

# BYLAWS OF THE SOUTHWESTERN SOCIAL SCIENCE ASSOCIATION

## Article I. Membership, Dues, and Registration Fees

Section 1. The following categories constitute membership in the Association:

- a. Professional membership. Any person interested in the purpose of the Association is eligible for professional membership.
- b. Family membership. Couples interested in the purpose of the Association are eligible for membership at special rates. Each individual will be a member of the Association and can claim affiliate membership.
- c. Student membership. Any person who is interested in the purpose of the Association and who is enrolled as a student in an institution of higher education is eligible for student membership.
- d. Retired membership. Any person who is interested in the purpose of the Association and who is retired is eligible for retired membership.
- e. Library and institutional membership. Any library or institution which is interested in the purpose of the Association is eligible for library and institutional membership as described in Article V Section 2 of the Constitution.

Section 2. Membership shall be by calendar year. Any person, library, or institution may become a member, in the appropriate category of eligibility, by filing an application with an agent appointed by the Association or the publisher of the journal and making payment of dues appropriate to that category. The Association membership date shall coincide with the calendar year of the journal publisher.

Section 3. Southwestern Social Science members shall receive the Association's publication, the Social Science Quarterly. Couples who have a family membership will receive only one copy of the Social Science Quarterly.

Section 4. Members may resign at any time upon written notice to the Secretary or to the publisher of the Social Science Quarterly. The Association will not refund annual dues or any portion thereof when a member resigns from the Association. The Association retains the right to terminate a member's Association membership whenever a member's dues are delinquent for a period of three months, provided that such member shall have been mailed a notice to remit unpaid dues.

Section 5. All professional, family, student, and retired Association members are eligible to vote at the annual General Business Meeting.

Section 6. The dues of the Association in each membership category are set by the Southwestern Social Science Council.

Section 7. Pre-registration and registration fees for the Association's annual meeting are set by the Southwestern Social Science Council. Participants and attendees of the annual meeting, except for guests of the Association as determined by the President or the General Program Director must pay a registration fee.

## **Article II. Duties of Elective Officers**

Section 1. President. The President (a) shall preside at all business meetings of the Association, (b) shall preside over meetings of the Executive Committee and the Southwestern Social Science Council, (c) shall appoint members to all Association standing and ad hoc committees except the Executive Committee, in conformity with Article V, Section 2 of these Bylaws, and (d) shall supervise the affairs of the Association and promote its interests.

Section 2. President-Elect. The President-Elect (a) shall preside at any business meeting of the Association, Executive Committee, and Southwestern Social Science Council in the absence of the President, (b) shall act as an assistant to the President, (c) shall succeed to the office of President after serving a term as President-Elect, and (d) shall succeed to the office of President in the event of the resignation or death of the President.

Section 3. Vice President. The Vice President (a) shall serve as liaison between the Association and the various affiliates, (b) shall succeed to the office of President-Elect after serving a term as Vice President, (c) shall succeed to the office of President-Elect in the event of the resignation or death of the President Elect, (d) shall perform duties as assigned by the President, and (e) shall be an ex-officio member of the Site Policy Committee.

Section 4. Secretary. The Secretary (a) shall take and preserve the minutes of all business meetings of the Association, meetings of the Southwestern Social Science Council and the Executive Committee, (b) shall care for all correspondence of the Association, (c) shall deposit the Association's records in the Association's archival collection at the Southwest Collection, Texas Tech University, (d) shall publish proposed amendments to the Association's Constitution and Bylaws in the manner required under Article XII of the Constitution and Article VII of the Bylaws, (e) shall provide copies of minutes from the last annual meeting to the Executive Committee, Southwestern Social Science Council, and the Association Business Meeting, and (f) shall chair the Membership Committee.

Section 5. Treasurer. The Treasurer (a) shall deposit in an Association account all membership dues and registration fees, (b) shall pay all verified and properly incurred Association expenses, (c) shall keep a complete and accurate record of all financial transactions, (d) shall submit all Association financial records for audit at a time designated by the Association President, (e) shall provide complete financial records and reports in specified formats to the Executive Committee and Southwestern Social Science Council at the annual meeting of the Association or at those times as requested by the Association President, (f) shall deposit monies of the Association in investment or interest accruing accounts as directed and approved by the Southwestern Social Science Council, (g) shall be bonded as paid for by the

Association, (h) shall follow all financial policies of the Southwestern Social Science Association, and (i) shall be an ex-officio member of the Budget and Financial Policies and Planning Committee and the Editorial Policies Committee.

Section 6. General Program Director. The General Program Director (a) shall plan and direct the annual meeting program, including program preparation, printing, and delivery to the meeting site, (b) shall require that each affiliate of the Association prepare and submit its program in such form and at such time as designated by the General Program Director, (c) shall chair the Association's Program Committee, (d) shall submit a report to the Executive Committee, Southwestern Social Science Council, and the Association Business Meeting, and (e) shall be an ex-officio member of the Site Policy Committee.

Section 7. Editor of the Social Science Quarterly. The Editor (a) shall coordinate and direct all details incident to the publication of the journal, (b) shall be guided by overall publication policies as recommended by the Editorial Policies Committee and established by the Southwestern Social Science Council, (c) shall be an ex officio member of the Editorial Policies Committee, (d) shall serve a five-year term and may be re-elected to additional terms, and (e) shall be selected by the following procedure:

- a. one year before the end of the editor's term the President shall appoint a seven-person search committee
- b. the search committee members should represent each affiliate having voting privileges on the Southwestern Social Science Council. The Treasurer and the Chair of the Editorial Policies Committee shall serve as ex officio members of the search committee.
- c. the search committee will conduct a search, interview candidates, and submit a nomination to the Southwestern Social Science Council.

Section 8. Chair of the Site Policy Committee. The Chair of the Site Policy Committee (a) shall, with the advice and consent of the members of the Site Policy Committee, investigate potential sites for the annual meeting, (b) shall recommend annual meeting sites to the Executive Committee and Southwestern Social Science Council, (c) shall negotiate contracts with hotels or other annual meeting sites for final approval by the Executive Committee and SSSA Council, and (d) shall verify billing from annual meeting hotels.

Section 9. Term of Service for Elective Officers

- a. A member accepting nomination to any office named above, other than President, President Elect, Vice President, and Editor of the Social Science Quarterly, will recognize an obligation to serve for a minimum of three years with re-election for the office annually.
- b. The officer should notify the Southwestern Social Science Council of his or her intent to retire at least one year in advance of resigning from the office.
- c. Any officer may be removed from office by majority vote of the Southwestern Social Science Council.

### **Article III. Support Staff**

#### Section 1. Selection and Term of Service

- a. The Executive Committee may hire support staff to assist in meeting the needs of the Association. All appointments shall have a term of service fixed by the Executive Committee and shall be eligible for reappointment.
- b. The compensation and other terms of appointment shall be stipulated in a contract proposed jointly by the President and the person to be employed, with the advice and consent of the Executive Committee.
- a. All appointments shall be reported to the Southwestern Social Science Council no later than the next regular meeting of the Council.
- b. The Treasurer shall provide to the Executive Committee quarterly reports of all payments to support staff .

#### Section 2. Support staff may be hired to assist in the following duties

- a. To coordinate all local arrangements related to registration for the annual meeting of the Association, distributing hotel reservation information to members and attendees, to direct and implement the registration and preregistration for the annual meeting of the Association, to collect registration and preregistration fees, and forwarding all monies collected to the Association Treasurer.
- b. To promote the participation of exhibitors and publishers at the Association's annual meeting, to coordinate arrangements for the exhibition hall for the annual meeting, and, in conjunction with the journal publisher, to solicit advertisers for the annual Association meeting program.
- c. To promote membership in the Association and recommend appropriate policies related to membership promotion to the Southwestern Social Science Association Council; to maintain an up-to-date data base of association members (in conjunction with the journal publisher) and to communicate with members by e-mail as needed.
- d. To maintain the Association website [www.sssaonline.org](http://www.sssaonline.org), as supervised by the President and the General Program Chair
- e. To provide assistance to the President, Secretary, Treasurer and/or the General Program Director.

### **Article IV. Duties of the Executive Committee**

Section 1. The Executive Committee shall be empowered to act in such manner as it deems appropriate on behalf of the Association between annual meetings of the Association.

Section 2. The Executive Committee shall set the Association's annual meeting agenda for the Southwestern Social Science Council and General Business meeting.

### **Article V. Duties of the Southwestern Social Science Council**

Section 1. The Southwestern Social Science Council shall designate the time and place for the Association's annual meetings as well as the time and place of the meetings of the Executive Committee, the old and new Southwestern Social Science Councils, and the General Business meeting of the Association that are held in conjunction with the annual meeting of the Association.

Section 2. The Southwestern Social Science Council shall conduct the general business of the association during the annual meeting of the Association.

Section 3. The Southwestern Social Science Council shall approve or deny the adding of affiliates.

Section 4. The Southwestern Social Science Council shall approve the budget of the Association.

Section 5. The Southwestern Social Science Council shall conduct such other business as may be brought before it by the officers, committees or members of the Association.

Section 6. The Southwestern Social Science Council shall present to the annual General Business meeting of the Association:

- a. Officer and committee chair reports
- b. Election of President, President Elect and Vice President
- c. Other business of the Association

## **Article VI. Committees**

Section 1. The Association assumes that all committees of the Association will represent and reflect the diversity of the Association. The standing committees of the Association and their duties shall be:

- a. Awards, Honors and Recognitions Committee: To recognize individuals who have made substantial contributions to the social sciences. Nominees must be approved by the Southwestern Social Science Council. Nominations will be open to persons who have made outstanding contributions to the Social Sciences, or to the promotion and recognition of the role of the Social Sciences of the Association. The members of this committee will be the five immediate past presidents of the Association.
- b. Budget, Financial Policies and Planning: To review the budget and financial practices of the Association for conformity with the Association's policies, to engage in long-term budget and financial planning and report to the Southwestern Social Science Council as necessary, to recommend the budget to the Southwestern Social Science Council, and to ensure the periodic review of the financial records. Treasurers of the affiliates, the Association Treasurer, and the Vice President shall serve as ex-officio members.

- c. Editorial Policies: To review the activities of the Social Science Quarterly (SSQ) and to make recommendations to the Southwestern Social Science Council and journal Editor concerning the editorial policies of the SSQ and other editorial issues. Every third year, beginning in 1995, the committee will prepare for the President and the Southwestern Social Science Council a full assessment of the relationship between the Association and the publisher of the Social Science Quarterly. The journal Editor and the Treasurer shall be ex-officio members.
- d. Membership: To promote SSSA membership, to recommend membership policies to the Southwestern Social Science Council, and to implement SSSA recruitment. The SSSA Secretary shall chair the committee.
- e. Nominations: To solicit and to interview potential nominees for SSSA Vice-President, to recommend a nomination for Vice President to Association's annual General Business meeting, and to make other officer nominations when requested by the SSSA President. The office of Vice President shall move in rotation through the eligible affiliates in the following order: History, Political Science, Economics, Sociology, Open Seat. The Open Seat that occurs at the end of each rotation shall be understood to be open to members of all of the affiliates. An affiliate whose membership drops below 50 for two consecutive annual meetings shall lose its place in the rotation and must wait for it to come around again. A new affiliate with more than fifty members, or a previously non-voting affiliate whose membership rises above fifty for two consecutive years, shall be inserted into the rotation behind the open seat. The current President Elect shall be an ex officio member of the committee.
- f. Resolutions: To recommend resolutions at the annual business meeting.
- g. Site Policy: To advise the Southwestern Social Science Council on potential sites for the SSSA annual meeting. The General Program Director and Vice President shall be ex-officio members.

Section 2. Each standing committee of the Association shall be composed of at least three members. One-third of the members shall be appointed each year for a three-year term with the exception of the Awards Committee. In making committee appointments the President shall consider, but shall not be bound by, affiliate recommendations of persons willing to serve on various committees. A list of potential committee members shall be prepared by a representative of each affiliate and presented to the President upon request.

Section 3. The President may, at his or her discretion, or by direction of the Southwestern Social Science Council or the Executive Committee, appoint and instruct an ad hoc committee.

## **Article VII. Publications**

Section 1. The Social Science Quarterly shall be published quarterly, unless directed otherwise by the Southwestern Social Science Council, under the direct supervision of the Editor and shall be distributed to the membership of the Association.

Section 2. The Editor of the Social Science Quarterly shall appoint such advisory Editors as may be required for the publication of the journal.

Section 3. The Southwestern Social Science Council shall be responsible for securing a publisher for the SSQ and shall review and approve all contracts with the publisher.

#### **Article VIII. Amendment of the Bylaws**

Section 1. Amendments to the Bylaws may be proposed by members of the Southwestern Social Science Association Council or by a petition of at least fifty members of the Association.

Section 2. The Bylaws may be amended by a majority affirmative vote of the Southwestern Social Science Council, or by a majority of the members in attendance at the annual General Business meeting of the Association.

Revised: March 30, 2002; March 7, 2008; October 14, 2010; November 29, 2011