

MID-SOUTH SOCIOLOGICAL ASSOCIATION INC.
OPERATIONS AND PROCEDURES MANUAL
(Revised March 1, 2019, effective November 21, 2017)

Introduction

This manual contains information for officers of the Mid-South Sociological Association Inc., a Tennessee nonprofit corporation, referred to herein as MSSA. It lists duties and sets forth guidelines for meeting responsibilities. Appendices describe detailed activities assigned to certain officers.

The Charter and Bylaws of the Association, as amended from time to time, govern all affairs of the MSSA. The purpose of the Operations and Procedures Manual is to transmit knowledge and bring continuity to the affairs of the MSSA. Adherence to the Manual keeps activities on schedule and facilitates cooperation.

Conformity to the Manual should be the norm. When innovation occurs, officers are expected to consider why directives in the Manual seem inappropriate. If something different works better, this fact should be noted. Minor innovations involving one officer may be brought to the attention of the Secretary-Treasurer, who will change the Manual to reflect actual practice. Major innovations should be brought to the attention of the Board of Directors, so that changes may be considered.

Guidelines for All Officers

1. All requests for reimbursements or other payments shall include the following: (1) the name of the person or organization to be paid; (2) the amount to be paid; (3) the purpose of the payment or the object of expense; and (4) an invoice, receipt, letter, or other document justifying the payment.
2. Use of the official logo of the MSSA shall be limited to purposes authorized by Board of Directors. The "Inc." designation, which distinguishes the corporation from the prior unincorporated entity, should be used wherever practical and must be used in all legal documents.
3. Be aware of the Schedule of Regular Electronic Mailings and MSSA Website Postings (Appendix J).

Past President

1. The Past President shall continue to serve as a member of the Board of Directors in the year following their term as President.
2. The Past President shall serve on and chair the Finance Committee. The Past President

meets with the Secretary- Treasurer and other members of the Finance Committee to conduct an annual review of MSSA financial records. This meeting is scheduled just prior to the winter meeting of the Board of Directors. The Past President reports the findings of the review to the Board of Directors.

3. The Past President shall serve on the Site Selection Committee.

President

1. The President shall chair and preside at all meetings of the MSSA and its Board of Directors.
2. The President shall appoint the chair of the Local Arrangements Committee for the year of the President's term in office. The appointment is made at the Winter Meeting of the Board of Directors during the President's tenure as President-Elect.
3. The President shall serve as chair of the Site Selection Committee (Appendix D).
4. Any two officers of the MSSA may sign agreements between the MSSA and the convention facility. The contents of the contract between the hotel (or other meeting facilities) shall specify the following:
 - a. Room rates and a designated block of rooms to accommodate participants at the Annual Meeting.
 - b. The ratio of complimentary rooms to rooms occupied should be sufficient to offer complimentary rooms for the President, the President-Elect, the Secretary-Treasurer, and the Past President. Additional complimentary rooms earned shall be designated for others as specified in accordance with the order of preference for allocating complimentary rooms.
 - c. A number of rooms (6 to 8) shall be made available without cost to be used for general paper sessions, panels, workshop, and Board of Directors meetings.
 - d. A theater-style meeting room (capacity of about 150) shall be made available without cost to the MSSA for the Plenary Address. Speaker's table, lectern, and microphone shall also be provided.
 - e. A banquet room (capacity of about 150) shall be provided with round tables, a head table, lectern, and microphone.
 - f. The bill of fare for the annual banquet shall include a choice of dinners or a buffet permitting selection of a meal costing, on a per person served basis, no more than 75% of the MSSA annual meeting registration fee. The cost of the meal shall be calculated with surcharges included.
 - g. An area for convention registration, with necessary tables and chairs, shall be provided without cost.
 - h. Space with covered tables for exhibits shall be provided without cost.
5. The President shall report the general nature of the arrangements for the up-coming Annual Meeting upon taking office.

6. The President is responsible for facilitating the identification of potential candidates for election to the offices of Secretary-Treasurer, the Editor(s) of the MSSA's official journal, and the Editor(s) of the MSSA's official newsletter. The President shall also facilitate identification of potential candidates for the following roles: the Hotel Contract Negotiator, the MSSA Archivist, and the MSSA Website Manager.
7. The President shall serve on the Finance Committee and participate in the annual review of MSSA financial records. Based on the findings of the annual review, the report of the findings to the Board of Directors, and the advice of members of the Board of Directors, the President shall decide whether a professional audit of the financial records of the MSSA will be required.
8. The President shall assure that *ad hoc* committees include women and minorities.

President-Elect

1. The President-Elect shall be responsible for the program for the Annual Meeting. Any expenditures beyond the limits set by the budget must be approved by the Board of Directors.
2. The President-Elect shall appoint the members of the Program Committee and serve as Chair of the Committee. As stated in Attachment A to the MSSA Bylaws, the Program Committee shall consist of the President-Elect as Chair, the Vice President-Elect and the Secretary-Treasurer and other persons designated by the Chair. It is highly recommended that the current President, and at least three Past Presidents be included on the Committee. The Program Committee shall function to coordinate the Annual Meeting of the MSSA.
3. The President-Elect shall select the Chair of the Local Arrangements Committee for the Annual Meeting for which they are Program Chair. The appointment should be made soon after the President-Elect takes office.
4. The President-Elect shall appoint the Chair of the MSSA Book Award Committee (Appendix A) for the term when they shall serve as President. The President-Elect shall report on the appointment of the Committee for the coming membership year at the Annual Meeting when they become President.
5. The President-Elect shall maintain communication with the Hotel Contract Negotiator, the President, and Chair of the Local Arrangements Committee to ensure sufficient space and facilities for the program.
6. It is the responsibility of the President-Elect and Program Committee to work with the Chair of the Local Arrangements to solicit advertising for the program.

7. The President-Elect shall inform the Secretary-Treasurer of the names and addresses of honored guests and invited speakers for the Annual Meeting, specifying whether these persons are to have the registration fee waived and/or be recommended for honorary membership.
8. The President-Elect shall inform the Secretary-Treasurer of the names and contact information of program participants when this information is received from organizers.
9. The following is a suggested time-frame for the organization and preparation of the program:

November 30	Identify organizers for paper sessions, panels, round tables, and workshops for the Annual Meeting.
December 15	Continue to solicit participation of session organizers.
February 1	Recommended deadline for organizers to submit their sessions for the annual meeting.
March 15	First "Call for Papers/Participation" to be sent to MSSA members and colleges and universities in the Mid-South region.
April 1	Contact professional organizations (e.g., ASA) and request publication (e.g., in <i>Footnotes</i>) of announcements of the MSSA Annual Meeting.
April 15	Second "Call for Papers" to be sent with May 1 suggested deadline.
May 15	Recommended deadline for session organizers to submit completed or partial session lists to Program Chair. Encourage organizers to continue to solicit submissions over the summer and report those additions to the Program Chair. Also begin sending lists of participants to the Secretary-Treasurer.
May 30	Recommend that Program Chair send out a preliminary draft of the proposed conference schedule outline to session organizers, Board members, and members of the Program Committee. Ask that session organizers report the tentative schedule to participants and inform the Program Chair of any requested changes.
September 1	Final "Call for Papers" to be sent.
September 15	Hard deadline for all submissions to session organizers. Session Organizers should be asked to send all updates to the Program Chair no later than September 20. After this date proposed additions to the program should be sent directly to the Program Chair.

- October 1 Copy of final draft of full conference program should be sent to all session organizers, Board members, and members of the Program Committee.
- October 10 Recommended deadline for Program Chair to send finalized program to printer.

- 10. The final program is considered the intellectual property of the MSSA, and shall be made available to the public in electronic format no later than two weeks after the conclusion of the annual conference.
- 11. The President-Elect shall serve on the Finance Committee and participate in the annual review of MSSA financial records.

Vice President

- 1. The Vice President shall chair all meetings of the MSSA and the Board of Directors in the absence of the President. They shall be responsible for the Graduate Student Paper Session(s) at the Annual Meeting (Appendix B).
- 2. The Vice President shall initially preside at the MSSA Banquet. The following are suggested guidelines for banquet agenda.
 - a. Convene the Annual Banquet.
 - b. Make a statement welcoming everyone attending the banquet.
 - c. Introduce members at head table (President, President-Elect, Vice President, Vice President-Elect, Secretary- Treasurer, plenary speakers, immediate Past President, spouses, and honored guests.)
 - d. Introduce all Past Presidents (have them stand from floor).
 - e. Recognize all past officers (have them stand from floor, collectively).
 - f. Introduce new officers.
 - g. Take care of awards (undergraduate, graduate - present certificates and checks to students).
 - h. Introduce President.
 - i. The President presides over the Business Meeting, and then passes the gavel to incoming President.
- 3. The Vice President is encouraged to mentor the incoming Vice President.

Vice President-Elect

- 1. The Vice President-Elect shall coordinate activities for undergraduate students, including liaison with Alpha Kappa Delta and other student organizations.

2. The Vice President-Elect shall coordinate competitive Undergraduate Student Paper Session(s) (Appendix B).
3. The Vice President-Elect shall encourage the development of undergraduate paper sessions, identify sources of support for participation in the program on the part of undergraduate students, support the efforts of session organizers, and help assure that the Program Chair receives information about all undergraduate sessions and session participants.
4. The Vice President-Elect will also serve as a member of the Program Committee (Cf. Attachment A of the current MSSA Bylaws).

Chair of Nominations Committee*

1. The Nominations Committee shall consist of the Chair, elected by the voting membership, and one person from each of the member states in the mid-South region, where membership in these states make it possible. No less than a majority of states shall be represented. Committee members shall be selected by the Chair and approved by the Board of Directors. The Mid-South region includes Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas and Virginia. All business of the Committee shall be conducted with a majority of its members. The Chair is a neutral position, and shall not vote in Committee matters.
2. Officers. Nominations are needed for election of the following officers who are to be elected by the Board of Directors at the annual meeting of the Board for the term specified:
 - o Secretary-Treasurer (3 year term)
 - o Editor or co-editors of the official journal (3 year term)
 - o Editor or co-editors of the official newsletter (3 year term)

Election of certain officers by voting Members. Nominations are needed for election of the following officers who are to be elected by Active and Graduate Student members (including Joint members who are Active or Graduate Student members) at the annual membership meeting, for the term specified:

- o President-elect. The President-elect serves for a one-year term. Following service as President-elect, he or she automatically assumes the office of President for a one-year term; and following service as President, automatically assumes the office of Past President for an additional one-year term.
- o Vice President-elect. The Vice President-elect serves for a one-year term. Following service as Vice President-elect, he or she automatically assumes the office of Vice President for a one-year term.

- The Chairs of the following committees:
 - Membership
 - Racial and Ethnic Minorities
 - Nominations (1 year term)
 - Professions
 - Small and Community Colleges
 - Women, Gender and Sexualities

Unless otherwise noted, all Committee Chairs are elected for 2 year terms, with the chairs of the committees on Professions; Small and Community Colleges; and Women, Gender and Sexualities elected in even-numbered years; and Membership; and Racial and Ethnic Minorities elected in odd-numbered years.

3. Appointment of Board Advisors. The Board may also appoint (or elect if there is not unanimous agreement on such appointment) non-voting Advisors to the Board of Directors including without limitation the following:
 - Website Manager
 - Hotel Negotiator
 - Local Arrangements Chair
 - Archivist
 - Email List Serv Manager
 - Chair of the Stanford M. Lyman Memorial Scholarship
 - Chair of the Stanford Lyman Book Award
 - Parliamentarian

4. Eligibility for Nomination: Members of the Nominations Committee are not eligible for nomination for office. All other persons holding membership in the MSSA for the year prior to the Annual Meeting and in the current year are eligible. Except for the Secretary/Treasurer, members of the Board of Directors shall not be nominated if election to the office would result in their holding two or more elective offices simultaneously.

5. Election Procedure:
 - a. All names of prospective nominees for office must be submitted to the Chair of the Nominations Committee by January 15. Nominations may be submitted by any member of MSSA.
 - b. The Chair of the Nomination Committee shall contact all nominees and request to submit a brief resume and a statement of willingness to serve if elected no later than January 31. The roster of nominees shall be presented to the Board of Directors at the Winter Meeting.
 - c. In the event that more than two qualified nominees in any one category accept the nomination, the Nominations Committee shall vote to narrow the list down to two candidates. Chair of Nominations shall inform all nominees of their status going into the general election.

6. General Election: The final ballot shall consist of two candidates for each office and a place for a write-in vote. The Chair of the Nominations Committee shall work with the Secretary-Treasurer to prepare ballots (with the order of names for each office determined by random process, e.g. the flip of a coin). Ballots (along with the resumes of candidates) shall be distributed to each active member, and to the Board of Directors for board-elected officers, by the Secretary-Treasurer. Ballots shall be distributed at the earliest opportunity, and no later than August 1. Ballots shall be voted on using a secure online system. Only current MSSA members are eligible to vote.
7. In case of a tie vote, the President of MSSA shall decide. The Chair of the Nominations Committee shall inform the President, the President-Elect, and the Secretary-Treasurer of the election results in writing as soon as the ballots have been counted. The Chair of the Nominations Committee shall inform all candidates of the election results prior to the Annual Meeting.
8. Nominations Committee Selection: At least one mailing to members prior to each annual meeting shall include a form soliciting volunteers to serve on the next year's Nomination Committee. The incoming Chair shall be given this list as an aid, for Committee appointments but is not limited to this resource. The newly elected Chair shall present the list of Nominations Committee members to the Board of Directors at the first meeting of the Board of Directors after taking office. Care shall be taken that the Nominations Committee represent the membership, i.e., representation of women, minorities, large schools, small schools, etc. It is the responsibility of the out-going Chair to assist the incoming Chair by acquainting him/her with these procedures.
9. The out-going Chair is also responsible for assuring that forms for submitting nominations are available at the registration desk and the banquet at the Annual Meeting.

*Reference: Attachment A to MSSA Bylaws.

Chair of Membership Committee

1. The Chair of the MSSA Membership Committee has the principal function of promoting membership growth in the MSSA.
2. The Membership Chair shall appoint members of this committee for a term of one year and shall appoint one member from each member state of the MSSA, where membership in these states make it feasible. No less than a majority of states shall be represented. This should be reported to the Board of Directors at its Winter Meeting.
3. The Membership Chair will direct the Committee in conducting a membership drive encouraging members to retain their membership and inviting non-members to join. This effort could be conducted in conjunction with the "Call for Papers." Additional strategies may also be adopted, e.g. asking Committee members to invite membership at state,

regional, and national professional meetings, or special mailings.

4. The Membership Chair should obtain lists of non-renewed members from the Secretary-Treasurer.

Chair of Committee on the Profession

1. The principal goal of the Committee is to contribute to the enhancement of the profession through identification of issues and interests of concern to the MSSA membership. The Chair in consultation with Committee members, is to select an agenda of activities for the year.
2. It is the Chair's responsibility to select Committee members who are also current members of MSSA, trying to achieve adequate representation of the MSSA membership while also maintaining a workable committee. This is to include no more than one member from any MSSA member state of which there are currently 13. MSSA members from non-member states are eligible for selection but the committee membership shall be a majority from member states. The committee shall be no less than five members in addition to the Chair.
3. The Chair shall work with the Editor of Forum to maintain an online employment exchange, work with the book exhibit organizer to create a book display at the Annual Meeting, and a graduate student information center at each Annual Meeting.
4. The Chair shall work with the current Program Director to establish at least one session/workshop that deals with current issues in the profession.
5. In conjunction with the website manager, the Committee shall maintain oversight of relevant links to current professional/ethical dialogues, such as links that provide guidance for professor/student publishing guidelines.
6. Concerns of the Committee should be chosen on the basis of:
 - a. Work done by previous committees.
 - b. Directives of the Board of Directors with respect to matters of concern to the MSSA.
 - c. Issues emerging in the profession.
7. The Chair presides over and is responsible for member selection of the Committee on Professional Ethics, a separate but related committee (see responsibility of this ethics committee).

Chair of Committee on Racial and Ethnic Minorities

1. The Chair shall arrange and chair a meeting of the Committee on Racial and Ethnic Minorities at the Annual Meeting.
2. The Chair shall appoint various subcommittees as needed.
3. The Chair shall encourage committee members to participate in all aspects of the MSSA, including suggesting sessions, chairing sessions, and submitting papers.
4. The Chair shall distribute one newsletter in early Fall before the Annual Meeting via electronic listserv and website posting.
5. The Chair shall encourage committee members to run for MSSA officer positions, and coordinate efforts with the Chair of the Committee on Women, Gender and Sexualities to ensure representation on each year's ballot.
6. The Chair shall submit any nominations to the Chair of Nominations.

Chair of Committee on Women, Gender and Sexualities

1. The Chair shall arrange and chair a meeting of the Committee on Women, Gender and Sexualities at the Annual Meeting.
2. The Chair shall appoint various subcommittees as needed.
3. The Chair shall encourage committee members to participate in all aspects of the MSSA, including suggesting sessions, chairing sessions, and submitting papers.
4. The Chair shall distribute one newsletter in early Fall before the Annual Meeting via electronic listserv and website posting.
5. The Chair shall encourage committee members to run for MSSA officer positions, and coordinate efforts with the Chair of the Committee on Racial and Ethnic Minorities to ensure representation on each year's ballot.
6. The Chair shall submit any nominations to the Chair of Nominations.

Chair of Committee on Small Community Colleges

1. The Chair of the Committee on Small and Community Colleges shall chair a meeting for persons from small and community colleges at each Annual Meeting.
2. The Chair shall encourage participation in all aspects of the MSSA on the part of persons

from small and community colleges.

3. The Chair shall encourage members from small and community colleges to suggest sessions, chair sessions, and to submit papers for Annual Meetings.
4. The chair shall work with the Program Chair and other officers of the MSSA to establish networks for contacting persons at small and community colleges in the vicinity of each Annual Meeting to encourage attendance.

Secretary-Treasurer

The Secretary-Treasurer is elected by the Board of Directors every three years (1996-1998, 1999-2001...). The Secretary-Treasurer is the recording and financial officer of the MSSA, and has the following responsibilities:

1. Serve for a term of three calendar years, commencing January 1 after appointment by the Board of Directors.
2. Maintain an accurate and current account of all finances and financial transactions of the MSSA. The Secretary- Treasurer is bound to the total amount of the budget authorized.
3. Retain all MSSA funds and pay all bills, as approved by the Board of Directors.
4. Collect and expend honoraria paid by the publisher of *Sociological Spectrum*.
5. Submit lists of mailing addresses of member subscribers to the publisher of *Sociological Spectrum* and pay for member subscriptions.
6. Present a financial report to the Board of Directors at each Annual Meeting and at the Winter Meeting.
7. Serve on the Finance Committee and prepare budgets.
8. Update signature cards for MSSA accounts, assuring that the President can gain access to MSSA funds should the Secretary-Treasurer become incapacitated.
9. Administer the MSSA Reserve Fund according to the following rules:

The purpose of the fund is to accumulate money for special purposes, such as negotiating more favorable contracts with publishers, purchasing equipment for the MSSA, and coping with emergencies. Money is transferred to the fund at the end of each calendar year. The amount of money transferred is one dollar for each Active member of the MSSA. With the approval of the Board of Directors, additional money may be transferred to the fund. Money in the fund shall be expended only with the explicit approval of the Board of Directors.

10. Purchase awards and prepare certificates to be presented on behalf of the MSSA, including unframed Certificates of Appreciation for members of the MSSA Board of Directors who are completing terms of office.
11. Maintain an accurate and current record of the membership with respect to dues payments and contact information. Dues payments and membership applications received late in the membership year, such as those received after the annual election of officers and/or the distribution of pre-registration materials are presumed to apply to the next membership year. Dues payments are acceptable at any time during the membership year, but persons who make late dues payments will be apprised of the membership year for which they are paying.
12. Restrict use of the membership list and member contact information to official purposes of the MSSA or as authorized by the Board of Directors.
13. Record minutes of all Board of Directors meetings and distribute minutes to Directors.
14. Update the Operations and Procedures Manual and distribute copies to officers of the MSSA.
15. Work with the President-Elect, the Chair of the Local Arrangements Committee, the Book Exhibit Organizer, the Hotel Contract Negotiator, convention hotel personnel, and others to facilitate matters pertaining to the annual meeting.
16. Supervise registration at Annual Meetings. The Secretary-Treasurer shall notify program participants that they are required to register and pay dues.
17. Assure that payments of expenses for the Annual Meeting are in accordance with the order of preference for allocating complimentary rooms: President 1st, President-Elect 2nd, Secretary-Treasurer 3rd, Past President 4th, Plenary Speaker 5th, Vice President 6th, Vice President-Elect 7th. If the plenary speaker would under-utilize a complimentary room and reimbursement would provide greater overall benefit to the MSSA, the Secretary- Treasurer may reimburse a plenary speaker for a room. A decision to reimburse will be made in consultation with the Program Chair and the President.
18. The Secretary-Treasurer shall present MSSA financial records to members of the Finance Committee for an annual review just prior to the Winter meeting of the Board of Directors. The financial records shall be organized and presented in the manner prescribed by the Guidelines for the Annual Review of Financial Records (Appendix F).
19. Maintain communication with the President and the President-Elect with respect to affairs of the MSSA.
20. The Secretary-Treasurer shall serve on the Site Selection Committee.

21. The Secretary-Treasurer shall extend complimentary registration and complimentary membership for one year to plenary speakers for the annual meeting. These privileges may be extended to other honored meeting participants when authorized by the President or the Board of Directors.
22. The Secretary-Treasurer shall have the option to appoint an Undersecretary to assist with non-financial secretarial duties. This person can be any current member of the MSSA, including but not limited to students. The Undersecretary will be supervised by the Secretary-Treasurer, and responsibilities will include (but not be limited to) maintenance of the MSSA registration email account, and taking (and/or transcribing) minutes at meetings of the Board of Directors. The Undersecretary shall not have access to bank accounts or other financial information, either of the organization as a whole or any individual member. However, at the Secretary-Treasurer's discretion, the Undersecretary's membership and registration can be comped, and travel monies to support meeting attendance can be taken from the annual Secretary-Treasurer's travel budget to support attendance at meetings. The Secretary-Treasurer reserves the right to replace the Undersecretary at any time.

Coordinator, Stanford Lyman Scholarship Committee

The Coordinator of the Stanford Lyman Memorial Scholarship shall be appointed by the Board of Directors as a non-voting advisor to the Board of Directors to serve for a period of four years (2005-2008, 2009-2012, etc.). At the end of the third year, a general invitation to apply for the coordinator position shall be made. Such application should contain:

- a. a letter of interest
- b. any support materials detailing relevant experience.

Recommendations for five (5) SLM Scholarship committee positions will be made by the coordinator and submitted to the Board of Directors for their approval. Appointments to the SLM Scholarship committee shall be made in a manner to represent MSSA membership in PhD granting institutions (minimum of 3) and MA granting institutions (minimum of 1).

Appointments to the scholarship committee are for three year terms, which begin and end in the designated year at the time of the Annual Meeting.

The SLM Scholarship will be \$1,000.00. The Coordinator and Committee shall:

1. Establish selection criteria and recommend to the Board of Directors any changes to these criteria
2. Establish an application process and recommend to the Board of Directors any changes to these criteria
3. Solicit applications
4. Evaluate scholarship applications and choose a recipient
5. The first recipient of the SLM Scholarship will be presented at the 2006 Annual Business meeting of the MSSA. Subsequent recipients will be announced at the

- Annual Business meeting
6. Notify the Lyman family of each recipient.

Editor(s) of *Sociological Spectrum*

1. The editor(s) of *Sociological Spectrum* shall be elected by the Board of Directors to serve for a period of three years (1997-1999, 2000-2002....). At the end of the second year, a general invitation to apply for the editorship shall be made. Such applications should be directed to the President and should contain:
 - a. A statement of credentials.
 - b. A commitment of support from the applicant's administrative superiors.
 - c. Any other support materials.
2. There is an Editorial Board comprised of 15 appointees including (a) 3 at-large appointees to ensure balanced representation by race and gender, and (b) the editor(s). Recommendations for Editorial Board membership positions will be made by the Editor(s) to the Editorial Board for their approval. New appointees to the Editorial board are approved by the continuing and exiting members of the Editorial Board including the editor(s) prior to the Annual Meeting.
3. Editorial Board members serve for staggered three-year terms, which may be renewed once. The terms begin and end in the designated year at the time of the Annual Meeting. New board members should be invited to attend the annual meeting. They shall assume membership following the Annual Business Meeting.
4. The Editor(s) of *Sociological Spectrum* shall administer the *Sociological Spectrum* Award (Appendix C).

Editor(s) of *Forum*

1. The editor(s) of *Forum* shall be elected by the Board of Directors to serve for a period of three years (1998-2000, 2001-2003). At the end of the second year, a general invitation to apply for the editorship shall be made. Such applications should be directed to the President and should contain:
 - a. A statement of credentials.
 - b. A commitment of support from the applicant's administrative superiors.
 - c. Any other support materials.
2. The editor(s) shall prepare at least two newsletters each year (after soliciting news items from the membership).
3. Each newsletter shall include a section entitled "The President's Message."

Chair of Finance Committee

1. The Finance Committee shall be comprised of the following members of the Board of Directors: Past President (chair), the President, the Secretary-Treasurer, and the Program Chair. The Finance Committee shall make recommendations regarding financial matters to the Board of Directors.
2. The MSSA Finance Committee shall meet twice each year. One meeting will be held during the Annual Meeting and prior to the first meeting of the Board of Directors. The purpose of this meeting shall be to discuss the financial structure of the MSSA and to make recommendations pertaining to membership fees, registration fees, the budget for the program, the MSSA Newsletter, and any other fiscal matters. Another meeting will be held just prior to the Winter meeting of the Board of Directors. The purpose of this meeting shall be to review MSSA financial records for the previous calendar year. The review shall be thorough enough to determine whether the records are genuine, complete and accurate (Appendix F).

The Program Chair

As stated in Attachment A to the Bylaws of the MSSA, the Program Committee shall consist of the President-Elect as Chair, the Vice President-Elect and the Secretary-Treasurer and other persons designated by the Chair. It is highly recommended that the current President, and at least three Past Presidents be included on the Committee. The Program Committee shall function to coordinate the Annual Meeting of the MSSA.

Chair of the Local Arrangements Committee

The Chair of the Local Arrangements Committee is appointed each year as a non-voting advisor to the Board of Directors by the President-Elect and Program Chair. This appointment should be announced at the first meeting of the newly-elected Board of Directors. The duties of the Chair of the Local Arrangements Committee include:

1. Attend meetings of the Board of Directors during the term of appointment.
2. Consult with the Program Chair, the Secretary-Treasurer, and the President about local arrangements. The Secretary-Treasurer, as financial officer of the MSSA, is the only person authorized to obligate the MSSA to pay for goods or services of any kind.
3. Assure that the Local Arrangements Committee includes persons from colleges and universities in the vicinity the Annual Meeting. The Program Chair should be informed of the names of affiliations of all members of the Committee.

4. Assist the Program Chair by identifying local resources which might be utilized in the program.
5. Solicit financial support for the reception of the Local Arrangements Committee. The support should be at least sufficient to pay for hors d'oeuvres. Payments should be made to the Mid-South Sociological Association Inc. and will be used by the Secretary-Treasurer to offset the cost of the reception on the hotel master account.
6. Recruit volunteers to help with registration during the Annual Meeting.
7. Prepare materials for distribution to persons who register for the Annual Meeting. Materials should be prepackaged in folders or bags and ready to be distributed to persons at the completion of the registration process. Package should include a restaurant guide, guides to local attractions, and additional items. If appropriate, organized tours may be arranged.
8. Work with the Secretary-Treasurer during registration at the Annual Meeting. The registration process involves two stages. The first stage, which is handled by the Secretary-Treasurer, determines whether persons are preregistered or need to be registered on site. The second stage, which is handled by the Chair of Local Arrangements, assures that persons who complete the first stage of registration are given name tags, programs, and other meeting materials.
9. Provide audiovisual equipment for the use of presenters at the Annual Meeting. The MSSA will not pay for the use of audiovisual equipment. Local organizations should be solicited for the loan of equipment during the meeting. An equipment storage area and a sign-up sheet should be maintained near the registration area. Presenters wanting to use equipment are expected to sign up in advance and to assure that equipment is returned to the equipment storage area.

Hotel Contract Negotiator

The Hotel Contract Negotiator shall be appointed as a non-voting advisor to the Board of Directors by the Board of Directors, for a period of up to five years, with reappointment possible. The duties of the Hotel Contract Negotiator include:

1. Negotiate contracts with hotels for Annual Meetings, as authorized by the Board of Directors.
2. Consult with the President and other officers of the Association during the negotiation process.
3. The Hotel Contract Negotiator shall abide by the guidelines for Site Selection and Hotel Contract Negotiation (Appendix D).

MSSA Archivist

The MSSA Archivist shall be appointed as a non-voting advisor to the Board of Directors by the Board of Directors for a period of up to five years (Appendix H).

MSSA Website Manager

The MSSA Website Manager shall be appointed as a non-voting advisor to the Board of Directors by the Board of Directors for a period of up to five years (Appendix I).

Recognition of Institutional Support

The MSSA agrees to recognize, in an appropriate form, the contributions of universities and colleges to the Program and the Program Committees of the MSSA. As a policy, Chairs of Committees submit recommendations to the Board of Directors for recognitions to be bestowed on colleges and universities.

Appendix A: MSSA Stanford M. Lyman Distinguished Book Award
(Updated February 17, 2019)

1. **Appointment of the Committee:** The President-Elect shall appoint 3-5 persons to serve as the MSSA Book Award Committee for the membership year when they serve as President. Only Active members of the Mid-South Sociological Association Inc. are eligible for appointment. The Committee Chair is a non-voting Advisor to the Board of Directors and shall be selected from among the members of the preceding MSSA Book Award Committee. Appointments shall be made during the term of office of the President-Elect, permitting the Committee to begin work as soon as the membership year begins.
2. **Call for Nominations:** The Committee shall issue a Call for Nominations through the MSSA electronic communications system. MSSA members are encouraged to nominate their own books for this award.
3. **Judging:** The criteria for judging shall be determined by the committee and generally include readability, clarity, contribution to sociology, etc.
4. **Selection:** The winning book shall be selected by ballot no less than three weeks before the annual meeting.
5. **Certificate/Plaque:** Authors of the winning book shall receive certificates or plaques presented at the Annual Banquet.
6. **Eligibility:** To be eligible for the award, at least one author must hold current membership in the MSSA and must have been a member of the MSSA for at least one year, including the current membership year.
7. **Eligibility of Books:** A book is eligible for the award for three years after its publication. Thus, a book published in 2011 could be considered for the award in 2012, 2013, and 2014.
8. **Copies of Books:** The person nominating a book for this award should ask the author to arrange to have a copy of the book sent to each member of the committee.
9. **Chair should select deadline for submission that allows enough time for committee members to read and review book submissions (no later than September 1).**
10. **Chair should notify winner and encourage them to attend the awards banquet at the conference.**

Appendix B: Student Paper Competitions (Updated: February 17, 2019)

Rules for the Graduate Student Paper Competition

1. The competition is open to graduate students in the Mid-South Region and to other graduate students who are members of the Mid-South Sociological Association Inc.
2. The first place award will include editorial review assistance from suitable persons so identified by the Vice President in coordination with the Editor(s) of *Sociological Spectrum*.
3. Papers may be submitted by the graduate student or nominated by faculty, but in any case, each paper must be accompanied by a cover letter requesting consideration for the Graduate Student Paper Competition. The letter must include the title of the paper, author(s) of the paper, the school affiliation, telephone number, and email address of the author(s). It must also include the name and contact information of a faculty sponsor from the student's institution. Only author's name and title of the paper should be included on the title page. The title of the paper must be repeated at the top of the first page of the text.
4. The maximum length of an eligible paper shall be 25 double spaced pages of text, not including abstract, references, tables, and figures.
5. Papers may be co-authored, but not by faculty.
6. Papers must not have been submitted for publication prior to submission for award consideration.
7. **An electronic copy of the paper must be received by the Vice President by September 15.**
8. To qualify for the award, submissions **must** meet deadlines; participants **must** present their paper at the Annual Meeting; and participants **must** be present at the awards banquet.
9. Students are strongly encouraged to seek faculty advice prior to submission of papers.

Rules for the Undergraduate Student Paper Competition

1. The competition is open to undergraduate students in the Mid-South Region and to other undergraduate students who are members of the Mid-South Sociological Association Inc.
2. Each paper must be accompanied by a cover letter requesting participation in the undergraduate student paper competition session. The letter must include the title of the paper, author(s) of the paper, the school affiliation, email address, and telephone number of the author(s). It must also include the name and contact information of a faculty sponsor from the student's institution. Only author's name and title of the paper should be included on the title page. The title of the paper must be repeated at the top of the first page of the text.
3. The maximum length of an eligible paper shall be 20 double spaced pages of text, not counting abstract, references, tables, and figures.
4. Papers may be co-authored, but not by graduate students or faculty.
5. Papers must not have been submitted for publication prior to submission for award consideration.
6. **An electronic copy of the paper must be received by the Vice President-Elect by**

September 15.

7. To qualify for the award, submissions **must** meet deadlines; participants **must** present their paper at the Annual Meeting; and participants **must** be present at the awards banquet.
8. Students are strongly encouraged to seek faculty advice prior to submission of papers.

Organization of Session(s): The Vice President will organize the graduate student session(s). The Vice President-Elect will do the same for the undergraduate session(s).

Responsibilities and duties of Graduate and Undergraduate Session Organizers:

- a) Solicit papers.
- b) Review all papers.
- c) Select papers for the session(s): Based on the number and quality of papers received, the Session Organizer may inform the Program Chair of the need for another session of undergraduate papers. The Session Organizer may select another individual to chair (moderate) that session. The Session Organizer is responsible for the selection of all papers to be presented at each session and will chair one of the sessions.
- d) Select discussant(s): Each chair will choose an individual to discuss the papers for his/her session. These individuals should not serve as official judges in the student paper competition.

Judging of Papers: Only those papers selected for presentation in the graduate/ undergraduate sessions will be entered in the student competition.

1. Selection of Judges: Recommend to the President (President-Elect for undergraduate session) three judges and one alternate judge for the graduate (undergraduate) paper competition.
 - a) Judges recommended should not represent colleges or universities of students from whom papers have been accepted for the competition.
 - b) Judges should provide wide geographical representation of the Mid-South.
 - c) Judges should not be members of the Board of Directors of the Mid-South Sociological Association Inc. With the approval of the President (President-Elect), the Session Organizer will contact these individuals and inform them of the judging procedures.
2. Judging Procedures
 - a) It is the responsibility of the Session Organizer to distribute copies of the papers to be presented and judging forms to each of the three judges. Papers judged will be prepared for blind review. Forms are to be constructed by the Session Organizer. It is suggested that the papers be judged upon: (1) creativity/originality, (2) contribution to the discipline, (3) familiarity with the literature; (4) thoroughness of research; (5) overall content; and (6) grammar, spelling, and mechanics.
 - b) The judges will read the papers and rank them for each criterion using a 10 point scale, where 1 is the lowest score and 10 the highest.
 - c) Each judge will enter the name of the paper, and point values on the judging form.

- d) At least two weeks before the Annual Meeting the Judging forms are to be returned to the Session Organizer who will be responsible for adding scores given to each paper. In case of a tie the alternate judge will serve as a tie breaker.
 - e) The paper receiving the most points will be declared the winner of the student competition. Presentations are not judged; papers only are judged. Information about the winning papers will be forwarded to the President-Elect and will be kept confidential until the banquet. While papers are not judged on presentation, students must normally present their own papers at the annual meeting and be present at the awards banquet.
 - f) The winners will be announced by the Vice President and the Vice President-Elect at the Annual Banquet and will receive certificates and awards at this time. If a winning paper is co-authored, each of the co-authors will receive a certificate, but the monetary award will be divided equally between them.
3. The Vice President and the Vice President-Elect shall inform the Secretary-Treasurer of the names of the authors of winning papers. For both the graduate and undergraduate competitions separately, a monetary award of One Hundred dollars (\$100) for first place, Fifty dollars (\$50) for second place, and Twenty-five dollars (\$25) for third place will be presented to the author(s) of the winning papers.
4. It is recommended that the Vice President and Vice President-Elect keep track of which student competitors are present at the conference, so they can make adjustments to the award winners in the case of a no-show.

Appendix C: Sociological Spectrum Award

(Updated 3/1/19)

Rules for the *Sociological Spectrum* Award

The *Sociological Spectrum* Award is to be given at the Annual Meeting. Procedures for selecting winners are:

1. The *Sociological Spectrum* Award Committee shall be chaired annually by the Editor(s) of *Sociological Spectrum* (outgoing editors to be in charge of the process during transition years).
2. The Editor(s) shall select the **four** articles published in the past year that they deem to be most meritorious based on the reviews and/or their reading of the papers.
3. The Editor(s) shall then send copies of all four manuscripts to each of the members of the *Sociological Spectrum* Editorial Board. If necessary (meaning that the *Sociological Spectrum* operating budget is too tight to allow spending money for copying and mailing) copying and mailing charges are to be paid from the general fund of the MSSA and not from the *Sociological Spectrum* operating budget.
4. The Editor(s) shall prepare a ranking system and include it along with instructions to Board members concerning the properties important in selecting the best article published in *Sociological Spectrum* during the award year. Properties considered important shall be clarity of writing, general scholarship, contribution to sociology and/or a sub-aspect of the discipline. The Editor(s) shall establish a deadline by which Board members are to return their rankings.
5. The Editor(s) will tabulate the results of the ranking procedure and notify the Secretary-Treasurer of the name(s) of the person(s) to receive the award (to be given at the annual banquet).
6. The Secretary-Treasurer shall be responsible for securing appropriate plaques for winners. The Secretary-Treasurer is authorized to use his/her best judgement to obtain plaques at current market value. (In case of multiple authors of a winning manuscript, the plaques may be reduced in size and cost. The Editor(s) shall send names of the winners to the Secretary-Treasurer not less than two weeks before the annual meeting to allow time for having plaques prepared.
7. The Editor(s) of *Sociological Spectrum* shall be responsible for informing winners that they should be present at the MSSA Annual Banquet to receive awards. Names of winners shall be kept confidential, except on a need to know basis. The Editor(s) of *Sociological Spectrum* shall present the award, on behalf of the MSSA, at the Annual Banquet.

Appendix D: Site Selection and Hotel Contract Negotiation
(Updated February 17, 2019)

1. Organization

- a. The Site Selection Committee will be composed of the President, Past President 1, Past President 2, Past President 3, and the Secretary-Treasurer.
- b. If any of the Past Presidents cannot serve, predecessors should be appointed by the President as needed.
- c. The Hotel Contract Negotiator is appointed by the Board of Directors, for a five-year term, renewable if agreeable to the Board of Directors and Negotiator.
- d. The Hotel Contract Negotiator is a non-voting Advisor to the Board of Directors and is invited to attend each meeting of the Board of Directors when site selection is to be discussed. The Hotel Contract Negotiator may attend other meetings of the Board of Directors as they wish.

2. Operation

- a. The Site Selection Committee will identify sub-area(s) of the MSSA region in which to hold future Annual Meetings. These sub-areas should be identified no less than three years in advance of the meeting to take place at that location.
- b. The Hotel Contract Negotiator should contact as many hotels as is necessary to present to the Site Selection Committee viable hotel and site options. The Site Selection Committee then submits its recommendations to the Board.
- c. The Board of Directors votes on the decision for the Hotel Negotiator to sign a contract with a particular hotel.

Appendix E: MSSA Distinguished Career Award
(Updated 1/21/89)

The MSSA "Distinguished Career Award" is to be presented for exemplary achievements in Sociology and for contributions to the discipline (particularly in the MSSA region) and to the MSSA.

This award should be presented on an occasional basis, when justified, but not more frequently than once a year, although not necessarily every year.

The award shall take the form of a plaque to be presented at the MSSA Annual Meeting.

The award shall be based on three criteria:

1. A relatively full and lengthy career in the discipline of Sociology. The award should come in the "autumn" of one's career, suggesting that the recipient should have completed approximately twenty-five years of membership in the MSSA.
2. Long-term support of, and involvement in, the MSSA, such as a minimum of ten years of membership in the MSSA.
3. A record of distinction in the discipline in at least two of three areas of contribution:
 - a. An outstanding record of successful teaching, administration, or practice in the discipline (i.e., a successful and meritorious career in the sociological enterprise).
 - b. An exceptional record of research and scholarship (i.e., publications, papers, research involvement and other contributions to the literature of the discipline).
 - c. A notable record of service to the discipline, and to the MSSA. Included here would be professional involvement in the affairs of the MSSA, such as chairing and serving on committees, holding office in the MSSA, chairing sessions at annual meetings, serving as discussant, presenting reports, voluntarism within the MSSA or other professional organizations, efforts to actively involve students in the MSSA, or any comparable contributions to the discipline of Sociology.

The contribution to the discipline of Sociology should be considerable and comprehensive, with special emphasis on the MSSA. The professional accomplishments and contributions of the individual should have brought merit and recognition to Sociology and to the MSSA by virtue of the individual's affiliation with the MSSA.

Recommendations for the Distinguished Career Award should be made not less than one year in advance of the meeting at which the award would be made. Recommendations are to be in written form and presented to the Board of Directors during the MSSA Annual Meeting. The Board of Directors will act on the recommendation at its next Winter meeting. If approved by the Board of Directors, the award will be made at the following MSSA Annual Meeting. Persons making recommendations may be asked to provide substantial supporting documentation prior to action by the Board of Directors.

Appendix F: Guidelines for the Annual Review of Financial Records
(Updated 9/18/96)

The Finance Committee shall meet once yearly to conduct a review of MSSA financial records. This meeting will occur just prior to the Winter meeting of the MSSA Board of Directors. The purpose of the meeting shall be to determine the condition of the financial records for the previous calendar year. The Past President shall chair the meeting.

The business of the meeting shall include of the following activities.

1. The Secretary-Treasurer shall present the records for examination. To be considered complete, the records must include:
 - a. All statements for all bank accounts maintained in the name of the MSSA, including the checking account, the savings account, and the reserve fund account.
 - b. All check books and check stubs for the calendar year.
 - c. Files of MSSA registration and membership forms for both the current membership year and the previous membership year.
 - d. The listing of all member subscribers to the official journal of the MSSA during the calendar year.
 - e. A listing of all financial transactions ("the books") of the MSSA.
 - f. Copies of financial statements presented to the Board of Directors in reports of the Secretary-Treasurer.
 - g. A file of supporting documents, such as receipts, invoices, and letters of transmittal.
2. Examination of the records by members of the Committee. The Secretary-Treasurer should be prepared to assist committee members and answer questions about the records.
3. Discussion of the records by members of the Committee. Discuss should focus on whether the records are genuine, complete, and accurate. In addition, members of the Committee should consider whether funds are being administered in ways that serve the interests of the MSSA. The Secretary-Treasurer will be excused during this discussion, but should be available for limited consultation.
4. Preparation of a summary report to the Board of Directors regarding the condition of the financial records of the MSSA. The Secretary-Treasurer may be excused during this activity, but should be available for consultation.

The Chair of the Finance Committee shall present the results of the review during the Winter meeting of the Board of Directors. The report shall include a statement regarding the advisability of requiring a professional audit of the financial records of the MSSA.

Appendix G: MSSA Citizen-Sociologist Award
(Updated 7/25/97)

The MSSA "Citizen-Sociologist Award" is to be presented to persons who have earned a degree in sociology and who use their knowledge of sociology to make exemplary contributions to society while pursuing nonacademic careers.

This award should be presented on an occasional basis, when justified, but not more frequently than once a year, although not necessarily every year.

The award will take the form of a plaque, sculptured object, or other appropriate symbol to be presented at the MSSA Annual Meeting.

The award will be based on three criteria:

1. A record of distinguished service to society through substantial and exemplary public or professional service.
2. The demonstrated use of sociological training and thought in making contributions to society.
3. The recipient will normally although not necessarily reside in the Mid-South region.

The contributions to society using the principles of Sociology should be considerable and comprehensive. The accomplishments and contributions of the individual should have enhanced society and brought merit and recognition to Sociology. Further, the conferring of this award should bring meritorious recognition to the MSSA.

Recommendations for the Citizen-Sociologist Award should be made not less than one year in advance of the meeting at which the award would be made. Recommendations are to be in written form and presented to the Board of Directors during the MSSA Annual Meeting. The Board of Directors will act on the recommendation at its next Winter meeting. If approved by the Board of Directors, the award will be made at the following MSSA Annual Meeting. Persons making recommendations may be asked to provide substantial supporting documentation prior to action by the Board of Directors.

Appendix H: MSSA Archivist
(Updated 10/22/97)

1. The MSSA Archivist is appointed by the Board of Directors to serve as a non-voting advisor to the Board for a five-year term, renewable if agreeable to the Board of Directors and the Archivist.
2. The Archivist shall preserve copies of documents which are important for creating an historical record of the Mid-South Sociological Association Inc. Records preserved for each year will include copies of minutes of meetings of the MSSA Board of Directors, the Annual Meeting Program, issues of the MSSA Newsletter, issues of the official journal of the MSSA, and other documents deemed essential for maintaining a continuous record of important matters in the affairs of the MSSA.
3. The Archivist shall work with officers of the MSSA to assure that documents are added to the archive annually.
4. The Archivist shall make copies of documents available to officers of the MSSA upon request. Requests for copies of large quantities of materials, or requests for copies of materials readily available from other sources, such as libraries, will not be honored, unless expressly authorized by action of the Board of Directors.
5. Requests for documents from persons who are not officers of the MSSA will be referred to the President of the MSSA for action by the Board of Directors.
6. The Archivist is invited to attend meetings of the Board of Directors when the archive is discussed.
7. The Archivist shall preserve the archive in good order during the term of appointment and until a full transfer of responsibility to any new appointee is complete.
8. During the final year of the term of appointment, or whenever a transfer of responsibility is necessary, a general invitation to apply for the position will be made. The Secretary-Treasurer will issue a call for applicants to members of the MSSA. Applications will be returned to the President of the MSSA who will present the applications to the Board of Directors for action.
9. Applications should contain:
 - a. A statement of credentials.
 - b. A commitment of support from the applicant's administrative superiors and computer center staff.
 - c. Any other supporting materials.

Appendix I: Website Manager of MSSA's Site on the World Wide Web
(Updated 3/1/19)

1. The Website Manager of MSSA's Site on the World Wide Web is appointed by the Board of Directors to serve as a non-voting advisor to the Board for a five-year term, renewable if agreeable to the Board of Directors and the Webmaster.
2. The Website Manager will maintain the MSSA's Site on the World Wide Web during the term of appointment and until a full transfer of responsibility to any new appointee is complete.
3. The Website Manager will work with officers of the MSSA to assure that the MSSA's Web Site includes items of interest to members of the MSSA, displaying with greatest salience items which are vital to the operation of the MSSA.
4. The Website Manager will give priority to items received from the President, the Program Chair, the Secretary-Treasurer, and other officers to assure that announcements posted on the Webpage are current. In addition, the Website Manager will keep the MSSA membership advised of new internet developments.
5. The Website Manager is invited to attend meetings of the Board of Directors when the Web Site is discussed.
6. During the final year of the term of appointment, or whenever a transfer of responsibility is necessary, a general invitation to apply for the position will be made. The Secretary-Treasurer will issue a call for applicants to members of the MSSA. Applications will be returned to the President of the MSSA who will present the applications to the Board of Directors for action.
7. Applications should contain:
 - a. A statement of credentials.
 - b. A commitment of support from the applicant's administrative superiors and computer center staff.
 - c. Any other supporting materials.