

Mid-South Sociological Association Inc.
OPERATIONS AND PROCEDURES MANUAL

(Adopted December 1, 2023)

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Introduction

This manual contains information for officers of the Mid-South Sociological Association Inc., a Tennessee nonprofit corporation, referred to herein as MSSA. MSSA member states include Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, and Virginia. 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. Innovations should be brought to the attention of the Board of Directors, so that changes may be considered to reflect actual practices.

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 use except where board approval is assumed or pre-granted. 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 communication (Appendix J under construction).

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. (See Finance Committee and Appendix A).
3. The Past President shall serve on the Site Selection Committee (Appendix B under construction).
4. Contact professional organizations (e.g., ASA) and request publication (e.g., in Footnotes) of announcements of the MSSA Annual Meeting
5. Chair Awards Committee.
6. Review and facilitate implementation of Financial Strategic Plan.
7. The Past President shall, at the end of their tenure, ensure the incoming Past President receives all records, data bases, exemplars, contacts, and best practices pertaining to Past President activities.

President

1. The President shall chair and preside at all meetings of the MSSA and its Board of Directors.
2. The President shall serve as chair of the Site Selection Committee (Appendix B under construction).
3. 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.
4. The President shall report the general nature of the arrangements for the up-coming Annual Meeting upon taking office.
 5. 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 Meeting Site Director, the MSSA Archivist, MSSA Digital Presence Manager, MSSA email list serv manager, Chair of the MSSA Stanford Lyman Book Award Committee (Appendix E), Chair of Stanford Lyman Memorial Scholarship (Appendix F) Dr. Thomas C. Calhoun Excellence in Mentoring Award (Appendix G), and Parliamentarian.
 6. 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.
 7. The President shall assure that *ad hoc* committees include women and minorities.
 8. The President shall review OPM with incoming members and ensure documents are passed from outgoing to incoming members.
 9. The President shall ensure website is updated as appropriate.
 10. The President shall, at the end of their tenure, ensure the incoming President receives all records, data bases, exemplars, contacts, and best practices pertaining to President activities.

President-Elect (Under Construction)

1. The President-Elect shall be responsible for the program for the Annual Meeting. Any expenditure 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 two 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 serve on the Finance Committee and participate in the annual review of MSSA financial records.
4. 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 at the midwinter meeting.
5. The President-Elect shall maintain communication with the Meeting Site Director , 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. Ensure website pertaining to President-Elect and Program Chair duties is updated as appropriate.
9. The President-Elect shall, at the end of their tenure, ensure the incoming President-Elect receives all records, data bases, exemplars, contacts, and best practices pertaining to President-Elect activities.
10. The following is a suggested timeframe for the organization and preparation of the program:

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| 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. |
| February 15 | Sessions Seeking Papers Digest |

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| March 1 | Sessions Seeking Papers Digest 2 |
| March 15 | First "Call for Papers/Participation" to be sent to MSSA members and colleges and universities in the Mid-South region. |
| April 1 | |
| 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. 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. |
| August 1 | Blind acceptance email and registration reminder |
| September 1 | Final "Call for Papers" to be sent. |
| September 15 | Final 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 Digital Presence Manager to post on Website . |
11. 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.

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. Create and print the program for annual banquet and agenda for business meeting.
 - b. Convene the Annual Banquet.
 - c. Make a statement welcoming everyone attending the banquet.
 - d. Introduce members at head table (President, President-Elect, Vice President, Vice President-Elect, Secretary- Treasurer, plenary speakers, immediate Past President, spouses, and honored guests.)
 - e. Introduce all Past Presidents (have them stand from floor).
 - f. Recognize all past officers (have them stand from floor, collectively).
 - g. Introduce new officers.
 - h. Take care of awards (undergraduate, graduate - present certificates and checks to students).
 - i. Introduce President.
 - j. The President presides over the Business Meeting, and then passes the gavel to incoming President.
3. The Vice-President shall ensure website is updated as appropriate regarding committee activities.
 4. The Vice-President shall send Digital Presence Manager and Forum advertising for dissemination.
 5. The Vice-President shall send Digital Presence Manager and Forum winners to be disseminated post meeting.
 6. The Vice-President shall coordinate with and mentor Student Section Chair to plan sessions, workshops, meetings etc.
 7. The Vice President shall, at the end of their tenure, ensure the incoming Vice President receives all records, data bases, rubrics, exemplars (e.g. advertisements) contacts, and best practices pertaining to Vice President activities and is encouraged to mentor incoming VP.

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 C).
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).
5. The Vice President-Elect shall ensure website is updated as appropriate regarding committee activities.
6. The Vice President-Elect shall send Digital Presence Manager and Forum advertising for dissemination.
7. The Vice President-Elect shall send Digital Presence Manager and Forum information about winners to be disseminated post meeting.
8. The Vice President-Elect shall, at the end of their tenure, ensure the incoming Vice President-Elect receives all records, data bases, rubrics, exemplars (e.g. advertisements) contacts, and best practices pertaining to activities.

Chair of Nominations Committee*

This committee's purpose is to solicit nominations and conduct elections for member elected positions. 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 is possible. Every effort should be made to ensure 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 on Committee matters.

Election of officers by voting Members includes:

1. President-elect. The President-elect serves for a one-year term. Following service as President-elect, they automatically assume 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.
2. Vice President-elect. The Vice President-elect serves for a one-year term. Following service as Vice President-elect, they automatically assume the office of Vice President for a one-year term.
3. The Chairs of the following committees:
 - a. Membership (2-year term)
 - b. Committee on Racial and Ethnic Minorities
 - c. Nominations (1 year term)
 - d. Professions
 - e. Small and Community Colleges
 - f. Women, Gender and Sexualities
 - g. Graduate Student Section Chair (1 year term)

4. Unless otherwise noted, all Committee Chairs are elected for 2-year terms:
 - a. Even numbered years: Professions, Small and Community Colleges, and Women, Gender and Sexualities, Odd number years: Committee on Racial and Ethnic
5. 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 voting offices simultaneously.
6. 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, send them the OPM description of the duties they are nominated for, 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.
 - d. The Chair of Nominations shall inform all nominees of their status going into the general election.
7. General Election: The final ballot shall ideally 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 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.
8. 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 and submit the raw data to the Secretary-Treasurer for record keeping. The Chair of the Nominations Committee shall inform all candidates of the election results prior to the Annual Meeting.
9. Nominations Committee Selection: The outgoing chair is responsible for sending at least one mailing to members prior to each annual meeting seeking volunteers to serve on 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.
10. 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 outgoing Chair to assist the in-coming Chair by acquainting him/her with these procedures.

11. The Nominations Chair shall ensure the website is updated as appropriate regarding committee activities.
12. The Nominations Chair shall send Forum and Digital Presence Manager solicitation for nominations for dissemination.
13. The Nominations Chair shall send Forum Editor and Digital Presence Manager information about winners to be disseminated post meeting.
14. The outgoing Chair shall ensure nominations forms are available at the registration desk and the banquet at the Annual Meeting.
15. The Nominations Chair shall, at the end of their tenure, ensure the incoming Chair receives all records, databases, exemplars, contacts, and best practices pertaining to Committee activities.

Chair of Membership Committee (Under Construction)

1. The Chair of the MSSA Membership Committee has the principal function of promoting membership growth in the MSSA, and recruiting for participation for the annual meeting.
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 makes it feasible. All efforts should be made to ensure 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.
5. The Membership Chair shall serve on program committee

6. The Membership Chair shall develop marketing material in coordination with Digital Presence Manager
7. The Membership Chair shall ensure website is updated as appropriate regarding committee activities.
8. At the end of their tenure, ensure the incoming chair receives all records, data bases, exemplars, contacts, and best practices pertaining to committee activities.

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 of Committee on Professions shall work with the Digital Presence Manager to maintain an online employment exchange, create a book display, solicit member books for display, , and a graduate student information center at each Annual Meeting.
4. Chair of Committee on Professions shall work with the current Program Chair 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 of the Committee on Professions shall preside over and is responsible for member selection of the Committee on Professional Ethics, a separate but related committee (see responsibility of this ethics committee).

8. The Chair of the Committee on Professions shall organize sessions on professional development, state of the discipline, and/or association.
9. The Chair of the Committee on Professions shall ensure website is updated as appropriate regarding committee activities.
- 10 The Chair of the Committee on Professions shall send Digital Presence Manager and Forum advertising for dissemination.
- 11 The Chair of the Committee on Professions shall, at the end of their tenure, ensure the incoming chair receives all records, data bases, exemplars, contacts, and best practices pertaining to chair activities.

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 and advertise with flyers at the registration desk.
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. The Chair shall distribute one newsletter in early Fall before the Annual Meeting via electronic listserv and website posting.
4. The chair shall promote the work of members of color.
5. The Chair shall submit information to Forum to promote committee material.
6. 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.
 - a. President Elect: Odd years
 - b. Vice President Elect: Even years
 - c. Chair of Nominations: Odd years
8. The Chair shall submit any nominations to the Chair of Nominations.
9. The Chair shall organize members to recruit session organizers and participants for the Annual Meeting that promotes committee agenda.
10. The Chair shall, with a committee, create a travel scholarship application, disseminate the application, and provide scholarships up to \$200.00 to a faculty member, graduate student, or undergraduate student using the following criteria:

- a. Those from/attending a Historically Black College or University (HBCU), Hispanic Serving Institution (HIS), Tribal College or University (TCU), or Native American serving, non-tribal institution in the Mid-South region.
 - b. Or a faculty member or student that identifies as a member of an ethnic or racial minority group that is currently employed at/attending any college or university located in the Mid-South region.
 - b. Demonstrate need for funding (i.e., the applicant receives minimal or no university funding for travel to the conference).
 - c. Be an active participant of the annual meeting by presenting research or participating in a panel.
 - d. Be a member of the Mid-South Sociological Association at the time of the award.
10. The chair shall ensure the website is updated as appropriate regarding committee activities.
 11. The chair shall send Digital Presence Manager and Forum advertising for dissemination.
 12. The chair shall send Digital Presence Manager and Forum information about winners to be disseminated post meeting.
 13. The chair shall, at the end of their tenure, ensure the incoming chair receives all records, databases, exemplars, contacts, and best practices pertaining to committee activities.

*MSSA donates \$200.00 each year to the committee. If the scholarship amount is over \$200.00 consult with the Secretary-Treasurer to ensure availability of funds.

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 and advertise with flyers at the registration desk.
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 submit information to Forum and Digital Presence Manager promoting committee activities.
6. The chair shall advertise a call for scholarship applications for up to \$200* using the following criteria:

- a. Demonstrate need for funding (i.e., the applicant receives minimal or no university funding for travel to the conference).
 - b. Active participant of the annual meeting by presenting research or participating in a panel
 - c. A member of the Mid-South Sociological Association at the time of the award.
7. 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.
 - a. President Elect: Even years
 - b. Vice President Elect: Odd years
 - c. Chair of Nominations: Even years
8. The Chair shall submit any nominations to the Chair of Nominations.
9. The Chair shall organize members to recruit session organizers and participants for the Annual Meeting that promotes committee agenda.
10. The chair shall ensure the website is updated as appropriate regarding committee activities.
11. The chair shall send Digital Presence and Forum advertising for scholarship and committee activities dissemination.
12. The chair shall send Digital Presence and Forum information about scholarship winners to be disseminated post meeting.
13. The Chair shall, at the end of their tenure, ensure the incoming Chair receives all records, databases, exemplars, contacts, and best practices pertaining to Committee activities.

*MSSA donates \$200.00 each year to the committee. If the scholarship amount is over \$200.00 consult with Secretary-Treasurer to ensure availability of funds.

Chair of Committee on Small Community Colleges

1. The Chair of the Committee on Small and Community Colleges shall chair a meeting for people from small and community colleges at each Annual Meeting, and advertise with a flyer at the registration desk.
2. The Chair shall encourage participation in all aspects of the MSSA on the part of people 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 people at small and community colleges in the vicinity of each Annual Meeting to encourage attendance.

5. The Chair shall submit information to Forum and Digital Presence Manager advertising for scholarship and promoting committee activities.
 6. The Chair shall organize members to recruit session organizers and participants for the Annual Meeting that promote committee agenda.
 7. The chair shall advertise a call for scholarship applications for up to \$200* using the following criteria:
 - a. Demonstrated need for funding (i.e., the applicant receives minimal or no university funding for travel to the conference).
 - b. Be an active participant of the annual meeting by presenting research or participating in a panel.
 - c. Be a member of the Mid-South Sociological Association at the time of the award.
 5. The chair shall ensure the website is updated as appropriate regarding committee activities.
 6. The chair shall send Digital Presence Manager and Forum committee advertising for scholarship and committee activities for dissemination.
 7. The chair shall, at the end of their tenure, ensure the incoming Chair receives all records, databases, exemplars, contacts, and best practices pertaining to Committee activities.
- *MSSA donates \$200.00 each year to the committee. If the scholarship amount is over \$200.00 consult with the Secretary-Treasurer to ensure availability of funds.

Secretary-Treasurer

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

1. The Secretary-Treasurer shall serve for a term of three calendar years, commencing January 1 after appointment by the Board of Directors.
2. The Secretary-Treasurer shall 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. The Secretary-Treasurer shall retain all MSSA funds and pay all bills, as approved by the Board of Directors.
4. The Secretary-Treasurer shall collect and expend honoraria paid by the publisher of *Sociological Spectrum*.
5. The Secretary-Treasurer shall submit lists of mailing addresses of member subscribers to the publisher of *Sociological Spectrum* and pay for member subscriptions.
6. The Secretary-Treasurer shall present a financial report to the Board of Directors at each Annual Meeting and at the Winter Meeting.
7. The Secretary-Treasurer shall serve on the Finance Committee and prepare budgets.
8. The Secretary-Treasurer shall update signature cards for MSSA accounts, assuring that the President can gain access to MSSA funds should the Secretary-Treasurer become incapacitated.
9. The Secretary-Treasurer shall, where funds are available 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, with approval of the Board, when there is a positive cash flow. 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 a Board of Directors vote.
10. The Secretary-Treasurer shall 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. The Secretary-Treasurer shall maintain an accurate and current record of the membership with respect to dues payments and contact information. Dues payments and membership applications received from January 1st to December 31st apply to the following year. This policy shall be noted on the association website.
12. The Secretary-Treasurer shall 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. The Secretary-Treasurer shall record minutes of all Board of Directors meetings and distribute minutes to Board members.

14. The Secretary-Treasurer shall work with the President-Elect, the Chair of the Local Arrangements Committee, the Meeting Site Director, location personnel, and others to facilitate matters pertaining to the annual meeting.
15. The Secretary-Treasurer shall supervise registration at Annual Meetings. The Secretary-Treasurer shall notify program participants that they are required to register and pay dues.
16. The Secretary-Treasurer shall 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.
17. The Secretary-Treasurer shall present MSSA financial records to members of the Finance Committee by January 31st 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).
18. The Secretary-Treasurer shall maintain communication with the President and the President-Elect with respect to affairs of the MSSA, including any significant communication from members and the public (e.g., member complaints, requests for member information, press requests, etc.).
19. The Secretary-Treasurer shall serve on the Site Selection Committee (Appendix B under construction).
20. 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.
21. The Secretary-Treasurer shall file the Federal Taxes on behalf of the association by May 15th. Use of a professional tax service is encouraged.
22. The Secretary-Treasurer shall communicate any necessary changes to the online payment portal to the vendor, including dues amount updates, conference fee updates, or functionality requests.
14. The Secretary-Treasurer shall provide thank you notes on behalf of the association to all members donating amounts of \$250 or larger for the fiscal year (Jan 1-Dec 31).The Secretary-Treasurer shall, at the end of their tenure, ensure the incoming Secretary-Treasurer receives all records, data bases, exemplars, contacts, and best practices pertaining to activities.

15. The Secretary-Treasurer shall verify membership/registration of those who submitted a presentation.
16. The Secretary-Treasurer shall coordinate with Taylor and Francis for donation.
17. 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.

Chair of Technology Committee

The Technology Committee is charged with organizing all conference-related technologies for in-person, hybrid, and fully online meetings. The Technology Committee Chair is a voting Board of Directors position and is appointed by the Executive Board members to serve for a period of 3 years from appointment. By July of the third year, the Executive Board should solicit applications for a new Technology Committee Chair. Applicants should provide a statement of interest and qualifications to the Board at least two weeks prior to the annual meeting. The selected applicant should be approved by the Board no later than December 31st of that year. Alternatively, the Board may decide to re-appoint the current chair for an additional term of service if appropriate. The outgoing Chair should assist and mentor the incoming Chair during their first year of service as needed.

1. The Chair shall work with the hosting site to secure technical accommodations, i.e., Wi-Fi, carts, microphones for plenaries, etc.
2. The Chair shall obtain a quote from the hosting site or their technology affiliate organization to present to the board for approval.
3. The Chair shall recruit and organize tech sub-committees as needed.
4. The Chair shall identify MSSA members to secure technology for conferences, i.e., dedicated laptops for presentation rooms, Zoom logins for hybrid/online conferences, additional projectors, etc.
5. The Chair shall serve on the Program Committee.
6. The Chair shall work with the Program Chair to ensure that Zoom links, Zoom information, and any additional technological details and instructions are included in the

annual meeting program.

7. The Chair shall secure and track MSSA's physical technology resources (property), i.e., projectors, drives, converters, etc.
8. The Chair shall set up, monitor, and breaking down technology at each annual conference.
9. The Chair shall provide technical support and assistance during the conference.

Student Section Chair

The Student Section Chair will be a graduate student elected by full membership of MSSA for a term of 1 year and function as the liaison between the students and the board. They shall be a voting member of the board for the interests of the students within the organization. They will coordinate with and be mentored by the Vice President.

1. The Chair shall provide input to the board regarding a student's point of view.
2. The Chair shall promote student participation in the annual meeting.
3. The Chair shall organize several student-oriented panels, paper, round table and/or poster sessions for the annual conference in conjunction with the President-Elect/Program Chair
4. The Chair shall organize student activities for the Annual Meeting (meet and greet, breakfast or lunch)
5. The Chair shall also set up and head the Student Section. The Student Section should consist of the Student Section Chair and (5) five student members selected by the Student Section Chair. The student section is open to all students who wish to address student issues in the MSSA. The student section's primary function will be to promote formal and informal networks among both graduate and undergraduate students.

The Chair shall coordinate with the Student Section to plan and organize sessions for the annual conference by organizing sessions as well as recruiting individuals to present at those sessions.

6. The Chair shall promote its activities by submitting to Forum and the Digital Presence Manager.
7. The Chair shall, at the end of their tenure, ensure the incoming Chair receives all records, data bases, exemplars, contacts, and best practices pertaining to President activities.

Awards Committee Chair

The MSSA Award Committee works to advance the Association's mission and goals by recognizing achievements in and contributions of our members to the field of sociology and/or the association. The MSSA Past-President serves as Chair of the Awards Committee.

1. The Chair shall coordinate due dates and advertising.
2. The Chair shall ensure there is a chair and committee for each award:
 - a. Stanford M. Lyman Dissertation Award (5 year, renewable by BOD vote)
 - b. Stanford M. Lyman Distinguished Book Award (5 year, renewable by BOD vote)
 - c. Thomas C. Calhoun Excellence in Mentoring Award (Appointed by President)
 - d. MSSA Distinguished Career Award (Past President)
 - e. MSSA Citizen-Sociologists Award (Past President)
3. The Chair shall inform the Secretary Treasurer of winners by mid-September.
4. The Chair shall inform Forum and Digital Presence Manager of the winners post meeting.
5. At the end of their tenure, ensure the incoming Past-President receives all records, data bases, exemplars, contacts, and best practices pertaining to Award activities.

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.
7. Notify the Chair of the Awards Committee of recipients no later than September 17th.

Editor(s) of *Sociological Spectrum*

The editor(s) of *Sociological Spectrum* shall be elected by the Board of Directors to serve for a period of five years. At the end of the fourth year, the Board of Directors shall vote on a second term for the editors or co-editors. If the vote is to change the editors/co-editors, a general public invitation to apply for the editorship shall be made no later than the summer or early fall of the fifth year. Such applications should be directed to the President and should contain:

- a. A statement of credentials to include a vita indicating extensive publication experience.
- b. A commitment of support from the applicant's college or university to include workload reductions .
- c. Any other support materials.

There is an Editorial Board that will ensure balanced representation by race and gender. 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.

Editorial Board members serve for staggered five -year terms, which may be renewed with the approval of the Editor(s). The terms begin and end in the designated year at the time of the Annual Meeting. New board members should be encouraged to attend the annual meeting. They shall assume membership following the Annual Business Meeting The Editor(s) of *Sociological Spectrum* shall administer the *Sociological Spectrum* Award (Appendix D).

Editor in Chief of *Forum*

The editor(s) of *Forum* shall be elected by the Board of Directors to serve for a period of three years. 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.

1. The Editor in Chief shall have the option of appointing an editorial board that will be a balanced representation by race and gender.
2. The Editor in Chief shall prepare at least two newsletters each year (after soliciting news items from the membership)
 - a. Solicitations for submissions shall be issued for the Fall Forum in early Fall for publication in late Fall
 - b. Solicitations for submissions shall be issued for the Spring Forum in early spring for publication in late spring
3. The Editor in Chief publish standing articles from
 - a. Chairs of Committee on Racial and Ethnic Minorities,
 - b. Women, Sexualities, and Gender,
 - c. Small and Community Colleges.
 - d. Teaching Corner
 - e. Interview with old and new members.
 - f. "The President's Message."
4. Ensure the website is updated as appropriate regarding Forum activities.
5. The Editor shall, at the end of their tenure, ensure the incoming Editor receives all records, data bases, exemplars, contacts, and best practices pertaining to Forum activities.

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 up to 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 A).

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 two Past Presidents be included on the Committee, as well as the Chair of Technology 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. The Chair shall attend meetings of the Board of Directors during the term of appointment.
2. The Chair shall 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. The Chair shall ensure 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. The Chair shall assist the Program Chair by identifying local resources which might be utilized in the program.
5. The Chair shall recruit volunteers to help with registration during the Annual Meeting.
6. The Chair shall prepare materials for distribution to people who register for the Annual Meeting. Materials should be prepackaged in folders or bags and ready to be distributed to people at the completion of the registration process. The package should include a restaurant guide, guides to local attractions, and additional items. If appropriate, organized tours can be arranged.
7. The Chair shall work with the Secretary-Treasurer during registration at the Annual Meeting.
8. The Chair shall Solicit local attractions for advertng in program and/or at meeting.

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. 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.

1. 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.
2. The Archivist shall work with officers of the MSSA to ensure that documents are added to the archive annually.
3. 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.
4. The Archivist referred to the President of the MSSA for action by the Board of Directors requests for documents from persons who are not officers of the MSSA
5. 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.
6. During the final year of the term of appointment, the Board of Directors shall vote on a second term. If the vote is to change the Archivist, , a general invitation to apply for the position will be made to the membership. 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 statement of credentials including a vitae and evidence of extensive experience in the MSSA.

MSSA Digital Presence Manager

The MSSA Digital Presence 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 and carries a \$500.00 per year stipend. The Digital Presence Manager is appointed by the Board of Directors to serve as a non-voting member to the Board for a five-year term, renewable if agreeable to the Board of Directors. The Digital Presence Manager has the option of appointing an assistant.

1. The Digital Presence Manager shall maintain their duties until a full transfer of responsibility to any new appointee is complete.
2. The Digital Presence Manager shall serve on the Technology Committee and work with other officers of the MSSA to assure that the MSSA's digital presence includes items of interest to members of the MSSA, displaying with greatest salience items which are vital to the operation of the MSSA.
3. The Digital Presence Manager shall update the website, send weekly posts, and let BOD know the schedule of posts.
4. The Digital Presence Manager shall give priority to items received from the President, the Program Chair, the Secretary-Treasurer, and other officers to assure that announcements posted on are current.
5. The Digital Presence Manager shall keep the MSSA membership advised of new digital developments.
6. Conduct a yearly review to ensure website is updated as appropriate regarding committee activities.
7. Ensure ADA compliance of all digital materials.
8. The Digital Presence Manager shall, during the final year of the term of appointment, or whenever a transfer of responsibility is necessary, notify the BOD. The President 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. Letter of interest
 - c. Commitment to be trained by previous manager.

- d. A commitment of support from the applicant's administrative superiors and computer center staff.
 - e. Any other supporting materials.
10. The outgoing Digital Presence Manager shall train the incoming Manager.
11. The Digital Presence Manager shall, at the end of their tenure, ensure the incoming Manager receives all records, data bases, exemplars, contacts, and best practices pertaining to Digital Manager Presence.

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: Finance Committee Guidelines for the Annual Review of Financial Records

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, and the savings account.
 - b. All bank statements for the calendar year.
 - c. Reports of MSSA registration and membership 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, and discuss the records with members of the Committee. Discussion 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.

3. 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.
4. 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 B: Site Selection (Under Construction)

Appendix C: Student Paper Competitions

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 the 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 May 17th.**
8. To qualify for the award, submissions **must** meet deadlines; participants **must** present their paper, virtually or face-to-face at the Annual Meeting.
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 the 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 May 17th.**

7. To qualify for the award, submissions **must** meet deadlines; participants **must** present their paper virtually or face-to-face at the Annual Meeting.
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 present at the conference so they can make adjustments to the awards in case of a no show.

Appendix D: Sociological Spectrum Award

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 **three-five** 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.
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) shall 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. (.
7. The Editor(s) of *Sociological Spectrum* shall be responsible for encouraging winners to 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 E: MSSA Stanford M. Lyman Distinguished Book Award

Appointment of the Committee: The President 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 F: 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.

Appendix G: The Dr. Thomas C. Calhoun Excellence in Mentoring Award

The *Dr. Thomas C. Calhoun Excellence in Mentoring Award* honors a member of MSSA who provides an exceptional level of support to the professional development and career advancement of their mentees (undergraduate and/or graduate students). Candidates will be assessed on their record of assisting mentees matriculate through undergraduate and/or graduate programs and develop their own academic and professional paths.

Purpose: To establish an annual MSSA institutional award to recognize outstanding members who actively participate in the organization and dedicate substantive time to nurturing successful mentor/mentee relationships. The recipient will receive a plaque/award selected by a committee composed of a Chair appointed by the Board, the Chair of the Committee on Racial and Ethnic Minorities, the President, and two additional members of the MSSA appointed by the President.

Award Recognition: One winner per year will be chosen and announced at the MSSA Annual Conference Dinner/Business Meeting.

Nomination: The process of nomination will be a *letter of nomination* by any MSSA member in good financial standing that addresses the criteria listed below.

The Dr. Thomas C. Calhoun Excellence in Mentoring

Nominees are those who serve as a role model for integrity and professionalism within the discipline of Sociology and Sociological Practice. Nominations should demonstrate evidence of mentoring that:

- a. promotes the mentee, profession and/or discipline.
- b. advances collaborations, networking, presenting, projects, etc....
- c. develops leadership skills and other academic skills.
- d. develops skills to balance career and personal life.

Nominators can include the impact of mentoring on mentees, the number of mentees, the accomplishments of mentees (e.g. current position, grant support, publications, regional,

national, international recognition, leadership in the discipline, etc...) the approaches to mentoring.

Appendix H: MSSA Distinguished Career Award

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.

Past President sends a solicitation for recommendations for the Distinguished Career Award to 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 I: MSSA Citizen-Sociologist Award

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.

Past President sends a solicitation for recommendations for the Citizen-Sociologist Award to 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 J: Communication Schedule (Under Construction)

| Date | Communication | Individual Members | Program Participants | Departments/ Organizations | Web Posting |
|-----------------|--------------------------------------|---------------------------|-----------------------------|---------------------------------------|--------------------|
| 02/10-20 | First Call for Participation & Flier | X | | X | X |
| | Student paper Session Fliers | X | | X | X |
| | Program Advertisement Solicitation | X | | X | X |
| | Employment Service Forms | X | | X | X |
| | Graduate Student | X | | X | X |

| | | | | | |
|-----------------|---------------------------------------|---|---|--|---|
| | Recruitment Forms | | | | |
| | Distinguished Book Award Flier | | | | X |
| | Electronic Mail Directory | | | | X |
| | Subject Area Directory | X | | | X |
| 03/10-20 | Second Call for Participation & Flier | X | | | X |
| | Student paper Session Fliers | X | | | X |
| | Hotel Reservation Form | X | | | X |
| | Calls for Applicants | X | | | X |
| | Newsletter | X | | | X |
| | Distinguished Book Award Flier | X | | | X |
| | Electronic Mail Directory | | | | X |
| | Subject Area Directory | | | | X |
| 07/10-20 | Election Materials | X | | | |
| 08/20-30 | Registration and Membership Form | X | X | | X |
| | Program Summary | X | X | | X |
| | Hotel Registration Form | X | X | | X |
| | Employment Service Forms | X | X | | X |
| | Graduate Student Recruitment Forms | X | X | | X |
| | Map and/or Directions to the Hotel | X | X | | X |
| | Electronic Mail Directory | | | | X |
| | Subject Area Directory | | | | X |
| 12/1-10 | Membership Form | X | X | | X |
| | Call for Organizers | X | X | | X |
| | Cal for Nominations | X | X | | X |
| | Electronic Mail Directory | | | | X |
| | Subject Area Directory | | | | X |
| | Newsletter | X | | | X |

Appendix K Financial Strategic Plan

In 2022-2023, a working group of MSSA past and current Board of Directors worked on developing a financial strategic plan. **Members:** Tina Deshotels [Chair], Erin Rider, Shelly McGrath, Meredith Dye, DeMond Miller, Earl Wright II, David May Kevin Breault, Anita Bledsoe-Gardner Below are the recommendations of this committee.

Main Goal- Ensure financial sustainability and operate in a fiscally responsible manner.

Objective 1: Communicate financial status more clearly with membership¹. (Secretary Treasurer)

Action Steps:

1. Gather financial data using a consistent template (see exemplar).
2. Keep historical financial data to show trends.
3. Send a call for historical financial data.
4. Share this with membership at the business meeting and via listserv.
5. Share with membership any information about any increased costs (e.g. portal 3k)

Objective 2: Make prudent choices about meeting venue- (BOD)

1. Make data driven financial decisions to ensure fiscal sustainability (e.g., historical trend data of financial records (see Objective 1 Action step 1) using membership/registration, member surveys, etc.).
2. Continue virtual options (no other Sociology organization is using virtual)

Objective 3: Create a brand to be used for marketing as well as organizational planning.

1. Create a MSSA mission, vision, and core values to present to members at annual business meeting. Recommend including founders/early MSSA members. (Suggest Future Directions Committee be given this charge and add founders/early members). Start with a member survey.
2. Create partnerships with other non-profits that enhance our brand. Collect donations for causes that support our values. Use this as marketing.

Objective 4: Communicate more clearly with membership.

Action Steps:

3. Create a timeline for sharing meeting information (venue, format, dates, hotel arrangements, transportation, food, and beverage) to be shared on website and via listserv. (Program committee) Suggest hard submissions deadline Sept 1.
4. Send call for agenda items to membership communicate their ability to attend when BOD discusses the member agenda item (communicate this clearly with membership, link provided to attend).
5. Make clear membership invited to business meeting to raise any agenda items.
6. Post meeting minutes to web, remove identifying information and only report total vote.
7. Midwinter budget vote (make sure this is included).

¹ There are times and conditions under which it may be better to not share sensitive information with the larger membership.

8. Create a timeline for BOD meetings, program committee meetings.
9. Create a timeline and instructions for what to share for each BOD position.
10. Use a consistent conference participation survey and share results with membership (President).
11. Create a communication strategy for 1-4.

Objective 5: Identify additional revenue streams.

Action Steps:

1. **Social media** may help increase nonmember conference registration (create timeline for posts and content, member profiles, at least bi-weekly, highlight research centers). ***Schedule a sponsored Facebook or Instagram post to increase conference visibility.***
2. **Conference workshops** (for small fee for non-members) on professional development, Chair sessions
3. **Institutional memberships** Market these
4. **Advertisements/donations** (currently the duty of the president-elect and this is challenging) Online program, placards, banquet sponsored by a university, PowerPoint with running of ads and registration table, before banquet, before plenary, possibly between sessions. Shift responsibility for soliciting ads to past president.
5. **Membership donation drive** (regularly).
6. **Advertising/donations** from area businesses, chamber of commerce, etc.
7. **Celebrate MSSA 50-year anniversary** with 50th year capital campaign (2024).

Objective 6: Identify and communicate with membership value added incentives for membership.

Action Steps:

1. Certificate option: For members and registered participants who present, have available certificate they print through the portal to ensure documentation of presentation (**this could be done for a small fee and moved to revenue generating objective [3-5\$]**).

2. Mid-year workshops for members only: partner with institutional members as a co-sponsor. Workshop to be exclusive for **members only or small fee nor non-members**. Workshops to include T&P, finding a job, applying to graduate school, negotiating salary; career-driven sociology programs; marketing your program, program review; department chairs/administrators/ research directors' workshops, how to publish in Spectrum.

Objective 7: Enhance role of Membership Chair.

Action Steps:

1. **Database:** Build a database *using publicly available data* of contact information for recruitment to be shared on google drive when Chair changes.
2. **Set target numbers for meeting participation.** Communicate progress to committee and BOD.
3. **Update membership committee operating procedures.**
 - a. Continue with one member from each state on the committee.
 - b. Include Chair of CREM, WGS, Small and Community Colleges on committee and/or create communication strategy.
 - c. Focus on geographical area of venue.
 - d. Focus on interdisciplinary: AI, emergency management, etc.

- e. Focus on McNair and other Trio programs.
- f. Add membership chair to program committee.
- g. Use plenary for recruitment.
- h. Create a line-item budget for advertisement at and in the programs of ASA (SSSP), SSS, SCJA, etc.***
- i. Create a clear timeline for membership responsibilities.