issue, with the specification that the results do not commit the Society to any position or action and are merely a poll of membership sentiment. All categories of membership may be included in such polls, with the results separately reported for voting and non-voting members. The Executive Committee authorizes and specifies the conditions of such a poll and the Secretary-Treasurer counts the ballots and announces the results.

## **ARTICLE VI - OFFICERS**

**Section 1.** The President shall preside at all meetings of the Society and shall chair the Executive Committee. The President is in charge of and supervises the conduct of the Annual Meetings, represents and speaks for the Society, may sign contracts and other documents on behalf of the Society, except as said duties are assigned to the Secretary-Treasurer, and shall perform other duties authorized by the Executive Committee. Except as otherwise provided herein, he or she shall also fill any committee vacancies as shall exist on standing or ad hoc committees of the Society. In the event of death, resignation, or inability to perform the duties of the President, they shall devolve successively upon the Vice President, President-Elect, and the Vice President-Elect. The officer concerned shall become President if a full term is to be served or Acting President if a partial term is to be filled.

**Section 2.** The Vice President shall work closely with the President and shall be acquainted with the affairs of the Society, performing the duties of the President in the latter's absence. The Vice President may receive special assignments from the President. Otherwise, except as indicated elsewhere in this document, his or her duties are the same as those of other Executive Committee members. In the event of the death, resignation or inability of the Vice President to perform the duties of the office, including succession to the office of President, the duties of the Vice President shall devolve upon the Vice President-Elect

**Section 3.** The President-Elect shall be acquainted with the duties and responsibilities of the office of the President. In collaboration with the Secretary-Treasurer and the Vice President-Elect, the President-Elect shall prepare a budget for the year he or she shall serve as President. Said budget shall be submitted to the Executive Committee in a timely fashion. Appointments to standing and ad hoc committees as are designated by the Constitution and Bylaws will be made by the President-Elect before he/she assumes the presidency. Said appointments will be announced in the next regularly scheduled issue after they have been finalized. The President-Elect may be assigned other duties by the President or the Executive Committee. In the event of death, resignation, or inability to perform the duties of the President-Elect, said duties shall devolve upon the Vice President-Elect.

**Section 4.** The Vice President-Elect shall be acquainted with the duties and responsibilities of the Vice President and shall act in the absence of the Vice President. The Vice President-Elect

may receive special assignments from the President or President-Elect. Otherwise, the duties of the Vice President-Elect are the same as those of other Executive Committee members, except as indicated elsewhere in this document. In the event of death, resignation, inability to perform duties, or succession to higher office of the Vice-President Elect, the Executive Committee shall appoint one of its elected members to serve until after the next Annual Meeting.

**Section 5.** The Secretary-Treasurer shall (a) receive, have custody of, and disburse the funds of the Society subject to the authorization of the Executive Committee, (b) maintain a record of all receipts and disbursements, prepare financial statements, keep individual records of members' dues payments, send out dues' notices, and carry on the routine business and fiscal affairs of the Society, (c) arrange for an independent audit of the accounts annually and be bonded in an amount to be determined by the Executive Committee, (d) prepare and distribute membership lists biennially provide mailing lists for Society publications, and send out periodic communications to the membership, (e) certify the eligibility of nominees for elective offices and the eligibility of members in any balloting, (f) send out, receive and maintain records of all ballots of elections and other matters voted upon by the membership, (g) sign contracts and other authorized documents on behalf of the Society in addition to, or when appropriate, instead of, the President, (h) carry out or supervise solicitation of advertising and other procurement of revenues for the Society, and (i) be responsible for depositing important papers and records with the Society Archivist. The Secretary-Treasurer may appoint an Assistant Secretary-Treasurer, subject to confirmation by the Executive Committee. The Assistant Secretary-Treasurer is not a voting member of the Executive Committee and his or her term ends at the same time as that of the Secretary-Treasurer.

**Section 6.** The Recording Secretary shall: (a) record, maintain and distribute minutes of the Annual Business Meeting and meetings of the Executive Committee, including special meetings (b) maintain communication with the SSS Committees relative to schedules, reporting, activities of related committees, and other matters, as the President may direct (c) assemble and distribute to the Executive Committee and others, as appropriate, reports of committees (d) maintain the *Handbook of Operations*, distributing appropriate sections to the new committee chairs, annually and (e) deposit minutes, committee reports and other reports with the Archivist and the Office of the Secretary-Treasurer, annually.

**Section 7.** An elected member of the Executive Committee has no specific duties other than those assigned to the Committee by the Constitution and Bylaws, or special assignments made by the President or the Executive Committee. In the event of an Executive Committee member's death, resignation, inability to perform his or her duties, or succession to higher office, the President shall appoint a successor, subject to confirmation by the Executive Committee. The successor must meet the same eligibility requirements as a candidate for the office, as specified in Article III, Section 3. However, if the term of the vacant office extends a year or more beyond the next regular election of the Society, during that election a person shall be elected to complete the term and shall be installed at the next Annual Meeting, as indicated in Article VII, Section 5.

## **ARTICLE VII - MEETINGS**

**Section 1.** The Executive Committee shall meet at least once in conjunction with the Annual Meeting. The President shall chair the meetings and the Recording Secretary shall be Secretary.

The Vice President, President-Elect, and Vice President-Elect, in that order, serve as chair when the President is unable to do so. The Chair may appoint a temporary secretary in the absence of the Recording Secretary. The President or a majority of the Executive Committee may convene special meetings when in either's judgment the matter or matters under consideration should not be postponed until the next Annual Meeting. These may be either face-to-face meetings or distance meetings (e.g., electronic or telephone). For such meetings, a two-thirds vote of the Executive Committee is required to pass motions.

**Section 2.** At the annual Executive Committee meeting, the Secretary-Treasurer and the Committee Chairs shall present written reports of their activities during the past year and be available for questions and discussion.

**Section 3.** A majority of the Executive Committee members shall constitute a quorum and the meeting shall be conducted according to the current version of *Robert's Rules of Order, Revised*.

**Section 4.** At least one session of the Annual Meeting shall be designated as the Business Session at which the President shall preside and the Recording Secretary serve as Secretary. If the President is unable to preside, other officers may substitute, in the same order as for succession for the Presidency. The presiding officer may appoint a temporary secretary if the Recording Secretary is unable to be present.

**Section 5.** At the annual Business Session, a summary of the actions of the Officers, Executive Committee, and Committee Chairs shall be presented and an opportunity be provided for questions from the membership. The installation of newly elected officers will be the final item on the agenda of the business meeting, with their terms of office, as well as those of newly appointed committee members, commencing the next day. In the event an Annual Meeting is not held, the terms of the newly elected officers and committee members will commence on May 1 of the current fiscal year.

**Section 6.** Twenty-five voting members shall constitute a quorum at the annual Business Session and the meetings shall be conducted according to the current version of *Robert's Rules of Order, Revised*. A Parliamentarian, appointed by the President, shall be present at each Business Session. The Parliamentarian's rulings shall prevail during the Session, but may be appealed to the Executive Committee. The Parliamentarian need not be a member of the Society.

**Section 7.** A majority may pass "courtesy" or "appreciation" resolutions. If at least seventy-five voting members are present, a majority can refer an item to the Executive Committee for study, endorse a proposed amendment to the Constitution or Bylaws, or present a "Members' Resolution" to be acted upon by the membership by mail ballot as governed by the conditions specified in Article V of the Bylaws. The Executive Committee is obligated to submit to the voting membership proposals referred to it, together with its recommendation or alternative proposals, if any.

## **ARTICLE VIII - PUBLICATIONS COMMITTEE**

**Section 1.** The duties of the Publications Committee shall be (a) to act as liaison between the Society and *Social Forces*, make recommendations to the Executive Committee regarding

policies between the Society and *Social Forces*, faithfully monitor and/or execute such policies as have been agreed to by these parties, and periodically report to the Executive Committee on same, (b) to oversee operations of *The Southern Sociologist* (as well as other regular or occasional publications of the Society), make recommendations to the Executive Committee regarding publications, and execute such policies as have been established by the Executive Committee, (c) on such occasions as a vacancy in the editorship of *The Southern Sociologist* may occur, to recommend a new editor to the Executive Committee, (d) to present a proposed budget for *The Southern Sociologist* to the President-Elect and Secretary-Treasurer no later than six weeks prior to the Annual Meetings, (e) to report annually to the Executive Committee on its activities including an accounting of income and expenditures for the current year, and (f) to oversee all electronic publishing and communications activities of the Society.

**Section 2.** The Editor(s) of *Social Forces* shall, at least once a year, not later than eight weeks prior to the Annual Meeting of the Society, report to the Publications Committee on matters of finance and editorial policy. Whenever rising costs may require *Social Forces* to change the rate charged to Society members, the Editor shall report same to the Publications Committee at the earliest possible date.

**Section 3.** The Editor(s) of *The Southern Sociologist* shall, at least once a year, not later than eight weeks prior to the Annual Meeting of the Society, report to the Publications Committee on matters of finance and editorial policy, including a budget proposal for the next fiscal year.

#### **ARTICLE IX - COMMITTEE ON THE PROFESSIONS**

**Section 1.** There shall be a standing Committee on the Professions consisting of six members appointed by the President-Elect for three years in such a manner that the terms of two members expire each year. Each year the President-Elect shall appoint one of the members as Chair who will normally have served at least one year on the Committee.

**Section 2.** The Committee on the Professions shall make studies and conduct deliberations to keep under review and to make recommendations to the Executive Committee concerning (a) the standards of the profession, including the recruitment, training, professional development, and career advancement of young sociologists, (b) questions relating to professional ethics and academic freedom that come before or seem likely to impinge on the Society, (c) current developments and problems of contemporary society on the regional, national, and international levels as they relate to the professional or disciplinary interests of sociologists, and (d) stresses, strains and conflicts which may develop within the membership of the Society.

#### **ARTICLE X - OTHER COMMITTEES, REPRESENTATIVES AND APPOINTEES**

**Section 1.** The President-Elect shall appoint a Program Committee, which, under his or her supervision, shall organize the Annual Meeting according to the policies described in the Handbook of Operations.

**Section 2.** A Site Selection Committee consisting of the President, President-Elect, the past presidents on the Executive Committee, the Secretary-Treasurer, and the Site Selection Officer shall be responsible for recommending to the Executive Committee the site and venue of the annual meetings. The chair of the committee normally shall be one of the past presidents and

shall be elected annually by the committee.

**Section 3.** A Site Selection Officer shall be appointed by the President-Elect for a term of five years. Should the office be vacated before the end of the term, the Site Selection Committee will perform the duties of the Site Selection Officer until a replacement is found. The Site Selection Officer shall recommend sites and venues to the Site Selection Committee and negotiate preliminary contracts, to be reviewed by the Site Selection Committee and submitted to the Executive Committee for approval.

**Section 4.** The President-Elect shall appoint a Local Arrangements Committee which shall attend to local details as required to assure that the meetings are carried out smoothly. The work of the Committee is coordinated through the office of the Secretary-Treasurer.

**Section 5.** The President shall appoint annually an Elections Committee of at least three members who are located reasonably close to one another, to tabulate the ballots of the general election. The Committee shall submit a written report of the results for each office to the President and the Secretary-Treasurer, including the names of any write-in candidates who received ten percent or more of the ballots cast for that office. After tabulation, the ballots shall be returned to the Secretary-Treasurer to be kept at least one year after the election.

**Section 6.** The Honors Committee shall consist of six members appointed by the President-Elect to staggered terms such that no more than two new members need to be added each year. The President-Elect shall designate one member of the Committee to serve as chairperson during his or her Presidency. The Honors Committee shall function at the discretion of the Executive Committee in administering any award which has been authorized and citing any individual or group for distinguished service to the Society or the profession. A two-thirds vote of the Executive Committee shall be required for the authorization of new awards or bestowal of existing ones.

**Section 7.** A Society Archivist shall be appointed by the President to serve an indefinite term. The Archivist shall be a voting member of the Society located near the library designated to maintain the Society Archives. The Archivist's duties shall be to solicit and help secure the deposit of Society records and other relevant materials in the Archives and to serve as liaison between the library and the Society.

**Section 8.** There shall be a standing Committee on Racial and Ethnic Minorities (CREM) consisting of six members appointed by the President-Elect for three years in such a manner that the terms of two members shall expire each year. The terms of the initial appointments will be staggered from two to six years. The President-Elect shall designate one member of the Committee to serve as chairperson during his or her Presidency. The Chair-designate normally will have served at least one year on the Committee. CREM shall make studies and conduct deliberations to keep under review and to make recommendations to the Executive Committee concerning the status, interests, and needs of racial and ethnic minorities within the Society, regionally, nationally, and internationally. It also shall administer special programs of the Society pertaining to racial and ethnic minorities, as directed by the Executive Committee.

**Section 9.** There shall be a standing Finance Committee consisting of six members, three of whom will be appointed by the President-Elect for six year terms in such a manner that the term of one member will expire every other year. The terms of the initial appointments will be staggered from two to six years. The other three members of the Committee will be the President, the President-Elect, and the Secretary-Treasurer. The Secretary-Treasurer will chair the Committee. The Finance Committee will recommend investment policy guidelines for approval of the Executive Committee, will oversee the Society's endowment investments in accordance with the Society's Fiscal Policy, and will oversee the allocation of resources from the endowment to the Society.

**Section 10.** Recognizing the persistence of special interests, and endeavoring to serve as broad a spectrum of its membership as possible, the Society acknowledges the value of ad hoc committees designed to address special needs. These committees shall exist for as long as they are judged by the Executive Committee to be active and serving the interests of the membership. Examples of such committees, past and present, include (a) Committee on the Status of Women, (b) Committee on Sociology in Small Colleges, (c) Committee on Sociological Practice, and (d) Committee on the Status of Students. These committees shall consist of six members appointed by the President-Elect and shall serve for three years with two members' terms expiring each year. The President-Elect shall designate one member of each Committee to serve as chairperson during his or her Presidency. The Executive Committee may also establish committees having but one member, appointed for either a given or an indefinite term, who will serve at the pleasure of the Executive Committee, when it deems that the task to be performed can best be accomplished by a single individual. Examples of such committees, past and present, include (a) the Archivist, (b) the Electronic Communications Coordinator, (c) the COSSA and Organizational Liaison, (d) Exhibits Coordinator, (e) Equipment Coordinator, and (f) Program Organizer's Manual Coordinator. Additional committees may be established by the Executive Committee upon recommendation by the President. Additionally, the President may appoint advisory committees at his/her discretion to serve during his/her term. Presidential Advisory Committees will not report to the Executive Committee, although the President may make presentations to the Executive Committee and suggest motions for the Executive Committee's consideration based on their counsel.

## **ARTICLE XI - AMENDMENTS**

**Section 1.** These Bylaws may be amended by a majority vote of the eligible voters voting in a mail ballot.

**Section 2.** Amendments may be proposed by (a) an endorsement of the Executive Committee, (b) a petition of forty voting members and/or, (c) majority vote at an annual Business Session, provided at least seventy-five voting members are present.

**Section 3.** A proposed Amendment shall be voted on no less than two months and no more than six months after the Amendment and the reasons for it have been communicated to the voting members.