

Southwestern Sociological Association Constitution and By-Laws

Last Revised, November 2021

(revisions noted)

ARTICLE I. NAME

The name of this organization is "The Southwestern Sociological Association." It is a continuation of the Sociology Section, Southwestern Social Science Association.

ARTICLE II. PURPOSES

The purpose of the Association shall be to stimulate and improve scientific research in the study of society and to encourage communication and cooperative relations among persons engaged in this pursuit. These activities are to be conducted within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954.

ARTICLE III. AFFILIATION WITH THE SOUTHWESTERN SOCIAL SCIENCE

ASSOCIATION

The Association, although asserting its autonomy as a scientific association, remains an affiliate of the Southwestern Social Science Association and pledges itself to work with the larger group for the harmonious development of the social sciences.

ARTICLE IV. DEDICATION OF ASSETS

The funds of this Association shall be dedicated to exempt purposes relating to scientific research and instruction in the study of society. No part of the Association's funds shall inure to the benefit of, or be distributed to its members or officers except as reasonable compensation for services rendered in expenses incurred for the organization in furtherance of the purposes stated in Article II of this document. Upon the dissolution of the Association, the officers who constituted the Executive Committee shall, after paying of liabilities, dispose of the assets of the organization in such manner and/or to such organizations organized exclusively for charitable, educational or scientific purposes within the meaning of current appropriate Internal Revenue codes governing such dissolutions.

ARTICLE V. MEMBERSHIP

Any person interested in the purposes of the Association shall be eligible for membership. The classes and conditions of membership are set forth in Article I of the By-Laws of the Association.

ARTICLE VI. OFFICERS

The officers of this Association shall be a President, a President Elect, and a Vice President, each of whom shall serve for a term of one year, and be selected as specified in the following paragraph, and Treasurer, who shall be appointed by the President for a term of three years, and a Secretary, who shall be appointed by the President for a term of three years. Additional persons may be elected as representatives to the Southwestern Social Science Association in such numbers as determined by the Constitution of that Association.

The highest elective office of the Association ordinarily shall be that of Vice President, who shall be elected annually in the regular election. Provided that the person elected to this office continues able and willing to serve at the end of the one-year term as Vice President shall automatically assume the office and duties of the President Elect for the following year.

With the same provisions as to capacity and willingness to serve, at the end of this person's one-year term as President Elect, this person shall automatically assume the office and duties of the President of the Association. In the event of the inability of the President to perform the duties of the office, the President Elect shall act as President pro-tem for the completion of that term, and in addition serve the term as President for the following year. In the event that the President Elect is unable to perform the duties of the office, the Vice President shall act in this person's stead pro-tem while retaining the position as Vice President. In such a case, a President shall be elected at the next annual election in addition to the normal slate of officers. If it happens that the office of Vice President is vacated, then a President Elect shall be elected at the next annual meeting to fill the position to which the Vice President would have succeeded. If for some reason the Secretary cannot complete the normal term, then the President shall appoint a new Secretary to a term of three years. If for some reason the Treasurer cannot complete the normal term, then the President shall appoint a new Treasurer to a term of three years.

There shall be an Executive Council composed of the above-named officers, and nine additional members as follows: The three immediate past presidents of the Association shall each continue to serve ex officio for three years following their retirement from the presidency, four Executive Council members elected to serve terms of two years (two new members are to be elected each year), editor of the SSA Newsletter (who is appointed by the President for an indeterminate term), and a graduate student member elected to serve a term of one year.

The election of officers and other elected Executive Council Executive Council members shall be held each year by a mail ballot or through electronic media of all members in good standing. A minimum of two nominees shall be on the ballot for each office or position. The mailing shall be conducted by the Secretary and the votes shall be canvassed by an Election Committee appointed by the President. Provision shall be made for a write-in vote for each office on the ballot. In case of a tie vote, the Executive Council shall decide the election. All officers shall be elected by a majority of votes cast in a regularly conducted election, and shall hold office until their successors have been duly elected and qualified.

With the exception of the Student Representative, to be eligible for nomination to office in the Association, a member shall have been a member of the Association for the two preceding years, and be a member of the Southwestern Social Science Association. The Student Representative shall be participating in a graduate academic program, have been a member of the Association for one preceding year, and be a member of the Southwestern Social Science Association.

ARTICLE VII. MEETINGS

The Association shall hold one regular meeting each year, at the time and place determined by the Executive Council of the Southwestern Social Science Association. At each annual meeting there shall be at least one general business session.

At the annual meeting there shall be sessions devoted to the presentation of scholarly scientific papers and such other matters as are in accord with the purposes of the Association as stated in Article II.

For the purpose of conducting any business of the Association, a quorum shall consist of those members who are present at an annual or special business meeting of the Association, provided that notice of such meeting has been given in writing at least three weeks prior to its opening date.

A quorum of the Executive Council shall consist of a minimum of one-half of its qualified, active members.

ARTICLE VIII. ARCHIVES

All important records of the Association shall be maintained in an officially designated Archive to provide for the preservation of a continuous history of the development and progress of the discipline and this Association. The archive shall include (without being limited to) the minutes of all meetings of the Association and of its Executive Council, the reports of the Treasurer and of all committees, an annual roster of members, a copy of the program of each annual meeting, and whatever other records are available.

The location of the official Archive will be designated by the Executive Council.

ARTICLE IX. AMENDMENTS

Amendments to this constitution may be proposed at any general meeting of the Association by the Executive Council, or by a petition signed by ten members of the Association, but no amendment shall become effective unless ratified by a two-thirds vote of the members present at a regularly announced meeting of the Association held not less than three hours after the meeting in which the proposal was first presented to the membership of the Association.

The constitution and by-laws were revised as approved by the executive council and at the general business meeting this spring (1996). Other changes are listed below.

These revisions were based upon penciled entries on the 1985 constitution and 1988 by-laws revisions and discussions at both the 1995 and 1996 meetings. Most changes reflect changes that have been instituted since the 1985 and 1988 revisions.

Adopted April 13, 1963

Amended March 24, 1967

Amended April 4-5, 1969

Amended April 1, 1972

Revised April 4, 1980

Revised March 1996

Revised March 25, 2005

Revised March 15, 2007

- Change the Parliamentarian from being Elected to being Appointed by the President
- Change only allowing annual elections of offices by mail to allowing elections by mail and through electronic media
- Delete all references “Executive Committee” in the constitution and replacing the term with “Executive Council.”

Purposed Change March 14, 2008, to be addressed by vote in the 2009 business meeting Adopted by Unanimous vote by the membership April 10, 2010.

- Article VI Last paragraph deleted and changed to: “With the exception of the Student Representative, to be eligible for nomination to office in the Association, a member shall have been a member of the Association for the two preceding years, and be a member of the Southwestern Social Science Association. The Student Representative shall be participating in a graduate academic program, have been a member of the Association for one preceding year, and be a member of the Southwestern Social Science Association.”

The following changes were proposed during the 2019 Annual Business Meeting, held on November 1, 2019. These changes were adopted by unanimous vote by the membership on April 16, 2021. be addressed by vote during the 2021 business meeting.

- The Executive Council proposes dividing the responsibilities of the office of Secretary-Treasurer into two separate offices. These new offices will be the office of Secretary and the office of Treasurer.
- In conjunction with the dividing of the office of Secretary-Treasurer, the Executive Council also proposes eliminating the office of Parliamentarian.
- The essential duties of the Secretary-Treasurer and Parliamentarian were divided among the newly created offices of Secretary and Treasurer.
- The text of the Constitution will be revised in accordance with these changes.
- The text was changed to remove the word “mail” from the verbiage associated with voting for officers, as these votes are typically done using electronic surveys.

BY-LAWS
of the
SOUTHWESTERN SOCIOLOGICAL ASSOCIATION
As Revised March 15, 2007

ARTICLE I. MEMBERSHIP

The following categories of membership in the Association are hereby established:

- (a) Sustaining Membership: Any person or organization who is interested in furthering the purpose of the Association and providing financial support for its endeavors may be admitted to sustaining membership.
- (b) Regular Membership: Any person who is interested in furthering the purpose of the Association is eligible for regular membership.
- (c) Student Membership: Undergraduate and graduate students enrolled in an institution of higher education who are interested in furthering the purpose of the Association are eligible for student membership upon recommendation of a regular member. Student membership may be held for a period of four years only.
- (d) Emeritus Membership: Any honorably retired sociologist in the region may become an emeritus member upon request.

Each member shall have the right to participate in the activities of the Association and its annual meeting, and each shall have the right to one vote in the business meetings.

Members may resign at any time upon written notice to the Secretary, and membership will be terminated whenever a member's dues are delinquent for more than three months.

ARTICLE II. DUES

The annual dues structure for membership in the Association shall be determined by the Executive Council and shall be published on membership forms coordinated with the Southwestern Social Science Association. All members of this organization must also be members of the Southwestern Social Science Association.

ARTICLE III. DUTIES OF OFFICERS AND THE EXECUTIVE COUNCIL

The President shall preside at all general business meetings of the Association, and shall be the chair of the Executive Council.

The President shall appoint the chair and members of all committees other than the Executive Council or persons who shall serve ex officio.

The President Elect shall serve as program chair for the annual meeting which is held at the end of this person's year of service. The President Elect shall provide notices to professional journals/newsletters of the place and date of the annual meetings.

Also this person shall in consultation with members of the Executive Council select the plenary speaker and be responsible for introduction of the speaker at the session. At the conclusion of the term of office as President Elect, this person shall ex officio become President of the Association for the following year. In the event of the inability of the President to perform the duties at any time, the President Elect shall act as president pro-tem without relinquishing the position as President Elect.

The Vice President shall represent the Association in Southwestern Social Science Association business meetings as its first delegate, and shall serve ex officio as chair of the membership committee. In addition, the Vice President shall perform other duties of importance to the Association as determined by the President. These include but are not limited to an auction supporting a scholarship fund and program paper sales. At the conclusion of the term of office as Vice President, this person shall ex officio become President Elect for the following year. In the event of the inability of the President Elect to perform the duties at any time, the Vice President shall act in this person's stead pro-tem while retaining the position as Vice President.

The Secretary shall attend all general business meetings and all meetings of the Executive Council. The Secretary shall record and preserve the minutes of all meetings of the Association and of the Executive Council and use membership lists for the correspondence of the Association. The Secretary shall serve as an ex officio member of the Membership Committee. The Secretary shall be prepared to decide procedural questions of order in meetings of the Association should these arise. The Secretary shall keep copies of the current constitution and by-laws and be prepared to interpret articles of both in terms of the various proceedings of the Association.

The Treasurer shall pay by check, or any legally acceptable method of payment, all properly authorized Association expenses, keep an accurate and complete record of all financial transactions, and submit the financial records for audit each time there is a change in position. The records shall be submitted to an Audit and Finance Committee appointed by the President. The Treasurer will submit all appropriate tax filing and other forms of legally required documentation or filings for the association.

The Executive Council shall be composed of the three immediate past presidents, the current president, the President Elect, the Vice President, the Treasurer, the Secretary, four committee members (two of whom shall be elected each year to serve a term of two years), editor of the SSA Newsletter, and a graduate student member elected to serve a term of one year. In addition, the President and/or the Executive Council may ask others to join the committee in an advisory capacity.

The Executive Council shall conduct the administrative affairs of the Association, and shall act for the Association during the period between duly called meetings. The Executive Council shall be charged with preparation of an agenda for the business meetings of the Association, shall have power to fill such vacancies among the officers as are not otherwise provided for, and may call such regular or special meetings of the Association as it deems necessary. The Executive Council shall annually review the reports of the several standing committees in order to assess the need for any changes in the constitution and by-laws of the Association or in the conduct of its affairs. The Executive Council may arrange to have an "Employment Exchange" operated in conjunction with the annual meeting, whether in cooperation with the Southwestern Social Science Association or independently.

ARTICLE IV. FISCAL YEAR

It shall be assumed that for purposes of determining the length of terms of office, the "year" mentioned in the constitution and by-laws of the Association begins at the close of the final business session of one annual meeting and extends through the business sessions of the following annual meeting.

Dues are payable for the calendar year, becoming due on January 1 and being delinquent if not paid by the close of the annual meeting. Dues will be requested in conjunction with the Southwestern Social Science Association preceding each annual meeting.

ARTICLE V. COMMITTEES

The standing committees of the Association shall be as follows:

- (a) Audit and Finance
- (b) Elections
- (c) Membership
- (d) Nominations
- (e) Program
- (f) Student Awards
- (g) Elections
- (h) Distinguished Program Paper

The Audit and Finance Committee shall be responsible for reviewing and making recommendations regarding the financial affairs of the Association, and for proposing a budget to be considered by the membership.

The Membership Committee shall be charged with promoting membership in the Association among professional sociologists and students in the southwestern region. The Vice President shall serve as its chair and. Treasurer shall be an ex officio member. Other members should be appointed for regional representation of several southwestern states.

The Nominations Committee shall prepare a slate of two nominees for each office to be filled. These nominations with supporting qualifications shall be given to the Secretary for the ballot in ample time for the conduct of the election. This committee shall be chaired by the immediate past President.

The Executive Council shall prescribe the duties of the remaining committees, and may direct the President to appoint ad hoc committees for other specified purposes. The immediate past President shall chair the Distinguished Program Paper Committee.

ARTICLE VI. AMENDMENTS

Amendments to the by-laws may be proposed by the Executive Council and enacted by an absolute majority affirmative vote of the Executive Council.

Amendments to the by-laws may also be proposed by individual members of the Association in its general business sessions. Such amendments may be enacted by a majority vote of the members in attendance at any duly authorized meeting of the Association.

Adopted April 4, 1980

Revised March 21, 1985

Amended March 31, 1989

Amended March 22, 1996

Revised March 25, 2005 Revised March 13, 2006

- Change the references of Board of Directors and Executive Committee to “Executive Council”
- Delete references to the Plenary Speaker
- Change references to the method of payment by SSA to include any legally acceptable method of payment
- Change parliamentarian as being appointed rather than elected
- Executive Council to meet during the meetings rather than “after”
- Remove reference to limit of cost of copying to \$0.25 per page
- Remove several of standing committees (department teaching/minority status/profession)
- Notifications to memberships include electronic media or mail

Revised March 15, 2007 (revision rescinded March 14, 2008 because of proposed constitutional issues- membership is not addressed in by-laws)

- The qualifications of student representative include membership for a least one year prior to the election.

Revised March 1, 2007

Constitutional Changes in 2006 incorporated into By-laws

- *Change the Parliamentarian from being Elected to being Appointed by the President*
- *Change only allowing annual elections of offices by mail to allowing elections by mail and through electronic media*
- *Delete all references “Executive Committee” in the constitution and replacing the term with “Executive Council.”*

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