

North Central Sociological Association By-Laws

Approved December 2022

ARTICLE I: MEMBERSHIP AND DUES

Notwithstanding the provision, the Council, as defined elsewhere in these bylaws, 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 an undergraduate or 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 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 January 1st or the date that dues are recorded as paid and end on December 31st of each calendar year.

ARTICLE II: OFFICERS, ELECTED POSITIONS, AND JOURNAL EDITOR

Section 1. President

The NCSA President shall represent the NCSA, preside at all meetings of the NCSA, be the chairperson of the Council, act as a pro tempore member of all committees, and participate actively in NCSA to support and promote its programs in any way possible. 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.

The presidential office is a three-year term with year one as President-Elect, year two as President, and year three as Past President.

The activities of the President shall be as follows:

1. Oversee salaried positions (review performance reviews and decide whether or not to renew contracts)
2. Choose the John and Ruth Useem speaker for the annual conference and negotiate that contract
3. Chair the Mid-Annual, Old Council, and New Council Meetings
4. Deal with all correspondence pertaining to the organization. If desired by the Program Chair, visit the site of the coming annual meeting and assist them with space assignments.
5. In years when there is a combined NCSA/MSS meeting, the President must coordinate with MSS
6. Write and deliver a presidential address.
7. 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.
8. After the annual election, contact all newly elected officers by letter, telephone, or email.
9. Have name inscribed on the President's gavel.
10. Receive annual reports from all officers and committee chairs
11. Appoint people to write resolutions.
12. Organize and preside over the Annual Business Meeting. Arrange for brief reports by the secretary, treasurer, and vice president (program chair).
13. Send copies of all correspondence, written or electronic, and other papers to the NCSA archives.

Section 2. President-Elect

The President-elect shall learn about association procedures and issues and perform any duties assigned by the Council or President.

Activities of the President-Elect shall be as follows:

1. Determine from the current President which committee chairs have served one year and which have served two years.
2. 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.
3. Confer with the Vice President-Elect/Program Chair-Elect to select a theme for the annual meeting for the year that they serve as President. Begin thinking about a Presidential address that will reflect that theme.
4. Prepare a preliminary list of all officers and Committee Chairs for the year when they serve as President, and have all people check it for accuracy.
5. Prepare an agenda for the New Council Meeting.
6. Attend all three Council Meetings -- Old, Mid-Annual, and New -- during the year when they are 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 their term as President.

Section 3. Past President

The Past President shall serve for the year following their term as President as an officer of the Association and a voting member of Council.

Activities of the Past President shall include the following:

1. Attend the New Council Meeting at the Annual Meeting during which time they will turn over the gavel of presidential office to his/her successor.
2. Act as a member of the Publications Policy Committee.
3. Act as Chair of the Nominations Committee.
4. Act in any way possible during the year to assist the new President in learning the duties of office and carrying them out.
5. Attend the Mid-Annual Council Meeting in October.
6. Attend the Old Council Meeting at the succeeding Annual Meeting.
7. Conduct the annual review of the Conference Coordinator and the Public Relations Coordinator
8. Contribute \$100, if you have not already done so, to the NCSA President's Fund for Student Awards.

Section 4. Vice President

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 and the Vice President is a member of the NCSA Executive Committee.

Activities of the Vice President shall include the following:

1. 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.
2. The theme, site, and dates of the meeting shall be announced in the preceding year's NCSA preliminary and final programs.
3. Papers all come in through one central portal electronically. Submissions go to the VP who distributes the research papers to the VP elect and the teaching papers to the teaching section chair. The VP then compiles and finalizes the program including creating thematic sessions. It is up to the VP, VP-elect, and teaching section chair to organize papers into sessions. After the sessions have been created, then presiders are solicited.
4. 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.
5. Schedule sessions according to the number of rooms available. Typically, sessions run one hour and fifteen minutes.
6. Send the preliminary program to the Conference Coordinator and the Public Relations Coordinator by the middle of January.
7. Send notices to participants in program sessions with deadlines, membership and pre-registration information.

8. By the middle of March (or, no later than two weeks before the conference), send the final program, including any program corrections, to the Conference Coordinator and Public Relations Coordinator for publication of the final program.
9. Oversee the smooth operation of the annual meeting.

Section 5. 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.

Activities of the Vice President Elect shall include the following:

1. In consultation with the President-Elect, select a theme for the program and announce it in the preliminary and final programs of the year they are serving as an officer-elect.
2. Appoint members to the Program Committee and meet with those members at the NCSA meeting to plan for the following year's meeting.
3. 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.
4. Assist the Vice President in organizing the program once sessions and papers have been submitted; find homes for "orphan" papers.
5. Prepare a list of research sessions for Preliminary Program, and send this to the Program Chair, Conference Coordinator, and Public Relations Coordinator.

Section 6. Secretary

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. The Secretary also shall maintain a written record of organization business and correspondence and manage the annual on-line elections.

Activities of the Secretary shall include the following:

1. 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.
2. At the New Council meeting, get names, addresses, and phone numbers of all Council officers
3. 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 the election.
 - c. Tabulate results of the election and report them to the President.
 - d. Remind all outgoing officers and committee chairs to send a description of their duties to their replacements.

- e. In conjunction with the Public Relations Coordinator, maintain and distribute, as necessary, the current NCSA Constitution and By-Laws.

Section 7. Treasurer

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 of 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. 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 shall include the following:

1. The Treasurer shall be bonded, and perform the following duties:
 - a. Receive the custody of and disburse the funds of the Association.
 - b. Maintain a full and accurate account of receipts and disbursements.
 - c. Collect the dues of the members.
 - d. Collect registration fees for the Annual Meeting.
 - e. Maintain a membership list.
 - f. Each year provide the Association with a written report to the membership at the annual business meeting about the financial status of the organization.
 - g. Manage the investments of the Endowment Fund in consultation with the Finance Committee.
 - h. File the Association's tax returns and arrange for audit as necessary.

Section 8. Council Member-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 shall include the following:

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

Section 9: Chair of Membership Committee

The Membership Committee Chair shall promote membership in the association.

Activities of the Membership Committee Chair shall be as follows:

1. Appoint and work with a committee to develop a strategy to increase membership in NCSA.
2. Work with NCSA officers, chairs of other NCSA committees, the Conference Coordinator, and the Public Relations Coordinator on any issues related to membership.
3. Maintain the NCSA membership brochure and forms for membership.

4. Contact former members to encourage them to reinstate their membership.

Section 10: Student Section Representatives

The Student Section representatives shall provide input to the Council regarding a student point of view and promote student participation in the NCSA annual meeting.

Activities of the two Student Section representatives shall be as follows:

1. Organize several student-oriented panels for the annual meeting.
2. Organize possible student activities for the annual meeting.

Section 11. Journal Editor

The editor of the official scholarly journal shall manage manuscripts, advertising, subscriptions, printing, and all journal preparation.

Activities of the Editor of the Journal shall include the following:

1. Select an Editorial Advisory Board.
2. Review all submitted manuscripts.
3. Select manuscript reviewers.
4. Send manuscripts to three reviewers; remind unresponsive reviewers; replace declining or unresponsive reviewers.
5. Read reviews and manuscripts and make editorial decisions.
6. Create/maintain institutional subscriber mailing lists/labels.
7. Create special issues.
8. Solicit, arrange and edit special issues.
9. Keep journal fiscal records.
10. Arrange for copy editing of accepted papers.
11. Manage the relationship with the publisher of the journal.
12. Work with the publisher on media campaigns.
13. Hold meetings with the Editorial Board as needed.
14. Prepare reports for NCSA.

ARTICLE III: 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. Excepting the Chairpersons of the Membership committee, the Student committee, and the Teaching Section, who are all elected, the chairpersons of 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. APPLIED, CLINICAL AND OTHER PUBLIC SOCIOLOGY

The promise of sociology is to work to improve society and to promote social justice. Sociologists link with community partners to complete applied research projects, to develop programs and interventions to help individuals and organizations realize their goals, and to enhance the public's understanding of the ways in which sociology can promote the common good. Some sociologists committed to this work are in the academy while others are employed in a wide variety of non-profit, governmental, and for-profit organizations. Professional development and linkages among professionals are critical. With this in mind, the Applied, Clinical, and Other Public Sociology Committee of the NCSA commits to the following activities:

1. Enhance the professional development of academic sociologists and their students by familiarizing them with the significant work performed by applied, clinical, and other public sociologists inside and outside the academy.
2. Enhance professional development for all those with applied, clinical, and other public sociological interests, regardless of whether they work inside or outside of the academy.
3. Familiarize the predominantly academically oriented discipline of sociology to the needs of applied, clinical, and other public sociologists not employed in academe, as well as to opportunities to engage in such work themselves.
4. Promote cooperation between academic sociological theorists and methodologists and applied, clinical, and other public sociologists for the benefit of the discipline, society, and practitioners.
5. Improve channels of communication, networking, and discussion among academic, applied, clinical, and other public 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.

B. COMMUNITY COLLEGES

The Community College Committee shall 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 shall be:

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.
6. Develop workshops, panels and sessions for the annual meeting that will attract and meet the needs of community college sociologists.

C. COMMITTEE ON EQUALITY AND INCLUSION

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

Activities of the Committee on Equality and Inclusion shall include the following:

1. Provide consultation to those responsible for NCSA activities to help assure racial, ethnic, and gender groups are appropriately represented in programs and leadership.
2. Organize sessions for the Annual Meeting concerning the above objectives.
3. Seek the above objectives through Council-related objectives and elsewhere.
4. 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.

D. FINANCE COMMITTEE

The Finance Committee shall include the Chair of the Finance Committee, the NCSA Treasurer, and one additional member from Council. The Finance Committee shall in concert with the NCSA Treasurer to oversee the financial needs of the NCSA.

Activities of the Finance Committee shall be as follows:

1. Meet at least twice annually to discuss charges by NCSA Council or financial issues.
2. Provide leadership in overseeing the investments of the organization's Endowment Funds.

3. Provide leadership in thinking about the appropriateness of the budget of the organization with respect to maximizing resources and minimizing costs.
4. Develop, in consultation with the Treasurer, a working budget of income and expenditures.
5. Consult with the Treasurer regarding the annual audit of the NCSA's financial records by a Certified Public Accountant.

E. MEMBERSHIP COMMITTEE

The Membership Committee shall assume leadership in recruiting new members.

Activities of the Membership Committee shall be as follows:

1. Decide the eligibility of applicants for various classes of membership.
2. Recommend various measures to the Council for increasing the involvement of NCSA Members.
3. Cooperate with and be aided by the Public Relations Coordinator in carrying out its activities.
4. Consist of the Secretary and Treasurer as ex-officio members.
5. Maintain a membership list in consultation with the Treasurer.

F. NOMINATIONS COMMITTEE

The Nominations Committee shall 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. The Chairperson of the Nominations Committee is the Past-President:

Activities of the Nominations Committee are as follows:

1. Select the Nominating Committee members. The (immediate) Past President is automatically a member and two others are chosen by the Nominating Committee Chair.
2. 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.
3. Contact nominees to see if they will agree to stand for election.
4. As soon as a full slate has been selected, ask all candidates to send short biographical statements to be included on the ballot.
5. 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.

G. PROFESSION, FREEDOM, AND RESPONSIBILITY

The Profession, Freedom, and Responsibility Committee shall examine the professional rights and freedom of sociologists and other social scientists in their investigation and teaching of sociology; be empowered to investigate cases and to protect and strengthen the responsible professional autonomy of sociologists and other social scientists; 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.

Activities of the Profession, Freedom, and Responsibility Committee shall be as follows:

1. Organize sessions for the Annual Meeting concerning the above objectives.
2. Seek the above objectives through Council-related objectives and elsewhere.
3. 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.

H. 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. The Vice-President is the Chairperson of the Program Committee. Other members include the Vice-President elect and the Chair of the Teaching Section.

I. PUBLICATION POLICY COMMITTEE

The Publications Policy Committee shall 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 shall be as follows:

1. Have general oversight over the official journal of the NCSA and all materials, 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 the 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 each year at the Annual Meeting.
6. 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.
8. Act as advisor to editors of Sociological Focus, the association's journal, and the Public Relations Coordinator, when needed.
9. Facilitate the interaction between the Council, the Public Relations Coordinator, and different officers charged with duties related to various NCSA publications.
10. Review publication policies and procedures annually, propose necessary changes, offer recommendations to the Council.

J. JOHN F. SCHNABEL DISTINGUISHED CONTRIBUTIONS TO TEACHING AWARD COMMITTEE

The Schnabel Awards Committee shall consist of the Teaching Section Chair and other members selected at the discretion of the section chair.

Activities of the Schnabel Awards Committee shall be as follows:

1. 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.
2. Establish criterion for evaluating the nominations, including but not limited to:
 - a. Sharing pioneering innovations in curriculum design
 - b. Developing creative instructional materials
 - c. Publishing and/or presenting about teaching sociology
 - d. Contributing to the teaching emphasis of NCSA
 - e. Facilitating faculty development efforts
3. Consider that nominee(s) may be an individual, department, a program, or an institution.
4. Select the winner of the award from the nominees or defer making an award until the following year.

K. AIDA TOMEH DISTINGUISHED SERVICE AWARD COMMITTEE

The Aida Tomeh Distinguished Service Committee shall oversee nominations for and final selection of the Award winner.

Activities of the Tomeh Awards Committee shall be as follows:

1. To 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. Identify someone who has provided distinguished service to NCSA and arrange for that person to be honored at the Annual Meeting.
4. 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
5. Inform the award recipient and the Conference Coordinator.
6. Arrange for the creation of the award plaque.
7. Present the award at the annual meeting.

L. STUDENT PAPER AWARDS COMMITTEE

The Student Paper Awards Committee shall manage the annual student paper competition and presentation of winning papers at the Annual Meeting.

Activities of the Student Paper Awards Committee shall be as follows:

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.

M. SCHOLARLY ACHIEVEMENT AWARD COMMITTEE

The Scholarly Achievement Award Committee shall 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 and articles 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 shall be as follows:

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. Request copies of the nominated books from the publishers.
3. Recruit any external reviewers and/or committee members on the basis of their knowledge of the subject matter of the nominated books.
4. 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.
5. Select the winning book(s) and announce the same to the Council and at the annual meeting.
6. Notify the winner and request their attendance at the awards banquet at the Annual Meeting.
7. Ensure nominated individuals are within the NCSA region *or* are members of NCSA.
8. Organize an author meets critic session at the Annual Meeting, featuring the award-winning book and author.
9. Work with the Public Relations Coordinator to publicize the award winner in the NCSA Newsletter, the author's publisher, etc.

N. THE J. MILTON YINGER LIFETIME DISTINGUISHED CAREER AWARD IN SOCIOLOGY

The Yinger Award Committee shall oversee nominations for and final selection of the Award winner.

Activities of the Yinger Award Committee shall be as follows:

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 other evidence of contributions to scholarship.
 - 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 IV: 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 V: TEACHING SECTION

Section 1. The NCSA Teaching Section is open to all NCSA members who wish to discuss, address, and promote issues of teaching within the organization.

Section 2. 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.
4. With prior approval of Council, sponsor research related to the improved teaching of sociology as a discipline.
5. 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.

Section 3. Chair of the Teaching Section

The Teaching Section Chair shall promote, in whatever ways deemed desirable and feasible, the effective teaching of sociology wherever it is offered.

Activities of the Teaching Section Chair shall include:

1. Chair the John F. Schnabel Distinguished Contributions to Teaching Award
2. Organize a committee to oversee the John F. Schnabel Distinguished Contributions to Teaching Award.
3. Conduct the process for the NCSA Award for Distinguished Contributions to Teaching
4. 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.

5. 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.
6. Get any corrections to the Vice President, the Conference Coordinator, and the Public Relations Coordinator for the preliminary program by the deadline.
7. 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.
8. Write reports on the work of the teaching committee for all Council meetings.

ARTICLE VI: 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 two elected Student Section representatives and four (4) 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 two Student Section representatives are elected by the membership of NCSA; all other members are selected by the Section representatives following the annual meeting and an "open call" for vitae and resumes.

Section 4. The terms of the two elected Student Section representatives 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 VII: 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.

Activities of the Conference Coordinator shall include:

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. 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.
 - b. Revising and preparing final program.
 - c. Coordinating meeting room assignments, catering timetables, reservations, and equipment;

- d. Working with local arrangements chair and visitor's bureau to prepare materials on local tours, events, provide maps, travel arrangements, etc.
- e. Working with the Treasurer to manage on-site registration.
- f. Working with the Treasure to produce name badges and order materials such as pins, ribbons, badges, folders, and plaques for NCSA award winners.
- g. Submitting annual and mid-year reports to Council.

Section 2. A formal evaluation of the performance of the Conference Coordinator shall be conducted annually by the Past President and follow these procedures:

- 1. All members of Council (elected and appointed) will receive a Conference Coordinator Evaluation Form as part of the documents distributed by the Secretary prior to the Old Council Meeting during the annual conference.
- 2. The filled out forms shall be submitted to the past president within one week after the end of the conference.
- 3. The Past President will assemble the responses and, within two weeks of the conference, review the findings with the Conference Coordinator.
- 4. The Conference coordinator shall be given an opportunity to respond in writing and the response will be part of the official written evaluation document.

ARTICLE VIII. 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.

Activities of the Public Relations Coordinator shall include:

- 1. Maintaining and updating the organization's social media accounts.
- 2. 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.
- 3. Working with the Publication Policy Committee and the NCSA Council on all matters related to social media accounts, the web site, and associated NCSA activities.
- 4. 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 2. A formal evaluation of the performance of the Public Relations Coordinator shall be conducted annually by the Past President and follow these procedures:

- 1. All members of Council (elected and appointed) will receive a Public Relations Coordinator Evaluation Form as part of the documents distributed by the Secretary prior to the Old Council Meeting during the annual conference.
- 2. The filled out forms shall be submitted to the past president within one week after the end of the conference.
- 3. The Past President will assemble the responses and, within two weeks of the conference, review the findings with the Public Relations Coordinator.
- 4. The Public Relations Coordinator shall be given an opportunity to respond in writing and the response will be part of the official written evaluation document.

ARTICLE IX. OPERATIONS MANAGER

Section 1. The NCSA Council may hire an Operations Manager for the Association and shall establish both the length of term of office and the salary for the Operations Manager.

Activities of the Operations Manager shall include:

1. Making sure all council members have resources they need to complete tasks.
2. Serving as central figure to ensure multi-year projects approved by council progress.
3. Onboarding of all new council members.
4. Serving as institutional memory for the council (in addition to the conference coordinator and secretary who both serve that role informally).
5. Establishing and maintaining a permanent address for the NCSA.
6. Working with the President to schedule regular executive council meetings
7. Working with the President to off-board outgoing council members at the end of their term. (Securing files, current project reports, other materials incoming council members might need.)

Section 2. A formal evaluation of the performance of the Operations Manager shall be conducted annually by the Past President and follow these procedures:

1. All members of Council (elected and appointed) will receive a Public Relations Coordinator Evaluation Form as part of the documents distributed by the Secretary prior to the Old Council Meeting during the annual conference.
2. The filled out forms shall be submitted to the past president within one week after the end of the conference.
3. The Past President will assemble the responses and, within two weeks of the conference, review the findings with the Public Relations Coordinator.
4. The Public Relations Coordinator shall be given an opportunity to respond in writing and the response will be part of the official written evaluation document.

ARTICLE X: 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 XI: 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 XII: 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.

Constitution of the North Central Sociological Association

Approved December 2022

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:

1. scientific research in its defined subject matter area;
2. effective teaching of the subject matter at all levels of education;
3. 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;
4. interchange and cooperative relations among persons and organizations engaged in the scientific study of society;
5. any and all such other acts as 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 the activities of the NCSA shall be devoted to attempts to influence legislation, and the NCSA shall not participate in, or intervene in legislative processes.

Section 6. Upon dissolution of the NCSA, the 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

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 Bylaws, Article I.

Membership is defined to include those individuals who have fully paid their membership dues for a given 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:

1. President
2. President-elect
3. Vice President
4. Vice President-elect
5. Secretary
6. Treasurer

Section 2. The Officers shall be elected by the NCSA members in accordance with the provisions set forth in the By-Laws, Article II. Only NCSA members, as described in the By-Laws, Article I, 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

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

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

ARTICLE VII: COUNCIL

Section 1. NCSA Council shall consist of:

1. NCSA Executive Committee
2. NCSA immediate past President
3. Two (2) persons elected at-large by the NCSA members
4. The Membership Chair
5. Two elected Student Section representatives
6. Any additional standing and/or ad-hoc Committee Chairs
7. The editor of the NCSA official scholarly journal
8. The Public Relations Coordinator
9. The Conference Coordinator
10. The Operations Manger

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

1. NCSA Executive Committee
2. NCSA immediate past President
3. At-large persons
4. Membership Chair
5. Student Section representatives
6. Teaching 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 will hold office until replaced by individuals during the next annual election. 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 and Vice President-elect shall be elected each year. The at-large members and student section representatives 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 will be elected every two years.

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 representatives 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.

Section 4. 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 December 1, before the Annual Meeting, each NCSA member receives by 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 5. 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 6. 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 7. 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: 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 or twenty-five (25) percent of the membership of the NCSA request a special meeting of the NCSA council in writing or via signed petition, 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 not less than ten (10) days excluding Saturday and Sunday before the meeting. A notice sent via postal mail, electronic mail, or via web posting to members 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.