

THE SOCIETY FOR THE STUDY OF SOCIAL PROBLEMS
Publishers of the Journal *SOCIAL PROBLEMS*

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TO: Special Problems Divisions Chairpersons

FROM: Héctor L. Delgado, Executive Officer
Michele Smith Koontz, Administrative Officer & Meeting Manager

DATE: September 16, 2009

RE: Roles and Responsibilities of Division Chairpersons

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 limited 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.

A. Nominations Committee

Division Chairpersons comprise the Nominations Committee, along with one member of the Board of Directors. The Nominations Committee is chaired by the Chair of the Council of the Special Problems Divisions. Stephani Williams is the chair for the 2009-2012 term and can be contacted at stephani.williams@gmail.com.

The Nominations Committee nominates persons to run for each of the following elected positions: President-Elect; Vice-President Elect; 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 for you to locate willing nominees for these positions to suggest at the Nominations Committee meetings.

B. Division Elections

1. Chairpersons are elected for two years. No Division Chairperson can serve for more than three consecutive years. Each Special Problems Division should elect a Chairperson, a Chairperson-Elect, and other officers as determined by the division. 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 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) Email 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 should provide the Administrative Officer a list of the nominees. The Administrative Assistant & Webmaster 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) June 1. Try to hold your election during the fall, if possible. **No division election mailings will take place between July 1 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. Election procedures will insure all members of the Division have an opportunity to vote in the election. If a division member has an invalid e-mail address or has opted to receive a paper ballot, that member will receive a first class letter including a paper ballot with instructions for completing the ballot and the candidate(s) biography statement.

Election notification will be sent by email from the Administrative Office when voting is opened. At least four weeks will be allowed from the opening of the election website to receive votes before the voting is closed. The election website 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 website.

C. Council of Special Problems Divisions

The Chairpersons of the Special Problems Divisions comprise the Council of 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.**

D. 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 Special Problems Divisions, b) as the Nominations Committee, and c) with the Program Committee in planning the following year's meeting. The Council usually meets daily at the Annual Meeting.

E. Publications

1. Each division must have a current entry in the online booklet titled, **Working Toward a Just World: Visions, Experiences, & Challenges**. SSSP's mission is scholarship in pursuit of a just society. In this booklet, Division Chairs and members of each of the Special Problems Divisions address four questions in relation to their division's focus and the creation of a just world.
 - a. What is your vision of a just world in relation to your division's mission?
 - b. What are one or two demonstration projects, nations or states that have most effectively addressed your division's mission at any time in history and what are/were their important features?
 - c. What are the key difficulties that you and others working toward your division's mission face in your work toward a better world?
 - d. What are five to ten key articles or books you would recommend to SSSP colleagues and their students who work outside of your Division's area but want to learn more about it?

This booklet is intended for SSSP members, their colleagues and their students who want to learn more about one or more areas of study and activism that are the foci of the Special Problems Divisions. It is meant to provide members with a fuller understanding of the visions and work of our own and other divisions. It is also intended to offer colleagues who have as yet to join SSSP with a better idea of what we do within each of our divisions. These entries are posted on each division's website and dated in terms of when they were last revised.

If your division's entry is in need of revision, notify the Administrative Office and begin the process. When the entry is complete, the Administrative Assistant & Webmaster will review the electronic file, request revisions if necessary, date it with the current year and update the website.

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.

F. Division Newsletter

1. 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 placed on the website.
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 person responsible for preparing it. 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. Encourage members to send you announcements, articles about their work, reviews of books and/or articles of interest to people in your division. The newsletter is a way to build networks of scholarly support and exchange within your interest area. 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*.
 - f. Check the SSSP website and ASA Employment Bulletin to see if there are job announcements that may be of interest to division members.
4. The newsletter must be sent as a plain text file (no graphics or formatting) and a pdf file (contains graphics and formatting) 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. Longer newsletters may not be read.
6. If stipends are used for Division Newsletter Editors, they should be awarded after completion of two newsletters.

G. 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. The procedures below are designed to transform this very delicate balance into a great meeting.

1. Each division is entitled to at least three paper program sessions at the Annual Meeting. 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. However, there are exceptions for colloquia (round table discussion) and poster sessions.

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. At least one should offer opportunity for those who submit papers to you. Other sessions can reflect your particular interest(s) or what you consider the most intriguing topic(s) in your area.
3. One session may be a colloquia session, rather than a paper session, to maximize participation. Colloquia receive the same academic credit as paper sessions.
 - a. Assign up to four papers in a related area with an established scholar serving as discussant at each colloquium. Colloquia normally are round tables with ten seats.
 - b. Colloquia are supposed to generate discussion on a topic or issue, so it is not advisable to assign unrelated papers to the same roundtable.
 - c. To expand the number of participants in your division program, you may have three colloquia sessions, with up to five tables per session. This could accommodate up to 75 papers.
4. 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 the 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 Division Chair (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 will be one or two poster sessions during which the authors must be present to explain and/or discuss their presentations. Poster sessions get the same academic credit as the reading of papers at 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.

5. Division Chairs may assign a preferred day to each session either first, second, or third day of the Annual Meeting. You must distribute your sessions across the days of the meetings. No division will be allowed to concentrate its sessions on the overlap days with ASA. The Program Chair and Administrative Office will try to honor all preferences, when arranging the program schedule.
6. 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.
7. All participants (except for those listed under "b." below) must be current members (they may join on acceptance of their presentation) and must pre-register (paying the guest registration fee will not be accepted for program participants) for the Annual Meeting. Persons who have not paid their registration fees by July 1 will not be listed in the final program.

In order to expedite pre-registration, the email of acceptance specifies that participation is contingent on current SSSP membership and pre-registration for the Annual Meeting. Participants may pay membership dues and Annual Meeting 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 in that session. 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.
8. Registration fees can be refunded only to persons who notify us that they will not attend the meetings 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.

H. Guidelines for Participation

1. A person may appear in the program as sole author only once unless he or she is a student paper competition winner. Student paper competition winners may appear in the program as sole author twice. Persons who are giving papers or participating in panels or colloquia 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. The Administrative Office **encourages** submission of an abstract and a paper to *Sociological Abstracts*. A registration form and information on how to submit an online abstract will be sent to each participant in March. 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 authors are expected to supply an advance copy of the paper to the discussant by June 30.

I. 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 budget meeting in May. If a Division Chair does not supply a written request, the committee will allocate \$300 for that division. A maximum of \$700 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 fees, pay annual meeting registration and provide a banquet ticket to the student paper competition winner, serve refreshments at an informal division social function, 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 may authorize expenditure.

2. Requests for reimbursement must be made to the Administrative Officer **before our fiscal year ends on December 31.**

J. Division Listservs

The Society does not have a listserv; however, the Administrative Office encourages all divisions to create one, if desired. The Administrative Office will supply you with the names and email addresses of your division members upon request. Listservs should be monitored by a member of the division. The Administrative Office will provide suggestions/guidelines for operating a listserv, on request from a Division Chair.

K. Division Websites

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 website apart from the SSSP division website maintained by the Society must submit a proposal for approval by the Board of Directors. The proposal must address the issues of website hosting, content, accessibility, construction, and continuity outlined below. In addition, the division must adhere to the guideline requirements approved by the Board.

1. **Website Hosting.** The division will provide all financial support and effort to develop and maintain a website. The website may be hosted at a location determined by the Division Chair such as a university. Alternatively, if a division would like an extended website but lacks the expertise or resources to develop and host a website, 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.
2. **Content Requirements.** Following is a list of items that should be included on each division web page. In general, the content of the division website should reflect the mission and values of SSSP. The division website 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 website, 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 website home page.
 - b. **Division Mission Statement.** The mission statement should be published on the division website home page as it appears in the SSSP division web pages.
 - 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 website 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 <email address of division webmaster>."
3. **Copyright Guidelines.** Complete information on copyright law is available at <http://www.copyright.gov/>.
 - a. **Website Content.** All website content must follow copyright laws. You should always assume ALL information is copyrighted and obtain proper permission before using it on your website. 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 email, or in writing. Please be aware that many websites 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 website.

- b. Copyright Protection Disclaimer Statement. In addition to using a disclaimer statement at the bottom of each division website as shown in section 2c. above, you should add the following sentence to the disclaimer statement if your website provides links to other websites.
"The <name of division> division does not endorse and is not affiliated with any of the organizations listed on this website."
- 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 website 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 webpage 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 website URL>, All rights reserved.\

4. Content Suggestions. Following is a list of suggestions which may be useful in determining appropriate website content. Division website content should be reviewed by the SSSP webmaster before the website goes live to ensure there is no duplication of information within the division website. A division may link to the SSSP website 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 website content.

- a. Links to websites 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 annual meeting

5. 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 website, 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. Website 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 website where you would need to ensure the tab key moves between fields properly.
6. Website 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 website.
- a. <http://www.w3.org/>
 - b. <http://www.webmonkey.com/>
 - c. <http://developer.apple.com/internet/webcontent/bestwebdev.html>
 - d. http://sixrevisions.com/resources/20_websites_better_web_developer/
 - e. <http://www.sensible.com/>
7. Continuity. When a newly elected Division Chair assumes responsibility, it will be necessary to review the division website 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 website. During this transition, the website can be temporarily disabled if necessary. If the newly elected Division Chair opts to not use the current division website, the web pages and content should be sent to the SSSP webmaster so they can be archived.

L. Division Chair Calendar

- SEPTEMBER:** Prepare information for the Call for Papers and email it to the Administrative Officer (in response to request).
Contact candidates and request their ballot information 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 a pdf file (contains graphics and formatting) to the Administrative Office for distribution.
Prepare information for the Student Paper Competition and Outstanding Scholarship Awards and email 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 entry in "Working Toward a Just World: Visions, Experiences & Challenges" has not been updated recently, prepare a revision and submit it to the Administrative Office.
- 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 a pdf file (contains graphics and formatting) to the Administrative Office for distribution.
- FEBRUARY:** Send program information to the Administrative Officer (in response to request).
Notify program participants of their acceptance or referral of paper/proposal.
Send unwanted papers/proposals to the paper repository via the Online Session Management System.
- MARCH:** Send the budget request to the Chair of the Budget, Finance, and Audit Committee (in response to request).
Prepare spring newsletter for your division members and send a plain text file (no graphics or formatting) and a pdf file (contains graphics and formatting) to the Administrative Office for distribution.
- APRIL/MAY:** Notify the Administrative Officer of the names, addresses, and award amounts of your division's Student Paper Competition and Outstanding Scholarship Award winners (in response to request).
- JUNE/JULY:** Send your catering request to the Administrative Officer (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 Special Problems Division meetings.
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.