

Sociologists for Women in Society-South Policies and Procedures

ARTICLE I. STRUCTURE

Section 1. The name of this local chapter is Sociologists for Women in Society-South (SWS-S). SWS-S is a chapter of Sociologists for Women in Society National Organization. SWS-S follows SWS Bylaws. These policies and procedures are guided by the national organization. SWS-S meetings primarily take place at the Southern Sociological Society (SSS) annual spring meeting. Membership in SWS-S is processed through the SWS National Website. One does not need to be a member of SWS National to be a member of SWS-S. Nationals collects SWS-S dues with same membership cycle dates as SWS and nationals hosts the SWS-S webpage.

ARTICLE II: PURPOSE

Section 1. Purpose SWS-S is a chapter of Sociologists for Women in Society and is dedicated to the following:

- A. To educate and sensitize the sociological profession and the public to the social, political, and economic situation of women, all gender minorities, and all historically marginalized populations with relation to race, ethnicity, ability, age, sexuality and beyond;
- B. To actively support and encourage professional opportunities for women and all historically marginalized populations as referenced above in sociology;
- C. To work toward feminist social change;
- D. Focusing on the Southern region of the United States, with emphasis on the footprint we leave in the cities where we annually meet.

Section 2. Powers

The members of SWS-S either individually or collectively are empowered to implement chapter objectives. SWS-S shall work through or in conjunction with SWS, the Southern Sociological Society, other professional associations, or by independent actions of its own, as appropriate and/or necessary.

ARTICLE III. MEMBERSHIP

Section 1. Types of Members

- A. General Members (New Faculty and Returning Faculty) - \$20

Regular members are members who do not self-identify as students or do not meet the criteria for student membership or self-identified lower income members.

B. Student Members (Undergraduate and Graduate) - \$5

Student members are those who self-identify as students and who are pursuing a degree from an institution of higher education in the year for which membership dues are paid.

C. Self-Identified Lower Income General Members - \$5

If a regular member is unable to pay the general membership cost, they can qualify for this lower membership cost.

D. Lifetime Members - \$500

Lifetime members are any student or faculty who choose to pay the lifetime membership fee for SWS-S.

Section 2. Qualifications/Eligibility for Membership

Any person who accepts and supports the purpose of this chapter is eligible for membership.

Section 3. Privileges of Membership

Members shall have the right to vote by proxy on chapter issues, to hold office and to chair committees, to receive all regular publications of SWS-S, to be included in electronic lists and forums run by the chapter, to attend all membership and committee meetings, and to set dues and provide general direction to the chapter in business meetings and in electronic forms of communication.

Section 4. Fees and Dues

Annual dues shall be determined by online proxy vote when a vote is required.

Section 5. Resignation

Any member in good standing may resign by submitting that resignation in writing to the Membership Chair.

Section 6. Non-Payment

If a member fails to pay dues, fees, or assessments within six months from the date they become due, membership shall automatically terminate.

Section 7. Reinstatement

Any member having resigned from membership may be reinstated upon application to the Membership Chair.

Section 8. Voting

Members in good standing (dues are paid) may vote. Voting takes place online via proxy.

ARTICLE IV. STRUCTURE

Section 1. Officers

The officers of the chapter are:

- A. General Officers
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Membership Chair
 - 6. Awards Chair
 - 7. Vision Committee Chair
 - 8. Newsletter Editor
 - 9. Southern Hand Mentor Coordinator

- B. Past Officers
 - 1. Past-President
 - 2. Past-Vice President

- C. Appointed Officers
 - 1. Delegate to SWS Nationals
 - 2. Program Chair for SSS
 - 3. Social Media Representative
 - 4. Archivist

Section 2. Eligibility for Office

- A. In order to run for SWS-S office, a candidate must be a member of SWS-S Chapter in good standing.
- B. In order to run for President or Vice President of SWS-S, a candidate must have been a member of SWS-S Chapter for at least two years prior to running.
 - i. These years do not have to be consecutive or current, but at least two years at some point.
- C. Once elected, general officers must remain in good standing (dues paid) to SWS-S, SWS Nationals, and Southern Sociological Society (SSS) during the duration of their position.
 - i. If you are unable to afford membership in one or more of these organizations, this does not disqualify you from running for or holding office in this organization. In this case, you may download and complete the financial hardship form on the SWS-S page and send it directly to the Treasurer who will work with you to ensure you are eligible to serve in a leadership position.
 - ii. Past Officers and Appointment Officers must remain in good standing with SWS-S only.
- D. General and appointed officers should plan to attend the SSS annual meeting.
 - i. Attendance at the SWS Summer and Winter Meetings are strongly encouraged.
 - ii. If you are unable to afford conference fees or travel, this does not disqualify you

from running for or holding office in this organization. In this case, you may download and complete the financial hardship form on the SWS-S page and send it directly to the Treasurer who will work with you to ensure you are eligible to serve in a leadership position.

- iii. Past Officers do not need to attend meetings to hold this position.
- E. No person may hold more than one chapter office at a time (excluding Past-President and Past-Vice President), nor may any person hold one office for more than two terms consecutively.
- F. No general officer can hold an SWS National Officer position at the same time as an officer position in the chapter (excluding Past-President and Past-Vice President).
- G. Should any officer fall out of good standing with the chapter, or not be able to fulfill the duties of their position, the officer can be removed from office with a majority vote by the officers in good standing.
 - i. If an officer is removed from a general office, the President will be responsible for appointing a temporary replacement until the next election cycle. If the officer is removed from an operating office, the President will be responsible for appointing a new officer for the position.
- H. The Committee Chairperson of the Awards Committee should be a scholar or practitioner with at least six years of post-graduate academic or scholarly experience and have peer-reviewed publications.

Section 3. Term of Office

A. General Officers

1. The term of office for all general officers shall be two years.
2. President, Membership Chair, Treasurer, Vison Chair, and Newsletter Editor shall be elected in odd years.
3. Vice President, Secretary, Awards Chair, and Southern Hand Mentor Coordinator shall be elected in even years.
4. All elections will take place via online proxy vote.

B. Past Officers

1. Past-President and Past-Vice President will serve in a mentorship position for a term of one year.

C. Appointed Officers

1. The President appoints or selects these officers.
2. The Delegate to SWS Nationals will be student selected randomly from self-nominations.
 - a. A student will be selected yearly and serve a one-year term.
3. The Program Coordinator for SSS should be appointed annually for the SSS meetings.
4. The Social Media Representative and Archivist will be appointed as needed.
 - i. There are no limits on term of office for the Social Media Representative or Archivist, but the President may appoint a new operating officer at any time.
 - ii. These offices should be considered at minimum upon each new presidential term.

Section 4. Duties and Powers

A. General Officers

1. President

- i. To work with the SWS Executive Office and SWS President in representing the chapter before the public, in relation to SSS and other chapters and organizations.
- ii. To preside as chairperson of meetings of the membership.
- iii. To coordinate the work of the committees and to execute their directives.
- iv. To choose appointed officers as needed.
- v. To cooperate with other officers in formulating and implementing policy within the general framework laid out by the membership.
- vi. To cooperate with the other officers in drawing up agendas for membership meetings, and to have primary responsibilities for such agendas.
- vii. To give progress reports at meetings.
- viii. To perform any other duty or responsibility normally associated with office of President.
- ix. The President, or an appointee of the President, will serve on the Diversity, Equity, and Inclusion (DEI) Task Force of the Southern Sociological Society.

2. Past President

- i. To work with the incoming SWS-S President as a mentor and help them to begin carrying out the chapter's agenda.

3. Vice President

- i. To assume the Presidency if it becomes vacant during a term.
- ii. To assume the duties of the President if the President is unable to attend the annual meeting or other meetings of the chapter.
- iii. To cooperate with the President in formulating and implementing policy.
- iv. To coordinate the nomination and election of new officers.
- v. To oversee the work of SWS-S committees, including, but not limited to Vision, Membership, and Awards.
- vi. To coordinate with SWS Nationals regarding conference programming (e.g. Calls for Papers).
- vii. To perform any other duties assigned by the President.

4. Past Vice President

- i. To work with the incoming SWS-S Vice President as a mentor and help them to begin carrying out the chapter's agenda.

5. Secretary

- i. To record, report, and distribute minutes of the meetings.
- ii. To provide officers and committee chairpersons with updated lists of names, addresses, and telephone numbers of officers, committee chairpersons, and committee members following elections.
- iii. To be responsible for the distribution of all SWS-S documents, reports, and correspondence.
- iv. To perform any other duties assigned by the President.

6. Treasurer

- i. To be responsible for the collection and safekeeping of chapter funds at the SSS annual meeting.
- ii. To work with SWS Executive Office to prepare a written financial report to be made available at the annual meeting and published in the newsletter following the annual meeting.
- iii. To work with the SWS Executive Office in reporting the income and expenses each year.
- iv. To perform any other duties assigned by the President.

7. Membership Chair

- i. To be the Chair of the Membership Committee.
- ii. To work with the SWS Executive Office to maintain all membership records to ensure consistency of data.
- iii. To organize and coordinate recruitment of new members.
- iv. To run and staff the SWS-S table in the exhibition area the SSS annual meeting.

8. Awards Chair

- i. To be the Chair of the Awards Committee.
- ii. To coordinate the process of securing nominations for and selection of winners of the SWS-S awards.
- iii. To work with SWS Executive Office to purchase the awards to be distributed at SSS annual meeting.
- iv. To present the award winners with the awards at the SSS annual meeting.

9. Vision Committee Chair

- i. To be the Chair of the Vision Committee.
- ii. To plan the social programming for the meeting.
- iii. To reach out to the community where the meeting will take place for ideas on auction beneficiary that is locally based.
- iv. To local vendors to work with that are in line with the mission of SWS, when possible.
 - This may require working with the SSS local arrangements committee and SWS Executive Office.
- v. To coordinate the annual fundraiser at the SSS meeting.

10. Newsletter Editor

- i. To edit and publish at least two issues of the newsletter per year.
- ii. To liaise with officers and chairpersons of all committees for news.
- iii. To liaise with similar chapters and organizations having their own newsletters by exchanging newsletters and reprinting useful information as it seems feasible.

11. Southern Hand Mentor Coordinator

- i. To work with the Membership Chair to implement the Southern Hand Program at the SSS meetings.
 - The Southern Hand Program provides mentor matches for first-time or new meeting attendees at SSS.
 - This includes organizing a social event for mentors and mentees at the SSS annual meeting.
- ii. To solicit and process Hand Mentor applications throughout the year to match SWS-S mentors and mentees in needed areas (i.e. research, job market, teaching, work life balance, etc.).
- iii. To provide assistance to the Membership Chair with SWS-S table in the exhibition area the SSS annual meeting.
- iv. To sit on the Membership Committee.

12. Delegate to SWS Nationals

- i. Student to attend the SWS Winter Meeting and write a report for the SWS-S Newsletter.
 - Travel for the SWS Winter Meeting will be reimbursed for reasonable expenses (no alcohol) by SWS-S, after the SWS Cost-Share is received, and up to the national per diem rates.
- ii. To write reports of the activities of SWS-S for the SWS National Newsletter.
- iii. To attend the National and Local Collaborations Committee Meeting at the SWS Winter Meeting.

B. Appointed Officers

1. SSS Program Chair

- i. To organize SWS-S co-sponsored sessions at the annual SSS meeting.
- ii. To obtain and organize a table in the exhibition area and necessary meeting rooms at the SSS meeting.
 - The table shall include membership forms, information about SWS-S co-sponsored sessions.
 - The rooms shall serve as the location of the business meeting, any fundraising events, hospitality suite, and social events.
- iii. To be the primary connection between SWS-S and SSS leadership at the annual meeting.

2. Social Media Representative

- i. To administer the SWS-S Facebook Page.
- ii. To work in conjunction with the SWS Nationals Social Media Coordinator to post SWS-S related news and updates on the National website and Facebook page.

3. Archivist

- i. To be responsible for the collection and safekeeping of all SWS-S documents, reports, and correspondence.
- ii. To organize SWS-S history and ensure records are orderly for chapter continuity.

ARTICLE V. COMMITTEES

Section 1. There shall be the following committees:

A. Standing Committees

1. Awards
2. Vision
3. Membership

B. Ad hoc Committees

Ad hoc committees are to be appointed by the President with the approval of the other general officers for periods of one year. At the end of that period, their function shall be reviewed.

Section 2. Committee Chairpersons

The chairperson for each of the Standing Committees shall be elected by the membership and the chair positions are described above. Committee chairs are to prepare a report to be given at the annual meeting and published in the newsletter following the annual meeting.

Section 3. Committee Charge

A. Awards

1. To coordinate the process of securing nominations for and selection of winners for three awards:
 - i. SWS-S Student Paper Award given every even year.
 - ii. Early Career Gender Scholar Award given every odd year.
 - iii. Lifetime Achievement Award given every five years (starting 2020)

B. Vision

1. To coordinate and implement a community-engagement event at the annual meeting.
 - i. This includes selecting the local organization with whom to work and executing the event.

C. Membership

1. To actively recruit and retain members for the chapter.
2. To implement the Southern Hand Program.
3. To staff the table at the SSS meeting.

Section 4. Committee Membership

- A. Elected committee chairpersons shall solicit committee members from among SWS-S members in good standing, in the number necessary to efficiently operate the committee.
- i. This should usually include at least four committee members, in addition to the chair.
 - ii. The awards committee should always have an odd number of members, including the chair, in order to break any ties in voting.

- iii. On all committees, special attention shall be given to ensure adequate representation of all status ranks from students through all academic and research positions.

ARTICLE VI. FINANCES

Section 1. The fiscal year shall operate on a calendar year.

Section 2. Annual dues shall be set by the general membership via vote.

Section 3. Annual dues shall be paid electronically through the same system that SWS uses.

ARTICLE VII. ELECTIONS

Section 1. Timing

SWS-S elections are held annually via the same mechanism as the SWS elections. Results will be made available at least three weeks before the SWS-S/SSS meeting.

Section 2. Procedure

The Vice President shall collect nominations for each open position. Nominations may come from any of the membership, including self-nominations. Elections will happen in the Fall each year. Once nominated, candidates will provide descriptions of their qualifications for the position, to be included with the ballot. Online voting shall take place over a two-week period. Voting procedures will follow SWS voting procedures as outlined in the SWS Bylaws.

ARTICLE VIII. AMENDMENTS

Section 1. Any member may propose amendments to these guidelines.

Section 2. Proposed amendments shall be sent to the President and to the Newsletter Editor. Proposed amendments shall appear in the SWS-S newsletter prior to the annual meeting and shall be voted on online via proxy vote.