Southern Sociological Society Handbook of Operations

2026

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 the welfare and vibrancy, growth and vitality of the Southern Sociological Society.

A Handbook is stipulated in Article VI, Section 6 of the Society's Bylaws. Responsibility for the development and updating of the Handbook 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 through the continual and careful updating of this organic document, the *Handbook* will provide continuity and advance the welfare of the Society and the service it renders its members improved.

This edition of the *Handbook* incorporates a full revision from previous versions. It is hoped that this will be a useful reference for future Presidents-Elect when making committee appointments, to future committee chairs for conducting the central importance of their committees' work, and to all officers and committees with recurring responsibilities within the Society.

Lynne Cossman and David L. Brunsma
Past Recording Secretaries

Updated 2014 and 2017 (Stephanie Bohon, Recording Secretary)
Updated 2019 (Kylie Parrotta, Recording Secretary and Denise Bissler, Past-Vice President)
Updated 2020 (Kylie Parrotta, Recording Secretary and Lyla Byers, Assistant EO)
Updated in 2026 (Kylie Parrotta, Past-Past-Recording Secretary and Elizabeth Culatta, Recording Secretary)

The complete text of the Constitution and By-laws as well as the current list of Committee Members may be found on the Society's home page: https://www.southernsociologicalsociety.org/documents/

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SSS Leadership

EXECUTIVE COMMITTEE

Constitution, Article V

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 President of the Society for one year after the expiration of their term 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. Executive Committee Members thus should be replaced/removed from all other committees on which they are serving, but could still serve as the EC Liaison to that committee.

Bylaw VI

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.

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 procedures are adopted by the Executive

Committee, they are listed in this section.

Terms of Appointed Officers. The Executive Officer and Recording Secretary are appointed by the Executive Committee 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. A Site Selection Officer (who is not an officer of the Society) is appointed by the President-Elect for a term of five years. In the event that a person is not able to complete the full five-year term, the Executive Committee will appoint a new person.

Expenses of Officers. The Executive Committee grants discretion to the President and the Executive Officer for fair use of Society funds within the SSS budget.

Officers' Meetings at the Annual Meeting

First Executive Committee Meeting. Usually Wednesday afternoon of a Wednesday- Saturday meeting. Usual agenda: (a) Welcome and Approval of the previous year's minutes, (b) Reports of officers: President and Executive Officer, (c) Reports from committees whose work is generally completed prior to the meeting and others who are unable to make other times, and (d) new business.

Site Selection Committee Meeting. Based on Bylaw VIII **Section 5, a** Site Selection Committee consisting of the President, President-Elect, the Past President, Program Chair (or Co-Chairs), Executive Officer, 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 shall be Past President. The Site Selection Committee meeting typically occurs prior to the second Executive Committee meeting and the usual agenda is simply the report of the Site Selection Officer. The Site Selection Committee should develop recommendations on site for subsequent meetings and forward them to the Executive Committee.

Second Executive Committee Meeting. Usually occurs on Thursday morning of a Wednesday -Saturday meeting. Reports are heard from committees that may or may not have been ready to report at the first meeting; these committees typically are: (1) Publications Committee, (2) *The Southern Sociologist,* and (3) Local Arrangements. New business is often entertained and discussed during this Second Executive Committee meeting. Courtesy resolutions to be offered at the business meeting are also considered.

Finance Committee Meeting. Usually occurs midday on Thursday of a Wednesday through Saturday meeting. The Executive Officer reports on the budget and accounts. The Finance Committee discusses and prepares a proposed budget to be presented at the Third Executive Committee meeting.

Third Executive Committee Meeting Usually occurs on the Friday morning of a Wednesday-Saturday meeting. The primary purpose of this meeting is to consider and approve recommendations from the Finance Committee, any items brought up from the committee chair presentations of annual reports, and to address any unresolved business from the Wednesday meeting, including additional committee chair presentations.

Annual Business Meeting The constitutionally required quorum is 25 members. The President presides. The Vice President usually serves as parliamentarian if the Parliamentarian is not present. Robert's Rules of Order are followed. Usual platform party: President, Vice President, President-Elect, Vice President-Elect, Executive Officer, Recording Secretary. Usual agenda: (a) Approval of last year's minutes as posted on the SSS Website under "Documents," (b) Kudos and honorary resolutions from Executive Committee, (c) Report of Executive Officer, (d) Reports of any other officers that may be necessary, and (e) President's report.

Other business. Usually includes consideration of resolutions from the floor if 75 or more members are present. Resolutions passed at the annual business meeting oblige the Executive Committee to conduct a 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.

The gavel should then be passed to the President-Elect. There should be brief remarks about next year's program by the new president. The meeting closes with acknowledgment of service to Society by the past-president and other out-going officers.

The change of leadership takes place at the Business meeting, and the incoming President presides over the Saturday morning Executive Committee meeting that follows the business meeting. Therefore, the new presidential term begins on the morning of the last day of the annual meeting.

Presidential Honors and Convocation Ceremony, Annual Awards, and Presidential Address. Usual platform party: President and Vice President, Vice President presides. Usual agenda: (a) recognition of special guests, (b) memorials, (c) introduction of the President by the Vice President (or person of their choosing), (d) major announcements/awards, and (e) the presidential address.

Final Executive Committee Meeting. Usually Saturday morning. This is the first meeting of the new Executive Committee. The new president presides and welcomes new Executive Committee members. Usual agenda:

(1) The President goes over discretionary committee appointments for the

coming year. Although these are discussed, no committee approval is required.

(2) Performance review of Executive Officer and Recording Secretary and/ or appointment of a new Executive Officer and Recording Secretary.

(3) Finally, old business and new business are conducted.

PRESIDENT

Bylaws, Article VI

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 Executive Officer, 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.

SCHEDULE FOR PRESIDENT

April, at the Annual Meeting (Pre-term)

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

While President-Elect

After the Annual Meeting

Spring and Summer

Make sure the Program Chairperson knows that they should review the relevant sections of this Handbook and contact the Executive Officer to begin thinking about the spatial parameters of the program; 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 (which ends in the mid-1980s); begin discussions with the President and committee chairpersons to familiarize yourself with relevant issues; ask committee chairpersons to identify members who have been inactive.

Fall

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.* The Recording Secretary will work with the Assistant Executive Officer Assistant Executive Officer to update the online committee lists, corresponding email Listservs, and permissions for accessing the relevant online, shared SSS committee documents. You should also send the information to the Program Chairperson since it is customary to insert the list of the Society's committees in the program booklet. Check with the Executive Officer 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, including familiarizing themselves with the SSS *Handbook*, documentation for their committee, and/or write language for the makeup and charge of the committee (if none exists) for EC consideration; begin figuring out whether current chairpersons should continue and, if so, find out if they are interested in doing so; develop program theme; in consultation with the Executive Officer, 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). Be sure to keep in touch with the EO to ensure that the VIPs can be supported via SSS resources. Work with the Assistant Executive Officer to disseminate Listserv blast for upcoming meetings.

Before the Annual Meeting

Finish appointments and send out appointment notifications to the Recording Secretary and Chairs (including charges to chairpersons); work with the Recording Secretary and Assistant Executive Officer to make sure committee lists and Listservs are accurate. Develop a list of committee members for distribution; develop an electronic-address list of committee members for use during your term; make sure committee chairpersons are notified about their role; finalize the program's theme; figure out if any of your initiatives will require that you schedule any action items for Saturday morning; work with the EO and Recording Secretary to develop a brief agenda for Saturday morning (final executive committee meeting).

During the Annual Meeting

Attend Executive Committee meetings as President-Elect; inauguration is during the Business Meeting on Saturday; chair the Executive Committee that immediately follows the Business Meeting on Saturday 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; try to make sure your Program Chairperson and Local Arrangement Chairpersons have met with the current ones; attend special sessions as they fit into your schedule (e.g., honorary and memorial sessions). The theme for the meetings for the following year is typically announced at Saturday's Business Meeting.

While President

After the Annual Meeting

Report outcomes of action items to committee chairpersons (coordinate this with Past President); work with EO and Recording Secretary to 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 in close consultation with the Executive Officer; 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; begin sending very supportive messages to the Program Chairperson. Hop on our Facebook page and post things from time to time to engage the membership up until meetings.

Summer

Go on site visit to the conference hotel with the Executive Officer, Assistant Executive Officer, the Program Chairperson(s), and the Local Arrangements Chairperson; be in constant communication with the Program Chairperson and Executive Office; work with Recording Secretary to nudge committee chairpersons to make sure they have begun their work. Over the summer, you should be coordinating the plenaries, mini-conferences, and pre-conference workshops. The Call for Papers for the meetings should be finalized by summer's end (final touches are often done at ASA) and it should be submitted for publication in *The Southern Sociologist* by August 15th for the Fall Issue and sent out to the members through the Listserv on September 1st.

Fall

Along with EO and Recording Secretary, schedule a Mid-Year EC Meeting (usually the very beginning of November) where EC can discuss and make decisions related to the Mid-Year Committee reports. Work with Assistant Executive Officer to deliver occasional messages to membership about the upcoming conference. Once the Call for Papers is distributed and the deadline is established (usually November 1), the Executive Office, President, and Program Chair(s) should be working to translate the site visit into the preliminary structures of the annual meeting. The Preliminary Program should go out to all members and participants and give them two weeks to inform the Program Chair(s) of any issues.

January

The EO and Program Chair(s) will be working together to finalize the program for potential print and mobile platforms. Update them on any possible changes to the program. Revise the Preliminary Program, post the final program on the Society's webpage, and announce it to all members and program participants. Work with the Recording Secretary to solicit annual committee reports and think about any possible graphic images that you would want incorporated into the physical program or the app for the meetings.

February

Finish the Presidential Address; work with Recording Secretary to develop and distribute an agenda for the Executive Committee meetings; develop an agenda for the Business meeting (remember to request information from SSS members to update the in memoriam section for the year); purchase mementoes for the support team (optional); request names from the Honors Committee so the EO can make arrangements for the relevant plaques; make sure the President-Elect has notified new committee chairpersons about when and where committee meetings will be held; work with Executive Officer to order food for the Presidential reception and Private Presidential reception (if necessary); make sure local arrangements are in order.

Annual Meeting

Chair the Executive Committee Meetings on Wednesday, Friday, 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 Saturday meeting as Past President.

After the Annual Meeting

Rewrite your presidential address into publishable form and submit it to *Social Currents* or *The Southern Sociologist,* the official Journal of the Southern Sociological Society; write thank you letters; coordinate follow-up correspondence with the new President; send presidential materials to the Archivist; send Executive Officer final request for reimbursements.

PRESIDENT-ELECT

Bylaws, Article VI

Section 3. The **PRESIDENT-ELECT** shall be acquainted with the duties and responsibilities of the office of the President. The President-Elect appoints committee chairs and members to serve during their term as President; these appointments should be made prior to the Annual Meeting during which the President-Elect assumes the responsibilities of President. All committee appointments will be posted on the Society's website, immediately following the Annual Meeting~~s~~. 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.

Bylaws, Article VIII

Section 7. The President-Elect shall appoint annually an Elections Committee of at least two members 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 Executive Officer, 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 retained by the Executive Officer to be kept at least one year after the election.

VICE PRESIDENT

Bylaws, Article VI

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.

The Vice President serves as chair of the Nominations Committee charged with recruiting future officers of the SSS.

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 terms of the initial members shall be staggered from one to three years. The Chair of the Nominations Committee shall be the Vice President.

VICE PRESIDENT-ELECT

Bylaws, Article VI

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.

PAST-PRESIDENT

The Past President remains a member of the Executive Committee (including attending the meetings in the Fall and at the Spring meetings). They serve as the Chair of the Site Selection Committee. Additionally, they should share their institutional wisdom with the President and the President Elect to ensure efficiency and consistency in the organization.

EXECUTIVE OFFICER

Article VI

Section 5. The **EXECUTIVE OFFICER** 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) prepare and distribute membership lists biennially, provide mailing lists for Society publications, and send out periodic communications to the members, (d) certify the eligibility of nominees for elective office and the eligibility of members in any balloting, (e) send out, receive and maintain records of all ballots of elections and other matters voted upon by the membership, (f) sign contracts and other authorized documents on behalf of the Society in addition to, or when appropriate, instead of, the President, (g) carry out and supervise solicitation of advertising and other procurement of revenues for the Society, and (h) be responsible for depositing important papers and records with the Society Archivist. The Executive Officer may appoint an Assistant Executive Officer, subject to confirmation by the Executive Committee. The Assistant Executive Officer is not a voting member of the Executive Committee and his or her term ends at the same time as that of the Executive Officer.

RECORDING SECRETARY

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 Executive Officer, 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. The Recording Secretary is appointed by the Executive Committee for a five-year term renewable annually thereafter.

Schedule

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

February 1.
Remind committee chairpersons to submit their reports by March 1st.

March.
Send annual reports to the EC by March 15th.

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

April 21. Submit minutes from Executive Committee meetings to the Assistant Executive Officer to post online.

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 appointments have been made by the President-Elect. Write to 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 that he or she be given a copy of the pertinent section of the *Handbook* as soon as possible.

June 1. Along with the past-president and executive officer, revise this *Handbook of Operations* to reflect Executive Committee actions, changes in "Additional Information" and "Customary Procedures" reported by committee chairpersons.

September-October
Request Mid-Year Reports from chairs on September 15th, due no later than October 15th (suggestion: provide a "first deadline" of October 1st). Compile and send to EC.

December
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*.

TASKS FOR RECORDING SECRETARY

<u>While at the meeting and immediately after the meeting</u>

Write up minutes and distribute to President and Executive Officer (EO) for their unofficial approval. Once approved, send minutes to Executive Committee for a vote. Record vote in a "Inter-meeting votes" document that should be created now. This document will be kept active all year and approved at the annual meeting next year. Once approved, the minutes should be sent to *The Southern Sociologist*. **All electronic files for the previous year should**

be forwarded to the University of Kentucky archivist. Update the committee changes to the internal document and post the changes on the website.

Soon after the meeting

Get an updated Committee List from the President, if you don't already have it, and make sure that a copy is deposited with the Assistant Executive Officer. Distribute the Handbook and access to the online portal where chairs can access committee materials via email. Remind Chairs that they are responsible for updating their Committee's section and sending those updates to you by the end of their term.

Elections

If there are bylaw changes to place on the ballot, prepare all language for the ballots and forward to the EO and Assistant Executive Officer.

Midyear Reports

Solicit midyear reports from all Committee Chairs by September 15th (via email request) to be due no later than October 15th. These will be then circulated to President and EO, and ultimately to EC for online discussion and action (if necessary).

Hotel Room

The hotel room for the Recording Secretary is typically provided by SSS, since the Recording Secretary must be in attendance for four days during the meetings. In January, contact the Executive Officer to ask about the preferred method for booking the room.

Agenda

In February, ask the Executive Officer and President for agenda items and begin putting together the agenda for the Executive Committee meetings. You will distribute this agenda to Executive Committee members and anyone scheduled to attend the meeting about two weeks prior to the Annual Meeting.

Annual Reports

Solicit annual reports by February 1st (via email request) to be due no later than March 1st.

Annual Meetings

Record minutes and do whatever else needs done, as requested by the Executive Officer.

STANDING COMMITTEES

PUBLICATIONS COMMITTEE

Constitutional Provisions

Constitution, Article VII

Section 1. The Publications Committee shall consist of six members elected by the voting membership of the Society for a term of three years with two members' terms expiring each year. The Executive Officer of the Society, the Editor(s) of *Social Currents*, the Editor(s) of *The Southern Sociologist,* and the Assistant Executive Officer shall be non-voting ex-officio members of the Publications Committee. The Past President shall be a voting ex-officio member of the Committee. A Chair and a Chair-Elect of the Publications Committee shall be selected by voting members of the Committee and shall each serve a one-year term.

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. The editor or editors of a publication are to be absent from the final deliberations and voting on issues pertaining to that publication.

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 2. The Publications Committee is a standing committee. The duties of the Publications Committee shall be (a) to act as liaison between the Society and the official journal of the Southern Sociological Society, make recommendations to the Executive Committee regarding policies between the Society and the official journal of the Southern Sociological Society (*Social Currents*), 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 Executive Officer 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. The Editor(s) of the official journal of the Southern Sociological Society 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. 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 Currents*, 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 Currents* 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 Currents* and *The Southern Sociologist*.

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*, and check in frequently with the editor(s) to ensure all is on track.

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. 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 Executive Officer, 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.

Schedule for Chairperson

Eight Weeks before Annual Meeting, Receive report from the editor(s) of *Social Currents* 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 Executive Officer. 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 Executive Officer.

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

The Southern Sociologist

Timetable and List of Contents for Each Issue

THE SOUTHERN SOCIOLOGIST DEADLINES

Fall Issue .... August 15
Winter Issue .... December 15
Spring Issue... February 15
Summer Issue.. May 15

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 (Undergraduate and Graduate)
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 Award Undergraduate and Graduate Student Papers (Rename: 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

Social Currents

The editor(s) of *Social Currents* are responsible for providing the Chair of the Publications committee an annual report on journal business including information about the number of submissions, the acceptance/rejection rates, time to publication from initial submission, and other relevant information. We need to fill this section out more, but require guidance from the current editors for clarity.

PROGRAM COMMITTEE

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.

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 VIII

Section 3. 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*.

The program committee is responsible for organizing the annual meeting in line with the President's vision and theme. Their duties include creating the call for papers for poster sessions, flash talks, mini-conferences, traditional sessions, and keynote panels.

PROGRAM CHAIR

Schedule

As Soon as Possible

- Check with previous program chair(s) and Executive Officer
- Log into your shared Sharepoint to see old committee materials
- Creating a grid of the rooms is the KEY first step. A grid is derived from the contract and includes all contracted rooms by concurrent time slots by conference day to illuminate the structural degrees of freedom for planning an SSS meeting.

Early During the Fall before the Meeting

The Site Visit is *the* most important meeting for the Program Chair. Being onsite with the Executive Officer, the Assistant Executive Officer, the President, and the Local Arrangements Chair is crucial to a successful meeting. Theme selected, panels and mini-conferences begin to take form. We need to fill this section out more, but require guidance from the current program chairs for clarity.

Between October and March

Coordinate plans to compose and duplicate any customized material for inclusion in the mobile app. Members usually appreciate having guides to dining, drinking and entertainment that offer some commentary from the Local Arrangements Committee. Program committee and mini-conference organizers finalized

By March 1

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

At the Meeting

Make sure that the president, Executive Officer, 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.

Additional Information

Since coordination between the Program Committee and the Local Arrangements Committee is essential for helping membership know about local dining establishments and attractions, see the description of that committee's operations. Also note that the LAC works closely with the Executive Officer, Assistant Executive Officer, and President and it is vital for coordination and communication to be strong between those offices.

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. But the SSS strives to include everything most of the time.

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.

Customary Procedures

Formation of the Committee and Early Activities

The President-Elect should select a Program Committee chairperson or co-chairs at least by the time of the annual meeting the year preceding the meeting for which he or she will be responsible. It is suggested that the President-Elect contact the program chairperson's or co-chairs' department head(s), to ask that necessary resources (e.g., administrative support, graduate student assistant, computing equipment, etc.) be made available. To ensure continuity, past program chairs are highly encouraged to meet with and regularly communicate with the program chair or co-chairs with regards to an upcoming meeting.

The committee is appointed by the President-Elect. It is strongly recommended that the advice of the committee chairperson or co-chairs be sought in the selection of members. In the past it has usually numbered about 15-30 people. Its composition may reflect, to some extent, concerns for diversity, the meeting's theme, substantive area coverage, and so forth, but primary attention should be given to setting up a working committee.

Past chairpersons generally recommend a site visit by the President and the program chairperson in September or October prior to the Annual Meeting. Such a visit facilitates later communication with the Local Arrangements Committee and ensures familiarity with the hotel's layout and personnel.

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). No other activities should be scheduled during these sessions, and times for these sessions should be worked out in consultation with the President. The President and Program Committee may also create additional plenary sessions to feature distinguished speakers who may draw a large percent of conference attendees. A recent initiative that has been successful in recent years are the "mini-conferences" and initiatives like the "research incubators."

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, these are the types of formal sessions that have been held:

- <u>Individual paper sessions</u>. Members submit abstracts of papers to the Program Committee by the announced deadline and papers are organized into sessions by the Committee based on commonality of themes and subject matter.
- <u>Complete sessions</u>. Members 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-curious readers 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 Executive Officer, working closely with the LAC, reserves the space, supplies, etc. Proposals for poster sessions must adhere to the same deadlines as those of other kinds of presentations.
- Flash talks. Flash talks are no longer than 5 minutes. These abstracts will be organized into sessions by members of the Program Committee on the basis of common themes.
- Author Meets Curious Reader (AMCR) Sessions. AMCR sessions spotlight books with broad enthusiasm across the SSS membership. AMCRs may be self-nominated and should include three to four potential ‘curious readers.’ Proposals for workshops on a range of topics like social change, pedagogy, methodology, networking, and publishing, for example, will be considered too.
- Professional Development Workshops

Finally, provision of space and time must be made for committee meetings (including the Executive Committee) When possible the Program Committee should schedule presentations by Executive Committee members at times that do not conflict with committee meetings, e.g., in the afternoons.

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 ensuring 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 {group’s name}” 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 or co-chairs, and the President.

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.

Anyone attending the meeting or listed in the program must be a current dues-paying member of SSS (except undergraduate observers and presenting undergraduate affiliates of SSS Departmental Members). All program participants (presenters, presiders, discussants, panelists, etc.) must also be registered for the annual meeting. Please note that attendees of the 2026 Annual Conference are strongly encouraged to pre-register for SSS 2026 on or before March 1, 2026.

Those who register after this date will pay increased on-site registration fees. You may Join/renew your SSS membership, submit abstracts, and pre-register for the 2026 Annual Conference from our website: https://www.southernsociologicalsociety.org/

Undergraduate students who are not presenting posters or papers at the annual meetings but who wish to attend can register as undergraduate observers. Undergraduate observers are not required to be members of the Southern Sociological Society. Undergraduate observers can register in advance at the SSS website or on site. Anyone listed on the program must be a member and registered for the conference.

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.

Other Program Policies

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

The immediate past program Committee chairperson or co-chairs should provide materials and assistance to the current Program Committee chairperson or co-chairs.

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 program preliminary program. Similarly, a member could be put in charge of arranging poster and roundtable sessions. They also suggest that the chairperson(s) should consider dividing the standard sub-fields of the discipline into a smaller number of topic areas, assigned to different members of the committee according to their areas of specialty. These members could then appoint organizers of panel, paper, and thematic sessions (perhaps also poster sessions and roundtables), although final commitments should be made by the chairperson, theoretically in consultation with the President-Elect.

Schedule for Program Chairperson or Co-Chairs

The old system of issuing a call for papers with predefined 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.

By the annual meeting in the year preceding the meeting to be organized: President-Elect appoints members of the Program Committee.

September preceding the meeting: Distribute the Call for Papers in the Fall Edition of *The Southern Sociologist*. In recent years, the submission deadline has been November 1.

September or October preceding the meeting: President, Executive Officer, Assistant Executive Officer, Program Committee Chairperson or Co-chairs and Local Arrangements Chairperson to visit the convention hotel.

Immediately after the submission deadline: Program Committee to conduct reviews of submissions, organize them into sessions and inform authors the status of their submissions. The preliminary program should be prepared and distributed to the membership across the Listserv between December 15th and January 15th.

February preceding the meeting: Finalize program, including all graphics and formatting, send to Executive Officer to upload for the mobile app.

By deadline specified in the By-Laws: Send the Program Committee's report to the Recording Secretary (typically October 15 and February 15)

Up until meeting date: Maintain list of late changes to the program and make updates within the app.

LOCAL ARRANGEMENTS COMMITTEE

LOCAL ARRANGEMENTS COMMITTEE

Constitutional Provisions

Bylaws, Article VIII

Section 6. 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 Executive Officer.

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 such a big 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 Executive Officer for advice and information. If the meeting is being held in a city where the Southern 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 and Executive Officer 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 Executive Officer, the Assistant Executive Officer, 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.

The following items need to be taken care of:

- Design a Dining Guide for members while at the annual meeting;
- Work with Executive Officer to establish connections with a locally owned and operated bookstore who will table at the annual meeting, run Authors Meets Critics and other VIP book signings;
- Work with Executive Officer to provide information about childcare options in the area;
- Arrange for local Chamber of Commerce to deliver boxes of materials for distribution at annual meeting (e.g., tours, local music, stuff to do);
- Provision of space for Employment Services if such space is desired. Recently, encounters have been arranged informally;

FINANCE COMMITTEE

Constitutional Provisions

Bylaws, Article VIII
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 Executive Officer. The Executive Officer 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

The Finance Committee meets on the Thursday of the Annual Meeting to discuss the Executive Officer’s proposed budget and other fiscal matters, and, ultimately, to prepare a final proposed budget that will be considered by the Executive Committee on the Friday of the Annual Meeting. 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 Executive Officer 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 Executive Officer 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 Executive Officer. In the event of seasonal cash-flow shortages, the Executive Officer 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 Executive Officer 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 an endowment is the responsibility of the Finance Committee (see Article VIII, 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.

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 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 (5) 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 Executive Officer, (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 Executive Officer or other party designated by the Executive Officer to send voting materials to the membership.

Section 3. A majority of the Nominations Committee members shall constitute a quorum when conducting the committee’s official business, such as internal committee votes in consideration of nominees for SSS office.

Section 4. 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: President-Elect and Vice President-Elect. Also, the committee shall identify four eligible candidates for: the Executive Committee and the Publication Committee.

Customary Procedure

The Nominations Committee will create a ballot that will be sent out to the membership in the summer soliciting nominations. The membership will vote on these candidates in the spring, but they will not take office until two years later (i.e., The VP will make the ballot in Summer 2020, membership votes spring 2021, candidates take office 2023-2024). In order to get a sufficient number of nominees, the process must begin early. The incoming chair (VP-elect) should try to meet with the committee at the annual meeting before becoming current VP/Chair of Nominations Committee. At the meeting, the committee should discuss the process and nominees. After the meeting, the committee should send out a “call for nominations,” construct a list of nominees, research the nominees, and eventually vote on who will be on the ballot. Once the committee decides on the candidates for the ballot, it should be submitted to the Executive Officer. The committee should then create information sheets for each candidate and send these to the Executive Officer. The Executive Officer then checks that each nominee meets the eligibility requirements for each position and finalizes the slate.

How nominees are to be chosen is, in fact, up to the committee, and various procedures have been followed over the years. 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 rank 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, 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 Executive Officer 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. The process takes longer than it seems it should. The chair should begin the process 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 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, but that there are Meet the Candidates moments at the annual meeting before the ballot is distributed to membership for the election.

The Nominations Committee is responsible for getting the slate of candidates ready along with all summary biographical statements and submitting it to the EO who prepares the actual ballot.

Schedule for Chairperson

As Soon as Possible

Get names of committee members from Executive Officer and inform them of the time and place for the committee to meet at the annual meeting. Meet with the previous chair and get access to documents used prior. Ask about previous policies and procedures used.

At the Annual Meeting
Decide on criteria and procedures with committee members. Start gathering a list of nominees. Talk with the Executive Officer about the procedure and possible lists of nominees. If possible, obtain the list of committee members and the current list of SSS members from the Assistant Executive Officer. Create a “call for nominations'' and send it to the Listserv soon after the annual meeting with reminders through the fall.

When soliciting nominees, it is important to inform possible nominees that their name may not end up on the actual ballot. If they are willing to submit their name at this point, they are simply agreeing to be considered in the pool of nominees. That pool will be narrowed for the actual ballot.

During the Summer, As Early as Possible
Identify possible candidates, get their permission to nominate them, check their eligibility with the Executive Officer. Create a document of nominees with name, affiliation, positions held in SSS, willingness to run, experience (if needed), and eligibility. Some experience may be needed for some positions. For example, while experience isn’t required, the Publications Committee is best served by members who have either experience as Editors or on boards or with an extensive publication record.

Conduct a meeting via phone or video to vote on the nominees who will be included on the ballot. The ballot requires double the nominees for the positions open. For instance, if there are two Publications Committee positions open, the committee must submit 4 candidates.

Early Fall
Check with the Executive Officer as to the deadline for nominations and the format desired for biographical statements. Check with the Executive Officer to establish how and by whom ballots will be prepared.

March 1
Submit your annual report to the Recording Secretary.

ELECTIONS COMMITTEE

Section 6. The President-Elect shall appoint annually an Elections Committee of at least two members 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 Executive Officer, 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 retained by the Executive Officer to be kept 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 ballots shall be tabulated by the Elections Committee. Immediately following the tabulation, this Committee shall submit a written report of the results to the President and the Executive Officer. The person receiving the highest number of votes for each office shall be elected. The Executive Officer shall notify candidates, the Executive Committee, and the membership of the results of the election by the most appropriate and prompt means.

Additional Information

The Executive Officer notifies all winners and losers of the election prior to the announcement to the membership. Candidates should be notified of election results before they are published in *The Southern Sociologist* or posted online. There have been some instances of embarrassment; it is best to follow protocol.

April/May

Contact the Executive Officer to ascertain the approximate date that the electronic votes will be received from the Executive Officer and his/her office. Contact committee members to set a date for verification of the electronic votes. Contact members regarding possible change of the tabulation date.

Immediately Upon Receipt of the Electronic Votes

Contact the Executive Officer to confirm receipt of the votes.

Within Three Weeks after the Deadline for Electronic Voting

The entire committee shall arrange to verify the votes following regulations set forth in Article V, Section 4 and Article IV, Section 4 of the Bylaws.

Within Twenty-Four Hours of Verifying Vote Results

The Chairperson shall communicate the results of the elections to the Executive Officer as outlined in Article IV, Section 4 of the bylaws. This committee is composed of the Executive Officer, the Assistant Executive Officer, and the Recording Secretary.

June

Submit the official report of the Committee to the Recording Secretary by June 15.

COMMITTEE ON HONORS

Constitutional Provisions

Bylaws, Article VIII

Section 7. The Committee on Honors shall consist of six members appointed by the President-Elect to staggered terms such that no more than two new members need to be added each year. The President-Elect shall designate one member of the Committee to serve as chairperson during his or her Presidency. The Honors Committee shall function at the discretion of the Executive Committee in administering any award which has been authorized and citing any individual or group for distinguished service to the Society or the profession. A two-thirds vote of the Executive Committee shall be required for the authorization of new awards or bestowal of existing ones.

Additional Information

The Southern Sociological Society bestows the following honors: the Roll of Honor, the Charles Johnson Award, the Jocher- Beard Award, the Distinguished Teaching Award, the Distinguished Lectureship, the Martin L. Levin Distinguished Service Award, and the Odum Awards. In 2018, two new honors, the Charles Gomillion-Joseph Sandy Himes Award for distinguished service in sociological practice at minority serving institutions or civic institutions, and the SSS Junior Scholar Award were added.

The deadline for each faculty award is December 1st and nominations for the Odum award for the best undergraduate and graduate papers are due January 15[15h]. All of the awards are described below and on the society web page at http://southernsociologicalsociety.org/awards.html.

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. The Katherine Jocher Belle Boone Beard Award was changed to the Jocher-Beard Award in the summer of 2018. Several award criteria were adapted based on changes proposed by the Honors Committee to the Executive Council in their mid-year committee report, as outlined in the 2018 Meeting minutes, and as voted on by the Executive Committee via email votes recorded in the interim vote log.

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. However, if the honor is bestowed upon someone who passes away during the timeframe of being awarded the honor at the annual meeting, to be conferred at the following meeting, then they will still be designated as the winner. The Executive Officer checks eligibility.

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): A copy of each letter is to be filed or saved. (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 Jocher-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 Officer. (c): It is the responsibility of the chairperson of the Honors Committee to make provision for the plaque(s) by contacting the Executive Officer. 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. The committee has been ordering plaques from Flemings, located in Williamsburg, VA. They have all orders on record to ensure that the plaques are the same year to year. Billing goes through the Executive Officer of the Southern Sociological Society, and the plaques are shipped to wherever the Chair of the Honors and Awards Committee wants for them to be sent. The Chair brings the plaques to the annual meeting. Flemings’ contact information is as follows:

Contact person:

Sydney Clark
Phone:
757-645-3120
Fax: 757-645-3124
Email: orders@flemingsshop.com

In addition to the certificate, the Odum Award winners also receive a $100 honorarium AND up to $200 against their expenses in coming to the SSS meeting to present their paper. The honorarium is automatic; the expenses check requires receipts and is coordinated through EO.

Other. (a): The following awards are authorized: Roll of Honor, Charles S. Johnson Award, Jocher-Beard Award, Odum Awards, Junior Scholar Award, and the Charles Gomillion-Joseph Sandy Himes Award. (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.

AWARDS

For a detailed description of society awards including nomination and selection criteria, please see the SSS website here: https://www.southernsociologicalsociety.org/awards/

SITE SELECTION COMMITTEE

Constitutional Provisions

Bylaws, Article VIII

Section 4. A Site Selection Committee consisting of the President, President-Elect, the Past President, chair or co-chairs, Executive Officer, 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 shall be Past President.

SITE SELECTION OFFICER

Bylaws, Article IX

Section 1. A Site Selection Officer shall be appointed by the President-Elect for a term of five years. As of 2026, it seems like we no longer have a Site Selection Officer – please confirm with the Executive Officer. 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 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. SSS has been working closely with a Helms-Briscoe representative in the past 7 years that has significantly improved our negotiating power with hotel contracts.

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, Executive Officer, and Program Chairperson apart from those generated by room occupancy during the meeting. These are not ordinarily included in the contract.

COMMITTEE ON RACIAL & ETHNIC MINORITIES

Constitutional Provisions

Bylaws, Article VIII
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.

CREM Scholarships

CREM will work with the Committee on Gender & Sexuality to conduct the survey of candidates.

Every year, CREM should send out a call for a faculty travel scholarship after the release of the preliminary conference program and identify recipients of scholarship support for travel prior to the conference. 5 awards at $500 each. Contact the Executive Officer to manage this goal. Previous CREM Chairs should have exemplar emails that can be sent. There are standard forms as well for applicants to complete (check with EO). Once CREM determines who will receive scholarships, the Chair of the CREM Committee will send a list to the Executive Officer. This list will contain the following information: (1) recipients' names, (2) recipients' addresses, and (3) amount to be awarded to each recipient.

Upon receipt of this list, the Executive Officer will send to each recipient (1) a check, (2) a letter of congratulations, (3) a scholarship agreement, and (4) a return envelope. The letter informs recipients that they must register for the conference and attend. It also provides a URL to the SSS Meeting page and the online payment site. The scholarship agreement states, "I have received a $[amount] scholarship from the Southern Sociological Society's CREM program. I understand that these funds are to be used to defray expenses for attending the SSS Annual Meetings in [city] ([date of meetings]) and I agree to return the amount, in full, if I do not attend these meetings." The form has a space for the recipient to sign and date the form and also includes information returning the form.

COMMITTEE ON PROFESSIONS

COMMITTEE ON PROFESSIONS

Constitutional Provisions

Bylaws, Article VIII
Section 10. 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. 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.

The Committee on Professions should complete the following goals:

a) COMPLETE MID-YEAR and YEARLY REPORTS

The mid-year report should be completed by October 1st and the annual report should be completed by March 1st so it can be presented at the annual meeting. See reports from last year as examples but feel free to make adjustments based on the committee's needs this year. This report should be submitted to the Recording Secretary and your EC Liaison should be copied and kept in the loop on committee business throughout the year.

b) Organize sessions related to Professional Development by working with the Program Committee.

We strongly recommend you meet as a committee at least 3-4 times over the year to ensure the work of the committee is complete and coherent. Your committee is assigned an Executive Committee (EC) Liaison whose role is to bridge communication between your committee and the SSS executive committee. The EC Liaison should be invited to your committee meetings and kept abreast of communication and questions your committee has.

Here is the schedule of committee meetings you should plan to attend:

a. Your committee will meet at the annual conference. This meeting is scheduled within the conference program. Please note that the committee chair, or a committee representative, will attend an in-person report on the first day of the conference (Wednesday) at the Executive Committee Meeting. Please plan accordingly.

B. In addition to the meeting at the annual conference, we recommend you meet 3-4 times over the year. These meetings are coordinated by the committee chair with the EC liaison present. If the EC liaison cannot attend the meeting, an alternate will be assigned.

COMMITTEE ON SOCIOLOGICAL PRACTICE

Section 12. There shall be a standing Committee on Sociological Practice. The committee on Sociological Practice 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 mission of the Committee on Sociological Practice is to advance the variety of ways that people do sociology and the vast approaches to theory and research methods in the course of this work.

The Committee on Sociological Practice should complete the following goals:

A) COMPLETE MID-YEAR and YEARLY REPORTS

The mid-year report should be completed by October 1st and the annual report should be completed by March 1st so it can be presented at the annual meeting. Please see the attached reports from last year as examples but feel free to make adjustments based on the committee's needs this year. This report should be submitted to the Recording Secretary and your EC Liaison should be copied and kept in the loop on committee business throughout the year.

B) Stay up-to-date on ongoing public policy decisions and provide information on its impact on sociologists.

C) Organize sessions related to applied sociology, sociology in communities, evaluation and assessment.

Committee Meetings and Responsibilities

We strongly recommend you meet as a committee at least 3-4 times over the year to ensure the work of the committee is complete and coherent. Your committee is assigned an Executive Committee (EC) Liaison whose role is to bridge communication between your committee and the SSS executive committee. The EC Liaison should be invited to your committee meetings and kept abreast of communication and questions your committee has.

Here is the schedule of committee meetings you should plan to attend:

a. Your committee will meet at the annual conference. This meeting is scheduled within the conference program. Please note that the committee chair, or a committee representative, will attend an in-person report on the first day of the conference (Wednesday) at the Executive Committee Meeting. Please plan accordingly.
b. In addition to the meeting at the annual conference, we recommend you meet 3-4 times over the year. These meetings are coordinated by the committee chair with the EC liaison present. If the EC liaison cannot attend the meeting, an alternate will be assigned.

COMMITTEE ON SOCIOLOGY IN COMMUNITY COLLEGES & SMALL COLLEGES

Section 13. There shall be a standing Committee on Sociology in Community and Small Colleges. The Committee on Sociology in Community and Small Colleges 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 Committee shall advocate for the status, interests, and needs of sociologists in small and community colleges. The committee shall focus on promoting effective teaching, service, and research at small and community colleges. Specifically, the Committee will make recommendations to the Executive Committee, support the Teaching Corner, and suggest sessions at the annual meeting that align with the Committee charge.

Goals for the committee:

A) Generate both a mid-year and final annual report for the work the Finance Committee completes this year. The mid-year report should be completed by October 1st and the annual report should be completed by March 1st so it can be presented at the annual meeting. Please see the attached reports from last year as examples but feel free to make adjustments based on the committee's needs this year.
B) Organize SSS sessions related to Community and Small Colleges.

Committee Meetings and Responsibilities

We strongly recommend you meet as a committee at least 3-4 times over the year to ensure the work of the committee is complete and coherent. Your committee is assigned an Executive Committee (EC) Liaison whose role is to bridge communication between your committee and the SSS executive committee. The EC Liaison should be invited to your committee meetings and kept abreast of communication and questions your committee has.

Here is the schedule of committee meetings you should plan to attend:

a. Your committee will meet at the annual conference. This meeting is scheduled within the conference program. Please note that the committee chair, or a committee representative, will attend an in-person report on the first day of the conference (Wednesday) at the Executive Committee Meeting. Please plan accordingly.

b. In addition to the meeting at the annual conference, we recommend you meet 3-4 times over the year. These meetings are coordinated by the committee chair with the EC liaison present. If the EC liaison cannot attend the meeting, an alternate will be assigned.

MEMBERSHIP COMMITTEE

Section 14. There shall be a standing Membership Committee – broadly representative of the membership's spatial distribution. The Membership 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 mission of the Southern Sociological Society Membership Committee is to retain current members as well as develop innovative ways to attract new members. The membership committee periodically proposes strategies to the Southern Sociological Society Executive Committee and provides feedback on materials aimed at retaining or recruiting new members.

Goals for the committee

The Membership Committee should complete the following goals for the 25-26 year:

a) COMPLETE MID-YEAR and YEARLY REPORTS: The mid-year report should be completed by October 1st and the annual report should be completed by March 1st so it can be presented at the annual meeting. Please see the attached reports from last year as examples but feel free to make adjustments based on the committee's needs this year.
b) Organize the "Coffee with the President" session, "Meet Your SSS Members" running for election, as well as any other SSS sessions to encourage new membership.
c) Work with the Nominations Committee to ensure that the candidates that want to run for positions or be nominated for awards are actually members of the SSS and thus eligible for these roles and awards.
d) Conduct a satisfaction survey of the membership after the conference. Work with the Executive Officer to manage this goal.

Committee Meetings and Responsibilities

We strongly recommend you meet as a committee at least 3-4 times over the year to ensure the work of the committee is complete and coherent. Your committee is assigned an Executive Committee (EC) Liaison whose role is to bridge communication between your committee and the SSS executive committee. The EC Liaison should be invited to your committee meetings and kept abreast of communication and questions your committee has.

Here is the schedule of committee meetings you should plan to attend:

a. Your committee will meet at the annual conference. This meeting is scheduled within the conference program. Please note that the committee chair, or a committee representative, will attend an in-person report on the first day of the conference (Wednesday) at the Executive Committee Meeting. Please plan accordingly.

b. In addition to the meeting at the annual conference, we recommend you meet 3-4 times over the year. These meetings are coordinated by the committee chair with the EC liaison present. If the EC liaison cannot attend the meeting, an alternate will be assigned.

COMMITTEE ON THE STATUS OF STUDENTS

Section 15. There shall be a standing Committee on the Status of Students. The committee will encourage student participation throughout all aspects of the Society, and shall promote the interests of students in the Society. The committee is appointed by the President-Elect and shall be composed of student members. Student members shall be allowed to complete their terms on the committee even after they finish their degree. The Committee on the Status of Students is designed to aid and support all student members of SSS. As a committee, we are here to listen to student concerns, celebrate student successes, and offer support and guidance as students navigate their academic experiences. We also work with other committees and groups affiliated with SSS to make sure the most pressing topics and issues impacting students at all levels are addressed and highlighted. Ultimately, this committee's central mission is to assist students in the best way possible.

Goals for the committee

a) Generate both a mid-year and final annual report for the work the Finance Committee completes this year. The mid-year report should be completed by October 1st and the annual report should be completed by March 1st so it can be presented at the annual meeting. Please see the attached reports from last year as examples but feel free to make adjustments based on the committee's needs this year.
b) Organize student-focused events at SSS such as the Student Mixer and encourage engagement in the Poster Sessions and partner with the Committee on Professions to create sessions related to the Job Market.
c) Develop an assessment to understand student experiences and needs related to SSS and the conference.

Committee Meetings and Responsibilities

We strongly recommend you meet as a committee at least 3-4 times over the year to ensure the work of the committee is complete and coherent. Your committee is assigned an Executive Committee (EC) Liaison whose role is to bridge communication between your committee and the SSS executive committee. The EC Liaison should be invited to your committee meetings and kept abreast of communication and questions your committee has.

Here is the schedule of committee meetings you should plan to attend:

a. Your committee will meet at the annual conference. This meeting is scheduled within the conference program. Please note that the committee chair, or a committee representative, will attend an in-person report on the first day of the conference (Wednesday) at the Executive Committee Meeting. Please plan accordingly.

b. In addition to the meeting at the annual conference, we recommend you meet 3-4 times over the year. These meetings are coordinated by the committee chair with the EC liaison present. If the EC liaison cannot attend the meeting, an alternate will be assigned.

COMMITTEE ON GENDER & SEXUALITY

Section 16. There shall be a standing Committee on Gender and Sexuality. The Committee on Gender and Sexuality 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 mission of the Committee on Gender & Sexuality is to address issues related to gender and sexuality within the Southern Sociological Society, as well as within the discipline and profession of sociology.

Goals for the committee

a) Generate both a mid-year and final annual report for the work the Finance Committee completes this year. The mid-year report should be completed by October 1st and the annual report should be completed by March 1st so it can be presented at the annual meeting. Please see the attached reports from last year as examples but feel free to make adjustments based on the committee's needs this year.
b) Work with Site Selection committee to ensure that gender neutral bathrooms and lactation spaces are available.
c) Create sessions for SSS related to Gender & Sexuality.
d) Stay up-to-date on ongoing public policy decisions related to gender and sexuality that impact SSS members.

From the 2025 Meeting Minutes:

This committee discussed what they can do to protect SSS members more during this time and focused the discussion on providing more information and resources on the website regarding where members can find information about how things affect sociologists, specifically about gender and sexuality, but also a variety of other topics. They want to provide spaces for members to be able to ask questions and have spaces for discussion during this time, while maintaining members privacy.

This committee also wants to keep focusing on panels and even workshops about teaching and researching during the current political climate as well as having more sessions specifically related to gender and politics, gender and popular culture, digital sociology in regards to gender and more sessions specifically on LGBTQ youth and adding more sessions looking at new directions and intersectional research. President Robinson shares that this sounds similar to one of the conversations that another the Committee on Professions is having, which might mean that it there could be some synergy.

Committee Meetings and Responsibilities

We strongly recommend you meet as a committee at least 3-4 times over the year to ensure the work of the committee is complete and coherent. Your committee is assigned an Executive Committee (EC) Liaison whose role is to bridge communication between your committee and the SSS executive committee. The EC Liaison should be invited to your committee meetings and kept abreast of communication and questions your committee has.

Here is the schedule of committee meetings you should plan to attend:

a. Your committee will meet at the annual conference. This meeting is scheduled within the conference program. Please note that the committee chair, or a committee representative, will attend an in-person report on the first day of the conference (Wednesday) at the Executive Committee Meeting. Please plan accordingly.
b. In addition to the meeting at the annual conference, we recommend you meet 3-4 times over the year. These meetings are coordinated by the committee chair with the EC liaison present. If the EC liaison cannot attend the meeting, an alternate will be assigned.

JUSTICE, DIVERSITY, EQUITY & INCLUSION COMMITTEE

Section 17. The Justice, Equity, Diversity, and Inclusion (JEDI) Committee shall consist of six members elected by the voting membership of the Society for a term of three years with two members' terms expiring each year. The chair(s) or designates from the CREM, Gender & Sexuality, Community & Small Colleges, Status of Students and Membership Committees shall also be voting members of the JEDI Committee. A liaison from the Executive Committee shall be a non-voting member. A Chair and a Chair-Elect of the JEDI Committee shall be selected by voting members of the Committee and shall each serve a one-year term.

Goals for the committee

a) Generate both a mid-year and final annual report for the work the Finance Committee completes this year. The mid-year report should be completed by October 1st and the annual report should be completed by March 1st so it can be presented at the annual meeting. Please see the attached report from last year as an example, but feel free to make adjustments based on the committee's needs this year.
b) Partner with the Committees on Professions and Status of Students to organize sessions.
c) Stay up-to-date on ongoing public policy decisions that impact our discipline and teaching sociology.
d) Ensure that SSS is following the mission and create strategies on areas where we fall short.

Committee Meetings and Responsibilities

We strongly recommend you meet as a committee at least 3-4 times over the year to ensure the work of the committee is complete and coherent. Your committee is assigned an Executive Committee (EC) Liaison whose role is to bridge communication between your committee and the SSS executive committee. The EC Liaison should be invited to your committee meetings and kept abreast of communication and questions your committee has.

Here is the schedule of committee meetings you should plan to attend:

a. Your committee will meet at the annual conference. This meeting is scheduled within the conference program. Please note that the committee chair, or a committee representative, will attend an in-person report on the first day of the conference (Wednesday) at the Executive Committee Meeting. Please plan accordingly.
b. In addition to the meeting at the annual conference, we recommend you meet 3-4 times over the year. These meetings are coordinated by the committee chair with the EC liaison present. If the EC liaison cannot attend the meeting, an alternate will be assigned.

Anti-Harassment Committee

Dr. Adia Harvey Wingfield created an anti-harassment taskforce in 2020 and Bri Turgeon chaired it since she was chair of the Committee on Gender and Sexuality. The committee reviewed the language from SSSP, SWS, and ASA and came up with a statement for the membership to sign when registering for the conference.

There shall be a standing Anti-Harassment Committee consisting of six members elected by the membership for three years in such a manner that the terms of two members expire each year. One of the members will be a graduate student. Each year the President-Elect shall appoint two of the members as Chair who will normally have served at least one year on the Committee. It is strongly recommended that the committee consist of a variety of institutional affiliations (e.g., research, teaching, community college, HBCU's, minority-serving institutions) and that members of a wide variety of social identities, positions, and rankings be nominated to serve on the committee.

The Anti-Harassment Committee shall (a) review the anti-harassment policy and its enforcement on an annual basis, considering the shortcomings of the policy in handling cases (without including any identifying information from the cases) from that year, and recommend revisions to the Executive Committee as appropriate; (b) play a role in creating cultural change in SSS. Some possible programming to accomplish this might include: trainings, workshops, sponsored sessions at the annual meeting, listening surveys to hear members' experiences and suggestions, etc.; (c) select the External Consultant and approve an Ombudsperson as needed; (d) and recruit, organize advocate training, and work with advocates.

The Co-Chairs of the Anti-Harassment Committee shall (a) receive and review reports of policy violations; (b) meet with those considering making a report to discuss reporting options and processes; (c) provide members of SSS who have been harassed with support or referrals for resources; (d) receive the report from External Consultant once an investigation is completed; (e) share reports with the SSS President and Executive Officer; (f) at least one co-chair will attend the annual meeting to be on site for reporting incidents.

Goals for the committee

The Anti-Harassment Committee should complete the following goals for the 25-26 year:

1. COMPLETE MID-YEAR and YEARLY REPORTS: The mid-year report should be completed by October 1st and the annual report should be completed by March 1st so it can be presented at the annual meeting. These reports are often 1-2 pages and include a summary of the committee's work over the year to be presented to the Executive Committee and kept in our records.

Committee Meetings and Responsibilities

We strongly recommend you meet as a committee at least 3-4 times over the year to ensure the work of the committee is complete and coherent. Your committee will be assigned an Executive Committee (EC) Liaison whose role is to bridge communication between your committee and the SSS executive committee. The EC Liaison should be invited to your committee meetings and kept abreast of communication and questions your committee has. This committee's EC Liaison will be assigned by President Kendra Jason when she returns from summer travel - please reach out if you do not hear from us by the end of the summer.

Here is the schedule of committee meetings you should plan to attend:

1. Your committee will meet at the annual conference. This meeting is scheduled within the conference program. Please note that the committee chair, or a committee representative, will attend an in-person report on the first day of the conference (Wednesday) at the Executive Committee Meeting. Please plan accordingly.
2. In addition to the meeting at the annual conference, we recommend you meet 3-4 times over the year. These meetings are coordinated by the committee chair with the EC liaison present. If the EC liaison cannot attend the meeting, an alternate will be assigned.

AD HOC COMMITTEES

AD-HOC COMMITTEES

Constitutional Provisions

Bylaws, Article X

Section 1. 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. 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.

Positions

Archivist
Electronic Communications Coordinator
A/V Coordinator
Exhibits Coordinator
Organizations Liaison
COSSA (Consortium of Social Science Associations) Representative
Parliamentarian

ARCHIVIST

As of 2026, we do not have an Archivist.

Constitutional Provisions

Bylaws, Article IX

Section 2. 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's 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; and (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 March 1st.** 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.

A/V COORDINATOR

The A/V Coordinator and Pre-Registration Coordinator position is responsible for the following:

1. Maintaining the storage of the society's audio-visual equipment (including, but not limited to, tracking and documenting each piece of equipment and ensuring said equipment is properly stored in its locked location);
2. Testing each piece of equipment prior to the annual meeting and documenting any issues or replacement items;
3. Assisting the EO and AEO in determining how many pieces of equipment the meeting site will require and where said pieces will be assigned;
4. Transporting the A/V equipment to the meeting site and positioning each piece in its designated location;
5. Assisting the EO and AEO in preparing participant materials for the annual meeting (i.e. name badges, etc.);
6. Training and managing the assigned volunteers to the Pre-Registration desk on operating procedures;
7. Remaining "on call" for any A/V technical issues that arise during the meeting, as well as assigning the point of contact role to other volunteers when unavailable;
8. Collecting, tracking, packing, and transporting the A/V equipment from the meeting site back to its storage location.

Preparing for SSS:

- **Inspect all projectors at the first of the year** –Turn on each projector to ensure that the bulb still works and that nothing else was broken/lost over the year.
- **Order the necessary replacement parts** – Getting approval for new projectors and bulbs is not a quick process. You should assess what you need, price it, and get it to the people with the money ASAP.
- **Memorize the number of working projectors and screens** – SSS is growing rapidly, and there might be pressure to add more panels than you have equipment. Make sure you can answer on the spot when someone asks how many there are.
- **Start begging for help from other grad students** – A/V coordinator is a 1.5 person job. You will want as much help as you can get setting up and taking down.
- **Get to know the equipment** – If you aren't used to working with projectors, take some time and get to know all the adjustments and settings before the conference.
- **The SSS does own the USB-C adapters** – In each of the projector bags, you will find an HDMI to USB-C adapter, necessary for Mac products. As you make your final rounds, be sure to locate the adapter. Adapters are marked with stickers stating they are the property of SSS.

Duties while at SSS:

Locate every room you need to set up in before registration begins. Plan to stay the entire week of the conference. Two days prior, determine strategies for set up and take down as well as help with other vital projects, especially stuffing bags.

- **Get up early** – It takes roughly two hours to set up all the necessary equipment on a good day. Plan to start at 6:00 AM at the latest in order to ensure everything goes smoothly. Make a mental map of how you set up the equipment the day before.
- **Get a bellman's cart** – Set up and take down are much easier with carts, and the hotel will usually provide you with an old one they would prefer their guests not to see.
- **Ask for help**.
- **Make sure to set up for plenary talks appropriately** – In some cases, you may be asked to help set up for plenary talks. Make sure you know where important people are speaking, when, and that they have the best equipment.
- **Don't borrow from the hotel yourself** – The rental fee (which the hotel may not mention at the time) could be $150. Don't ask for anything that isn't approved in advance by the Executive Officer and don't take anything that is offered without clearing it with the Executive Officers.
- **Loss prevention** – Don't leave equipment in unattended rooms. Count the number of projectors and screens at the beginning and end of each day, and at the end of the conference.

COSSA (CONSORTIUM OF SOCIAL SCIENCE ASSOCIATIONS) REPRESENTATIVES

The American Sociological Association will appoint a COSSA representative to the Southern Sociological Society. They will keep the Executive Council up to date on issues related to the promotion and advancement of social and behavioral sciences and related policy and funding issues.