

# WSA Constitution & Bylaws

Wisconsin Sociological Association

Constitution

Revised February 25, 2022

## ARTICLE I - Name, Purpose, Membership and Dues

1.00 The organization shall be known as the Wisconsin Sociological Association (hereafter referred to as WSA).

1.01 The purpose of the WSA shall be to stimulate discussion of sociological issues, to improve the instruction of sociology at all levels of the educational system, to encourage the development and funding of sociological research, and to encourage cooperative relations among persons engaged in the scientific study of society.

1.02 Persons interested in the purpose of the WSA shall be eligible for membership. The membership shall consist of four classes: Sustaining, Retired/Emeritus, Regular and Student. With the exception of Student members, all members shall have the right to hold office. All members shall have the right to vote and other membership privileges.

1.03 The dues-year of the WSA shall commence on September 1 and end on August 31.

1.04 The Executive Committee shall set yearly dues to insure sufficient funds to cover normal and reasonable operating expenses of the WSA, the Newsletter and the journal. Yearly membership dues shall be announced in the Winter/Spring Newsletter. Dues shall be expressed in the nearest dollar and shall be related to each other as follows: Sustaining, 2.0; Regular 1.0; Retired/Emeritus 0.71, and Student 0.29.

## ARTICLE II - Officers

2.0 The officers of the Association shall be the President, President-Elect, Past-President, Secretary, Treasurer, Journal Editor or Editors, Webpage Manager / Communication Liaison, and Student Representative.

2.01 The President shall be the chairperson of the Executive Committee, ex-officio member of all committees except the Nominating Committee, and presiding officer at the Annual Meeting. The President shall appoint, with the consent of the Executive Committee, standing committees, other committees deemed appropriate by the Executive Committee or requested by the membership, and officers to fill the unexpired terms of elected officials who resign or are unable to fulfill the requirements of the office. The President shall serve as co-chair of the Program Committee of the Annual Meeting and write congratulatory letters to award recipients. The President is the Association's official representative in actions with other professional associations. Prior to assuming the office of President, the individual serves two years as President-Elect. The presidential term is two years.

2.02 The President-Elect shall be a member of the Executive Committee, be available to preside in the absence of the President, and shall serve as co-chair of the Program Committee of the Annual Meeting.

2.03 The Past-President shall be a member of the Executive Committee and be available for special projects requested by the President or the Executive Committee.

2.04 The Secretary shall be a member of the Executive Committee, record and present for approval minutes of all Executive Committee meetings and of the Business Meeting at the Annual Meeting. In addition, the Secretary shall work with the President in putting out a fall/winter and winter/spring newsletter. The Secretary shall serve a staggered two-year term of office with the Treasurer.

2.05 The Treasurer shall be a member of the Executive Committee, receive membership dues, journal subscriptions, fees for the Annual Meeting, and other revenue, and provide written reports to the Executive Committee and the membership at the Annual Meeting. In addition, the Treasurer will work with the President and the Editors in monitoring the Publication and Undergraduate Scholarship Fund. The Treasurer shall serve a staggered two-year term of office with the Secretary.

2.06 The Editor or Editors of the journal shall be (a) member(s) of the Executive Committee and be responsible for the publication of two issues of the journal annually. The Editor or Editors shall be appointed by and be responsible to the Executive Committee. The initial appointment of the Editor or Co-Editor shall be for five years with the option of one additional five-year appointment. When a vacancy occurs in the journal editorship, the membership shall be informed and invited to indicate any interest in being considered for the vacancy. All interested candidates shall submit a curriculum vitae to the Executive Committee.

2.07 The Publication and Scholarship Fund Officer shall be appointed by the President to a two-year term. The Fund Officer is responsible for receiving contributions, making investments, distributing funds, and reporting to the Executive Committee and the WSA membership annually. When a vacancy occurs in this office, the membership shall be informed and invited to indicate any interest in being considered for the vacancy. All interested candidates shall submit a curriculum vitae to the Executive Committee.

2.08 Webpage Manager shall be a member of the Executive Committee and will work in conjunction with the other officers and be responsible for maintaining the WSA webpage, including annual conference membership and registration information. The officer who holds this position is permitted to also hold another WSA officer position. The Webpage Manager position shall be a two-year term.

2.09 Communication Liaison shall be a member of the Executive Committee and will work in conjunction with the other officers and be responsible for maintaining the social media accounts (such as Instagram, Facebook). The officer who holds this position is permitted to also hold another WSA officer position. The Communication Liaison position shall be a two year term.

2.10 The Student Representative shall be selected by the members of the Executive Committee. Any WSA member can make recommendations for the Student Representative. The Student Representative will be responsible for attending executive board meetings, actively participating, and providing student perspective to matters at hand. The Student Representative position shall be a one year term.

### ARTICLE III - Standing Committees

3.0a Executive Committee. The Executive Committee shall consist of the President, President-Elect, Past-President, Secretary, Treasurer, Editor or Co-Editors of the journal, Webpage Manager, Communication Liaison, and Student Representative.

3.0b The Executive Committee shall promote the purposes and programs of the Association, stimulate interest and participation in the field of sociology, foster wide and representative membership from throughout the state, solicit input from members, and perform such administrative activities as might be directed by the President or the WSA membership. One of the specific duties of the Executive Committee is to determine whether a person is unable to fulfill the requirements of his or her office by reason of health or other incapacities and, in such an event, shall declare the position vacant.

3.0c The President shall call Executive Committee meetings to carry out the business of the WSA. Normally, there will be two meetings per year, one in the spring and another in the fall at the time of the Annual Meeting. A special meeting of the

Executive Committee shall be called upon the written request of at least three members of the WSA. A notice stating time, place and purpose of the meeting shall be given by the President to each member of the Executive Committee either by telephone, electronic mail or U.S. mail at least one week in advance of any special meeting. It shall be posted on the WSA web site.

3.01a Nomination Committee. The Nominations Committee shall consist of three WSA members appointed annually by the President in consultation with the Executive Committee. Appointments are to be made by April 15th of the year in which the members are to begin serving. Each appointee will serve a two-year term, and no member may serve two consecutive terms. As with all appointed committees, the Nominations Committee is responsible to the Executive Committee.

3.01b Two months prior to the Annual Meeting, the Nominations Committee shall post a call on the web site to the membership for nominations. At the same time, the committee should engage in an active search to identify members interested in serving as WSA officers.

3.01c At the Business Meeting of the Annual Meeting, the Nominations Committee chair shall report its slate of candidates. In addition, nominations may be made from the floor with the consent of the nominee.

3.01d The chair of the Nomination Committee is responsible for providing the Secretary with the names and a brief biographical sketch of each candidate by one month after the Annual Meeting. The WSA Fall/Winter Newsletter shall include a ballot with the names and a brief biographical sketch of all nominees. Ballots shall be made available to all members with voting privileges by the end of January each year. Ballots may be made available by U.S mail or electronic mail. By the end of February, ballots shall be returned to the President. The candidate receiving the most votes of those cast shall be declared elected. The President and Past-President will be responsible for counting the ballots. The President shall notify the successful

candidate and report the results to the membership on the WSA web site and in the WSA Winter/Spring Newsletter.

3.2a Outstanding Scholarship Award Committee. The Outstanding Scholarship Award Committee (OSCAC) shall consist of three WSA members appointed annually by the President in consultation with the Executive Committee. Appointments are to be made by April 15. Each appointee will serve a two-year term, and no member may serve two consecutive terms. In any given year, the chair of the committee will be the member with the largest number of consecutive years of service on the OSCAC. A OSCAC member is not allowed to vote in a situation where a nomination is received from his/her institution. In this situation, the President will appoint an alternate committee member. As with all appointed committees, the OSCAC is responsible to the Executive Committee.

3.02b The Outstanding Scholarship Award Committee shall issue a call for nominations to the WSA membership in the Winter/Spring Newsletter and post it on the web site.

3.02c After September 15, committee members will share their evaluations of each nominee with one another prior to a final vote. Simple majority rules. The OSCAC will typically make one award, but multiple awards or no awards are possible. The OSCAC chair will notify the recipient as far in advance of the Annual Meeting as possible and will strongly encourage the recipient to accept the award personally when it is presented at the Annual Meeting.

3.03a Outstanding Service Award Committee. The Outstanding Service Award Committee (OSAC) shall consist of three WSA members appointed annually by the President in consultation with the Executive Committee. Appointments are to be made by April 15. Each appointee will serve a two-year term, and no member may serve two consecutive terms. In any given year, the chair of the committee will be the member with the largest number of consecutive years of service on the OSAC. A

OSAC member is not allowed to vote in a situation where a nomination is received from his/her institution. In this situation, the President will appoint an alternate committee member. As with all appointed committees, the OSAC is responsible to the Executive Committee.

3.03b The Outstanding Service Award Committee shall issue a call for nominations to the WSA membership in the Winter/Spring Newsletter and post it on the web site.

3.03c After September 15, committee members will share their evaluations of each nominee with one another prior to a final vote. Simple majority rules. The OSAC will typically make one award, but multiple awards or no awards are possible. The OSAC chair will notify the recipient as far in advance of the Annual Meeting as possible and will strongly encourage the recipient to accept the award personally when it is presented at the Annual Meeting.

3.04a Outstanding Teaching Award Committee. The Outstanding Teaching Award Committee (OTAC) shall consist of three WSA members appointed annually by the President in consultation with the Executive Committee. Appointments are to be made by April 15. Each appointee will serve a two-year term, and no member may serve two consecutive terms. In any given year, the chair of the committee will be the member with the largest number of consecutive years of service on the OTAC. A OTAC member is not allowed to vote in a situation where a nomination is received from his/her institution. In this situation, the President will appoint an alternate committee member. As with all appointed committees, the OTAC is responsible to the Executive Committee.

3.04b The Outstanding Teaching Award Committee shall issue a call for nominations to the WSA membership in the Winter/Spring Newsletter and post it on the web site.

3.04c After September 15, committee members will share their evaluations of each nominee with one another prior to a final vote. Simple majority rules. The OTAC will

typically make one award, but multiple awards or no awards are possible. The OTAC chair will notify the recipient as far in advance of the Annual Meeting as possible and will strongly encourage the recipient to accept the award personally when it is presented at the Annual Meeting.

3.05a Undergraduate Student Paper Award Committee. The Undergraduate Student Paper Award Committee shall consist of three WSA members appointed annually by the President in consultation with the Executive Committee. Appointments are to be made by April 15. Each appointee will serve a two-year term, and no member may serve two consecutive terms. In any given year, the chair of the committee will be the member with the largest number of consecutive years of service on the USPAC.

3.05b The Undergraduate Student Paper Award Committee shall issue a call for nominations to the WSA membership in the Winter/Spring Newsletter and post it on the web site.

3.05c After September 15, committee members will share their evaluations of each paper submitted with one another prior to a final vote. Simple majority rules. The USPAC chair will organize an undergraduate student paper session at the Annual Meeting and invite all students who submitted papers to present their work. The USPAC chair will strongly encourage students selected for awards to participate in the undergraduate student paper session and to be present for the presentation of the awards.

#### ARTICLE IV - Meetings

4.0 The WSA shall hold at least one meeting each year. At each Annual Meeting there shall be at least one general meeting at which the officers and standing committees report to the WSA membership and other WSA business is conducted. In alternate years, the WSA will strive to hold joint meetings with either the Illinois Sociological



Association or the Sociologists of Minnesota. Ideally, the joint meetings would alternate between the two neighboring state organizations.

4.01 The Annual Meeting shall be arranged to include members from a diversity of backgrounds and interests as program committee members, session organizers, invited contributors, presenters, panelists and discussants. At the time of the Annual Meeting, a person presenting a paper should be a member of the WSA.

4.02 The date, place and theme of the Annual Meeting shall be announced in the Winter/Spring Newsletter and shall be posted on the web site. A preliminary program should be posted on the web site by early September, and the final program by early October.

#### ARTICLE V - Official Publications

5.0 The academic journal of the WSA is Sociological Imagination. The journal will be published semiannually under the direction of the Editor or Editors. Publications shall be offered digitally for members and authors, while libraries and research institutions shall continue to receive print versions. Individual members may also opt in for the print version, but for an extra cost. The Editor(s) shall appoint members of the editorial staff to include a Book Review Editor, an Editorial Assistant and an Editorial Advisory Board. The Editors may appoint a Guest Editor or Editors for one or more issues of the journal each year.

5.01 The subscription-year for the Sociological Imagination shall commence on January 1 and end on December 31.

5.02 The Executive Committee shall set annual subscription rates to ensure sufficient funds to cover normal and reasonable operating expenses of the journal. Annual subscription rates shall be announced in the Fall/Winter Newsletter and in each issue of the journal. There shall be four rate categories: Individual, Institution,

International and Single Issue. Rates shall be expressed in the nearest dollar and shall be related to each other as follows: Individual, 1.0; Single Issue, 0.29; Institution, 1.14; International, 1.43.

5.03 The informational publication of the WSA is the Newsletter issued twice each year in the late fall (Fall/Winter) and the late spring (Winter/ Spring). It will be posted on the WSA web site and mailed to members who so specify on their membership form. In late summer, the WSA will post a preliminary program on the web site, and a few weeks before the Annual Meeting, a final program.

#### ARTICLE VI - Awards

6.0a William H. Sewell Outstanding Scholarship Award. The outstanding research award of the WSA shall be called the William H. Sewell Outstanding Scholarship Award. The WSA shall consider nominations for the award on an annual basis. Usually, one award per year will be granted. However, based on the judgment of the Committee, more than one award or no award may be granted in a given year.

6.0b The nominee may be an individual, group, division, or department from a Wisconsin post-secondary educational institution.

6.0c The award acknowledges and honors those who have a record of outstanding scholarly accomplishments in sociology. Among the accomplishments considered as evidence of outstanding scholarly work are: a) excellence in basic sociological research, b) excellence in applied sociological research, c) excellence in the scholarship of teaching, and d) excellence in development of creative undergraduate research activities and projects.

6.0d Nominations may be made by any member other than the nominee. The nominator is responsible for submitting the nomination and supporting materials to the chair of the Outstanding Scholarship Award Committee (OSCAC). The documentation must

include: a) a letter of nomination, b) two letters of support from colleagues who are able to judge the significance of the nominee's scholarship and research activities, and c) supporting evidence such as a vita, one or two examples of basic and/or applied research publications listed on the vita, and a list of student research projects and one or two samples from those projects. The chair of the OSCAC must receive these materials no later than September 15 of the year in which the nomination is made.

6.0e The chair of the OSCAC is responsible for the preparation (including making arrangements for the plaque and, if any, the award check) and presentation of the award at the Annual Meeting. The accomplishments of the recipient should be summarized at the award presentation and a profile of the recipient's research contributions included in the Fall/ Winter Newsletter.

6.01a George Floro Outstanding Service to the Discipline Award. The outstanding service award of the WSA shall be called the George Floro Outstanding Service to the Discipline Award. The WSA shall consider nominations for the award on an annual basis. Usually, one award per year will be granted. However, based on the judgment of the Committee, more than one award or no award may be granted in a given year.

6.01b The nominee may be an individual, group, division, or department from a Wisconsin post-secondary educational institution.

6.01c The award acknowledges and honors those who have compiled a record of outstanding service to the discipline of sociology, and to the WSA. The service may include: a) representation of the interests of the discipline to governmental bodies, b) involvement in activities that enhance public awareness and appreciation of sociology, c) involvement in service to the discipline at regional or national levels, and d) a significant record of involvement in the activities of the WSA.

6.01d Nominations may be made by any member other than the nominee. The nominator is responsible for submitting the nomination and supporting materials to

the chair of the Outstanding Service Award Committee (OSAC). The documentation must include: a) a letter of nomination, b) two letters of support from individuals who can directly attest to the content and significance of the nominee's record of service, and c) supporting evidence such as a vita and evidence of service cited in the letters of nomination and support. The chair of the OSAC must receive these materials no later than September 15 of the year in which the nomination is made.

6.01e The chair of the OSAC is responsible for the preparation (including making arrangements for the plaque and, if any, the award check) and presentation of the award at the Annual Meeting. The accomplishments of the recipient should be summarized at the award presentation and a profile of the recipient's service contribution included in the Fall/Winter Newsletter.

6.02a Hans O. Mauksch Outstanding Teaching Award. The outstanding teaching award shall be called the Hans O. Mauksch Outstanding Teaching Award. The WSA shall consider nominations for the award on an annual basis. Usually, one award per year will be granted. However based on the judgment of the Committee, more than one award or no award may be granted in a given year.

6.02b The nominee may be an individual, group, division, or department from a Wisconsin post-secondary educational institution.

6.02c The award acknowledges and honors those who have a record of outstanding contributions to the teaching of sociology. Among the accomplishments considered as evidence of outstanding teaching are: a) excellence in teaching specific courses, b) development or improvement of teaching strategies, c) mentoring, advising, and supervising sociology students, d) development of innovative curricula or programs, and e) publication about, or professional development programs for, improved teaching.

6.02d Nominations may be made by any member other than the nominee. The nominator is responsible for submitting the nomination and supporting materials to the chair of the Outstanding Teaching Award Committee (OTAC). The documentation must include: a) a letter of nomination, b) two letters of support either from colleagues who are able to judge the nominee's teaching activities and/or individuals who can directly attest to the content and significance of the nominee's record of teaching, and c) other supporting evidence such as a vita, syllabi, teaching evaluations, manuscripts, and other evidence of professional efforts on behalf of teaching. The chair of the OTAC must receive these materials no later than September 15 of the year in which the nomination is made.

6.02e The chair of the OTAC is responsible for the preparation (including making arrangements for the plaque and, if any, the award check) and presentation of the award at the Annual Meeting. The accomplishments of the recipient should be summarized at the award presentation and a profile of the recipient's contribution to teaching included in the Fall/ Winter Newsletter.

6.03a Undergraduate Student Paper Award. Each year the WSA shall sponsor an Undergraduate Student Paper Award competition and provide appropriate awards. Usually, first, second, and third place awards are made annually, but multiple awards or no awards may be given. For example, the judgment of the USPAC may be to give a first place award but no second or third, or to give a second and third place awards without a first place award.

6.03b The WSA shall invite submission of papers completed during their undergraduate studies by any undergraduate student enrolled in a Wisconsin college or university during the year of the competition, or any individual who had completed a Bachelor's degree the previous year at a Wisconsin college or university. Although students need not be members of the WSA to submit papers, undergraduate students are encouraged to join.

6.03c Papers submitted for the award must be authored or co-authored by students. They may not be coauthored by student(s) and faculty. Papers may vary in their nature and methodology. They will be judged in terms of their employment of a distinctly sociological perspective, their demonstration of critical intelligence, and their contribution to existing knowledge. Papers may not exceed 25 double spaced pages of text (i.e., exclusive of references, endnotes, tables, maps, figures, graphs, and the abstract). They must follow the format and style of the American Sociological Review.

6.03d By September 15 of the year of the competition, an electronic copy of the paper should be submitted by the authors to the chair of the Undergraduate Student Paper Awards Committee (USPAC). The paper should include: a) a cover page that includes the title of the paper, name(s) of the author(s), institutional affiliation of the author(s), and name, mailing address and telephone number of the faculty advisor. The title of the paper must be at the top of the first page of the text.

6.03e The chair of the USPAC is responsible for the preparation (including making arrangements for the award checks) and presentation of the award at the Annual Meeting. The institution and instructors of the recipients should be recognized at the award presentation and an abstract of the students' papers included in the Fall/Winter Newsletter.

#### ARTICLE VII - Publication and Undergraduate Scholarship Fund

7.0a The primary purpose of the Publication and Scholarship Fund is to pay for the publication of the journal whenever Association membership and journal subscription fees are inadequate. The secondary purpose of this fund shall be to provide scholarships for seniors majoring in sociology. The fund shall be primarily supported by contributions.

7.0b A Fund Officer shall guide Publication and Scholarship Fund. The officer is responsible for receiving contributions, making investments, disbursing funds, and reporting annually to the Executive Committee and the WSA membership. The Fund officer shall sign all fund transfers and disbursements after consulting with the WSA President.

7.0c The Fund officer shall report on contributions, investments, and disbursements at the Business Meeting of the Annual Meeting and to the Executive Committee.

7.0d Funds may be disbursed for the following purposes: a) to provide the additional dollars necessary to cover the cost of publishing an issue of the Sociological Imagination should WSA membership and subscription fees be inadequate to meet the total costs of an issue, and b) once the fund has accumulated at least \$500 in interest and allowance has been made for any projected journal expenses, to provide \$500 scholarship(s) for seniors majoring in sociology.

7.0d If any part of the fund's principal is disbursed for journal expenses, the fund shall be reimbursed in full as soon as possible through an increase in membership and subscription fees. Disbursements of interest need not, but may, be reimbursed through fee increases.

7.0d.2 When the fund has met the criteria for offering scholarship(s), a call for candidates shall be issued no later than the Winter/Spring Newsletter to WSA members for scholarships to be awarded at the Annual Meeting. Candidates must have achieved senior standing, be enrolled in a Wisconsin college or university, have attained at least a 3.5 GPA (4.0 scale) in the major and receive a nomination letter and two supporting letters from WSA members. Scholarship recipients shall be determined by a three-member Scholarship Committee appointed by the President in consultation with the Executive Committee. In making its determination, the Committee shall consider the overall grade point average, contributions to college, department and/or discipline, and the letters of nomination and recommendation.

7.0e When the Publication and Scholarship Fund is terminated, all assets shall be disbursed for purposes of journal publication and scholarships.

#### ARTICLE VIII - Dispersal of Assets

8.0 In the event of the dissolution of the WSA, all just bills properly rendered shall be paid by the Treasurer, and any unspent balance shall then become the property of the Midwest Sociological Society.

#### ARTICLE IX - Amendments

9.0 Amendments to this document may be proposed by the Executive Committee or by petition of at least ten voting members of the WSA.

9.1 All proposed amendments to this document shall be communicated to voting members of the WSA at least thirty days prior to the vote on amendment. Communication may be done by posting on the web site.

9.2 The document may be amended by a two-thirds affirmative vote of those voting in a referendum submitted to the voting members of the WSA in a U.S. mail or electronic mail ballot.