

BYLAWS

of the Semiotic Society of America

Adopted and Approved by the Executive Board and General Business Meeting
29 October 2017 — 42nd Annual Conference — Puebla, Mexico

PREAMBLE

The purpose of a **Constitution** is to state the **Principles** of the members of a group for a general and specific purpose. A Constitution specifies the powers and duties of the membership and its officers. Constitutions are meant to be permanent and difficult to change (prior written notice and $\frac{2}{3}$ vote of all active members). The SSA Constitution was adopted on 24 September 1976 at Atlanta, Georgia (Georgia Institute of Technology). The meeting was chaired by Allen Walker Reed, chairperson of the Constitution Committee (formed in 1975 by Henry Hiz, Eugen Bär, and Thomas A. Sebeok; filed for incorporation 5 February 1976 by Alan Haberman [attorney]).

The purpose of **Bylaws** is to state the **Operational Rules** by which the group manages its routine corporate affairs and management obligations. The Bylaws specify how the duties and responsibilities of Members and Officers are formalized, executed, and evaluated. Bylaws establish activity procedures and timelines for action. Bylaws are meant to be temporary and easy to change ($\frac{2}{3}$ vote of all members in attendance at a scheduled annual business meeting). Bylaws have the same organizational structure as the Constitution. Although required as a condition of incorporation by New York State, the SSA does not have Bylaws. The need for Bylaws was noted, *but not acted upon*, at the meeting adopting the Constitution (24 September 1976). The distinction between a constitution and bylaws is badly confused in the current Constitution.

The present text of the SSA Bylaws was prepared by the *SSA Ad Hoc Committee on Bylaws* (Richard L. Lanigan, Chair) using the legal parameters and content **required** by the *New York State, Department of State, The University of New York (Division of Education) and The Division of Corporations, State Records & Uniform Commercial Code*, and, **suggested** by (1) *Robert's Rules of Order* (newly rev. 11th ed. 2011) and the *Guidelines for Bylaws* of the American Bar Association.

ARTICLE I. CORPORATE SOCIETY NAME

The name of the corporation is ***Semiotic Society of America, Inc.*** commonly referred to by the name "*Semiotic Society of America*" and its abbreviated name "**SSA**".

ARTICLE II. CORPORATE SOCIETY DEFINITION

Section 1. Nonprofit Purpose

1.1. The **SSA educational not-for-profit corporation** is organized exclusively for educational, artistic and scientific research and publication purposes, including making awards for these purposes, and for such purposes, the making of contributions and distributions to itself and other organizations that qualify as exempt organizations under **Section 501(c)(3)** of the **U. S. Internal Revenue Code**, or the corresponding section of any future federal tax code.

1.2. The **Semiotic Society of America, Inc.** is an educational and professional entity registered with the **U. S. Internal Revenue Service** as a *Domestic Not-For-Profit Corporation*. The SSA has the *U. S. Tax Code Nonprofit Federal Identification Number (FIN)*: **68-011-6556**.

1.3. The **Semiotic Society of America, Inc.** is an educational and professional entity registered with the **New York State, Department of State, The University of New York (Division of Education) and The Division of Corporations, State Records & Uniform Commercial Code** as a **Domestic Educational Not-for-Profit Corporation**, number **390993**. The **SSA** was incorporated on **5 February 1976**. Current status of the entity is “*active*”. The entity is strictly prohibited from participating in or intervening in any political campaign on behalf of any candidate for public office. The entity contact person of record is:

Javier Clavere, SSA Executive Director

Address: Presser Hall, Room 404, Berea College, Berea, KY 40404 (USA)

Phone: 1-859-985-3464, Ext: 3464; *Fax:* 1-859-985-3994

E-Mail: claverej@bera.edu or semioticsociety@gmail.com

Section 2. Specific Purpose

2.1. General Objective of the **SSA** is to be the leading professional organization for research on *Semiotics* in North America (United States, Canada, Mexico). The **SSA** is a transdisciplinary professional organization serving a diverse community of academic scholars with common interests in the study and application of signs and sign systems, commonly referred to as *Semiotics* and *Semiology*. Founded in 1975 and incorporated in 1976, the Society supports innovative scholarship linking analytical and critical, theoretical and applied, historical and interpretive approaches to the contemporary, transcultural world. Sign theories are relevant to the arts, humanities, physical, social, and human sciences alike – inclusively applying to cognate disciplines as diverse as anthropology, biology, cognitive science, communication, cybernetics, fine arts, law, literary criticism, linguistics, marketing, media studies, mathematics, nursing, pedagogy, philosophy, religion, and technology.

2.2. Specific Incorporation Objectives of the **SSA** “are (1) the advancement of the scientific study of language; (2) to provide assistance to institutions, organizations, agencies or groups in developing and maintaining programs for the advancement of the scientific study of language, and (3)

to make available information concerning latest advances in the scientific study of language” (Certificate, p. 3).

2.3. Specific Educational Objectives of the **SSA** are: (1) To provide *research on*, and *instruction in*, semiotics in such venues as workshops, symposia, and conferences; (2) To provide a national and international *venue* for an annual conference; (3) To provide opportunities for research *publication* in all media (electronic, print); and, (4) To sponsor, host and/or participate in events and activities that *promote* the discipline of semiotics at universities, institutes, and related institutions.

2.4. Permanent Publications:

2.4.1. Official *Journal* of Record:

***The American Journal of Semiotics*, ISSN: 0277-7126.** Includes Presidential Addresses, Sebeok Fellow Address, and Annual Conference Plenary Addresses, subject to *style approval* by the Editor.

2.4.2. Official *Yearbook* of Record:

Semiotics [conference year], **ISSN: 0747-7611.** A separate **ISBN** is assigned to each annual volume upon publication. The *Yearbook* includes *selected papers presented* at the Annual Conference that year and other other research papers submitted to the Editor.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership

The SSA Constitution Article IV, sec. 1 establishes and defines Membership Classes: Individual, Student, Institutional, and Honorary. Because of the legal status of membership, *categories* are not changeable as a function of Bylaws.

Section 2. Annual Dues

2.1. Membership enrollment and account maintenance is administer by agency contract with the *Philosophy Document Center*. The **SSA Website** has a direct link button: **“Join SSA”**. The amount required for annual dues, conference fees, publications costs are posted online: **www.pdc-net.org**

2.2. Membership includes an *electronic subscription* to ***The American Journal of Semiotics***. Fees for the ***Annual Conference***, print edition of ***TAJS***, and the ***Semiotics Yearbook*** are an additional charge. Both publications are produced by agency contract with the *Philosophy Document Center*.

ARTICLE IV. EXECUTIVE BOARD

Section 1. Management. The affairs of **SSA** shall be managed by its *Executive Board (EB)*. The **EB** shall have control of, and be responsible for, the management of the affairs, finances, and property of the **SSA**.

Section 2. Membership

2.1. Executive Board (EB) Membership and Duties are defined in Article V, sec. 2. of the Constitution. Because of the legal status of the **EB**, its membership and duties are not changeable as a function of Bylaws.

2.2. Non-Elected Member of the **EB** is the [1] Executive Director (**ED**).

2.3. Elected Members of the **EB** are: [2] President, [3] Vice-President, and six other Members [4, 5, 6, 7 , 8, 9] of SSA. Only the **ED** and these members may **vote** at **EB** meetings. Only nine (9) votes in total are permitted, a majority being five (5) votes. In the event of an absent member, another **EB** member may be a proxy voter by presenting a hard copy proxy letter signed by the absent member.

2.4. Ex Officio Members of the **EB** are **non-voting**. *Ex Officio Members* of the **EB** are the [10] Editor of *The American Journal of Semiotics*, [11] Editor of the *Semiotics Yearbook*, [12] Secretary, [13] Webmaster, [14] Chair, Kelson Award Committee, [15] Chair, Sebeok Award Committee, [16] Chair, Ad Hoc Committee, and [17] Representative of the *Philosophy Documentation Center*.

2.5. All **SSA** Members may attend and participate **EB** meetings, subject to time control by the President as chairperson of the **EB Meeting**.

Section 3. Compensation

3.1. Members of the **EB** shall not receive any compensation for their services on the board. The **ED** and members of the **EB** assume no liability, individually or collectively, for the corporate debts or other encumbrances of the **SSA**.

3.2. The **ED** is authorized to pay costs for an invited *Plenary Speaker (PS)* who provide a presentation at the Annual Conference. The **ED** must have *prior approval* of the **EB** for any **PS** invitation based on the **PS** budget.

3.3. Plenary Speaker Budget. Proposals to host an Annual Conference must include a **PS Budget** for each anticipated **PS** according to the following criteria:

3.3.1. When feasible, one **PS** should be *local* to the venue (to avoid travel and hotel costs);

3.3.2. The **PS** must deliver a formal oral address devoted to a specific topic on, or cognate, to *Semiotics*;

3.3.3. The **PS subvention** includes: (1) An *Honorarium*, if budgeted and not exceeding US\$ 500; (2) Paid *Hotel Room (non-lodging charges are not covered)* and Conference Fee cost; (3) **PS Travel Subvention** of actual transportation cost (depending on Budgetary availability). The **PS** must submit a primary receipt (e.g., airline or train receipt) prior to payment for transportation.

Section 4. Parliamentary Procedure

Any question concerning parliamentary procedure at **SSA** meetings shall be determined by the President or Committee Chair by *Robert's Rules of Order Quick Study* (quickstudy.com), and, the full text edition of *Robert's Rules of Order: Newly Revised* (11th ed., Roberts Rules Association; Da Capo Press, 2011). On technical issues, the full text edition of *Robert's Rules of Order* shall govern. Officers are reminded that meetings move more quickly if, before votes, the meeting chair appropriately asks: "Is there objection to unanimous consent?".

ARTICLE V. OFFICERS AND THEIR DUTIES

The Officers of the SSA Executive Board are the President, Vice-President, Executive Director, Secretary, and Webmaster (*Constitution* Article V).

1. All Officers must be of active member of the **SSA**.
2. All Officers shall present a written report at both the Executive Board Meeting and the Business Meeting of the **SSA Annual Conference**.

Section 1. President

The *President* is to take office at end of the Business Meeting after serving as Vice-President. The term of the President is one (1) year.

The **Duties of the President** include:

- 1.1.** To *preside* over Executive Board (**EB**) meeting at the conference (following installation as President at the prior year annual Business Meeting);
- 1.2.** To *recognize* those who are completing their service to the **EB**, and welcome new members of the **EB** [note that according to Article V Section 2 "In contrast to the President, who assumes office at the end of the Business Meeting, the two newly elected members of the **EB** take office with the beginning of the Annual Meeting (Conference)"];
- 1.3.** To present the **Agenda** (*provided by the Executive Director*) to include:
 - 1.3.1.** Approval of last *meeting minutes*;
 - 1.3.2. Reports by:** (1) The Executive Director including all transactions of the **SSA**, documentation of financial records, and all society activities such as election of a Vice-President/President Elect and new **EB** members; (2) Editor of *T J A S*; (3) Editor of *Semiotics Yearbook*; (4) *Program Committee* Chair (generally the VP/President elect); (5) *Nominating Committee* Chair; (6) *Kevelson Award Committee* Chair; (7) *Sebeok Award Committee* Chair; (8) *Ad Hoc Committee* Chair.
- 1.4.** Selection of a *New Member* of the *Nominating Committee*—composed of three members serving three years each, with the committee chaired by the individual serving the last year of the 3-year term.

1.5. Announce the results of the *Election* of a new **VP** and two new members of the **EB** (completed at least *two months before* the annual meeting by the **ED**);

1.6. Solicit proposed *Venues* for the next 2-3 Annual Conference meetings and initiate plans for the next Program Committee (including the selection of the Program Committee);

1.7. Request for an *Evaluation* of the *Executive Director* and recommendation for reappointing the **ED** by the Executive Board;

1.8. NEW BUSINESS: Additional *agenda items* (previously distributed to the members of the board);

1.9. To give the *Presidential Address* at the conference banquet or luncheon **one year after** being installed as President;

1.10. To preside over the Business Meeting at the end of the conference, and include voting on any items put forward by the **EB**, and *installing the NEW PRESIDENT*.

Section 2. Vice-President

The *Vice-President* shall have the additional title of "**President-Elect**".

The **Duties of the Vice-President** include:

2.1. The **VP** shall serve for one year only, succeeding to the Presidency in the following year.

2.2. The **VP** chairs the *Program Committee*. The Program Committee consists of six members appointed by the Vice-President and Executive Director.

2.3. In the event that the **VP** cannot fulfill the duties of office, the **EB** shall appoint a replacement for the duration of the **VP** term of office with all rights and responsibilities. The replacement person shall be listed as the **VP of record** in all SSA documentation.

Section 3. Executive Director

The Executive Board (**EB**) appoints an **Executive Director (ED)** for one term and eligible for immediate re-appointment based upon the **EB's** evaluation of performance during the previous term. The term of **ED** is three (3) years. The **ED** has the task of overseeing the affairs of the Society on a regular basis between the **SSA** Annual Conferences. The Executive Director is directly accountable and responsible to the **EB**.

3.1. The **ED** shall be provided with funds to cover administrative, editorial, and clerical assistance. The **ED** provides a professional service and shall not receive any compensation.

3.2. The Executive Director shall administer the affairs of the Society, with the following specific **Duties and Responsibilities**:

3.2.1. To function as *Chief Financial Officer and Treasurer* of the SSA; to establish a *Fiscal Year* for the SSA; and, to conduct *financial and fiduciary operations* of the SSA related

to publications, meetings, and other functions in cooperation with the Program Committee, Executive Board, and other SSA officers; To maintain *permanent digital storage* of **SSA** financial records, archive materials, and other permanent records.

3.2.2.1. To administer a *Bank Account* in the name of SSA with a *Co-signatory* who is authorized: to access the account in the event that the **ED** is incapacitated, to keep financial records of all transactions of the SSA, and, documentation of all other SSA business, functions, and communications;

3.2.2.2. To create and maintain an SSA Financial Data Base with all documentation accessible to the Bank Account *Co-signatory*.

3.2.2.3. The *Co-signatory* must be a member of the **EB** as a matter of legal agency.

3.2.3. To establish an *Endowment Reserve Fund*. The **ED** shall establish a separate Endowment Reserve bank account that shall be used for long-term investment to create a fiscal sustainability reserve for the SSA. The **EB**, upon recommendation of the **ED**, shall authorize an annual contribution to the Endowment of not less than US\$ 1000 per year. Only the **EB** may authorize withdrawal of funds from the Endowment. A minimum of US\$ 50,000 should be in place before considering withdrawals; all interest is to be re-invested in the fund. The **ED** shall establish a contribution categories on the Membership webpage to solicit tax-exempt [SSA is a NON-Profit Corporation] (1) contributions for the Endowment Reserve Fund and (2) information for designating the SSA Endowment as a beneficiary in Wills and Last Testaments or similar monetary instruments.

3.3.4. To present and distribute a hard copy *Annual Fiscal Year Report* at the annual Executive Board meeting documenting all financial transactions and other SSA business noted above;

3.2.5. To oversee all issues related to *Publications* by the Society, delegating any editing and production issues deemed advisable to the respective Editors;

3.2.6. To oversee the *elections and referenda* conducted by **Email ballot**.

3.2.7. To *submit an Agenda* to the President for the Executive Board meeting to take place at the Annual Conference. Note that the details of the *Agenda* are included in the description of the President's responsibilities (*see above* Article V, sec. 1.3.).

3.2.8. To appoint the Roberta Kelson Award Committee (**KAC**) which consists of three people (including a Chairperson).

3.2.9. To annually appoint one new member to the Sebeok Award Committee (**SAC**) nominated by the **Nominating Committee** and approved by vote of the **EB**.

Section 4. Secretary

The Secretary is appointed by the **EB** for one year and eligible for immediate re-appointment. The secretary is directly responsible to the **EB**.

The **Duties of the Secretary** include:

- 4.1. To have on hand at all meetings a copy of *Robert's Rules of Order Quick Study*.
- 4.2. To record the minutes of (formal actions taken by motions approved) both the **EB** Meeting and the Business Meeting at the Annual Conference.
- 4.3. To post the minutes on the SSA Website; notice must be given that such minutes are subject to correction and amendment at the next annual conference (corrected minutes will replace previous minutes on the website).
- 4.4. To maintain a *digital historical record* of SSA activity (other than those in the publications of the SSA), e.g., the program and correction sheet for each annual conference, all award certificates, all photographs of award presentations and keynote speakers, etc. The Secretary shall also maintain an **official list** of (1) all *Presidents*; (2) all *Members* and *ex officio Members* of the **EB** (by year, with term limits); (3) all *Award Recipients*; (4) all **Members** registered with *The Philosophy Documentation Center* (as of one month following the Annual Conference).
- 4.5. To secure and maintain a set of permanent *Room Banners*, *Stand Banners* (for registration), *Logo Table Covers* (for all display tables), and canvas *Conference Bags* (permanent logo design [no date, except "Founded 1976"], so bags may be bulk ordered for several years use. All print copy for these items must be approved by the **EB**).
- 4.6. To explore the possibility and feasibility of creating a digital edition of the "Semiotic Society of America Records, 1970-1992", a repository currently housed in the Special Collections Library at Pennsylvania State University.

Section 5. Webmaster

The Webmaster is appointed by the **EB** for one year and eligible for immediate re-appointment. The Webmaster is directly responsible to the **ED, who** shall consult the **EB** as necessary, especially on matters of domain ownership and sever hosting.

The **Duties of the Webmaster** include:

- 4.1. To maintain and update the **SSA** Internet Website, and, associated digital accounts, e.g., Facebook, YouTube, etc.
- 4.2. To advise the **ED** and **Program Committee** on digital media matters associated with the Annual Conference.

ARTICLE VI. STANDING COMMITTEES

Section 1. Nominating Committee

Because of the legal status of the *Standing Committees*, membership and duties are not changeable as a function of Bylaws.

1.1. Definition. The standing committee on nominations is and its duties are defined in Article VI, sec. 1 of the Constitution.

1.2. Report. The Chair or a Member of the committee shall present a written report at the Business Meeting of the Annual Conference.

Section 2. Program Committee

2.1. Definition. The standing committee on the conference program and its duties are defined in Article VI, sec. 2 of the Constitution.

2.2. Report. The Chair or a Member of the committee shall present a written report at the Business Meeting of the SSA Annual Conference.

Section 3. Ad Hoc Committee

An *Ad Hoc Committee* is created for a specific purpose and is terminated when its *Report* is accepted at the General Business meeting; Its duties are defined in Article VI, sec. 3 of the Constitution.

Section 4. KEVELSON Award Committee



4.1. Award Description. The award honors the contribution of **Roberta Kevelson** (4 November 1931 —28 November 1998; born Fall River, Massachusetts, USA), a *Founding Member* of the SSA. She was awarded the first Ph.D. in Semiotics (Brown University 1978) in the USA. Her career position was at Pennsylvania State University, although she taught at The College of William and Mary and had a research appointment at Yale University. She was a pre-eminent **Charles S. Peirce Scholar** and is best remembered for founding the international research subdiscipline of **Semiotics of Law**, i.e., *Legal Semiotics*. In addition, she was responsible for securing the archive “Semiotic Society of America Records, 1970-1992”, a repository currently housed in the Special Collections Library of the Pennsylvania State University.

4.2. Committee Membership. The Roberta Kevelson Award Committee (**KAC**) consists of three people (including a Chairperson) appointed by the **ED**. The Committee is responsible for reviewing full papers submitted for the award by *Students* via the EasyChair system. When necessary (if only an abstract is submitted), the committee chair requests a full paper by a set deadline. The

ED gives EasyChair access to all **KAC** members for online review. The chair notifies the award winner by email.

4.3. Award Purpose. To (1) *stimulate* student research, presentation, and publication in the discipline of Semiotics; (2) *recognize* outstanding scholarship at the beginning of a student's professional academic career, and (3) *foster* student membership in the **SSA**.

4.4. PAPER Selection Criteria are: (1) *Topic*: Promising research subject matter in the discipline of Semiotics; (2) *Focus*: Sophisticated analyses of a theoretical concept relevant to Semiotics; (3) *Organization*: Clear logic demonstrating analysis and synthesis with problematic and thematic limitation; (4) *Application*: Valuable contribution to understanding the broader discipline of Semiotics; (5) *Writing*: clarity, conciseness, appropriate primary and secondary source citation.

4.5. AWARD Selection Criteria are: (1) a high degree of excellence in all categories of the selection criteria in 4.1.1; (2) originality of topic; (3) theoretical focus on a particular semiotician, school of semiotics, or logic model; and (4) evidence of systematic research, i.e., self-citation of previous research (published or unpublished) relevant to the paper topic and subject-matter.

4.6. Award. The award consists of: (1) the permanent title "Kelson Award Winner"; (2) Presentation of the winning paper at the Annual Conference; (3) Labeling as the "Kelson Award Recipient" in the printed Conference Program; (4) publication of the paper in *Semiotics Yearbook* (subject to style approval by the editor); (5) A free Membership in SSA for the year following the Award; and (6) A "Certificate of Award" presented by the **KAC** Chair or Committee Member at an appropriate time during the Annual Conference.

4.7. Report. The Chair or a Member of the **KAC** shall present a written report at the Business Meeting of the Annual Conference.

Section 5. SEBEOK Award Committee



5.1. Award Description. The award honors the contribution of **Thomas A. Sebeok** (November 9, 1920 — December 21, 2001; born Budapest, Hungary). A *Founding Member* of the SSA, he transformed the landscape of sign studies in the 20th Century. Following on the foundational scholarship of (1) Charles Sanders Peirce and Charles Morris (in the USA) focused on Semiotics, (2) that of Ferdinand de Saussure (in Europe) focused on Semiology, and that of (3) Roman Jakobson (in the USA and Europe) focused on Semiotic Phenomenology. Sebeok expanded the purview of Semiotics to include communication and information (non-human signal) systems. He initiated the international research subdiscipline foci on respectively **Zoosemiotics**, **Biosemiotics**, and **Anthroprosemiotics**. The award also memorializes Sebeok's effort in founding and sustaining the *Semiotic Society of America*, and secondarily, as a *Founding Member* (Paris, France 1969) of the *International Association for Semiotic Studies* and its journal *Semiotica* of which he was the first Editor.

5.2. Award Purpose. To (1) *Honor* substantial career or lifetime scholarly contributions to the discipline of Semiotics by scholars during their lifetime; (2) *Commend* substantial professional service to the **SSA**; (3) *Recognize* the unique contribution of American Semiotics to the wider international community of semiotic scholarship; (4) *Remember* that exemplary systematic scholarship sustains the discipline of Semiotics.

5.3. Committee Membership. The Thomas A. Sebeok Award Committee (**SAC**) consists of three members *nominated* by the **ED** and *confirmed* by majority vote the **EB**. Terms are for three (3) years, with one member *rotating off* each year. During the third year of the member's term, the member will serve as **SAC Chair**. In the case of resignation, death, illness, or other abnormal vacancy in the **SAC**, a replacement member shall be *nominated* by the **ED** and *confirmed* by the **EB** within *one month* of the vacancy (the replacement person completes the original term). Two members of the **SAC** must be either **SSA** Sebeok Fellows or Past Presidents. Members of the **SAC** are *not* eligible for Sebeok Award nomination during their term on the committee. Upon adoption of the Bylaws, Richard Lanigan's term will be (3 years, 2016-2018); the **EB** will select one new member in 2017 (3 years, 2017-2019) and one new member every subsequent year.

5.4. Award Selection Criteria. The criteria are: (1) Lifetime or substantial **Career Contribution** to Semiotics; (2) **Service** to the Semiotic community through research publications, professional leadership, and teaching mentorship; (3) a **Program of Semiotic Research Publication** focused on (a) *one particular theorist* (e.g., Peirce, Sebeok, Eco), **or** (2) a *school or tradition of thought* (e.g., phenomenology, structuralism), **or** (3) a *cognate discipline* (e.g., biology, ethics, linguistics, logic); **or** (4) a **Demonstrated Commitment** to Semiotic transdisciplinary dialogue in the spirit of Thomas A. Sebeok. Outstanding nominations will meet all four categories.

5.5. Award Nomination Process. A *Nomination* shall consist of a *letter of nomination* from a member of the **SSA** to the **SAC** Chair which specifies (1) adherence to the stated criteria for the award; (2) consent of the person so nominated; (3) the internet address of primary biographical materials, e.g., a university or institute online biography, Academia . edu page, etc.(public authorship pages such as Wikipedia are not acceptable); (4) a commitment to hold the nomination *confidential* to the nominator and the nominee; and (5) the contact Email address of both the nominator and the nominee. The nomination must be in the form of a PDF file copy of the letter written on the institutional letterhead of the nominator. *Self nominations are not accepted.*

5.6. Award Selection Process.

5.6.1. The **annual deadline** for review of nominations is **1 June**.

5.6.2.The **SAC** Chair shall (1) receive all nominations; (2) nominations received after 1 June shall be tabled for later consideration; (3) during the Month of June, the **SAC** Chair shall send the nominations by Email to the members of the **SAC**; (4) by unanimous vote, the **SAC** will judge each nomination as "*Acceptable*" or "*Unacceptable*" according to the stated criteria for the award; (5) the **SAC** Chair will notify each Nominator of the nomination status: *Unacceptable* = rejected as

not meeting the criteria for the award; *Acceptable* = accepted for consideration for a period of *five years*; (5) the **SAC** Chair shall maintain confidential lists of accepted and rejected nominations (these lists shall be referred to numerically in public reports, e.g. , “5 accepted, 3 rejected for 2014”) [Nominations of record at the time of the adoption of the Bylaws shall carry over to the current SAC]; (6) the **SAC** Chair shall ask each committee member to *rank order* the group of accepted nominations with a brief *justification*; the process will be repeated until a unanimous ranking of first (1 st) is achieved by one nominee. If the **SAC** Chair determines that a unanimous decision cannot be reached, the nomination process will be *tabled* until the following year; (7) During the month of July, the Chair of the **SAC** will notify the **ED** of the award voted by the **SAC**.

5.6.3. The Sebeok Award is limited to *one successful nomination per year*. In the rare event that the **SAC** cannot reach a unanimous decision, no award will be given that year. The next selection will fall to a new committee with a new member rotating into membership the following year.

5.7. Award. The award consists of: (1) awarding the permanent title “*SSA Sebeok Fellow*”; (2) Presentation of the *Sebeok Fellow Address* at a plenary session at the *next* Annual Conference, with appropriate designation in the published Conference Program; (3) subsequent publication in **TAJS**; (4) A *free Membership* in SSA (an Honorary Membership for members not resident in North America as per Article IV, sec. 1 (d) of the Constitution); (5) A “*Plaque Award*” presented by the **SAC** Chair or Committee Member at an appropriate time during the Annual Conference; (6) free hotel and conference fees for the conference at which the Sebeok Fellow Address is presented; and when the budget permits, (7) an address *honorarium* payment not to exceed US\$ 500.

5.8. Report. The Chair or a Member of the **SAC** shall present a written report at the Business Meeting of the Annual Conference.

ARTICLE VII. CONFERENCES

Section 1. Annual Conference time and place recommendations are made by the **EB** and voted upon by the membership at the **SSA** Business Meeting.

Section 2. Proposal to Host an SSA Annual Conference

2.1. Guidelines for Submitting a Proposal to Host the Semiotic Society of America Annual Conference and Business Meeting.

2.1.1. A **Letter of Interest** to host the **SSA** Annual Conference shall be submitted to the Executive Director at least *one month prior* to the Annual Conference.

2.1.2. A **Venue Proposal** must be submitted along with the *Letter of Interest* to host the Annual Conference. The proposal must be submitted *one year (preferably two) prior to the prosed date (year) of the conference*.

2.1.3.The proposal must include information that demonstrates the ability and/or commitment to meet the requirements listed under *Responsibilities of Local Host*. Typically this information is a letter(s) from an institutional official indicating the general scope of involved support.

2.2. Review of Proposals for hosting of the annual conference shall be conducted by the **EB** that will make *recommendations* (based on agreed criteria) for *voting* in the **SSA** Business Meeting.

Section 3. Proposal Planning Guidelines for Hosting

3.1. Responsibilities and Expectations for a Local Host: Specify resources available to help SSA successfully conduct the Annual Conference.

3.1.1. Sponsorships and Endorsements: Institutional, Corporate, Commercial, Individual.

3.1.2. Event Help: human resources available to assist with the operation and execution of the activities for the conference (Volunteer Help, Local Host Greeters, etc.).

3.1.3. Funding Available: Amount of financing available for *office supplies* (Badges, Conference Bags, etc.), *print production* (e.g., Program Schedule, Advertising Posters, Banners, etc.), and *gift items* (award certificates and plaques).

3.1.4. Audio-Visual Equipment: Functional capacity (in room or portable?), quantity (maximum number of units?), and functional capacity (Operating system, Apple or Microsoft; Connectivity, VGA, UBS, interface for Internet, etc.; Internet access (in room; in building); liability for damage or theft).

3.1.5. Promotion: Plans for advertising the event in your local community; Benefits you foresee for your host site and the SSA (win-win scenario); Possibilities for joint programming (parallel public lectures, artistic events, celebrations, etc.).

3.1.6 Venue: Proposers must budget initially from the *Price Chart* for service charges; the **ED** will negotiate a final contract; (a) HOTEL: Bids are required (2 or preferably 3); (b) INSTITUTIONAL CAMPUS: Contracting Agent must be specified in the *Letter of Interest*.

7. Can you offer entertainment from local artists, sponsored tours, guided sight seeing tours for family members, trips to local attractions? (Without financial burden?)

3.2. Meeting Facilities Needs

3.2.1. Number/Capacity of Rooms Available: Meeting Rooms (concurrent sessions); Banquet Rooms (round table dining setup; type of speaker audio system),

3.2.2. Information/Registration Area: Two standard tables needed.

3. **3.2.3. Display Area or Room** (preferred for lockup): Book display (contact person and address for pre-conference shipment of boxes; Is there a campus bookstore agent available?); other

sales display; general information brochures/pamphlets. At least one standard table for each category.

3.2.5. Coffee and break space available; Is there an In-house coffee vendor (e.g., Starbucks).

3.3. Housing

3.3.1. Type and Options: Hotel room rate (**must include taxes**), rates with inclusive meal (if available); Hostel or campus dormitory room rate (if available, feasible).

3.3.2. Food Service: Hotel restaurants and description; room service available; institutional event meal ticket; other restaurant options.

3.4. Transportation

3.4.1. Travel: Air, Train, Bus, Shuttle, Taxi, Automobile. Indicate all travel possibilities stressing easiest access , best price, etc.Note any venue parking restrictions and charges. Online links (especially maps and routes) should be listed as appropriate in all categories.

3.4.2. Visas and Security (International Attendees). In the case of a venue outside the United States of America, provide specific *visa type* required for entry and exist. Indicate any special requirements (e.g., letter of invitation, health card/immunizations, expire dat range for the passport, etc.).

ARTICLE VIII. AMENDMENTS

Section 1. Articles of Incorporation; The Constitution

The Constitution may be amended according to the provisions of “Article VIII. Amendments” of the Constitution.

Section 2. Bylaws

1.1. The SSA Membership may amend these Bylaws by submitting proposed amendments to the **ED**. An Email discussion by the **EB** shall precede the annual **EB** Board Meeting. The **EB** shall vote on amendments. If adopted, the amendment(s) shall distributed by Email to all active SSA members at least **one month prior to the next** Annual Conference Business Meeting at which time the Members will vote on adoption.

1.2. Amendments shall be adopted by two-thirds ($\frac{2}{3}$) majority vote of the SSA members present at the Business Meeting of the Annual Conference.

ARTICLE IX. ADOPTION OF BYLAWS

We, the undersigned, are all current Executive Board Members by force of the Constitution of the incorporated SSA and we consent to, and hereby do, adopt the foregoing Bylaws as the By-

laws of this corporation, subject to approval by two-thirds (2/3) vote of the SSA membership in attendance at the next annual Business Meeting.

ADOPTED AND APPROVED by majority vote of the
Board of Directors on this 26th day of October, 2017.

ATTEST SIGNATURE )
Javier Clavere, Executive Director, SSA Incorporated

ATTEST, Viva Voce, Members of the SSA Executive Board:

- Deborah Smith-Shank (2) _____
- Deborah Eicher-Catt (3) _____
- Ted J. Baenziger (4) _____
- Farouk Y. Seif (5) _____
- Dora Ivonne Alvarez-Tamayo (7) _____
- Christopher Morrissey (8) _____
- Gilad Elbon (9) _____
- Richard Curie Smith (10) _____
- Richard L. Lanigan (11) _____

(2) ADOPTED AND APPROVED by two-thirds (2/3) majority vote at the annual
General Business Meeting on this 29th day of October, 2017.

ATTEST SIGNATURE  _____
Javier Clavere, Executive Director, SSA Incorporated

ARTICLE X. RECORD OF AMENDMENTS TO THE BYLAWS

1. Amendment to ARTICLE _____, SECTION _____ Adoption Date: _____
[Text of New Amendment]