

**Date:** August 1, 2020

**To:** Michele Koontz, SSSP Administrative Officer, and SSSP Board of Directors

**From:** Kristen M. Budd, Chairperson of the Council of Divisions

**Re:** SSSP 2019-2020 Council of the Divisions Annual Report

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Below please find a summary of activities of the SSSP Division Chairs during 2019-2020. The report has been updated after the Council of Divisions' first and second meetings to reflect the discussions at those meetings, and thoughts and concerns of the elected Division Chairs.

## **1. Appreciation and Thanks**

I extend my deepest thanks to Michele Koontz, Kelsey Whitaker, Rachel Cogburn, and Zaina Shams for all their help, advice, and support over this past year.

## **2. Council of Division Chairs Summary of Activities**

To note: Due to the pandemic, the Council of Chairs met twice virtually via Zoom on Monday, July 27, 2020.

### **Overview**

In 2019-2020, eleven Divisions held elections for Division Chairs and/or Vice/Associate Chairs. These Divisions are as follows: Disability; Drinking and Drugs; Environment and Technology; Family; Health, Health Policy, & Health Services; Law & Society; Racial & Ethnic Minorities; Sexual Behavior, Politics, & Communities; Social Problems Theory; Sociology & Social Welfare; and Youth, Aging, & the Life Course. *To note*, a small number of divisions did hold summer elections. I stressed how important it is to hold elections during the fall or spring as to not 'merge' this election work with annual meeting work.

One application for Division Sponsored Projects was submitted and approved by the BFA and SSSP Board:

- a. Environment & Technology Division. *Cultivating Hope: Urban Agriculture, Local Food, and Food Justice in the Bay Area*. Budget requested (\$1,500) and Budget approved (\$1,500).

Along with two Divisions sponsored Division-Sponsored Workshops:

- a. Community Research and Development Division - *Community Based Participatory Action Research Workshop*
- b. Institutional Ethnography Division – *Institutional Ethnography Workshop*

To note, due to COVID-19 and moving to a virtual conference in 2020, the division sponsored project and workshops were cancelled.

## **Completion of Division Tasks**

### Council of Division Required Meetings (2019 annual meeting):

All divisions, with the exception of the *Racial and Ethnic Minorities Division* (attended 2 of 3 meetings), attended all three Council of Division Meetings.

### Division Budgets:

All Divisions submitted their annual budgets.

### Division Mission statements:

In 2019, the majority of divisions updated their mission statement. The following divisions will need to update their statements next year to adhere to division responsibilities – *Society & Mental Health* (2018); *Law & Society* (2018); *Institutional Ethnography* (2018); & *Disability* (2018). Divisions were reminded to update their mission statement at least every two years as well as when new leadership is elected.

### Social Media:

All but four Divisions have a social media presence (e.g., Facebook, Twitter). Divisions without social media presence are: *Conflict, Social Action, and Change*; *Health, Health Policy & Health Services*; *Sexual Behavior, Politics, & Communities*; and *Sociology and Social Welfare*. The recommendation for creating and maintaining Division social networking sites was discussed at our Council meeting as well as continuity with passing those social media sites on to the next generation of leadership.

### Newsletters:

All but seven Divisions distributed newsletters in 2018-2019 (exceptions: *Disability*; *Drinking & Drugs*; *Law & Society*; *Sexual Behavior, Politics, & Communities*; *Society & Mental Health*; *Teaching Social Problems*; and *Youth, Aging, & the Life Course*). At our meeting, I did note a few divisions did not distribute a newsletter and relayed the by-laws dictate at minimum one newsletter per year. I encouraged recruiting newsletter editors (e.g., a graduate student) with a stipend and relayed if a Division does this, SSSP requires there are at minimum two newsletters per year.

It is important to note that some Divisions are communicating “unofficially” with their Divisions via email. However, these activities are not through the Administrative Office and are thus not being counted.

Finally, Division Chairs were reminded to solicit the most updated membership lists from the Administrative Office when disseminating information and soliciting information for Division newsletters and other communications.

### Graduate Student Paper Competition / Scholarship Awards

The majority of divisions participated in the SPC (exceptions: *Law & Society* and *Society & Mental Health*).

## Division Membership Totals

Information regarding the change over time in Division membership is included in Table 1. While other factors likely exist, in the midst of the current pandemic all Divisions have seen a decrease in membership from 2019 to 2020. Recruitments efforts, particularly for smaller Divisions, will be critically important over the next few years.

Table 1. SSSP Division Membership Tallies 2012-2020

Division	2012	2013	2014	2015	2016	2017	2018	2019	2020*	% Change 2019- 2020
Community Research & Development	171	174	158	163	152	172	157	160	105	-34%
Conflict, Social Action, & Change	214	237	215	218	226	235	213	210	173	-18%
Crime & Juvenile Delinquency	183	206	214	179	196	181	188	182	115	-37%
Disabilities	61	70	59	73	50	69	69	63	53	-16%
Drinking & Drugs	99	107	111	87	89	105	103	100	72	-28%
Educational Problems	114	120	119	133	106	125	127	133	95	-29%
Environment & Technology	103	115	101	102	115	111	102	111	90	-19%
Family	129	110	107	118	101	108	96	87	58	-33%
Gender ( <i>note</i> : new division in 2019)								147	121	-18%
Global	138	138	143	149	188	168	153	156	121	-22%
Health, Health Policy, & Health Services	204	221	181	196	191	207	179	182	128	-30%
Institutional Ethnography	134	138	113	104	98	147	89	104	74	-29%
Labor Studies	114	122	107	113	95	103	86	109	82	-25%
Law & Society	155	147	142	129	153	156	143	145	99	-32%
Poverty, Class, & Inequality	313	290	327	287	286	309	280	261	183	-30%
Racial & Ethnic Minorities	291	305	330	352	376	375	414	405	311	-23%
Sexual Behavior, Politics, & Communities	204	194	179	177	172	170	183	152	86	-43%
Social Problems Theory	192	165	148	138	126	150	139	143	98	-31%
Society and Mental Health	118	128	113	110	111	102	105	104	69	-34%
Sociology & Social Welfare	100	95	105	111	111	90	102	88	59	-33%
Sport, Leisure & the Body	49	51	46	45	42	57	39	45	29	-36%
Teaching Social Problems	150	139	125	116	133	130	112	128	93	-27%
Youth, Aging, & the Life Course	96	82	82	81	83	86	75	82	58	-29%
*Membership tallies as of 07/31/2020										

### 3. Election Results, Chairperson-Elect of the Council of Divisions (2020-2021) / Chairperson of the Council of Divisions (2021-2024)

Giovanna Follo was elected by the Council to become the next Chairperson of the Council of Divisions. *Note*: In consultation with the Executive Officer, Giovanna will remain a voting member of the Board of Directors until she becomes the Chairperson, Council of the Divisions.

### 4. Follow-up Discussion on the Creation of a New SSSP Award: SSSP Award for Media Narratives about Social Problems

Division Chairs went sent the award proposal prior to our Council meeting and at the meeting we discussed this award. Numerous divisions noted how they felt they had similar

award, particularly geared toward activism. In addition, the following concerns were expressed: (a) financial viability of an additional award given current deficits; (b) volunteerism given committee work and division membership numbers; and (c) the challenge of getting nominations. Points were made about how it may be better to have this as an organizational level award, because at the division level it creates silos versus intersectional work. Division Chairs also noted they would like to see awards (generally) go beyond the conference host city, because it excludes the good work done in other cities where the conference circuit does not rotate. Divisions Chairs said they would continue to ponder the media award, but do not think it is feasible this upcoming year.

## 5. Action Items and Concerns of the Divisions

- (a) Divisions are concerned about membership numbers during the pandemic, but also fluctuating membership numbers year by year pre-pandemic. The Divisions would like the Board of Directors, or proxy, to discuss with the Council membership numbers as it relates to the organization of divisions including how SSSP plans to move forward. To note, the Council discussed having another Council meeting in October to discuss these issues, such as division vitality and division structure.

*ACTION ITEM #1 – We move* that the SSSP Board of Directors or a designated representative discuss with the Council the implications of declining membership numbers on the organization of divisions as well as how SSSP plans to move forward.

- (b) In regard to membership numbers, Divisions are concerned about the divisional membership minimum requirement and the ramifications said requirement could have on the divisions during the pandemic and post-pandemic.

*ACTION ITEM #2 – We move* that the SSSP Board of Directors discuss alternatives to the membership minimum requirement in light of the pandemic and declining membership trends.

*ACTION ITEM #3 – We move* that the SSSP Board of Directors task the Bylaws Committee to review any divisional requirements tied to membership numbers in light of the pandemic and declining membership trends.

- (c) Divisions have the following concerns about the virtual arm of the next annual meeting: (1) there is only virtual session per division; (2) there is a lack of hybrid sessions (in person and also live-streamed); (3) accessibility of the virtual conference (e.g., Zoom currently does not have live captioning); and (4) cost. In relation to cost, not all institutions of higher education, even in good financial times, will pay for faculty/students to attend a virtual conference. Hence, the price point of the virtual arm may have potential ramifications on virtual presenters.

*There is no action item associated with this concern.*

## 6. Action Items Requested by the Chair of Chairs

- (d) Divisions securing external funding for virtual webinars, Inquiry from Linda Waldron, Chair, Educational Problems Division

[Abridged email] *If a division member can secure funding from SAGE to pay the Zoom cost for a virtual webinar, would this be okay or cause equity issues between divisions (e.g., not all divisions may be able to secure funding to offer additional sessions virtually)?*

**ACTION ITEM #4 – The Chair of Chair moves** that the SSSP Board of Directors are charged with making this decision as well as developing and approving a policy, if such a policy is needed, to provide guidance and continuity on requests such as these.

- (e) Inquiries have been made on whether Divisions can gift memberships to their Division using funds or a reallocation of funds from their Division budget.

Here is the currently excerpt from the Roles and Responsibilities of Division Chairs and the Operations Manual:

### III. A. 11. 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. The Board of Directors set a limit of \$600 annually for each Division. How this money will be expended is entirely up to the division.** Some divisions award a cash prize to their student paper competition winner, contribute to the division co-sponsored reception, serve refreshments at an informal division social function, provide a newsletter honorarium or social media honorarium, or pay expenses of participants on the program. Divisions who wish to hold a SSSP sponsored or co-sponsored reception off-site and not at the conference hotel will be required to hold their receptions at a restaurant or bar that is adequately insured. Should the division choose not to do this, including holding the reception at someone's house or suite in the hotel if it is not covered by the hotel's liability insurance, the SSSP will not sponsor/co-sponsor or provide funds for the event because of liability issues. Furthermore, please don't schedule a reception during the SSSP plenary sessions (SSSP Business Meeting, Presidential Address, or Awards Ceremony). 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.

**ACTION ITEM #5 – The Chair of Chair moves** that the SSSP Board of Directors are charged with evaluating this request as well as developing and approving a policy, if such a policy is needed, to provide guidance and continuity on requests such as these (e.g.,

Can divisional monies be used to gift divisional memberships?) OR approve revising said sections of the Roles and Responsibilities of Division Chairs and the Operations Manual for clarity purposes on such budget items.

- (f) There have been a few occasions of Division Chairs querying if they can hold their own events outside of the purview of the SSSP annual meeting. Currently there is no SSSP policy speaking to such virtual events like workshops, webinars, sessions, outside of the SSSP annual meeting.

*ACTION ITEM #6 – The Chair of Chair moves* that the SSSP Board of Directors discuss whether there needs to be a policy developed and approved on how Division Chairs/members hold virtual sessions/webinars/workshops/etc. outside of the annual meeting and independent of the Administrative Office.

- (g) Over this past year, there has been some confusion among a small minority of Division Chairs on whether they have to offer the Student Paper Competition (SPC) Award. While Divisions have the autonomy to create awards within their Division, this is the one award that unifies all Divisions and provides student members an opportunity to be honored for their scholarly contributions. It also, importantly, creates equity in that no matter what Division a student member joins, they still have the opportunity to submit for the SPC Award. After review of the Roles and Responsibilities (R&R) of Division Chairs, the SPC is written within the Division Budget section (section K) and the current wording leaves room for ambiguity as it does not explicitly task Divisions with holding an SPC.

*ACTION ITEM #7 – The Chair of Chairs moves* that the SSSP Board of Directors permit a revision of the Roles and Responsibilities (R&R) of Division Chairs to add an additional section on the Graduate Student Paper Competition (SPC) to (1) make explicit that each division is tasked with holding a graduate SPC for equity purposes and (2) make it easier to identify information about the SPC within the R&R. The revised sections are below.

## **Current R&R, Section K:**

### **K. 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. The Board of Directors set a limit of \$600 annually for each division. How this money will be expended is entirely up to the division. **Some divisions award a cash prize to their student paper competition winner**, contribute to the division co-sponsored reception, serve refreshments at an informal division social function, provide a newsletter

honorarium or social media honorarium, or pay expenses of participants on the program. Divisions who wish to hold a SSSP sponsored or co-sponsored reception off-site and not at the conference hotel will be required to hold their receptions at a restaurant or bar that is adequately insured. Should the division choose not to do this, including holding the reception at someone's house or suite in the hotel if it is not covered by the hotel's liability insurance, the SSSP will not sponsor/co-sponsor or provide funds for the event because of liability issues. Furthermore, please don't schedule a reception during the SSSP plenary sessions (SSSP Business Meeting, Presidential Address, or Awards Ceremony). 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.

In addition to the division's discretionary budget, SSSP will provide each student paper competition winner (one per division) with complimentary student membership and conference registration. All paper authors will receive a plaque (handled through the Administrative Office). These items will not be deducted from your division's budget. Please consider providing your winner with a modest cash prize from your division's budget. In order to streamline the Awards Ceremony, only paper award winners will be recognized. You should recognize your honorable mentions or runner's up or outstanding scholarship award winners at your divisional business meeting, in your division newsletter, and on your division's social media accounts. Division Chairs are responsible for obtaining plaques for their honorable mentions or runner's up or outstanding scholarship award winners, if desired.

Your announcement must state that in order to be considered for the Student Paper Competition, applicants are required to submit their papers through the Annual Meeting Call for Papers process as a condition for consideration for the award. This will ensure that winning papers are placed and designated in the program. Note: Papers are not eligible for presentation or division competitions or awards/scholarships/fellowships if they have been published or accepted for publication before being submitted for consideration. Papers are not eligible if they have been presented previously at SSSP or presented or accepted for presentation at other professional meetings, unless they have been revised substantially with new data, findings, or theoretical contributions. [Click here](#) to review the approved annual meeting policy statements (link will open in a new window). In addition, please clearly state that students may submit to only one division. As an additional check, once you have selected your finalists, contact the Administrative Officer so he, she, or they can verify that the papers are on the program.

Notify the Administrative Officer of the names, addresses, e-mail address, and award amounts of your division's Student Paper Competition winners no later than April 1 and your division's Outstanding Scholarship Award winners no later than May 31 (in response to request).

2. Requests for reimbursement must be made to the Administrative Officer before the Society's 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.

## **Proposed Revised R&R, Section K and New SPC Section:**

### **K. 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. The Board of Directors set a limit of \$600 annually for each division. How this money will be expended is entirely up to the division. **Some divisions award a cash prize to their student paper competition winner**, contribute to the division co-sponsored reception, serve refreshments at an informal division social function, provide a newsletter honorarium or social media honorarium, or pay expenses of participants on the program. Divisions who wish to hold a SSSP sponsored or co-sponsored reception off-site and not at the conference hotel will be required to hold their receptions at a restaurant or bar that is adequately insured. Should the division choose not to do this, including holding the reception at someone's house or suite in the hotel if it is not covered by the hotel's liability insurance, the SSSP will not sponsor/co-sponsor or provide funds for the event because of liability issues. Furthermore, please don't schedule a reception during the SSSP plenary sessions (SSSP Business Meeting, Presidential Address, or Awards Ceremony). 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 the Society's 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.

### **New Section: Student Paper Competition and Award**

**[Note: \*This section will come before the Division Budget Section. Items highlighted in yellow were moved from section K, Budget to this new section with some reorganization for clarity.]**

Each division is tasked with holding a Student Paper Competition. The Student Paper Competition allows students, regardless of their divisional membership, the opportunity to be recognized for their scholarly contributions.

When making the Student Paper Competition call for papers, the **announcement must state:**



- (1) Applicants are required to submit their papers through the Annual Meeting Call for Papers process as a condition for consideration for the award. This will ensure that winning papers are placed and designated in the program.
  - a. Note: Papers are not eligible for presentation or division competitions or awards/scholarships/fellowships if they have been published or accepted for publication before being submitted for consideration. Papers are not eligible if they have been presented previously at SSSP or presented or accepted for presentation at other professional meetings, unless they have been revised substantially with new data, findings, or theoretical contributions. Click here to review the approved annual meeting policy statements (link will open in a new window).
- (2) Students may submit to only one division.

Once you have selected your finalists, contact the Administrative Officer so he, she, or they can verify that the papers are on the program. Students are ineligible for this award if they do not meet the above criteria.

**Deadlines:** Notify the Administrative Officer of the names, addresses, e-mail address, and award amounts of your division's Student Paper Competition winners no later than April 1 and your division's Outstanding Scholarship Award winners no later than May 31 (in response to request).

**Award:** SSSP will provide each Student Paper Competition winner with complimentary student membership and conference registration (limited to one per division). All paper authors will receive a plaque, which will be handled through the Administrative Office. These items will not be deducted from your division's budget. Please also consider providing your winner with a modest cash prize from your division's budget.

**Awards Ceremony:** In order to streamline the Awards Ceremony, only paper award winners will be recognized. You should recognize your honorable mentions or runner's up or outstanding scholarship award winners at your divisional business meeting, in your division newsletter, and on your division's social media accounts. Division Chairs are responsible for obtaining additional plaques for their honorable mentions or runner's up or outstanding scholarship award winners, if desired. These items are deducted from your division budget.