

WSSA By-laws

as of 4/07/2022

The By-laws provide additional information about WSSA positions, and other general information. Changes to the By-laws require approval of the Executive Council, but do not require approval from the membership, except where such changes would conflict with the Constitution. The By-laws provide specific procedures and orders of operations of WSSA as well as additional information about WSSA positions, and other general governing information.

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*As approved by the Executive Council, October 1, 2021.
As discussed Monday 1/10/2022 up to the duties of President elect
Further discussion on Monday 1/24/2022. Kate will create a clean document*

Position title: President

Membership on Council: Elected Voting Member

Term of Office: One year

Position description: The primary role of the **President** is to serve as chair of the Executive Council and to ensure the continuity of a smooth transition from one conference to the next. The **President** is elected through a balloting process by the WSSA membership; the President-Elect of the previous year is always one of the candidates; see the Constitution for rules regarding other possible candidates. The President reports to: 1) The World Social Science Association Executive Council, 2) The Membership, at the Annual Business Meeting

Position specific duties:

- Serve as Chairperson of the Executive Council.
- After having called for agenda items from the Council members, prepare agenda for each meeting of the Council (in consultation with the Executive Director and with input from the Council). Agenda will always allow space for new business.
- Call all meetings of the Council to order, unless those meetings were called by another authorized person.(Constitution, Article III-I)
- Preside at the business meeting of the Association.
- Appoint all committees of the Association (except as otherwise indicated in these By-laws) and see that the business of the Association is faithfully transacted
- Guide the Council in the identification of potential leaders, including officers and section coordinators. Participate in the advance team to meet with local institutions before the Fall Council meeting
- Serve as master of ceremonies for Welcome Reception (Wed.) and President's Reception (Sat).
- Give speech at President's Luncheon (Fri)
- Select the recipient of the *President's Outstanding Emerging Scholar* award by November 1st, notifies the Council of the selection by that date, and presents that award at the Presidential Luncheon
- Serve on advance team.

Additional authority:

As approved by the Executive Council, October 1, 2021.

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- If the Executive Director is incapacitated, the Communications Director in consultation with the President shall have signing authority in all business related matters.
- In the case that both the Executive Director and Communications Director are incapacitated, the authority to sign for the organization falls to the Immediate Past President, in consultations with President.
- **Expected outcomes**
- Hold constructive meetings of the Executive Council
- Promote the organization
- Insure organizational viability
- Insure a smooth transition to the next President
- Provide guidance and institutional information to new Executive Council members
- Promote efficient and productive communication among Executive Council members
- Act as the face of the organization at the conference and in other public venues

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Position title: President-Elect/Program Chair

Membership on Council: Voting Member

Term of Office: One year

Position description: The **President-Elect, in collaboration with the Executive Director and the the Director of Communications,** is responsible for coordinating the academic program for the annual conference. The **President-Elect** is nominated by the Executive Board and elected through a balloting process by the WSSA membership. See Constitution for rules for possible other candidates.

Position specific duties:

- Work with the Executive Director and the Communication Director/Conference Manager to plan, develop, and take steps necessary to prepare for the annual conference program
- Identify section coordinators for the annual conference.
 - The President-Elect shall confirm the identities and contact information of the Section Coordinators for the Annual Conference, and make other preparations as required by the Strategic Plan and/or as approved by the Council.
 - In the event that a Section Coordinator becomes unable to act as defined in the Section Coordinators' handbook, the President-Elect may appoint an interim section coordinator, with notification to the Executive Council.
 - In the event that a Section Coordinator has proven unwilling to act as defined in the Section Coordinators' handbook, that Coordinator may be removed and replaced by the President, with the advice and consent of the Council.
- The President-Elect, in consultation with the President, shall have the authority to delete any presentations that do not meet the pedagogical standards of the Association.
- Communicate in a timely and efficient way with section coordinators about deadlines and other relevant information.
 - Work with the Executive Director and Director of Communications to define deadlines for first and second call for papers.
 - Develop time-line for contacting Section Coordinators, including providing them with information about the call for papers.
- Oversee the organization of the panels received from the section coordinators into the most efficient and effective use of available space, or delegate to the Conference Manager.
- Oversee preparation of the Conference Program for publication, or delegate to the Conference Manager
- Meet and work with IT provider, hotel staff, Executive Director, and Communications Director to ensure appropriate technology for the conference, if the conference will be held in person.
- Review the catering orders prepared by the Executive Director to ensure continuity with conference program times and locations If financial circumstances warrant, select, in conjunction with the Communication Director and Executive Director, the memorabilia for the advance team

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meetings with site-local institutions and for the Conference Packet Chair the Section Coordinators' Meeting and the New Coordinators Training meeting at the conference.

- Following the conference, oversee the final updating of the Conference Program,. Information for this process will be provided by the Section Coordinators and the Communications Director. Approve edited program for Communications Director no later than two weeks after the conference.
- Select the recipient of the *President-Elect's Outstanding Emerging Scholar* award by November 1st, notify the Executive Council by that date, and present that award, with commentary, at the Presidential Luncheon
- Organize, arrange, and participate in the advance team meetings with conference site local institutions. Advance Teams include the Past President, President, and President-Elect, and may include the Executive Director and/or Communications Director.
- Send congratulatory letters to the department chairs, deans, provosts and other administrators at the home institutions of the winners of WSSA's student competitions.
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- Carry out other duties or responsibilities that arise related to the conference and/or office.

Expected outcomes

Extensive local conference site institutional communications and visits with resulting participation.

A clear and accurate conference program

A well-run and enjoyable conference

Effective coordination with section coordinators

Position title: Vice-President/Secretary

Membership on Council: Voting Member

Term of Office: One year (renewable for one additional year)

Position description: The **Vice-President/Secretary's** primary duties are that of official recorder. Duties also include selection of ~~the annual Spotlight Organization and coordination of~~ the local charitable organization fund raiser, unless the conference is held virtually. The **Vice-President/Secretary** is nominated by the Executive Board and elected through a balloting process by the WSSA membership. See Constitution for rules for possible other candidates.

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Position specific duties:

- Attend all meetings of the Executive Council.
- Record (or appoint designee to record) minutes of all Executive Council meetings
- Record (or appoint designee to record) minutes of annual Business Meeting
- Email raw notes of meeting proceedings to Communications Director within 24 hours
- Email formalized minutes to Communications Director within 30 days of meetings, for proofreading/editing, publication to the website, and for archives.
- Manage the selection and participation of charitable organization (*WSSA Give-Back*) in conference city if the conference will be held in person.
 - Meets with representatives of the charitable organization during the Fall Council Meeting,
- Review Association website, and other electronic media, periodically; work with Web Manager to keep website current and functional.
- Carry out other duties as requested by the President
- Participate with the advance team
- **Expected outcomes**
 - Clear and concise documentation of all decisions and future agenda items transacted at the Executive Council and at the Annual Business Meeting (Fri afternoon)
 - Timely notice to Communications Director of errors on website
 - Timely completion of charitable organization fundraiser

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Position title: Immediate Past President

Membership on Council: Voting Member

Term of Office: One year

Position description: The primary role of the Immediate Past President is to serve the organization by ensuring continuity and a smooth transition from one conference and leadership administration to the next, by providing the incoming President with materials and mentorship.

Position specific duties:

- Chair the nomination committee for the next election, establishing a clear nominating committee process that is early, inclusive, and representative.
- Prepare a ballot listing the names of the nominees, with a short biography of each nominee for approval at the Fall Meeting of the WSSA Executive Council Select the recipient of the *Immediate Past President's Outstanding Emerging Scholar Award* by November 1st, notify the Executive Council by that date, and present that award at the Presidential Luncheon
- Manage all aspects of the *WSSA Distinguished Book Award* committee, including but not limited to: selecting members for the committee, chairing the committee, notifying all applicants of the outcome in a timely manner (March 1) and coordinating the winner's participation in the conference, if the winner is able to attend.
- Participate in the advance team to meet with local institutions
- Assist the President in identifying potential leaders, including officers and section coordinators
- Serve as Master of Ceremonies for the President's Luncheon (Friday).

Expected outcomes

- Smooth transition between, and execution of, conferences
- Timely and appropriate nomination for the next year's officers and Council
- If necessary, efficiently-run and productive Council meetings

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Position title: Executive Director

Membership on Council: Ex Officio

Term of Office: One year, renewable indefinitely at the pleasure of the Executive Council

Reports to: 1) The World Social Science Association Executive Council. 2) The Membership, at the Annual Business Meeting

Position description: With the advice, consent and direction of the Council, the Executive Director develops and implements a plan of action relative to the business, contractual and financial goals, both long- and short-term, designed to meet the objectives of the World Social Science Association. The Executive Director has the primary authority to sign any and all contracts; other persons are authorized signers only under conditions specified elsewhere. The Executive Director will direct, manage and supervise the non-conference staff and volunteers of the organization. The Executive Director will use independent judgment in completing activities.

Position specific duties:

- Manage the business operations of the Association
 - Implement the decisions of the Council relative to the business aspects of the Association.
 - Ensure that the organization is run in accord with both legal and financial rules and regulations, in particular as it pertains to the 501(c) 3 status of the Association, as well as the incorporation of the Association.
 - Act as an advisor to the Council, ensuring that all dealings with the membership and Council are conducted fairly and to the highest level of professionalism possible, and in accord with the Association's Constitution and Operations Manual.
 - Establish a record of the business transactions of the Association.
 - Assist in the development of the annual operating budget.
 - Regularly review and approve the processes for the receiving, maintaining custody of, and disbursement of Association funds, and management of the Association's finances.
 - Report all financial records to the Executive Council at each meeting of the Council and on a quarterly basis to the Finance Committee, and at the Annual Business Meeting.
 - Establish and follow a set of business practices in accordance with federal, state and local law.
 - Be the representative of the Council as the signatory on contracts, and may be empowered by the Council to negotiate contracts on its behalf. Specifically includes, but is not limited to, contracts with:
 - The publisher of the Journal
 - Conference Hotels

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- Publisher and printer of the Conference Program
- Insurance brokers, attorneys, accountants, financial advisors, and other vendors as necessary
- May delegate contract authority on certain items to appropriate Officers and Ex-Officio members of the Council.
- Make recommendations to the Executive Council concerning the business operations of the Association.
- Serve as the institutional memory of the Association, in conjunction with the Communications Director, relative to past, present and future actions.
- Answer questions posed by both internal and external parties, about organization policies, routines, and procedures
- Respond to the suggestions of Council Members and committee members and follow through to completion the objectives assigned by the Executive Council
- Pursue possible expansion of financial support for the organization by cultivating community support for the organization and maintaining contacts with other organizations and with potential donors
- Hire non-conference staff, upon annual review and approval of the Executive Council.
- Ensure that liability and Directors/Officers' insurance is in place
- Help develop and shape organizational structure, policies and procedures
- Manage all elections and balloting processes, after the list of nominees has been developed by the Immediate Past-President and approved by the Council.
- Serve as a liaison to various committees, provide support for those committees, attend meetings (*virtually or in person*) as required and maintain contacts with committee members to insure that goals are met
- Along with the President and Communications Director, ensure that the Executive Council is informed of all critical matters that occur between the meetings.
- Keep the Executive Council informed of problems and reasonable solutions relative to the business operations.
- Consult with and advise the Council on questions of policy interpretation
- Assist the Advance Team at the Fall Meeting
- Select future Conference sites, with input from the both the Executive Council and the affiliated organizations.
- Work with the Archivist and Communications Director to ensure that appropriate material is memorialized in the archives of the Denver Library
- Address all issues related to letters of acknowledgment of papers by international scholars
- Work with the Student Grants & Awards Coordinator to ensure smooth operation
- Prepare letters of acceptance for attendees requiring such for their visa applications.
- Perform other duties as assigned

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Expected outcomes

- A financially solvent organization
- Compliance with all state and Federal Regulations concerning the operation of a 503 (c) 3
- Report at the Fall meeting, to the Council, the financial outcome of the Conference
- Report at Spring meeting, to the Council and the membership the overall financial status of the Association
- Effective collaboration with the Communications Director
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- Effective collaboration with the Student Grants & Awards Coordinator
- Adherence to the Constitution and the Operations Manual

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Position title: Council Member

Membership on Council: Voting Member

Term of Office: Three years (may stand for election one time consecutively; not limited non-consecutively)

Position Description - Serve on the Executive Council to assist the WSSA with its goals and objectives.

Specific duties

- Commit to a three-year term
- Attend/participate in all Executive Council meetings, either in person (Fall and Spring) or online, as appropriate
- Attend and participate in the annual conference
- Attend all hosted open-member events at the annual conference
- Attend the annual business meeting, if not in conflict with other WSSA duties
- Participate in at least one standing and/or ad hoc committee each year, including attendance and participation in all committee meetings, as scheduled
- Participate in membership recruitment outreach; serve as a champion for the WSSA in the Council member's professional and geographic communities
- Serve as a public relations champion for the WSSA
- Provide the Council with fresh perspective on ideas for promotion of the organization and its sections
- Assist the Council with funding, promotion, membership and events, through contacts
- Serve as a liaison between membership and Council.
- And, other duties as assigned

Expected outcomes

- Support organization by attendance and other participation, especially by volunteering for tasks and/or as assigned.
- Complete committee and individual tasks as assigned.
- Encourage other members to run for this position.

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Position title: Journal Editor(s)

Membership on Council: Ex Officio

Term of Office: Three years, renewable for up to an additional three years

Position description: The Editor is responsible for the overall editorial management and development of the *Social Science Journal* including coordination of refereeing and submissions. All work product of the Editor related to the journal is the property of the WSSA. The Journal Editor is selected by the Executive Council, based on a competitive search. When the position is held by more than one person, the duties may be divided as appropriate.

Position specific duties:

- Ensure timely review of articles, as well as timely publication of articles receiving final approval of the Editor(s) and the Editorial Board.
- Attend the Spring meeting of the Council and report on the status of the *Journal* including impact factor, and rejection/acceptance rates, as well as the topic areas of the publications
- Provide annually, at the Fall Meeting of the Council, a set of recommendations for a healthy rotation of members on the Editorial Board. Final approval of the Editorial Board rests on the authority of WSSA Executive Council. Attendance at the Fall meeting is not required – the recommendations may be submitted virtually.
- Ensure timely blind peer review, and subsequent determination of rejection, revision and/or publication of articles as appropriate.
- Effect desk rejection where deemed appropriate.
- May select an assistant, if allowed by contract, to serve as the journal manager of his/her choice at their institution, to assist with the administrative duties associated with the Editorship of the *Journal*. WSSA will compensate the assistant for his/her time.
- Select the members of the Editorial Board for the *Journal* on the basis of expertise and standing within the scientific discipline, knowledge of the subject matter, and reflection of the actual or anticipated geographic scope of the scientific discipline of the *Journal*.
- Select members for, and chair, the *Larry Gould Best Article Award* committee. Notify the Council of the final decision by December 1st, notify all applicants of the final decision, and coordinate the winner's participation in the conference, if the winner is able to attend.
- Work with representatives of the *Journal's* publisher in a collaborative manner to ensure the timely publication and promotion of the *Journal*.
- Participate in the review and selection of potential publishers.
- Make suggestions to, or solicit suggestions from, the Council for ideas for Special Issues and/or Guest Editors.

Expected outcomes

- Effective and efficient management of the *Journal* with attention to publication of academically sound articles that have the potential of increasing the impact factor.

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- Encouragement of article submissions representative of the range of disciplines of the Association.
- Adherence to all aspects of the *Journal* publication as described in the contract with the publisher.

Position title: Book Review Editor

Membership on Council: Ex Officio

Term of Office: Three years, renewable for up to an additional three years

Position description: The *Journal's* Book Review Editor is responsible for the book reviews within the *Social Science Journal*. All work product of the Editor related to the *Journal* is the property of the WSSA. The *Journal* Editor is selected by the Executive Council, based on a competitive search.

Position specific duties:

- Report to the Council at the Spring meetings on the status of the book reviews, including number of reviews as well as the topic areas of the publications
- Identify book reviewers and distribute books for review to qualified reviewers.
- Ensure timely review of books submitted for review by the *Journal*.
- Work (in conjunction with the Executive Director) with publishers, including their third-party representatives, on a book display for the conference, or delegate to Communications Director.
- Prepare a short list of the books reviewed in the last 12 months for the Immediate Past President, from which to determine possible candidates for the *WSSA Distinguished Book* award.
- Solicit from the Council books for possible review.
- Work with publishers, including their third party representatives, on a book display for the conference, or delegate that duty to the Conference Manager

Expected outcomes

- Timely production of appropriate number of book reviews for each *Journal* issue.
- Selection of books to review that should appeal to a broad social science audience
- Adherence to all aspects of the *Journal* publication as described in the contract with the publisher.

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Position title: Student Grant & Awards Coordinator

Membership on Council: Ex Officio, unless also serving as an elected member of the Council

Term of Office: Two-year term; renewable at discretion of Executive Council.

Reports to: The President and the Executive Council

Position description: The role of Coordinator is to manage those student awards and travel grants created by the Council which are not assigned to other individuals, including, but not limited to: 1) The Graduate and Undergraduate Student Paper Competitions; 2) **Poster Competition**; 3) Travel Grants; 4) The John Wicks Dissertation Award. This Coordinator is appointed by the President with the advice and consent of the Council.

Positions specific duties:

- Reach out to students concerning the competitions and grants.
- Regularly monitor submission of applications for grants and awards, send applications for awards to the appropriate committees
- Review travel grant applications and decide to whom the grants will be awarded.
- Form and chair committee to assist in the review of papers for the Student Paper Competitions and the John Wicks Dissertation Award competition.
- Assist the process for other WSSA linked awards as requested.
- Respond to all applicants by Feb 15th, as to the outcome of the award/grant decisions.
- Notify the Communications Director by Feb 15th to ensure the payments of awards/grants.
- Organize the poster session at the conference, including the set-up of the poster session.
- Conduct poster competition; tabulate votes and present award at Presidential Lunch on Friday.
- Mentor and prepare successor to take over the position.

Expected outcomes:

- Effective and efficient tracking of grant and award applicants
- Effective chairmanship of award committees
- Timely notification of results to applicants and Communications Director

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Position title: Communications Director (Deputy Executive Director)

Membership on Council: Ex officio

Term of office: Appointed by the Executive Director, with the advice and consent of the Executive Council. Serves at the pleasure of the Executive Director and the Executive Council. Position may be paid or volunteer.

Position description: Responsible for distribution of and response to the general Association mail, email, and phone communications, and for the included positions of Conference Manager, Web Manager, Public Relations Manager, and Deputy Executive Director. Appointed by the Executive Director, with the advice and consent of the Council. Any or all of these positions may be made separate positions by the Executive Director, with the advice and consent of the Council.

General duties of Communications Director:

- Serve as the institutional memory of the Association, in conjunction with the Executive Director, relative to past, present and future actions.
- Ensure current membership is notified of upcoming elections, and that both current membership and appropriate previous members are notified of calls for papers, posters, and competitions; of upcoming registration processes; and of any other important Association information.
- Independently handle the general Association mail, email, and phone communications, and refer to the appropriate other officers when necessary.
- Deploy marketing strategies related to expansion of section membership
- Proofread and/or edit all Association public documents prior to publication
- Maintain membership and conference attendee lists and make available as needed.

Specific duties as Conference manager

Term of Office: Serves at the pleasure of the Executive Director. Paid position.

- Manage all conference duties not assigned to the Executive Director, President or President-Elect. Responsible for all matters relating to conference registration. Choose pictures and other images for each upcoming conference with the advice and consent of the Executive Director and the President-Elect.
- Choose the site within the available space where on-site registration will take place, and designate sites for other public tables/booths. Decide location of the book vendor(s) in conjunction with the Program Chair. Create and maintain conference online submission and registration processes, and membership-only process.

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- Hire, assign, supervise, and provide compensation for temporary conference staff.
- Design on-site registration procedures.
- Manage on-site registration, including supervision of all registration workers
- Manage all on-site conference matters. May authorize room changes, notifying Program Chair and Executive Director as soon as possible.
- Authorize conference-related expenditures, with the understanding that large expenditures must also be approved by the Executive Director, if available. Has authority to deny large expenditures requests without consultation of Executive Director.

Choose and arrange for award certificates, plaques, trophies, etc. Arrange payment for all award winners and for vendors and others who are designated for payment by the Council or the Executive Director.

Specific duties as Web Manager

Note: the term “web manager” is distinguished from the term “web master” by two things:

1. the web manager is not required to have the technical expertise to create a website or to alter its functionality; these functions may be left to the web master, who will usually be a third party, who may also host the site and maintain the domain name.
2. the webmaster, as described above, is only concerned with the Association’s own website(s), not with any other Association web presence.

Term of Office: Serves at the pleasure of the Executive Director. Paid position.

- Act as primary manager of all of the WSSA’s online presence. All changes to that presence must go through the Web Manager; the manager may delegate any specific portion of the WSSA presence to a volunteer, if that volunteer evinces a special connection to, or talent for, that portion. Independently keep all web content up-to-date, personally where applicable, or in cooperation with the webmaster if necessary, and make appropriate changes as requested by Association officers.
 - Independently make, or instruct webmaster to make, changes to the website structure as needed to improve the basic functions of the website.
 - Work with webmaster and Association officers to make changes to the functionality of the website.
 - Create and maintain social media accounts for the Association.
 - Create and maintain Association information in general sites, such as Wikipedia.
- Work with Association officers and Council to improve web presence.

Specific duties as Deputy Executive Director

Term of Office: Serves at the pleasure of the Executive Director. Paid position.

- Reports directly to the Executive Director.
- Assists the Executive Director in mutually-agreed-upon matters.

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- Has signature authority as assigned by the Executive Director.

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Position title: Section Coordinators

See Section Coordinators Manual

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Position title: Conference Workers

Membership on Council: Non-Council staff

Term of office: Serves at the pleasure of the Communications Director/Conference Manager. Position may be paid or volunteer.

Position description: Responsible for conference work as assigned by the Communications Director/Conference Manager.

General duties of Conference workers:

As assigned by the Communications Director/Conference Manager.

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Position title: Archivist

Membership on Council: Ex-Officio; may or may not be an Executive Board Member, but must be a current WSSA member, preferably long-term; not required to attend meetings if not a Board Member

Term of Office: Serves at the pleasure of the Executive Council

Position description:

Work with the Executive Director and Communications Director, as well as any other appropriate officers or WSSA members, to add appropriate material to the World Social Sciences Association's archives at the Library of Denver. The materials, including but not limited to. minutes of meetings, copies of Conference Programs, records of committee membership, and newsletters shall be collected by the Executive Director and the Archivist. These materials shall be added to the archives once every two years.

Expected outcomes

A well-organized and reasonably complete set of Association archives

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Award and Grants:

Outstanding Emerging Scholar Awards (temporarily suspended, for 2021 and 2022)

The Immediate Past-President of the WSSA, the President, and the President-Elect annually choose to honor a junior faculty member who has been active in his or her discipline for less than six years. The awards recognize cutting edge research and substantial contributions to the social sciences, and the strong promise of future such contributions . The recipients receive a \$2,000 cash award, are honored at the Presidential Luncheon, and have an opportunity to present at the conference.

WSSA Distinguished Book Award (temporarily suspended, for 2021 & 2022)

Each year's Immediate Past-President chairs a committee which chooses to recognize one book published that year for its major contribution to the social sciences. A list of the most eligible books is compiled by the SSJ's Book Review Editor and forwarded to the committee. The author(s) receive a \$1,000 cash award and are honored at the President's Reception and Awards Ceremony.

Larry Gould Best Article Award (temporarily suspended, for 2021 & 2022)

Each year, a committee chaired by the Editor(s) of the Social Science Journal chooses the best article from those published in the previous year. The author(s) receive a \$1,000 cash award and are honored at the President's Reception and Awards Ceremony.

Competitions for Students

Student Paper Competitions

This competition has two categories, one for the best Undergraduate paper and one for the best Graduate paper. The winners in each category receive a certificate, a prize of \$800 (cash prize temporarily suspended, for 2021 & 2022), and reimbursement of their conference registration fee, and congratulatory letters from the WSSA President-Elect will be sent to the students' department chairs, deans, provosts and other administrators at the students' home institutions. Authors of excellent papers that are not chosen for the award may be eligible to receive a certificate of honorable mention, a cash prize of \$400 (cash prize temporarily suspended, for 2021 & 2022), and congratulatory letters.

John Wicks Dissertation Paper Award

This is awarded to the student sole-author of a paper, selected by a section coordinator to be presented at the Annual Conference, which is based on a dissertation either in progress or completed before January 15 of the conference year. The paper is about the dissertation, not the dissertation itself. The winner receives a certificate, a prize of \$1,000 (cash prize temporarily suspended, for 2021 & 2022), and reimbursement of the conference registration fee, and congratulatory letters from the WSSA President-Elect will be sent to the student's department chairs, deans, provosts and other administrators at the student's home institution. (Note: it is not required that this awards be made each year; the award will only be made one of the papers submitted is of sufficient quality to merit it.)

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Poster Competition (temporarily suspended, due to 2021's virtual format)

The poster competition has two categories, one for Undergraduate posters and one for Graduate posters. Contestants are expected to attend the conference and be available to answer questions about their posters. The winners will receive a \$250 prize (suspended for 2021 & 2022) and free registration at the conference of the year following their award. The second place winner will receive a \$125 prize (suspended for 2021 & 2022) and free registration at the conference of the year following their award.

The Bill L. and Gerre D. Andrist Prize for Best Paper/Presentation on Women

Funded by Debra Andrist

Eligibility: must be an accepted paper or presentation for a section in that year's conference to be eligible, and must present at the conference to receive the prize.

Deadlines: Students must submit the title and abstract of their papers to a conference section by no later than January 29 of the conference year, and must also submit them to the competition, through the link below, by that date. Full papers must be submitted, via email to the Student Grant & Award Coordinator, no later than February 26 of the conference year, to be forwarded to the Award Committee. Competitors must register for the conference by no later than that year's registration deadline.

Winner will receive: \$500 check (cash prize temporarily suspended for 2021), award certificate, and winner's name & paper's title announced on WSSA website and Facebook page.

Travel Grants for Students (**temporarily suspended** for 2021 & 2022)

For students who are traveling more than 250 miles to the Annual Conference site. WSSA will make a grant of up to \$500 each, plus reimbursed registration, toward defraying the awardees' necessary travel expenses. Grantees must participate (by way of either presenting a paper or a poster, or by serving as a member of a panel) in the conference program, and must pre-register to be eligible. The student must complete an application letter to the Student Grant & Award Coordinator, confirming his or her participation in the upcoming conference and the need for the amount of the grant to defray travel expenses. Submissions must include a budget narrative and a one paragraph statement of interest/need, and are due by February 15 of the conference year. Preference will be given to students whose papers have been accepted to a panel. Recipients for grants will be selected by a Grants & Awards Committee that will be constituted and chaired by the Student Grant & Award Coordinator. No more than ten (10) awards may be made annually by this Committee. The list of grantees will be forwarded to the WSSA Communications Director by March 1st of the conference year. Checks for the grant amount will be issued by the WSSA Communications Director following participation by grantees in the Conference.

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Standing Committees

- Finance committee
 - Consists of the members of the Council, with member rotating off each year and new member rotating on to the committee.
- Nominating committee as constituted by the Immediate Past President.
- Site selection is a committee of the whole.
 - The Executive director will develop a list of potential sites and hotels for review.
- Social media committee
 - Assist Communication Director in the connect, location and context of social media messaging.

Policies of the Association

- WSSA Code of Conduct
 - The World Social Science Association (WSSA), including its affiliates and sections, is committed to creating and ensuring an intellectually inclusive and respectful environment for all participants in the Annual Conference. The conference is envisioned as a space for the free exchange of ideas, research and information, which celebrates the diversity of disciplinary backgrounds, experiences, and commitments of all the WSSA members and affiliates.
Courtesy
 - This exchange is most effectively accomplished in an environment characterized by courtesy and respect for all attendees and one that is free of disruptive agendas, unwarranted criticism, and/or harassment. To this end, we expect all individuals who attend the conference to conduct themselves in a manner that establishes a safe and respectful atmosphere conducive to respectful general discourse and discussion, even when discussing issues of grave and sometimes emotional importance. Those who violate the standards of professional and respectful conduct may be asked to leave the meeting immediately and without refund.
 - Discrimination, harassment or any inappropriate behavior will be reported to the WSSA Executive Council and might result in additional sanctions to those members that fail to conduct themselves in a professional and collegial manner.

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- Registration and Name Badge Policy
 - All space leased from the host hotel for events listed in the conference's Program of Events is considered to be private space, out-of-bounds to persons not registered for the Conference or otherwise invited to attend the Conference through the leadership of the World Social Science Association. The space is open for all registered attendees of the conference; however, no individuals, other than hotel staff, may enter or remain in space leased by the World Social Science Association without officially issued World Social Science Association identification – a conference name badge. These official name badges issued by the World Social Science Association must be worn while in any of the space leased by the Association. The World Social Science Association has the authority to issue complimentary name badges to accredited journalists, invited plenary speakers, dignitaries designated by any of the affiliates and/or other people who have not been required to pay for a conference registration. Affiliates and sections who wish to have such badges made must contact the Communications Director no less than three weeks before the conference beginning date. Any individual not wearing the official name badge while in any event space leased by WSSA will be asked to retrieve their name badge or register for the conference, whichever is appropriate.
- Recording Speakers
 - It is the policy of the World Social Science Association that video recording and/or voice recording are not allowed during any breakout session, without the explicit consent of the presenter(s) being recorded. The World Social Science Association considers all presentations made during the conference to be copyright protected and only the presenter of the paper can give consent for the presentation to be digitally recorded.

Anybody found to be recording a presenter, without explicit consent of the presenter, will be asked to stop the process of recording. If that individual refuses to stop the recording, they will be asked to leave the session. If the individual refuses to leave the session, hotel security will be contacted.

Accredited Journalists

Accredited journalists are invited to attend the World Social Science Association Conference at no charge. All journalists will be required to present themselves to the Conference Registration

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Desk with their credentials. Journalists will be provided a name tag and are then invited to attend any session or other non-ticketed function during the duration of the conference, bearing in mind that they are required to adhere to this Code of Conduct. Failure to do so will have the same consequences for journalists as for all other attendees.

Refund Policy

Requests for refunds of conference registration must be made in writing, to the Conference Manager, at WSSA.Admin@WesternSocialScienceAssociation.org.

- Persons who pre-registered for the conference, then were notified that their submissions were declined, are eligible for full refunds IF they request the refund, by email to WSSA.Admin@nau.edu, within two weeks of the notification that the submission was declined.
- Requests made by **March 9** will receive approximately **90%** of the amount originally paid (amount paid, minus the amount that the credit card companies will charge us to make the refund).
- Requests made by **March 12** will receive approximately **75%** of the amount originally paid (amount paid, minus both the amount that the credit card companies charged us for the original transaction, AND the amount they will charge us to make the refund).
- Requests made by **March 16** will receive approximately **65%** of the amount originally paid.
- **No refunds will be made after March 16.**

Privacy Statement

The WSSA will not sell or give the contact information of its participants, without their explicit written consent, to anyone not named below, except as required by law.

- Both submission of a presentation, and registration as a conference participant, give consent to the WSSA to contact the submitter and/or registrant with information regarding the conference.
- Submission of a presentation gives consent for the WSSA to forward the submitter's contact information to the Coordinator of the section to which the presentation has been submitted or referred.
- Registration confers membership in the WSSA, and gives consent to the WSSA to send the member the Social Science Journal and WSSA News subscriptions to which registration entitles the participant, for the period of the membership. Members may opt out of their subscriptions at any time.
- Both registration as a participant and submission of a presentation give consent for the WSSA to send a "Call for Papers" for upcoming conferences. Persons receiving these "Calls" may opt out of further messages at any time.
- Recording

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- The World Social Science Association considers all presentations made during the conference to be copyright-protected and only the presenter of the paper can give consent for the presentation to be recorded.

Conflict of Interest

No member of the Council, the Board, or any WSSA committee shall profit from or receive benefits from conducting business with or on behalf of the WSSA. The Council-approved salaries and stipends paid to individuals under Article I of the Constitution are exempt from this policy. No member of the Council, the Executive Board, or any WSSA committee shall direct business to any person or organization with whom they have close ties or a vested interest. The Council may approve one-time exceptions to the conflict of interest policy.

Members of the Council, the Board, or any WSSA committee shall notify the President and Executive Director of any potential conflict of interest, and the latter two shall notify the Board of the conflict. In the event that the Board determines that there is in fact a conflict of interest or a reasonable perception of a conflict of interest, the individual(s) involved shall cease any activities associated with the matter in question, recuse themselves from any votes or discussions associated with the matter in question, or resign their position(s) with the Council, the Executive Board, or WSSA committee. The Council shall determine which measure(s) will be applied.

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