

BYLAWS OF THE SOCIETY FOR POLITICAL METHODOLOGY  
(Approved by the Board of Directors, August 30, 2019)

**ARTICLE I MEMBERSHIP AND OFFICERS**

**Section 1 Members**

Members of The Society for Political Methodology (The Society, SPM) shall consist of all persons with an interest in research methodology and design, in data collection and measurement, in statistics, and in theoretical and empirical modeling in Political Science, as indicated by their enlisting as a member of the APSA Organized Section on Political Methodology (APSA-OSPM) and their payment of the annual Section dues along with their Associate or Regular American Political Science Association dues.

**Section 2 Owners and Board of Directors Chairperson of the Board**

The Owners of The Society, who also serve on its Board of Directors, shall consist of all Fellows of The Society for Political Methodology. The lifetime fellows and board-members are political methodologists of great distinction, as judged and selected according to the standards and practices of the APSA-OSPM.

**Section 3 Chairperson of the Board**

The Chair of the Board of Directors follows the sequence of winners of the Lifetime Achievement Award of APSA-OSPM, beginning with the first, and each serving a two-year term.

**Section 4 Officers**

The officers of The Society for Political Methodology are concurrently the elected officers of the APSA-OSPM, who serve in the same respective roles. Therefore, funds that are collected through section dues are at the disposal of the officers to carry out both APSA-OSPM duties and SPM activities, both of which support the interests of the members through: graduate student support, National Science Foundation grant activities, the [polmeth.wustl.edu](http://polmeth.wustl.edu) paper archive and listserv, organized panels at national meetings, local meetings, the newsletter, and the journal Political Analysis. The officers are responsible for managing these funds between

the APSA-OSPM account and the independent account for SPM. An annual report of financial activities will be submitted to the Directors on or about September 1.

### **Section 5 Meetings of the Membership and of the Board**

The Board Meeting of the SPM will be held at the Annual SPM Summer meeting. The President of The Society will report the status of all activities including journals, conferences, and membership. The President will also provide a summary of committee activities. The Treasurer will provide a summary of current accounts and obligations. Announcements of the APSA-OSPM Section Business Meeting will also be included in the program of the Association.

### **Section 6 Compensation of Officers and Directors**

Officers and Directors shall serve without compensation and shall be fixed by a resolution of the Board of Directors.

### **Section 7 Conflicts of Interest**

Currently sitting board-members and the chairperson of the SPM may not simultaneously hold official position or membership in any other entity that acts, has acted, or plans to act against, and may not simultaneously themselves act against, the purposes of The Society, as defined in Article II, Section 1. Board-members or chairs who violate this clause are subject to removal according to the procedures defined in Article I, Section 8.

### **Section 8 Removal of Board-members and/or Chairperson**

An Officer of the APSA-OSPM who is removed from that position by the proper processes of that Section is thereby also removed from the Board of the SPM. Separate Motion to Remove Board-members and/or the Chairperson may be made at the Annual Meeting of The Society or in writing at any time, by post or email, by any Member of The Society. A Motion to Remove will be deemed valid and considered for a vote by the Board of The Society, exclusive of the named party, if it has at least 20 SPM-Member co-signatories. The Board of The Society, exclusive of the named party, will consider and vote upon any valid Motion to Remove within one month of its receipt. A Motion to Remove that receives two-thirds or more affirmative votes from The Board of The Society, exclusive of the named party, is considered passed and

the named Board-member(s) and/or Chairperson is removed. The next Lifetime Achievement award-winner in sequence becomes Chairperson in the event of removal of the Chair. Removed Board-members are not replaced.

## **ARTICLE II PURPOSE, PROGRAMS, & ACTIVITIES**

### **Section 1 Purpose**

The purpose of the Society is to facilitate and further the academic endeavors of its members, including the production and dissemination of their research, the enhancement and reach of their pedagogy, and the quality and quantity of their service in political methodology, i.e., in research methodology and design, in data collection and measurement, in statistics, and in theoretical and empirical modeling in Political Science. As per and in the terminology of Section 501(c)(3) of the U.S. code, this purpose is educational and scientific.

### **Section 2 Programs & Conferences and Meetings**

Independently or in conjunction with the APSA-OSPM, the SPM may establish special panels, workshops, symposia, or social gatherings at the Annual Meeting of the American Political Science Association, and at other regional and professional meetings. The Society may also hold independent meetings, workshops, or symposia on issues related to political methodology.

The Society holds an Annual Summer meeting each year at selected institutions selected by the officers. The host university and the officers negotiate the cost-sharing plan on an individual basis. The Summer meeting of the SPM is the primary sponsored conference for faculty and graduate students. The Society will endeavor to promote attendance by traditionally underrepresented groups at the Summer conference.

### **Section 3 Committees**

The President of The Society, in consultation with the other three officers, shall create, appoint, staff, and terminate committees of The Society as he/she sees fit.

### **Section 4 Programs & Outreach**

Independently or in conjunction with the APSA-OSPM, the SPM may establish, manage, and support whatever academic programs it deems productive in seeking to further political methodology particularly among historically underrepresented groups.

### **Section 5 Publications & *Political Analysis***

The Society owns and manages Political Analysis, regarding it as the medium of scholarly publication for its members. It encourages its members to contribute to and subscribe to Political Analysis as the scholarly journal most focused on the interests of the Society.

### **Section 6 Publications & Editor(s) of Political Analysis**

The Editor(s) of Political Analysis shall be appointed by the President of The Society in consultation with the Board and the Publisher of the Journal and subject to approval of the Membership at the Business Meeting and the Publisher of the Journal. The Editor(s) will be appointed for a term of four years. Associate Editors of Political Analysis shall be approved by the Board at the Business Meeting based on the nomination and recommendation of the Editor(s) and subject to the approval of the Publisher. The editorial board of Political Analysis shall be approved by the Board at the Business Meeting based on the nomination and recommendation of the Editor(s) and subject to the approval of the Publisher. The editor may be removed by a majority vote of the Board of Directors.

### **Section 7 Publications & *The Political Methodologist***

The Society regards The Political Methodologist as the medium of communication concerning professional activities of The Society and its Members. The Political Methodologist shall be sent to all Members at least twice annually, financial and other resources permitting. The Editor(s) of The Political Methodologist shall be elected by majority vote of the Membership at the Business Meeting for a term of three years. The Chairperson, in consultation with the Board, shall recommend at least one person who consents to be nominated as Editor.

### **Section 8 Funds**

The officers of the Society for Political Methodology are concurrently the officers of the APSA-OSPM, in the same respective roles. Therefore, funds that are collected through section dues are at the disposal of the officers to carry out both APSA-OSPM duties and SPM activities, both of which support the interests of the members through: graduate student support, National Science Foundation grant activities, the working-paper archive and listserv, organized panels at national meetings, local meetings, the newsletter, and the journal *Political Analysis*. The officers are responsible for managing these funds between the APSA-OSPM account and an independent account for SPM. An annual report of financial activities will be submitted to the Directors at the Annual SPM Summer meeting.

### **Section 9 Dissolution**

Upon a majority vote of the directors, the Society for Political Methodology may be dissolved and all assets will be transferred to the American Political Science Association Organized Section on Political Methodology. In this event, the Society for Political Methodology will cease to exist as a defined legal entity and the APSA-OSPM will take control of the remaining activities and commitments of the SPM.

## **ARTICLE III DIVERSITY AND INCLUSION**

### **Section 1 Statement of Diversity and Inclusion**

The Society for Political Methodology is an academic organization established to support and develop methodological and empirical tools for the study of political science. The open exchange of ideas, the freedom of thought and expression, and respectful scientific debate are central to the aims and goals of the Society for Political Methodology. These require a community and an environment that recognizes the inherent worth of every person and group, that fosters dignity, understanding, and mutual respect, and that embraces diversity. The Society is thus committed to sharing values of diversity and inclusion, and to fostering a diverse membership that's inclusive of racial and ethnic background, disability status, religion, age, gender, color, gender identity, national origin, physical appearance, ancestry, sexual orientation, and socio-economic background. In order to foster diversity and inclusion, the Society seeks to provide forums for varied perspectives and an open exchange of ideas in an unbiased and non-prejudicial way. The values expressed in this statement are recognized and supported fully by the leadership of the Society at all levels.

## **Section 2 Code of Conduct**

As outlined in our Statement of Diversity and Inclusion, the Society for Political Methodology (SPM) is committed to fostering a community that recognizes the inherent worth of every person and group, that promotes understanding and mutual respect, and that embraces diversity. We are thus dedicated to providing a harassment-free experience for all participants at our events and in our programs. The policy is not intended to inhibit challenging scientific debate, but rather to promote it through ensuring that all are welcome to participate in a shared spirit of scientific inquiry.

Harassment and hostile behavior are unwelcome at any conference or event sponsored, co-sponsored, or organized by the SPM. This includes speech or behavior that intimidates, creates discomfort, or interferes with a person's participation or opportunity for participation in a conference or an event. We aim for all SPM-sponsored activities to be free of harassment, including but not limited to: harassment based on race, ethnicity, gender, religion, age, color, physical appearance, national origin, ancestry, disability, sexual orientation, gender identity, and socio-economic background. Harassment includes, among other actions, degrading verbal comments, discriminatory jokes and language, deliberate intimidation, stalking, harassing photography or recording, inappropriate physical contact, and unwelcome sexual attention.

It is the responsibility of the community as a whole to promote an inclusive and positive environment for our scholarly activities. Anyone who experiences harassment or hostile behavior may contact the SPM's Climate Liaison. During events sponsored or organized by the SPM, this email (and an additional phone number distributed before the event) will be continuously monitored for the duration of the event. When taking a personal report, our staff will ensure that no one can overhear. They may involve other event staff to ensure the report is managed properly. We will keep any contact in strict confidence, and those who contact the Climate Liaison will be consulted before any actions are taken.

## **ARTICLE IV AMENDMENT OF THESE BYLAWS**

The Annual Business Meeting of The Society shall have the power to modify, alter or amend these Bylaws of The Society for Political Methodology, by majority vote of the Membership and the Board of The Society.

## **ARTICLE V DOCUMENT RETENTION AND DESTRUCTION POLICY**

## **Section 1 Purpose**

In accordance with 18 U.S.C. Section 1519 and the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by The Society for Political Methodology in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate The Society for Political Methodology's operations by promoting efficiency and freeing up valuable storage space.

## **Section 2 Maintenance of Corporate Records**

The corporation shall keep at its principal office:

- Minutes of all meetings of directors, committees of the board, and all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, contracts, liabilities, receipts, disbursements, gains and losses;
- A record of its members, if any, indicating their names and email addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
- A copy of the corporations articles of incorporation and bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

- A copy of the IRS application for tax-exempt status (Form 1023) and the IRS determination letter, the state sales tax exemption letter, IRS 990 tax returns and attachments and IRS 1099s.

The corporation shall make a portion of the above material available on its website, [polmeth.wustl.edu](http://polmeth.wustl.edu), however, sensitive material will be password protected.

### Section 3 Document Retention

The Society for Political Methodology follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

<b>Corporate Records</b>	
Annual Reports to the Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years



Correspondence (general)	3 years
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<b>Accounting and Corporate Tax Records</b>	
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

<b>Bank Records</b>	
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

<b>Payroll and Employment Tax Records</b>	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years

<b>Employee Records</b>	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion, or Discharge	7 years after termination
Accident Reports and Workers Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years

<b>Donor Records and Acknowledgement Letters</b>	7 years
<b>Grant Applications and Contracts</b>	5 years after completion

<b>Legal, Insurance and Safety Records</b>	
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

#### **Section 4 Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an archive computer file folder. Backup and recovery methods will be tested on a regular basis.

#### **Section 5 Emergency Planning**

The Society for Political Methodology's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping The Society for Political Methodology operating in an emergency will be duplicated or backed up at least every week and maintained off site.

### **Section 6 Document Destruction**

The Society for Political Methodology's chief financial officer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding or its electronic equivalent.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

### **Section 7 Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against The Society for Political Methodology and its employees and possible disciplinary action against responsible individuals. The chief financial officer and finance committee chair will periodically review these procedures with legal counsel or the organizations certified public accountant to ensure that they are in compliance with new or revised regulations.

### **Section 8 Corporate Seal**

The board of directors will adopt a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

### **Section 9 Directors' Inspection Rights**

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, tax records, and documents of every kind and shall have such other rights to

inspect the books, records, tax records, and documents of this corporation as may be required under the articles of incorporation, other provisions of these bylaws, and provisions of law.

### **Section 10 Member's Inspection Rights**

Each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

- To inspect and copy the record of all members' names, email addresses and voting rights, at reasonable times, upon written demand on the secretary (president) of the corporation, which demand shall state the purpose for which the inspection rights are requested.
- To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the secretary (president) of the corporation by the member, for a purpose reasonably related to such persons interests as a member.

Members shall have such other rights to inspect the books, records, and properties of this corporation as may be required under the articles of incorporation, other provisions of these bylaws, and provisions of law.