

1 **SOUTHERN SOCIOLOGICAL SOCIETY**

2 **BYLAWS**

3 (Revised. Approved December 1998, December 2012, May 2018)

4 **ARTICLE I - MEMBERSHIP AND DUES**

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7 **Section 1.** The membership year of the Society shall be from January 1 through December
8 31. For other purposes the terms "annual" or "year" shall refer to the time between the
9 close of the Annual Meeting and close of the next following Annual Meeting except as
10 specified in Article VII, Section 5. Should an Annual Meeting be canceled, the Executive
11 Committee shall set a time when the next Society year begins.

12
13 **Section 2.** Membership classes shall be Regular, Emeritus, Unemployed/Contingent and
14 Student. (a) Regular members are persons who have been awarded a graduate degree in
15 sociology or in a closely related field, (b) Emeritus membership is restricted to those who
16 have retired from regular employment, have been Regular members of the society for ten
17 or more years, and who make a written request to the Executive Officer for Emeritus
18 status, (c) Unemployed/Contingent members are persons who are currently unemployed or
19 employed in a non-tenure track position, (d) Student membership is restricted to persons
20 who are enrolled or in residence toward a higher degree and have not yet completed the
21 requirements for the Ph.D. degree and majors in sociology programs at the undergraduate
22 level.

23
24 **Section 3.** All members are entitled to attend meetings of the Society, to receive its
25 publications, and to receive other communications authorized by the Society. All dues
26 paying members and emeriti members of the Society have voting rights and are eligible for
27 elective office.

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29
30 **Section 4.** Membership dues shall be recommended by the Executive Committee for the
31 various classifications and be subject to approval by ballot of the membership. However,
32 dues may be increased by a two-thirds affirmative vote of the Executive Committee,
33 without recourse to the membership, when in the Executive Committee's judgment the
34 Society's regular on-going expenses, exclusive of special projects, cannot be met on a
35 timely basis under the then present dues structure. Such dues increases are considered
36 extraordinary. They may not be enacted more often than every three years and may not
37 exceed 25% of the then current dues levels. Any changes made shall take effect at the
38 beginning of the next membership year. Failure to pay dues by the end of the membership
39 year will result in suspension of membership privileges.

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41 **ARTICLE II - FISCAL POLICY**

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43 **Section 1.** To assure that the Society is able to manage its fiscal affairs, even in light of
44 unanticipated change in inflation rates, membership rates, interest rates, and other
45 influences on income and expenditures, the Executive Officer of the Southern Sociological
46 Society shall maintain the following three separate financial accounts: (1) a regular cash
47 account, (2) a cash equivalent reserve fund equal to at least one-third of the annual budget,

48 and (3) a quasi-endowment [hereafter, simply endowment]. In addition, the Executive
49 Officer maintain other special purpose accounts as may be deemed appropriate and in the
50 interests of the Society. Examples of additional separate accounts might include a
51 depreciation reserve account or named endowments that are created for special purposes.
52

53 (a) The regular cash account is for the receipt and disbursement of expenditures associated
54 with the annual budget of the Society. This account shall be managed by the Executive
55 Committee under the guidance and directives of the Executive Officer. In the event of
56 seasonal cash-flow shortages, the Executive Officer may draw upon the cash reserve fund
57 as may be required to meet timely payment of the Society's obligations. Resources drawn
58 from the reserve fund for this purpose shall be returned to the reserve account in a timely
59 manner, ordinarily within six months. In the event the receipts of the Society exceed
60 expenditures in any given fiscal year, the excess resources in the regular cash account shall
61 be moved to the reserve and/or endowment funds in accord with policies set forth below.
62

63 (b) The reserve fund shall be equal to at least one-third (1/3) of the annual budget of the
64 Society. This reserve shall exist in the form of cash or cash equivalent funds. Normal
65 allocation of assets in this fund will consist of fifty percent (50%) money market funds
66 and fifty percent (50%) short term bond funds. The purpose of the reserve fund is to
67 permit the Society to meet short term budgetary needs resulting from an imbalance of
68 expenses in excess of receipts. It shall not be the purpose of the reserve fund to serve as a
69 resource for meeting budgets that were prepared with the anticipation of expenditures
70 exceeding receipts. The Executive Officer should not recommend, nor the Executive
71 Committee adopt, a budget that is anticipated to exceed receipts.
72

73 (c) After the annual budget of the Society has been met, and the reserve fund satisfied, the
74 balance of the financial resources of the Society shall be transferred into a permanent
75 endowment fund. In addition, gifts designated for an endowment fund are to be deposited
76 directly into such funds and not into the operating funds of the Society. The resources
77 available to an endowment fund shall be prudently invested in securities to provide for
78 long term capital appreciation and a hedge against the loss of value resulting from
79 inflation. A portion of the income accruing to an endowment fund may be transferred to
80 the regular cash account or the reserve fund according to a spending discipline described
81 below. The Society may solicit and receive special purpose funds, including grants and
82 bequests in the form of named endowments, so long as the intended use of these resources
83 is consistent with the goals of the Society. Said funds may be received and administered as
84 part of the general endowment fund, subject to the same spending discipline, or as separate
85 accounts. The Society may not receive funds that require the Society to commit to
86 programmatic activities that require financial resources above and beyond resources
87 available from the bequest.
88

89 **Section 2.** Management of an endowment is the responsibility of the Finance Committee
90 (see Article VIII, Section 8).
91

92 **Section 3.** The general spending policy of the Society is to allocate to the support of its
93 programs a share of investment assets that will permit maintaining or increasing the value
94 of an endowment over time adjusted for inflation. (a) To preserve current assets and assure

95 for long term growth that will hedge against inflation, withdrawals from an endowment—
96 unless the endowment states otherwise—shall not exceed six percent (6%) of the fair
97 market value of an endowment during any fiscal year of the Society. Fair market value
98 shall be calculated by averaging the net asset value of the fund over the previous twelve
99 quarters. (b) Whenever higher net-returns of the most recent twelve quarter trailing period
100 exceed six percent (6%), the Finance Committee may recommend either a fixed-sum
101 dividend, or a percentage increase in funds available for a fixed period of years. (c) The
102 use of funds available from an endowment shall be determined by the Executive
103 Committee. Generally, it is understood that these funds are for special projects that will
104 enrich the stated objectives of the Society, not for general operating revenues. In the
105 event, however, of a short fall of receipts that threatens the integrity of the reserve fund,
106 the Executive Committee may allocate some or all of the receipts from the endowment to
107 the general budget or to replenish the reserve fund. The objectives and implementation of
108 this Fiscal Policy shall not supersede the prudent fiscal management of the Society nor the
109 normal conduct of Society activities.

110 111 **ARTICLE III - NOMINATIONS**

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

117
118 **Section 2.** No less than FIVE months before the next Annual Meeting the Nominations
119 Committee shall (a) select two nominees for each office to be filled, (b) verify the
120 eligibility of the nominees with the Executive Officer, (c) prepare a uniform and concise
121 information sheet for each nominee, (d) prepare a ballot which shall provide for write-in
122 votes for each office, and (e) transmit the ballot form and the information sheets to the
123 Executive Officer or other party designated by the Executive Officer to send voting
124 materials to the membership.

125
126 **Section 3.** A majority of the Nominations Committee members shall constitute a quorum
127 when conducting the committee's official business, such as internal committee votes in
128 consideration of nominees for SSS office.

129
130 **Section 4.** To be eligible for nomination, a person must be a voting member whose dues
131 have been paid for the fiscal year during which the election is held and for at least three of
132 the four preceding years.

133 134 **ARTICLE IV - VOTING AND ELECTIONS**

135
136 **Section 1.** All voting for the election of officers, to amend the Constitution or Bylaws, or
137 to determine Society policies and action shall be by ballot among the designated voting
138 members. Except as specified in Article VIII of the Constitution and Article IV Section 4
139 of the Bylaws, a majority vote of the eligible voters voting shall determine the outcome of
140 all ballots.

141
142 **Section 2.** No less than three months before the Annual Meeting, each voting member shall

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

145
146 **Section 3.** To be valid, ballots must be received by the Executive Officer on or before the
147 date specified on the ballot, which shall not be less than thirty days from the date issued.
148 The member's dues must be paid by or at the time the vote is received by the Executive
149 Officer *and* the Chair of the Elections Committee. Once eligibility is confirmed by the
150 Executive Officer, the voting record will be set aside for safekeeping for at least one year
151 after the election, and the ballots shall be delivered to an Elections Committee of at least
152 three members appointed by the President during his/her term as President-Elect.
153 Normally these will be persons located reasonably close to each other.

154
155 **Section 4.** Within three weeks after the final date for return of ballots, the valid ballots
156 shall be tabulated by the Elections Committee. Immediately following the tabulation, this
157 Committee shall submit a written report of the results to the President and the Executive
158 Officer. The person receiving the highest number of votes for each office shall be elected.
159 The Executive Officer shall notify candidates, the Executive Committee, and the
160 membership of the results of the election by the most appropriate and prompt means.

161
162 **Section 5.** A tie vote for any office shall be broken by a vote of the Executive Committee.
163 The Executive Officer shall conduct the vote immediately following announcement of the
164 tie. A majority vote shall prevail. In the event of a tie vote in the Executive Committee,
165 the President shall break the tie.

166 **ARTICLE V - OTHER BALLOTING**

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

174
175 **Section 2.** Special ballots may be initiated by the Executive Committee or by other voting
176 members as provided below. They may be sent and returned with an election ballot or
177 separately at other times. The relevant portions of Article IV, Sections 2 and 3 of the
178 Bylaws apply to this Balloting as well as any other conditions that may be specified by the
179 Executive Committee or are outlined herein.

180
181 **Section 3.** The Executive Committee shall authorize a special ballot if five percent or
182 more of the members eligible to vote sign a written statement proposing a course of
183 action, a resolution, or a policy or change and send it to the Executive Officer for
184 presentation to the Executive Committee. The Executive Officer determines when the
185 above condition has been met and promptly thereafter distributes the statement to the
186 Executive Committee.

187
188 **Section 4.** Within three months after such a statement has been determined to have been
189 validly submitted by five percent or more of the eligible membership, a ballot shall be
190 sent to each voting member, together with the statement of the proposers and any

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

194
195 **Section 5.** A majority vote of the eligible voters voting shall determine the issue.
196

197 **Section 6.** The Executive Committee may also authorize and direct a poll of membership
198 opinion on any issue, with the specification that the results do not commit the Society to
199 any position or action and are merely a poll of membership sentiment. All categories of
200 membership may be included in such polls, with the results separately reported for voting
201 and non-voting members. The Executive Committee authorizes and specifies the
202 conditions of such a poll and the Executive Officer counts the ballots and announces the
203 results.
204

205 206 **ARTICLE VI - OFFICERS**

207
208 **Section 1.** The President shall preside at all meetings of the Society and shall chair the
209 Executive Committee. The President is in charge of and supervises the conduct of the
210 Annual Meetings, represents and speaks for the Society, may sign contracts and other
211 documents on behalf of the Society, except as said duties are assigned to the Executive
212 Officer, and shall perform other duties authorized by the Executive Committee. Except as
213 otherwise provided herein, he or she shall also fill any committee vacancies as shall exist
214 on standing or ad hoc committees of the Society. In the event of death, resignation, or
215 inability to perform the duties of the President, they shall devolve successively upon the
216 Vice President, President-Elect, and the Vice President-Elect. The officer concerned shall
217 become President if a full term is to be served or Acting President if a partial term is to be
218 filled.
219

220 **Section 2.** The Vice President shall work closely with the President and shall be
221 acquainted with the affairs of the Society, performing the duties of the President in the
222 latter's absence. The Vice President may receive special assignments from the President.
223 Otherwise, except as indicated elsewhere in this document, his or her duties are the same
224 as those of other Executive Committee members. In the event of the death, resignation or
225 inability of the Vice President to perform the duties of the office, including succession to
226 the office of President, the duties of the Vice President shall devolve upon the Vice
227 President-Elect.
228

229 **Section 3.** The President-Elect shall be acquainted with the duties and responsibilities of
230 the office of the President. The President-Elect appoints committee chairs and members
231 to serve during their term as President; these appointments should be made prior to the
232 Annual Meeting during which the President-Elect assumes the responsibilities of
233 President. All committee appointments will be posted on the Society's website,
234 immediately following the Annual Meetings. The President-Elect may be assigned other
235 duties by the President or the Executive Committee. In the event of death, resignation, or
236 inability to perform the duties of the President-Elect, said duties shall devolve upon the
237 Vice President-Elect.
238

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

247
248 **Section 5.** The Executive Officer shall (a) receive, have custody of, and disburse the funds
249 of the Society subject to the authorization of the Executive Committee, (b) maintain a
250 record of all receipts and disbursements, prepare financial statements, keep individual
251 records of members' dues payments, send out dues' notices, and carry on the routine
252 business and fiscal affairs of the Society, (c) arrange for an independent audit of the
253 accounts annually and be bonded in an amount to be determined by the Executive
254 Committee, (d) prepare and distribute membership lists biennially provide mailing lists
255 for Society publications, and send out periodic communications to the membership, (e)
256 certify the eligibility of nominees for elective offices and the eligibility of members in any
257 balloting, (f) send out, receive and maintain records of all ballots of elections and other
258 matters voted upon by the membership, (g) sign contracts and other authorized documents
259 on behalf of the Society in addition to, or when appropriate, instead of, the President, (h)
260 carry out or supervise solicitation of advertising and other procurement of revenues for the
261 Society, and (i) be responsible for depositing important papers and records with the
262 Society Archivist. The Executive Officer may appoint an Assistant Executive Officer,
263 subject to confirmation by the Executive Committee. The Assistant Executive Officer is
264 not a voting member of the Executive Committee and his or her term ends at the same
265 time as that of the Executive Officer.

266
267 **Section 6.** The Recording Secretary shall: (a) record, maintain, and distribute minutes of
268 the Annual Business Meeting and meetings of the Executive Committee, including special
269 meetings, (b) maintain communication with the SSS Committees relative to schedules,
270 reporting, activities of related committees, and other matters, as the President may direct,
271 (c) assemble and distribute to the Executive Committee and others, as appropriate, reports
272 of committees, (d) maintain the *Handbook of Operations*, distributing appropriate sections
273 to the new committee chairs, annually, and (e) deposit minutes, committee reports, and
274 other reports with the Archivist and the Office of the Executive Officer, annually.

275
276 **Section 7.** An elected member of the Executive Committee has no specific duties other
277 than those assigned to the Committee by the Constitution and Bylaws, or special
278 assignments made by the President or the Executive Committee. In the event of an
279 Executive Committee member's death, resignation, inability to perform his or her duties,
280 or succession to higher office, the President shall appoint a successor, subject to
281 confirmation by the Executive Committee. The successor must meet the same eligibility
282 requirements as a candidate for the office, as specified in Article III, Section 3. However,
283 if the term of the vacant office extends a year or more beyond the next regular election of
284 the Society, during that election a person shall be elected to complete the term and shall be
285 installed at the next Annual Meeting, as indicated in Article VII, Section 5.

286

287 **ARTICLE VII - MEETINGS**
288

289 **Section 1.** The Executive Committee shall meet at least once in conjunction with the
290 Annual Meeting. The President shall chair the meetings and the Recording Secretary shall
291 be Secretary. The Vice President, President-Elect, and Vice President-Elect, in that order,
292 serve as chair when the President is unable to do so. The Chair may appoint a temporary
293 secretary in the absence of the Recording Secretary. The President or a majority of the
294 Executive Committee may convene special meetings when in either's judgment the matter
295 or matters under consideration should not be postponed until the next Annual Meeting.
296 These may be either face-to-face meetings or distance meetings (e.g., electronic or
297 telephone). For such meetings, a two-thirds vote of the Executive Committee is required
298 to pass motions.
299

300 **Section 2.** At the annual Executive Committee meeting, the Executive Officer and the
301 Committee Chairs shall present written reports of their activities during the past year and
302 be available for questions and discussion.
303

304 **Section 3.** A majority of the Executive Committee members shall constitute a quorum and
305 the meeting shall be conducted according to the current version of *Robert's Rules of*
306 *Order, Revised*.
307

308 **Section 4.** At least one session of the Annual Meeting shall be designated as the Business
309 Session at which the President shall preside and the Recording Secretary shall serve as
310 Secretary. If the President is unable to preside, other officers may substitute, in the same
311 order as for succession for the Presidency. The presiding officer may appoint a temporary
312 secretary if the Recording Secretary is unable to be present.
313

314 **Section 5.** At the annual Business Session, a summary of the actions of the Officers,
315 Executive Committee, and Committee Chairs shall be presented and an opportunity be
316 provided for questions from the membership. The installation of newly elected officers
317 will be the final item on the agenda of the business meeting, with their terms of office, as
318 well as those of newly appointed committee members, commencing the next day. In the
319 event an Annual Meeting is not held, the terms of the newly elected officers and
320 committee members will commence on May 1 of the current fiscal year.
321

322 **Section 6.** Twenty-five voting members shall constitute a quorum at the annual Business
323 Session and the meetings shall be conducted according to the current version of *Robert's*
324 *Rules of Order, Revised*. A Parliamentarian, appointed by the President, shall be present at
325 each Business Session. The Parliamentarian's rulings shall prevail during the Session, but
326 may be appealed to the Executive Committee. The Parliamentarian need not be a member
327 of the Society.
328

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

335 together with its recommendation or alternative proposals, if any.

336
337 **ARTICLE VIII – STANDING COMMITTEES**

338
339 **Section 1.** All appointed members of SSS standing committees shall be dues paying
340 members or emeriti members of the Society at the time of their appointment and during the
341 years(s) of their service.

342
343 **Section 2.** All appointed members of SSS standing committees shall be dues paying
344 members or emeriti members of the Society at the time of their appointment and during
345 the years(s) of their service.

346
347 The standing committees of the Society that have elected members are the Executive
348 Committee and the Publications Committee. The standing committees that have
349 appointed members are Program Committee, Local Arrangements, Finance Committee,
350 Election Committee, Nominations Committee, Committee on Honors, Committee on
351 Ethnic and Racial Minorities, Committee on the Professions, Committee on Sociological
352 Practice, Committee on Sociology in Community and Small Colleges, Membership
353 Committee, Committee on the Status of Students, Committee on Gender and Sexuality,
354 and the Site Selection Committee.

355
356 **Section 3.** Each year committee chairs will work with their members to follow their
357 charges as listed below or as outlined in the Handbook. If their charges do not fit their
358 practices, they should recommend changes to the Executive Committee (for changes to
359 the by-laws) or the Recording Secretary (for changes to the Handbook). This might even
360 include the dissolution of the committee as a standing committee.

361
362 **Section 4.** The President-Elect shall appoint a Program Committee, which, under his or
363 her supervision, shall organize the Annual Meeting according to the policies described in
364 the *Handbook of Operations*.

365
366 **Section 5.** A Site Selection Committee consisting of the President, President-Elect, the
367 Past President, chair or co-chairs, Executive Officer, and the Site Selection Officer shall
368 be responsible for recommending to the Executive Committee the site and venue of the
369 annual meetings. The chair of the committee shall be Past President.

370
371 **Section 6.** The President-Elect shall appoint a Local Arrangements Committee which shall
372 attend to local details as required to assure that the meetings are carried out smoothly. The
373 work of the Committee is coordinated through the office of the Executive Officer.

374
375 **Section 7.** The President-Elect shall appoint annually an Elections Committee of at least
376 two members to tabulate the ballots of the general election. The Committee shall submit a
377 written report of the results for each office to the President and the Executive Officer,
378 including the names of any write-in candidates who received ten percent or more of the
379 ballots cast for that office. After tabulation, the ballots shall be retained by the Executive
380 Officer to be kept at least one year after the election.

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382

383 **Section 8.** The Honors Committee shall consist of six members appointed by the
384 President-Elect to staggered terms such that no more than two new members need to be
385 added each year. The President-Elect shall designate one member of the Committee to
386 serve as chairperson during his or her Presidency. The Honors Committee shall function at
387 the discretion of the Executive Committee in administering any award which has been
388 authorized and citing any individual or group for distinguished service to the Society or
389 the profession. A two-thirds vote of the Executive Committee shall be required for the
390 authorization of new awards or bestowal of existing ones.

391
392 **Section 9.** There shall be a standing Committee on Racial and Ethnic Minorities (CREM)
393 consisting of six members appointed by the President-Elect for three years in such a
394 manner that the terms of two members shall expire each year. The terms of the initial
395 appointments will be staggered from two to six years. The President-Elect shall designate
396 one member of the Committee to serve as chairperson during his or her Presidency. The
397 Chair-designate normally will have served at least one year on the Committee. CREM
398 shall make studies and conduct deliberations to keep under review and to make
399 recommendations to the Executive Committee concerning the status, interests, and needs
400 of racial and ethnic minorities within the Society, regionally, nationally, and
401 internationally. It also shall administer special programs of the Society pertaining to racial
402 and ethnic minorities, as directed by the Executive Committee.

403
404 **Section 10.** There shall be a standing Finance Committee consisting of six members, three
405 of whom will be appointed by the President-Elect for six year terms in such a manner that
406 the term of one member will expire every other year. The terms of the initial appointments
407 will be staggered from two to six years. The other three members of the Committee will be
408 the President, the President-Elect, and the Executive Officer. The Executive Officer will
409 chair the Committee. The Finance Committee will recommend investment policy
410 guidelines for approval of the Executive Committee, will oversee the Society's endowment
411 investments in accordance with the Society's Fiscal Policy, and will oversee the allocation
412 of resources from the endowment to the Society.

413
414 **Section 11.** There shall be a standing Committee on the Professions consisting of six
415 members appointed by the President-Elect for three years in such a manner that the terms
416 of two members expire each year. Each year the President-Elect shall appoint one of the
417 members as Chair who will normally have served at least one year on the Committee. The
418 Committee on the Professions shall make studies and conduct deliberations to keep under
419 review and to make recommendations to the Executive Committee concerning (a) the
420 standards of the profession, including the recruitment, training, professional development,
421 and career advancement of young sociologists, (b) questions relating to professional ethics
422 and academic freedom that come before or seem likely to impinge on the Society, (c)
423 current developments and problems of contemporary society on the regional, national, and
424 international levels as they relate to the professional or disciplinary interests of
425 sociologists, and (d) stresses, strains and conflicts which may develop within the
426 membership of the Society.

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428 **Section 12.** There shall be a standing Nominations Committee.

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430 **Section 13.** There shall be a standing Committee on Sociological Practice.

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Section 14. There shall be a standing Committee on Sociology in Community and Small Colleges.

Section 15. There shall be a standing Membership Committee – broadly representative of the membership’s spatial distribution

Section 16. 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 and shall be composed of student members and one faculty or professional member. Student members shall be allowed to complete their terms on the committee even after they finish their degree.

Section 17. There shall be a standing Committee on Gender and Sexuality

ARTICLE IX – STANDING REPRESENTATIVES AND APPOINTEES

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

Section 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.

ARTICLE X – AD HOC COMMITTEES AND REPRESENTATIVES

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.

Examples of such committees, past and present, include, (a) the Archivist, (b) the Electronic Communications Coordinator, (c) the COSSA and Organizational Liaison, (d) Exhibits Coordinator, (e) Equipment Coordinator, and (f) Program Organizer's Manual Coordinator. Additional committees may be established by the Executive Committee upon recommendation by the President. Additionally, the President may appoint advisory

479 committees at his/her discretion to serve during his/her term. Presidential Advisory
480 Committees will not report to the Executive Committee, although the President may make
481 presentations to the Executive Committee and suggest motions for the Executive
482 Committee's consideration based on their counsel.

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484 **ARTICLE XI - AMENDMENTS**

485

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

488

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

492

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