

## THE CONSTITUTION AND BY-LAWS OF THE NORTH CENTRAL SOCIOLOGICAL ASSOCIATION, INC.

### ARTICLE I: NAME

The name of the organization shall be the North Central Sociological Association, Incorporated, hereinafter referred to as NCSA.

### ARTICLE II: OBJECTIVES

Section 1. The objectives of the NCSA are to further the development of sociology as a scientific and scholarly discipline through stimulation and promotion of:

- a. scientific research in its defined subject matter area;
- b. effective teaching of the subject matter at all levels of education;
- c. the widest possible and feasible utilization of the knowledge and skills of sociologists and the findings of scientific sociological research by public and private agencies in all relevant social policy issues;
- d. interchange and cooperative relations among persons and organizations engaged in the scientific study of society;
- e. any and all such other acts may be deemed conducive to these ends.

Section 2. The North Central Sociological Association serves especially the geographical regions which encompass the states, provinces, portions thereof of Indiana, Kentucky, Michigan, Ohio, West Virginia, Ontario, Eastern Illinois, and Western Pennsylvania.

Section 3. All activities of the NCSA shall be exclusively for educational and scientific purposes within the meaning of Section 501(c) (3) and 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 4. No part of the net earnings of the NCSA shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the NCSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the above purposes.

Section 5. No substantial part of activities of the NCSA shall be devoted to attempts to influence legislation, and the NCSA shall not participate in, or intervene in (including the publishing or distribution of).

Section 6. Upon dissolution of the NCSA, NCSA Executive Committee, as described elsewhere in this Constitution, shall provide for the payment of all NCSA debts to the extent that the Association's assets allow. In no case shall the members of the Executive Committee individually or collectively be responsible for any remaining unpaid debts. At the time of dissolution, if the assets of the Association exceed the outstanding debts, then the Executive Committee will dispose of the remaining assets in a manner consistent with the purpose of an exempt organization within the meaning of Section 501(c) (3) and 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed, shall be disposed of by the court of general jurisdiction of the county in which the principal office of the NCSA is then located,

exclusively for such purposes or to such organization(s) as said court shall determine, which are organized and operated exclusively for such purposes.

### **ARTICLE III: MEMBERSHIP AND DUES**

Membership in the NCSA shall be open to all persons interested in and subscribing to its objectives and who meet the conditions specified in the Sections below. Notwithstanding the provision, the Council, as defined elsewhere in this Constitution, may, upon a majority vote of the membership of the NCSA, establish such forms and conditions of membership as may, from time to time, be deemed necessary and desirable, to effectively promote the objectives of the NCSA, except that membership may not be denied nor the prerogatives of membership curtailed for reasons of race, creed, gender, age, sexual orientation, theoretic position or ideological commitment.

Section 1. Persons who have either a graduate degree in sociology or can present evidence of professional expertise and commitment to the field of sociology.

Section 2. Upon payment of annual dues and other such fees or assessments as may be required of all others in the same class, those persons eligible shall become members. Continuing membership in the NCSA shall be contingent upon payment in such subsequent year of the annual dues and other assessments upon members.

Section 3. Members shall have the right to attend all NCSA meetings and shall be entitled to one subscription to the NCSA journal and to such other publications as the Council may decide. Council may also create non-journal subscription membership categories.

Section 4. The NCSA may, by majority of those voting in a mail referendum, create membership categories and establish a differential dues structure for each membership category (e.g., long-term unemployed, bona-fide fulltime students in Sociology at an accredited institution, retirees, etc.) provided always that applicable rates for each class shall be applicable alike to all persons in that class.

Section 5. The privilege of Life Membership may be offered to NCSA members with a minimum contribution to be determined by Council. Life Members may elect this privilege to include or not include a subscription to the journal. The life membership contribution may be paid within up to three consecutive years.

Section 6. Recommendations concerning eligibility for membership and termination of delinquent membership in any class may be made by the Membership Committee.

Section 7. A membership year shall be defined as a calendar year. Membership shall begin on the date that dues are recorded as paid and end on the final day of each calendar year.

### **ARTICLE IV: AFFILIATION**

The NCSA is, and shall remain, an autonomous self-governing body, reserving exclusively to its membership all rights to determine its policies and any and all other matters pertaining to it. This provision notwithstanding, the NCSA may, from time to time, enter into cooperative or affiliative arrangements of limited duration for the achievement of common ends compatible with the objectives of the NCSA.

## **ARTICLE V: OFFICERS**

Section 1. The Officers of the NCSA shall be:

- a. President
- b. President-elect
- c. Vice President
- d. Vice President-elect
- e. Secretary
- f. Treasurer

Section 2. The Officers shall be elected by the NCSA members in accordance with the provisions set forth in the By-Laws below. Only NCSA members, as described in Article III, shall have the right to hold office in the NCSA. Student members, however, shall not hold office.

Section 3. The terms of the President and Vice President shall be one (1) year, and upon expiration of the terms, shall be succeeded in office by the President-elect and Vice President-elect respectively. The terms of the Secretary and Treasurer shall be for a period of three (3) years.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

The officers listed in Article V, Section 1, shall be designated as the NCSA Executive Committee, and shall be empowered to:

- a. Act for the Council in the interim between Council meetings;
- b. Call on selected members of the Council to assist in carrying out given tasks;
- c. Hire personnel as necessary to conduct the Association's business.

## **ARTICLE VII: COUNCIL**

Section 1. NCSA Council shall consist of:

- a. NCSA Executive Committee
- b. NCSA immediate past President
- c. Two (2) persons elected at-large by the NCSA members
- d. The Membership Chair
- e. The Student Section Chair
- f. Any additional standing and/or ad-hoc Committee Chairs
- g. The editor of the NCSA official scholarly journal
- h. The Public Relations Coordinator
- i. The Conference Coordinator

Section 2. The following individuals may vote at Council meetings:

- a. NCSA Executive Committee
- b. NCSA immediate past President
- c. At-large persons
- d. Membership Chair
- e. Student Section Chair

Section 3. All other standing and/or ad-hoc Committee Chairpersons, the editor of the NCSA official scholarly journal, the Public Relations Coordinator, and the Conference Coordinator shall have voice and may make recommendations, but may not make motions or vote, at Council meetings.

Section 4. Subject only to such limitations as may be prescribed in this Constitution and By-Laws adopted pursuant thereto, the Council shall be vested with the legislative, policy-making, and all other governing powers of the NCSA.

Section 5. The Council shall fill vacancies in its elective membership occasioned by the death, resignation, or failure to elect, such appointees to hold office until replaced by individuals at the next annual meeting. In the event of an anticipated absence of six or more months of a Council member, the Council may appoint a temporary replacement to serve with all rights and responsibilities for the term of the anticipated absence.

Section 6. Except as may be provided elsewhere in this Constitution or By-Laws, the Council shall have final authority to interpret the Constitution and By-Laws of the NCSA.

#### **ARTICLE VIII: NOMINATIONS AND ELECTIONS**

Section 1. The President-elect, Vice President-elect shall be elected each year. The at-large members of the Council shall be elected every two years, in alternating years. The Secretary and Treasurer will be elected every three years, not in the same year. The Membership Committee Chair and the Student Section Chair will be elected every two years, not in the same year.

Section 2. The terms of the at-large members of Council shall be for two (2) years. The terms of the Membership Committee Chair and the Student Section Chair shall be for two (2) years.

Section 3. The nomination and balloting and all other election proceedings for the election of all officers of the NCSA, members of the Council, and any other elective position in the NCSA shall be as determined by Article IV of the By-Laws.

#### **ARTICLE IX: COMMITTEES**

The Council may establish such standing and/or ad hoc committees as may be deemed necessary for the conduct of the NCSA's affairs.

#### **ARTICLE X: MEETINGS**

Section 1. The Council shall meet twice annually, at least once in conjunction with the NCSA annual meeting, and at least once between annual meetings. The Council shall designate one such meeting as the Annual Meeting of the NCSA and shall set aside one or more sessions of said Annual Meeting exclusively for the conduct of the business of the NCSA. The President shall issue the call for each Annual Meeting and for any other meeting of the NCSA.

Section 2. Special meetings of the NCSA may be called by the President upon the concurrence of a majority of the voting members of the Council.

Section 3. Whenever a majority of the voting members of Council shall by written communication to the President, or twenty-five (25) percent of the paid-up membership of the NCSA by petition duly signed, shall request it, the President shall, within ten (10) calendar days of the receipt of the request or petition, issue a call for a Special Meeting of the NCSA Council. The date, time, and place (whether

physical or virtual) of the Special Meeting shall be determined by majority vote of the voting members of the Council, except that no such meeting shall take place within five (5) days exclusive of Saturday and Sunday, of the date of the President's call. Whether initiated by members of Council or by petition of the NCSA members, the request for a Special Meeting shall specify the business to be transacted at the Special Meeting and set forth the reasons for urgency. The agenda of any Council meeting called under provisions of this section shall be limited to the matter(s) set forth in the request for the Special Meeting.

Section 4. At the annual business meeting of the NCSA, a majority of the voting members present may place items on the agenda of that meeting, pass courtesy resolutions, and make recommendations to the Council regarding other resolutions and other items of business. If there is present a quorum of at least ten (10) percent of the voting membership, a majority can place items on the agenda of the Council.

Section 5. The date, time, and place of all meetings of the NCSA shall be made public and communicated to each member in good standing not less than ten (10) days excluding Saturday and Sunday before the meeting. A notice sent via postal or electronic mail to the last known physical or electronic mail address of a member shall be deemed to meet the notice requirements of this section.

#### **ARTICLE XI: OFFICIAL PUBLICATIONS**

Section 1. The NCSA shall maintain and publish periodically at least one (1) scholarly journal for the benefit of the scientific community. At the discretion of the Council, one such scholarly journal may be designated as the NCSA official journal.

Section 2. The NCSA shall issue such other regular or occasional publications as it deems necessary and desirable in the promotion of its objectives.

#### **ARTICLE XII: AMENDMENTS**

Section 1. This Constitution may be amended by a two-thirds (2/3) affirmative vote of those voting in a referendum submitted via postal or electronic mail to the voting members of the NCSA.

Section 2. Amendments may be proposed by a majority vote of the voting members of Council or by petition of at least ten (10) percent of the NCSA voting members.

Section 3. All proposed amendments to this Constitution shall be communicated to the voting membership at least thirty (30) days prior to the vote on that amendment. Publication of a proposed amendment in an official publication of the NCSA, on the NCSA website, via the NCSA list-serve, or via an email to the membership will be an acceptable method of transmitting notice to NCSA members.

## **THE BY-LAWS OF THE NORTH CENTRAL SOCIOLOGICAL ASSOCIATION, INCORPORATED**

### **ARTICLE I: OFFICERS**

Section 1. The NCSA President shall preside at all meetings of the NCSA and shall also be the chairperson of the Council. The President shall perform all duties assigned to the office by the Council. In the event of the absence, resignation, death, or other inability to perform the duties of the presidency, the duties of the President shall devolve successively upon the Vice President, President-elect, Vice President-elect, Secretary, and Treasurer.

Section 2. The President-elect shall perform all duties assigned by the Council.

Section 3. The Vice President shall chair the business meeting of the Association and Council in the absence of the President. The Vice President shall be chairperson of the Program Committee for annual meetings.

Section 4. The Vice President-elect shall serve as a member of the Program Committee and shall act as a liaison of the Council with the local arrangements committee of the annual meetings.

Section 5. The Secretary shall record the transactions of the NCSA and Council, work closely with the various committees as herein specified, and shall perform such other duties as the Council may assign. The Secretary shall have custody of the NCSA seal and give notice of all meetings of the members and Council. The Secretary shall maintain and distribute, as necessary, the current NCSA Constitution and By-Laws.

Section 6. The Treasurer shall be bonded to: a) receive the custody of and disburse the funds of the Association; b) maintain a full and accurate account or receipts and disbursements; and, c) collect the dues of the members. Each year the Treasurer shall provide the Association with a written report to the membership at the annual business meeting. The Treasurer shall also be a member of the financial committee, be responsible for annual filing of tax returns, collect registration fees, and maintain an annual membership list.

### **ARTICLE II: STANDING COMMITTEES**

Section 1. Standing Committees of the NCSA shall be established or terminated upon recommendations of a majority of the voting members of Council and upon subsequent approval by a majority of the members of the NCSA voting with a postal or electronic ballot.

Section 2. The chairpersons of such committees shall be appointed by the President with the advice and consent of Council. Other members of the committees shall be appointed by the chairperson. Excepting Publications and Finance, the size of each committee, and the term of appointment shall be determined by its chair. Appointments to the committees shall reflect the diversity of the membership in reference to interests in teaching, research, and administration; region; size of institution; as well as individual characteristics such as age, gender and race or ethnicity. Furthermore, appointments to standing committees shall be such as to permit both reasonable turnover in their membership and continuity in their functions.

Section 3. According to their interests and the needs of the organization, the President and President-elect may be participating members of any standing committees.

Section 4. No person may serve on any committee or on the Board of Editors of any periodical publication of the NCSA who is not a member of the NCSA. Non-members may be appointed to such positions provided that they apply for membership when they accept the appointment.

Section 5. The regular standing committees of the NCSA shall be:

*A. Development Committee*

The Development Committee shall:

- 1.) be concerned with the status and development of the profession of sociology in the areas of teaching, research, administration, and application;
- 2.) encourage the organization of sociologists regionally, nationally, and internationally;
- 3.) make studies and inquiries as directed by the Council;
- 4.) initiate recommendations to the Council on the organization and activities of the NCSA;
- 5.) not make policy decisions binding the Council or the NCSA.

*B. Program Committee*

The Program Committee shall assume, in consultation with the Conference Coordinator, responsibility for planning the program and making arrangements for the Annual Meeting of the NCSA.

*C. Nominations Committee*

The Nominations Committee shall nominate candidates for elective offices of the NCSA.

*D. Profession, Freedom, and Responsibility Committee*

The Profession, Freedom, and Responsibility Committee shall:

- 1.) shall examine the professional rights and freedom of sociologists and other social scientists in their investigation and teaching of sociology;
- 2.) be empowered to investigate cases and to protect and strengthen the responsible professional autonomy of sociologists and other social scientists;
- 3.) in doing so, respect the integrity of other professional groups whose concerns may overlap those of the NCSA and consult with them before taking action that might involve their membership.

*E. Public Policy Committee*

The Public Policy Committee shall:

- 1.) accept recommendations and suggestions from members as to ways in which interest and knowledge of the membership may be brought to bear on issues of public policy;
- 2.) request others in the NCSA, not on the committee, to assist in their formulation of issues;

- 3.) act as a resource in identifying members who, acting as individuals, might provide information, testimony, and consultation on particular matters of public policy;
- 4.) not make public statements in the name of NCSA without the endorsement and/or recommendation of the Council.

*F. Membership Committee*

The Membership Committee shall:

- 1.) assume leadership in recruiting new members;
- 2.) decide the eligibility of applicants for various classes of membership;
- 3.) recommend various measures to the Council for increasing the involvement of NCSA members;
- 4.) cooperate with and be aided by the Public Relations Coordinator in carrying out its activities;
- 5.) consist of the Secretary and Treasurer as ex-officio members;
- 6.) maintain a membership list in consultation with the Treasurer.

*G. Publications Policy Committee*

The Publications Policy Committee shall:

- 1.) have general oversight over the official journal of the NCSA and all brochures, monographs, newsletters, proceedings and publications sponsored by the NCSA;
- 2.) consists of the Chair of the Publications Policy Committee appointed by the President, the Treasurer, and any other members deemed relevant by the committee chair
- 3.) nominate the editor(s) of official scholarly journal, subject to approval by Council; the editor(s) remain(s) the final judge over acceptance and rejection of manuscripts and over format (within the limits set by the budget).
- 4.) be authorized, at its discretion, to enlist assistance in the performance of its editorial tasks;
- 5.) have advisory responsibilities to the editor(s) of the NCSA official scholarly journal and other NCSA publications
- 6.) each year at the Annual Meeting, review the editorial policies and procedures, and make whatever recommendations appear desirable.
- 7.) submit final decisions regarding the editorial policies of the NCSA official scholarship journal to the Council or the membership of the NCSA in vote for referendum.

#### H. *Finance Committee*

The Finance Committee Shall:

- 1.) include the Chair of the Finance Committee, the NCSA Treasurer, and one additional member from Council;
- 2.) develop, in consultation with the Treasurer, a working budget of income and expenditures;
- 3.) consult with the Treasurer regarding the annual audit of the NCSA's financial records by a Certified Public Accountant;

#### I. *Committee on Inequalities*

The Committee on Equality and Inclusion shall devise and promote action that will, over time, achieve equality for groups that traditionally face inequalities based on race, ethnicity, gender, sexuality, and so forth. The committee should consult with the membership committee in an effort to create an inclusive environment and increased diversity within the NCSA. Appropriate concerns include promoting equal access to:

- 1.) sociological training, financial support and faculty encouragement;
- 2.) job markets employing sociologists and remunerative and decision-making positions in such employment;
- 3.) positions and roles in public, private and professional associations or organizations related to sociology, including the NCSA;

#### J. *John F. Schnabel Distinguished Contributions to Teaching Award Committee*

The awards Committee shall:

- 1.) consist of the Teaching Section Chair and other members selected at the discretion of the section chair
- 2.) solicit nominations for the NCSA Distinguished Contributions to Teaching Award through advertising in the NCSA Newsletter, on the NCSA webpage, via the NCSA list-serve, or any other ways deemed advisable;
- 3.) establish criterion for evaluating the nominations;
- 4.) consider that nominee(s) may be an individual, department, a program, or an institution; and
- 5.) select the winner of the award from the nominees or defer making an award until the following year;

#### K. *Applied and Public Sociology Committee*

The Applied and Clinical Sociologists Committee shall work to:

- 1.) familiarize the predominantly academically oriented discipline of sociology to the needs of applied and public sociologists not employed in academe;

- 2.) enhance the professional development of applied and public sociologists by sponsoring workshops and sessions that speak to their particular needs;
- 3.) enhance the professional development of academic sociologists and their students by familiarizing them with the significant work performed by applied and public sociologists inside and outside the academy;
- 4.) promote cooperation between academic sociological theorists and methodologists and clinical and applied sociologists for the benefit of the discipline, society, and the practitioners;
- 5.) increase the professional network of all sociologists in the NCSA region no matter what their employment setting;
- 6.) improve channels of communication between academic and applied sociologists in order to aid them in sharing specialized knowledge and experience gained in their work settings and to help in effectively teaching students of sociology interested in research related to or employment within applied settings.

#### *L. Community College Committee*

The Community College Committee shall work to:

- 1.) assure that the interests and concerns of sociology faculty and students in community college settings are served by the NCSA.
- 2.) maintain an updated list of community colleges in the region served by the NCSA and the faculty in those colleges who teach sociology or have a graduate degree in sociology, to aid in the recruiting of new members.
- 3.) develop and keep updated a list of benefits of NCSA membership for community college faculty and students that can be used to recruit new community college members.
- 4.) maintain, in consultation with the Treasurer, an adequate list of NCSA members from community colleges that can be made available upon request to the nominations committee, the program chairperson, the president, and other committee chairpersons to encourage active involvement of community college persons in association.
- 5.) work with the Program Committee to develop workshops, panels, and sessions for the annual meeting that will attract and meet the needs of community college members.

#### *M. Student Paper Awards Committee*

The Student Paper Awards Committee shall work to:

- 1.) encourage submission of both graduate and undergraduate student papers through advertising in the NCSA Newsletter and in whatever other ways are deemed advisable;
- 2.) establish criteria for evaluating submitted papers;
- 3.) recruit any external reviewers that the committee might deem necessary for fair evaluation of submitted papers;

4.) select winning papers in the following categories if the committee judges the quality of papers to justify awards:

- a. First Prize, Graduate Student Paper
- b. Second Prize, Graduate Student Paper
- c. Third Prize, Graduate Student Paper
- d. First Prize, Undergraduate Student Paper
- e. Second Prize Undergraduate Student Paper
- f. Third Prize Undergraduate Student Paper

5.) work with the Program Committee to schedule a session at the Annual Meeting for students to present their winning papers.

#### *N. Scholarly Achievement Award Committee*

The Scholarly Achievement Award Committee shall work to:

- 1.) encourage submission of nominated books through advertising in the NCSA Newsletter, on the NCSA website, via the NCSA list-serve, and in any other ways deemed advisable;
- 2.) establish criteria for evaluating nominated books;
- 3.) recruit any external reviewers and/or committee members on the basis of their knowledge of the subject matter of the nominated books;
- 4.) select the winning book(s) and announce the same to the Council and at the annual meeting;
- 5.) ensure nominated individuals are within the NCSA region *or* are members of NCSA.

#### *O. Aida Tomeh Distinguished Service Award Committee*

The Aida Tomeh Distinguished Service Award Committee shall work to:

- 1.) encourage submission of nominations for the award through advertising in the NCSA Newsletter, on the NCSA website, via the NCSA list-serve, and in any other ways deemed advisable;
- 2.) establish criteria for evaluating nominations, including but not limited to:
  - a. Service to the NCSA in a single truly outstanding activity, or
  - b. Service to the NCSA in many capacities and over a long period of time, or
  - c. Service to the NCSA throughout professional career.
- 3.) in addition to the annual award recognizing an individual, an occasional special award may also recognize the contributions of departments, institutions, or programs with a history of outstanding contributions to the NCSA;
- 4.) select the winner of the award from the nominees or defer making the award until the following year.

*P. The J. Milton Yinger Lifetime Distinguished Career Award in Sociology*

The Yinger Award Committee shall work to:

- 1.) encourage submission of nominations for the award through advertising in the NCSA Newsletter, on the NCSA website, via the NCSA list-serve, and in any other ways deemed advisable;
- 2.) establish criteria for evaluating nominations, including but not limited to:
  - (a) Scholarly contributions via an extraordinary career of scholarship, expressed in publications, editorial work on behalf of sociological journals, and/or consultantships
  - (b) Public/Applied Sociology via an extraordinary career of applied sociological or public policy work
  - (c) Contributions to the quality of sociological teaching and learning via a lifetime of distinguished contributions to sociological instruction and curriculum development
- 3.) select the winner of the award from the nominees or defer making the award until the following year.

**ARTICLE III: CREATION OF SECTIONS**

Sections of the NCSA shall be established or terminated upon recommendation of a majority of the voting members of Council and upon subsequent approval by a majority of the members of the NCSA members voting with electronic or postal ballots.

**ARTICLE IV: TEACHING SECTION**

The NCSA Teaching Section is open to all NCSA members who wish to discuss, address, and promote issues of teaching within the organization.

The Teaching Section shall:

- 1.) promote, through whatever means it deems desirable, feasible, and productive, effective teaching of sociology wherever it is offered;
- 2.) exhibit special sensitivity to the pedagogic problems of sociology teachers in community colleges, liberal arts colleges, and high schools, and actively promote pedagogic and scholarly efforts among them and sociology teachers in university settings;
- 3.) seek to develop a wider range of useful and innovative classroom materials to promote teaching effectiveness; and
- 4.) with prior approval of Council, sponsor research related to the improved teaching of sociology as a discipline.
- 5) The role of the teaching committee is to plan and organize teaching related sessions for the Annual Meeting, organize and attend the teaching-section full-body meeting at the Annual Meeting, and assist in promoting membership.

**ARTICLE V: STUDENT SECTION**

The NCSA Student Section is open to all students in the NCSA region who wish to address student issues in the NCSA. The Student Section will promote formal and informal networks among sociology students.

Section 1. The Student Section consists of a Section Chair and five (5) student members.

Section 2. The role of the student committee is to plan and organize thematic panel sessions for the Annual Meeting, organize and attend the student section full-body meeting at the Annual Meeting, and assist in promoting membership through the use of the FACEBOOK group, student list-serve, and institutional recruitments.

Section 3. The Student Section Chair is elected by the membership of NCSA; all other members are selected by the Section Chair following the annual meeting and an “open call” for vitae and resumes.

Section 4. The terms of the Student Section Chair shall be two (2) years; all other members’ terms are one (1) year.

Section 5. The Student Section may establish ad hoc committees as deemed necessary to conduct NCSA’s affairs.

#### **ARTICLE VI: CONFERENCE COORDINATOR**

Section 1. The NCSA Council may hire a Conference Coordinator for the Association and shall establish both the length of term of office and the salary for the Conference Coordinator.

Section 2. Duties of the Conference Coordinator shall include but not limited to:

- 1.) Site selection and inspection of hotel along with negotiation and signing of hotel contract for the Annual Meeting.
- 2.) Serve as a member of the program committee.
- 3.) Coordination of all but program content for the Annual Meeting, being responsible for:
  - a. working with local arrangements chairperson to prepare restaurant and other city information and to prepare informational articles on the host city for the NCSA newsletter;
  - b. working with local arrangements chairperson on book sale, shipment, preparation, and display;
  - c. working with local arrangements chairperson and with the convention and visitors bureau of the host city in preparation of materials on local tours, events, maps, travel information, etc.;
  - d. communicating with the Public Relations Coordinator regarding conference and local arrangements details so that the Public Relations Coordinator may appropriately inform members of conference details
  - e. revising and preparing final program;
  - f. coordinating meeting room assignments, catering timetables, reservations, and equipment;
  - g. working with the Treasurer to manage on-site registration;
  - h. working with the Treasure to produce name badges and order materials such as pins, ribbons, badges, and folders;

i. submitting annual and mid-year reports to Council.

Section 3. A formal evaluation of the performance of the Conference Coordinator shall be conducted at least every two years by the Executive Committee.

#### **ARTICLE VII. PUBLIC RELATIONS COORDINATOR**

Section 1. The NCSA Council may hire a Public Relations Coordinator for the Association and shall establish both the length of term of office and the salary for the Conference Coordinator.

Section 2. Duties of the Public Relations Coordinator shall include but not limited to:

- 1.) maintaining and updating the organization's list-serve;
- 2.) editing and distributing the organization's semi-annual newsletter; the newsletter shall contain official reports of the NCSA, other articles and communications pertaining to the business of the NCSA, and related concerns of the social science disciplines;
- 3.) maintaining and updating the organization's web site, posting current information and announcements, removing out-of-date postings, and communicating with the NCSA Council on related matters;
- 4.) working with the Publication Policy Committee and the NCSA Council on all matters related to the listserv, newsletter, web site, and associated NCSA activities;
- 5.) working with the Vice President/Program Chair and the Conference Coordinator in order to effectively communicate with the membership information about the annual meeting (announcements, call for papers, posting the preliminary program, etc.)

Section 3. A formal evaluation of the performance of the Public Relations Coordinator shall be conducted at least every two years by the Executive Committee.

#### **ARTICLE VIII: ELECTIONS**

Section 1. The Nominations Committee shall nominate two (2) candidates for each vacancy and report their name(s) to the Secretary in time to announce their names to the general membership, allowing sufficient time for nominations by petition. The Secretary shall ensure that no later than three (3) months before the Annual Meeting, each voting member receives by postal or electronic mail a ballot bearing the names of the nominees for the positions. The ballot, to be valid, must be received by the Secretary no later than one (1) month before the Annual Meeting.

Section 2. The Secretary shall tally the ballots received and report to the President the election of those who have received a majority of the ballots cast. The President shall inform the candidates and the general membership of the results.

Section 3. When three or more nominees are running for an office and no one receives a majority, a runoff ballot shall be used with the two highest running for office on the second ballot.

Section 4. Newly elected individuals, with the exception of the Treasurer, shall take office immediately prior to the adjournment of the Annual Business Meeting. The Treasurer shall take office at the start of the next fiscal year.

#### **ARTICLE IX: RESEARCH AND PUBLICATIONS PROGRAM**

Section 1. The NCSA may undertake such programs of research and publications as are compatible with the Internal Revenue Code and applicable laws in the State of Indiana relating to non-profit, tax-exempt organizations.

Section 2. Subscriptions to the NCSA official scholarly journal shall be provided to all paid-up members of the NCSA.

Section 3. The editor of the NCSA official scholarly journal shall be recommended by the Publications Policy Committee and appointed by the Council, to serve a three-year term.

Section 4. General responsibility for financial policies relative to the NCSA official scholarly journal or other publications sponsored by the NCSA shall rest with the Council. Proposals for Special Supplements to the NCSA official scholarly journal shall be reviewed by the Publications Policy Committee and shall require the approval of that committee and the Council.

#### **ARTICLE X: FINANCIAL POLICIES**

Section 1. Non-payment of dues for six (6) months past the end of the 12 month period for which membership dues have been paid shall be considered as equivalent to resignation from the NCSA.

Section 2. A bond in the appropriate amount, the cost of which shall be borne by the NCSA, shall be required of the officers handling the funds of the NCSA.

#### **ARTICLE XI: AMENDMENTS TO THE BY-LAWS**

Section 1. The By-Laws may be amended by a majority affirmative vote of the voting members of Council in two sequential meetings.

Section 2. Amendments may be proposed by a majority vote of the Council or by petition of at least ten percent (10%) of the NCSA members.

Section 3. All proposed amendments to the By-Laws shall be communicated to the voting membership for their information at least thirty (30) days prior to the second vote on the amendment. Publication of a proposed amendment in an official NCSA publication, on the NCSA website, via the NCSA list-serve, or via electronic mail to the membership shall be an acceptable method of transmitting notice to NCSA members.

#### **ARTICLE XII: DUTIES OF THE NCSA COUNCIL**

The duties of Council members are as follows:

##### **PRESIDENT**

Functions of the President: Officially represent the association, chair all council meetings, act as a pro tempore member of all committees, and participate actively in NCSA to support and promote its programs in any way possible. Presidential office is a three year term with year one being to serve as

President-Elect, year two as President, and year three as Past President (Chair of Nominations Committee).

Activities of the President:

- Chair the New Council Meeting at the Annual Meeting.
  
- Appoint Immediate Past-President to serve as Chair of Nominations Committee. Give that person:
  - (a) A list of all current NCSA members
  - (b) A list of past NCSA officers and committee members
  - (c) A list of the states in the association, and
  - (d) A copy of the NCSA ConstitutionHave that person appoint at least two additional people as members of the Nominations Committee. The Committee will select nominees to be elected in the spring of the following year.
  
- Prepare an agenda in advance. Introduce all Council members and committee chairs, and obtain their correct addresses and telephone numbers for records.
  
- Arrange a time and place for the mid-annual meeting.
  
- Receive reports from all committee chairs concerning activities to be pursued during the coming year.
  
- Deal with all correspondence pertaining to the organization. If desired by the Program Chair and/or the Local Arrangements Chair, visit the site of the coming annual meeting and assist them with space assignments.
  
- Arrange for and conduct the Mid-Annual Board Meeting (coordinate location with Conference Coordinator).
  
- Prepare an agenda in advance.
  
- Receive reports from all officers and committee chairs. (Persons not attending this meeting should send written reports to you in advance, to be distributed at the meeting.)
- Select someone to introduce them for the Presidential Address at the Annual Meeting. Send that person's name to the Program Chair, together with the title of their address.
  
- Write a presidential address.
  
- After the annual election, contact all newly elected officers by letter, telephone, or email. Congratulate them and invite them to attend the Old Council Meeting, and to be sure to attend the New Council Meeting. Notify those not elected.
  
- Have name inscribed on the President's gavel.
  
- Chair the Old Council Meeting.

- Prepare an agenda in advance.
- Introduce new Council members and committee chairs.
- Receive annual reports from all officers and committee chairs.
- Finish all old business and pass on new business to the incoming President.
- Appoint people to write resolutions.
- Host a reception after the Old Council Meeting for all (old and new) Council members and committee chairs.
- Organize and preside at the Annual Business Meeting. Arrange for brief reports by the secretary and treasurer.
- Deal with resolutions and other business matters raised during the meeting.
- Attend the undergraduate paper session.
- Give presidential address and preside over the banquet and presentation of awards. Turn over the gavel.
- Pass on the presidential notebook to the new President. Send copies of all correspondence, written or electronic, and other papers to the NCSA archives.

#### PRESIDENT-ELECT

Functions of the President-Elect: The President-Elect prepares for the following year as President by learning about association procedures and issues and performing any duties assigned by the Council or President.

#### Activities of the President-Elect:

- Determine from the current President which committee chairs have served one year and which have served two years. It is customary, although not mandatory, for chairs to serve two years (with the exception of the Nominations Committee Chair and the Local Arrangements Committee Chair). Contact the chairs who have served only one year and ask them to continue another year. Remind them that they should plan to attend three meetings during the following year:
  - (a) The New Council Meeting on the last morning of the Annual Meeting
  - (b) The Mid-annual Meeting in October, and
  - (c) The Old Council Meeting on the evening before the next year's Annual Meeting.
- Contact the chairs who have served two years and thank them for their service to the NCSA, making it clear that you will appoint a replacement for them. Ask them to assist the new chair in assuming those duties.

- Select new Committee Chairs to replace all those who have served two years. Tell them about the three meetings (listed above) that they should plan to attend. Give them a description of their job from the By-Laws.
- Select the Local Arrangements Committee Chair(s) for the Annual Meeting the year that he/she serves as President. This person(s) should begin working on the arrangements for that meeting.
- Confer with the Vice President-Elect/Program Chair-Elect to select a theme for the annual meeting for the year that he/she serves as President. Begin thinking about a Presidential address that will reflect that theme.
- Prepare a preliminary list of all officers and Committee Chairs for the year when he/she serves as President, and have all people check it for accuracy.
- Prepare an agenda for the New Council Meeting.
- Attend the Old Council Meeting prior to officially becoming President-Elect, to become familiar with current business of the association.
- Attend all three Council Meetings -- Old, Mid-Annual, and New -- during the year when he/she is President-Elect. Obtain copies of all committee reports and other documents distributed at those meetings, in order to compile a file of materials that may be relevant during his/her term as President.

#### PAST PRESIDENT

Functions of the Past President: The (immediate) Past President serves for the year following her/his term as President as an Officer of the Association and a voting member of Council.

#### Activities of the Past President:

- Attend the New Council Meeting at the Annual Meeting during which time he/she will turn over the gavel of presidential office to his/her successor.
- Act as a member of the Development Committee.
- Act as a member of the Publications Policy Committee.
- Act as a member of the Nominations Committee.
- Act in any way possible during the year to assist the new President in learning the duties of office and carrying them out.
- Attend the Mid-Annual Council Meeting in October.
- Attend the Old Council Meeting at the succeeding Annual Meeting.

- Contribute \$100, if you have not already done so, to the NCSA President's Fund for Student Awards.

#### VICE PRESIDENT

Functions of the Vice President: The Vice President shall chair the business meeting of the association and the Council in the absence of the President. The Vice President is the Chair of the Program Committee, and the Vice President is a member of the NCSA Executive Committee.

#### Activities of the Vice President:

- Prepare the program for the next NCSA Annual meeting. Preparations for the program should begin in the year the Vice President is serving as Vice President-Elect.
- Decide on the types of sessions that should be offered at the meetings and appoint a person to coordinate each of these sessions. The Vice President-Elect typically coordinates all research sessions for the forthcoming meeting. Other sessions often include 6-10 panels, 5-7 didactic seminars, 10-12 roundtables, 1-2 poster sessions, and/or scholar-to-scholar seminars. The Vice-President appoints individuals to coordinate these sessions and guides the committee with respect to the substantive topics they should include. The theme, site, and dates of the meeting are announced in the preceding year's NCSA preliminary and final programs.
- Continue to recruit session organizers.
- Ask program committee members to forward the listing of session organizers by early September so that he/she may prepare the call for papers.
- By mid-September, forward a copy of the Call for Papers to the Conference Coordinator and Public Relations Coordinator, being sure to include any interesting aspects of the program (such as the plenary speaker) that are already in place. Special attention should be paid to the correct spelling of names.
- By the end of December, request a listing of the organized sessions from each of the committee members so that the preliminary program may be compiled.
- Schedule sessions according to the number of rooms available. Typically, sessions run one and a half hours.
- Send the preliminary program to the Conference Coordinator and the Public Relations Coordinator by the middle of January, complete with a list of committee members, interesting first page to draw member, etc., in hard copy and disk form.
- By the middle of March, send the final program, including any program corrections, to the Conference Coordinator and Public Relations Coordinator for publication of the final program.
- Oversee the smooth operation of the annual meeting. If there is a presidential keynote banquet, the Vice-President presides.

- At the conclusion of the annual meeting, send formal letters of appreciation to those involved in putting the program together.

#### VICE PRESIDENT-ELECT

Functions of the Vice President-Elect: The Vice President-Elect shall serve as a member of the Program Committee and shall organize the research sessions for the Annual Meeting. He or she shall also act as a liaison of the Council with the local arrangements committee for the meeting.

#### Activities of the Vice President-Elect:

- In consultation with the President-Elect, select a theme for the program and announce it in the preliminary and final programs of the year he/she is serving as an officer-elect.
- Appoint members to the Program Committee and meet with those members at the NCSA meeting to plan for the following year's meeting.
- Provide the Conference Coordinator and Public Relations Coordinator with a copy of an "organize a session" form for the following year's meeting to be put inside the packet of information annual program attendees receive. This form should contain the correct address (complete with phone number and e-mail information) of the coordinators of the various types of sessions.
- Solicit research session organizers, starting as early as possible after appointment.
- Prepare a list of research sessions and organizers for the Vice-President/Program Chair, Conference Coordinator, and Public Relations Coordinator for the Call for Papers.
- Consult with the Conference Coordinator and Public Relations Coordinator and decide on deadlines for completing the various tasks necessary in putting together the program. There are three major documents involved in putting the program together: call for participation, preliminary program, and the final program.
- Send notices to organizers with deadlines, membership and pre-registration information for all presenters.
- Assist the Vice President in organizing the program once sessions and papers have been submitted; find homes for "orphan" papers.
- Prepare a list of research sessions for Preliminary Program, and send this to the Program Chair, Conference Coordinator, and Public Relations Coordinator.
- Send a copy of each organizer's session to her/him with special equipment needs request; ask organizers to confirm this material with each of the participants in their session.
- Make changes necessary in the copy for the Final Program and send this to Program Chair.
- Compile special equipment requests and send this to the Local Arrangements Chair.

## SECRETARY

Functions of the Secretary: The Secretary shall record the transactions of the NCSA and Council and shall perform such other duties as the Council may assign. The Secretary shall have custody of the NCSA seal and give due notice of all meetings to the members and the Council. The Secretary also shall maintain a written record of organization business and correspondence and manage the annual on-line elections.

### Activities of the Secretary:

- Take minutes at the New Council Meeting, the Mid-Annual Board Meeting, and the Old Council Meeting. Minutes include motions passed and other important business conducted. Distribute copies of the minutes to Council and Committee Chairs.
- At the New Council meeting, get names, addresses, and phone numbers of all Council officers
- Coordinate activities related to the election of officers:
  - (a) receive the candidates' names and biographical sketches from the Nominations Committee Chair
  - (b) prepare electronic ballots and invite eligible voters to participate in election
  - (c) tabulate results and report them to the President
- Remind all outgoing officers and committee chairs to send a description of their duties to their replacements
- Keep a record of all incurred expenses in order to seek reimbursement from the Treasurer.
- In conjunction with the Public Relations Coordinator, maintain and distribute, as necessary, the current NCSA Constitution and By-Laws.
- Distribute to all Council members and committee chairs a complete list of their names, addresses, and telephone numbers.

## TREASURER

Functions of the Treasurer: The Treasurer shall keep track of all monies for the association. The Treasurer shall also manage the Endowment Funds of the NCSA.

### Activities of the Treasurer:

The Treasurer shall be bonded, and perform the following duties:

- Receive the custody of and disburse the funds of the Association.
- Maintain a full and accurate account of receipts and disbursements.
- Collect the dues of the members.
- Collect registration fees for the Annual Meeting.
- Maintain a membership list.

- Each year provide the Association with a written report to the membership at the annual business meeting about the financial status of the organization
- Serve on the following standing committees: the Finance Committee and the Publications Policy Committee.
- Manage the investments of the Endowment Fund in consultation with the Finance Committee.
- File the Association's tax returns and arrange for audit as necessary.

#### COUNCIL MEMBER-AT-LARGE

Functions of the two Council Members-at-Large: Council members-at-large serve as voting members of Council, lend objective ears to discussions and provide advice, and take responsibility for ad-hoc tasks that are assigned by the Council or the President.

Activities of the two Council Members-at-Large:

- Attend Council Meetings during the Annual Meeting and the Mid-Annual Council Meeting.
- Be available to perform and ad-hoc jobs as needed during the year.
- Chair or serve on ad-hoc committees as necessary.

#### JOURNAL EDITOR

Functions of the editor of the official scholarly journal: Serve as editor of the official journal; manage manuscripts, advertising, subscriptions, printing, and all journal preparation.

Activities of the Editor of the Journal:

- Receive and log all submitted manuscripts.
- Select manuscript reviewers.
- Send manuscripts to three reviewers; remind unresponsive reviewers; replace declining or unresponsive reviewers.
- Read reviews and manuscripts and make editorial decisions.
- Solicit and develop advertising.
- Solicit institutional subscriptions.
- Create/maintain institutional subscriber mailing lists/labels.
- Maintain institutional subscriber mailing lists and labels, and bill for institutional subscriptions.
- Create special issues.

- Solicit, arrange and edit special issues.
- Create and maintain a pool of potential reviewers.
- Keep journal fiscal records. This is done by the Assistant Editor of Business in conjunction with the Editor.
- Create journal format, select and indicate type faces and sizes, write special announcements and features (About the Authors), etc.
- Cross check and edit references and citations.
- Galleys: receive, copy edit, distribute to authors, retrieve from authors and return to printer.
- Copy edit page proofs.
- Arrange for journal printing.
- Mail article reprints and journal issues to authors.
- Prepare reports for NCSA

#### CHAIR OF THE APPLIED AND PUBLIC SOCIOLOGY COMMITTEE

Functions of the Applied and Clinical Sociologists Committee Chair: To reach out to sociologists in applied positions in the region, encourage their membership and participation, alert the association about ways to serve applied sociologists more effectively and serve as a liaison for this interest group with the Council.

Activities of the Applied and Clinical Sociologists Committee Chair:

- Familiarize the predominantly academic oriented discipline of sociology to the needs of applied and public sociologists not employed in academe;
- Enhance the professional development of applied and public sociologists by sponsoring workshops and sessions that speak to their particular needs;
- Enhance the professional development of academic sociologists and their students by familiarizing them with the significant work performed by applied and public sociologists inside and outside the academy;
- Encourage discussions among sociologists employed in the academy and outside.

#### CHAIR OF THE COMMUNITY COLLEGE SOCIOLOGISTS COMMITTEE

Functions of the Community College Sociologists Committee Chair: To reach out to sociologists in community colleges in the region, encourage their membership and participation in NCSA, alert the

association about ways to serve sociologists teaching in community college settings more effectively and serve as a liaison for this interest group with the Council.

Activities of the Community College Sociologists Committee Chair:

- Discover the needs and desires of sociologists teaching in community colleges and help the Association to meet these needs.
- Help build the Association membership from the ranks of teachers in community colleges.
- Develop workshops, panels and sessions for the annual meeting that will attract and meet the needs of community college sociologists.

#### CHAIR OF THE DEVELOPMENT COMMITTEE

Functions of the Development Committee Chair: To provide leadership to efforts and activities directed toward the future development of the organization.

Activities of the Development Committee Chair:

- Be concerned with the status and development of the profession of sociology in the areas of teaching, research administration and application.
- Encourage the organization of sociologists, regionally, nationally and internationally, and help NCSA carry out its role in bringing sociologists together.
- Make studies and inquiries as directed by the Council.
- Independently, if desired, initiate recommendations to the Council on the organization and the activities of NCSA.
- Be careful not to make policy decisions binding on the Council or the NCSA without the Council and membership voting on these policies as appropriate.
- Think to the future and what actions the Association should take to ensure its own well-being and that of the profession. Lead discussion about those actions.

#### CHAIR OF THE DISTINGUISHED SERVICE AWARD COMMITTEE

Functions of the Aida Tomeh Distinguished Service Committee Chair: Identify someone who has provided distinguished service to NCSA and arrange for that person to be honored at the Annual Meeting.

Activities of the Distinguished Service Committee Chair:

- Appoint the five to seven members of the Distinguished Service Committee, distributed geographically and by years of active participation in NCSA.
- Request nominations for the award. Work with the Public Relations Coordinator to announce the call for nominations to NCSA members.

- Receive the nominations and disburse them to the committee. The time table is receipt of nominations by February 1, dispersal by February 15.
- Ensure the vote of the committee is completed by March 1. The chairperson determines how the vote is completed. When there are a number of nominees, the chair can ask the committee to rank the nominees so as to avoid any ties. There could also be a run-off vote by the committee.
- Inform the award recipient.
- Arrange for the creation of the award plaque.
- Present the award at the annual meeting.

#### CHAIR OF THE FINANCE COMMITTEE

Functions of the Finance Committee Chair: Work in concert with the NCSA Treasurer to oversee the financial needs of the NCSA.

Activities of the Finance Committee Chair:

- Establish the Finance Committee and ~~meet at least twice annually~~ to discuss charges by NCSA Council or financial issues.
- Provide leadership in overseeing the investments of the organization's Endowment Funds.
- Provide leadership in thinking about the appropriateness of the budget of the organization with respect to maximizing resources and minimizing costs.
- Attend and present at Mid-Annual NCSA Council Meeting.
- Attend and present at Annual Old and New NCSA Council Meetings.

#### CHAIR OF THE STUDENT SECTION

Functions of the Student Section Chair: Provide input to the Council regarding a student point of view. Promote student participation in the NCSA annual meeting.

Activities of the Student Section Chair:

- Organize several student-oriented panels for the annual meeting.
- Organize possible student activities for the Annual Meeting; for example, a student continental breakfast, the availability of a student room during the conference, etc.

#### CHAIR OF THE LOCAL ARRANGEMENTS COMMITTEE

Functions of the Local Arrangements Committee Chair: Organize the local arrangements committee for carrying out the annual meeting in terms of hotel arrangements, meals, facilities for the program and extracurricular activities. Work closely with the Conference Coordinator in these endeavors.

#### CHAIR OF THE MEMBERSHIP COMMITTEE

Function of the Membership Committee Chair: Promote membership in the association.

Activities of the Membership Committee Chair:

- Appoint and work with a committee to develop a strategy to increase membership in NCSA.
- Work with NCSA officers, chairs of other NCSA committees, the Conference Coordinator, and the Public Relations Coordinator on any issues related to membership.
- Maintain the NCSA membership brochure and forms for membership.
- See that a table is set-up and staffed at the American Sociological Association annual meeting for promoting NCSA.

#### CHAIR OF THE NOMINATIONS COMMITTEE

Functions of the Nomination Committee Chair: Facilitate a slate of candidates for NCSA elected offices with terms of one year: President-Elect, Vice President-Elect; with terms of two years: two Members-at-Large, the Chair of the Membership Committee; and with terms of three years: Secretary and Treasurer.

Activities of the Nominations Committee Chair:

- Select the Nominating Committee members. The (immediate) Past President is automatically a member and two others are chosen by the Nominating Committee Chair.
- Select the Candidates. Select two candidates for each open position. The number of open positions differs from election to election since not all officers serve one year terms. Procedure for selecting candidates is established by each Nominations Committee Chair. It is customary to try to balance the slate in terms of gender, race, school size, and region.
  - In the past, the Chair has sent a list of past presidents and current NCSA members to each committee member, requesting nominations from each along with supporting comments. Committee members returned nominations to the Chair and the Chair compiled all nominations (including his/her own) and sent the list to the committee members with a request to rank order the lists and return them to the Chair. The Chair averaged the ranks and sent the lists back to the committee members. In the unlikely event that there are two clear preferences for each position, the committee may not need to meet. If a meeting is necessary, it should be scheduled by the Chair for the first day of the Annual Meeting. At this meeting, a slate of candidates, plus alternate choices in the event the preferred choices decline, should be selected.
- Contact nominees to see if they will agree to stand for election.
- As soon as a full slate has been selected, ask all candidates to send short biographical statements of the sort to be included on the ballot. Some editing of these may be necessary to provide a common format.
- Report whatever progress has been made on selecting candidates at the New Council Meeting at the Annual Meeting.

- Present the slate of candidates to the Council at the Mid-Annual Board Meeting in October, and give the names and biographical statements to the NCSA Secretary.

#### CHAIR OF THE COMMITTEE ON FREEDOM AND RESPONSIBILITY IN THE PROFESSION

Functions of the Committee on Freedom and Responsibility in the Profession Chair: Address and be receptive to information concerning academic freedom, issues of procedure and justice within academic institutions, and social issues for which sociological perspectives are relevant.

Activities of the Profession, Freedom and Responsibility Chair:

- Organize sessions for the Annual Meeting concerning the above objectives.
- Seek the above objectives through Council-related objectives and elsewhere.

#### CHAIR OF THE PUBLICATION POLICY COMMITTEE

Functions of the Publication Policy Committee Chair: To help formulate policies governing publications of the NCSA, especially the Journal, and oversee the implementation of policies established for the NCSA publications.

Activities of the Publication Policy Committee Chair:

- Develop and implement guidelines for selection of editors for various publications of the NCSA.
- Act as advisor to editors of Sociological Focus, the association's journal, and the Public Relations Coordinator, when needed.
- Facilitate the interaction between the Council, the Public Relations Coordinator, and different officers charged with duties related to various NCSA publications.
- Review publication policies and procedures annually, propose necessary changes, offer recommendations to the Council.

#### CHAIR OF THE PUBLIC POLICY COMMITTEE

Functions of the Public Policy Committee Chair: Promote member interest and knowledge in issues of public policy.

Activities of the Public Policy Committee Chair

- Request that NCSA members assist in their formulation of issues.
- Identify members who, acting as individuals, might provide information, testimony, and consultation on particular matters of public policy.
- Refrain from making public policy statements in the name of NCSA without the endorsement and/or recommendations of the Council.
- Issues of science policy will be the responsibility of the Council.

#### CHAIR OF THE COMMITTEE ON EQUALITY AND INCLUSION

Functions of the Inequalities Committee Chair: Address and be receptive to information concerning race, ethnicity and gender, including affirmative action and social issues centering in these areas for which sociological perspectives are relevant.

Activities of the Inequalities Committee Chair:

- Provide consultation to those responsible for NCSA activities to help assure racial, ethnic, and gender groups are appropriately represented in programs and leadership.
- Organize sessions for the Annual Meeting concerning the above objectives.
- Seek the above objectives through Council-related objectives and elsewhere.

#### CHAIR OF THE SCHOLARLY ACHIEVEMENT AWARD COMMITTEE

Functions of the Scholarly Achievement Award Committee Chair: Manage the annual identification and honoring of the author(s) of the book that makes the best scholarly contribution to sociology. To be eligible for the award, books must have been published in one of the two calendar years prior to the award, at least one of the authors must be in the NCSA region or be an NCSA member.

Activities of the Scholarly Achievement Award Committee Chair:

- Select a committee of scholars within the NCSA region to help evaluate the books which are nominated. Ideally, this committee should represent the regional and substantive diversity of NCSA membership.
- From September through December solicit nominations for the Scholarly Achievement Award. Solicitation should be pursued through the NCSA newsletter, NCSA mailings, flyers, and word of mouth. Designate a December 15th deadline for award nominations.
- Request copies of the nominated books from the publishers.
- Devise a plan of deliberation and evaluation of the nominated books. This plan will be contingent year to year on the size of the committee relative to the number of books nominated.
- With the help of the committee, make a final determination as to who will be the winner of the award by February 15th.
- Notify the winner and request his/her attendance at the awards banquet at the Annual Meeting.
- Organize an author meets critic session at the Annual Meeting, featuring the award-winning book and author.
- Order and purchase a plaque or other appropriate award to commemorate the award, subject to reimbursement by the NCSA Treasurer.

- Work with the Public Relations Coordinator to publicize the award winner in the NCSA Newsletter, the author's publisher, etc.

#### CHAIR OF THE J. MILTON YINGER LIFETIME DISTINGUISHED CAREER AWARD IN SOCIOLOGY

Functions of the Yinger Award Committee Chair: Manage the annual selection of an individual who has made distinguished contributions to sociological scholarship, to applied or public sociology that improves the quality of human life, or to the improvement of teaching and learning in the region and nationally.

Activities of the Yinger Award Committee Chair:

- Select two additional NCSA members to serve on the Committee
- Solicit nominations from the members of NCSA
- With the help of the committee, make a final determination as to who will be the winner of the award.
- Order and purchase a plaque or other appropriate award to commemorate the award, subject to reimbursement by the NCSA Treasurer.
- Work with the Public Relations Coordinator to publicize the award winner in the NCSA Newsletter, the author's publisher, etc.

#### CHAIR OF THE STUDENT PAPER AWARDS COMMITTEE

Functions of the Student Paper Awards Chair: Manage the annual student paper competition and presentation of winning papers at the Annual Meeting.

Activities of the Student Paper Awards Chair:

- Prepare the flyer for the next year's competition and send to the Public Relations Coordinator by June 1st. The flyer should include the information that papers are to be submitted by January 15th.
- Form a committee to evaluate the papers and solicit the cooperation of external reviewers.
- Notify the Program Chair to schedule a session at the Annual Meeting for presentation of winning student papers.
- Reviewers should be completed by early March. The Committee meets to evaluate the papers.
- Determine first, second, and third place papers in two categories:
  - (1) Undergraduate
  - (2) Graduate.
- After winners are selected, notify the Treasurer of the association to draft checks for the winners (including reimbursement for banquet fees and/or travel expenses).

- At the Annual Meeting, introduce winners at banquet honoring the current President of the association.
- Act as presider and discussant for the session at which the winning student papers are presented.

#### CHAIR OF THE TEACHING SECTION

Functions of the Teaching Section Chair: Promote, in whatever ways deemed desirable and feasible, the effective teaching of sociology wherever it is offered.

Activities of the Teaching Section Chair:

- Chair the John F. Schnabel Distinguished Contributions to Teaching Award
- Organize a committee by late spring or early summer to oversee the John f. Schnabel Distinguished Contributions to Teaching Award. The committee of up to five (5) members should consist of individuals with committee experience, individuals new to the committee, the past year's recipient(s), and at least one member of the current Teaching Section.
- Conduct the process for the NCSA Award for Distinguished Contributions to Teaching.
  - a. Make the necessary changes in the "call for nominations" sheet by early August and send it to: the NCSA Vice President, the Conference Coordinator, and the Public Relations Coordinator for inclusion in NCSA Call for Papers, the NCSA Newsletter, the NCSA website, ASA Footnotes, and the VUES Newsletter of the ASA Section on Undergraduate Education
  - b. By November, if nominations are slow in coming, call past recipients and contact committee members to solicit letters of nomination. If nominations arrive in time, contact the nominee or ask nominators to do so to get a vita or a listing of teaching activities.
  - c. Make copies of nominations and materials and send them to the committee members with a ballot. Do this early (January) as multiple candidates may result in an indecisive first round of balloting.
  - d. Order a plaque and have it inscribed with the name of the recipient (late March or early April).
  - e. If there is any question as to whether the recipient will attend the banquet where the award will be presented, notify the recipient so he/she will be present or have a colleague at the recipient's institution try to ensure the person's presence.
  - f. In late April write a letter to the Dean of the College and to the Department Chair of the winner of the year's award.
- Ensure teaching sessions at the annual meeting. These may be coordinated by the Chair or by someone appointed especially for this purpose on the program committee.
  - a. Generate ideas at the meeting of the Teaching Section at the annual meeting.

- b. Check with the Section members to be sure they have followed through and have remembered in the autumn what they volunteered in the spring to organize.
  - c. Get a list of all proposed teaching sessions to the Vice President, the Conference Coordinator, and the Public Relations Coordinator for the "Call for Papers" by the deadline.
  - d. Get a list of all teaching sessions to the Vice President, the Conference Coordinator, and the Public Relations Coordinator for the preliminary program by the deadline (early December).
  - e. Get any corrections to the Vice President, the Conference Coordinator, and the Public Relations Coordinator for the preliminary program by the deadline (late February).
  - f. Get a note about requests for audiovisual needs for teaching sessions to the Local Arrangements Chair by late February.
- Have the Teaching Section decide whether it wants to sponsor a workshop for high school teachers of sociology during the annual meeting; if so a committee including someone local to contact high school teachers within a 100 mile radius will be necessary.
  - Write reports on the work of the teaching committee.
    - a. For the mid-year meeting the first weekend in October.
    - b. For the old council meeting Thursday evening before the NCSA annual meeting.

#### CONFERENCE COORDINATOR

Functions of the Conference Coordinator: Handle tasks associated with planning and carrying out the annual conference.

Activities of the Conference Coordinator:

- Site selection and inspection of hotel along with negotiation and signing of hotel contract for the Annual Meeting.
- Coordination of all but program content for the Annual Meeting, being responsible for:
  - a. working with local arrangements chairperson to prepare restaurant and other city information and to prepare informational articles on the host city for the NCSA newsletter;
  - b. working with local arrangements chairperson on book sale, shipment, preparation, and display;
  - c. working with local arrangements chairperson and with the convention and visitors bureau of the host city in preparation of materials on local tours, events, maps, travel information, etc.;
  - d. communicating with the Public Relations Coordinator regarding conference and local arrangements details so that the Public Relations Coordinator may appropriately inform members of conference details

- e. revising and preparing final program;
- f. coordinating meeting room assignments, catering timetables, reservations, and equipment;
- g. working with the Treasurer to manage on-site registration;
- h. working with the Treasurer to produce name badges and order materials such as pins, ribbons, badges, and folders;
- i. submitting annual and mid-year reports to Council.

#### PUBLIC RELATIONS COORDINATOR

Functions of the Public Relations Coordinator: Publically promote the mission and programs of the NCSA.

Activities of the Public Relations Coordinator:

- Maintaining and updating the organization's list-serve.
- Editing and distributing the organization's semi-annual newsletter; the newsletter shall contain official reports of the NCSA, other articles and communications pertaining to the business of the NCSA, and related concerns of the social science disciplines.
- Maintaining and updating the organization's web site, posting current information and announcements, removing out-of-date postings, and communicating with the NCSA Council on related matters.
- Working with the Publication Policy Committee and the NCSA Council on all matters related to the listserv, newsletter, web site, and associated NCSA activities
- Working with the Vice President/Program Chair and the Conference Coordinator in order to effectively communicate with the membership information about the annual meeting (announcements, call for papers, posting the preliminary program, etc.)