

**SOUTHERN SOCIOLOGICAL SOCIETY
HANDBOOK OF OPERATIONS
FOR
OFFICERS AND COMMITTEES
WITH RECURRING RESPONSIBILITIES**

2005-2006

December 2005

PREFACE

Committees are the vital fluid of voluntary organizations. The business of the Southern Sociological Society revolves around the functioning of committees and their members. The efficiency and timeliness of committee work is central to its welfare.

A handbook is stipulated in the Society's Bylaws, Article VI, Section 6. Responsibility for it is assigned to the Recording Secretary. It purports to provide a permanent, continuing and transferable record of the structure, functions and operation of the Society, its officers and its committees. It is hoped that, thereby, the welfare of the Society will be advanced and the service it renders its members improved.

It is hoped that this will be a useful reference for future Presidents-Elect when making committee appointments. Also to be found are *The Southern Sociologist* Time Table and List of Contents for Each Issue.

Lynne Cossman
Recording Secretary

The complete text of the Constitution and By-laws may be found in the Membership Directory, on the Society's home page: <http://www.MsState.Edu/Org/sss/sss.html>, and on page 79 of this *Handbook*.

Revised May 1999
Incorporating recent changes made in the
Constitution and Bylaws
Revised May 2003
Committee Memberships for 2003-2004
Inserted September 2003
Revised Fall 2005
Committee updates and 2005-2006 Committee Memberships

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STRUCTURE OF THE SOUTHERN SOCIOLOGICAL SOCIETY

**OFFICERS OF THE SOCIETY AND OTHER MEMBERS OF
THE EXECUTIVE COMMITTEE**

President (*)	Recording Secretary (**)
President-Elect (*)	Secretary-Treasurer (**)
Vice President (*)	Other elected members of the Executive Committee (6)
Vice President-Elect (*)	(**) Officers appointed by the Executive Committee
Past Presidents (3)	
(*) Officers	

STANDING COMMITTEES

Committee on the Profession	Local Arrangements Committee
Committee on Racial and Ethnic Minorities	Nominations Committee
Elections Committee	Program Committee
Executive Committee	Publications Committee
Finance Committee	Site Selection Committee
Honors Committee	

AD HOC COMMITTEES

Exhibits Policy Committee	Committee on Sociology in Small Colleges
Gomillion Award Committee	Committee on Software Evaluation
Membership Committee	Committee on the Status of Women
Committee on Sociological Practice	Committee on the Status of Students

COMMITTEES OF ONE

Archivist	Organizations Liaison and COSSA (Consortium of Social Science Associations) Representative
Electronic Communications Coordinator	
Equipment Coordinator	
Exhibits Coordinator	

THE SOUTHERN SOCIOLOGIST DEADLINES

Fall issue	August 15
Winter Issue	December 15
Spring/Summer Issue	May 15

ADVICE FOR COMMITTEE CHAIRPERSONS

Consult your predecessor(s)

Do this as soon as you are appointed. They can help you greatly, and it is a good idea to get to know them early.

Submit your committee report by February 15 to the Recording Secretary

Submit your report even if your committee's work is not concluded. It is Society practice to distribute reports to the Executive Committee in advance of the Annual Meeting. Please submit an electronic copy via email to the Recording Secretary, Lynne.Cossman@msstate.edu.

Turn over any committee papers, records, and correspondence

Send them to the Archivist for transmission to the Southern Sociological Society archives at the end of your term.

Contact your successor

Offer your assistance.

Contact the Recording Secretary

There may be material in the Recording Secretary's possession that you will find helpful. In any case, as Recording Secretary it is my job to coordinate the work of Southern Sociological Society committees and answer your questions. Lynne Cossman, Recording Secretary, SSS, PO Box C, Mississippi State, MS 39762. Telephone: 662-325-7880 or Lynne.Cossman@msstate.edu.

OFFICERS CONSTITUTIONAL PROVISIONS

Bylaws, Article VI

Section 1. The **PRESIDENT** shall preside at all meetings of the Society and shall preside over 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 on 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 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 Southern Sociologist* 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 ascension to higher office, 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 the Executive Committee (d), prepare and distribute membership lists biennially, provide mailing lists for Society publications, and send out periodic communications to the members (e), certify the eligibility of nominees for elective office 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 and 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.

EXECUTIVE COMMITTEE CONSTITUTIONAL PROVISION

Constitution, Article V

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 expiration of their terms of office and (c), six members elected for three year terms two of which expire each year.

INFORMATION FOR OFFICERS AND THE EXECUTIVE COMMITTEE Terms and Expenses

The 1990-91 Executive Committee authorized the Recording Secretary to expand this *Handbook of Operations* to include information on normal procedures pertaining to elected and appointed officers. As the Executive Committee adopts procedures, they are listed in this section.

Terms of Appointed Officers. The Executive Committee appoints the Secretary-Treasurer and Recording Secretary for a five-year term, which may be extended annually thereafter. These appointments are subject to an annual performance review by the Executive Committee. The selection of persons to fill these appointed offices is the

responsibility of the Executive Committee. The President-Elect appoints a Site Selection Officer (who is not an officer of the Society) for a term of five years.

Expenses of Officers. The Executive Committee grants discretion to the President and the Secretary-Treasurer for fair use of Society funds within their respective budgets. It is a tradition that Presidents host a presidential reception. They may use their budget to subsidize no more than one-half of the cost of the reception and spend no more than \$1,000.00. Attendance is by invitation. Secretary-Treasurers have been granted permission to receive per diem and travel support for themselves and their assistants.

Officers' Meetings at the Annual Meeting

First Executive Committee Meeting. This meeting usually Thursday afternoon of a Thursday-Sunday meeting. Technically this is the second meeting of the current year Executive Committee; the first meeting occurs at the beginning of the current Southern Sociological Society year; i.e., the last day of the previous meeting. The usual agenda consists of reports from the Honors Committee and the Program Committee whose work is generally completed prior to the meeting. Reports of officers from the Secretary-Treasurer and the President are also given at this meeting. The Executive Committee can also attend to new business as time permits.

Site Selection Committee Meeting. This meeting usually occurs prior to second Executive Committee meeting. Includes Site Selection Officer, President, and Past-presidents as stipulated in the Constitution and Bylaws. The usual agenda simply consists of the Report of the Site Selection Officer. The Site Selection Officer should present to the Executive Committee his/her recommendations for sites of subsequent meetings.

Second Executive Committee Meeting. This meeting usually occurs on Saturday morning of a Thursday-Sunday meeting. Reports are heard from committees that may or may not have been ready to report at the first meeting; these reports typically include Publications, *The Southern Sociologist*, *Social Forces*, and Local Arrangements. Courtesy resolutions to be offered at the business meeting are also considered.

Annual Business Meeting. The constitutionally required quorum is 25 members. The President presides. The Vice President usually serves as parliamentarian. Robert's Rules of Order are followed. The usual platform party includes the President, Vice President, President-elect, Vice President-Elect, Secretary-Treasurer, Recording Secretary. The usual agenda includes the approval of last year's minutes as printed in *The Southern Sociologist*, kudos and honorary resolutions from Executive Committee, a Report of Secretary-Treasurer (this is important if for no other reason than to legitimate the autonomy of the fiscal officer), Reports of any other officers that may be necessary, the President's Report and any other business.

"Other business" usually includes consideration of resolutions from the floor if 75 or more members present. Resolutions passed at annual business meeting oblige the Executive Committee to conduct a mail ballot of the membership on the issue if less than 75 members are present, the Executive Committee may discuss and take action as it sees fit on any resolution passed.

Once Other Business has been covered, the gavel is passed and the President-Elect is introduced. The new President offers brief remarks about next year's program. The President should also acknowledge service to the Society by the past-president and other out-going officers.

The change of leadership at the Business meeting is more symbolic than real; the outgoing President usually presides over a third Executive Committee meeting that follows the business session. The new presidential term begins on the morning of the last day of the annual meeting.

Third Executive Committee Meeting. This meeting is usually on Saturday afternoon after the annual business meeting. This meeting is sometimes combined with the second Executive Committee meeting above, though it makes for a very long session. The usual agenda includes reports from all other committees (e.g., any ad hoc committees as well as Committee on the Status of Women, Committee on Racial and Ethnic Minorities, Committees on Small Colleges, the Committee on Sociological Practice, the Committee on the Profession and the Finance Committee. Old and New Business follow. The meeting ends with the adjournment of current year Executive Committee and acknowledgment of members rotating off the committee.

Presidential Address Session. The usual platform party includes the President and Vice President; the Vice President presides. The usual agenda includes the recognition of special guests and any memorials to recently deceased members. The Vice President then introduces the President. Award announcements as well as any appointments necessary to fill out a term of elected officers are then made. Finally, the Presidential Address is given.

Final Executive Committee Meeting. This meeting is usually Sunday morning until noon. This is the first meeting of the new Executive Committee. The new president presides and welcomes new Executive Committee members. The usual agenda includes:

- Discretionary committee appointments for the coming year are discussed, approval is not necessary
- The President goes over the draft budget; after the meeting a final version is circulated to the Executive Committee for approval by a mailed ballot. The Recording Secretary counts the ballots and informs the President and Secretary-Treasurer of the results. This process promotes fiscal accountability and has been stipulated by auditors.
- Performance review of Secretary-Treasurer and Recording Secretary and/ or appointment of a new Secretary-Treasurer and Recording Secretary.
- Old business.
- New business.

SCHEDULE FOR PRESIDENT

December (Pre-term)

Notification of election; ask to be added to Executive Committee listserv and to have current President and President-Elect send a copy of informative messages to you.

April, at the Annual Meeting

Begin recruiting the Program and Local Arrangements Chairpersons; begin discussing potential intellectual and organizational goals for your term with members willing to listen and, possibly, to help; attend the Executive Committee meetings on Thursday and Saturday as an observer; become President-Elect on Saturday at the Business Meeting; attend the Sunday morning Executive Committee meeting as President-Elect.

President-Elect

After the Annual Meeting

Remind the President to add you to the COSSA mailing list and to delete the Past President. Obtain copy of the contract for hotel where your meeting will take place.

Spring and Summer

Make sure the Program Chairperson has a copy of the *Program Organizer's Manual* and copy of the hotel contract; familiarize yourself with the Constitution and By-Laws, the *Handbook of Operations*, and recent minutes of Executive Committee meetings and committee reports; ask Past Presidents for any electronic files they have; make sure you have an up-to-date list of committee appointments (see Committees and Committee Appointments in this *Handbook*) and a clear understanding of what vacancies you need to fill (see Southern Sociological Society Committee

Membership in this *Handbook*); read Ida Harper Simpson's history of the SSS; begin discussions with the President and committee chairpersons to familiarize yourself with relevant issues; ask committee chairpersons to identify members who have been inactive.

When the appointment of committees is completed, send the list to the Recording Secretary so that the Recording Secretary may communicate with committee chairpersons and members as necessary, and to the editor(s) of *The Southern Sociologist*. Also send it to the Program Chairperson since it is customary to insert the list of the Society's committees in the program booklet.

Fall

Check with the Secretary-Treasurer for list of committee members who have failed to join and remind them they will need to do so in order to continue serving; begin to develop charges for committees; begin figuring out whether current chairpersons should continue and, if so, find out if they are interested in doing so; develop program theme; invite plenary speakers and begin thinking about other invited sessions if you intend to have them (some Presidents delegate this to the Program Chairperson and others do it themselves).

Before the Annual Meeting

Finish appointments and send out appointment letters (including charges to chairpersons); develop address lists of Executive Committee members and committee chairpersons for distribution; develop a list of committee members for distribution; develop an address list of committee members for use during your term; coordinate committee meetings with the President (the meetings are of incoming committees and thus your chairpersons preside, but old members and chairpersons are invited); make sure committee chairpersons are notified about their role and that both new and old committee members are notified about when and where meetings will be; work with President to order food for Sunday morning Executive Committee meeting and possibly your Program Committee and others; finalize the program's theme and invited speakers; arrange to have statement of your program theme in the program; work with current President on agenda, keeping your plans for your term in mind; in particular, figure out if any of your initiatives will require that you schedule any action items for Sunday morning; develop agenda for Sunday morning.

During the Annual Meeting

Attend Executive Committee meetings on Thursday and Saturday as President-Elect; inauguration on Saturday; chair the Executive Committee on Sunday as President; keep careful notes of all tasks that emerge during Executive Committee meetings (e.g., outcomes of motions and new committees formed) and on any business that is routinely accomplished at them and at Business Meeting; discuss potential sessions with members as opportunities arise, especially thematic ones; make sure your Program Chairperson and Local Arrangements Chairperson are shadowing current ones; attend special sessions as they fit into your schedule (e.g., honorary and memorial sessions).

After the Annual Meeting

Report outcomes of action items to committee chairpersons (coordinate this with Past President); appoint people to any newly formed committees and write their charges; begin working on your presidential address; develop a skeleton of the program with the program chairperson; schedule plenaries and invited sessions; have the Program Chairperson contact special interest groups about their plans for sessions and meetings; begin taking responsibility for any on-line discussions of Executive Committee and any conversations on other two listservs that need comment; begin sending very supportive messages to the Program Chairperson.

Summer

Approve Call for Papers for publication in *The Southern Sociologist*.

September or October

Go on site visit to the conference hotel with the Secretary Treasurer, the Program Chairperson, the Local Arrangements Chairperson, and (if cost-effective) the Exhibits Coordinator; be in constant communication with the Program Chairperson; nudge committee chairpersons to make sure they have begun their work.

January

Finish preliminary program and post it on the Society's web page; begin on-line discussions of committee reports to make it possible to keep time spent in face-to-face meetings shorter.

February

Finalize the program and send it to the printer.

March

Finish the Presidential Address; develop and distribute an agenda for the Executive Committee meetings; develop an agenda for the Business meeting (make sure you know who has died during the last year); purchase mementoes for the support team (optional); make sure the Honors Committee has made arrangements for the relevant plaques; contact committee chairpersons about whether and when they want to present their report to the Executive Committee; make sure the President-Elect has notified new committee chairpersons about when and where committee meetings will be held; order food for the Executive Committee's meetings, Presidential party, Blue Grass Reception, committee meetings, DANCE, and any other catered events; make sure local arrangements are in order.

Annual Meeting

Chair the Executive Committee Meetings on Thursday and Saturday and the Business Meeting on Saturday; present your presidential address; attend your presidential party; attend special sessions as they fit into your schedule; accept congratulations graciously; struggle to attend Sunday meeting as Past President.

After the Annual Meeting

Rewrite your presidential address into publishable form and submit it to Social Forces by April 15; write thank you letters; coordinate follow-up correspondence with new President; send presidential materials to the Archivist; send Secretary Treasurer final request for reimbursement.

NOTE: The Recording Secretary is grateful to Past President Rebecca Adams for making this important list.

AD-HOC COMMITTEES CONSTITUTIONAL PROVISION

Bylaws Article XSection 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.

ADDITIONAL INFORMATION

Currently, the following multiple member ad-hoc committees are in existence: Committee on Bylaws Revision, Committee on Electronic Communication, Committee on Exhibits Policy, Committee on Finance, Committee on Program Policy, Committee on Racial and Ethnic Minorities, Committee on Sociological Practice, Committee on Sociology in Small Colleges, Committee on the Status of Women, Committee on Students, Gomillion Award Committee and Membership Committee

Although ad-hoc committees of one (such as the COSSA Representative and Exhibits Coordinator) are not mentioned in the bylaws, logic dictates that the appointment be for three years since membership on ad-hoc committees is for three years. The Archivist, established by the bylaws, is not ad-hoc, and serves for an indefinite term as specified in Article X, Section 6.

ARCHIVIST CONSTITUTIONAL PROVISIONS

Bylaws, Article X

Section 6. 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.

ADDITIONAL INFORMATION

Since the 1960s, the archives of the Southern Sociological Society have been kept in the Main Library of the University of Kentucky, in Lexington (which means, of course, that the archivist must be located in or near Lexington). The materials are the property of the Society, but the library provides free storage and limited staff services. The archives are administered by the archivist and the library's Special Collections Department, and are available to Southern Sociological Society members and other scholars. (Papers sent to the archives may be "sealed" by the donor for a limited period of time, if desired.)

CUSTOMARY PROCEDURE

The archivist is appointed by the Southern Sociological Society president and approved by the Executive Committee, on the recommendation of the chairperson of the University of Kentucky Department of Sociology, to serve an indefinite term. In terms of Southern Sociological Society administration, the archivist is treated as a committee of one, although he or she has been free to appoint an assistant or assistants, if desired.

The archivist's duties are: (1) to represent the Society to the library; (2) to keep the Society informed of archival needs and issues, primarily through the annual report, but otherwise as necessary; (3) to respond to inquiries and provide information from the archives on request; (4) to solicit and to screen materials for the archives, and to deposit materials transmitted by the president or the recording secretary.

SCHEDULE

The only scheduled, recurrent duty of the archivist is to **submit his or her annual report to the recording secretary, by February 15.** In addition, materials from the previous year's officers should ordinarily be received for deposit from the recording secretary and the president soon after the annual meeting.

COMMITTEE ON THE PROFESSION CONSTITUTIONAL PROVISION

Bylaws, Article IX

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 Profession 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 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.

COMMITTEE ON RACIAL AND ETHNIC MINORITIES CONSTITUTIONAL PROVISION

Bylaws, Article X

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.

ELECTIONS COMMITTEE CONSTITUTIONAL PROVISION

Bylaws, Article X

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 or more percent of the ballots cast for that office. After tabulation the ballots shall be returned to the Secretary-Treasurer to be kept for at least one year after the election.

Bylaws, Article IV

Section 4. Within three weeks after the final date for return of ballots, the valid ballot envelopes shall be opened and 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.

ADDITIONAL INFORMATION

"Reasonably close" can be defined as all at the same institution. It is best to avoid an institution from which there is a candidate. Candidates should be notified of election results before they are published in *The Southern Sociologist*. There have been some instances of embarrassment; it is best to follow protocol. Ballots should be counted by regular members of the Society. Non-members, even though members of the faculty, staff and graduate students are inappropriate.

SCHEDULE FOR CHAIRPERSON

As Soon As Possible: After appointment contact the other members of the Committee so as to inform them of their duties and responsibilities.

Early Autumn: Contact the Secretary-Treasurer to ascertain the approximate date that the ballots will be received from the Secretary-Treasurer. Contact committee members to set a date for the tabulation of the ballots.

Throughout the Autumn: Contact members regarding possible change of the tabulation date.

Immediately Upon Receipt of the Ballots: Contact the Secretary-Treasurer to confirm receipt of the ballots.

Within Three Weeks After the Deadline For Return of Ballots: The entire committee shall meet to tabulate the ballots following regulations set forth in Article X, Section 4 and Article IV, Section 4 of the Bylaws.

Within Twenty-Four Hours of Tabulating Ballots: The Chairperson shall communicate the results of the elections to the Secretary-Treasurer as outlined in Article X, Section 4 and Article IV, Section 4 of the bylaws. The chairperson shall then return all ballots and signature envelopes to the Secretary-Treasurer.

February 15: Submit the official report of the Committee to the Recording Secretary.

EQUIPMENT COORDINATOR

The following motions adopted by the Executive Committee are pertinent.

MOTION: Moved that the position of audio-visual equipment coordinator be created, its occupant to be responsible for the storage of audio-visual equipment during the year and transporting it to the meeting site. The position is to have a three-year term. Motion was seconded and passed. (Adopted 1997)

MOTION; Moved and seconded that except for special organized sessions employing audio-visual equipment, the Southern Sociological Society shall provide an overhead projector when it is requested at the time of submission and that a price list for the rental of other equipment be provided to members wishing to use it. (Adopted 1996).

FINANCE COMMITTEE

Bylaws, Article X

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.

ADDITIONAL INFORMATION

It is the responsibility of the Finance Committee to implement the fiscal policy of the Southern Sociological Society as determined in the **Bylaws, Article II, Sections 1, 2 and 3.**

Bylaws, Article II

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 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.

HONORS COMMITTEE CONSTITUTIONAL PROVISION

Bylaws, Article X

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 that 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.

ADDITIONAL INFORMATION

The Southern Sociological Society bestows the following honors: The Roll of Honor, The Charles S. Johnson Award, The Katherine Jocher-Belle Boone Beard Award and the Odum Awards. The Honors Committee should set deadlines for receipt of materials that will allow it ample time in which to reach decisions prior to the Annual Meeting.

This award includes the opportunity for the recipient or others on their behalf to arrange a session at the next annual meeting if appropriate and desired.

The following is a revision based on material taken from the report of the Honors Committee to the Executive Council, April, 1987. It reflects changes made by the Executive Committee. See *The Southern Sociologist*, Volume 18, Number 3 (Spring 1987), page 22. Also reflected are changes proposed by the Honors Committee and approved at the April 7, 1987 meeting of the Executive Committee. See *The Southern Sociologist*, Vol. 29, No. 1 (Spring-Summer 1997) page 9.

General Guidelines for Honors

Purpose. Honors bestowed by the Southern Sociological Society shall be given to recognize high distinction in the practice of sociology, however it may be expressed.

Eligibility. (a): Only persons who hold or have held membership in the Southern Sociological Society are eligible to receive the honors of the Society, except that non-members may be given the Odum Award. [But, see the Charles S. Johnson Award]. (b): Normally, at least fifteen years must elapse between the bestowal of the Charles S. Johnson Award and the Roll of Honor Award on the same person. (c): Normally, honors will be bestowed upon living persons.

Nominations. (a): Any member or group of members of the Society may nominate candidates for honors in accordance with the procedural instructions of the Honors Committee. If nomination is made by a group of members one of them must be identified as responsible for maintaining the necessary contacts with the chairperson of the

Honors Committee. (b): Nominations for honors shall be sent to the chairperson of the Honors Committee prior to the deadline set by the Committee. (c): The original letters of nomination will be presented to the honoree. A copy of each letter is to be filed with the Archivist. (d): The schedule specified for each step in the awards process described elsewhere in this document must be followed.

Procedure. (a): A two thirds vote of the Honors Committee is required for the approval of an award by the Committee. The Committee's recommendation will then be forwarded to the Executive Committee. (b): Nominations for honors shall be accompanied by supporting documentation and submitted to the Executive Committee at least two weeks in advance of the Annual Meeting. (c): The Executive Committee, having assured itself that approved guidelines have been followed and that standards have been met, shall consider the recommendations of the Honors Committee. (d): The Executive Committee may vote during a regularly scheduled meeting, in a special meeting, by conference calls or by electronic mail. The two latter instances require a unanimous vote. If the vote is not unanimous the nomination must be resubmitted to the Executive Committee at one of its regular meetings. (e): The bestowal of honors shall occur at the annual meeting of the Society and shall consist of a plaque upon which shall be inscribed a citation of the accomplishments that justify it. Recipients of the Roll of Honor, Charles S. Johnson and Katherine Jocher-Belle Boone Beard Award shall also be presented with the letters of nomination submitted on their behalf at this time. (See also "Other" below).

Responsibilities. (a): The Honors Committee shall, annually, make known to the membership of the Society the honors for which nominations may be made and shall publicize the criteria and procedures to be met and followed. (b): The responsibility for announcement of recipients of honors rests with the Executive Committee. (c): It is the responsibility of the chairperson of the Honors Committee to make provision for the plaque. The citation must be provided by the nominator or the responsible member of the group of nominators though it may be edited by the Honors Committee. The style, shape and size of the plaques should be uniform from year to year.

Other. (a): The following awards are authorized: Roll of Honor, Charles S. Johnson Award, Katherine Jocher-Belle Boone Beard Award and Odum Awards. (b) It is not required that any Society honor be conferred in a given year. (c) Monetary contributions offered for honors (such as the Odum Award) that further the purpose of the Society as a scholarly professional organization, should, when appropriate, be given careful consideration by the Executive committee, provided such contributions enable the award to be funded at least five times. (d): Tokens of appreciation may be awarded, at the discretion of the officers or committees of the Society, to members who have served the Society meritoriously. These, however, shall not be regarded as official honors and shall not be entered in the record of honors bestowed by the Society.

Roll of Honor Award

Purpose. The greatest recognition given by the Southern Sociological Society is an appointment to the Roll of Honor. This award recognizes a career of distinguished intellectual contribution to Sociology. Awardees must be members of the Southern Sociological Society (or made significant contributions to Sociology while a member of SSS) and have made stellar contributions to the discipline across their career.

Qualifications. The Society's Roll of Honor shall recognize those persons whose record includes some combination of the following: (1) having added to the intellectual respect of the discipline among colleagues in other disciplines by displaying wisdom and scholarly command which make them emissaries for sociology wherever they go; (2) having performed public service that casts the discipline in an intellectually favorable light; (3) having been superior directors of the intellectual development of graduate students; (4) having repeatedly motivated and sent well prepared students to the better graduate schools; (5) having edified without intellectual compromise when they interpreted sociology to the novice; (6) having innovated in the curriculum; (7) having produced work of published scholarship with analytic powers which elevate the pride and stature of the discipline; (8) having touched the lives of undergraduates profoundly through humane concern evidenced in the wisdom with which they display good sociology; (9) having developed an

exciting sociology program at the campus level despite limited resources; or (10) having responded to issues in Southern society in ways that have had a positive impact on life in the region and in the nation.

In making decisions about new honors care should be taken to protect the special distinction of the Roll of Honor.

Nominations. (a) Nominations for the Roll of Honor may be submitted by any member of the Society to the chairperson of the Honors Committee. (b) At least five letters of nomination, the majority being from current members, shall be received and reviewed by the Honors Committee. These letters should address the purpose and qualifications stated above and should be accompanied by supporting documentation. The letters of nomination will be presented to the honoree when the award is made. (c) Nominations may be made at any time during the year. To be considered for an award to be made at the next meeting of the Society, they must be complete by January 15.

Odum Awards

Purpose. The Odum Awards, named after Howard W. Odum, recognize outstanding performance in the writing of research papers by undergraduate and graduate students in the southern region or by students being mentored by current members of the Society outside the region. It is intended to encourage scholarly excellence among students. One award may be made each year for the best undergraduate and one for the best graduate paper submitted.

Criteria. Papers will be judged in the light of the following criteria: originality, clarity of exposition, conceptualization and analysis. A graduate student paper that receives the award should be of a quality comparable to that of papers published in *Social Forces* and other leading sociological journals.

Eligibility. (a) Papers on any sociological topic written by students, graduate or undergraduate, may be considered. (b) To be considered a paper must be prepared in accordance with the style guidelines of *Social Forces* as specified in its "Author's Guide" or similar style guidelines, have only one author and conform to the length conventions of *Social Forces*. (c) An author need not be a member of the Southern Sociological Society. (d) The author will not have presented the paper at another professional association meeting. (e) The author of the paper selected will attend the meeting at which the paper is recognized.

Nominations. To be considered, undergraduate papers must be nominated by a regular, joint, associate or emeritus member of the Southern Sociological Society. The nominator should attest that the author meets the conditions of eligibility stated under "Eligibility" above. Graduate students may nominate their own papers but must provide evidence that they are in good standing and working toward a degree.

Other. (a) Six copies of the paper must be submitted to the chairperson of the Honors Committee. Papers may be submitted at any time during the year but must be received by January 15 for consideration for an award at the next meeting of the Society. (b) Only one paper may be nominated for a student in any year. (c) The Odum Award paper will be presented at one of the sessions of the annual meeting of the Society. (d) The award is accompanied by a cash payment of \$100. In addition, honorees may apply for up to \$200 for expenses of attendance at the meeting.

The reference for the Johnson and Jocher-Beard awards is found in *The Southern Sociologist*, Volume 21, Number 3, Spring 1990, pages 5 and 12. The text that follows reflects changes recommended by the Honors Committee and approved by the Executive Committee at its 1997 meeting.

Charles S. Johnson Award

The Charles S. Johnson Award is given in even-numbered years to an individual in recognition of distinguished scholarly contributions on race and the South. The individual's contribution may be an exceptional single work, several pieces of work, or a significant career of professional achievement.

Nomination Procedures. The Honors Committee chairperson shall issue a Call for Nominations in odd numbered years in the Fall issue of *The Southern Sociologist*. The nominator must make a case by referring to documentary evidence (e.g., particular publications) that the nominee meets the standards of the award as described above. Self-nominations are *not* allowed. Nominations will be strengthened if they are accompanied by several additional letters testifying to the nominee's qualifications for the award. To the extent possible, the procedures will follow those for the Roll of Honor. The nominator should inform the Honors Committee of his or her intentions.

Katherine Jocher-Belle Boone Beard Award

The Katherine Jocher-Belle Boone Beard Award for Distinguished Scholarly Contributions to the Understanding of Gender in Society is given in odd numbered years to a member of the Southern Sociological Society in recognition of distinguished scholarly contributions to the understanding of gender in society. The individual's contribution(s) may be an exceptional single work, several pieces of work or a significant career of professional achievements.

Nomination Procedures. The Honors Committee chairperson will issue a Call for Nominations in even numbered years in the Fall issue of *The Southern Sociologist*. The nominator must make a case by referring to documentary evidence (e.g., particular publications) that the nominee meets the standards of the award as described above. Self-nominations are *not* allowed. Nominations will be strengthened if they are accompanied by several additional letters testifying to the nominee's qualifications for the award. To the extent possible, the procedures will follow those for the Roll of Honor. The nominator should inform the Honors Committee of his or her intentions.

Award for the Promotion of Human Welfare

The reference for the Award for the Promotion of Human Welfare is to be found in *The Southern Sociologist*, Vol. 28, No. 2, Fall 1994, pages 6 and 7. The Honors Committee of the Southern Sociological Society has no official role in this award but may be consulted with regard to the composition of the committee.

Purpose. The Southern Sociological Society and the Department of Sociology at Emory University co-sponsor an Award for the Promotion of Human Welfare. This award is designed to recognize innovative sociological work with a high potential for enhancing human welfare and to act as an incentive for realizing that potential. The committee that will receive and review nominations for the award shall be called the Promotion of Human Welfare Award Committee. This committee shall be composed of three members of the Southern Sociological Society, and two members of the Emory University Department of Sociology. The Sociology Department chairperson will appoint the Emory University representatives. The chairperson of the Award Committee will be appointed by the President of the Southern Sociological Society in consultation with Award Committee members and chairperson of the Emory University Sociology Department.

The award is in two parts. First, a cash prize of \$5,000.00 will be presented to the recipient(s) in recognition of their work, when they visit Emory University and present a lecture based on their work (see below). Second, up to \$10,000.00 in additional funds may be awarded, if approved by the Committee, to aid in the dissemination or implementation of the proposed work. The proposal for disseminating or implementing the work may include, for example, consultation with and advice to relevant policy groups or organizations, a working conference with policy makers, funds for a demonstration project of high visibility, funds to use in preparing a manuscript, film or videotape oriented to the general public and/or mass media.

The award will be presented no more often than every two years to an individual(s) for a written work or series of related written works that meet the criteria for the award (see below). The recipient(s) must be an American sociologist(s) as indicated by employment in a sociological position in the U.S. and by membership in the American Sociological Association. The work must be introduced to the public *within a three year period* after, but not including

the year of the presentation of the Award. The recipient(s) must give a lecture at Emory University based on his, her or their research and must give a lecture at an annual meeting of the Southern Sociological Society within three years of receiving the Award. The year of receipt will be the year in which the initial announcement of the award is made.

Criteria for the Award. The welfare enhancing value of the recipient=s sociological research will be assessed in terms of its capability for concretely realizing broadly recognized human values such as freedom, security, equity, opportunity, health, happiness and economic well-being. Work in all sub-fields of the discipline is eligible for the award including work of a general theoretical or methodological nature with welfare enhancing elements. Two criteria will be given equal weight in selecting the award recipient(s). (a): The potential of the work for enhancing human welfare and (b), the extent to which the award will facilitate the realization of that potential. Nominations, including self-nominations, should be submitted to the chairperson of the Committee by January 15th of the year in which the Award will be made. Nominations will be evaluated by the five-member committee of the Southern Sociological Society (see above).

Other. The recipient(s) will be given \$5,000.00 at the time s/he delivers the required lecture at Emory University. Additional funds will be awarded if at all, in accordance with the recommendation of the Promotion of Human Welfare Committee and an Emory University representative (Sociology Department chairperson or other designee). The Committee reserves the right to require that royalties from any publications produced from the award be returned to the Emory University or the Southern Sociological Society to be added to the endowment for the award or, if the award is discontinued, to fund other awards that the Emory University Department of Sociology or the Southern Sociological Society may sponsor.

Nomination Procedures. The chairperson of the Promotion of Human Welfare Committee will issue a call for nominees to the sociological community, regionally and nationally. An initial nomination will consist of a letter by oneself or others outlining that the fit between the Award criteria and the nominee and his/her work. No other materials besides a letter are requested at the initial stage of the nomination process. After the deadline for nomination passes, the chairperson will contact each nominee and ask if s/he is willing to be nominated and explain the obligations of the award. To be considered (a), the nominee must agree to deliver a lecture at Emory University and at the Southern Sociological Society's annual meeting within three years after being named winner. (b): The nominee will be asked to prepare a 3-5 page statement that shows how their published work meets the award criteria and how their (tentative) ideas about dissemination are likely to promote the improvement of human welfare (see above). (c): The nominee must submit a current and up-to-date vitae or résumé. (d): The nominee must agree to the stipulation that any royalties from any materials (publications, films, videos) produced in accord with the second phase of the project will be assigned to the Southern Sociological Society or Emory University (see above). *No additional materials (e.g., reprints, letters of support, etc.)* are required in the nomination process.

LOCAL ARRANGEMENTS COMMITTEE CONSTITUTIONAL PROVISIONS

Bylaws, Article X

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.

ADDITIONAL INFORMATION

The Local Arrangements Committee is appointed by the President-Elect to coordinate the annual meeting during his or her presidency. The appointment should be made about two years in advance. Presidents-Elect have often appointed committee chairpersons first, and then other committee members recommended by the chairperson. This is customary, not required. Committee members are almost always drawn from the meeting city or its vicinity.

CUSTOMARY PROCEDURE

Perhaps no other Southern Sociological Society committee has so big a job and so little guidance from the Constitution and By-Laws about how to do it. It is always wise for incoming local arrangements committee chairpersons to consult with their immediate predecessors, one or two prior chairpersons of the committee and with the Secretary-Treasurer for advice and information. If the meeting is being held in a city where Sociological Society has met before, it makes sense to consult with whoever presided over the committee when the Southern Sociological Society last met in that city. Check with the Recording Secretary for names. It is also a good idea to ask the Recording Secretary for copies of previous committees' reports and any other useful material on file. As you go about your business, keep in mind that Local Arrangements chairpersons in years to come will probably be consulting you. Keep records with this in mind.

In what follows, the numbers are merely for illustration. They are drawn from past experience, which may not be applicable to different meeting sites and meeting schedules.

A site visit is to occur in the Fall prior to the meeting. On this occasion, the Local Arrangements chairperson and members of the committee, the Secretary-Treasurer, the President and the Program chairperson will meet with the hotel staff to discuss arrangements.

Local Arrangements are constrained by the hotel contract previously negotiated by the Site Selection Committee. You should get to know the hotel's convention staff, you all will be seeing a lot of each other. The contract will usually specify details, examples of which follow. If it does, you will need to confirm them. If it does not, you should see what you can do about negotiating for them.

The following items need to be taken care of:

- The Local Arrangements Committee will receive boxes of materials such as programs, name tags, in advance of the meeting and must plan for storage and assembly of materials in time for distribution at registration. This requires advance planning for space, for assembly of packets and for transportation of materials to the meeting site.
- Provision of a directory in the lobby for locations of Southern Sociological Society functions.
- Provision of space that is centralized and easily accessible and of equipment, hallway, for registration and information desks. Determine from the Secretary-Treasurer what supplies and equipment may need to be provided locally for the registration process and plan accordingly.
- Provision of space for book exhibits. Publishers prefer that this area be near the registration desk and in line of daytime traffic, but it should also be secured and guarded at night.
- Provide blackboards and bulletin boards.
- The Secretary-Treasurer requires a safety deposit box.
- Information about child care should be provided to members with the pre-registration materials and on site.
- Provision of space for Employment Services if such space is desired. Recently, encounters have been arranged informally.
- Provision of work and storage room for the Secretary-Treasurer and the Local Arrangements Committee. A room is needed in which to assemble registration packets, and for storage of registration supplies, typewriters, etc., at night.
- Provision of a plug-in, local-only telephone for the registration and information desk.
- Solicit volunteers from the committee and other local members to assist at the registration desk. Consult the Secretary-Treasurer regarding his or her needs for assistance.
- Audio-visual equipment. The Equipment Coordinator will provide overhead projectors free of cost to the presenter. All other audio-visual equipment is the responsibility of the presenter.

- Hold firm with the hotel. The nicest people in the world will still ask you to fudge on details agreed-upon earlier (e.g., to let them commit meeting rooms to other groups before the program is in final form. Say no. Blame the Secretary-Treasurer if necessary).

The Secretary-Treasurer in consultation with the President will make decisions regarding the following matters:

- Reserving a specified number of rooms at set rates until an agreed time before the meeting.
- Provision of complimentary rooms and suites, based on number of reservation received.
- Reserving all conference rooms for Southern Sociological Society use until the program has been finalized.

*Whatever else you do or fail to do, make sure that the hotel understands that it is to accept for charges to the Society **only** with the signatures of the President or the Secretary-Treasurer.*

It is also necessary to avoid costs generated by other organizations that meet in conjunction with Southern Sociological Society. Take care that these groups do not create expenses for the Society such as meeting room charges or equipment rentals. The cost of audiovisual equipment is a chronic concern. Hold firm on the early deadline for reservations for equipment. Last-minute requests create unexpected and sometimes exorbitant costs.

SCHEDULE FOR CHAIRPERSON

As Soon as Possible

- Check with previous chairperson(s) and Secretary-Treasurer.
- Get a copy of the hotel contract, contact the hotel and confirm it (see above).

Early During the Fall Before the Meeting

Bring in the Program Committee chairperson, the Secretary-Treasurer, and perhaps the President for a planning meeting at the convention hotel, sometime in October (see above).

In October, Before the Meeting

Contact the Convention Bureau and tell them you will want 1200 or so information brochures, city maps, and other informative literature for inclusion in registration packets. Wait until Spring to get this material so it will be current. Allow enough time to include these materials in the advance assembly of registration packets.

Between October and March

Coordinate plans to compose and duplicate any customized material for inclusion in the registration packets. Members usually appreciate having guides to dining, drinking and entertainment that offer some commentary from the Local Arrangements Committee.

By February 15

Submit an annual report (necessarily incomplete) to the Recording Secretary.

At the Meeting

Make sure that the president, secretary-treasurer, and hotel staff can reach you at all times. The Executive Committee has, at times, authorized Society support for accommodations. If daily commuting to the meeting causes delays and inconvenience explore this possibility. The Local Arrangement chairperson should be present as much as possible.

Dodge bullets. Good luck.

NOMINATIONS COMMITTEE CONSTITUTIONAL PROVISIONS

Bylaws, Article III

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 chairperson 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.

Constitution, Article V

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.

ADDITIONAL INFORMATION

The Nominations Committee is to identify two eligible and willing candidates for each of five offices: President-Elect, Vice President-Elect, two members of the Executive Committee, and one member of the Publication Committee.

CUSTOMARY PROCEDURE

How nominees are to be chosen is, in fact, up to the committee, and various procedures have been followed over the years. Past committees have operated with varying degrees of formality, but at least some past chairpersons feel strongly that a standardized procedure is desirable. Form letters, preferential ballots, and other materials used by previous committees are available from past chairpersons, or from the Archivist.

Members of the Nominations Committee should keep the names and their order on the list of potential candidates confidential. The chairperson of the Nominations Committee should make every effort to keep the names of those who agree to run for office confidential until the slate is available to the entire SSS membership. Naturally, those asked to run will want to talk with colleagues and their department chairpersons or heads, but should be reminded not to discuss their nomination more widely.

It is customary and desirable for the new committee to meet together at the Annual Meeting to discuss procedures. Since six of the members will be continuing from the previous year's committee, they can be of assistance to the new chairperson. The chairperson should obtain the names of committee members from the Recording Secretary, and contact them before the annual meeting to be sure they know the time and place of the committee meeting.

Criteria for nominees are for the committee to decide. Some chairpersons have found it useful to circulate lists of members of appointed committees (from annual meeting programs), as a way of reminding committee members of possible candidates for elected office. It might also be useful to circulate names of candidates nominated in recent years. There has been considerable discussion in the Executive Committee about the past Southern Sociological Society participation of nominees. Some have argued that nominees should have been active participants in the Society for at least five years. The Secretary-Treasurer can provide information on meeting registration and program participation history. There is no constitutional provision forbidding repeated holding of the same office, but some feel

this is undesirable. Similarly, some think that a person should not be re-nominated for an office for which he or she has recently run unsuccessfully.

The work of the nominating committee cannot begin too early. Previous chairpersons are agreed that the process always took longer than they thought it would, and it should be begun as soon as possible after the Annual Meeting (if not before). As with other Southern Sociological Society committees, chairpersons of the Nominations Committee must be prepared to exert a certain amount of authority. To keep things moving along, they must be willing, for example, to set deadlines for responses from committee members, and to proceed without those responses if the deadlines are not met. Committee members should not object to this if they are given ample warning, and if they are given adequate opportunity to contribute.

The chairperson may find it useful to identify committee members with access to e-mail and enlist their help in contacting possible candidates. The chairperson of the Committee should remind candidates that the norms of the Southern Sociological Society frown on campaigning.

The Committee's work must be completed, according to the By-Laws, by early October. The chairperson should check with the Secretary-Treasurer as to the final dates.

Despite the Constitution, the Secretary-Treasurer is sometimes willing to prepare the ballot, and the editor(s) of *The Southern Sociologist* may be willing to compose uniform biographical notices from the nominees' c.v.'s. This cooperation, however, *should not be taken for granted*. Stay in touch with these people as you go along. If the Nominations Committee prepares the ballots and the summary biographical statement, preferably in WordPerfect, the Secretary-Treasurer will arrange for printing.

SCHEDULE FOR CHAIRPERSON

As Soon as Possible

Get names of committee members from Secretary-Treasurer, and inform them of the time and place for the committee to meet at the annual meeting.

At the Annual Meeting

Decide on criteria and procedures.

During the Summer, As Early as Possible

Identify possible candidates, check their eligibility with the Secretary-Treasurer, and get their permission to nominate them.

Early Autumn

Check with the Secretary-Treasurer as to the deadline for nominations and the format desired for biographical statements and as to establish how and by whom ballots will be prepared.

February 15

Submit your annual report to the Recording Secretary.

PROGRAM COMMITTEE CONSTITUTIONAL PROVISIONS

Constitution, Article VI

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.

Bylaws, Article X

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*.

ADDITIONAL INFORMATION

Since coordination between the Program Committee and the Local Arrangements Committee is essential (e.g., in arranging room assignments for sessions), see the description of that committee's operations.

Article II of the Constitution enumerates the objectives of the Society, stressing "maintenance of high academic, professional, and ethical standards." Thus, the number and nature of sessions and the question of who is to participate should be determined, when possible, by the quality of contributions, and some sessions and papers will necessarily be excluded. In practice, of course, giving members the opportunity to participate will also influence the make-up of the program.

Interpretation of the constitutional requirements concerning multiple participation is the responsibility of the Executive Committee, as are regulations concerning participation by non-members. As of 1987, we require that participants be members of the society. Non-members who wish to participate must join: the only exceptions are special guests of the society invited to contribute to plenary or thematic sessions. Only the president is authorized to designate "special guests," in this sense. Additional policies may be implemented by the program committee, and some recommended ones are indicated below, but whatever the policies are, **they must be clearly communicated** in the initial "Call for Papers" and all subsequent program announcements published in *The Southern Sociologist* prior to the next Annual Meeting.

An extensive and detailed *Program Organizer's Manual* was prepared by the Ad-Hoc Committee on the Program Manual in March 1997. The new program chairperson is advised to secure a copy from the former chairperson.

CUSTOMARY PROCEDURES

Formation of the Committee and Early Activities

The President-Elect should select a program committee chairperson at least by the time of the annual meeting **two years** in advance of the meeting for which he or she will be responsible -- i.e., almost as soon as the President-Elect is elected. It is suggested that the President-Elect contact the program chairperson's department head, to ask that necessary resources (e.g., secretarial assistance, computing equipment and the liberal use of long-distance telephone) be made available. To insure continuity both the newly appointed Program Chairperson and the Immediate Past Program Chairperson serve as ex-officio members of the current program committee.

In recent years, it has been customary for the annual meeting to have a theme, chosen by the president. This should be decided early. The President-Elect and the program chairperson should discuss the theme and plans for their meeting at the meeting two years earlier, if possible.

The committee is appointed by the President-Elect. It is strongly recommended that the advice of the committee chairperson be sought in the selection of members. In the past it has usually numbered about ten. Its composition may reflect, to some extent, concerns for diversity, the meeting's theme, and so forth, but primary attention should be given to setting up a working committee. At least some members might come from the same institution as the chairperson; certainly at least several ought to come from the same geographical area as the chairperson, and one or two might come from in or near the meeting site, to work with the Local Arrangements Committee. If the committee is appointed early enough, it might hold its first meeting at the annual meeting two years in advance (although this may be unnecessary if the committee is not geographically dispersed).

Past chairpersons generally recommend a site visit by the President-Elect and the program chairperson several months prior to the Annual Meeting. Such a visit facilitates later communication with the Local Arrangements Committee and insures familiarity with the hotel's layout and personnel. There may or may not be money in the budget for such a visit, but at some point a visit to the site might be helpful.

Organizing the Program

When organizing the program, it is customary to provide for three plenary sessions: the society's business meeting (required by the constitution), the presidential address, and an address by the president of the American Sociological Association (invited by the Southern Sociological Society president). In past years, a poster session has been scheduled as a plenary session. No other activities should be scheduled during these sessions, and times for these sessions should be worked out in consultation with the president.

Aside from these sessions, the program should give as much opportunity for participation as possible, consistent with considerations of quality, time, etc. To do so, and to adapt to changes in membership, the number and types of sessions will vary from year to year. At one time or another, six types of formal sessions have been held:

- Individual paper sessions. Members submit abstracts of papers to the Program Committee by the announced deadline and papers are organized into sessions by the Committee head based on commonality of themes and subject matter.
- Complete sessions. Member propose and organize complete sessions. These may take the form of paper presentations following a single theme, panel discussions, sessions that honor a colleague, author-meets-critics sessions or other formats.
- Thematic sessions. Paper or other types of sessions that are designed to reflect the theme of the annual meeting. Submitted papers may be organized into thematic sessions by the Program Committee or individual members may submit proposals to the Program Committee for their sessions.

- Panel sessions. Organized either by the Program Committee or members of the society. Panelists may prepare formal papers but prepared comments are also acceptable. Panel sessions are less formal than paper presentations with freer exchange among the participants and greater audience participation.
- Roundtable sessions. Members propose topics and organize roundtables. In addition to the organizer, one or two other persons may be recruited beforehand to give prepared comments. Are typically informal and invite participation from all who attend.
- Poster sessions. Members submit proposals for poster displays to the Program Committee. The Local Arrangements Committee reserves space, supplies bulletin boards, etc. Proposals for poster sessions must adhere to the same deadlines as those of other kinds of presentations.

Finally, provision of space and time must be made for committee meetings (including the Executive Committee), departmental chairpersons' meetings, research and interest group meetings, etc. The meeting announcement in the Fall issue of *The Southern Sociologist* asks groups to submit requests for rooms, making it plain that there are space limitations. Liaison with the Local Arrangements Committee is essential.

When selecting topics for the annual meeting, the program committee should provide opportunities for colleagues from small colleges, non-academic sociologists, members of minority groups, and other special-interest groups to meet, in keeping with the objective of insuring broad participation. Difficult decisions arise in this connection, and no formal policies exist. Sessions proposed by special-interest sub-groups can be (1), incorporated into the program without reference to the sub-group (2), incorporated into the program and labeled "Co-sponsored by Southern Sociological Society and _____" printed in the program, labeled as sponsored by the proposing group (exclusively) or, of course (3), rejected, if there is reason. Consultation with such groups is appropriate, even desirable, but no group can be given *carte blanche* to organize any number or types of sessions it wishes, or to determine the timing of its sessions, since there are space and audience limitations. Ultimate authority for the program rests with the program committee, its chairperson, and the President-Elect.

PROGRAM POLICIES

(Italicized text is to be included in the annual Call for Papers)

Meeting Participation

All program participants (i.e., those presenting papers, presiding at sessions, serving as discussants, panelists or in any other capacity), must be registered for the Annual Meeting. Only the President has the authority to waive membership and registration fees and only for a limited number of invited guests who are asked to participate in invited or thematic program events. These waivers are further limited to plenary speakers and non-sociologists. Waivers will be charged as lost income to the President's budget.

All members of "affiliated organizations" (i.e., independent organizations meeting in conjunction with the SSS), must register for the Annual Meeting. SSS members who are also members of affiliated organizations will be charged the "member registration rate" while those who are not SSS members will be charged the "non-member registration rate."

Undergraduate students may register for the meeting only if registration is made in advance of the meeting and the registration fee (\$15.00) is pre-paid.

Undergraduate students who attend the meeting accompanied by advisors are charged a \$10 non-refundable registration fee. Students must pre-register four weeks in advance of the meeting. The advisor is to be responsible for collecting the students' registration packets at the meeting and distributing them to the students.

At least one of the authors of a jointly authored presentation must attend the annual meeting and register.

Presenters, Organizers, Presiders, Organizers and Other Program Participants

*An individual may serve in no more than two presentation roles (i.e., author of a paper, panel participant, workshop leader or poster or roundtable presenter) at the Annual Meeting. There is no limitation on the number of times a person may serve as presider or discussant. The maximum number of sessions, i.e., paper, roundtables, workshops, project, thematic, etc.), that any person may organize for the annual program is two. Each activity that is submitted for the program (paper sessions, roundtable discussions, workshops, etc.), must be accompanied by the program submission forms that are published in the Spring/Summer and Fall issues of *The Southern Sociologist*. These forms must be filled in completely and submitted along with other materials, when required, in order to be considered. "Other materials" include two copies of an abstract of 150 words or less and a processing fee, which will be waived if the abstract is submitted as a paper copy and on a diskette.*

Generally, persons who serve as presiders or discussants should not present papers that they have authored or co-authored in the same session. The final decision concerning multiple participation in single sessions rests with the Program chairperson.

Papers read at other professional meetings, papers accepted for publication before being submitted to session organizers or papers that have been modified only secondarily after their original reading or publication, generally are not eligible for inclusion in the Annual Program. The Program chairperson, however, has final authority regarding the acceptance of papers that have been previously presented or published.

A processing fee is charged for abstracts and papers that are submitted to the Program Committee in hard copy format only. There is no fee for abstracts that are submitted on computer diskettes. Overhead projectors are provided to SSS program participants without charge. Other audio-visual aids are the responsibility of the presenter.

The program submission deadline for undergraduate papers is January 15 (see Honors Committee, Odum Awards, Other). Abstracts and completed papers are due on that date. The Program chairperson shall establish deadlines for all other submissions.

Completed papers are to be forwarded to discussants at least one month prior to the Annual Meeting.

Other Program Policies

The Annual Program is based primarily on submissions from individual members, but the President and the Program chairperson may also invite members or persons not affiliated with the Society to participate and organize sessions.

The immediate past Program chairperson and the newly appointed Program Chairperson serve as ex-officio members of the current Program Committee.

DIVISION OF LABOR

Previous chairpersons are agreed on the necessity for a division of labor and delegation of responsibility within the committee. They suggest, for example, that a single member (perhaps at the chairperson's institution) should be made responsible for assembling the preliminary program for *The Southern Sociologist* and arranging for the final printing. Similarly, a member could be put in charge of arranging poster sessions and round tables. They also suggest that the chairperson should consider dividing the standard sub-fields of the discipline into five or six sets, assigned to different members of the committee according to the areas of competence of each. These members could then appoint organizers of panel, paper, and didactic sessions (perhaps also poster sessions and round tables), although final commitments should be made by the chairperson, theoretically in consultation with the President-Elect (see Bylaws, Article X).

SCHEDULE FOR CHAIRPERSON

The old system of issuing a call for papers with pre-defined topics has been replaced with the creation of session topics after the Program Committee has received individual submissions. The schedule below reflects this change.

As Soon as Possible consult with the President-Elect about the meeting's theme and the composition of the Program Committee.

Spring, 24 months before the Annual Meeting, Program committee to be appointed by the President-Elect.

October, Year Before the Meeting President, Secretary-Treasurer, Program Committee Chairperson and Local Arrangements Chairperson to visit convention hotel.

Summer, 10 Months Before the Meeting print a call for papers in *The Southern Sociologist* with an early October submission deadline.

October-November Before the Meeting program committee to conduct reviews of submissions, organize them into sessions and inform authors the status of their submissions. All submission and program information is to be logged into the computerized data base in consultation with the Secretary-Treasurer.

December Before the Meeting submit preliminary program for publication in Winter issue of *The Southern Sociologist*.

Provide Secretary-Treasurer with list of all participants. Membership status will be verified and registration materials sent and membership applications sent to non-members. The list should be machine readable, preferably WordPerfect and coordinate with the membership list in so far as possible. The Program Chairperson should be compulsive about the accuracy of names and addresses.

February, Year of the Meeting determine schedule for publishing the final convention program and deliver it to the Local Arrangements Committee Chairperson for incorporation in registration packets.

February 15 send the committee's report to the Recording Secretary.

PUBLICATIONS COMMITTEE CONSTITUTIONAL PROVISIONS

Constitution, Article VII

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 its 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.

Bylaws, Article VIII

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 publication policies, and be responsible for executing 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(s) to the Executive Committee (d), to present a proposed budget for *The Southern Sociologist* to the President-Elect and Secretary - Treasurer not later than six weeks prior to the Annual Meetings and (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(s) 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.

ADDITIONAL INFORMATION

The committee makes recommendations to the Executive Committee on matters bearing on *The Southern Sociologist*, *Social Forces*, and other publications such as the Golden Anniversary history of the Society. The committee also proposes to the Executive Committee various one-time publications in the Society's interests, increased dues resulting from ever rising publications costs and other matters which may be of its concern. From time to time, the editor(s) of *Social Forces* may ask the chairperson of the committee to suggest possible advisory editors for the journal.

CUSTOMARY PROCEDURE

The principal recurrent chores of the Publications Committee have to do with *Social Forces* and *The Southern Sociologist*.

Given the Society's informal association with *Social Forces*, the committee's role is almost entirely one of liaison. It receives the report of the editor(s) of *Social Forces* two months or so prior to the annual meeting, and incorporates that in its own report to the Executive Committee. At the annual meeting, the editor(s) of *Social Forces* presents that report to the publications committee, and the committee may ask questions, express concerns, etc. This can be done, of course, at other times as well. As noted, the editor(s) customarily asks the chairperson of the committee to suggest advisory editors for the journal. In this event, the chairperson should canvass the committee's members to come up with a list of suggestions. The editor(s) of *Social Forces* is not obliged to accept those suggestions, but failure to do so without good reason should certainly be noted in the Publications Committee's report to the Executive Committee.

Finances are the Executive Committee's responsibility. If *Social Forces* raises the subscription rate for members of the Southern Sociological Society, the Executive Committee decides what effect this will have on dues. However, the Publications Committee may make recommendations. The 1991-92 Executive Committee passed a motion that it "take into account in its forward planning a \$2 (regular), \$1 (student) dues increase every other year" to cover expected increased costs of *Social Forces*. A \$5.00 increase circa 1991 was intended to cover anticipated increases for several years. Another increase was approved in 1997.

The Publications Committee has generally acted as a governing board for *The Southern Sociologist*, simply reporting to the Executive Committee at year's end on what has been done. The committee has taken as its charge working with the editor(s) to set editorial policy, ensuring that the publication comes out on schedule, stays within budget, and so forth. In practice, this has meant that the committee chairperson must have confidence in and the confidence of the editor(s) of *The Southern Sociologist*, or be prepared to check up on almost weekly basis to see that everything is happening as it should and when it should.

Advance approval by the Executive Committee has routinely been sought for the budget of *The Southern Sociologist*. The budget is nominally proposed by the editor(s) of *The Southern Sociologist*, eight weeks before the annual meeting. The Publications Committee chairperson should be ready to support it when it is sent to the Executive Committee, which means that it will necessarily be a joint effort.

Most of the committee's responsibilities in fact devolve on the chairperson. Perhaps more than any other committee chairperson of the Southern Sociological Society, he or she must use a strong hand. One distinguished past chairperson offers the following good advice: (1), know the Constitution, both the duties and the limits it puts on the committee (2), take the initiative to stay in close touch with the President, the Secretary-Treasurer, and the editor(s) of *The Southern Sociologist* (3), seek to involve committee members but be prepared to do everything yourself if necessary.

Given the importance of the chairperson for the successful operation of this committee, one former incumbent suggests that it is wise for senior members of the committee to consult informally with the elected officers of the Society before electing a chairperson.

Aside from those enumerated below, there are no predictable and recurrent duties of this committee. The unpredictable and unprecedented duties may be considerable, however; according to one past chairperson, a good deal of time is spent "dodging bullets."

SCHEDULE FOR CHAIRPERSON

Eight Weeks Before Annual Meeting, Receive report from the editor(s) of *Social Forces* and *The Southern Sociologist*, and a proposed *The Southern Sociologist* budget for the coming year. Prepare the Publications Committee's annual report for submission to the President-Elect, Recording Secretary, and Secretary-Treasurer. This report should include information on committee income and expenditures for the year.

Six Weeks Before Annual Meeting, Send the annual report and proposed budget for *The Southern Sociologist* to Recording Secretary, President-Elect and Secretary-Treasurer.

At Annual Meeting, Meet with the committee to transact business, and present report to the Executive Committee.

RECORDING SECRETARY CONSTITUTIONAL PROVISION

Bylaws, Article VI

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.

ADDITIONAL INFORMATION

The Recording Secretary serves as a resource person in answering questions and securing information, as appropriate, for officers and committee chairpersons and rendering other services to the Society as the need may arise and as he or she may be directed by the President or by the Executive Committee.

SCHEDULE

(This schedule assumes that the Annual Meeting will be held during the first weekend of April)

February 1. Remind committee chairpersons to send in their reports in advance of the Annual Meeting.

March 1. Remind the new president-elect to make committee appointments and provide the names of committee chairpersons that he or she is appointing so that they may be sent a copy of the *Handbook of Operations*.

March 15. Copy committee reports to distribute at Executive Committee meeting.

April 15. Distribute draft minutes to President, Past-President and Secretary Treasurer for correction of errors and omissions.

April 21. Submit minutes of Executive Committee meetings to *The Southern Sociologist* in time for publication in the Summer issue (deadline is May 15).

May 1. Send a copy of the *Handbook* or, at least, of the pertinent section, and the section titled "Advice For Committee Chairpersons" to new committee chairpersons once the President-Elect makes those appointments. Write former committee chairpersons requesting their help in revising their section.

Soon after the election of the new President-Elect. Remind him or her of the need to make appointments. See section below on Committees and Committees and Committee Appointments. Ask to be informed of the name of the chairperson of the Program Committee. It is important the he or she be given a copy of the pertinent section of the *Handbook* as soon as possible.

June 1. Revise the *Handbook of Operations* to reflect Executive Committee actions, changes in "Additional Information" and "Customary Procedures" reported by committee chairpersons.

SECRETARY-TREASURER CONSTITUTIONAL PROVISION

Bylaws, Article VI

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 the Executive Committee (d), prepare and distribute membership lists biennially, provide mailing lists for Society publications, and send out periodic communications to the members (e), certify the eligibility of nominees for elective office 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 and 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.

SITE SELECTION COMMITTEE CONSTITUTIONAL PROVISIONS

Bylaws, Article X

Section 2. A Site Selection Committee consisting of the President, President-Elect, the past presidents on the Executive Committee, 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.

ADDITIONAL INFORMATION

The Bylaws (Article VI, Sections 1 and 5) provide that only the president (with the approval of the Executive Committee) can contract with hotels on behalf of the Society.

By tradition, the Past President about to rotate off the Executive Committee is elected chairperson of the Site Selection Committee. The Site Selection Committee is an advisory committee. It convenes during the annual meeting to hear the recommendations of the Site Selection Officer. The committee and the officer take proposals to the Executive Committee.

Exactly which of the provisions set forth in the Constitution and By-laws are to guide the committee is unclear but, presumably, the committee is to find facilities that will meet the needs of the Program Committee. The requisite facilities may of course change over time, but as of 1987, the Society requires a hotel, or combination of hotels, that will set aside a block of 350-400 rooms for the Society and provide approximately 15 "break-out" rooms capable of accommodating approximately 35 people each, one large lecture room for 400 or so, secure space for a book exhibit, a registration desk with a lock, etc. See the section for the Local Arrangements Committee for additional desiderata.

Recent Executive Committee discussions have focused on two important themes: personal safety of members at meeting sites and centrality of meeting sites. It is expected that the Site Selection Officer and Committee will gather safety information not only from hotels, but from local sociologists, and others. Meetings in Atlanta and New Orleans are well-attended and generate many membership renewals. There is increasing sentiment for meeting in these cities frequently.

In the recent past, as part of the contract with the hotel, the Site Selection Committee chairperson has acquired complimentary rooms, "through hard-nosed negotiations," for the President, Secretary-Treasurer and Program Chairperson apart from those generated by room occupancy during the meeting. These are not ordinarily included in the contract.

From 1500 to 2000 reservations cards should be negotiated into the contract so that the Society not be charged for them. Negotiations are conducted prior to the annual meeting of the Society for accommodations to be had the following year. The appropriate contract, from among those presented to the Executive Committee is signed soon after approval by the Executive Committee.

**SITE SELECTION OFFICER
CONSTITUTIONAL PROVISION**

Bylaws, Article X

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.

ADDITIONAL INFORMATION

The Site Selection Officer is a member of the Site Selection Committee.

**COMMITTEES AND COMMITTEE APPOINTMENTS
CONSTITUTIONAL PROVISION**

Bylaws Article VI

Section 3. ...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 Southern Sociologist* in the next regularly scheduled issue after they have been finalized.

	Page
Archivist: Appointed by the President-Elect for an indefinite term.....	13
Committee on the Profession: Six members. Each serves for three years. Terms are staggered so that two vacancies occur each year. The President-Elect appoints two members annually. A committee chairperson "who will normally have served at least one year on the committee" is also appointed.	15
Committee on Racial and Ethnic Minorities: Six members, appointed for terms of three years each. Two vacancies occur each year.....	16
Elections Committee: Three members appointed each year by the President-Elect for a one year term	17
Equipment Coordinator	19
Executive Committee: Nine ex-officio members, six elected	8
Finance Committee: Six members. The President, the President-Elect, the Secretary-Treasurer (<i>ex-officio</i>). The Secretary-Treasurer serves as chairperson. Also, three members who serve six year terms, appointed by the President Elect. One vacancy occurs every other year	20
Honors Committee: Six members appointed by the President-Elect to three year staggered terms. Two vacancies occur every year. The President-Elect designates one member to serve as chairperson during his or her presidency.....	22
Local Arrangements Committee: Appointed annually by the President-Elect for a one year term. The number of members is discretionary	30

Membership Committee: Three members. Each serves for a three year term. One vacancy occurs every year.

Nominations Committee: Nine appointed members. Each serves for three years. Three are appointed each year by the President-Elect. Terms are staggered so that three vacancies occur each year. The chairperson of the committee is the Vice-President, making a total of ten members.....34

Program Committee: Appointed annually by the President-Elect for a one year term. The number of members is discretionary. *Preferably, the Program Committee should be appointed before the annual meeting preceding the one that it will plan so that announcements about the program can be made at the prior year's meeting. E.g., the committee for the year 2000 should be appointed in 1998 so that it can announce plans for the year 2000 at the 1999 meeting*37

Publications Committee: Five members elected by the membership of the Society for staggered five year terms. One vacancy occurs every year. Editor(s) of *The Southern Sociologist* and *Social Forces* are *ex-officio* members. None appointed.....43

Recording Secretary: The Recording Secretary is appointed by the Executive Committee for a five year term renewable annually thereafter.....46

Secretary Treasurer: The Secretary-Treasurer is appointed by the Executive Committee for a five year term, renewable annually thereafter.....48

Site Selection Committee: Except for the Site Selection Officer who is appointed by the President-Elect for a five year term, membership on this committee is *ex-officio*. It consists of the President, President-Elect, three immediate past presidents and the Site Selection Officer; a total of six.....49

Other Committees

The following committees consist of six members appointed for three-year terms with two vacancies occurring annually: (1) Committee on Sociological Practice, (2) Committee on the Profession, (3) Committee on the Status of Women, (4) Committee on the Status of Students, (5) Committee on Sociology in Small Colleges.

The following committees consist of a “non-standard” number of members or term of office:

- Electronic Communications Coordinator, one person, whose term of office is negotiated.
- Equipment Coordinator, one person, appointed to a three-year term.
- Exhibits Coordinator, one person, appointed to a three-year term.
- Program Organizer’s Manual Coordinator, one person, appointed to a three-year term.

**Southern Sociological Society
2005-2006 Committees**

2005-2006 EXECUTIVE COMMITTEE

Officers

Judith Blau, President, University of North Carolina-Chapel Hill, Judith_Blau@unc.edu
Ronald Wimberly, President-Elect, North Carolina State University, wimberly@server.sasw.ncsu.edu
Allen Imershein, Vice President, Florida State University, aimershe@fsu.edu
Karen Campbell, Vice President Elect, Vanderbilt University, karen.e.campbell@vanderbilt.edu
(*) Martin Levin, Secretary-Treasurer, Mississippi State University, ex-officio, Levin@soc.msstate.edu
(*) Lynne Cossman, Recording Secretary, Mississippi State University, Lynne.Cossman@msstate.edu
(**) Assistant Secretary-Treasurer, Troy Blanchard, Mississippi State, Blanchard@soc.msstate.edu
Michael Hughes, Past-President, Virginia Tech, mdh@vt.edu
Charles Tolbert II, Baylor University, charlie_tolbert@baylor.edu

(*) Officers elected by the Executive Committee

(**) Non-voting

Elected Members of the Executive Committee:

Rodney Coates, Miami University, 2006, coatesrd@casmial.muchio.edu
David J. Maume, Jr., University of Cincinnati, 2006, david.maume@uc.edu
Diane Everett, Stetson University, 2007, ddeveret@stetson.edu
Irene Padavic, Florida State University, 2007, ipadavic@cooss.fsu.edu
Obie Clayton, Morehouse College, 2008, oclayton@morehouse.edu
Dennis McSeveney, University of New Orleans, 2008, dennis.mcseveny@uno.edu

LOCAL ARRANGEMENTS COMMITTEE, SSS, 2004 MEETINGS, ATLANTA, GA

CHAIR, Danielle Hidalgo, Tulane University, New Orleans, dhidalgo@tulane.edu
Jen Day, Tulane University, New Orleans, jday@tulane.edu
Bess Vincent, Tulane University, New Orleans, mvincent@tulane.edu
Jeannie Haubert, Tulane University, New Orleans, jhaubert@tulane.edu
Xiaoxiao Peng, Tulane University, New Orleans, xpeng@tulane.edu
Dr. Jocelyn Viterna, Tulane University, New Orleans, jviterna@tulane.edu
Dr. Amy Hite, Xavier University, New Orleans

FINANCE COMMITTEE

Martin Levin, Chair, Secretary-Treasurer, Mississippi State University, ex-officio, Levin@soc.msstate.edu
Ronald Wimberly, President-Elect, North Carolina State University, wimberly@server.sasw.ncsu.edu
Judith Blau, President, University of North Carolina-Chapel Hill, Judith_Blau@unc.edu
Michael Hughes, Past-President, Virginia Tech, mdh@vt.edu
Charles Tolbert II, Baylor University, charlie_tolbert@baylor.edu
Isaac Eberstein, Florida State University, 2007, ieberstn@garnet.acns.fsu.edu
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ELECTIONS COMMITTEE

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**SOUTHERN SOCIOLOGICAL SOCIETY
CONSTITUTION AND BYLAWS**
(Revised. Approved December 1998)

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. The dues schedule in effect at the time these Bylaws are adopted shall remain in effect until changed by the voting membership. 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 8).

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 mail 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 mail 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, a ballot, together with instructions for voting and returning ballots, a sealable ballot envelope in which the ballot may be returned, and a separate envelope or detachable tab for the voter's signature.

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 of mailing. The signature of the member must be on the outer envelope or tab, and the member's dues must be paid by or at the time the envelope is received by the Secretary-Treasurer. Once eligibility is confirmed by the Secretary-Treasurer, the outer envelope or tab will be set aside for safekeeping for at least one year after the election, and the unopened 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 ballot envelopes shall be opened and 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 mail 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 mail 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 mail 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 mail 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 special mailing 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 mail 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 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, 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 that 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.

THE SOUTHERN SOCIOLOGIST
Timetable And List Of Contents For Each Issue

SPRING/SUMMER

Deadline for submission of material for this issue: May 15
First Message from new President
Outgoing President's Message (optional)
Message from Program Chair
First Call for Papers
Minutes of Executive Committee and Membership Business Meetings
Committee Reports to the Executive Committee
Officers' Reports
New Committee Memberships
Pictures of Annual Meeting
Call for Nominations for SSS Officers
Call for Odum Student Paper Award
Call for Nominations for Award for Promotion of Human Welfare

FALL

Deadline for submission of material for this issue: August 1
President's Message
Program Chair's Message
Last Call for Papers (and submission instructions)
Articles (e.g., Roll of Honor, COSSA, etc.)
New Committee Memberships
Call for Odum Student Paper Award
Social Forces Appointments
Call for nominations for Charles S. Johnson Award (every two years)
Article on recipient of Award for the Promotion of Human Welfare

WINTER

Deadline for submission of material for this issue: December 15
Election Results
President's Message
Preliminary Program for annual meeting
Local Arrangements Committee-Attractions of convention city
Audit/Financial Statement
Article on recipient of Charles S. Johnson Award (every two years)
Article on Odum Award Winners
Call for nominations for Roll of Honor

POSTSCRIPT

This handbook reflects the contributions, witting or unwitting, of the following members of The Southern Sociological Society, whose suggestions have been incorporated into the organizational norms which are codified herein.

Murray Adams	Joe Garza	Steven Nock
Rebecca Adams	Jeff Hadden	Dennis Peck
Karl Alexander	Virginia Hiday	Donald Ploch
Donald Bogie	Tom Hood	John Reed
Bill Brown	James Jones	George Rent
Jim Christenson	Al Kerckhoff	Paul Roman
Lee Coleman	Henry Landsberger	John Saunders
Dan Cornfield	Paul Leslie	Joel Smith
William Falk	Martin Levin	Charles Tolbert
Abbott Ferriss	Patricia Martin	Everett Wilson
Roy Francis	Dorothea Millard	Rhonda Zingraff

“My predecessors in the office of Recording Secretary were Murray Adams, Charles Tolbert. What merits this document may have are largely due to their considerable efforts. My debt to them as well as to others named above is great.”—John Saunders.

“The structure and organization of this Handbook is likewise due to my predecessors. We owe a very special debt of gratitude to John Saunders for his careful attention to detail and thoroughness.” — Jim Jones