

48 Examples of additional separate accounts might include a depreciation reserve account or named
49 endowments that are created for special purposes.

50
51 (a) The regular cash account is for the receipt and disbursement of expenditures associated with
52 the annual budget of the Society. This account shall be managed by the Executive Committee
53 under the guidance and directives of the Executive Officer. In the event of seasonal cash-flow
54 shortages, the Executive Officer may draw upon the cash reserve fund as may be required to
55 meet timely payment of the Society's obligations. Resources drawn from the reserve fund for this
56 purpose shall be returned to the reserve account in a timely manner, ordinarily within six months.
57 In the event the receipts of the Society exceed expenditures in any given fiscal year, the excess
58 resources in the regular cash account shall be moved to the reserve and/or endowment funds in
59 accord with policies set forth below.

60
61 (b) The reserve fund shall be equal to at least one-third (1/3) of the annual budget of the Society.
62 This reserve shall exist in the form of cash or cash equivalent funds. Normal allocation of assets
63 in this fund will consist of fifty percent (50%) money market funds and fifty percent (50%) short
64 term bond funds. The purpose of the reserve fund is to permit the Society to meet short term
65 budgetary needs resulting from an imbalance of expenses in excess of receipts. It shall not be the
66 purpose of the reserve fund to serve as a resource for meeting budgets that were prepared with
67 the anticipation of expenditures exceeding receipts. The Executive Officer should not
68 recommend, nor the Executive Committee adopt, a budget that is anticipated to exceed receipts.

69
70 (c) After the annual budget of the Society has been met, and the reserve fund satisfied, the
71 balance of the financial resources of the Society shall be transferred into a permanent endowment
72 fund. In addition, gifts designated for an endowment fund are to be deposited directly into such
73 funds and not into the operating funds of the Society. The resources available to an endowment
74 fund shall be prudently invested in securities to provide for long term capital appreciation and a
75 hedge against the loss of value resulting from inflation. A portion of the income accruing to an
76 endowment fund may be transferred to the regular cash account or the reserve fund according to
77 a spending discipline described below. The Society may solicit and receive special purpose
78 funds, including grants and bequests in the form of named endowments, so long as the intended
79 use of these resources is consistent with the goals of the Society. Said funds may be received and
80 administered as part of the general endowment fund, subject to the same spending discipline, or
81 as separate accounts. The Society may not receive funds that require the Society to commit to
82 programmatic activities that require financial resources above and beyond resources available
83 from the bequest.

84
85 **Section 2.** Management of an endowment is the responsibility of the Finance Committee (see
86 Article X, Section 8).

87
88 **Section 3.** The general spending policy of the Society is to allocate to the support of its programs
89 a share of investment assets that will permit maintaining or increasing the value of an
90 endowment over time adjusted for inflation. (a) To preserve current assets and assure for long
91 term growth that will hedge against inflation, withdrawals from an endowment—unless the
92 endowment states otherwise—shall not exceed six percent (6%) of the fair market value of an
93 endowment during any fiscal year of the Society. Fair market value shall be calculated by
94 averaging the net asset value of the fund over the previous twelve quarters. (b) Whenever higher
95 net-returns of the most recent twelve quarter trailing period exceed six percent (6%), the Finance

142 Committee may recommend either a fixed-sum dividend, or a percentage increase in funds
143 available for a fixed period of years. (c) The use of funds available from an endowment shall be
determined by the Executive Committee. Generally, it is understood that these funds are for
special projects that will enrich the stated objectives of the Society, not for general operating
revenues. In the event, however, of a short fall of receipts that threatens the integrity of the
reserve fund, the Executive Committee may allocate some or all of the receipts from the
endowment to the general budget or to replenish the reserve fund. The objectives and
implementation of this Fiscal Policy shall not supersede the prudent fiscal management of the
Society nor the normal conduct of Society activities.

ARTICLE III - NOMINATIONS

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

Section 2. No less than FIVE months before the next Annual Meeting the Nominations Committee shall (a) select two nominees for each office to be filled, (b) verify the eligibility of the nominees with the 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.

ARTICLE IV - VOTING AND ELECTIONS

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

Section 2. No less than three months before the Annual Meeting, each voting member shall be sent an information statement on each nominee prepared by the Nominations Committee *and* a ballot, together with instructions for voting.

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

191 **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.

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

ARTICLE V - OTHER BALLOTING

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

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

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

Section 4. Within three months after such a statement has been determined to have been validly submitted by five percent or more of the eligible membership, a ballot shall be sent to each voting member, together with the statement of the proposers and any recommendation, explanation, or alternative proposal of the Executive Committee. The Executive Committee shall consider the urgency of the issue and employ a special vote or a shorter time schedule when it deems this justifiable.

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

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

ARTICLE VI - OFFICERS

Section 1. The President shall preside at all meetings of the Society and shall chair the Executive Committee. The President is in charge of and supervises the conduct of the Annual Meetings, represents and speaks for the Society, may sign contracts and other documents on behalf of the Society, except as said duties are assigned to the 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.

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

Section 3. The President-Elect shall be acquainted with the duties and responsibilities of the office of the President. All committee appointments will be posted on the Society's website, immediately following the Annual Meetings. The President-Elect may be assigned other duties by the President or the Executive Committee. In the event of death, resignation, or inability to perform the duties of the President-Elect, said duties shall devolve upon the Vice President-Elect.

Section 4. The Vice President-Elect shall be acquainted with the duties and responsibilities of the Vice President and shall act in the absence of the Vice President. The Vice President-Elect may receive special assignments from the President or President-Elect. Otherwise, the duties of the Vice President-Elect are the same as those of other Executive Committee members, except as indicated elsewhere in this document. In the event of death, resignation, inability to perform duties, or succession to higher office of the Vice-President Elect, the Executive Committee shall appoint one of its elected members to serve until after the next Annual Meeting.

Section 5. The 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) arrange for an independent audit of the accounts annually and be bonded in an amount to be determined by the Executive Committee, (d) prepare and distribute membership lists biennially provide mailing lists for Society publications, and send out periodic communications to the membership, (e) certify the eligibility of nominees for elective offices and the eligibility of members in any balloting, (f) send out, receive and maintain records of all ballots of elections and other matters voted upon by the membership, (g) sign contracts and other authorized documents on behalf of the Society in addition to, or when appropriate, instead of, the President, (h) carry out or supervise solicitation of advertising and other procurement of revenues

240 for the Society, and (i) be responsible for depositing important papers and records with
241 the Society Archivist. The Executive Officer may appoint an Assistant Executive Officer,
242 subject to confirmation by the Executive Committee. The Assistant Executive Officer is
243 not a voting member of the Executive Committee and his or her term ends at the same
244 time as that of the Executive Officer.

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

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

264 **ARTICLE VII - MEETINGS**

265
266 **Section 1.** The Executive Committee shall meet at least once in conjunction with the
267 Annual Meeting. The President shall chair the meetings and the Recording Secretary
268 shall be Secretary. The Vice President, President-Elect, and Vice President-Elect, in that
269 order, serve as chair when the President is unable to do so. The Chair may appoint a
270 temporary secretary in the absence of the Recording Secretary. The President or a
271 majority of the Executive Committee may convene special meetings when in either's
272 judgment the matter or matters under consideration should not be postponed until the
273 next Annual Meeting. These may be either face-to-face meetings or distance meetings
274 (e.g., electronic or telephone). For such meetings, a two-thirds vote of the Executive
275 Committee is required to pass motions.

276 **Section 2.** At the annual Executive Committee meeting, the Executive Officer and the
277 Committee Chairs shall present written reports of their activities during the past year and
278 be available for questions and discussion.
279
280
281
282
283

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

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

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

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

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

313 **ARTICLE VIII – STANDING COMMITTEES**

314
315
316 Section 1. The standing committees of the Society that have elected members are the
317 Executive Committee and the Publications Committee. The standing committees that
318 have appointed members are Program Committee, Local Arrangements, Finance
319 Committee, Election Committee, Nominations Committee, Committee on Honors,
320 Committee on Ethnic and Racial Minorities, Committee on the Professions, Committee
321 on Sociological Practice, Committee on Sociology in Community and Small Colleges,
322 Membership Committee, Committee on the Status of Students, Committee on Gender and Sexuality,
323 and the Site Selection Committee.

324 Each year committee chairs will work with their members to follow their charges as listed
325 below or as outlined in the Handbook. If their charges do not fit their practices, they
326
327
328
329

330 should recommend changes to the Executive Committee (for changes to the by-laws) or
331 the Recording Secretary (for changes to the Handbook). This might even include the
332 dissolution of the committee as a standing committee.

333 **Section 2.** The Publications Committee is a standing committee. The duties of the
334 Publications Committee shall be (a) to act as liaison between the Society and the official
335 journal of the Southern Sociological Society, make recommendations to the Executive
336 Committee regarding policies between the Society and the official journal of the Southern
337 Sociological Society, faithfully monitor and/or execute such policies as have been agreed
338 to by these parties, and periodically report to the Executive Committee on same, (b) to
339 oversee operations of *The Southern Sociologist* (as well as other regular or occasional
340 publications of the Society), make recommendations to the Executive Committee
341 regarding publications such policies as have been established by the Executive
342 Committee, (c) on such occasions as a vacancy in the editorship of *The Southern*
343 *Sociologist* may occur, to recommend a new editor to the Executive Committee, (d) to
344 present a proposed budget for *The Southern Sociologist* to the President-Elect and
345 Executive Officer no later than six weeks prior to the Annual Meetings, (e) to report
346 annually to the Executive Committee on its activities including an accounting of income
347 and expenditures for the current year, and (f) to oversee all electronic publishing and
348 communications activities of the Society. The Editor(s) of the official journal of the
349 Southern Sociological Society shall, at least once a year, not later than eight weeks prior to
350 the Annual Meeting of the Society, report to the Publications Committee on matters of
351 finance and editorial policy. The Editor(s) of *The Southern Sociologist* shall, at least once
352 a year, not later than eight weeks prior to the Annual Meeting of the Society, report to the
353 Publications Committee on matters of finance and editorial policy, including a budget
354 proposal for the next fiscal year.

354 **Section 3.** The President-Elect shall appoint a Program Committee, which, under his or
355 her supervision, shall organize the Annual Meeting according to the policies described in
356 the *Handbook of Operations*.

358 **Section 4.** A Site Selection Committee consisting of the President, President-Elect, the
359 past presidents on the Executive Committee, and the Site Selection Officer shall be
360 responsible for recommending to the Executive Committee the site and venue of the
361 annual meetings. The chair of the committee normally shall be one of the past presidents
362 and shall be elected annually by the committee.

363 **Section 5.** The President-Elect shall appoint a Local Arrangements Committee which
364 shall attend to local details as required to assure that the meetings are carried out
365 smoothly. The work of the Committee is coordinated through the office of the Executive
366 Officer.

368 **Section 6.** The President-Elect shall appoint annually an Elections Committee of at least
369 two members who are located reasonably close to one another, to tabulate the ballots of
370 the general election. The Committee shall submit a written report of the results for each
371 office to the President and the Executive Officer, including the names of any write-in

372
373
374
375

376 candidates who received ten percent or more of the ballots cast for that office. After
377 tabulation, the ballots shall be returned to the Executive Officer to be kept at least one
378 year after the election.

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

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

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

407 **Section 10.** There shall be a standing Committee on the Professions consisting of six
408 members appointed by the President-Elect for three years in such a manner that the terms
409 of two members expire each year. Each year the President-Elect shall appoint one of the
410 members as Chair who will normally have served at least one year on the Committee.
411 The Committee on the Professions shall make studies and conduct deliberations to keep
412 under review and to make recommendations to the Executive Committee concerning (a)
413 the standards of the profession, including the recruitment, training, professional
414 development, and career advancement of young sociologists, (b) questions relating to
415 professional ethics and academic freedom that come before or seem likely to impinge on
416 the Society, (c) current developments and problems of contemporary society on the
417 regional, national, and international levels as they relate to the professional or

422 disciplinary interests of sociologists, and (d) stresses, strains and conflicts which may
423 develop within the membership of the Society.

424 **Section 11.** There shall be a standing Nominations Committee.
425

426 **Section 12.** There shall be a standing Committee on Sociological Practice
427

428 **Section 13.** There shall be a standing Committee on Sociology in Community and Small
429 Colleges
430

431 **Section 14.** There shall be a standing Membership Committee – broadly representative of
432 the membership’s spatial distribution
433

434 **Section 15.** There shall be a standing Committee on the Status of Students. The committee
435 will encourage student participation throughout all aspects of the Society, and shall
436 promote the interests of students in the Society. The committee is appointed by the
437 President and shall be composed of student members and one faculty or professional
438 member. Student members shall be allowed to complete their terms on the committee
439 even after they finish their degree.

440 **Section 16.** There shall be a standing Committee on Gender and Sexuality
441

442 **ARTICLE IX – STANDING REPRESENTATIVES AND APPOINTEES**

443 **Section 1.** A Site Selection Officer shall be appointed by the President-Elect for a term of
444 five years. Should the office be vacated before the end of the term, the Site Selection
445 Committee will perform the duties of the Site Selection Officer until a replacement is
446 found. The Site Selection Officer shall recommend sites and venues to the Site Selection
447 Committee and negotiate preliminary contracts, to be reviewed by the Site Selection
448 Committee and submitted to the Executive Committee for approval.
449

450 **Section 2.** A Society Archivist shall be appointed by the President to serve an indefinite
451 term. The Archivist shall be a voting member of the Society located near the library
452 designated to maintain the Society Archives. The Archivist's duties shall be to solicit and
453 help secure the deposit of Society records and other relevant materials in the Archives
454 and to serve as liaison between the library and the Society.

455 **ARTICLE X – AD HOC COMMITTEES AND REPRESENTATIVES**

456
457 **Section 1.** Recognizing the persistence of special interests, and endeavoring to serve as
458 broad a spectrum of its membership as possible, the Society acknowledges the value of
459 ad hoc committees designed to address special needs. These committees shall exist for as
460 long as they are judged by the Executive Committee to be active and serving the interests
461 of the membership. The President-Elect shall designate one member of each Committee to
462 serve as chairperson during his or her Presidency. The Executive Committee may also
463 establish committees having but one member, appointed for either a given or an indefinite
464 term, who will serve at the pleasure of the Executive Committee, when it deems that the
465 task to be performed can best be accomplished by a single individual.
466

467 Examples of such committees, past and present, include, (a) the Archivist, (b) the
Electronic Communications Coordinator, (c) the COSSA and Organizational Liaison, (d)

468 Exhibits Coordinator, (e) Equipment Coordinator, and (f) Program Organizer's Manual
469 Coordinator. Additional committees may be established by the Executive Committee
470 upon recommendation by the President. Additionally, the President may appoint advisory
471 committees at his/her discretion to serve during his/her term. Presidential Advisory
472 Committees will not report to the Executive Committee, although the President may make
473 presentations to the Executive Committee and suggest motions for the Executive
474 Committee's consideration based on their counsel.

475 **ARTICLE XI - AMENDMENTS**

476
477 **Section 1.** These Bylaws may be amended by a majority vote of the eligible voters voting
478 in a ballot.

479
480 **Section 2.** Amendments may be proposed by (a) an endorsement of the Executive
481 Committee, (b) a petition of forty voting members, and/or (c) majority vote at an annual
482 Business Session, provided at least seventy-five voting members are present.

483 **Section 3.** A proposed Amendment shall be voted on no less than two months and no
484 more than six months after the Amendment and the reasons for it have been
485 communicated to the voting members.
486
487
488