

CONSTITUTION OF THE WORLD SOCIAL SCIENCE ASSOCIATION

PREAMBLE

The goal of the World Social Science Association is to foster a multi-disciplinary and interdisciplinary environment that nurtures professional study, advances research and service, and promotes the teaching of the social sciences in [deleted] institutions of higher learning. The World Social Science Association ("WSSA", also referred to as "the Association") shall be guided by this constitution.

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ARTICLE I. MEMBERSHIP

- A. Any person sharing the interests of the Association may become a member upon payment of such annual fees as are prescribed by the Executive Board.
- B. Honorary memberships may be approved by the Executive Board.
- C. All members not delinquent in their annual fee shall be considered as being in good standing and therefore entitled to attend, participate, run for office, and vote in the Annual Business Meeting of the Association, which is held as part of the Annual Conference. All Council members who are not delinquent in their annual fee, and who have fulfilled the duties of their position, are also eligible to continue to hold office. The Executive Board shall have the authority to grant exceptions to the requirements listed above.
- D. The Executive Board has the authority at the Fall meeting to review and set annual membership and conference registration fees. Changes in fees shall be effective no sooner than the next cycle of fee collection.
- E. All dues shall be effective for a period of one year. The timing of the dues notification and annual cycle shall be determined by the Executive Director with the advice and consent of the Executive Council. Payment of registration for the annual conference automatically confers membership. All paid registrants, other than guests, shall be considered to have paid dues.
- F. No special assessments, other than annual fees established by the Executive Board, shall be levied against the membership of the Association.

ARTICLE II. COUNCIL MEMBERS (Terms of office, succession, and elections). The term "Council" shall hereinafter refer to the entire governing body listed in IIA; the term "Executive Council" shall refer to all of the voting members of the body (IIA1-5), and the term "Executive Leadership" shall refer to the nine elected non-officer members (IIA5). The terms Executive Board and Board shall refer to the Elected and "Ex Officio" members of the Executive Board and Council, the voting and non-voting members of the the WSSA leadership.. Where the term "advice and consent of the Executive Board" is used, it is intended to mean the advice of the Council and the consent of the larger Executive Board.

- A. The Executive Board of the Association shall consist of:
 - 1. President (volunteer)
 - 2. President-Elect/Program Coordinator (volunteer)
 - 3. Vice-President/Secretary (volunteer)
 - 4. Immediate Past President (volunteer)
 - 5. Council of nine members (volunteer)
 - 6. Executive Director (Ex Officio) (may be paid, unless held by voting member)

With the exception of Articles 2 and 3, which were discussed separately the above was discussed on Monday, January 10, 2022. Final review pending

7. Editor(s) of the Social Science Journal (Ex Officio) (paid by publisher)
 8. Book review editor (May be either Ex Officio or Board Member) (volunteer)
 9. Communications Director (Ex Officio) (paid)
 - A. This position includes the subsidiary positions of Conference Manager, Web Manager, Public Relations Manager, and Deputy Executive Director.
 - B. The position may split off any or all of its subsidiary components, by decision of the Executive Director, with the advice and consent of the Executive Board. An occupant of any separated subsidiary component may be either Ex Officio or Board Member)
 10. Student Grant & Award Coordinator (May be either Ex Officio or Board Member) (volunteer)
- B. Terms of office
1. President - One year
 2. President-Elect/Program Coordinator - One year
 3. Vice-President/Secretary - One year
 4. Immediate Past-President - One year
 5. Board Members - three years, with one third of the nine members' terms expiring every year.
 6. Executive Director - at the pleasure of the Executive Council.
 7. Journal Editor(s) - Three years, with possible renewal of up to three years based on review and approval of Executive Council.
 8. Book Review Editor - Three years with possible renewal of up to three years based on review and approval of Executive Council.
 9. Communications Director - at the pleasure of the Executive Director and the Executive Council
 10. Student Grant & Award Coordinator – At the pleasure of the Executive Council.
- C. In accordance with our corporate charter and Internal Revenue Service rules for non-profits, no one person may hold more than one voting position on the Executive Council at the same time. Volunteer Ex Officio members may not hold voting positions. No voting position may be held by more than one person.
- D. All members of the Executive Council must be members in good standing at the time of the nomination and must maintain that good standing throughout their term of office. See definition of “members in good standing” in Article 1 C. The Executive Board may, however, exempt certain of the Council’s ex-officio members from paying dues.
- E. The Officers of the Association include the President, President-Elect/Program Chair, Immediate Past-President, and Vice-President/Secretary.
1. The President-Elect and Vice-President/Secretary shall be chosen by a majority of the members returning their ballots by the designated election deadline.
 2. The President-Elect/Program Chair shall succeed automatically to the office of President upon completion of the incumbent President's term.
- F. The Council shall consist of nine members elected at large from a list of nominees and/or write-in candidates.
1. The terms of officers shall extend from the conclusion of one Annual Conference to the conclusion of the next. In the event of a virtual conference, the terms shall extend from the day on which the officer first took office until one month after the beginning of the virtual conference.
 2. No incumbent officer other than the Vice-President/Secretary shall be eligible for immediate re-election to the same office, but may run for that office at any time at least one year thereafter. .
 3. The term of the Council members shall extend for three (3) years. One-third of the Council's membership shall expire each year.

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- G. Terms for those leaving the Council end at the conclusion of the Annual Conference, during the Presidents' Reception or other appropriate venue, or in the event of a virtual conference, one month after the beginning of the virtual conference.
- H. Incoming Board and Council members and officers will be invited to observe the concluding meeting of the Executive Council during the Annual Conference. In the event of a virtual conference, new Board members and officers will be invited to observe all meetings held from one month prior to the start of the virtual conference through the date on which they take office.

- **Nomination Process**

At the annual Conference of the Association, the President, before leaving office, shall appoint a five-member Nomination Committee and present the names of the committee to the Executive Board at the concluding meeting. In the event of a virtual conference, the committee shall be appointed during the period from one month before the conference to the date on which the new Council members take office.

1. Members of the Association may offer additional nominations, for Officers and Board Members, by petition signed by five (5) members sent to the Executive Director, prior to the Fall meeting, postmarked no later than August 1. The Executive Director shall forward the list of additional nominees to the Chair of the Nomination Committee for consideration within one week.
 - i. Consideration should be given to demographic, disciplinary and geographic representation in the construction of the committee.
 - ii. The Nomination Committee shall not include current members of the Executive Council. In the case of a virtual conference, the Committee may include persons who are members of the Executive Council at the time of appointment but who will not be members of the upcoming Executive Council.
 - iii. At the Fall meeting of the Executive Board, the Committee shall submit one or more nominees for each office to be filled. It is preferred that there be more than one candidate for each Council Member position, but it is not required.
 - iv. The Executive Board shall review the recommendation of the nominating committee and shall approve an election ballot at its Fall meeting.
2. Upon ratification by majority vote of the Executive Board, the Executive Director shall send the approved ballot to the membership for voting. The Executive Director shall report the election results to the Council and to the membership, and they shall be posted on the WSSA's social media outlets.
3. All ballots must be received by the date indicated on the ballot.
4. In case of a vacancy in the office of President, the Immediate Past- President shall be President for the remainder of the term. A vacancy in any other elective office or on the Executive Council may be filled by the Executive Board for the remainder of the term. A vacancy among the Ex Officio positions may be temporarily filled by appointment by the Officers; the Executive Council must ratify or remove the appointee at the next Council meeting.

ARTICLE III. GOVERNING STRUCTURE and DUTIES

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- A. The President of the Association shall be the Chairperson of the Council. In case of the President's absence, the Immediate Past-President shall act as Chairperson. In case of the absence of both, the Executive Board may elect a temporary Chairperson.
1. It shall be the responsibility of the President, in consultation with the Executive Director and with input from the Executive Council, to prepare an agenda for each meeting of the Council.
 2. It shall be the responsibility of the President to call all meetings of the Executive Council to order.
 3. The President shall request and review regular reports from the Executive Director or the Director of Communications. These reports shall include brief summaries of the Association's budget, its revenue and expenditures, and its finances and investments. The President shall be responsible for passing any information on to the Council.
 4. The President shall have other responsibilities as described in the Bylaws.
- B. The President-Elect/Program Chair shall be responsible for overseeing the program portion of the Annual Conference as described here and in the by-laws. The President-Elect shall:
1. Identify Section Coordinators (see by-laws).
 - i. 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.
 - ii. 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.
 - iii. 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.
 2. Oversee preparation of the Program for publication, or delegate that task to the Conference Manager.
 3. During the year before succeeding to the Presidency, work with the Executive Director to plan, develop, and take other action necessary to prepare for the annual conference program of his/her year in office.
 4. Carry out other responsibilities as described in the Bylaws.
- C. The Vice-President/Secretary shall:
1. Serve as the recorder of the deliberations and actions of the Executive Council.
 2. Carry out other duties as described in the Bylaws.
- D. The Immediate Past-President shall:
1. Provide the incoming President with materials and mentorship to ensure continuity and a smooth transition of leadership
 2. Chair the Nominating Committee for the next year's officers and Council members. (should be in bylaws)
 3. Carry out other responsibilities as described in the Bylaws.
- E. Job Description for Journal Editor
1. The Journal Editor(s) is selected by the World Social Science Association, which will notify the Publisher of changes in editorship. The Editor(s) is responsible for the overall editorial management and development of the Journal including coordination of refereeing and submissions. The Editor(s) will work with the

Journal to ensure timely review of articles, as well as timely publication of articles receiving final approval of the Editor(s) and the Editorial Board.

2. The editor(s), on an annual basis at the Fall Meeting of WSSA, will provide the WSSA Council with recommendations for a healthy rotation of members on the Editorial Board. Final approval of the Editorial Board rests on the authority of WSSA Executive Board.
 3. The members of the Editorial Board for the Journal will be selected on the basis of expertise and standing within the discipline, knowledge of the subject matter, and reflection of the actual or anticipated geographic scope of the scientific discipline of the Journal.
 4. The Editor(s) shall have the option to select an assistant of his/her/their choice at their institution to assist with the administrative duties associated with the Editorship of the Journal. WSSA will compensate such assistants for their time.
- F. Job Description for Book Review Editor
1. The role of the Book Review Editor is to identify book reviewers and distribute books for review to qualified reviewers.
 2. Additionally, the Book Review Editor ensures timely review of books submitted for review by the Journal.
 3. The Book Review Editor will work with publishers, including their third party representatives, on a book display for the conference, or will delegate that duty to the Conference Manager
- G. The Executive Council has authority to make decisions on all matters of association business not specifically here reserved for the membership.
- H. Seven Executive Board Members, including at least two Officers and at least three Council Members, shall constitute a quorum, and a majority vote of those attending shall be required for all Council actions.
- I. The Executive Council shall regularly meet in the Fall, usually in September, and in the Spring of each year. The Spring meeting of the Executive Council shall coincide with the Association's Annual Conference. (In the event of a virtual conference, the Spring meeting may be held up to two weeks before or after the beginning of the conference.) Additional meetings may be called by:
1. The President, or the Immediate Past-President, acting for the President: or,
 2. The Executive Director together with the Vice-President/Secretary or the Communications Director, or
 3. Written request to the President of five members of the Council.
- J. The personal liability of each member of the Executive Council and each uncompensated officer of the World Social Science Association, for monetary or other damages, for conduct as a Council officer or member, shall be eliminated to the fullest extent permitted by law.

ARTICLE IV. WSSA FOUNDATION

- A. Composition of Board: The WSSA Foundation Board shall consist of the Executive Director and three members in good standing of the Association.
- B. Election to Foundation Board: The members of the Foundation Board shall be elected to the position by the Executive Council. Each member will serve a three-year term, one member being replaced each year on a rotating basis. The members of the Foundation Board may serve more than one consecutive three-year term.
- C. Duties of Foundation Board: The role of the Foundation Board is to ensure that the policies set forth by the Executive Council (See Appendix A), relative to the management of the Foundation investment portfolio, are carried out.

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ARTICLE V. AWARDS, SCHOLARSHIPS, STIPENDS AND GRANTS

The Association, through the Executive Council, shall create such awards, scholarships, stipends and grants as it sees fit, to promote the Social Sciences. These benefits shall not need the approval of the membership; however, the membership can recommend both new awards and/or modification to existing awards. The current list of awards and their requirements, and the parties responsible for administering them, can be found in the By-laws.

ARTICLE VI. MANAGEMENT OF ACADEMIC AND BUSINESS AFFAIRS

- A. The membership has the highest authority for deciding the policies, and managing the affairs, of the Association. The membership is responsible for electing the officers and Board members of the Association, resolving policy questions presented to it, and confirming, revising, or repealing the actions of the Executive Council or of any officer of the Association.
- B. Attendance at the Annual Conference is not necessary for participation in the election of Officers and Board members, or for voting on matters put before the membership by the Executive Board.
- C. A simple majority of those members present and voting at the annual business meeting, or a majority of those returning votes or ballots distributed to the membership, shall be necessary for the decisions of the membership as described in this document.
- D. The Executive Council shall have charge of the general interests of the Association and shall possess the governing power to carry out the Constitution.
- E. The Annual Conference of the Association shall be held at a time and place to be determined by the Executive Director, in consultation with the Executive Council. The chief purpose of the Annual Conference is the exchange of information through the presentation of papers, posters, and discussions, but the Association shall also transact such other business as may be necessary.
- F. At the Fall and Spring meetings of each year the Executive Council shall:
 1. Receive reports from all officers and committees
 2. Conduct the business of the Association
 3. Address financial matters, and
 4. Make recommendations for issues (except the election of officers) to be presented to the membership at the Annual Business Meeting.
- G. The President, or in his/her absence, the Immediate Past-President, shall preside at the business meeting of the Association. Except as may be otherwise provided, the President shall appoint all committees of the Association and shall see that the business of the Association is faithfully transacted.
- H. The Vice-President/Secretary of the Council, or his/her designee, shall take the minutes of the Annual Council and Business Meetings.
- I. The Executive Director shall:
 1. Be responsible for establishing and following a set of business practices that are in accord with federal, state and local law. These practices will be outlined in the Association's Bylaws.
 2. Carry out the directives of the Executive Council concerning the business operations of the Association.
 3. Make recommendations to the Executive Council concerning the business operations of the Association.
 4. Establish a record of the business transactions of the Association.

5. Regularly review and approve the processes for the receiving, maintaining custody of, and disbursement of Association funds, and management of the Association's finances.
 6. Be responsible for reporting 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.
 7. Be the representative of the Council as the signatory on all contracts, and may be empowered by the Council to negotiate contracts on its behalf.
 8. Have the authority to hire staff, upon annual review and approval of the Executive Council.
 9. Contract with an insurance broker to purchase both liability and Directors/Officers insurance.
 10. 2. In concert with the Communications Director and other longtime WSSA members, act as institutional memory for the Association.
 11. 3. Carry out other duties as described in the By-laws.
 12. See by-laws for other duties
- J. The Communications Director shall be:
1. Responsible for conference duties not assigned to the Executive Director, President, President-Elect, or Vice-President/Secretary, including but not limited to the duties assigned to the positions of Conference Manager, Web Manager, Public Relations Manager, and Deputy Executive Director.
 2. .
 3. In concert with the Executive Director, the institutional memory for the Association.

ARTICLE VII. COMMITTEES

- A. Standing committees of the Association shall be established by the Executive Council in accordance with the Strategic Plan and/or to meet the long-term goals of the Association. Standing committees are required to report at each meeting of the Executive Council and the Annual Business Meeting. Such reports shall be memorialized as specified in the Bylaws.
- B. Ad hoc committees may be established by the President, in consultation with the Executive Council, to meet the short-term goals and/or needs of the Association. All ad hoc committees shall have a specific end date, at which time a final report will be due to the Executive Council. Ad hoc committees are required to report at each meeting of the Executive Council and the Annual Business Meeting. Such reports shall be memorialized as specified in the Bylaws.
- C. Chairpersons of standing and ad hoc committees may be ex-officio members of the Council.
- D. Committee names and members shall be posted in official Association media.

ARTICLE VIII. AFFILIATES, ASSOCIATES AND SECTIONS

- A. The Association will strive to collaborate with other professional organizations of a similar disciplinary or interdisciplinary nature.
- B. The Section Coordinators Committee and the President-Elect shall have the responsibility of reviewing:
 1. The relationship of the Association to its Affiliates and Associates, and;

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2. Each section, making recommendations to the Executive Council concerning viability, leadership, function, quality, and connectedness to the mission of the Association.
- C. An affiliate is defined as a disciplinary group, whose meeting is held under the umbrella of WSSA and that business operations or organizational structure. The affiliate may or may not have its own Journal.
- D. An associate is defined as a disciplinary group whose meeting is held under the umbrella of WSSA, and that has its own business operations and organizational structure.
- E. Sections are composed of members with a common disciplinary or interdisciplinary interest(s) that are not otherwise defined above.

ARTICLE IX. ADOPTION AND AMENDMENTS

- A. Changes to the Constitution shall take effect on the affirmative vote of a simple majority of those members present and voting at the annual business meeting, or a majority of those returning votes on ballots distributed to the membership.
- B. Any member of the Association may propose amendments to the Constitution. Such proposed amendments shall be referred to the Executive Council for consideration. The Executive Council may take the recommendations to the membership of the Association for their action at the next Annual Business Meeting.
- C. It shall be one of the duties of the Executive Director and of the Communications Director to propose to the Executive Council such amendments to the Constitution and Bylaws as may seem advisable due to changes in circumstances.

ARTICLE X. DISSOLUTION AND FUND DISTRIBUTION

In the event that the World Social Science Association shall cease to function or be unable to continue to fulfill its constitutionally-stated educational and scientific functions, any salaries or wages due shall be paid, with severance pay commensurate with length of service, as determined by the Executive Director, then all other debts and obligations shall be settled. Any funds then remaining in the treasury shall be awarded to an institution or institutions of higher education to be determined, as the last act of the Executive Council. That decision shall be implemented as the last act of the Executive Director. The institution(s) to which the award is made shall be the steward(s) of these funds in accordance with their foundation policies and procedures relative to endowed scholarships. The scholarship(s) shall support students majoring in Social Science disciplines as identified by the section structure of the Association. The Dissolution of the Association does not impact the Journal.