

THE SOCIETY FOR THE STUDY OF SOCIAL PROBLEMS



2013 OPERATIONS MANUAL (Updated April 3, 2013)

Operations Manual for the Society for the Study of Social Problems

The operations manual is designed as a supplement to the By-laws and documents procedures and conventions, some of which are board-approved as required by the By-laws. The manual is used to guide the day-to-day operation of the Society. The Society depends on its successful operation through the work of many volunteers, the staff of the Administrative Office, the work of the Editor of *Social Problems* as well as the Editorial Office and Advisory Editors, the Editor of *Social Problems Forum: The SSSP Newsletter* and those who contribute articles and time to its production, and the work of the press that contracts with us to publish *Social Problems* and perform subscription and permission tasks. This manual has a section on the operation of each part of the organization.

I. <u>The Executive Officer, the Administrative Office, and the Board of Directors</u>	1
I. <u>A. Executive Officer and the Administrative Office</u>	1
I. <u>A. 1. Membership Matters</u>	2
I. <u>A. 2. Mailings</u>	3
I. <u>A. 3. Society Listserv</u>	3
I. <u>A. 4. Financial Overview</u>	4
I. <u>A. 5. Statement of Investment Objectives and Policies</u>	4
I. <u>A. 6. Guidelines for Investing Reserve Funds in Community Development Financial Institutions</u> .6	
I. <u>A. 7. Purchasing, Payables, and Cash Disbursements</u>	8
I. <u>A. 8. Revenues, Contributions, and Cash Receipts</u>	8
I. <u>A. 9. Systems and Disaster Recovery Plan Specific to the Accounting Functions</u>	9
I. <u>B. Annual Meeting</u>	9
I. <u>B. 1. Management of the Annual Meeting</u>	9
I. <u>B. 1. A. Accessibility Services Approved Policy</u>	11
I. <u>B. 2. Duties of the Meeting Manager</u>	11
I. <u>B. 3. Duties of the Local Arrangements Chair</u>	12
I. <u>C. Board of Directors</u>	13
I. <u>D. Selecting the Executive Officer, the Administrative Officer, and the Administrative Office</u>	15
II. <u>The Volunteer Officers</u>	16
II. <u>A. President</u>	16
II. <u>A. 1. Committee Appointment Sheet</u>	18
II. <u>A. 2. The Calendar from Election to the Presidential Address</u>	19
II. <u>B. President-Elect</u>	21
II. <u>C. Vice-President Elect and the Vice-President</u>	22
II. <u>D. Secretary</u>	22
II. <u>E. Treasurer</u>	23
II. <u>F. Board of Directors</u>	23
II. <u>G. Parliamentarian</u>	23
II. <u>H. Council of the Special Problems Divisions</u>	24
III. <u>The Special Problems Divisions</u>	24
III. <u>A. The Roles and Responsibilities of Division Chairs</u>	24
III. <u>A. 1. Nominations Committee</u>	24
III. <u>A. 2. Division Elections</u>	25
III. <u>A. 3. Council of the Special Problems Divisions</u>	26
III. <u>A. 4. Divisional Meetings</u>	26
III. <u>A. 5. Publications</u>	26
III. <u>A. 6. Division Newsletter</u>	27
III. <u>A. 7. Annual Meeting Program</u>	28
III. <u>A. 8. Division Sponsored Workshop Policy</u>	29
III. <u>A. 9. Guidelines for Participation</u>	30

III. A. 10. <u>Division Budgets</u>	30
III. A. 11. <u>Division Listservs and Mass E-mail Announcements</u>	31
III. A. 12. <u>Division Web sites</u>	31
III. A. 12. A. <u>Web site Hosting</u>	31
III. A. 12. B. <u>Content Requirements</u>	31
III. A. 12. C. <u>Copyright Guidelines</u>	32
III. A. 12. D. <u>Content Suggestions</u>	32
III. A. 12. E. <u>Accessibility Requirements</u>	33
III. A. 12. F. <u>Web site Development and Other Resources</u>	33
III. A. 12. G. <u>Continuity</u>	33
III. A. 13. <u>Division Social Media Accounts</u>	33
III. A. 14. <u>Division Chair Calendar</u>	34
IV. <u>The Committees of the Society</u>	35
IV. A. <u>Award Committees</u>	35
IV. A. 1. <u>C. Wright Mills Award Committee</u>	35
IV. A. 2. <u>Lee Founders Award Committee</u>	36
IV. A. 3. <u>Racial/Ethnic Minority Graduate Scholarship Committee</u>	36
IV. A. 4. <u>Lee Student Support Fund Committee</u>	36
IV. A. 5. <u>Lee Scholar Support Fund Committee</u>	37
IV. A. 6. <u>Erwin O. Smigel Award Committee</u>	38
IV. A. 7. <u>Thomas C. Hood Social Action Award Committee</u>	38
IV. A. 8. <u>Joseph B. Gittler Award Committee</u>	38
IV. B. <u>Budget, Finance, and Audit Committee</u>	39
IV. C. <u>Committee on Committees</u>	39
IV. D. <u>Editorial and Publications Committee</u>	40
IV. E. <u>Elections Committee and Election Procedures</u>	41
IV. F. <u>Membership and Outreach Committee</u>	42
IV. G. <u>Permanent Organization and Strategic Planning Committee</u>	43
IV. H. <u>Program Committee</u>	43
IV. I. <u>Standards and Freedom of Research, Publication, and Teaching Committee</u>	44
IV. J. <u>Accessibility Committee</u>	45
IV. K. <u>Site Selection Committee</u>	45
IV. L. <u>Nominations Committee</u>	45
V. <u>The Editorial Office of Social Problems</u>	46
VI. <u>The Editorial Office of Social Problems Forum: The SSSP Newsletter</u>	47
VII. <u>General Guidelines on Contracts and Biddable Work</u>	48
VII. A. <u>Publisher of Social Problems</u>	48
VII. B. <u>Publication Work Done by the Administrative Office</u>	48
VII. C. <u>Purchase of Equipment</u>	48
VII. D. <u>Contracts Associated with the Annual Meeting</u>	49
VII. D. 1. <u>Hotel Contract</u>	49
VII. D. 2. <u>Audio-Visual, Awards Banquet, and Transportation Contracts</u>	51
VII. D. 3. <u>Travel Agency and Car Rental Contracts</u>	51
VIII. <u>The SSSP Schedules and Cycles</u>	51
VIII. A. <u>SSSP Year - A Monthly Review</u>	51
VIII. B. <u>SSSP Cycles</u>	53
VIII. B. 1. <u>Proposals that Involve the SSSP Beyond One Presidential Term</u>	53
VIII. B. 2. <u>Editorships</u>	53
VIII. B. 2. A. <u>Social Problems</u>	54
VIII. B. 2. B. <u>Social Problems Forum: The SSSP Newsletter</u>	56

<u>VIII. B. 3. Contracts and Agreements for Editors</u>	56
<u>Appendix</u>	57
<u>Job Description: Executive Officer</u>	57
<u>Job Description: Administrative Officer</u>	58
<u>Job Description: Administrative Assistant</u>	60
<u>Job Description: Information Technology Specialist</u>	61
<u>Job Description: Graduate Research Associate</u>	61

I. The Executive Officer, the Administrative Office, and the Board of Directors

I. A. Executive Officer and the Administrative Office

Relationship to Institutions Hosting the Executive Officer and the Administrative Office

The Society contracts with the host institutions to secure the time and talent of their employees to manage the affairs of the Society. According to the By-laws, the Board of Directors shall designate by their action the person or persons responsible for crafting the agreement and contracts between host institutions and the Society. The Board of Directors, or those persons given authority by the Board to sign such contracts, must approve the contracts.

Until 2009 the same institution hosted both the Administrative Office and Executive Officer, under the name of the Executive Office. By negotiating a contract like those written with granting agencies and foundations, the funds of the Society may be channeled through the host institution's financial structure. The Society's operations may then be recognized by the larger community as a part of the operation of the host educational or non-profit institution. Fringe benefits provided to the persons who work for the Society are the same as those provided to other employees of similar status in the host institution. The provision of fringe benefits in this fashion saves the Society from having to deal with negotiating separate contracts with health insurance, pension, and related fringe benefit providers. In addition, since the employees are paid through the host institution, the Society does not have to keep financial records on Social Security payments or withhold federal income tax. The host institution does this when it pays the employee.

From 1990-2008, the University of Tennessee, Department of Sociology hosted the Executive Office. In 2008, the Executive Officer wrote a separate contract covering his relationship with the Society and agreed to fulfill the responsibilities associated with the position. This agreement represented a change from the previous contracts with the University of Tennessee where the Executive Officer served as the contract officer and as an employee of the University of Tennessee.

Changes in the document below represent the current approach in the sense of having separate contracts for the Executive Officer position and the Administrative Office positions. Since August 2009, the Society has an agreement, approved by the Board of Directors, with the University of La Verne where the current Executive Officer is employed as a full-time faculty member. Despite the geographical distance, the Executive Officer and the Administrative Office work closely with one another, communicating electronically and by telephone on a regular, and at times a daily basis.

At the 2009 Annual Meeting, Dr. Tom Hood resigned as Executive Officer. In anticipation of this, the Society signed a three year contract for the Administrative Office to be hosted for the calendar years 2009-2011. The contract to host the Administrative Office provides the benefit to the University of Tennessee of a Graduate Research Associate position for a UTK graduate student and a sum awarded to the Department of Sociology for hosting the Society. Salaries to the Administrative Office staff are paid through the University, according to guidelines set by the University for these positions. If the salary approved by the Society is higher than the guidelines approved by the University, the difference is paid directly to the person. All employees of the Administrative Office are considered employees of the University with rights and duties associated with such appointments. The Head of the Department of Sociology serves as the contract officer and has responsibility of making sure that the Society and the University fulfill the terms of the contract. The Society compensates the contract officer for these duties. The University of Tennessee agreed to waive the customary overhead on the contract. Fringe benefits for the persons filling the positions in the Administrative Office are the same as other employees of the University of Tennessee and are paid by the Society. The Executive Officer and the Board of Directors have the responsibility of reviewing the Administrative Office contract according to the By-laws.

At the 2012 Annual Meeting, the Board of Directors authorized the creation of a new position for a permanent part-time employee for the Administrative Office, to be hired for January 2013. Currently in addition to the Executive Officer and Administrative Officer, the work of the Society requires a half-time Administrative Assistant, a half-time Information Technology Specialist, and a half-time Graduate Research Associate.

The host institution provides the Society with operation space, a tuition waiver for the Graduate Research Associate, and utilities without charge. The board approved that the SSSP should sign a five-year contract with the University of Tennessee, effective 1/1/12–12/31/16.

Executive Officer

The Executive Officer is responsible for ensuring that the work of the organization is carried out and policies established by the Board of Directors are implemented. The Executive Officer is also responsible for representing the organization to the public and for coordinating with other organizations. The Executive Officer is responsible for supervising the work of the Administrative Officer. The Appendix contains the detailed job description for the Executive Officer.

Administrative Officer

The Administrative Officer is the only full-time employee of the Society through the host institution. The Administrative Officer is responsible for the day-to-day oversight of the organization. The Administrative Officer works with the Administrative Assistant, Information Technology Specialist, and the Graduate Research Associate, and interacts directly with the Society's officers, committee members, and the division chairs. The Administrative Officer keeps the financial records of the Society according to the instructions of the Budget, Finance, and Audit Committee and the auditors of the Society's books. The Administrative Officer maintains records on the current activities of the Society and sends historical material (records more than 5 years old) to the Society's archive in Special Collections at Brooklyn College. The Administrative Officer provides administrative support to the Executive Officer, if needed. Since 1993, the Administrative Officer has contracted with the Society to act as the Meeting Manager. If a separate Meeting Manager is employed, the Administrative Officer will serve as the key coordination point between activities of the Administrative Office and the Meeting Manager in preparing for the meeting. The Appendix contains the detailed job description for the Administrative Officer.

I. A. 1. Membership Matters

The Administrative Office is responsible for maintaining current membership records gathered from the initial membership application and the membership renewal form. The database contains current membership information including: Member ID number, current membership year, the date the record was created (i.e., when the member first joined), special problems division memberships, membership brochures requested, willingness to serve on various committees; contact information including: name, address, country, home, mobile, fax, and work numbers, and e-mail address; demographic information including ethnicity, gender, and type of affiliation; privacy and communication preferences; and financial information that is tracked over time (since 2007) including: dues amount and dues category, contributions to various awards/funds, extra division fee, and international mail fee, method of payment, and payment date. Members can log in to the web site and update their contact information at any time.

The Administrative Office is responsible for contacting members and urging them to renew their membership. In October, the first renewal is sent via e-mail to all current members and members from the previous year, encouraging them to renew for the upcoming year. After two weeks, a renewal form is mailed to those who have not renewed, and also to life members, emeriti and sustaining members who do not owe dues. The membership renewal form gives life members, emeriti and sustaining members the opportunity to update contact and membership information. In November an e-mail is sent to all current members informing them that the November issue of *Social Problems* is their last issue unless they renew. The Administrative Office sends additional renewal e-mail notices in mid-December, early January, and mid-March. The Administrative Office mails additional renewal notices in mid-late January and early April. The membership renewal notices include a letter from the President. An automated receipt is sent by e-mail when members join or renew their membership. An automated welcome e-mail is generated when a new member joins.

In addition to membership renewal, the Administrative Office and the Executive Officer work with the Membership and Outreach Committee and the publisher of *Social Problems* to promote membership. The main tools used for membership promotion have been the membership brochure and flyer. The Administrative Office,

in cooperation with the publisher of *Social Problems*, the Executive Officer, and the Membership and Outreach Committee Chair, typically completes the design and contents of the membership brochure and promotional flyer.

The distribution of brochures to potential members has been accomplished in a variety of ways. These have included: direct mail with a cover letter signed by the Membership and Outreach Committee Chair or President to membership lists purchased from other professional associations, lists exchanged with other organizations, or lists provided by members. Brochures and promotional flyers are also available upon request for members to distribute in their departments or at other social science organizations' annual meetings. This method has occurred most frequently with regional societies. Brochures and promotional flyers have also been mailed to Departments that have graduate degree programs in Sociology and to each SSSP member with a request that they pass them on to a potential member.

In an effort to reduce promotional costs and increase membership, the Administrative Office in cooperation with the Membership and Outreach Committee has recently developed promotional web pages. Targeted e-mail blasts are sent to Graduate Program Chairpersons, SSSP Graduate Students, and SSSP Members (no students). The e-mail message encourages prospective members to visit the promotional web site. The goal is to send messages that can easily be passed on to listservs and in social networking media. In addition to the targeted e-mail blasts, banner ads have been placed with Contexts, JSTOR, and Wiley. Recruitment of new members by existing members has been shown to be the most effective way to recruit new members.

The Administrative Officer sends the mailing list of those who request a paper copy of *Social Problems* to the press that publishes the journal shortly before each issue is distributed. According to the By-laws, members will be granted a grace period for voting for up to six months but will not receive *Social Problems* until dues are paid. New members begin receiving the current volume year at the time of application. All current members have electronic access to the current and back issues of *Social Problems*.

The Administrative Office receives membership list requests from publishers of books and journals. Unless the member has requested that his or her name not be distributed, we rent our mailing list for a fee, on a one-time use basis.

Every year, following the Annual Meeting, the Administrative Office produces a roster of Officers and Committee members. The roster is distributed to those listed in it and to other members upon request via e-mail. The roster is a valuable tool for working with the core leadership of the Society.

I. A. 2. Mailings

The following mailings are processed by the Administrative Office: membership renewal notices, promotional mailings, special mailings requested by the President or Board of Directors, and the Call for Papers and the Student Paper Competition flyer poster. Whenever possible and approved by the Board, the Administrative Office uses electronic distribution of publications and information for the membership.

The Society uses the bulk mailing permit of the current printer, if needed. Bulk mailings cannot be used for foreign addresses. This higher cost is reflected in the mailing fee charged to members outside of the United States.

I. A. 3. Society Listserv

At the 2012 Annual Meeting, the Board of Director approved the development of a Society Listserv according to the following stipulations: that it is not moderated, does not accept attachments, that it is digestible, and that the default response option will be reply to sender. Subscription to the Listserv will be optional. Subscribers to the Listserv must be active members of the Society, and a subscriber will be dropped from the Listserv if their membership lapses. Nancy Mezey agreed to serve as Listserv Moderator for the first two years.

I. A. 4. Financial Overview

The financial records of the organization are kept by the Administrative Officer and reviewed quarterly by the Executive Officer, the Budget, Finance, and Audit Committee, and the Board of Directors. An annual audit of the financial records is conducted by an independent accounting firm in April. The accounting firm prepares the tax returns and advises us as to changes in tax laws pertaining to our operations. The audit is completed so that the results may be reviewed with the auditor by the Budget, Finance, and Audit Committee during its annual mid-year meeting and by the Board of Directors during the annual meeting. Fees for the accounting services as well as maintenance of the accounting software are included in the annual budget for the Administrative Office.

The financial year of the Society runs from January 1 to December 31. The books for the preceding year are closed by March 1 of the current year. The Society uses the accrual accounting method and Open Systems accounting software to maintain the records of income and expenditures. The Society's budget operates with accounts set to correspond to the major functions of the organization. Subdivisions within these major categories are added as needed in consultation with the accounting firm and the Budget, Finance, and Audit Committee. Major sources of income are: Membership Dues, Journal and Publications, Annual Meeting, Contributions, Investment Income, Investment Income/Temporary, and Other Income. Major expenditures are: Executive Officer, Administrative Office, Journal and Publications, Annual Meeting, Committees, Program of Divisions, Board Governance, Investment Gains and Losses, and Board Restricted Expenses.

The Administrative Officer in conjunction with the Treasurer and Executive Officer manages and monitors the Society's reserve monies and operating accounts in checking, savings, money market accounts, certificates of deposit, mutual funds, and other accounts. The convention has been to consult with the Treasurer and the Budget, Finance, and Audit Committee Chair before making short-term investments. Long-term investment decisions are made by the Budget, Finance, and Audit Committee and held directly by the Society. All investment decisions are subject to review and are guided by the statement of investment objectives and policies and the guidelines for investing SSSP reserve funds in community development financial institutions adopted by the Board of Directors.

The Society is incorporated as a non-profit corporation in the state of Indiana and reports annually to that state office. Accordingly, the Administrative Office must file forms each year with the appropriate state agencies in Indiana, reporting on the activity of the corporation. The Society is recognized by the U.S. Government as a non-profit corporation and has 501 (c)3 status with the Internal Revenue Service. Appropriate tax forms detailing the financial activities of the Society must be filed each year. The accounting firm conducting the annual audit prepares these forms as well as those required by the state of Indiana. The Society is also exempt from sales tax and registers to solicit funds for charitable purposes in the state of Tennessee.

I. A. 5. Statement of Investment Objectives and Policies

Preface

The investments generate income to support the Society's Purposes as set forth in its By-laws, Article II, Section 1.

Social Objective

The primary social objective of investments is to use the Society's funds to foster a higher quality of life, social welfare, and positive social relations in society and the global community.

Financial Objective

The primary long-term financial objective for the Society's investments is to preserve the inflation-adjusted purchasing power of assets and income, after accounting for spending and investment management costs. Performance of the overall investments against this objective is measured over rolling five (5) year periods.

Investment Management

As provided in the Society's By-laws, Article VI, Section 13, the Budget, Finance, and Audit Committee shall invest the Society's reserves in socially-responsible mutual funds and other socially-responsible equities, fixed-income assets, and cash equivalents to best achieve the social, financial, and investment objectives consistent with the policies and requirements set forth in this statement, and subject to the standards of social responsibility and the business-judgment rule for fiduciaries of non-profit corporations.

The Budget, Finance, and Audit Committee will allocate new funds and redistribute existing funds on the basis of how well each socially-responsible investment meets the social, financial, and investment objectives of the Society.

Asset Selection and Allocation

The Society's portfolio may be invested in readily-marketable socially-responsible mutual funds and other socially-responsible equities, fixed-income assets, and cash equivalents. The total portfolio shall be diversified to include investments in more than one socially-responsible mutual fund, and a diversity of other socially-responsible equities and fixed-income assets in order to limit risk.

Socially-responsible mutual funds should use social/ethical screens that seek out companies that do not foster or encourage exploitation, injustice, or inequalities among human beings and human beings as they relate to the natural environment. Such mutual funds should both avoid offensive investments and seek out positive investments that enhance the quality of life in the community, workplace, society, and international context.

Funding of Specific Society Projects. Investments in socially-responsible equities and fixed-income assets should be made to maximize the positive social impact of the Society's reserves. Such investments should seek to ameliorate existing social problems such as improving the quality of life among the economically and/or socially disadvantaged.

The purpose of investments in socially-responsible mutual funds is to earn high inflation-adjusted total rates of return, to provide both long-term capital appreciation and current income in order to fund the Society's on-going commitment to such efforts as the Racial/Ethnic Minority Graduate Scholarship, C. Wright Mills Award, Lee Founders Award, etc. In keeping with this purpose, investment should be made in balanced socially-responsible mutual funds that include holdings in both stocks and bonds. Generally, investment in growth socially-responsible mutual funds that give primacy to capital appreciation should be limited due to their higher level of risk. Acceptable socially-responsible mutual funds will include holdings in equities with high liquidity and/or investment-grade bonds.

Other Investments. Investment of most of the remainder of the Society's reserves should be made in socially-responsible equities and fixed-income assets in such a way that their impact on ameliorating existing social problems is maximized while maintaining at least the inflation-adjusted purchasing power of such reserves. Such investments may be at rates of return below market value for comparable investments provided that the rates of return at least equal the rate of inflation as measured by the Consumer Price Index. Examples of such investments might include deposits with federally-insured, community development credit unions that provide services and loans to people in predominantly low-income communities, or investment in community development revolving loan funds.

Investment in short-term, socially-responsible cash equivalents is allowed to provide adequate liquidity for investment reserves and current operations and from time to time to serve as mutual fund, equity, and fixed-income substitutes for defensive purposes in adverse investment conditions.

The precise allocation of the Society's assets between socially-responsible mutual funds, equities, fixed-income assets, and short-term cash equivalents will depend upon the extent of the Society's on-going financial commitments to efforts such as the Racial/Ethnic Minority Graduate Scholarship, C. Wright Mills Award, etc., and other immediate needs and purposes of the Society.

Performance Criteria

The performance of socially-responsible mutual funds will be evaluated relative to the Domini Social Index (DSI 400) and rating on the Lipper Index that measures the performance of mutual funds that have the same investment objectives. The long-term investment objective is for the total return of mutual funds on the Lipper Index the top three quintiles (60%) of balanced mutual funds. Overall performance of mutual funds against this objective is measured over rolling five (5) year periods.

Performance of socially-responsible equities, fixed-income assets, and cash equivalents will be made relative to the rate of inflation. The investment objective is for these investments to equal or exceed the rate of inflation as measured by the Consumer Price Index.

Proxy Voting Policy

The Executive Officer of the Society, in consultation with the Treasurer and Budget, Finance, and Audit Committee, will vote all proxies for the Society.

Review of Policy Statement and Investment Performance

This statement shall be reviewed by the Budget, Finance, and Audit Committee on an as needed basis. Presentation on investment performance relative to the policies set forth in this statement shall be made annually to the Board of Directors.

I. A. 6. Guidelines for Investing Reserve Funds in Community Development Financial Institutions

Introduction

The SSSP board-approved investment policy stipulates that the Budget, Finance, and Audit (BFA) Committee shall invest cash reserves that are not Board restricted in “socially-responsible equities and fixed-income assets in such a way that their impact on ameliorating social problems is maximized while maintaining at least inflation-adjusted purchasing power of such reserves.” Over the past several years, the BFA Committee has opted to invest a portion of its cash reserves in community development financial institutions (CDFIs).

CDFIs have economic development in low-income communities as their primary mission. CDFIs provide loans, investments, and basic financial services to individuals, businesses, and nonprofit agencies within low-income communities that would otherwise be denied these opportunities by mainstream financial institutions. In addition, financing often is linked to other developmental activities such as business technical assistance, job training, and home-ownership counseling. There are five types of CDFIs that differ according to their general purpose, financial products and services offered, sources of capital, borrowers, governance and ownership and regulators.

Community development banks provide capital for targeted loans and investments to rebuild economically disadvantaged communities. Financial products and services provided include mortgage financing, home improvement loans, commercial business loans, loans to nonprofit community agencies, student loans, and traditional consumer banking services. Sources of capital include deposits from individuals and institutions, and funds from federal, state, and local governments. Borrowers include nonprofit community organizations, individual entrepreneurs, small businesses, and housing developers (i.e., institutional borrowers more than individuals). Community development banks are for-profit corporations owned by stockholders that have community representation on their boards of directors. These banks are federally regulated and insured by the Federal Depository Insurance Corporation (FDIC), the Federal Reserve, the Office of the Comptroller of Currency, and state banking regulatory agencies. There are approximately 24 banks that have been designated officially as CDFIs.

Community development credit unions cultivate ownership of assets and savings, and offer affordable banking and credit services to low-income people, with a targeted emphasis on economically empowering minority communities. Particular banking services include personal loans, credit cards, home rehabilitation loans, share and share draft accounts, and check cashing privileges. These institutions also make loans to individual entrepreneurs. Consistent with their purpose, community development credit unions also provide credit

counseling and business planning services. Sources of capital include credit union member deposits, non-member deposits from social investors, and funds from federal, state, and local governments. Borrowers include members of the credit union, usually individuals. Community development credit unions are nonprofit financial cooperatives that are owned and operated by the lower-income people who are members of the credit union. These credit unions are federally regulated and insured by the National Credit Union Administration, and state regulatory agencies. There are approximately 170 credit unions that have earned the designation of “low-income status” as defined by the Federal Credit Union Act which allows them to accept deposits from non-member investors.¹

The remaining three types of CDFIs are **community development loan funds**, **community development venture capital funds**, and **microenterprise development loan funds**. Investments in these funds are not federally regulated and insured, and rates of return tend to fall below competitive market rates. Much of the capital comes from foundations, banks, religious organizations, corporations, and individual donations rather than investments.

What follows below is a set of criteria designed to provide guidance to the Budget, Finance, and Audit Committee in making decisions with regard to investment of the Society’s cash reserve funds in CDFIs. These criteria fall in three general categories—geographic, social, and financial.

Geographic Criteria

The SSSP is a national professional society of activist scholars. Accordingly, it is important to insure that, over time, the Society’s CDFI investments be equitably distributed across the nine regions of the nation defined by the Census Bureau. It is recommended that the BFA Committee strive to place its future investments with CDFIs in the across all nine regions in an equitable manner.

Social Criteria

The BFA Committee has attempted to maximize the racial-ethnic and urban-rural diversity of the low-income communities its deposits benefit. It is recommended that the BFA target future investments to CDFIs that serve low-income communities and provide loans and other services to the diversity of racial-ethnic groups that exist in the region and to women.

Financial Criteria

In order for the Society’s investments to benefit the low-income communities served by recipient CDFIs, it is recommended that deposits be made for a minimum of three to a maximum of five years, provided that the Society does not need to use the funds to meet its other financial obligations. To maintain flexibility, deposits might be made in the form of one-year certificates of deposit, with the goal of renewing them for a minimum of three years. To meet its fiduciary responsibility to the Society, the BFA Committee should strive to make deposits in CDFIs that offer competitive rates of interest and where these deposits are federally insured.

¹In order to achieve the low-income status designation, and hence accept deposits from non-members, the credit union must serve a majority of low-income members. “Low-income members” are “those members who make less than 80 percent of the average for all wage earners as established by the Bureau of Labor Statistics or those members whose annual household income falls at or below 80 percent of the median household income for the nation as established by the Census Bureau or those members otherwise defined as low-income members as determined by order of the NCUA Board.”

CDFI Investments

Consistent with the above criteria, over time the Society has invested funds with the following CDFIs:

- Carver Federal Savings Bank, New York, NY
- Self Help Credit Union, Durham, NC
- Shore Bank, Chicago, IL
- Hope Community Credit Union, Jackson, MS
- Winthrop Federal Credit Union, Winthrop, MA
- Liberty Bank and Trust Company, New Orleans, LA
- Tulip Cooperative Credit Union, Olympia, WA
- Native American Bank, Browning MT
- Louisville Community Development Bank, Louisville, KY
- First American Credit Union, Window Rock, AZ
- Community Bank of the Bay, Oakland, CA

I. A. 7. Purchasing, Payables, and Cash Disbursements

The Society works under an annual operating budget authorized by the Budget, Finance, and Audit Committee and the Board of Directors. The Treasurer and Administrative Officer approve all purchases. The Administrative Officer selects vendors, in consultation with the Executive Officer. The Administrative Officer receives all invoices, codes all expenses in Open Systems, and prepares all checks. The President, Treasurer, Executive Officer, and Administrative Officer are authorized by the By-laws to sign checks for the Society. Checks greater than \$1,000 or those for the purpose of payment of salary of salaried employees must be signed by two of the four. Since 1990, the combination used for the two signatures has been the Treasurer and the Executive Officer.

Prior to April 15, 2009, the Executive Officer reviewed the invoices and all financial statements before signing checks. Following the 2009 Annual Meeting, the Treasurer reviews the purchases journal and approves the expenditures before the Administrative Officer prints the checks. This review serves as an appropriate segregation of duties for cash disbursements, considering the Society's limited personnel available. The Administrative Officer makes all purchases and is aware of all items requiring accrual at end of periods. Most expense items are recurring, so the Administrative Officer checks for recurring items not received by end of period and scans expenses in comparison to prior year for other items that may require accrual.

Currently, we use digital signatures on all checks (one signature on checks under \$1,000, two signatures on checks over \$1,000, and checks for the purpose of payment of salary of salaried employees). The financial statements are reviewed quarterly by the Executive Officer and by the Budget, Finance, and Audit Committee. All checks are processed through the Accounts Payable ledger and require an expense or asset coding for each payment; the Society rarely writes any manual checks. On rare occasion, the Society makes a wire transfer. The Treasurer and Executive Officer review the information prepared by the Administrative Officer, and then the Administrative Officer executes the wire transfer with the bank.

I. A. 8. Revenues, Contributions, and Cash Receipts

The Administrative Assistant opens the mail, codes each check, photocopies the checks, and prepares the deposit slip. The Administrative Officer verifies the coding of each check, prepares a spreadsheet containing the name, check number, amount of check, and breakdown of each item, and makes the deposit. This spreadsheet is used to reconcile the revenue recorded in the general ledger.

The Administrative Assistant processes credit card transactions received via the US Postal Service. Online credit card transactions are processed through Authorize.Net. Authorize.Net closes and settles each batch daily. The Administrative Officer verifies each transaction and prepares a spreadsheet containing the name, credit card type, transaction amount, and breakdown of each item. This spreadsheet is used to reconcile the revenue recorded in the general ledger.

A significant portion of the Society's revenue is generated from subscription sales of the journal *Social Problems*. The Society contracts with the University of California Press, who collects all subscription records from subscribers, receives payment and remits the Society's portion through monthly wire transfers. The Administrative Officer reconciles the remittance and cash deposited to monthly statements from the University of California Press.

The Administrative Officer has custody of the checks but does not have custody of the credit card transactions received. The Administrative Officer reconciles the bank accounts to the accounting records monthly. The Treasurer reviews and approves the bank reconciliation of the Society's checking account monthly.

I. A. 9. Systems and Disaster Recovery Plan Specific to the Accounting Functions

The Society uses the accrual method of accounting and the Open Systems accounting software. Open Systems is a standardized 'canned' software package and the Society has not made any significant modifications to the system. The current accounting programs are in the same version as the Society's. As a result, only the data requires physically copying to the recovery system. The existing data was moved and the Society's data placed on the system. All mission-critical functions were tested, including general ledger transaction entry, reporting, and accessing of all prior years of history (1994-2012). Additionally, trial balance reporting and financial statement reporting were also tested. The accounts payable invoice entry, posting, and check processing functions were all tested. All tests were successful with no issues.

Should an actual situation occur where disaster recovery was in place, the data would be copied to the recovery system as well as 3 printer-related files that would ease the transition from one printer to another and maintain the Society's special printer configurations. These files are contained within the folders that are backed up when performing the osas7.52 (entire folder) backup. The actual recovery time (time required to begin processing) should be less than one hour, depending upon the amount of data files being copied to the recovery system and any printer tweaking that might be involved.

In addition, the Society purchased the Administrative Officer a Maxtor One Touch Backup and flash drive that enable the backup of the majority of the mission critical programs and data including the accounting programs and data. The flash drive is always maintained with the Administrative Officer. In November 2009, the Administrative Officer signed up with MozyPro, an online backup service. In April 2012, the Administrative Assistant and the Graduate Research Associate signed up with MozyPro. In addition, they utilize an external hard drive to backup their files.

I. B. Annual Meeting

I. B. 1. Management of the Annual Meeting

History

One of the largest responsibilities confronting the Society each year is the task of managing the Annual Meeting. Because this task had become so time-consuming and specialists in conference management existed at the time the Administrative Office was moved to its current location, it was agreed that a Meeting Manager would be secured. Previous Executive Officers tried using an outside firm or person to manage the book exhibit. The firm helped with registration and small aspects of on-site conference management during the Annual Meeting. In general, these prior experiences had not proven very successful.

Since moving the office to the University of Tennessee, three different techniques of managing the meetings have been used. The first was to contract with a firm that provided meeting management services located in the same city as the Administrative Office. This contract was negotiated with a firm that had managed a book exhibit for the Society for several years. They offered a bid, but a Knoxville firm offered a better one. After an initial agreement with the Knoxville firm, the firm withdrew from the contract and the Society contracted with a former employee of the firm who had been working with the Society on the Annual Meeting. This proved satisfactory for the first year, but some inexperience with running various aspects of the conference and relationships with the hotel were less than satisfactory.

Next the Society tried contracting with a firm in the same city as the conference location. In this instance, the Society found an individual who had been a member of the Society, who had substantial contacts with social action organizations in the city in question. This individual helped organize a profitable workshop, both intellectually and monetarily, for the Society. This person served as Local Arrangements Chair and helped the Society to move forward. Since this individual was so successful, the Society employed him and his firm again the following year but for a conference location at a distance from both the Meeting Manager and the Administrative Office. This did not work as well and the staff of the Administrative Office felt that coordination problems and communication problems emerged.

During the second year the workshop was not as profitable although substance and reaction remained strong. In addition, it became clear that having a person who could understand the needs of the Society on-site to help with local arrangements was an important advantage. It became equally clear that such a person would have enough demands on their time to merit some compensation for their work. Further, although sympathetic to the idea that workshops for training people in the area were a reasonable use of teaching skills and knowledge, the Society had a problem with adequately promoting the workshop as promotion required many local contacts.

The Administrative Officer hired in 1992 had experience in working with conferences. She offered her services as Meeting Manager at an attractive fee. Currently, the management of the Annual Meeting is under contract to the Administrative Officer at a separate fee.

The Society recognized that the task of Local Arrangements Chair required time and effort beyond that required of other volunteers. As a result, compensation was proposed for this person. The Local Arrangements Chair serves as a liaison for the Meeting Manager between various firms located in the host city with which the Society must do business in arranging the conference.

Responsibilities

In connection with the Annual Meeting, the Administrative Office handles all tasks associated with pre-registration, on-site registration including registration workers, and the preparation of the preliminary program and final program. The Administrative Officer is responsible for negotiating a contract with a travel agency that will offer special discounted fares to the meeting site and a contract with a rental car agency that will offer special rental car rates, and for determining the complimentary rooming list and other amenities. The Executive Officer has oversight responsibilities of the performance of all staff and must report to the Board of Directors in this regard.

The Administrative Office is responsible for all money received at the Annual Meeting. The Administrative Officer keeps a financial record of the daily receipts from registration and other conference sales.

The Society utilizes graduate students as registration staff at the Annual Meeting. In return for their services, the students are provided a complimentary shared room for three nights. They are expected to pay conference registration fees and be a current member. In return for these benefits, students are expected to work 12 hours at registration. Duties include distributing packets to registrants, taking attendance at sessions, or other tasks assigned by the Meeting Manager or the Administrative Assistant.

The Administrative Office devotes a lot of time in follow-up with persons who do not register in a timely fashion. At the 2012 Annual Meeting, the Board of Directors approved a policy that program participants will be dropped from the annual meeting program, if they do not register by July 1 of that year. The Board requests that program participants receive at least three notices prior to the July 1 deadline for registration.

Financial Considerations

Prior to 2011, the cost of the Annual Meeting exceeded the revenue generated. One area which causes cost overruns is the rental of audio-visual equipment. Prior to the 2004 Annual Meeting, the Society provided an overhead projector in each session with the exception of roundtable sessions. In 2004, the Society purchased an LCD projector. In 2007, the Society purchased an additional LCD projector. Program participants had to submit a request to use the projectors by January 31. This practice was very cumbersome. In 2008, the Board of

Directors voted to provide an LCD projector and overhead projector in each session with the exception of roundtable sessions. At the 2009 Annual Meeting, the Board of Directors voted to provide an LCD projector in each session with the exception of roundtable sessions. The rationale for the removal of the overhead projectors is because most presenters prefer to use an LCD Projector. At the 2011 Annual Meeting, the Board of Directors voted to provide an LCD projector in each session with the exception of roundtable sessions and critical dialogue sessions. Any additional audio-visual equipment must be paid for by the program participant.

Another area of financial loss is reduced registration rates provided to students and low-income members. As it stands, regular registration is not enough to subsidize the cost of attending the Annual Meeting. In 2012, the Board of Directors approved the removal of the one-day conference registration fee. A third area of significant expense is the stipend for the Meeting Manager and the honorarium for the Local Arrangements Chair.

Complimentary Rooms

The Society receives some complimentary rooms on the basis of the number of paid guestrooms occupied on a cumulative basis during our Annual Meeting (currently, 1 complimentary guestroom per 40 paid guestrooms). These rooms are allocated to persons who must attend the Annual Meeting to fulfill their commitments to the Society. If additional complimentary room nights are available, they are allocated to defray the costs of running the Annual Meeting. The traditional list for receiving complimentary rooms during the Annual Meeting is: President, President-Elect, Vice-President, Secretary, Treasurer, Editor of *Social Problems*, Executive Officer, Administrative Officer, Administrative Assistant, Information Technology Specialist, and the Graduate Research Associate.

I. B. 1. A. Accessibility Services Approved Policy

- With the professional costs of interpreting needs, the approved budget is \$2,500.
- SSSP Annual Meeting registration materials will ask any member who has an accessibility request to notify the Administrative Office by June 30. This will give the Administrative Office and/or the Accessibility Committee time enough to locate resources.
- The Accessibility Committee and the Administrative Office will help any member who requests interpreting services by contacting local area agencies that provide interpreting (unless member does not want us to do this) and get estimates.
- SSSP will cap services per member in the following ways:
 - A. The money would be divided equally among those requesting services.
 - B. Members will be responsible for rest of costs.

I. B. 2. Duties of the Meeting Manager

Hotel

- Accompany the President and Local Arrangements Chair on the final site visit. Become acquainted with key hotel personnel. Discuss placement of events in the hotel, catering arrangements, sociological tours of interest, room set-up, and audio-visual needs, etc.
- Work with the hotel Sales Manager to ensure that SSSP receives all concessions identified in the hotel contract.
- Secure reservation information from the hotel.
- Arrange room set-up requirements for all sessions and catered events.
- Plan menus and coordinate catered events for: Board of Directors Meetings and Reception, Welcoming Reception, New Member Breakfast, Committee Meetings, Editorial Board Luncheon, Division Sponsored Reception, Awards Reception, Business Meeting, and any additional food service functions.
- Review the master account with the hotel Credit Manager to determine compliance with contract provisions, and make sure that all charges belong to the Society and secure adjustments when appropriate.
- Arrange with the Reservations Manager for hotel reservations for officers and VIP's.
- Design and implement a Roommate Matching Service.

Pre-Registration/On-Site Registration

- Recruit volunteers to work during on-site registration.
- Coordinate work schedules for volunteers.
- Provide the Treasurer and Executive Officer with copies of all requests to disburse funds. They will authorize cash distribution of funds apart from petty cash.
- Compile materials that will appear in registration packets (final program, proposed resolutions, business meeting agenda, and flyer/map of the city).

Program

- Review the overall design for the program and front cover. Prepare front matter describing conference site, activities and special events for the preliminary and final program. Special events will include: book exhibit, film exhibit, awards ceremony, walking tours, child-care information, accessibility resources, information on plane reservations and major driving routes, and special features of the meeting site.

Audio-Visual Needs

- Secure a contract for audio-visual equipment by competitive bidding by April 15. Two bids must be secured.

Awards Ceremony

- Coordinate the itinerary, room set-up, and audio-visual needs.
- Secure plaques or certificates for award winners.

Other

- Work closely with the Local Arrangements Chair. Provide guidance and expertise when appropriate.
- Work closely with the President and Program Chair on their ideas and projects for the annual meeting.
- Work closely with the company that manages the book exhibit. Provide guidance and expertise when appropriate.
- Report on the management of the meeting and assessment of the hotel performance to the Board of Directors and at the Business Meeting.
- Provide on-site coordination of member requests and hotel services to insure a quality meeting.

I. B. 3. Duties of the Local Arrangements Chair

According to the motion of the Board of Directors, the Local Arrangements Chair's tasks are to assist the Meeting Manager. A stipend for use as an honorarium or release time is given to the Local Arrangements Chair. A budget is provided for any expenses that the chair incurs. Receipts must be sent to the Administrative Officer before reimbursement will be issued. The stipend can be paid on a monthly basis (January-August) or in one payment at the Annual Meeting.

Hotel

- Accompany the President and the Meeting Manager on the final site visit (November).

Program

- Provide advice to the Program Committee, Executive Officer, and the Administrative Officer on the development of the preliminary and final program. Write a brief "Welcome to the City" to be included in the preliminary and final program by March 1. Recruit a graduate student to write a brief "Welcome to the City-The Student Edition" to be included in the preliminary and final program by March 1. Provide walking directions from the SSSP conference hotel to the ASA conference hotels by March 1. Offer suggestions about special activities in the host city during the Annual Meeting by March 1. Proof the preliminary (May) and final program (July).
- Assist the President, Program Committee, Executive Officer, and the Administrative Officer in planning special activities such as tours of local sites of sociological interest. Have suggestions ready by the final

site visit.

Local Promotion

- Special efforts need to be made to encourage attendance from local colleges and universities within the area. A list including the name, address, and e-mail address of a contact person from each institution should be forwarded to the Administrative Officer by mid-November. The Administrative Office will distribute meeting related announcements to each contact person.
- Ideas on how to encourage students and faculty from local institutions to attend the Annual Meeting.

Media

- Notify the local newspapers, radio, television, and magazines at least three months prior to the Annual Meeting. Obtain the name of the contact person who will be covering the meetings, if possible. Include the list of contacts you made in the Local Arrangements Committee's report to the Board of Directors.
- Prepare general press release (condensed and extended versions) in advance of the meeting (at least 3-4 weeks prior) to be circulated to all area media and area colleges and universities. The President, Executive Officer, and Administrative Officer must approve the press release before it is circulated.

Restaurant Guide

- Create a restaurant guide (pdf document) that includes various cuisines (including multiple options for all budgets) near the conference hotel and in popular neighborhoods by July 1. Include links to online services such as OpenTable, Yelp, Urbanspoon, etc.

Other

- Assist the Administrative Officer with contacting the Center for Independent Living regarding accessibility services, if needed.
- Prepare and present a report to the Board of Directors outlining your activities during the past year.

I. C. Board of Directors

Introduction

The duties of the Board of Directors are to manage the affairs of the Society. The President, President-Elect, Immediate-Past-President, Vice-President, Vice-President Elect, seven executive members, the Secretary, the Treasurer, and the Chairperson of the Council of the Special Problems Divisions are voting members of the Board of Directors. All actions of the Board of Directors will be reported promptly to the membership by e-mail bulletins or through publication in periodical newsletters. The membership reviews the actions of the Board of Directors at the regular Annual Business Meeting.

The Board of Directors is the only body of the Society to authorize official statements in the name of the Society. When such statements are thought controversial, they are first submitted to the membership for authorization at the Annual Meeting or by e-mail ballot, if requested. All statements not authorized are subject to critical review after issuance by the Society's Annual Meeting.

The current Board of Directors will meet the day preceding the Annual Meeting and the first day of the Annual Meeting. The current Board and the newly elected Board of Directors will meet the last day of the Annual Meeting.

Management of the Affairs of the Society

Executive Officer and Administrative Officer

The Executive Officer and Administrative Officer report to the Board of Directors or to those persons or offices that the Board designates. These positions have been utilized by the Board of Directors to carry out the ongoing activities of the Society. They traditionally report annually to the Board of Directors, but could be required to report more frequently. A variety of duties have been delegated to the Executive Officer and Administrative Officer as has been indicated above. These two positions are compensated by the Board of Directors and, in

practice, compensation for the positions has been recommended by the Budget, Finance, and Audit Committee. The By-laws instruct the Permanent Organization and Strategic Planning Committee to serve as the personnel committee for the Society. (In most organizations, an evaluation of performance and a recommendation for a salary increase would first come from the personnel committee and be evaluated by the Budget, Finance, and Audit Committee.) The Permanent Organization and Strategic Planning Committee is given broad instructions on reviewing the performance of volunteer participants as well as the performance of paid staff in the interest of “more efficient achievement of organizational objectives” (see Article VI. Section 12 of the By-laws). Section I. A. of this manual provides a description of the work of the Executive Officer and Administrative Officer. Detailed job descriptions can be found in the appendix. Other sections deal with responsibilities of volunteer officers and committee members.

Officers

Each of the major officers reports annually to the Board of Directors. The President presents a report of activities and responsibilities in the form of specific initiatives for Board approval. The Vice-President reports on resolutions and any other assigned duties. The Secretary provides the minutes and prepares the summary of major Board actions for presentation at the Annual Business Meeting. The Treasurer reports on the financial operation of the Society as compared to the budget established by the Board of Directors after reviewing the recommendations of the Budget, Finance, and Audit Committee. The Chairperson of the Council of the Special Problems Division reports on the activities of the divisions.

Committees

A large portion of the work of the Society is done by committees. Many of the committees report to the Board of Directors at the Annual Meeting, particularly if their report requires action by the Board. In the event that no action is required, the committee’s report may be reviewed by the Board of Directors before publication on the Society’s web site.

All committees are to provide minutes of their meetings to the Administrative Officer, as well as reports of all of their activities. These minutes and reports should be provided in electronic form so as to be easily stored, accessed, and disseminated. The Administrative Officer will make sure that each committee chair will have a copy of, or easy access to, the previous year’s minutes and reports for their respective committee meeting. The Administrative Officer will develop an electronic data retrieval system that can be accessed from the Society’s web site. This data retrieval system will contain all of the minutes and reports of the Society and will be easily accessible.

Annual Business Meeting

This meeting is a time for direct reporting to the membership on the administration of the Society.

Special Problems Divisions

Divisions vary greatly in strength and activity. The Board of Directors communicates formally with the divisions through the Chairperson of the Council of Special Problems Divisions. Specifically, the Board of Directors needs to be concerned about the continued viability of a division. The Executive Officer and Administrative Officer will notify the Board and Council on Division Chairpersons when a Special Problems division has failed repeatedly to engage in required division activities during the preceding year, such as (1) have at least 150 members for two years running, (2) distribute at least one newsletter a year, (3) have a replacement chair elected by the end of the current chair’s term of office, (4) organize at least two sessions for the annual meeting, (5) be represented at every meeting of the Council of the Special Problems Divisions, (6) hold a divisional meeting at the annual meeting, and (7) maintain a current division mission statement on the division’s web page. At this time, the Board will consider placing the division on probationary status. Then, if the division requirements are not met by the following year, the Board and Council of Division Chairpersons will vote on whether or not to deactivate the division. The division can appeal the Council’s recommendation, first to the Council itself and to the Board if it is unsuccessful in its appeal to the Council.

As scholarly interests change, the Board of Directors is charged with establishing new divisions as discussed in Article VI, Section 1 of the By-laws. A substantial number of members choose to relate to the Society primarily through the Special Problems Divisions. The Society encourages this specialization by making the divisions

responsible for a large share of the program at each Annual Meeting. For more details on divisions, see Section III of this manual.

I. D. Selecting the Executive Officer, the Administrative Officer, and the Administrative Office

At the Annual Meeting, the Permanent Organization and Strategic Planning Committee and the Board of Directors will evaluate the effectiveness and general desirability of maintaining current arrangements relative to the Administrative Office, Executive Officer, and the Administrative Officer. This evaluation will take into consideration the committee report from the Permanent Organization and Strategic Planning Committee and any other information the Board is able to obtain. Should the Board decide a change is needed in any or all of the above office entities, or should there be a vacancy (ies) for other reasons, the following procedures will be followed. It is hoped that the Executive Officer will give sufficient (preferably two calendar years notice but at least one calendar year) notice.

Selecting the Executive Officer

1. Once it is determined that the Executive Officer position is to be vacated, and that a replacement is desirable, the President of the Board will solicit nominations and applications for the Executive Officer. Ordinarily, the decision to begin a search will occur at the annual meeting that marks the end of the organizational year--call this Year 1. An invitation will go out to all members and all Sociology Departments and other participating interdisciplinary programs. Advertisements will be posted in all SSSP information documents (newsletter, journal, web site, etc.), in the *ASA Footnotes*, *The Chronicle of Higher Education*, newsletters of other national and regional professional organizations (e.g., Sociologists for Women in Society, American Society of Criminology, regional sociological societies), and other appropriate non-sociological venues to ensure a broad and diverse pool of applicants. These advertisements should refer potential applicants to the detailed description of the Executive Officer's position posted on the SSSP web site. Interested SSSP members in good standing may apply by submitting a letter of interest, CV, a proposed budget, and a letter of support from the applicant's Department Chair and/or corresponding Dean of the prospective host institution, or appropriate official with budgetary authority in prospective nonacademic host institutions. The names and complete contact information of three other references must also be provided. The letter of interest should include what support the host institution is willing to provide for the prospective Executive Officer. Institutional support should be corroborated by the letters from the Dean and/or Department Chair, or appropriate official with budgetary authority in nonacademic institutions. Under ordinary circumstances, the deadline for submitting applications should be December 15 of Year 1, that is, the year before the annual meeting at which the top 3 applicants will be selected. Applications will be submitted to the Administrative Officer, who will distribute them to the Permanent Organization and Strategic Planning Committee (POSPC).
2. The POSPC, working in consultation with the Board and the Treasurer, will screen applications. This screening will take into consideration the protection/promotion of affirmative action and cultural diversity interests, as well as the qualifications of the applicants and the resources available from the applicants' institutions. Members of the POSPC may contact applicants and request additional information.
3. Prior to March 1 of Year 2, the POSPC will recommend up to three applicants to the Board for review and approval; at the same time, the Board should receive a list of all applicants for the position. If the Board is not satisfied with the three recommended applicants, they may request that the POSPC reconsider its recommendations until agreement between the POSPC and Board is reached on a list of up to three finalists. These finalists will be notified by the POSPC that they will be interviewed at their home institutions by a subcommittee consisting of the chair of the POSPC and two Board members no later than June 15, and by the Board as a whole at the upcoming annual meeting. The subcommittee will submit a report to the Board no later than July 15 that includes the site visit and interview protocol used, a detailed assessment of each candidate as the potential SSSP Executive Officer, an assessment of the

institutional support of the candidate based on interviews with relevant officials, and the subcommittee's recommendation(s).

4. Arrangements will be made by the Administrative Officer and Meeting Manager so that during the Year 2 annual meeting and the Board will interview the finalists. (The Administrative Officer may be called upon throughout the entire process for assistance in coordinating the various activities.) The Board will use the subcommittee's report and recommendations, as well as the information obtained from its own interviews, to make a final selection of the Executive Officer.
5. The President of the Board will contact the successful applicant and offer him/her the position. Once the applicant has accepted the position appropriate steps will be taken to ensure a smooth transition. This may involve the new Executive Officer spending time at the Administrative Office, and working with the Administrative Officer to gain familiarity with the day-to-day management of the Society, and with the outgoing Executive Officer to gain understanding of the duties and responsibilities of the position.

Selecting the Administrative Officer

Although in the past, it was assumed that the Administrative Officer would be located at the same site as the Executive Officer, that assumption is no longer necessary given modern communication capabilities and corresponding working arrangements. The POSPC, working in consultation with the Board and the Treasurer, will develop a recruitment and selection procedure for a new Administrative Officer that is similar to procedures outlined for the Executive Officer position described above. If both the Executive Officer and Administrative Officer positions are being vacated at the same time, then these two selection processes may be run simultaneously or institutionally coupled. However, such coupling is not necessary. If there is an Executive Officer at the time that the Administrative Officer position becomes vacant, the Executive Officer will serve as a temporary non-voting member of the POSPC in order to participate in the search process.

Selecting the Administrative Office

Should the University of Tennessee discontinue its contract with the Society, it will be necessary to locate a new institutional home for the Administrative Office. Should this occur, the POSPC will work in consultation with the Board and the Treasurer to develop selection procedures.

II. The Volunteer Officers

II. A. President

The President has many responsibilities and opportunities to advance the organization. The person elected serves on the Board of Directors for three one-year terms as President-Elect, President, and Past-President. Each year, the President has a different role within the Board of Directors. The first year is one of observing, planning, and recruiting persons to serve on various committees. These duties are described in Section II B. of this manual. The second year begins with the announcement of the program theme in the final program for the year preceding the meeting over which he or she will preside. The following section outlines presidential roles during the second year. In the third year, the past-president serves in an advisory capacity.

The President's term officially begins when the current President passes the gavel to the President-Elect at the end of the Annual Business Meeting. This is the first opportunity to address the Society as its President. The address often includes an encouraging word about program participation and recruitment. This is an opportunity to say a brief word about special projects the President will encourage members to support during his or her term.

The next formal duty as President is to preside at the meeting of the new Board of Directors. This meeting takes place on the last day of the Annual Meeting. The Executive Officer and Administrative Officer will work with the President to prepare an agenda. The agenda usually contains the following items: (the order listed varies depending on the schedules of various persons making their report and the preferences of the President and the Board of Directors.)

- a. A report from the Nominations Committee giving the names of those listed for the offices of: President-Elect, Vice-President Elect, members of the Board of Directors, and members of the elected committees (Budget, Finance, and Audit Committee, Committee on Committees, Editorial and Publications Committee, and the Membership and Outreach Committee);
- b. Action by the Board of Directors to nominate a Secretary and Treasurer to run in the next election;
- c. Action by the Board of Directors to appoint four members to the Nominations Committee for the next term;
- d. Announcement of proposed appointments to the committees listed below, followed by approval of the Board of Directors: Accessibility Committee, By-Laws Committee, C. Wright Mills Award Committee, Elections Committee, Erwin O. Smigel Award Committee, Joseph B. Gittler Award Committee, Lee Founders Award Committee, Lee Scholar Support Fund Committee, Lee Student Support Fund Committee, Local Arrangements Committee, Permanent Organization and Strategic Planning Committee, Program Committee, Racial/Ethnic Minority Graduate Scholarship Committee, Standards and Freedom of Research, Publication, and Teaching Committee, and the Thomas C. Hood Social Action Award Committee;
- e. Presentation of the budget for the next calendar year by the Budget, Finance, and Audit Committee, discussion of the budget, amendment (if desired) and approval;
- f. Action on any matters referred to the Board of Directors at the Annual Business Meeting;
- g. If prior action approving a site for the conference has not been taken by the Board of Directors, then action is taken at this meeting;
- h. If committees who have been meeting at the site of the Annual Meeting have recommendations to bring to the Board of Directors, they must be placed on the agenda;
- i. Items of business from the Special Problems Divisions must be brought to the attention of the Board of Directors by the Chairperson of the Council of Special Problems Divisions;
- j. Any items of business that Board members would like to bring to the attention of the Society.

Presidential Fundraising

The President-Elect/President is encouraged to raise additional funds in support of the Annual Meeting over which he or she presides and to consult with the Administrative Officer/Meeting Manager regarding their use. The President-Elect/President, however, makes the final decision on the use of these funds in support of the Annual Meeting.

The Call for Papers

After the first meeting of the new Board of Directors, the work of the President as mobilizer begins. The President may charge the committees to perform certain tasks in fulfilling his or her purpose as described in the By-laws.

The President often chooses to work closely with the Program Committee Chair as he or she begins to organize the program sessions. The divisions have a strong role in shaping the program; therefore, the President and the Program Committee meet with representatives from the various divisions on the last afternoon of the Annual Meeting. This provides an opportunity for discussion on how the program theme will be translated into sessions sponsored by the Program Committee and the divisions. Significant effort from the session organizers, division chairs and the Program Committee must be accomplished soon after the Annual Meeting. The Call for Papers poster is formulated by the Administrative Office during September and printed and mailed in early October.

The Final Site Visit

In November, the President, Meeting Manager, and the Local Arrangements Chair visit the hotel site of the upcoming Annual Meeting. The purpose of this visit is to discuss placement of events in the hotel, catering arrangements, sociological tours of interest, etc. The visit provides an opportunity for the President, Meeting Manager, and the Local Arrangements Chair to become acquainted with key hotel personnel who will work with them during the conference. In addition, room set-ups can be proposed for various conference events. The Administrative Officer will set up this visit at a time convenient for all involved. The Society will bear the costs associated with the visit. It is not necessary for the Executive Officer to attend this meeting. The visit can usually be accomplished in 48 hours.

The Submission of Program Sessions to the Administrative Office

Session titles, paper titles, and names, affiliations, and e-mail addresses of participants are due to the Administrative Officer no later than March 1. The Administrative Officer prepares the draft of the preliminary program. The Administrative Officer ensures that an automated e-mail is sent to all program participants urging them to verify the correctness of their program listing/s via the online Session Management System, to secure the registration of program participants, and to secure their membership in the Society (if they are not already members). The President must make sure that session organizing tasks assigned to the Program Committee are completed and sent in on time. The title of the Presidential Address must be ready at this time. Any time preferences for various sessions and events within the program must be conveyed to the Administrative Officer by March 1. This will help in arranging the meeting schedule.

The Mid-Year Meeting of the Budget, Finance, and Audit Committee

Any specific budgetary requests that the President wants considered by the Budget, Finance, and Audit Committee must be sent to the Administrative Officer by May 1. The Budget, Finance, and Audit Committee will discuss the requests at their mid-year meeting when they draft the budget for the following year. The main responsibility of the President with reference to this meeting is to make sure that any information impacting the budget is in the hands of the committee before the meeting.

Final Preparation for the Annual Meeting

All correspondence on menus, scheduled times of various events, program for the banquet and any remaining details concerning the Annual Meeting must be finalized no later than May 1. The Administrative Officer will prepare the preliminary and final program. The President will review both programs for accuracy.

Duties at the Annual Meeting

The President will preside at two Board of Directors Meetings and the Annual Business Meeting; attend the Board of Directors Reception, Welcoming Reception, New Member Breakfast, Division-Sponsored Reception, Reception honoring our Past Presidents, Program Committee Meeting, and the Council of Division Chairs and the Program Committee Meeting; give the Presidential Address; preside at the Awards Banquet; and attend a Board of Directors Meeting on the last day. Presidents are given some flexibility in arranging the schedule. The major Board of Directors Meeting occurs on the day before the scheduled paper sessions begin. The Board of Directors' reception follows. The first day includes a follow-up Board of Directors Meeting. The second day includes the Annual Business Meeting, the Presidential Address, and the Awards Banquet. The third day includes the meeting of the new Board of Directors.

The President must read through the By-laws and know the fundamentals of *Roberts Rules of Order, Revised*. If the President does not feel comfortable with this, he or she must appoint a parliamentarian. The President must preside at the Board meetings in a firm but relaxed fashion. The President must make sure that Board members take turns speaking for or against an issue. This is a good way to eliminate redundant speeches and bring a debate to a close when there is a consensus.

II. A. 1. Committee Appointment Sheet

The rising President presides at the meeting of the new Board of Directors on the last day of the Annual Meeting. Committee appointment activity must be completed by the conclusion of the Annual Meeting. Having the list ready for review at the Annual Meeting is helpful.

In consultation with the Committee on Committees, the President nominates and the Board of Directors approves the following committee appointments:

Accessibility Committee (one or more committee members, one-year term)

C. Wright Mills Award Committee (at least five committee members, one-year term)

Elections Committee (Chair and three or more members who reside in the same geographic area as the chair, one-year term)

Erwin O. Smigel Award Committee (one committee member, one-year term)

Lee Founders Award Committee (at least five committee members, one-year term)

Lee Scholar Support Fund Committee (one committee member, one-year term)

Lee Student Support Fund Committee (one committee member, one-year term)

Local Arrangements Committee (Chair and at least three members residing in the local area where the Annual Meeting is to be held, one-year term)

Permanent Organization and Strategic Planning Committee (two committee members, three-year term)

Program Committee (Chair and three or more committee members, one-year term)

Racial/Ethnic Minority Graduate Scholarship Committee (five committee members: committee must be comprised of members at all levels of seniority, although there will be no student members, one-year term)

Standards and Freedom of Research, Publication, and Teaching Committee (one or two vacancies, three-year term)

Thomas C. Hood Social Action Award Committee (a maximum of six committee members who reside in the area where the Annual Meeting is to be held, one-year term)

The following Elected Committees select their own chair:

Budget, Finance, and Audit Committee; Committee on Committees; Editorial and Publications Committee; and the Membership and Outreach Committee

II. A. 2. The Calendar from Election to the Presidential Address

FIRST YEAR

MAY: The President-Elect is notified of the election results. His or her term will begin at the end of the Annual Business Meeting. The President-Elect must appoint a Chair-Elect for several committees. These persons will serve as Chair-Elect on the designated committee during the year he or she is President-Elect and will serve as Chair during the year that he or she is President.

JUNE: The President-Elect has no specific responsibilities except as a member of the Board of Directors.

JULY: The President-Elect has no specific responsibilities except as a member of the Board of Directors.

AUGUST: The President-Elect must attend the Annual Meeting. He or she will become a voting member of the Board of Directors at the meeting of that body which comes after the Annual Business Meeting. This meeting usually takes place on the morning of the last day of the Annual Meeting.

SEPTEMBER: The President-Elect must begin thinking about his or her program theme and any special features that he or she wants to incorporate in the next Annual Meeting. This is a good time to get reflections of the previous year's Program Committee about organization and planning of the program.

OCTOBER: The President-Elect has no specific responsibilities except as a member of the Board of Directors.

NOVEMBER: The President-Elect has no specific responsibilities except as a member of the Board of Directors.

DECEMBER: The President-Elect has no specific responsibilities except as a member of the Board of

Directors.

JANUARY: The President-Elect should make plans to participate in the Annual Meeting. He or she should consider submitting a paper or organizing a session as a show of support for the current President.

FEBRUARY: The President-Elect should check with the Program Committee Chair to discuss their opinion on the program ideas he or she is considering. The program theme statement must be submitted to the Administrative Officer by June 30. This statement will appear in the final program.

MARCH: The President-Elect must forward any budget requests that he or she may have for activities during the Presidential year to the Chair of the Budget, Finance, and Audit Committee and the Administrative Officer no later than May 1. All requests will be considered at the Budget, Finance, and Audit Committee mid-year meeting.

APRIL: The President-Elect must check with the members of his or her Program Committee to determine if they will be able to attend the Annual Meeting so that they may exchange ideas with the Division Chairs and the current Program Committee. He or she must check with the Committee on Committees Chair to see who they are suggesting to fill out the committee appointments for which the President-Elect is responsible.

MAY: The President-Elect can make any last minute requests for budget items during the year that he or she serves as President. The President-Elect must continue to work with the Committee on Committees.

SECOND YEAR

JUNE: The President-Elect must complete the final draft of his or her program theme statement, provide a testimonial, and photo for the SSSP web site and submit it to the Administrative Officer by June 30. The President-Elect must continue to work with the Committee on Committees.

JULY: The President-Elect must finalize his or her work on committee appointments and plans for attending the Annual Meeting. The President-Elect must inform the Administrative Officer about any special agenda items that he or she wishes to cover at the first meeting of the Board of Directors when he or she will serve as President.

AUGUST: The current President will pass the gavel to the President-Elect at the end of the Annual Business Meeting. This will be the first opportunity for the incoming President to address the Society as its President. The address often includes an encouraging word about program participation and recruitment. This is an opportunity to say a brief word about special projects the President encourage members to support during his or her term as President. The President must attend all meetings of the Board of Directors. He or she will preside at Board of Directors Meeting on last day. The President must make sure that the Board of Directors reviews the slate of nominees provided by the Nominations Committee and that the Board of Directors nominates at least one candidate each for the offices of Secretary and Treasurer and appoints four members to the Nominations Committee for the following term. He or she must attend the joint Program Committee meeting and the Council of the Special Problems Divisions and Program Committee joint meeting. Both meetings take place on the last day.

SEPTEMBER: The President must create the Annual Meeting artwork with the help of a SSSP member or designer. He or she must supply the Administrative Officer with four items by mid-September: Call for Papers/Student Paper Competition Poster; Preliminary Program Cover; Final Program Cover; and Registration Bag/Web site Image. He or she must follow through on any action taken at the Annual Business Meeting or the Board of Directors Meetings that requires Presidential involvement.

OCTOBER: The President must write a cover letter for the first Membership Renewal Campaign. He or she should write letters to all committee chairs encouraging them to carry out a plan of action for the year. The President should set goals for committees, if needed.

NOVEMBER: The President should start recruiting special speakers for the Annual Meeting, if needed. He or she should nominate at least one book for the C. Wright Mills Award. The President should follow through on any special initiatives that he or she is emphasizing during the Presidential year. Often during this month, the President and the Meeting Manager conduct the final site visit to the conference hotel that is hosting the Annual Meeting. During the visit, they assess any special needs and/or make adjustments in order to have a successful meeting.

DECEMBER: The President must write a cover letter for the second Membership Renewal Campaign. He or she must begin planning and/or writing the Presidential Address.

JANUARY: The President should check on the progress of the Program Committee particularly with work on invited sessions. The deadline for voluntary submissions is the last day of the month. The President should check with the Administrative Officer on the end of the year financial picture. He or she must check for progress on crucial committee activities. For example, if a search for new Editor of *Social Problems* is in progress, check with the Chair of Editorial and Publications Committee on this matter.

FEBRUARY: During this month, all sessions organized by Special Problems Divisions are being finalized and forwarded to the Administrative Office. The Administrative Officer is preparing the end of the year financial statements.

MARCH: The President must write a cover letter for the third Membership Renewal Campaign. He or she should make any requests for budget modifications for the current year. These requests will be considered at the Budget, Finance, and Audit Committee mid-year meeting.

APRIL: The first draft of the Presidential Address should be complete. The President should check on the progress of any Presidential initiatives.

MAY: The President must review the preliminary program for accuracy. All comments must be sent to the Administrative Officer. He or she must finalize plans for the Presidential Address and Awards Banquet if not already completed. The President should make sure that any special arrangement needs are in the hands of the Meeting Manager.

THIRD YEAR

JUNE: The President should make any travel plans not yet completed for the Annual Meeting. He or she should write a letter to all committee chairs urging them to complete their reports.

JULY: The President must review the agendas for the Board of Directors Meetings and the Annual Business Meeting with the Administrative Officer. He or she should finalize the Presidential Address, if needed. The President must review the final program for accuracy. All comments must be sent to the Administrative Officer.

AUGUST: The President must preside at the Board of Directors Meetings, except for the meeting on the last day. He or she will also preside at the Annual Business Meeting. The President will turn over the gavel to the incoming President before adjournment. The President will give the Presidential Address. He or she will arrange for publication of the address with the Editor of *Social Problems*. At the last Board of Directors Meeting, he or she will serve as Past-President.

During the remainder of the third year, the Past-President will serve as a member of the Board of Directors.

II. B. President-Elect

The President-Elect must attend the meeting of the new Board of Directors on the last day of the Annual Meeting. This will be his or her first meeting as a voting member. He or she may attend earlier Board meetings as a non-voting member. All committee appointment activity must be completed by the conclusion of the

Annual Meeting. Having the list ready for review at the Annual Meeting is helpful.

In consultation with the Committee on Committees, the President-Elect nominates and the Board of Directors approves the following committee appointments:

Chair-Elect, Accessibility Committee

Chair-Elect, C. Wright Mills Award Committee

Chair-Elect, Erwin O. Smigel Award Committee

Chair-Elect, Lee Founders Award Committee

Chair-Elect, Lee Scholar Support Fund Committee

Chair-Elect, Lee Student Support Fund Committee

Chair-Elect, Permanent Organization and Strategic Planning Committee (appoint from the committee members who have served on the committee at least one year)

Chair-Elect, Racial/Ethnic Minority Graduate Scholarship Committee

Chair-Elect, Thomas C. Hood Social Action Award Committee

These must be appointed because they serve on the current year's committees. The President-Elect can secure advice on persons who have been screened for willingness to serve in these appointments from the Chair of the Committee on Committees and the Administrative Officer.

By as early as possible in the President-Elect year, the President-Elect should select his or her Program Chair. The rationale for an early appointment is that the President-Elect may work with the Chair as he or she develops the Annual Meeting theme and selects the remaining members of the Program Committee. In addition, the Program Chair can be in touch with the current Program Committee to learn from them.

The President-Elect's program theme statement, testimonial, and photo for the SSSP web site are due by June 30 of the year following the election and should be sent to the Administrative Officer. The President-Elect's Program Committee must be appointed by and encouraged to attend the Annual Meeting. There will be a time and place scheduled for them to meet with Division Chairs and other interested parties who want to help in organizing sessions for the President-Elect's program. They will also have an opportunity to meet with the current Program Committee and learn from their experiences.

II. C. Vice-President Elect and the Vice-President

The Vice-President Elect and the Vice-President serve a one-year term and are nominated by the Nominations Committee. The membership elects the Vice-President Elect and the Vice-President in the General Election. Both serve as voting members of the Board of Directors.

The Vice-President serves as chair of the Resolutions Committee. The Resolutions Committee meets at the Annual Meeting. The Vice-President will present all resolutions to the membership at the Annual Business Meeting. The Board of Directors screen and act on the resolutions that are introduced and passed at the Annual Business Meeting. The Vice-President will forward a copy of the approved resolutions to the Administrative Office. The Administrative Officer will consult with the President and forward the resolutions to the appropriate persons. The Vice-President may be asked to introduce the President at the Presidential Address. He or she becomes the Vice-President at the end of the Annual Business Meeting. The Vice-President is responsible for selecting the Chair and members of the Joseph B. Gittler Award Committee. As compensation for these duties, the Society provides a complimentary room during the Annual Meeting for three nights.

II. D. Secretary

The Secretary serves a one-year term and is nominated by the Board of Directors. The Board nominates one or more candidates for the office. The membership elects the Secretary in the General Election. Traditionally, the Secretary serves for a number of years. The primary duties are recording the minutes of the Annual Business Meeting and the meetings of the Board of Directors. These minutes must appear in the fall issue of the *Social*

Problems Forum: The SSSP Newsletter and on the Society's web site. The Administrative Officer will review the unapproved minutes before publication. The Secretary must give due notice of all meetings of the members and of the Board of Directors. Additional duties may be assigned by the Board, such as formal correspondence for the Society. The Administrative Office assists the Secretary in the performance of the duties of the office. As compensation for these duties, the Society provides a complimentary room during the Annual Meeting for three nights.

II. E. Treasurer

The Treasurer serves a one-year term and is nominated by the Board of Directors. The Board nominates one or more candidates for the office. The membership elects the Treasurer in the General Election. Traditionally, the Treasurer serves for a number of years. The Treasurer is assigned oversight responsibilities for the funds of the Society and their management and expenditure. The Treasurer works closely with the Executive Officer and Administrative Officer in this task. The Treasurer reviews the purchases journal and approves the expenditures before the Administrative Officer prints the checks. This review serves as an appropriate segregation of duties for cash disbursements, considering the Society's limited personnel available. The Treasurer's signature appears on all checks. As an *ex officio*, voting member of the Budget, Finance, and Audit Committee, the Treasurer helps to project and revise the budgets and to determine the allocation of reserve funds in various investments. The Treasurer reports on the financial condition of the Society to the Board of Directors and to the membership. As compensation for these duties, the Society provides a complimentary room during the Annual Meeting for four nights.

II. F. Board of Directors

Each elected member of the Board of Directors serves a three-year term and is nominated by the Nominations Committee. The membership elects the Board members in the General Election. The Editor of *Social Problems* and the Editor of *Social Problems Forum: The SSSP Newsletter* are nominated by the Editorial and Publications Committee and appointed by the Board of Directors as Board members. These two positions hold *ex officio*, non-voting memberships on the Board. Two Student Board members are elected for a two-year term on a staggered basis so that one member is elected each year. The Student Board Representatives conduct a meeting with the graduate students at the Annual Meeting. Throughout the year, the Student Board Representatives communicate with student members via the Graduate Student Listserv. As compensation for these duties, the Society provides \$500 to each Student Board Representative to help subsidize their meeting expenses.

The Board of Directors meets at the Annual Meeting and manages the Society's affairs. The Board employs the Executive Officer and Administrative Officer to assist them in managing the Society's business. The primary responsibility of a Board member is attendance at the Board of Directors meetings. The Board must be informed of any issues that come before the Society so they can vote to support courses of action that they believe are in the best interest of the organization and will advance the purpose of the organization as stated in the By-laws. Since proxy voting is not done at these meetings, attendance is very important. Occasionally, the Board is polled via e-mail on important issues. Prompt response is requested. Quarterly financial reports are sent to Board members via e-mail for their review. Board members must carefully review the documents for the purpose of making informed decisions. If clarification is needed, the Administrative Office will help. (For more information on the Board of Directors, see Section I. C. above.)

II. G. Parliamentarian

A Parliamentarian may be appointed by the President with the consent of the Board of Directors to advise the Society on matters of interpretation of the By-laws and of *Roberts Rules of Order, Revised*. The term of office is specified at the time of appointment, but may not exceed three years. Properly executed, this office can facilitate the flow of business and can provide good advice to the President on the proper and expeditious conduct of meetings.

II. H. Council of the Special Problems Divisions

The Chairpersons of the Special Problems Divisions comprise the Council of the Special Problems Divisions. The Chairperson of the Council of the Special Problems Divisions is nominated and elected by the Special Problems Division Chairs to serve as a voting member of the Board of Directors for a three-year term. The Council Chair is responsible for ensuring that the Division Chairpersons organize sessions for the Annual Meeting and provide names to the Nominations Committee for elected offices. The Council will meet three times during the Annual Meeting. Meeting 1 will be held the morning of the first day and will include: required attendance by outgoing and incoming Division Chairs and will focus on the Roles and Responsibilities of Division Chairs. Meeting 2 will also be held on the first day and will focus on resolutions. Meeting 3 will be held on the last day with the Program Committee and will focus on planning the following year's meeting. If a Division Chair cannot attend these meetings, it is their responsibility to appoint someone else to represent their division.

Duties of the Council Chair

The Chairperson of the Council of the Special Problems Divisions should stay in regular contact with the Division Chairpersons. This should be done at least 2-3 times per year.

In September, a letter should be sent to Division Chairpersons reminding them:

- that the program is in development and they need to formalize it by January 31
- that they consider joint sessions when possible
- that they have funds available for Division activities
- that some divisions need to elect new chairs and must begin the process
- that three newsletters need to be sent to division members each year in order to keep the members informed and involved in the division

The Chairperson of the Council of the Special Problems Divisions will send out two e-mail requests to division chairs during the year asking them to nominate members for elected positions. The first e-mail should be sent by October 1 and the second e-mail by May 1. In addition, the Chairperson of the Council of the Special Problems Divisions must provide an annual report on the state of the divisions to the Board of Directors.

III. The Special Problems Divisions

III. A. The Roles and Responsibilities of Division Chairs

Introduction

The Administrative Office recognizes and greatly appreciates the dedicated efforts of the Special Problems Division Chairpersons. Without your support in maintaining the deadlines for the various activities, the business of the Society could not be conducted by our staff.

The following material is designed to answer your questions. Please do not hesitate to contact the Administrative Office for assistance.

Chairpersons should be able and willing to serve their full term. This service includes attending three days of the Annual Meeting in addition to service time during the year. Prior to the Annual Meeting, Chairpersons are expected to provide an annual report of their division activities to the Administrative Office.

III. A. 1. Nominations Committee

The Nominations Committee will be comprised of the Chairperson of the Council of the Special Problems Divisions and four members appointed by the Board of Directors. The Chairperson of the Council of the Special Problems Divisions will serve as Chair.

The Nominations Committee nominates persons to run for the following elected positions: President-Elect/President; Vice-President Elect/Vice-President; Board of Directors; Budget, Finance, and Audit Committee; Committee on Committees; Editorial and Publications Committee; and the Membership and Outreach Committee. Prior to the Annual Meeting, it would be helpful to locate willing nominees for these positions to suggest to the Nominations Committee. There should be a commitment to nominating a diverse slate of nominees. This includes diversity based on racial-ethnic background, gender and sexual identities, geographic locations, and institutional settings (e.g., academia, practitioners, organizations, etc.)

III. A. 2. Division Elections

1. Each Special Problems Division should elect a Chairperson, a Chairperson-Elect, and other officers as determined by the division. Chairpersons are elected for two years. In the event that a division is unable to elect a new Chairperson, the current Chairperson may continue to serve as Chairperson, but for no more than an additional year, until a new Chairperson is elected. The transfer of responsibility of the Chair should be made at the appropriate divisional meeting at the Annual Meeting.
2. Division Election Procedures:
 - a. There must be at least two nominees for each division office. Nominees must be current division members to accept nominations. The Chairperson is responsible for seeing that there is the widest possible participation in the nominations procedure. Initial nominations may be solicited in one or more of the following ways.
 - 1) Call for nominations in the division newsletter
 - 2) E-mail division members and solicit nominations
 - 3) Nominations from the floor at the divisional meeting

The latter two actions are more effective recruiting strategies than posting the call for nominations in the newsletter. If only one action is taken, the nominees should be reported in the division newsletter along with a call for additional nominees. Self nominations are acceptable.

- b. The Chair is responsible for providing the Administrative Officer with a list of confirmed nominees. The Graduate Research Associate will contact the candidates and request their biographical information and statement.
 - c. Division elections for incoming Chairs should be held during the Chair's first year in office. This will assure that the Chairpersons will help in the planning of programs and other division functions, and give the Chair-Elect some experience regarding the responsibilities of the Chair before taking office. Names of the nominees need to be sent to the Administrative Officer by (no later than) May 1. Try to hold your election during the fall, if possible. No division elections will take place between June 15 and August 15 due to work associated with the Annual Meeting. Many divisions elect the Chair-Elect even earlier so that they may serve two years before becoming Chair.
 - d. The actual election process will be handled by the Administrative Office. The preferred method of communication with members is by electronic mail. Electronic mail will be used for the notification of elections. It is considered the member's responsibility to notify the Administrative Office of any changes in e-mail or postal address in a timely fashion.

Election notification will be sent by e-mail from the Administrative Office when voting is opened. At least four weeks will be allowed from the opening of the election web site to receive votes before the voting is closed. The election web site will include a link to candidate qualifications. The Administrative Office will monitor the computer tabulation of votes and will report any irregularities to Division Officers and to the Board of Directors. A majority of votes cast will be necessary to elect any Division Officer. If there are more nominees for an office and there is not a clear majority, a run-off

election will be held between the two candidates receiving the most votes. The same election procedures described above will be followed for the run-off election.

- e. The Administrative Officer will advise the Chair in writing who the winner is and the ballot count. The Chair will have the responsibility of advising, in writing, the candidates of the results. A copy of the letter should be sent to the Administrative Officer. The election results will be posted on the SSSP web site.

3. Division Name Change:

- a. If a division wants to change its name, it must be voted on by the entire division. One option must be the current division name, no change needed. The Chair should provide the Administrative Officer with a list of the options. The options will be included on the election ballot.

III. A. 3. Council of the Special Problems Divisions

The Chairpersons of the Special Problems Divisions comprise the Council of the Special Problems Divisions. The Chairperson of the Council is elected by the Council from among its members for a three-year term and serves as a voting member of the Board of Directors. The Council meets at the Annual Meeting to communicate common concerns and to convey through its Chairpersons these concerns and policy recommendations to the Board of Directors. Please make sure that your division is represented at all scheduled meetings of the Council. If you cannot attend, appoint someone else to represent the division.

The Council of the Special Problems Divisions may recommend that a Division be discontinued, if the division fails to comply with one or more of the following requirements: (1) have at least 150 members for two years running, (2) distribute at least one newsletter a year, (3) have a replacement chair elected by the end of the current chair's term of office, (4) organize at least two sessions for the Annual Meeting, (5) be represented at every meeting of the Council of the Special Problems Divisions, (6) hold a divisional meeting at the Annual Meeting, and (7) maintain a current division mission statement on the division's web page. The division can appeal the Council's recommendation, first to the Council itself, and ultimately to the Board if it is unsuccessful in its appeal to the Council.

III. A. 4. Divisional Meetings

1. Each division will hold a divisional meeting at the Annual Meeting with the Chairperson presiding. The divisional meeting should serve as a forum to discuss concerns of the division and nominees for Chairperson-Elect. The divisional meeting can be a place to: a) suggest sessions for next year's program, b) plan special activities of the division, c) discuss awards to be made by the division, d) recruit members for the division and the Society, and e) plan publishing projects.
2. The Division Chairs meet as a group three times during the Annual Meeting: a) as the Council of the Special Problems Divisions (outgoing and incoming Division Chairs) to review the Roles and Responsibilities of Division Chairs, b) as the Council of the Special Problems Divisions (current Division Chairs) to focus on resolutions, and c) with the Program Committee in planning the following year's meeting. The Council will meet twice on the first day and once on the last day of the Annual Meeting.

III. A. 5. Publications

1. Each division must have a current introductory statement located on the division's web page. This statement provides current and potential members with a clear idea of what is unique about their division, i.e., what defines it, and the ways in which the division advances the cause of social justice central to its mission as a division and the SSSP as a whole. SSSP's mission is scholarship in pursuit of a just society.
2. Several divisions have compiled edited readers published as SSSP-sponsored books. Proposals and contracts for such sponsorship must be reviewed and approved by the Editorial and Publications Committee and the

Board of Directors. Responsibility for editorship of such a volume must be assumed by a member of the division.

3. Occasionally, special issues of *Social Problems* have been edited by a division. Proposals for such special issues must be submitted to the Editor of *Social Problems* for consideration of contents and the logistics of the editorial process.
4. New journals can be established by divisions. Proposals for new journals must be approved by the Editorial and Publications Committee and the Board of Directors.

III. A. 6. Division Newsletter

1. The newsletter is a way to build networks of scholarly support and exchange within your interest area. Each division is entitled to have three division newsletters distributed electronically by the Administrative Office each year. Electronic distribution saves time, money, and our natural resources. No division newsletters will be distributed electronically between July 15 and August 15 due to work associated with the Annual Meeting. All division newsletters will be posted on the division's web page.
2. The division newsletter may be prepared by the Chairperson or someone within the division designated by the Chairperson.
3. The content of the newsletter is entirely up to the division. Some divisions have used the newsletter as a means of communicating substantive content of professional concern to the division. It is recommended that the division newsletter concern itself at least with the following:
 - a. Program planning for the division sessions at the next Annual Meeting (to augment the call for papers) in the fall or late spring newsletter.
 - b. The call for nominations or additional nominees for division office(s) and division election results.
 - c. News or articles of interest to the division members.
 - d. List of recently published work in the area.
 - e. News related to division members' research, publications, and awards. Encourage members to send announcements, articles about their work, reviews of books and/or articles of interest to members in your division. In addition, when you receive an article, book review, or announcement that you think might be of more general interest, please send it to the editor of *Social Problems Forum: The SSSP Newsletter* and to the Administrative Office for placement on the web site.
 - f. Check the SSSP web site and ASA Employment Bulletin to see if there are job announcements that may be of interest to division members. If you have job announcements not currently listed on the SSSP web site, please [click here](#) to complete our complimentary job posting form.
4. The newsletter must be sent as a **plain text file** (no graphics or formatting and has the file extension (.txt)) and a **pdf file** (contains graphics and formatting and has the file extension (.pdf)) to the Administrative Office for distribution. No other formats will be accepted. If you do not have Adobe Acrobat Distiller (software often used to save a file as a pdf file), you can download free software called PrimoPDF by visiting www.primopdf.com/.
5. The Administrative Office recommends that the length of the newsletter not exceed 10 pages as longer newsletters may not be read.

6. If stipends are used for Division Newsletter Editors, they must be awarded after completion of two newsletters.

III. A. 7. Annual Meeting Program

The Annual Meeting is designed to give as many persons as possible an opportunity to participate. However, the number of sessions cannot be increased to the point that there is not enough audience left to attend and not enough meeting space. Paper submitters must use referencing capitalization established in the *ASA Style Guide* for their paper title(s). The Program Committee reserves the right to edit paper titles for uniformity for title capitalization. The procedures below are designed to transform this very delicate balance into a great meeting.

1. Each division is entitled to three sessions and up to seven co-sponsored sessions. We encourage you to co-sponsor sessions with other divisions. Please shape the themes of co-sponsored sessions broadly to attract an optimal number of submissions. If you are co-sponsoring sessions with other divisions, please make sure that you submit the same session title and contact information for each organizer.

A regular session must consist of four papers with a discussant or a maximum of five papers without a discussant. With the approval of the Program Committee Chair, additional sessions may be scheduled if meeting space is available. These paper sessions are assigned on a first-come, first-serve basis to those divisions that indicate in writing to the Program Committee Chair and the Administrative Officer the names of presenters on panels or paper sessions. Priority is given for additional sessions to divisions planning joint sessions with each other or with the Program Committee.

2. You have full determination in regard to how your program sessions are used. However, consider using one session for an overall theme proposed by the President. Other sessions can reflect your particular interest(s) or what you consider the most intriguing topic(s) in your area. Please consider crafting your division's thematic session in the format of a "Critical Dialogue." This session will count as one of your three sessions. This format includes short (5 minute) presentations by 8 authors followed by an engaged dialogue that critically explores connections among the presentations. The audience will have an opportunity to participate in the dialogue as well.
3. Each division is encouraged to have a "Papers in the Round" session to promote multiple submissions. We urge you to think creatively about the possibilities of this format to encourage discussion and/or focus on a specific question rather than a broad defined topic. This session will count as one of your three sessions. Roundtable sessions are usually comprised of several tables, each with a different theme. Each roundtable consists of 4 paper presentations with an established scholar serving as discussant. Discussion proceeds simultaneously at all tables. At each table the discussant leader(s) will introduce the topic and facilitate discussion among all the participants at each table.
4. Projectors and screens will be available for all regular sessions. Roundtable and critical dialogue sessions will not have audio-visual equipment. You must bring your own laptop (and the connection cord if you have an Apple computer) or arrange with someone else in your session to share. Internet access will not be available.
5. Poster sessions are available in addition to the regular sessions at the discretion of the Program Committee. You may have as many participants as you wish in poster sessions. Posters are graphic presentations of the author's report. They consist of illustrative materials that may take the form of graphs, diagrams, charts, tables, or photos. For example, the slides of a PowerPoint presentation might be printed as 8x10 documents and displayed on a poster board if they include a minimal amount of text. Posters must be headed by a title. Any lettering should be large enough to be visible from 5' and the individual displays should fit on a 3' x 4' poster. The Society will provide a way to mount the posters. While the poster is on display, the author(s) should be present to answer questions. If several poster sessions are proposed, they may be combined in a large room.

Authors of poster reports must submit an abstract to the session organizer (or Program Chair), and must bring the completed posters to the meeting. Depending upon the number of submissions, presenters will be allotted a regular session period to display their materials in an assigned space during the Annual Meeting. Each day there may be one or two poster sessions during which the authors must be present to explain and/or discuss their presentations. Poster sessions receive the same academic credit as paper sessions. This is an established practice at scientific and other academic organizations. If you are planning a poster session, please let the Administrative Office know no later than March 1, since display equipment must be rented.

6. Individual preferences for dates/times for presentations cannot be accommodated. Sessions will be assigned to a day of the conference that works best for the Program Committee and Administrative Officer, which are charged with ensuring the overall coherence of the program and maximizing the number of sessions and papers included in the program.
7. You are responsible for screening papers or topics that will appear in the program sessions of your division. You may share this responsibility with a committee appointed for this purpose or assume full responsibility yourself. It is recommended that you have at least one person to share the responsibility for each session you organize. Your Chairperson-Elect may serve in this capacity.
8. All participants (except for those listed under “b.” below) must be current members (they may join on acceptance of their presentation) and must register (paying the guest registration fee will not be accepted for program participants) for the Annual Meeting by July 1. Persons failing to register by July 1 will have their contributions deleted from the final program.

In order to expedite registration, the e-mail of acceptance specifies that participation is contingent on current SSSP membership and registration for the Annual Meeting. Participants may pay membership dues and registration fees online or by mailing or faxing the paper membership and meeting registration forms along with payment information. Exemption from paying registration fees will be granted for:

- a. Non-students who are unemployed and/or receiving monthly financial assistance to meet living expenses may request a waiver of registration fees to participate on the program.
 - b. Individuals from community, labor, and comparable organizations working on social problems or social justice issues who have been invited to serve on a panel to make a presentation.
 - c. Non U.S. and non-Canadian scholars who are from less advantaged countries.
 - d. Co-authors of papers who will not be attending the meeting. One of the co-authors must be a paid registrant. Both co-authors must pay if both expect to attend the meeting.
 - e. Persons excused by direct request of the Program Committee Chair. Exemptions should be requested by May 31.
9. Registration fees will be refunded to persons who notify the Administrative Office that they will not attend the Annual Meeting prior to July 15. Once the final program is printed and participant packets have been prepared, the cost of processing the participant has already occurred.

III. A. 8. Division Sponsored Workshop Policy

In an effort to allow Special Problems Divisions to sponsor workshops at the Annual Meeting, SSSP has created the following policy.

All division sponsored workshops must be scheduled the day before the SSSP Annual Meeting begins or the day after it ends. There will be no exceptions. The maximum number of meeting rooms that can be reserved for a division sponsored workshop is two. If the hotel charges a meeting space rental fee, the division will be

responsible for payment.

If approved by the Board, the Meeting Manager will work closely with the workshop organizer(s) to ensure a successful workshop. In exchange for providing the following services, the division will pay the Meeting Manager a \$500 fee at the conclusion of the workshop. If additional services are required and the Meeting Manager can provide them, there will be an additional charge determined by the Meeting Manager in consultation with and with the approval of the Executive Officer.

- Serve as liaison between the workshop organizer(s) and the conference hotel
- Coordinate room set-up needs
- Coordinate audio-visual needs, if applicable
- Coordinate catering needs, if applicable
- Incorporate the workshop program into SSSP final program, if desired
- Answer all questions via e-mail

The Board of Directors must approve all division sponsored workshops. If your division wants to sponsor a workshop, you must submit a proposal to the Administrative Officer no later than July 1 of the year before you plan to hold the workshop. However, since hotel contracts are signed at least three years in advance, unless you plan three years in advance, meeting space cannot be guaranteed. The Board of Directors will consider all proposals at the Annual Meeting and the Administrative Officer will inform you of the Board's decision.

III. A. 9. Guidelines for Participation

1. A participant may appear in the program as a sole author twice (**one sole-authorship paper and one critical dialogue paper**) unless he or she is a student paper competition winner. Student paper competition winners may appear in the program as a sole author three times. Persons who are giving papers or participating in panels or roundtables may not serve as a session chairperson or discussant with the following exceptions:
 - a. A person may chair a session in which he or she is also making a presentation.
 - b. A co-author of a paper whose co-author is a paid registrant may author (or co-author) a second paper or may serve as a chair or a discussant in a second session.
2. Program participants will be notified by the Administrative Office of their program participation by April 15. The Administrative Office encourages submission of an abstract and a paper to *Sociological Abstracts*. Since the Society does not publish proceedings or abstracts, providing this information makes other scholars who search the literature aware of your work.
3. All program participants must send a copy of their paper to the session presider and/or discussant by June 30.

III. A. 10. Division Budgets

1. Annual Meeting Program. The amount of discretionary money per year available to divisions is set by the Board of Directors, upon recommendation of the Budget, Finance, and Audit Committee. Each Division Chair is asked to provide budget projections and requests for the current year and the following year. These projections should be sent to the Administrative Office no later than March 31. The Budget, Finance, and Audit Committee will review these requests at their annual mid-year meeting. If a Division Chair does not supply a written request, the committee will allocate \$300 for that division. A maximum of \$500 may be requested per division. How this money will be expended is entirely up to the division. Some divisions award a cash prize, pay membership dues, pay annual meeting registration, and provide a banquet ticket to the student paper competition winner, contribute to the division co-sponsored reception, serve refreshments at an informal division social function, provide a newsletter honorarium, or pay expenses of participants on the program. All requests for reimbursements for money spent must be accompanied by a receipt as proof of expenditure. This is required by our auditors. The Division Chair must authorize expenditure.

2. Requests for reimbursement must be made to the Administrative Officer before our fiscal year ends on December 31. All unspent funds will return to the Society's general fund. Unspent balances will not be carried over to next year's budget.

III. A. 11. Division Listservs and Mass E-mail Announcements

Divisions may create a listserv to disseminate division related information. The Administrative Office will supply you with the names and e-mail addresses of your division members upon request. Division listservs should be monitored by a member of the division. The Administrative Office will provide suggestions/guidelines for operating a listserv, on request.

An alternative to a formal listserv is mass e-mail announcements to the division membership. If you want to send out mass e-mails to your division, please contact the Administrative Office to request an updated membership list. Our membership is constantly changing, so requesting an updated list ensures that recently added members receive your announcements.

III. A. 12. Division Web sites

The Administrative Office maintains web pages for all its divisions containing a mission statement, newsletters, and elected officers. **Any division that wishes to create and maintain its own web site apart from the SSSP division web site maintained by the Society must submit a proposal for approval by the Board of Directors.** The proposal must address the issues of web site hosting, content, accessibility, construction, and continuity outlined below. In addition, the division must adhere to the guideline requirements approved by the Board.

III. A. 12. A. Web site Hosting. The division will provide all financial support and effort to develop and maintain a web site. The web site may be hosted at a location determined by the Division Chair such as a university. Alternatively, if a division would like an extended web site but lacks the expertise or resources to develop and host a web site, they may use the current content management system used by SSSP. The cost would be an undetermined initial consulting fee (depending upon the amount of time required of the consultant and the web designer's expertise level) plus an additional monthly charge for hosting. The SSSP uses the Avera Content Management System which currently charges the initial consulting fee plus \$10/month for hosting per division.

III. A. 12. B. Content Requirements. Following is a list of items that should be included on each division web page. In general, the content of the division web site should reflect the mission and values of SSSP. The division web site should not have libelous content or content not related to the SSSP division. If you have a question about the appropriateness of any content on a division web site, please contact the SSSP webmaster.

- a. SSSP Acknowledgement. The Society for the Study of Social Problems name, logo, and link to the SSSP site, www.sssp1.org, should appear on the division web site home page.
- b. Division Mission Statement. The mission statement should be published on the division web site home page as it appears in the SSSP division web page.
- c. Disclaimer Link. A disclaimer link should appear at the bottom of each web page stating the division is responsible for the information contained within the web site and it is not maintained by SSSP. An example disclaimer is "This page was authored and designed by the <name of division> division who is fully responsible for its contents. This site is not maintained by SSSP. Please send all comments or corrections to <e-mail address of division webmaster>."

III. A. 12. C. Copyright Guidelines. Complete information on copyright law is available at <http://www.copyright.gov/>.

- a. **Web site Content.** All web site content must follow copyright laws. You should always assume ALL information is copyrighted and obtain proper permission before using it on your web site. If you have a specific question about using links, images, articles, excerpts or quotes from articles or books, movies, recorded lectures, presentations, and other intellectual property, always contact the owner of the material. You should follow the individual's procedure for obtaining permission online, by e-mail, or in writing. Please be aware that many web sites specify free use of materials such as images, articles, etc. but they usually have an agreement which specifies the terms you must follow to use their materials such as requiring you to link to their site, etc. Please read and follow such agreements in their entirety before using the material on your division web site.
- b. **Copyright Protection Disclaimer Statement.** In addition to using a disclaimer statement at the bottom of each division web site as shown in section 2c. above, you should add the following sentence to the disclaimer statement if your web site provides links to other web sites. "The <name of division> division does not endorse and is not affiliated with any of the organizations listed on this web site."
- c. **Copyright Infringement.** If you are contacted about possible copyright infringement, take down the content in question immediately, even if you do not feel you have violated any copyright laws, and contact the SSSP webmaster.
- d. **Copyright Protection Statement.** To protect the division's intellectual property provided on your division web site such as links, images, articles, excerpts or quotes from articles or books, movies, recorded lectures, presentations, and other intellectual property from copyright infringement by others, you must add a copyright statement at the bottom of each web page as follows. Typically the disclaimer statement is listed first and the copyright statement follows although this is not required. Copyright© <year material is copyrighted> <division web site URL>, All rights reserved.

III. A. 12. D. Content Suggestions. Following is a list of suggestions which may be useful in determining appropriate web site content. Division web site content should be reviewed by the SSSP webmaster before the web site goes live to ensure there is no duplication of information within the division web site. A division may link to the SSSP web site to avoid duplication of information. We recommend you schedule at least one maintenance day per month to remove any information that is not current and to update web site content.

- a. Links to web sites containing information relevant to division members
- b. Resources and other useful information for division members
- c. Announcements and Awards relevant to division members
- d. Career opportunities
- e. Division newsletters
- f. Division listserv registration (if division has a listserv)
- g. A discussion forum used to connect members from all over the world to discuss issues and resolutions, share experiences and views, communicate with student members, and leverage expertise specific to a division.
- h. Solicit session topics and ideas for newsletters and the Annual Meeting

III. A. 12. E. Accessibility Requirements. These requirements are taken from the W3C's [Web Content Accessibility Guidelines \(WCAG\) 2.0](#).

- a. Limit the use of graphics
- b. Text Alternatives: Provide text alternatives for any non-text content such as graphic images.
- c. Graphs and Charts: Summarize the content of all graphs and charts.
- d. Typefaces/Fonts: Limit the number of typefaces/fonts used and ensure they are readable.
- e. Contrast: Avoid using text colors that may be difficult to read against a background color. For example a plain white background and black text is usually safe on any monitor.
- f. Blinking or Moving Content: Do not use blinking or moving content in your web pages.
- g. Multimedia/Flash: If you use multimedia/flash on your web site, provide a text alternative.
- h. Frames: Avoid using frames if possible. However, if you cannot find a good alternative to frames please review the [Web Content Accessibility Guidelines \(WCAG\) 2.0](#) on frames.
- i. Keyboard Accessibility: Make all functionality available from a keyboard. Web site visitors should be able to navigate the site without a mouse by using the keyboard, for example, the Tab key, Enter key, and up and down arrow keys. The only time this may be an issue is if a form is created on your web site where you would need to ensure the tab key moves between fields properly.

III. A. 12. F. Web site Development and Other Resources. Once you have determined your content, you are ready to build your site. Below are some helpful resources for developing a web site.

- a. <http://www.w3.org/>
- b. <http://www.webmonkey.com/>
- c. <http://www.sensible.com/>

III. A. 12. G. Continuity. When a newly elected Division Chair assumes responsibility, it will be necessary to review the division web site and determine if it is a priority for the current chair. If so, they will make arrangements with the previous Division Chair to facilitate continuing the maintenance of the web site. During this transition, the web site can be temporarily disabled if necessary. If the newly elected Division Chair opts to not use the current division web site, the web pages and content should be sent to the SSSP webmaster so they can be archived.

III. A. 13. Division Social Media Accounts

Social networking tools offer three main capabilities beyond those of e-mail lists. First, online discussion groups can help maintain institutional memory over the years, maintaining discussion archives and shared documents through the turnover of leadership. Second, it is possible to maintain an electronic presence beyond the official SSSP web site. Division Chairs have the flexibility in what to post, how to organize content, and whether to include interactive discussions. And, third, the more of an electronic presence that SSSP has, the more SSSP announcements will be disseminated through the internet and reach a wider, broader audience.

1. Social Media Options. There are social media outlets that divisions may want to consider. Facebook, Twitter, Google Plus, and many other online platforms may be good options for divisions.

2. Continuity. The Administrative Office requests that Division Chairs consider how to ensure continuity and transitions with all social media accounts. The Administrative Office suggests that Division Chairs do the following when creating and maintaining social media accounts:
 - a. Make sure that the incoming Chairperson becomes an account administrator, with all the necessary information. If the incoming Chairperson does not desire to continue the account, then it is your responsibility to remove the account before signing off as an administrator.
 - b. In the last resort, the Administrative Office needs to be able to terminate inactive accounts. The Information Technology Options Committee (ITO) therefore needs to share administrative access to any SSSP-related account. You may therefore either:
 - i. Create an e-mail address for your division's business and share the log-in information with the ITO Committee or
 - ii. You may add a SSSP administrative e-mail address to the account (thesssp@gmail.com). SSSP will not regularly monitor these e-mails; this account will be used solely for administrative access in the unlikely event that it is needed.

III. A. 14. Division Chair Calendar

- SEPTEMBER:** Prepare information for the Call for Papers and e-mail it to the Administrative Officer (in response to request).
Contact candidates and request their ballot information for Chair and/or Chair Elect if the division is electing new officers.
- OCTOBER:** Prepare a fall newsletter for your division members and send a plain text file (no graphics or formatting and the file extension (.txt)) and a pdf file (contains graphics and formatting and the file extension (.pdf)) to the Administrative Office for distribution.
Prepare information for the Student Paper Competition and Outstanding Scholarship Awards and e-mail it to the Administrative Officer (in response to request).
- NOVEMBER:** Send ballot information to the Administrative Officer if you are electing new officers.
If your division's mission statement has not been updated within the last two years, prepare a revision and submit it to the Administrative Office (in response to request).
- DECEMBER:** Submit any outstanding receipts for reimbursement to the Administrative Officer (in response to request).
- JANUARY:** Receive and review papers from program participants.
Prepare winter newsletter for your division members and send a plain text file (no graphics or formatting and the file extension (.txt)) and a pdf file (contains graphics and formatting and the file extension (.pdf)) to the Administrative Office for distribution.
- FEBRUARY:** Send program information to the Administrative Officer (in response to request).
Remind session organizers to accept or refer all papers/abstracts by mid February
- MARCH:** Send the budget request to the Administrative Officer (in response to request).
Prepare spring newsletter for your division members and send a plain text file (no graphics or formatting and the file extension (.txt)) and a pdf file (contains graphics and formatting and the file extension (.pdf)) to the Administrative Office for distribution.
Notify the Administrative Officer (in response to request) if your division is participating in the Division-Sponsored Reception.

APRIL/MAY: Notify the Administrative Officer of the names, addresses, e-mail address, and award amounts of your division's Student Paper Competition and Outstanding Scholarship Award winners no later than May 31 (in response to request).

JULY/AUGUST: Prepare an agenda for your divisional meeting. Feel free to consult with members of the division for suggestions for agenda items. Be sure to include recruiting organizers for the following annual meeting division paper sessions as an item on your agenda. Provide an annual report of the activities of your division to the Administrative Officer (in response to request).

AUGUST: At the Annual Meeting, attend division sessions, the divisional meeting, and the Council of the Special Problems Divisions meetings. **Attendance is mandatory.** Prepare for the program for the following year. Talk about possible sessions at the divisional meeting, line up session organizers, etc. If you will be electing new officers this year, begin to identify candidates.

IV. The Committees of the Society

IV. A. Award Committees

IV. A. 1. C. Wright Mills Award Committee

The C. Wright Mills Award Committee consists of a Chair, Chair-Elect and at least five other members. Following criteria specified by the Board of Directors, the committee must select among books submitted by individuals and/or publishers, the book(s) which critically addresses an issue of contemporary public importance; brings to the topic a fresh, imaginative perspective; advances social scientific understanding of the topic; displays a theoretically informed view and empirical orientation; evinces quality in style of writing and explicitly or implicitly contains implications for courses of action. The book(s) considered for the award must have been copyrighted in the calendar year before the award is made. The committee must verify that the version of the book submitted is a first edition (not a reprint or later edition). A member of the committee who has a book nominated for the award may not continue service on the committee.

The Administrative Office sends the Call for Nominations to a list of publishing companies. The Call for Nominations is published in *Social Problems*, *Social Problems Forum: The SSSP Newsletter*, and on the Society's web site. The deadline for nominations is December 15. After the nominations have been received, publishers are contacted by the Administrative Office to obtain missing books for the committee. All committee members must read the books and provide an initial evaluation of the nominees. The way in which this process is conducted is determined by the Chair in consultation with the committee members.

After the initial screening of the books, a cut may be made depending upon the consensus of the committee. For example, if all are agreed that a book does not meet the criteria listed in the call for nominations, a given book may be dropped from the list after the initial reading. All books that survive the initial screening may be assigned to a subset of committee members for a more thorough reading. From the scores based on the more intensive reading, several (usually five or six) books become finalists for the award. Everyone reads these books and prepares a rating of each of the finalists. The list of finalists is prepared by the Chair and sent to the Administrative Office no later than May 1. This assures that the full list of finalists is published in the preliminary program and the summer issue of *Social Problems Forum: The SSSP Newsletter*.

All committee members evaluate each of the finalists. The ratings of each of the finalists are sent to the Chair who tabulates them. If the committee determines that there are two equally deserving books, co-winners are selected. After a winner(s) is determined, the Chair will send the winner's name to the Administrative Office no later than July 1. The Chair will also send out notification letters of the results to all finalists.

The Administrative Office will invite the finalists and their publishers to advertise in the Annual Meeting final

program. All finalists' books will be displayed at the Annual Meeting Book Exhibit. The winner and guest are invited to attend the Awards Banquet. A \$500 check and plaque are awarded to the winning author. The award will be divided equally among co-winners. Either the President or the Chair presents the award at the Awards Banquet.

IV. A. 2. Lee Founders Award Committee

The Lee Founders Award Committee consists of a Chair, Chair-Elect and at least five other members. Following criteria specified by the Board of Directors, the award is made in recognition of the significant achievements that, over a distinguished career, have demonstrated continuing devotion to the ideals of the founders of the Society and especially to the humanistic tradition of Alfred McClung Lee and Elizabeth Briant Lee.

The Call for Nominations is published in *Social Problems*, *Social Problems Forum: The SSSP Newsletter*, and on the Society's web site. It is not uncommon for the committee to only receive one nomination. The deadline for nominations is April 15. If no person is deemed worthy of the award, the award is not given. The committee is asked to reach a decision in advance of the Annual Meeting, so the winner can be notified. The winner and guest are invited to attend the Awards Banquet. A plaque is awarded to the winner. Either the President or the Chair presents the award at the Awards Banquet.

The Lee Founders Award Committee Chair should forward viable candidates who did not win the award to the Chair of the subsequent year's committee.

IV. A. 3. Racial/Ethnic Minority Graduate Scholarship Committee

The Racial/Ethnic Minority Graduate Scholarship Committee consists of a Chair, Chair-Elect and at least five other members. The committee must be comprised of members at all levels of seniority, although there will be no student members on the committee. Following criteria specified by the Board of Directors, the committee has the responsibility of selecting the most deserving minority student(s) to receive a scholarship from the Society. The applicants must be enrolled in or accepted to a social and/or behavioral science doctoral program, have financial need and a strong commitment to a career of scholarly activism. The deadline for applications is February 1 (receipt date).

The committee receives approximately 20 applications. The committee must work diligently to read and evaluate the applications, keeping in mind the July 15 deadline. This is not an easy task, given the high degree of quality among the pool of applicants. Each member must submit their top choices and the committee must reach a consensus on the winner. Application materials are sent to the Administrative Office for verification and distribution to the committee.

The Administrative Office sends the Call for Nominations to a variety of regional and national social science associations and to departments with graduate programs in Sociology. The Call for Nominations is published in *Social Problems Forum: The SSSP Newsletter*, *ASA Footnotes*, and on the Society's web site. The Administrative Office will supply information to potential candidates, if requested.

A winner must be selected by July 15. The Administrative Office will send out notification letters of the results to all applicants. The committee will award at least one \$12,000 stipend with an additional \$500 awarded for attendance at the Annual Meeting. Payments will be made in equal installments in September and January. An additional \$500 stipend will be available for the winner to attend the following year's Annual Meeting. Honorable Mentions will receive a complimentary one year membership in the Society. Either the President or the Chair presents the award at the Awards Banquet.

IV. A. 4. Lee Student Support Fund Committee

The Lee Student Support Fund Committee consists of a Chair, Chair-Elect and one other member. Following criteria specified by the Board of Directors, the committee has the responsibility of allocating funds to facilitate

conference attendance by undergraduate and graduate students.

The announcement is published in *Social Problems Forum: The SSSP Newsletter*, and the application is available online. The deadline for applying is March 15. The Chair is responsible for sending an e-mail to each applicant confirming the receipt of their application. The Chair must confirm with the Administrative Officer that each applicant is a current member and is participating in the Annual Meeting.

The committee has a specific amount, currently \$11,000, to distribute among the qualified applicants. A maximum of \$500 is to be granted for travel support (transportation costs only) to any one recipient. Travel support does not include luggage fees, hotel, per diem, or other costs not associated with airfare, railway, or driving expenses between their university and the conference locations. All applicants who include unqualified costs will be eliminated from consideration.

The committee is charged with determining the amount and allocation of the awards. The Chair provides a list containing the applicant's name, contact information and award amount to the Administrative Officer. All applicants will be notified no later than May 15 by the Administrative Officer whether their application was accepted or rejected.

If a qualified applicant notifies the Administrative Officer that he or she is unable to attend the Annual Meeting before award checks are processed, their award money will be redistributed to the remaining qualified applicants. Following the Annual Meeting, if a qualified applicant returns her or his award money, the unspent funds will be returned to the Society's general fund, unless the applicant is denied a travel visa. In this case, the award money is carried over to the following year and will be redistributed to the applicant, as long as he or she meets the travel fund's guidelines.

The committee is also responsible for coordinating the Meeting Mentor Program with the assistance of the Administrative Officer. The deadline for applying is June 30. The Administrative Office will place the meeting mentor announcement in *Social Problems Forum: The SSSP Newsletter* and on the Society's web site. In an effort to recruit more meeting mentors, an e-mail blast will be sent to members of SSSP one month prior to the Meeting Mentor Program deadline requesting participation. All participants will be notified no later than July 31 by the Administrative Officer.

IV. A. 5. Lee Scholar Support Fund Committee

The Lee Scholar Support Fund Committee consists of a Chair, Chair-Elect and one other member. Following criteria specified by the Board of Directors, the committee has the responsibility of allocating funds to facilitate conference attendance by foreign scholars from economically disadvantaged countries who without these funds could not attend the Annual Meeting. The specific purpose is to facilitate scholarly participation by persons engaged in research related to labor, gender, race-ethnicity, less advantaged countries, and other struggles. More generally, the purpose of this fund is to foster cooperative relations among persons and organizations engaged in applying sociological findings to confront social problems and create social change. Preference will be given to applicants who have not received support from the Lee Scholar Support Fund Committee before.

The announcement is published in *Social Problems Forum: The SSSP Newsletter*, and the application is available online. The deadline for applying is March 15. The Chair is responsible for sending an e-mail to each applicant confirming the receipt of their application. The Chair must confirm with the Administrative Officer that each applicant is a current member and is participating in the Annual Meeting.

The committee has a specific amount, currently \$6,000, to distribute among the qualified applicants. The committee is charged with determining the amount and allocation of the awards. The Chair provides a list containing the applicant's name, contact information and award amount to the Administrative Officer. All applicants will be notified no later than May 15 by the Administrative Officer whether their application was accepted or rejected.

If a qualified applicant notifies the Administrative Officer that he or she is unable to attend the Annual Meeting before award checks are processed, their award money will be redistributed to the remaining qualified applicants. Following the Annual Meeting, if a qualified applicant returns her or his award money, the unspent funds will be returned to the Society's general fund, unless the applicant is denied a travel visa. In this case, the award money is carried over to the following year and will be redistributed to the applicant, as long as he or she meets the travel fund's guidelines.

IV. A. 6. Erwin O. Smigel Award Committee

The Erwin O. Smigel Award Committee consists of a Chair, Chair-Elect and one other member. Following criteria specified by the Board of Directors, the committee has the responsibility of allocating funds to facilitate conference attendance by unemployed and underemployed sociologists.

The announcement is published in *Social Problems Forum: The SSSP Newsletter*, and the application is available online. The deadline for applying is March 15. The Chair is responsible for sending an e-mail to each applicant confirming the receipt of their application. The Chair must confirm with the Administrative Officer that each applicant is a current member and is participating at the Annual Meeting.

The committee has a specific amount, currently \$1,500, to distribute among the qualified applicants. A maximum of \$500 is to be granted to any one recipient. An applicant must be presenting a paper at the Annual Meeting or participating as an officer or committee member. The Chair provides a list containing the applicant's name, contact information and award amount to the Administrative Officer. All applicants will be notified no later than April 1 by the Administrative Officer whether their application was accepted or rejected.

IV. A. 7. Thomas C. Hood Social Action Award Committee

The Thomas C. Hood Social Action Award Committee consists of a Chair, Chair-Elect and no more than six members. If possible, committee members must reside in the area where the Annual Meeting is to be held. Following criteria specified by the Board of Directors, the committee has the responsibility of selecting the most deserving non-profit social action organization in the city/local area hosting the Annual Meeting. Preference is given to small, local agencies rather than large organizations or chapters of nationally-based organizations. The main criterion is the extent to which the organization reaches out to the disadvantaged in the community and uses innovative means for dealing with local social conditions.

The Call for Nominations is published in *Social Problems, Social Problems Forum: The SSSP Newsletter*, and on the Society's web site. The deadline for nominations is April 1. The committee receives between 4-6 nominations. The committee must work diligently to read and rank the nominations. Each member must submit their top choices to the Chair. The committee must reach a consensus on the winner before the Annual Meeting.

The Chair will send out notification letters of the results to all applicants. The winning organization is invited to present at a special session of the annual meeting devoted to the Social Action Award winner. The winner and guest are invited to attend the Awards Banquet. A \$1,000 check is awarded to the winning organization. Either the President or the Chair presents the award at the Awards Banquet.

IV. A. 8. Joseph B. Gittler Award Committee

The Joseph B. Gittler Award Committee consists of a Chair and no more than seven members. The current Vice-President is responsible for selecting the Chair and members of the committee. Following criteria specified by the Board of Directors, the award should be given to the SSSP member whose scholarship over the preceding three or more years has most significantly promoted ethical solutions to social problems. By *ethical solutions*, we mean scholarship that promotes awareness and/or activism to increase public recognition that social problems and social injustices are ethical issues; or scholarship that identifies and promotes societal level responses to social problems and injustices. By *scholarship*, we mean academic work including both applied research (qualitative or quantitative research) and normative work (e.g., argumentative, historical, philosophical,

textual or theoretical analyses).

The Call for Nominations is published in *Social Problems*, *Social Problems Forum: The SSSP Newsletter*, and on the Society's web site. In addition, the award should be advertised via division newsletters. Active solicitation of nominees will be part of the committee's duties. The deadline for nominations is April 15. If no person is deemed worthy of the award, then the award is not given. The committee is asked to reach a decision in advance of the Annual Meeting so that the winner can be notified. The winner and guest are invited to attend the Awards Banquet. A \$500 check and plaque are awarded to the winner. Either the President or the Chair presents the award at the Awards Banquet.

IV. B. Budget, Finance, and Audit Committee

The Budget, Finance, and Audit Committee consists of the Treasurer and three members elected by the membership to staggered three-year terms. The committee selects its own chair from the three elected members each year. The tradition has been to select the third year member. At both the mid-year and the Annual Meeting a member of the committee will act as secretary/minute taker. In order to maximize efficient transitions, the minute taker shall be the individual who will assume chair responsibilities in the following calendar year. This committee develops the most detailed knowledge of the financial situation of the Society. The Administrative Officer provides the committee with quarterly financial statements.

Duties of the Committee

- to examine, acknowledge, and approve the Society's budget as proposed by the Administrative Officer in consultation with the Executive Officer
- to acknowledge and approve the audit of the Society's financial records each year by the Administrative Officer with the assistance of a certified public accountant
- to supervise the Society's investments

Meetings of the Budget, Finance, and Audit Committee

The mid-year meeting is scheduled in late May or early June at which point a detailed examination of the Society's finances takes place. A budget item for committee expenses is included in the Society's budget. The committee will:

- review the Society's investments and recommend any changes
- review the financial relationship between the Editorial Offices of the Newsletter and Journal, the Administrative Office and the Executive Officer
- review the relationship between the Society and the host institution of the Administrative Office
- review the performance of *Social Problems* and the publisher of the journal
- discuss investments and socially responsible mutual funds
- review the audit performed by an independent accounting firm and recommend its acceptance or revision
- review the current year's budget and make any revisions, if needed
- project the following year's budget
- elect the next Chair

The Committee meets twice during the Annual Meeting to revise the current and following year's budget and to review the Society's investments. The Chair presents the current year's budget to the Board of Directors for approval. The Treasurer presents the auditor's report to the Board of Directors for approval. The newly appointed Chair presents the following year's budget to the Board of Directors for approval.

IV. C. Committee on Committees

The Committee on Committees consists of six members elected by the membership to staggered three-year terms. The committee selects its own Chair each year.

Duties of the Committee

The committee must secure members to serve on the following committees prior to the Annual Meeting. A member may not serve on no more than two committees within the Committee on Committees' authority.

The President-Elect can appoint members to serve as well. The Committee on Committees Chair contacts the President-Elect to see if the committee can offer assistance with additional nominations.

- Secure two persons to be considered for appointment by the Board of Directors to serve on the **Committee on Standards and Freedom of Research, Publication, and Teaching** for a three-year term.
- Secure three persons from the area hosting the next Annual Meeting to be considered for appointment by the Board of Directors who are willing to serve on the **Local Arrangements Committee** for a one-year term. The President-Elect nominates the Chair. The Chair often recruits his or her own committee.
- Secure one person to serve as **Chair of the Elections Committee** for a one-year term. The Chair often recruits his or her own committee.
- Secure two persons to be considered for appointment by the Board of Directors to the **Permanent Organization and Strategic Planning Committee** for a three-year term. The President-Elect will appoint a Chair from among the members who have served on the committee for at least one year.
- Secure at least five persons for each committee to be considered for appointment by the Board of Directors to the **C. Wright Mills Award Committee, Lee Founders Award Committee** and the **Racial/Ethnic Minority Graduate Scholarship Committee** for a one-year term.
- Secure not more than six persons from the area hosting the next Annual Meeting to be considered for appointment by the Board of Directors to the **Thomas C. Hood Social Action Award Committee** for a one-year term.
- Secure one person for each committee to be considered for appointment by the Board of Directors to the **Accessibility Committee, Erwin O. Smigel Award Committee, Lee Scholar Support Fund Committee** and **Lee Student Support Fund Committee** for a one-year term.

IV. D. Editorial and Publications Committee

The Editorial and Publications Committee consists of six members elected by the membership to staggered three-year terms. The Chair of the Budget, Finance, and Audit Committee serves as a voting, ex-officio committee member. The Editor of *Social Problems* and the Editor of *Social Problems Forum: The SSSP Newsletter* serve as non-voting, ex-officio committee members. The out-going editor of *Social Problems* shall serve a three-year term as a voting, ex officio committee member. The committee selects its own Chair each year.

Duties of the Committee

- Provide oversight responsibilities with respect to the publication of *Social Problems* and *Social Problems Forum: The SSSP Newsletter*. The committee must ensure quality and timeliness of these publications.
- Conduct bi-yearly evaluations of the editors of *Social Problems* and *Social Problems Forum: The SSSP Newsletter*. The committee can recommend reappointment of the editors to a second term not to exceed three years.
- Review periodically and publish its criteria for the oversight of the Editorial Offices and for the selection of editors. Final decisions regarding the editorial policies of *Social Problems* is made by the Board of Directors or by the membership by vote or referendum. The Editor remains the final judge over acceptance and rejection of manuscripts and over format within the limits set by the budget.
- Supervise the preparation and the arrangements of publications of the Society other than *Social Problems*.

Contracting with a Publisher/Printer

Social Problems

The Society contracts with a press to handle various business aspects of publishing *Social Problems*. The Ad

Hoc Publisher Search Committee is involved in negotiating the contract and in the selection of a publisher. The Chair, Executive Officer, and the Treasurer form the committee and receive bids from various publishers. The committee reviews the bids and makes a recommendation to the Editorial and Publications Committee who in turn makes a recommendation to the Board of Directors.

Our current contract with the University of California Press has a provision for an automatic five-year renewal, unless notice of termination is submitted in writing by either party to the other not later than December 31, 2013, twelve months preceding the date of expiration (December 31, 2014.) The committee must determine whether we renew the contract or seek bids from alternative publishers when the contract expires.

The Social Problems Forum: The SSSP Newsletter

The Editor provides the Administrative Officer with a pdf file of the newsletter. The newsletter is posted on the Society's web site. The Administrative Office sends an electronic link to members who request it.

The Membership Directory

The membership directory is available on the Society's web site and can only be accessed by current members. The electronic membership directory provides several search options, including name, e-mail, affiliation, city, and country. Members can make changes directly to their own listing and choose to remain unlisted in the directory. The Administrative Office has responsibilities for the quality of this service.

Other Publications

The Editorial and Publications Committee may recommend other publications to the Board of Directors. Given the wide use of *Social Problems* articles and their high quality, anthologies utilizing the articles have been well received. Proposals must be prepared by current members. The Editorial and Publications Committee reviews the proposals and makes a recommendation to the Board of Directors as to whether or not the book is endorsed by the Society as a sponsored publication. Approved proposals are submitted to the publisher for consideration. The agreement on sponsored publications stipulates that any royalties earned by these edited volumes will be paid to the Society.

IV. E. Elections Committee and Election Procedures

The Elections Committee is composed of a Chair and three or more members who reside in the same geographic area as the Chair. The committee makes no nominations. An ordered list developed by the Nominations Committee and approved by the Board of Directors is sent to the Chair to secure the verbal consent of nominees after the Annual Meeting.

By October 1 of the year following the Annual Meeting, candidates shall be contacted by the Elections Committee in the order in which they were nominated and asked to serve. Candidates may accept or refuse in writing, or orally; the date of response shall be noted in writing.

After being contacted, candidates shall have a two-week grace period to accept or decline candidacy. Candidates who make no decision by the close of this period, and/or who decline to pay dues for the year in which they were nominated, shall be ineligible to run for office.

If there are insufficient candidates for any given position after the priority list is exhausted, the President or the Executive Committee; or Board members, as polled by either the Nominations Committee or Committee on Committee Chairs according to which candidates fall into their jurisdiction shall recommend further candidates. The same procedure shall hold in the event of an unexpected vacancy in any Committee, or the Board of Directors.

Once the slate of candidates has been identified, the Graduate Research Associate will ask candidates to complete an online candidate form within a two-week period.

Candidate lists shall be completed by December 15 of the year following nominations, even if there are fewer

nominations for any given office than otherwise prescribed by the By-Laws. The slate of candidates will be posted on the Society's web site by December 15 each year and appear in the winter issue of the newsletter.

Posting the Ballot

By March 1 of each year an e-mail to all members will announce the opening of the general election on March 15. Electronic mail will be used for the notification of elections, notification of meetings, and any other official announcements. It is considered the member's responsibility to notify the Administrative Office of any changes in e-mail or postal address in a timely fashion.

By March 15 of each year the Elections Committee shall report the final results of the nominations procedures to the membership. This report shall take the form of the Administrative Office posting the ballot on the Society's web site and declaring the election open. The election site shall remain open for four (4) weeks.

Final Results

The Elections Committee shall report the results of the final elections to all nominees and members of the Board of Directors by no later than June 1. In case of ties, the Board of Directors shall be requested to cast the deciding vote. After all candidates have been notified of the election results, the Administrative Office will communicate with each person elected and advise them of the office's responsibilities.

- a. The Elections Committee shall review the computer record of votes cast, note and resolve any irregularities, and file a report with the President and the Administrative Office.
- b. If any candidate disputes the election results they shall be granted access to the report discussed in "a" and may appeal the report of the Elections Committee to the Board of Directors. The decision of the Board of Directors on the appeal shall be final.

Election Procedures

The list is ordered so that preferred candidates are contacted first. If names appear on more than one list, candidates are contacted in the order they appear on each list. In the event that an individual declines to run, that person may be eligible to serve in another office. If this occurs, the person is offered the higher-ranking office first. Determination of the candidate's willingness to run is made by the Elections Committee. A minimum of two candidates must be proposed for any vacant position except Secretary and Treasurer. The candidates for these two positions are nominated by the Board of Directors.

IV. F. Membership and Outreach Committee

The Membership and Outreach Committee consists of nine members elected by the membership to staggered three-year terms. Each cohort of elected committee members should include at least one graduate student. The members of the committee shall each year elect a chair from among those committee members who are serving their third year on the committee. The duties of the committee are to recruit new members, to raise awareness of SSSP and to recommend retention strategies to the Administrative Office, to the Executive Officer and to the Board of Directors.

Timetable for Various Committee Activities:

Set Promotional Strategy Schedule: October 15*

Updates to promotional web sites to Administrative Office: October 31

Updates to printed promotional items to Administrative Office: November 15

Selections of target e-mail lists: November 30

*This schedule is to be modified on an annual basis in consultation with the Membership and Outreach Committee Chair at the beginning of the term according to the promotional strategy in place for the year.

IV. G. Permanent Organization and Strategic Planning Committee

The Permanent Organization and Strategic Planning Committee consists of a Chair, Chair-elect and six members appointed to staggered three-year terms. The President-Elect will appoint a Chair from among the members who have served on the committee for at least one year. The Chair will serve during the term in which the President-Elect is President.

Duties of the Committee

- performs a critical survey of the functioning of the Society
- develops proposals for the improvement of the organization and operation of the Society
- examines the distribution of functions between volunteer members and paid staff for more effective achievement of organizational objectives
- initiates the process of planning new goals and future development of the Society
- reviews the maintenance of a system of permanent records and operating procedures
- reviews the Society's web site
- conducts personnel evaluations of the Executive Officer, Administrative Officer, Meeting Manager, Administrative Assistant, Information Technology Specialist, and the Graduate Research Associate at each annual meeting

A subcommittee (Chair and two committee members) will perform a site visit of the Administrative Office the same year that the Society's contract is to be renewed. The visit should take place in the spring and be routinely initiated by the Administrative Officer. The meeting should be organized jointly by the Chair of the Permanent Organization and Strategic Planning Committee and the Administrative Officer. Care should be taken to identify and agree upon a convenient time for all involved parties. The purpose of the visit is to discuss a range of operational issues of current concern, to review the Society's web site for content, design, and links to relevant organizations, to plan new goals, and identify future development issues. The Chair will prepare a report summarizing the meeting. The Administrative Officer will distribute the report to the Board of Directors and the Budget, Finance, and Audit Committee. A budget item for committee expenses is included in the Society's budget.

IV. H. Program Committee

The Program Committee consists of a Chair and three or more members. The duties of the committee are to develop and implement plans for the Annual Meeting program based upon the theme for the meeting. The theme is developed by the President-Elect and announced with a description in the final program for the Annual Meeting that occurs one year before the program will be held. In recent years, Presidents have kept the committee near the lower limit of three persons, but some Presidents have chosen to have a larger committee. The Administrative Officer works closely with the committee providing information on past successes and failures, and provides support needed in completing the duties of the committee.

The following paragraph appears in the By-laws and is meant to convey the wide latitude granted to the committee in planning a stimulating program. "The committee shall be empowered to stimulate discussion at the Annual Meeting of topics it deems important in furtherance of the interests of the Society. To this end it may arrange for the presentation of papers, colloquia, seminars, and any other formats it deems appropriate. These forums for discussion may deal with research findings, theory, or policy questions. The committee shall also invite the membership of the Society to contribute suggestions for topics around which sessions might be organized. The committee shall make a special effort to provide for the critical discussion of constraints, internal and external to the social science professions in their pursuit of research, theory and policy analysis."

Often papers are invited for special sessions. In addition to the sessions organized by the committee, each of the Special Problems Divisions is entitled to organize at least three sessions. One of these sessions must pertain to the announced theme of the meeting. This encouragement comes in a joint meeting with the Program Committee and the Special Problems Division Chairpersons held during the Annual Meeting preceding the year during which the committee functions.

Also, a joint meeting of the Program Committee, which has completed its work, and the Program Committee that is just beginning its intensive planning phase takes place at the Annual Meeting. This meeting provides an opportunity to discuss what went well and what could be improved. The Executive Officer and Administrative Officer may be requested to attend this meeting to provide additional information from their perspective.

Timetable for Various Program Committee Activities:

Appointment of Program Committee Chairperson(s)	two years before Annual Meeting
Appointment of Program Committee	one year before Annual Meeting
Deadline for Names of Session Organizers	mid-September in year before Annual Meeting
Distribution of Call for Papers to all members via e-mail	mid-October in year before Annual Meeting
Deadline for electronic submission of papers/abstracts to Session Organizers or the Program Committee Chair	January 31 the year of the Annual Meeting
Session organizers must accept or refer all papers/abstracts	by no later than mid-February the year of the Annual Meeting
Session/paper titles and contact information for each author must be in the Administrative Office	no later than March 1 the year of the Annual Meeting
Program Committee makes final placement of referred papers	by March 31 the year of the Annual Meeting
Program Participants are notified of their program participation	by April 15 the year of the Annual Meeting
Preliminary program will be distributed to all current members and program participants via e-mail	mid-May the year of the Annual Meeting
Program Participants must register for the Annual Meeting	by July 1 the year of the Annual Meeting
Final Program goes to the printer	late July the year of the Annual Meeting

A budget item for committee expenses is included in the Society’s budget. If the committee needs additional money, the Chair must inform the Budget, Finance, and Audit Committee. An expense incurred by the committee is the waiving of registration and/or membership fees for invited participants in the program who are not members of the Society. The Executive Officer and the Administrative Officer do not waive fees on their own authority but at the request of the President and/or Program Committee Chair. These waivers must be budgeted as an expense to the committee for sound financial planning.

IV. I. Standards and Freedom of Research, Publication, and Teaching Committee

The Standards and Freedom of Research, Publication, and Teaching Committee consists of a Chair and five members appointed to staggered three-year terms. The President-Elect will appoint a Chair from among the members who have served on the committee for at least one year. The Chair will serve during the term in which the President-Elect is President.

Following criteria specified by the Board of Directors, the committee will concern itself on behalf of the Society, with the professional rights and freedom of sociologists and other social scientists in their investigation and

teaching of social problems. The committee will be empowered to investigate cases and to protect and strengthen the responsible professional autonomy of sociologists and other social scientists. In doing so, the committee will respect the integrity of other professional groups whose concerns may overlap with the Society's and consult with them before taking action that may involve the membership.

During the past 10 years, the committee has met only when the Board of Directors, the President or a member alerted the Society to a specific case or issue. In these instances, the committee has recommended a course of action or stand to the Board of Directors.

IV. J. Accessibility Committee

The Accessibility Committee consists of a Chair, Chair-Elect and one or more additional members. Following criteria specified by the Board of Directors, the committee strives to assure that all facilities at the Annual Meeting are accessible to disabled participants. The committee has the responsibility of developing and recommending to the Board of Directors and to the membership policies that will encourage and assure the full participation of disabled persons in the Society and in the larger community.

In mid-March, the Chair reviews and modifies the Guidelines for Meeting Participants flyer. The Administrative Officer will assist the Chair with this task. The Administrative Office will distribute the guidelines to all program participants.

IV. K. Site Selection Committee

The By-laws designate the Executive Officer and the Administrative Officer as the Site Selection Committee. Since 2004, the Society has utilized the meeting management services of HelmsBriscoe (placement fee paid directly by the hotel) when soliciting hotel bids. In addition to consulting with persons who live in the area proposed as the Annual Meeting site, the committee may consult with others in selecting a site according to criteria established by the Board of Directors. The Board of Directors legislated that the hotel or conference site must be staffed by unionized personnel whenever possible.

Provisions are made in the annual budget for the Site Selection Committee to visit the Annual Meeting site up to three years in advance of the meeting date. The committee visits the proposed city in October or November and screens potential host properties.

The top three properties meeting the Society's requirements, as specified under the "Hotel Contracts" section are asked to prepare a written contract. The Administrative Officer prepares a comparison report of the property characteristics for the Board of Directors' consideration. These options are forwarded to the Board of Directors in December and a vote is taken via e-mail. The Executive Officer or Administrative Officer signs a contract for the Annual Meeting site approximately two and a half years in advance. This amount of lead time is necessary to secure a property compatible with the wishes of the Society's members. This process has been found to be most effective in insuring that site requirements are met.

IV. L. Nominations Committee

The Nomination Committee for the year following the annual meeting is established at the annual meeting. The committee shall consist of the Chairperson of the Council of the Special Problems Divisions and four members appointed by the Board of Directors. The Chairperson of the Council of the Special Problems Divisions will serve as the Chair of the Nominations Committee and will be the primary point of contact with the Board of Directors.

Its duty shall be to nominate persons to stand for each elected office and elected committee position for which there will be a vacancy during the following year, except for the offices of Treasurer and Secretary, which shall be nominated by the Board of Directors.

Every year, candidates are needed for:

President-Elect (1): At least 2 nominees, 4-6 names

Vice-President Elect (1): At least 2 nominees, 4-6 names

Board of Directors (2): At least 4 nominees, 8-10 names (NOTE: Some years there may be more than 2 vacancies.)

Student Representative of the Board of Directors (1): At least 2 nominees, 4-6 names

Budget, Finance, and Audit Committee (1): At least 2 nominees, 4-6 names

Committee on Committees (2): At least 4 nominees, 8-10 names

Editorial and Publications Committee (1 or 2): At least 2-4 nominees, 6-8 names

Membership and Outreach Committee (3): At least 3 nominees, 10-12 names

Each year the Nominations Committee led by the Chairperson of the Council of the Special Problems Divisions shall begin soliciting names for consideration at the following year's meetings immediately following the Annual Meeting. All nominations should be submitted by June 15. In order to be considered for nomination at the meeting, the name of the person and a brief biographical sketch including information on scholarship and professional service, including service in SSSP, should be circulated to all members of the Nominations Committee in advance of their meeting at the Annual Meeting. These potential nominees should have been contacted to determine their willingness to run. The Committee shall invite nominations from all members of the Society through the Newsletter, from the Division Chairs and Board of Directors, from members of Standing Committees and whatever other sources it deems appropriate.

The Committee has the responsibility of presenting as its report an ordered list of nominees for each vacant position to the Board of Directors on the last day of the Annual Meeting for approval. The Administrative Office sends the approved list to the Elections Committee Chair by no later than two weeks following the Annual Meeting.

V. The Editorial Office of Social Problems

The Editor of *Social Problems* is recommended by the Editorial and Publications Committee and appointed by the Board of Directors for a three-year term. The Editor can be reappointed for only one three-year term. The Editor is a non-voting, ex-officio member of the Board of Directors and the Editorial and Publications Committee. The Editorial Office of the journal moves to the location of the Editor and many decisions concerning the journal are turned over to the Editor at least six months prior to the expiration of the term of his or her predecessor. The Editor, Executive Officer, and the publisher of the journal control the various aspects of the operation of the journal under the supervision of the Editorial and Publications Committee and the Board of Directors.

Contractual Relationships with the Host Institution for the Journal

The host institution (employer of the Editor) is asked to provide work space, adequate equipment and facilities for the Editor, Assistant Editor, and Managing Editor to perform the work of receiving and processing manuscripts, copy-editing and preparing final copy for printing in the form specified by the publisher. Salary support other than that provided in the contract between the Society and the host institution is provided by the host institution. The Editor working through the host institution bills the Society for costs of operating the Editorial Office not to exceed the amount specified in the budget. The Society prefers to be billed monthly, but quarterly bills are acceptable. All employees of the Editorial Office shall be considered employees of the host institution and not employees of the Society. Fringe benefits for employees should be handled as specified in the annual budget submitted by the Editor.

The contractual relationship with the host institution is reviewed and renewed annually. The first contract covers a six-month period. The second and third contract covers a full calendar year. The fourth contract usually covers a six to nine-month period, including the Editor's term and wrap up time.

Statement of Work

1. The Editor and staff agree to produce copy for the twelve issues of the journal, *Social Problems*. These issues cover three volume years. The Editor and staff deal directly with the appropriate personnel at the publisher when ensuring the issues appear in a timely fashion.
2. The Editor will prepare an annual report on the operation of the journal to the Board of Directors, the Budget, Finance, and Audit Committee, the Editorial and Publications Committee, and the attendees of the Annual Business Meeting. This report will include the number of manuscripts received and the disposition of the various manuscripts. Indication of the quality of the articles and other matters that the Editor deems appropriate should be included in the report.
3. The Editor will nominate members to serve as Advisory Editors of the journal giving attention to issues of diversity in ethnic background, sexual orientation, and physical disabilities. The Editor will ensure that all Advisory Editors are current members. The Advisory Editors are approved by the Board of Directors on the last day of the Annual Meeting.
4. The Editor will submit an annual budget to the Budget, Finance, and Audit Committee in April of the year preceding the year in which the budget is to take effect. (This budget will be reviewed by that committee, revised, if necessary with the advice and consent of the Editor and forwarded to the Board of Directors for approval.) Approval of the budget by the Board of Directors will constitute approval of extension of the terms of the contract for another budget year.
5. The Editor will host a luncheon for the Advisory Editors at the Annual Meeting. The cost of the luncheon is borne by the Society.
6. The Editorial Office will provide appropriate documentation of expenditures as required by the auditors of the Society's books.
7. The Editor must become familiar with the terms of the contract with the publisher and be prepared to recommend any appropriate changes in that contract when it is renegotiated and/or rebid.

Budget Narrative

The budget narrative provided each year should cover the cost of operating the Editorial Office. It reflects the provision of monies to carry out the duties mentioned above, during the budget period described. Permanent equipment expenditures to be retained by the Society must be reviewed and approved by the Budget, Finance, and Audit Committee and the Board of Directors.

Promotion of Institutional Subscriptions/Non-Member Subscriptions to Social Problems

The contract with the publisher provides for cooperation in promotion of the journal through seeking new subscribers. This has been done by exchanging advertisements with other journals and by direct mail and e-mail campaigns to libraries and to members suggesting that they encourage their local library to subscribe. These promotions are conducted by the direct mailing of a brochure describing the journal to candidate libraries and others. The contents of the brochure are prepared in consultation with the Editor and the Administrative Office.

VI. The Editorial Office of Social Problems Forum: The SSSP Newsletter

The Newsletter Editor is recommended by the Editorial and Publications Committee and appointed by the Board of Directors for a three-year term. The Editor can be reappointed to subsequent terms. The Editor is a non-voting, ex-officio member of the Board of Directors and the Editorial and Publications Committee.

In addition to the duties of preparing the Newsletter, the Editor supplies the Budget, Finance, and Audit Committee (through the Administrative Office) with a copy of the budget needs projected for the preparation of a pdf file of three newsletter manuscripts each calendar year.

The primary purpose of the Newsletter is to inform members of the various activities of the Society. The items listed below should appear in the Newsletter. The remainder of the Newsletter reflects the initiative of the Editor in soliciting articles and reviews and in publishing announcements of activities judged interesting to members. Members of the Society can contribute articles, announcements, and book reviews.

The Newsletter includes the following items:

- The Call for Papers for the Annual Meeting announcement
- The Call for Nominations for the various awards made by the Society such as the: C. Wright Mills Award, Division-Sponsored Awards, Joseph B. Gittler Award, Lee Founders Award, Racial/Ethnic Minority Graduate Scholarship, and the Thomas C. Hood Social Action Award
- The Call for Applications for travel support from the Erwin O. Smigel Award, Lee Scholar Support Fund, and the Lee Student Support Fund
- Statement of candidate qualifications and candidate statements of all persons running for an elected office
- Election results when tabulated
- The official minutes of the Board of Directors Meetings and of the Annual Business Meeting, the annual audit, and the approved SSSP budget
- Other announcements of Society activities or activities of its divisions
- A column from the Executive Officer

The Newsletter Editor provides the Administrative Office with a pdf file of the newsletter, which is posted on the Society's web site. The Administrative Office sends an electronic link to members who request it. The fall issue must be posted no later than mid-November, the winter issue no later than March 1, and the summer issue no later than July 1.

VII. General Guidelines on Contracts and Biddable Work

VII. A. Publisher of Social Problems

The University of California Press publishes the journal, handles institutional and non-member individual subscriptions, handles requests for reprint and duplication rights, and subscription fulfillment for members. The Society continues to own the copyright to the journal. The terms of the contract between the Society and the University of California Press are subject to negotiation and renewal. Our contracts run for three to five years and have preserved the right of the Society to determine the subscription price for the journal. Initially, the award was made to the University of California Press on the basis of a competitive bidding process. Before the contract expired, a negotiating team composed of the Chair of the Editorial and Publications Committee, the Treasurer, and the Executive Officer solicited competitive bids. Two private publishers submitted bids for handling these services with the Society continuing to hold the copyright. After considerable review the contract was awarded again to the University of California Press. A key issue at that time was the desire of the Society to maintain the right to set the subscription price – particularly for institutional subscriptions. The work of seeking competitive bids for the business office of the journal requires preparing specifications for the work sought and contract provisions that the Society wants to maintain. If competitive bidding is desired, work to seek competitive bids, needs to start at least two years in advance of contract renewal. The current contract automatically renews for a five-year period, if notice is not given twelve months preceding the date of expiration. The current contract expires on December 31, 2014.

VII. B. Publication Work Done by the Administrative Office

The Administrative Office has developed a relationship with a local printing company to provide printing and mailing services for the Society's operations.

VII. C. Purchase of Equipment

If the Society can receive a favorable discount on the purchase of equipment through the host institution, the

Society takes advantage of this option. If such options are not available, the Society seeks competitive pricing on the open market.

VII. D. Contracts Associated with the Annual Meeting

VII. D. 1. Hotel Contract

Hotel contracts are negotiated at least two and a half years in advance of the Annual Meeting. In the past, the Convention and Visitor's Bureau assisted the Executive Officer and Administrative Officer in arranging visits with hotel sales personnel. Since 2004, the Society has been working with HelmsBriscoe. There is no contractual obligation in working with HelmsBriscoe; they serve as an administrative arm to the Society. They are compensated for their services with a placement fee directly by the hotel. The Administrative Officer provides them with our Annual Meeting requirements. These details include meeting room needs, food and beverage needs, and sleeping room forecast. The site visit usually takes two days. At the conclusion of the site visit, the Executive Officer and Administrative Officer identify their top three choices and the Administrative Officer supplies the sales personnel with a preferred contract type, including concession items. We ask hotels to prepare a written contract by late November or early December. Once received, the Administrative Officer, in consultation with the Executive Officer, works with each hotel to ensure the Society is getting the best contract, prepares a comparison report, and circulates it to the Board of Directors for voting with a goal of having a signed contract before the end of the year.

The following factors must be considered when selecting a hotel

- Low hotel room cost for attendees
- Unionization of hotel employees
- Close proximity to the American Sociological Association's (ASA) conference hotel/s. Try to avoid transporting members between SSSP and ASA properties. If transportation is required, the hotel must incur costs.
- Conformity to the American Disabilities Act: reserve 5 accessible guest rooms for group. Three of these rooms must have a roll-in shower (3 rooms with 2 beds and 2 rooms with a king bed).
- Nondiscriminatory with regard to race, ethnicity, sex, sexual preference, religion, national origin, or physical disability

Desirable characteristics of a hotel contract

- Firm competitive rates quoted for the year of the Annual Meeting. The majority of reservations (70%) will be for two bedded rooms. Add the following clause to the contract, "The Hotel will not offer room rates on the Hotel's web site below the conference rate assigned to SSSP for the days of the conference. In addition, our rate will never exceed 95% of the lowest advertised American Sociological Association's standard single/double rate, regardless of the stated rate." The guest room rates will be offered by Hotel three (3) days prior and three (3) days after the meeting dates, subject to availability of guest rooms at the time of reservation.
- Reservations/Cut-Off Date: The Hotel will continue to accept reservations from our attendees after the cut-off date at our group rate based on availability.
- Complimentary rooms will be accorded to our group for every forty (40) paid rooms occupied each night of our stay
- Complimentary Presidential suite for our President
- Concessions: Complimentary internet access in guestrooms and meeting space; 20 staff rooms at a reduced rate of 50% off group rate; 5 suite upgrades; 5 club upgrades; 20 complimentary welcome amenities; 20% discount on food and beverage menu pricing; freshly brewed coffee (regular/decaffeinated) and herbal tea at \$50 per gallon; complimentary rooms for a total of 6 room nights for pre-program planning visit, unused pre-program planning visit rooms will be credited toward the master bill; complimentary two-night hotel stay certificate at hotel; complimentary usage of the health club; complimentary self and valet parking for attendees; receive 3% off the entire master bill; double meeting manager points; up to 15 complimentary 6x10 exhibit tables; complimentary receiving/handling of packages if received no sooner than 72 hours prior to arrival date of meeting; if the

hotel does not have a gender neutral restroom, the hotel must designate one of the restrooms near our function space as gender neutral over our contract dates.

- Meeting Facility Charge: Meeting and function space will be provided on a complimentary basis. In the event that our guest room block is not filled or our scheduled food and beverage events change, additional meeting room rental charges will apply on the following scale:

<u>Total Rooms Used</u>	<u>Total Charge</u>
70-100%	No charge
60-69%	\$2,000 (one time charge)
50-59%	\$4,000 (one time charge)
Below 50%	\$5,000 (one time charge)

- Food and Beverage Minimum: The Society is committed to a minimum cost to include Food, Beverage and Set-up fees of \$30,000, excluding gratuity and sales tax.
- Function Space Cancellation: In the event of a cancellation for any reason, the meeting/function space being held will have no rental charges applied on the canceled space as liquidated damages.
- Audio-Visual: The Society is free to get competitive bids from audio-visual suppliers in the event we cannot secure a contract with the in-house audio-visual company. The in-house audio-visual company will discount their rental/labor prices by no less than 35%.
- Guest Room Attrition: Upon written notice from SSSP to the Hotel, SSSP may reduce the room block by 20%, prior to the 60 day prior date of arrival. Upon written notice from SSSP to the Hotel, SSSP may reduce the room block by an additional 10% between the 60 day prior date of arrival and the 45 day prior date of arrival.
- Labor Clauses:

Excused Non-Performance due to Labor Dispute

Notwithstanding anything in this Agreement to the contrary, if performance hereunder would foreseeably involve Group in or subject it to the effects of a boycott, strike, lockout, picketing or other labor dispute and Group therefore withholds, delays or cancels performance, it shall have no liability there from, provided that the Group may not withhold, delay or cancel performance based upon a labor dispute involving its own employees. If a Cancellation occurs under this Section, neither the Group nor its members shall have any future obligation under this Agreement, and any deposits or other payments made to the Hotel by the Group or its members to reserve rooms or other space for use, and/or for services to be provided, shall promptly be refunded to the Group or its members. This Section shall supersede all other provisions of this Agreement.

Notification of Labor Dispute

Hotel agrees to notify the Group in writing within ten (10) days after it becomes aware of any labor relations dispute involving the Hotel and its employees including, but not limited to, union picketing, the filing of an Unfair Labor Practice charge by a union, the expiration of a negotiated labor contract, an existing or impending strike or lockout or any other matter which could reasonably be construed as a labor-management relations dispute.

- Cancellation Clause: Either the Hotel or Group may cancel this contract for any reason other than a termination for cause; canceling party agrees to provide written notice to the other party accompanied by a liquidated damage. Payment as indicated in the following scale:
From date of signature to 1/15 of the year before the annual meeting: \$25,000
From 1/16 of the year before the annual meeting to 1/15 of the year of the annual meeting: \$50,000
From 1/16 of the year of the annual meeting to the annual meeting: \$100,000
In addition, all deposits received to that date will be returned to SSSP.
- Performance Clause: Group's performance of this Agreement is expressly conditioned upon the availability and execution of a contract between a hotel and the American Sociological Association (ASA). Group must hold its national convention in the same city as the ASA's national convention. If for any reason beyond the control of Group, the ASA cancels or changes dates for their Annual Convention, Group in its sole discretion, may terminate this Agreement without liability described in the Cancellation Policy, upon written notice to Group.

- **Rebooking Clause:** In the event the Group cancels this event, one hundred percent (100%) of collected cancellation fees may be credited towards a future meeting of equal or greater size that is re-booked and takes place at Hotel.

VII. D. 2. Audio-Visual, Awards Banquet, and Transportation Contracts

Contracts for the above services are negotiated the year of the Annual Meeting. Competitive bids are sought with the Meeting Manager and the Administrative Officer working in cooperation with the Local Arrangements Chair, if needed. The lowest bid that meets our requirements is awarded.

Since 2008, the Society has used outside audio-visual companies because they offered the lowest bid. In 2012, the Board of Directors approved the Administrative Office to consider multi-year contracts for audio-visual services. In addition, the Administrative Office is to explore cost-effective measures to continue recording the Society's Presidential Address.

The Board of Directors voted in 2003 to hold the awards banquet at the conference hotel. This is very advantageous to the Society. It allows the Executive Officer and the Administrative Officer to negotiate a more favorable hotel contract. When the conference site is beyond walking distance to the American Sociological Association's conference hotel, the Board of Directors may authorize a shuttle service. This adds to the cost of the Annual Meeting, if the charge is not covered by the conference hotel.

VII. D. 3. Travel Agency and Car Rental Contracts

The Society receives free tickets (one complimentary ticket for every 40 tickets booked) when members use the contracted travel agency when making airline reservations. In addition, the Administrative Officer negotiates a discounted car rental contract. It should be noted that these services have not been widely used by our members in the past.

VIII. The SSSP Schedules and Cycles

VIII. A. SSSP Year - A Monthly Review

SEPTEMBER: This is the first month of the SSSP organizational year. All new officers and committee members assume their duties. A slate of potential nominees is turned over to the Elections Committee to secure permission to place their names on the general election ballot. All committees begin their work. The reports of the sessions being organized by the divisions and the Program Committee arrive in the Administrative Office for assembly into the Call for Papers for the next Annual Meeting. The C. Wright Mills Committee begins to seek nominations for the award from members and publishers. Follow-up begins on the decisions made at the Annual Business Meeting and by the Board of Directors. Reports presented at the Annual Meeting are posted on the Society's web site. A contract is signed with the Local Arrangements Chair for the next Annual Meeting.

OCTOBER: The Newsletter reaches final preparation. The fall membership renewal campaign begins. All members receive a renewal notice requesting that they renew their membership. Life members, Emeriti and sustaining members receive a request to verify their mailing address and the opportunity to update membership preferences. The Call for Papers flyer is posted on the Society's web site and distributed to all members and Ph.D. granting departments. The roster of officers and committee members is completed and e-mailed to all persons included in the roster. The Elections Committee completes its work and sends the full slate of candidates to the Administrative Office. Candidates, who have agreed to run for office, are asked to complete an online candidate form. The Administrative Officer processes and mails the Author Payment checks. Final accounting for expenses associated with the Annual Meeting occurs and the third quarter financial statements are prepared and sent to the Budget, Finance, and Audit Committee and the Board of Directors. Announcements are prepared for the November issue of *Social Problems*.

NOVEMBER: The fall issue of *Social Problems Forum: The SSSP Newsletter* is published and distributed. Newsletters from divisions are distributed electronically to members. Renewals from the first membership renewal mailing are returned and the database files are updated accordingly. The Site Selection Committee visits potential sites for the meetings up to three years from the current year. The Administrative Officer in consultation with the Executive Officer renews the contract with the hosting institution(s). The President, Meeting Manager, and the Local Arrangements Chair will conduct a site visit to the next year's Annual Meeting location.

DECEMBER: Candidate statements and biographies are due to the Newsletter Editor by the December 15. All reports of the expenditures of division or committee funds for the year are due in the Administrative Office. Any reimbursement of expenses for Society authorized activities must be in the hands of the Administrative Office no later than December 15. A contract is signed with the Meeting Manager for the next Annual Meeting.

JANUARY: The second renewal notice is e-mail/mailed to members. Updating of the database with new membership information continues. The Membership and Outreach Committee launches its recruiting campaign through direct mail, reserving space at professional meetings, advertising, working with departments with graduate programs, person to person contacts, and other new recruiting ideas. The deadline for submission of papers/proposals to the Program Committee Chair and Session Organizers is January 31. All material for the winter issue of the Newsletter is due to the Editor. The Administrative Officer prepares the 1099 miscellaneous tax forms. Announcements are prepared for the February issue of *Social Problems*. Registrations for the Annual Meeting are processed.

FEBRUARY: The Meeting Manager continues discussion with the hotel staff about special arrangements for the Annual Meeting. The Local Arrangements Chair continues to work on the Annual Meeting. The Program Committee and session organizers screen papers and complete arrangements for their sessions. Session organizers must accept or refer all papers/abstracts by mid-February. Session/paper titles and contact information for each author must be in the Administrative Office by March 1. The winter issue of *Social Problems Forum: The SSSP Newsletter* is published and distributed. The Administrative Office continues to work with Division elections and newsletters. The Administrative Officer schedules the annual audit and begins the year-end budget preparation. If appropriate, the Permanent Organization and Strategic Planning Committee reviews the performance of the Administrative Office, Executive Officer and work of the committee structure of the organization. Submissions of application materials for the Racial/Ethnic Minority Graduate Scholarship are due to the committee by mid-late February. Registrations for the Annual Meeting are processed.

MARCH: End of the year financial statements are e-mailed to the Budget, Finance, and Audit Committee and to the Board of Directors. The Administrative Officer lays out the Annual Meeting program. Registration and verification materials are e-mailed to all persons listed in the preliminary program. The Administrative Officer begins working on the contents of the preliminary program. By March 1, an e-mail is sent to all members announcing the opening of the general election on March 15. The Membership and Outreach Committee continues its campaign to recruit new members at regional professional meetings throughout the spring. Submission of applications for the Erwin O. Smigel Award, Lee Scholar Support Fund, and the Lee Student Support Fund are due to the committees. The Administrative Officer begins planning the Budget, Finance, and Audit Committee meeting. Division Chairs are requested to submit budget revisions for the current year and to project their budget for the following year. Registrations for the Annual Meeting are processed.

APRIL: The first quarterly financial reports are completed and e-mailed to Budget, Finance, and Audit Committee and the Board of Directors. The Meeting Manager makes hotel reservations for the officers and VIPs. The Administrative Officer retrieves the election results and shares them with the Elections Committee Chair, President, Executive Officer, and Board of Directors. The candidates are informed of the results and the results are posted on the web site. Newsletters from divisions are distributed electronically to members. The final membership renewal notice is e-mail/mailed. The Administrative Officer obtains the name, address, e-mail address, and award amount of the Erwin O. Smigel Award recipients. An independent public accounting firm conducts a full audit of the Society's books. Announcements are prepared for the May issue of *Social Problems*. Registrations for the Annual Meeting are processed.

MAY: Requests for funding from divisions, committees, and officers should be sent to the Administrative Office by May 1 for assembly for the Budget, Finance, and Audit Committee's mid-year meeting. The draft of the preliminary program is completed and distributed for review. The preliminary program is posted on the web site and a link is e-mailed to the membership and all program participants on May 15. The work of divisions and committees continues. The Administrative Officer obtains the name, address, e-mail address, and award amount of the Lee Scholar Support Fund and the Lee Student Support Fund recipients. Registrations for the Annual Meeting are processed.

JUNE: The Meeting Manager continues to work with the hotel and the Local Arrangements Chair on arrangements for the Annual Meeting. All Award Committee Chairs report to the Administrative Officer so that arrangements for recognition at the Annual Meeting may be planned. The Administrative Officer contacts the registration workers and informs them of their arrival/departure dates, roommate, and work schedule for the Annual Meeting. The stipend/honorarium checks are processed and the letters of appreciation are sent to the *Social Problems* Editor, Associate Editors, and the *Social Problems Forum: The SSSP Newsletter* Editor. Registrations for the Annual Meeting are processed and all program participants should register by July 1. The Board of Directors requests that program participants receive at least three notices prior to the July 1 deadline for registration.

JULY: The draft of the final program is completed and distributed for review. Once approved, it is prepared for printing. The second quarter financial statements are completed and sent to the Budget, Finance, and Audit Committee and the Board of Directors. All reports from officers and committee chairs are due in the Administrative Office by mid-month. The Administrative Officer works with the President and Officers to set appropriate agendas. The final preparations for the Annual Meeting are finalized by the Meeting Manager, Administrative Officer, Executive Officer, and the Local Arrangements Chair. Announcements are prepared for the August issue of *Social Problems*. Registrations for the Annual Meeting are processed until the registration deadline.

AUGUST: The Annual Meeting is held. All committees and Special Problems Divisions hold meetings. The Meeting Manager staffs the meeting and provides support. The Board of Directors meets and makes all relevant decisions. The Administrative Officer contacts the publishing company of the C. Wright Mills winner and requests a camera ready ad. The Administrative Officer will review the hotel bill when received for accuracy.

VIII. B. SSSP Cycles

VIII. B. 1. Proposals that Involve the SSSP Beyond One Presidential Term

Any proposals that would involve SSSP in activities (e.g., special projects, networking with other organizations) that go beyond one presidential term must be reviewed and approved by the Board of Directors. Any such proposals must be clearly specified, including what is to be done and what group (e.g., division, ad hoc committee, etc.) will provide the planning and implementation labor to carry out the proposal. The cost implications of the proposal must be explained and submitted to the Budget, Finance, and Audit Committee prior to Board review. Projects that entail significant costs should include specific plans or commitments for supplemental funding from outside organizations and granting agencies.

VIII. B. 2. Editorships

The By-laws specify a three-year, renewable term for the Editors of the two continuing publications of the Society. In both cases, the person appointed becomes a non-voting, ex-officio member of the Board of Directors and the Editorial and Publications Committee. The Board of Directors makes the appointment on the recommendation of the Editorial and Publications Committee. Because the terms are three years in length, this means that a properly functioning Editorial and Publications Committee is constantly working to either appoint or assist in maintaining a functioning Editorial Office.

VIII. B. 2. A. Social Problems

1. During the first full year of an Editor's term, the Editorial and Publications Committee will solicit applications for the next editor. An invitation will go out to all members and all Sociology Departments and other participating interdisciplinary programs. Advertisements will be posted in all SSSP information documents (newsletter, journal, web site, etc.), in *ASA Footnotes*, newsletters of other national and regional professional organizations (e.g., Association of Black Sociologists, Sociologists for Women in Society, American Society of Criminology, regional sociological societies), and other appropriate venues to ensure a broad and diverse pool of applicants. These advertisements should refer potential applicants to the detailed description of the Editor's position and duties in the *SSSP Operations Manual* posted on the SSSP web site. The detailed description will include a minimum level of institutional support and a maximum budget SSSP will cover as determined by the Budget, Finance, and Audit Committee. Editorial and Publications Committee members are encouraged to seek applicants and to assist them in preparing applications. The Editorial and Publications Committee will invite applications from candidates with strong histories of academic scholarship and publishing consistent with the goals and traditional content of *Social Problems*. Membership in SSSP is required for application. A history of involvement with SSSP and *Social Problems* will be appreciated. Applicants may apply by submitting a letter of interest, CV, a proposed budget for operating the Editorial Office, and a letter of support from the applicant's Department Chair, corresponding Dean of the prospective host institution, or appropriate official with budgetary authority. The names and complete contact information of three other references must also be provided. The letter of interest should include a statement of goals that the Editor might have for the journal during his or her term of office and any comments on how the philosophy of the Editor coincides with and/or departs from previous scholarship reflected in the journal and what financial and other support the host institution is willing to provide for the prospective Editor and the Editorial Office. Institutional support should be corroborated by letter(s) from the Dean, Department Chair, or appropriate official with budgetary authority. Under ordinary circumstances, the deadline for submitting applications should be February 1 of Year 2, that is, the year of the annual meeting at which the top 2-3 applicants will be interviewed and the new editor selected. Applications will be submitted to the Editorial and Publications Committee Chair.
2. The Editorial and Publications Committee, working in consultation with the Board and the Budget, Finance, and Audit Committee, will screen the applications. Every effort will be made to identify candidates from underrepresented racial and ethnically groups and women and extra weight will be given to candidates whose institutions provide substantial financial and other support to the editing and production of the journal. Members of the Editorial and Publications Committee may contact applicants and request additional information.
3. Prior to March 1 of Year 2, the Editorial and Publications Committee will recommend up to three applicants to the Board for review and approval. At the same time, the Board should receive a list of all applicants for the position. If the Board is not satisfied with the three recommended applicants, they may request the Editorial and Publications Committee to reconsider its recommendations until agreement between the Committee and Board is reached on a list of up to three finalists. These finalists will be notified by the Editorial and Publications Committee that they will be interviewed at their home institutions by a subcommittee of 2 committee members no later than June 15, and by the Committee as a whole at the upcoming annual meeting. The subcommittee will submit a report to the Committee and the Board no later than July 15 that includes the site visit and interview protocol used, a detailed assessment of each candidate as the potential editor of *Social Problems*, an assessment of the institutional support of the candidate based on interviews with relevant officials, and the subcommittee's recommendation(s).
4. Arrangements will be made by the Administrative Officer and Meeting Manager so that the committee can interview the finalists during the Year 2 annual meeting. (The Administrative Officer may be called upon throughout the entire process for assistance in coordinating the various activities.) The Editorial and Publications Committee will use the subcommittee's report and recommendations, as well as the

information obtained from its own interviews, to make a final recommendation to the Board.

If the Board of Directors accepts the committee's recommendation, the chair of the Editorial and Publications Committee will then notify the candidates of the decision. The Editor opens the new Editorial Office on June 1 of the following year, Year 3. This enables the receiving of manuscripts at the new office. The retiring Editor finishes out the third year with the November issue. This means that during the third year of any Editorship there will be two Editorial Offices open for a period of three to six months, depending on the length of time taken by the retiring Editor to finish the November issue. The goal is to close the retiring Editor's Office by September 30 of the third year.

During the third year of the Editor's term, the retiring Editor sits as a member of the Board of Directors for the meetings before the Annual Business Meeting. The new Editor sits on the Board for the meeting after the Annual Business Meeting.

First full journal year of Editor's term: The committee solicits and collects applications for the new Editor.

Second full journal year of Editor's term: The committee reviews applications, recommends up to three finalists for the editor position to the Board, conducts site visits, interviews finalists at the annual meeting, and recommends the new Editor to the Board of Directors at the annual meeting.

Third full journal year of Editor's term: The new Editor opens the Editorial Office in June and begins to receive manuscripts. The retiring Editor completes the November issue and closes the office by September 30.

***Social Problems* Editorial Transition**

Note: Subsequent transition notices will amend the indicated years as appropriate.

New Manuscripts: As of June 1 of the transition year all new manuscripts will be sent to editor elect (to be designated). The new editor will make editorial decisions on all new manuscripts submitted after June 1.

Revised Manuscripts: As of June 1 of the transition year, all revised manuscripts, including those solicited by the previous editor, will be resubmitted to editor elect (to be designated). The new editor will make editorial decisions on all revised manuscripts submitted after June 1 of the transition year.

Conditional Accepts: As of June 1 of the transition year, all manuscripts that have been conditionally accepted by the outgoing editor will be the responsibility of that editor. Conditional accepts are understood to be accepted with minor revisions that are intended to satisfy conditions specified by the outgoing editor who will be the only person to review the paper after said revisions are complete.

The outgoing editor will be responsible for the production of the August and November issues during the transition year.

The editor elect will be responsible for all issues beginning with February of his/her first full year. It is understood that the outgoing editor should forward 6-8 accepted manuscripts (this number might include conditional accepts) to the new editorial office at the time of the editorial transition. It is anticipated that the number of such accepts will generally not exceed seven or eight which is the typical number appropriate for one issue of the journal.

***Social Problems* Policy – Administrative Office**

The Administrative Office will keep one complete set of *Social Problems*. In addition, we will keep two copies of the previous four years and ten copies of the current volume year.

VIII. B. 2. B. Social Problems Forum: The SSSP Newsletter

Social Problems Forum: The SSSP Newsletter is an important publication for the institutional memory of the Society. The official minutes of the Board of Directors and the Business Meeting, annual auditor's report, and the annual budget must appear in the Newsletter. In addition to calls for participation in scholarly exchange, various award programs appear in the Newsletter. In recent years, Editors have used its pages to call our attention to issues that must concern those persons using scholarship to pursue social justice. The Editorial Office for *Social Problems Forum: The SSSP Newsletter* requires less personnel and a smaller budget than the *Social Problems* Editorial Office. A similar timeline to that followed for the Editorship of *Social Problems* must be followed. If the Editorial and Publications Committee and the current Editor of *Social Problems Forum: The SSSP Newsletter* are happy with the arrangement, the committee may elect to extend the term fully or partially. In general, six years must be viewed as the outside limit for the term of Newsletter Editor.

VIII. B. 3. Contracts and Agreements for Editors

The Society remains flexible in the type of contract written between it and the host institution. In some instances, the adopted budget of the Society serves as the budget used by the host institution with the supplements provided invisible to the Society but not to the Editor. It is important that budget categories of expenditures be approved by the Society when the Board of Directors takes action on the budget. Modifications in requested amounts must come to the Budget, Finance, and Audit Committee if they can be anticipated in advance of expenditure. The Society understands that a final accounting may reveal over and under expenditures, but recognizes the value of a budget that accurately estimates income and expenses.

Appendix

Job Description: Executive Officer

I. Direct Service to Volunteers and *Social Problems*:

- A. Assists and advises President, Board of Directors, Committee Members and the SSSP Membership.
- B. Reports current developments affecting the Society, and monitors budget and SSSP assets on a quarterly basis.
- C. Reviews SSSP Newsletter before it goes to press, instructions and renewal form for annual membership renewal campaign, and general election ballot.
- D. Serves Program Committee and problem-solves; works closely with the Meeting Manager before and at the Annual Meeting.
- E. Staffs Board of Directors, Budget, Finance, and Audit Committee, and Permanent Organization and Strategic Planning Committee Meetings.
- F. Serves *Social Problems*: monitors publication including finances, circulation, advertising, promotion, works closely with the publisher. Works with the Editorial and Publications Committee and Treasurer in negotiating a contract for publishing *Social Problems*.
- G. Works with the Administrative Officer and the Permanent Organization and Strategic Planning Committee on updating operations manual.
- H. Annually acknowledges volunteer work of all SSSP officers and committee members through thank you letters.

II. Organizational Work:

- A. Ensures that all appropriate SSSP Administrative Office personnel reviews are conducted by the University of Tennessee and the Permanent Organization and Strategic Planning Committee.
- B. Reviews membership brochures, annual meeting registration forms, and contracts with the journal publisher, vendors, suppliers, and the host institutions. This responsibility entails regular consultation with Administrative Officer.
- C. Proposes revisions of By-laws to the By-laws Committee.
- D. Writes newsletter column for the SSSP Newsletter.
- E. Develops ideas for promotional campaigns to increase membership of the Society, nationally and internationally, and works with appropriate partners and vendors to execute them.
- F. Works with the University of Tennessee's Office of Research and other appropriate partners to secure external funding for Society programs, projects, and activities.

III. Work with Outside Organizational Environment:

- A. Oversees and consults with the Administrative Officer when selecting business partners and vendors on the basis of competitive bids and monitoring their work.

- B. Oversees and consults with Meeting Manager while negotiating and working with hotels, registration staff at Annual Meeting, Convention Bureau personnel to obtain materials for registration packets. Enters into agreements with hotels on behalf of the Society.
- C. Writes public relations material for the Society and Annual Meeting; represents Society to the department and university hosting the Executive Officer and other external parties.
- D. Seeks information about developments in the external environment which affect SSSP. Oversees the Administrative Officer's work with lawyers, auditors, and other professionals who serve the Society.
- E. Maintains and strengthens networks with other association executives and vendors such as in the American Sociological Association (ASA); Association of Black Sociologists (ABS); International Sociological Association (ISA); Consortium of Social Science Associations (COSSA); National Association of Social Workers (NASW); regional societies and other related societies.
- F. Works to increase the general public profile of the Society through publications, online outlets, and other venues, and to expand the Societies national and international linkages with other academic, social policy, and social justice organizations.

Job Description: Administrative Officer

- A. Reconciles University of Tennessee system ledgers and converts information to functional accrual accounting system of SSSP. Prepares monthly balance sheet and income statement and sends quarterly statements to the Budget, Finance, and Audit Committee and the Board of Directors using Open Systems accounting software.
- B. Maintains ledgers, journals, prepares checks and performs accounts receivable and accounts payable record keeping.
- C. Prepares a detailed spreadsheet for all monies received by SSSP. In conjunction with the Treasurer and Executive Officer, manages and monitors the Society's reserve monies and operating accounts in checking, savings, money market accounts, certificates of deposit, mutual funds and other accounts. Deals with counterparts in financial institutions of deposit.
- D. Consults regularly with the Executive Officer, and meets with the Administrative Office staff on a bi-weekly basis.
- E. Works with the SSSP Newsletter Editor, the Editor of *Social Problems* and the publisher of the journal in promotion, maintenance, and financial matters related to these publications.
- F. Consults with the Budget, Finance, and Audit Committee and the Board of Directors and relates to Division and Committee Chairs in financial matters relating to SSSP. Suggests budgeting strategies.
- G. Organizes and maintains files and documentation pertaining to the Society's business and obtains appropriate insurance and bonding.
- H. Interviews and hires the Administrative Assistant, Information Technology Specialist, and the Graduate Research Associate. Organizes delegates, supervises, and manages the Administrative Office's work flow.
- I. Oversees the site selection process of the Annual Meeting. Conducts site visits of potential hotels. Requests contracts from the top three hotels or conference centers where such are combined. Reviews contracts and negotiates the best contract possible with each Sales Manager. Works with HelmsBriscoe, a meeting site selection company, and consults with the Executive Officer throughout this process.

- J. Prepares the contractual agreement between the Society and the host institutions of the Administrative Office and Executive Officer for each contract renewal. Works with the host departments and related contract and payroll administration departments on a regular basis regarding host institution policies and procedures.
- K. Provides the Council of the Special Problems Divisions Chairperson with information needed to identify candidates for each elected position. Oversees the Graduate Research Associate during the election process for all Special Problems Divisions via the Society's web site. Insures that procedures are in place to allow all division members an opportunity to vote. Monitors the computer tabulation of votes and reports any irregularities to Division Officers and to the Board of Directors. Maintains voting lists for all division elections. Advises the Division Chair in writing who the winner is and the ballot count.
- L. Prepares a detailed annual report of Special Problems Divisions activities for the Board of Directors.
- M. Works with the Nominations Committee and the Elections Committee in conducting the General Election. Provides the Nominations Committee Chair and the Elections Committee Chair with information needed to generate the slate of candidates. Prepares the general election ballot in consultation with the Executive Officer. Oversees the Graduate Research Associate during the election process via the Society's web site. Insures that procedures are in place to allow all members an opportunity to vote. Monitors the computer tabulation of votes and reports any irregularities to Nominations Committee and the Elections Committee and to the Board of Directors. Informs the Executive Officer and Elections Committee Chair of the results. Notifies the candidates regarding the election results. Informs the Board of Directors of the election results. Works with the Graduate Research Associate to insure that the election results are posted on the Society's web site.
- N. Organizes and executes the annual membership renewal campaign that entails requesting a letter from the president, revising instructions and the renewal form, distributing e-mail renewal information to lapsed members, and mailing renewal information to those who do not respond to the e-mail invitation.
- O. Oversees the Administrative Assistant when processing credit card payments from members for membership and annual meeting registration. Verifies the coding of each check and prepares a spreadsheet containing the name, check #, amount of check, and breakdown of each item. Prepares a spreadsheet for each credit card batch that contains the name, credit card type, amount of total transaction and breakdown of each item.
- P. Oversees the Graduate Research Associate with communication between Division Chairs and/or Newsletter Editors regarding their newsletter. Insures that a plain text file and a pdf file containing graphics and formatting are distributed to division members electronically and is posted on the Society's web site.
- Q. Compiles various notices, announcements, reports for the SSSP Newsletter and *Social Problems*. Works closely with the SSSP Newsletter Editor, *Social Problems* Editor, and various people from the publisher of the journal.
- R. Works closely with the Board of Directors and the chairs of all elected, appointed and ad hoc committees to ensure the smoothness of the operation of these committees.
- S. Provides office duties as necessary to the efficient performance of the Society's business. Strives to manage the Administrative Office in a professional manner.
- T. Handles hotel and menu arrangements for the Budget, Finance, and Audit Committee's mid-year meeting, Permanent Organization and Strategic Planning Committee's site visit to the Administrative Office, and other meetings when necessary.

- U. Deposits funds in various accounts of the Society.
- V. Works closely with the regional associations when promoting activities of the SSSP.
- W. Works closely with an independent accounting firm during the annual audit.
- X. Supervises the Administrative Assistant, Information Technology Specialist, and the Graduate Research Associate at the Annual Meeting.
- Y. Maintains and updates the operations manual in consultation with the Executive Officer and the Permanent Organization and Strategic Planning Committee.
- Z. Works closely with the Program Committee, Session Organizers, and Division Chairs when laying out the Annual Meeting program. Communicates with each program participant regarding their listing(s).

Job Description: Administrative Assistant

- A. Provides administrative support including: generation of e-mail blasts to the membership; retrieves and updates membership and annual meeting inquiries in the database; preparation of letters, including but not limited to promotional, contribution, and brochure requests; opens, responds, and forwards mail when necessary to the Administrative Officer; preparation of deposit slips and other related tasks.
- B. Provides support functions with staff, members, committees, division chairs, and elected officers requiring extensive knowledge of SSSP operations manual procedures and by-laws and has the ability to discuss these policies.
- C. Assists the Administrative Officer with maintaining ledgers, journals, preparation of checks and accounts receivable and accounts payable record keeping using Open Systems accounting software when needed.
- D. Performs duties as assigned by the Executive Officer and Administrative Officer. This responsibility entails regular, uninterrupted bi-weekly meetings with the Administrative Office staff.
- E. Serves as liaison between the membership, the Executive Officer, and the Administrative Officer.
- F. Works closely with companies that rent the Society's mailing list. Exports data from the membership database and generates an invoice.
- G. Orders supplies and oversees the maintenance of the office equipment used by the Administrative Office staff.
- H. Communicates with each person listed in the Roster of Officers and Committee Members regarding their willingness to serve and accuracy of their database information. Prepares and distributes the roster annually.
- I. Assists the Administrative Officer with ad-hoc weekly duties and other duties as assigned.
- J. Assists the Administrative Officer, Information Technology Specialist, and the Graduate Research Associate at the Annual Meeting and works registration.
- K. Supervises the Graduate Research Associate and registration staff at the Annual Meeting when the Administrative Officer is in meetings. Creates the annual meeting attendance report and tallies the survey results. Some of these duties may be delegated to the Graduate Research Associate.
- L. Assists the Meeting Manager with oversight duties including membership issues, registration matters,

late audio-visual requests, etc. at the Annual Meeting when the Administrative Officer is in meetings.

Job Description: Information Technology Specialist

- A. Provides IT technology support to the Society.
- B. Analyzes, designs, updates, and trouble-shoots database queries and database reports for the membership database and the annual meeting database. Maintains integrity of the membership database including updating/adding/merging/removing user accounts.
- C. Generates membership and annual meeting database reports and membership lists on a weekly and monthly basis.
- D. Creates new database reports as needed by the Administrative Officer or work with a software vendor if required to accommodate additional reports.
- E. Gathers and interprets membership and annual meeting data to compile special reports.
- F. Performs analysis of database and other software tools and provides recommendations for improvements.
- G. Investigates technological procedures in database growth and advises Administrative Officer on long term capacity plans including database migration; perform analysis of database and software initiative projects. Leads database and software initiative projects.
- H. Provides support to members for accessing online registrations, publications, or annual meeting registration or processes.
- I. Processes membership and annual meeting registrations.
- J. Compiles software design requests/enhancements and communicates requests/enhancements/issues with software vendor; test all software changes. Provides training to Administrative Office staff on new software technologies/processes.
- K. Monitors database and software environment for degrading performance or outages.
- L. Updates documentation for recording major responsibilities.
- M. Assists the Administrative Officer with periodic services provided to the Society's members, committees, and Special Problems Divisions.
- N. Performs duties as assigned by the Executive Officer and Administrative Officer. This responsibility entails regular, uninterrupted bi-weekly meetings with the Administrative Office staff.
- O. Assists the Administrative Officer, Administrative Assistant, and the Graduate Research Associate at the Annual Meeting and works registration.

Job Description: Graduate Research Associate

- A. Manages and maintains the design and content of the Society's web site. Oversees and drives day-to-day web site operation. Ensures web site quality, performance, and reliability.
- B. Serves as liaison between the membership, the Executive Officer and the Administrative Officer.
- C. Serves as main contact for communication with Division Chairs and/or Newsletter Editors regarding the distribution of newsletters. Insures that a plain text file and a pdf file containing graphics and formatting

are distributed to division members electronically and is posted on the Society's web site.

- D. Handles the election process for all Special Problems Divisions and the General Election via the Society's web site. Insures that procedures are in place to allow all Division members an opportunity to vote. Monitors the computer tabulation of votes and reports any irregularities to the Administrative Officer, Division Officers, and to the Board of Directors.
- E. Assists the Administrative Officer and the Administrative Assistant with periodic services provided to the Society's members, committees, and Special Problems Divisions.
- F. Performs duties as assigned by the Executive Officer and Administrative Officer. This responsibility entails regular, uninterrupted bi-weekly meetings with the Administrative Office staff.
- G. Assists the Administrative Officer, Administrative Assistant, and the Information Technology Specialist at the Annual Meeting and works registration.
- H. Helps keep track of how many hours are spent on each project/task to provide the Society with feedback regarding the time required by each project.