



Society for the Advancement of Socio-Economics

EXECUTIVE COUNCIL HANDBOOK

Executive Council basics

The SASE Executive Council meets twice a year—once virtually, near the end of the calendar year, and once the day prior to the annual SASE conference.

Executive Council members are elected for a term of 3 years, and may serve a second term if re-elected. Newly elected Executive Council members begin their service following the annual conference on the year of their election. Outgoing members end their service following the Executive Council meeting at the annual conference.

As the official policymaking and ratification body of SASE, the Executive Council reviews and approves the minutes from the previous meeting, the annual financial report, and the annual budget. The Council generates, reviews, and approves proposed changes in governance policies and practices, including amendments to the by-laws; selects the Executive Director under the proposal of the President and President-Elect; and establishes a schedule of membership dues and meeting registration fees.

SASE Executive Council members also typically serve on one committee each year, as appointed by the President. Below, you will find descriptions of the perennial committees and their responsibilities.

Committee overviews

Program Committee

The Program Committee (which the President always chairs, and which always includes a member of the host institution) is responsible for seeking out and confirming the participation of 3-4 Featured Speakers, as well as constituting any number of Featured Panels and Featured Author-Meets-Critics sessions. Featured Speakers are not typically paid honoraria, but SASE waives registration and membership fees as well as it pays for speakers' travel and accommodation. Travel budgets should remain reasonable and accommodation is selected by SASE. Featured Panelists, Authors, etc. are expected to pay for their membership and registration.

The Program Committee is also responsible for selecting Mini-Conference theme proposals. Mini-Conference theme proposals are pre-filtered and annotated with pertinent information by the SASE staff.

The Program Committee's pre-conference schedule typically looks as follows:

September: Begin to plan, select, and invite featured speakers and panels

Early October: Review Mini-Conference theme proposals

Late October: Decide on Mini-Conference themes to be retained

December: Finalize Featured Speakers, Featured Panels, and Featured Authors

February-March: Finalize "critics" for Featured Author-Meets-Critics panels

Presidential Search Committee

The Presidential Search Committee is composed of the Past President (who chairs the committee), the President-Elect, and one member of the Executive Council, who is chosen by the sitting President.

The Presidential Search Committee's schedule typically looks as follows:

October-November: Begin search for candidates

January: Submit as many as two candidates for the position of President-Elect (who have accepted to run) to the Executive Council.

Membership and Diversity Committee

The Membership and Diversity Committee is formed by the President, typically composed of Executive Council members, though others may be recruited.

The committee is responsible for reporting and advising on membership trends and diversity concerns, culminating in but not limited to a report to the Executive Council at the Council's meeting prior to the annual conference. Membership data is provided by the SASE staff upon request. The Membership and Diversity Committee is expected to consult past committee members and committee reports in order to ensure a degree of continuity. The committee may also be requested to advise and assist in matters such as the formulation of anti-harassment language, the collection of mailing lists to cultivate diversity among SASE membership, etc. The committee's report to the Executive Council is expected to include analysis of membership data along the lines of region, gender, discipline, etc.

Network Oversight Committee

The Network Oversight Committee is formed by the President, typically composed of Executive Council members, though others may be recruited. Network Organizers cannot be members of this Committee.

The committee is responsible for reporting and advising on network trends, the establishment of new networks and the disestablishment of existing networks, culminating in but not limited to a report to the Executive Council at the Council's meeting prior to the annual conference.

Over the course of the year, the committee is expected to receive and evaluate any proposals to form new networks. The Network Oversight Committee is expected to consult past committee members and committee reports in order to ensure a degree of continuity. The committee's report to the Executive Council is expected to:

- (1) Include analysis of the robustness of SASE Networks and Mini-Conferences with the help of submission and acceptance data provided by the SASE staff upon request;
- (2) Consider and make recommendations regarding diversity among Network organizers;
- (3) Consider and make recommendations regarding virtual participation and dropouts among Networks; and
- (4) Evaluate and make recommendations on new Network proposals.

Nominations Committee

The Nominations Committee is formed by the President, typically composed of Executive Council members, though others may be recruited. Executive Council members up for re-election cannot be members of this Committee.

The committee is expected to consult past committee members and committee reports in order to ensure a degree of continuity. The committee is responsible for:

- (1) Formulating an open call for nominations whereby members can nominate other members or themselves;
- (2) Seeking out and solicit additional candidates;
- (3) Establishing a ballot that maximizes diversity, considering various factors (such as, but not limited to, gender, academic discipline, geographic area of the candidates' appointment, or background); and
- (4) Reporting on its work to the Executive Council during the Council's annual meeting.

The Nominations Committee may also suggest members for the other committees the President appoints. The Nominations Committee is encouraged to consider nominating non-Executive Council members who have served on the previous or current year's SASE committees.

Early Career Workshop Committee

The Early Career Workshop (ECW) Committee chair is appointed by the President. Other members of the committee may be appointed by the chair in consultation with the President or by the President, though the workload is such that Presidential appointment of the full committee is advantageous in ensuring the agreement of potential members. Further, the workload of this committee necessitates a greater number of committee members (enough to comfortably read and double judge ~80 full papers over approximately 4 weeks) and workshop faculty (8-10 senior SASE members).

The ECW Committee is responsible for reading and evaluating workshop applications (comprising a case for support, a CV, and a full paper). Applications are pre-filtered and annotated with pertinent information by the SASE staff. Further, the ECW Committee chair is responsible for creating a workshop schedule and recruiting senior SASE members to serve as moderators of the workshop. The President may also recruit scholars as workshop moderators.

The ECW Committee is expected to consult past committee members and committee reports in order to ensure a degree of continuity.

The ECW Committee's pre-workshop schedule typically looks as follows:

Late January: Coordinate grading schedule

Late February: Begin reviewing applications, keeping evaluation criteria in mind (ensuring gender and geographical balance at equal paper levels)

Late March: Finalize decisions (keeping evaluation criteria in mind)

May: Committee Chair recruits workshop faculty (with help from the President as needed/requested); forms paper sessions; and creates and coordinates workshop schedule (including any non-panel sessions)

Alice Amsden Book Award Committee

The Alice Amsden Book Award (AABA) Committee is appointed by the President. Executive Council members with books published in the past year cannot be members of this committee. The AABA Committee is expected to consult past committee members and committee reports in order to ensure a degree of continuity.

The AABA Committee's schedule typically looks as follows:

November: Formulate an open call for letters of nomination

May: Read and evaluate nominated books (by **late May**);

Late May: Provide a decision text to announce the prize winner; and

June/July: Report on work to the Executive Council during the Council's annual meeting.

SER Best Article Prize Committee

The SER Best Article Prize (SBA) Committee is appointed by the President. The SBA Committee is expected to consult past committee members and committee reports in order to ensure a degree of continuity. The SBA Committee's schedule typically looks as follows:

January: Read and evaluate all reviewed papers that appeared in the previous year's issues of SER, including symposia papers, but not state of the art, discussion, or review forum papers;

March: Provide a decision text to announce the prize winner;

June/July: Report on work to the Executive Council during the Council's annual meeting.