

BYLAWS  
Women's Caucus for Political Science – South

Article I: Name

The name of the organization is the Women's Caucus for Political Science – South (Hereafter WCPS-South.)

Article II: Purpose

The purpose of the organization shall be to:

1. Promote the professional interests of women Political Scientists in general, and especially in the Southern region of the United States to the Southern Political Science Association (SPSA);
2. Provide networking opportunities for women political scientists and women graduate students, especially in the Southern region;
3. Periodically study and report on the status of women in Political Science, especially in the Southern region;
3. Recognize and encourage the professional achievements of women Political Scientists, especially in the Southern region, and those who mentor them, and;
4. Advocate for such national and regional issues that may arise.

Article III: Membership

1. Membership of the organization is open to all persons who pay the required dues.
2. The WCPS-South does not discriminate on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, medical condition, ancestry, academic rank, or student status.

Article IV: Officers

1. The officers of this organization shall be President, Vice President, Secretary, Treasurer, Newsletter Editor and Web Page Manager.
2. Candidates must be members of the WCPS-South.
3. The Vice President will seek nominees for any open offices by the annual business meeting. Nominations will also be accepted from the floor.

4. Elections shall occur as the last item of business at the annual business meeting. All dues paying members in attendance may vote in elections.
5. The terms of office shall be for one year, and shall begin with the election at the annual business meeting, and end upon the election of a successor.
6. Typically, officers will serve a total of three years: one year as Secretary, one year as Vice President and one year as President.
7. The offices of Treasurer, Newsletter Editor and Web Page Manager may succeed themselves and may serve multiple, one-year terms.
8. Officers may be removed from office by electoral defeat at the annual business meeting.

#### Article V: Officers' Duties

The duties of the officers will be:

**1. President:** The President shall:

- a. Work with the SPSA President, Program Chair, Executive Director and Conference Organizer to schedule a time and place for the business meeting, reception and other WCPS-South events;
- b. Work with the Women and Politics Section Head to solicit papers and panel participants;
- c. Work with the Newsletter Editor to solicit content for the bi-annual newsletters;
- d. Solicit nominees for, and publicize the SPSA's Marian Irish Award for the Best Paper in Women and Politics presented at the annual meeting;
- e. In even-numbered years, appoint members to the Erika Fairchild Award Selection Committee, solicit nominations for the award, purchase a gift for the Fairchild Award recipient; and select someone to introduce the Award recipient at the annual reception;
- f. Develop agenda for the annual business meeting;
- g. Publicize and encourage attendance at the annual business meeting;
- h. Preside over the annual business meeting; and
- i. Other duties as they arise.

**2. Vice-President:** The Vice President shall:

- a. Work with the future Program Chair for the SPSA to identify possible section heads for the conference;
- b. Nominate candidates for WCPS-South Secretary and any other open officer positions;
- c. Preside over the annual business meeting in the event of the President's absence;
- d. Take over as President in the event of vacancy in that office;
- e. Stand for election as President; and
- f. Other duties as assigned.

**3. Secretary:** The Secretary shall:

- a. Take minutes at the annual business meeting;
- b. Circulate a sign up sheet at the annual business meeting to secure attendees' names, institutional affiliations and contact information;
- c. Circulate minutes of the annual business meeting to officers within two months to remind officers of the year's action items;
- d. Publish minutes in the WCPS-South newsletter and provide copies at the next annual business meeting;
- e. Maintain and update bylaws as necessary;
- f. Maintain and update WCPS-South archives, and facilitate the dissemination of relevant materials to officers and members;
- g. Stand for election as Vice President; and
- h. Other duties as assigned.

**4. Treasurer.** The Treasurer shall:

- a. Collect dues and maintain membership list, and forward this list to the Secretary and the Newsletter Editor;
- b. Open and maintain bank accounts as necessary;

- c. Pay bills as necessary to support WCPS-South business;
- d. Report on the financial status of the WCPS-South at the annual business meeting; and
- e. Other duties as assigned.

**5. Newsletter Editor.** The Newsletter Editor shall:

- a. Solicit materials for the bi-annual newsletter, normally in February and September;
- b. Publish and distribute the bi-annual newsletter, normally in March and October; and
- c. Other duties as assigned.

**6. Web Page Manager:** The Web Page Manager shall:

- a. Update the web site at least twice each calendar year to include officers' names and contact information, meeting minutes, newsletters, and other information relevant to caucus business;
- b. Coordinate with the Southern Political Science Association as necessary to keep the Web site included in its site;
- c. Contact relevant professional associations and the national Women's Caucus to ensure that the most recent version of the web site is linked to their web sites; and
- d. Other duties as assigned.

Article VI: Funding

The organization shall be funded through annual dues, in an amount determined by the members of the WCPS-South.

Article VII: Meetings

1. The annual business meeting of the WCPS-South shall be held during the Southern Political Science Association meeting, normally on Thursday evening.
2. Special meetings of the officers or the entire membership may be called by the President as necessary. Such meetings may be held through conference call or electronic means.

3. Agendas for all meetings shall be prepared and distributed by the WCPS- South President.
4. Unless otherwise provided in these bylaws, decisions of the organization shall be made by a simple majority of those present and voting. Those abstaining from the vote shall not figure into the determination of the majority required.
5. A quorum for any regular or special meeting shall be those in attendance.

#### Article VIII: Erika Fairchild Award

The WCPS-South created the Erika Fairchild Award to honor the late Erika Fairchild, an early President of the WCPS-South.

1. The criteria for the Erika Fairchild Award are: a strong record of scholarship, a strong commitment to students and teaching, service to the profession and a collegial spirit.
2. Nominations are sought in even-numbered years and the award is presented in odd-numbered years at the annual reception.
3. The Erika Fairchild Award Committee includes the current WCPS-South President and the past two award winners.

#### Article IX: Committees

The organization may create such committees as it sees fit. The President may appoint chairs and members to these committees, unless otherwise directed by the members of the WCPS-South.

#### Article X: Adoption and Amendment of Bylaws

These bylaws must be adopted at a regular meeting by a two-thirds vote of those attending, they become effective immediately upon adoption.

These bylaws may be amended at any regular meeting by a two-thirds vote of those attending, provided that the amendment has been previously distributed to membership.

Adopted: