

**MID-SOUTH SOCIOLOGICAL ASSOCIATION
OPERATIONS AND PROCEDURES MANUAL
(Revised February 2, 2002)**

Introduction

This manual contains information for officers of the Mid-South Sociological Association. It lists duties and sets forth guidelines for meeting responsibilities. Appendices describe detailed activities assigned to certain officers.

The Constitution of the Mid-South Sociological Association, as amended, governs all affairs of the Association. The purpose of the Operations and Procedures Manual is to transmit knowledge and bring continuity to the affairs of the Association. 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 Executive Council, 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 the Executive Council.
3. Use of MSSA stationery shall be limited to official purposes of the Association. Small quantities of MSSA letterhead and MSSA envelopes may be obtained from the Secretary-Treasurer. MSSA stationery is for original copies of documents. File copies, extra copies, and copies for mass mailings are to be produced with copy machines. Officers requiring larger quantities of MSSA stationery may use samples of MSSA stationery to purchase reasonable quantities from printers. Reimbursement may be obtained only for purchases authorized by the Secretary-Treasurer.
4. Be aware of the Schedule of Regular Mailings and MSSA Website Postings (Appendix J).

Past President

1. The Past President shall continue to serve as a member of the Executive Council in the year following his/her term as President.
2. The Past President shall serve on and chair the Budget Committee. The Past President meets with the Secretary-Treasurer and other members of the Budget Committee to conduct an annual review of MSSA financial records. This meeting is scheduled just prior to the winter meeting of the Executive Council. The Past President reports the findings of the review to the Executive Council.
3. The Past President shall serve on the Site Selection Committee.

President

1. The President shall chair and preside at all meetings of the Association and the Executive Council.
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 Executive Council during the President's tenure as President-Elect.
3. The President shall serve as chair of the Site Selection Committee (Appendix D).
4. The President shall authorize the Hotel Contract Negotiator to sign agreements between the Association 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 Executive Council 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 selection of the Secretary-Treasurer, the Editor(s) of the Association's official journal, the Editor(s) of the Association's official newsletter, the Hotel Contract Negotiator, the Book Exhibit Organizer, the MSSA Archivist, and the MSSA Webmaster.
 7. The President shall serve on the Budget 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 Executive Council, and the advice of members of the Executive Council, the President shall decide whether a professional audit of the financial records of the Association 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 Executive Council.
2. The President-Elect shall appoint the members of the Program Committee and serve as Chair of the Committee.
3. The President-Elect shall select the Chair of the Local Arrangement Committee for the Annual Meeting for which he/she is 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 he/she 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 he/she becomes 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 Book Exhibit Organizer and the Chair of the Local Arrangements Committee to provide for book exhibits and to solicit advertising for the program. Payments from exhibitors (minimally, registration without banquet) shall be deposited in the MSSA treasury and may be used to cover the cost of refreshments provided to the membership and other incidentals as approved by the Executive Council.

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 mailing addresses 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 | Solicit participation of program organizers. |
| January 15-30 | Confirm acceptance of proposed sessions, etc. |
| February 1 | Contact professional organizations (e.g., ASA) and request publication (e.g., in <i>Footnotes</i>) of announcements of the MSSA Annual Meeting. |
| February | Present a tentative program to Executive Council for approval at the Winter Meeting. |
| February 15-20 | First "Call for Papers/Participation" to be mailed to MSSA members and colleges and universities in the Mid-South region. |
| April 1-15 | Second "Call for Papers" to be mailed. |
| May 1 | Send letter of encouragement to session organizers. |
| June 1-15 | Deadline for submission of abstracts and papers to session organizers. After this date proposed additions to the program should be sent directly to the Program Chair. |
| June 16-30 | Deadline for session organizers to forward completed sessions to the Program Chair. Send letters to organizers confirming sessions. Also begin sending lists of participants to the Secretary-Treasurer. |
| July 1-15 | Request status reports from session organizers who have not responded by June 16-30 deadline. |
| July 16-30 | Send copy of session format to organizers including date, day, and time, along with request that organizers inform their participants of this information. Send materials to the Secretary-Treasurer for the mailing of pre-registration packets to members and participants. |
| August 16-30 | Send copy of session format to organizers including date, day, and time, along with request that organizers inform participants of this information. |
| September 1 | Send copy of the "Program Summary" to the Executive Council along with information pertinent to Council, Committee and Editorial Board meetings. |
| October 10 | Send advance copy of the final program to Officers of the Mid-South Sociological Association. |
10. The President-Elect shall serve on the Budget Committee and participate in the annual review of MSSA financial records.

Vice President

1. The Vice President shall chair all meetings of the Association and the Council in the absence of the President. He/she 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 - president certificates and checks to students).
- h. Introduce President.
- i. Announce passing of gavel from out-going President to in-coming President. The new President presides over the Business Meeting.

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 both competitive and non-competitive Undergraduate Student Paper Session(s) (Appendix B). 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.
3. The Vice President-Elect will also serve as a member of the Program Committee (Cf. Article 8, Section 5 of the 1986 MSSA Constitution).

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 Executive Council. The Mid-South region includes Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Tennessee, Texas, Virginia, and South Carolina. 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. Elected offices: President-Elect, Vice President-Elect and Chair of Nominations shall be elected each year. The Chairs of Professions, Women, and Small and Community Colleges shall be elected in even years. The Chairs of Minorities and Membership shall be elected in odd years. The Secretary-Treasurer, the Editor(s) of *Sociological Spectrum*, the Editor of *Forum*, the Hotel Contract Negotiator, and the Book Exhibit Organizer shall be appointed by the Executive Council.
3. 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. Members of the Executive Council shall not be nominated if election to the office would result in their holding two or more elective offices simultaneously.
4. 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. All nominees shall be informed that election to office assumes the person will attend the Winter Meeting of the Executive Council at his/her expense. A resume and statement of willingness to serve must be returned to the Chair no later than January 31. The roster of nominees shall be presented to the Executive Council at the Winter Meeting.
 - c. Ballots shall be mailed to the Nominations Committee members by February 28 and must be returned by March 31. If a second vote is needed, ballots shall be mailed to Committee members by April 30 and must be returned by May 31.
5. 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 mailed to each active member by the Secretary-Treasurer. Ballots shall be mailed at the earliest opportunity, and no later than August 1. Ballots shall be returned to the Secretary-Treasurer in an unmarked envelope within a signed envelope. The Secretary-Treasurer shall forward all inner envelopes received by October 1 to the Chair of Nominations by certified mail.
 6. The Chair shall select an Election Committee comprised of self and two others. All shall sign a tally sheet. This sheet and both the Nomination Committee's ballots and the final ballots shall be submitted to the Executive Council at its first meeting at the Annual Meeting. 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.
 7. 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 Executive Council at the first meeting of the Executive Council 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 in-coming Chair by acquainting him/her with these procedures.
 8. The out-going Chair is also responsible for assuring that forms for submitting nominations are available at the registration desk at the Annual Meeting.

*Reference: Article VII, Section 1-7 of the 1986 MSSA Constitution.

Chair of Membership Committee

1. The Chair of the MSSA Membership Committee has the principal function of promoting membership growth in the Association.
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 Council 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. Mailing labels should be obtained 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, trying to achieve adequate representation of the MSSA membership. This is to include one member from each MSSA member state, where membership in these states makes it possible. No less than a majority of states shall be represented.
3. The Chair shall organize an employment exchange and a graduate student recruitment center at each Annual Meeting.
4. Concerns of the Committee should be chosen on the basis of:
 - a. Work done by previous committees.
 - b. Directives of the Executive Council with respect to matters of concern to the MSSA.
 - c. Issues emerging in the profession.

Chair of Committee on Minorities

1. The Chair of the Minorities Committee shall preside at the annual luncheon meeting of Minorities held during the Annual Meeting of the MSSA.
2. The Chair shall appoint various subcommittees as needed.
3. The Chair shall encourage minority participation in all aspects of the MSSA.
4. The Chair shall distribute two newsletters: one in early Spring and one in early Fall before the Annual Meeting. Mailing labels should be obtained from the Secretary-Treasurer.

Chair of Committee on Women

1. Arrange and chair meeting of the Women's Caucus at the Annual Meeting.
2. Encourage members of Women's Caucus to suggest sessions, chair sessions, and to submit papers for Annual Meetings.
3. Compile statistics on women's participation at meetings and report at the Annual Banquet.
4. Encourage members of Women's Caucus to run for elected office.
5. Submit nominations of Women's Caucus members to the Nominating Committee.
6. Note women's representation in publications and on editorial board of Spectrum. Encourage increased participation.
7. Appoint one representative from each MSSA member state to serve on the Committee.
8. Solicit and oversee projects by the Committee.
9. Submit a written report of activities of Committee on Women at Council meetings.

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 Association 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 appointed by the Executive Council every three years (1996-1998, 1999-2001...). The Secretary-Treasurer is the recording and financial officer of the Association, and has the following responsibilities:

1. Serve for a term of three calendar years, commencing January 1 after appointment by the Council.
2. Maintain an accurate and current account of all finances and financial transactions of the Association. 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 Executive Council.
4. Collect and expend processing fees paid by persons submitting articles to Sociological Spectrum.
5. Collect and expend honoraria paid by the publisher of Sociological Spectrum.
6. Submit lists of mailing addresses of member subscribers to the publisher of Sociological Spectrum and pay for member subscriptions.
7. Present a financial report to the Council at each Annual Meeting and at the Winter Meeting.
8. Serve on the Budget Committee and prepare budgets.
9. Update signature cards for MSSA accounts, assuring that the President can gain access to MSSA funds should the Secretary-Treasurer become incapacitated.
10. 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 Association, 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 Association. With the approval of the Executive Council, additional money may be transferred to the fund. Money in the fund shall be expended only with the explicit approval of the Executive Council.
11. Purchase awards and prepare certificates to be presented on behalf of the Association, including unframed Certificates of Appreciation for members of the MSSA Executive Council who are completing terms of office.
12. Maintain an accurate and current record of the membership with respect to dues payments and mailing addresses. 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.
13. Make mailings to the membership and supply mailing labels to other officers upon request.

14. Restrict use of the mailing list to official purposes of the Association or as authorized by the Executive Council. (The Secretary-Treasurer is authorized to sell mailing labels for professional mailings.) If mailing labels are sold, he/she must report on sales of mailing labels.
15. Record minutes of all Council meetings and distribute minutes to Council members.
16. Update the Operations and Procedures Manual and distribute copies to officers of the Association.
17. 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.
18. Supervise registration at Annual Meetings. The Secretary-Treasurer shall notify program participants that they are required to register and pay dues.
19. 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 Association, 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.
20. The Secretary-Treasurer shall present MSSA financial records to members of the Budget Committee for an annual review just prior to the Winter meeting of the Executive Council. The financial records shall be organized and presented in the manner prescribed by the Guidelines for the Annual Review of Financial Records (Appendix F).
21. Work with the Chair of the Nominations Committee to prepare ballots (with the order of names of candidates for each office on the ballot determined by random process, e.g., the flip of a coin), mail election materials to Active members, receive envelopes containing ballots from voting members, remove outer envelopes from ballots, forward inner envelopes containing ballots to the Chair of the Nominations Committee, and file election materials after the Chair of the Nominations Committee has finished counting the returns.
22. Maintain communication with the President and the President-Elect with respect to affairs of the MSSA.
23. The Secretary-Treasurer shall serve on the Site Selection Committee.
24. 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 Executive Council.

Editor(s) of *Sociological Spectrum*

1. The editor(s) of Sociological Spectrum shall be selected by the Executive Council 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. Recommendations for Editorial Board membership positions will be made by the Editor(s) to the Editorial Board for their approval. Appointments to the Editorial Board shall be made in a manner to assure representation from each of the member states of the MSSA, where membership from these states make it feasible. No less than a majority of states shall be represented. Additionally, three at-large appointments are to be made to insure balanced representation by race and gender.
3. Appointments to the Editorial Board are staggered three-year terms, which may be renewed once. The appointments begin and end in the designated year at the time of the Annual Meeting. Appointments shall be made and approved by the Editorial Board prior to the Annual Meeting. New board members should be invited to attend the annual board

meeting. They shall assume membership following the Annual Business Meeting. The Editorial Board shall meet at least once during the Annual 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 selected by the Executive Council 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). Each newsletter shall include a section entitled "The President's Message."

Chair of Budget Committee

1. The Budget Committee shall be comprised of the following members of the Executive Council: Past President (chair), the President, the Secretary-Treasurer, and the Program Chair. The Budget Committee shall make recommendations regarding financial matters to the Executive Council.
2. The MSSA Budget Committee shall meet twice each year. One meeting will be held during the Annual Meeting and prior to the first meeting of the Executive Council. The purpose of this meeting shall be to discuss the financial structure of the Association 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 Executive Council. 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 Article VIII, Section 5 of the MSSA Constitution, 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. The Program Committee shall function to coordinate the Annual Meeting of the Association.

Chair of the Local Arrangements Committee

The Chair of the Local Arrangements Committee is appointed each year by the President-Elect and Program Chair. This appointment should be announced at the first meeting of the newly-elected Executive Council. The duties of the Chair of the Local Arrangements Committee include:

1. Attend meetings of the Executive Council 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 Association, is the only person authorized to obligate the Association 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 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 Association 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 by the Executive Committee 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 Executive Council.
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).

Book Exhibit Organizer

The Book Exhibit Organizer shall be appointed by the Executive Committee for a period of three years (1995-1997, 1998-2000 ...). The duties of the Book Exhibit Organizer include:

1. Contact book publishers and solicit displays. Representatives of book companies with displays at the Annual Meeting should be asked to pre-register for the Annual Meeting. Book company representatives should be invited to attend the annual banquet. The minimal payment to the MSSA should be the annual meeting registration fee, without banquet. Additional payments from book companies are welcome, but not required. All payments from book companies should be to the Mid-South Sociological Association and should be sent to the Secretary-Treasurer. Mailing addresses of book company representatives who will attend the Annual Meeting should be submitted to the Secretary-Treasurer, who will include these addresses in at least one mailing of meeting materials.
2. Maintain a current list of contact persons for soliciting book publishers.
3. Facilitate relations between book company representatives, hotel staff, and officers of the Association.
4. Consult with the Program Chair, the Secretary-Treasurer, and other officers of the Association.

MSSA Archivist

The MSSA Archivist shall be appointed by the Executive Council for a period of up to five years (Appendix H).

MSSA Webmaster

The MSSA Webmaster shall be appointed by the Executive council 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 Association. As a policy, Chairs of Committees submit recommendations to the Executive Council for recognitions to be bestowed on colleges and universities.

Appendix A: MSSA Distinguished Book Award
(8/21/91)

1. Appointment of the Committee: The President-Elect shall appoint five persons to serve as the MSSA Book Award Committee for the membership year when he/she serves as President. Only Active members of the Mid-South Sociological Association are eligible for appointment. The Committee Chair 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 at the conclusion of the Annual Banquet and publish a Call for Nominations in the official newsletter of the Association. Any member of the MSSA, including authors, may nominate a book.
3. Judging: The criteria for judging shall be 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 books shall receive certificates or plaques presented at the Annual Banquet by the President of the Association.
6. Eligibility: To be eligible for the award, authors must hold current membership in the Association and must have been members of the Association for at least three years, 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 1991 could be considered for the award in 1992, 1993, and 1994.
8. Copies of Books: The Committee Chair shall contact the publishers of nominated books to secure complimentary copies for all members of the Committee.

**Appendix B: Student Paper Session
Amended February 3, 2002**

Graduate Student Paper Award

The graduate student paper competition was replaced with the Graduate Student Paper Award. The Vice President is to coordinate the graduate student paper

- a). The award is opened to graduate students in the Mid-South Region and to other graduate students who are members of the Mid-South Sociological Association.
- b). An award will be presented to those papers, and only those papers deemed meritorious by the awards committee.
- c). The awards will include editorial review assistance from suitable persons so identified by the Vice-President in coordination with the Editor of Sociological Spectrum.
- d). The award(s) will be presented at the Annual Business meeting of the Mid-South Sociological Association.

Rules for the Graduate Student Paper Award

- 1. 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 Award. The letter must include the title of the paper, author(s) of the paper, the school affiliation, telephone number, and email address (if available) of the author(s). 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.
- 2. The maximum length of an eligible paper shall be 25 double spaced pages of text, not counting abstract, references, tables, and figures.
- 3. Papers may be co-authored, but not by faculty.
- 4. Papers must not have been submitted for publication prior to submission for award consideration.
- 5. **Four copies of each paper must be received by the Vice-President by July 31.**
- 6. To receive full recognition for participation, submissions **must** meet deadlines and participants **must** present their paper at the Annual Meeting.
- 7. Students are strongly advised encouraged to seek faculty advice prior to submission of papers.

Undergraduate Student Paper Competition

The Vice President-Elect is to coordinate the undergraduate student paper competition. The following are guidelines for organizing and completing the sessions.

Rules for the Undergraduate Student Paper Competition

- 1. 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, telephone number of the author(s). 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.
- 2. The maximum length of an eligible paper shall be 20 double spaced pages of text, not counting abstract, references, tables, and figures.
- 3. Papers may be co-authored, but not by graduate students or faculty.
- 4. Papers must not have been submitted for publication prior to submission for award consideration.
- 5. **Four copies of each paper must be received by the Vice-President-Elect by July 31.**

6. To receive full recognition for participation, submissions **must** meet deadlines and participants **must** present their paper at the Annual Meeting.
7. Students are strongly advised encouraged to seek faculty advice prior to submission of papers.

Organization of Session(s): The Vice President will organize the graduate student award session(s). The Vice President-Elect will do the same for the undergraduate session(s). (Students submitting papers to these sessions should be instructed to indicate whether or not they want to be entered in the competitions.)

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 Chairman of the need for another session of undergraduate papers. The Session Organizer would 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 (if so desired and indicated by the student).

5. 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 Executive Council of the Mid-South Sociological Association. With the approval of the President (President Elect), the Session Organizer will contact these individuals and inform them of the judging procedures.
6. 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. Forms are to be constructed by the Session Organizer. It is suggested that the papers be judged upon: (1) originality, (2) contribution to the discipline, (3) clarity of arguments, and (4) style (i.e., neatness, use of an appropriate format, grammar, spelling, etc.).
 - b. The judges will read the papers and rank them from highest to lowest assigning a point value to each paper. For example, if eight papers are judged, the best paper would receive 8 points and the lowest ranking paper would receive 1 point.
 - c. Each judge will enter the name of the paper, and point value 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. Papers judged will be prepared for blind review.
 - 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 paper 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. In order to qualify for winning the competition award, the student must be present at the meeting.

- 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.
7. The Vice-President and the Vice-President Elect shall inform the Secretary-Treasurer of the names of the authors of winning papers. A monetary award of Fifty dollars (\$50.00) will be presented to the author of the winning undergraduate paper.

Appendix C: Sociological Spectrum Award
(10/26/90)

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 Association, at the Annual Banquet.

Appendix D: Site Selection and Hotel Contract Negotiation

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. The Hotel Contract Negotiator will be an Ex Officio, non-voting member of this Committee.
- 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 Council, for a five-year term, renewable if agreeable to the Council and Negotiator.
- d. The Hotel Contract Negotiator is invited to attend each meeting of the Council when site selection is to be discussed. The Hotel Contract Negotiator may attend other meetings of the Council as he/she wishes.

2. Operation

- a. The Site Selection Committee will identify a sub-area of the MSSA region (probably a state) in which to hold the Annual Meeting. This sub-area should be identified four 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 viable hotel and site options.
- c. After the Hotel Contract Negotiator has negotiated (a) proposal(s) or contract(s) copies are forwarded to members of the Site Selection Committee. The Chair of the Site Selection Committee (MSSA President) then contacts members of the Site Selection Committee to arrive at consensus. When consensus is reached, the President shall authorize the Hotel Contract Negotiator to sign a contract with the hotel.
- d. The Chair of the Site Selection Committee (the President), at the MSSA Annual Meeting, is to offer a full report of the deliberations that led to a consensus and, thereby, to the decision to sign a contract with a particular hotel.

Appendix E: MSSA Distinguished Career Award
(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 Association.
- (2) Long-term support of, and involvement in, the MSSA, such as a minimum of ten years of membership in the Association.
- (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 Association.

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 Executive Council during the MSSA Annual Meeting. The Executive Council will act on the recommendation at its next Winter meeting. If approved by the Executive Council, 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 Executive Council.

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

The Budget 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 Executive Council. 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 Association, 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 Association during the calendar year.
 - e. A listing of all financial transactions ("the books") of the Association.
 - f. Copies of financial statements presented to the Executive Council 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 Association. The Secretary-Treasurer will be excused during this discussion, but should be available for limited consultation.
4. Preparation of a summary report to the Executive Council regarding the condition of the financial records of the Association. The Secretary-Treasurer may be excused during this activity, but should be available for consultation.

The Chair of the Budget Committee shall present the results of the review during the Winter meeting of the Executive Council. The report shall include a statement regarding the advisability of requiring a professional audit of the financial records of the Association.

Appendix G: MSSA Citizen-Sociologist Award
(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 Executive Council during the MSSA Annual Meeting. The Executive Council will act on the recommendation at its next Winter meeting. If approved by the Executive Council, 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 Executive Council.

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

1. The MSSA Archivist is appointed by the Executive Council for a five-year term, renewable if agreeable to the Council 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. Records preserved for each year will include copies of minutes of meetings of the MSSA Executive Council, the Annual Meeting Program, issues of the MSSA Newsletter, issues of the official journal of the Association, and other documents deemed essential for maintaining a continuous record of important matters in the affairs of the Association.
3. The Archivist shall work with officers of the Association to assure that documents are added to the archive annually.
4. The Archivist shall make copies of documents available to officers of the Association 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 Executive Council.
5. Requests for documents from persons who are not officers of the Association will be referred to the President of the Association for action by the Executive Council.
6. The Archivist is invited to attend meetings of the Council 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 Association. Applications will be returned to the President of the Association who will present the applications to the Executive Council 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: Webmaster of MSSA's Site on the World Wide Web
(10/22/97)

1. The Webmaster of MSSA's Site on the World Wide Web is appointed by the Executive Council for a five-year term, renewable if agreeable to the Council and the Webmaster.
2. The Webmaster 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 Webmaster will work with officers of the Association to assure that the MSSA's Web Site includes items of interest to members of the Association, displaying with greatest salience items which are vital to the operation of the Association.
4. The Webmaster 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 Webmaster will keep the MSSA membership advised of new internet developments.
5. The Webmaster is invited to attend meetings of the Council 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 Association. Applications will be returned to the President of the Association who will present the applications to the Executive Council 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.

Appendix J: Schedule of Regular Mailings and MSSA Website Postings
(3/25/99)

Whenever possible, the cost of Association mailings should be minimized. Ordinarily, this can be accomplished with bulk mailings by the Secretary-Treasurer. Officers must be prepared to send camera-ready copy to the Secretary-Treasurer on a timely basis. The Secretary-Treasurer can use economical printing services, use both sides of pages, and combine items in bulk mailings. Smaller mailings (single-purpose and/or less than 200 items) may be done by the Secretary-Treasurer or other officers. Officers who make mailings may obtain sets of mailing labels for individuals and/or organizations from the Secretary-Treasurer. Election materials must be sent by first class mail to active and joint active members only. Whenever appropriate, the MSSA Website should be used to post items. Some persons are most effectively reached with mailings, while others are most effectively reached by means of the internet. Consider using one or both of these media.

The schedule of regular mailings and MSSA website postings follows:

| Date | Mailing | Individual Members | Program Participants | Individual Departments/ Organizations | Website Posting |
|----------------|---|--------------------|----------------------|--|-----------------|
| February 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 Recruitment Forms | X | | X | X |
| | Distinguished Book Award Flier | X | | | X |
| | Electronic Mail Directory | | | | X |
| | Subject Area Directory | | | | X |
| April 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 |
| July 10-20 | Election Materials | X | | | |
| August 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 |
| December 1-10 | Membership Form | X | X | | X |
| | Call for Organizers | X | X | | X |
| | Call for Nominations | X | X | | X |
| | Electronic Mail Directory | | | | X |
| | Subject Area Directory | | | | X |
| | Newsletter | X | | | X |