

## Constitution and Bylaws of the Society for Human Sentence Processing

### **HSP Constitution**

#### **Article I. Name and Object**

1. The name of the Society is The Society for Human Sentence Processing
2. The mission of the Society is to promote the communication of scientific research in language processing and related areas.

#### **Article II. Membership**

Any person may become a member by submitting a form on the society's website, at any time. Members are periodically asked to renew their membership by indicating continued interest in remaining a member. The membership roster is maintained by the executive committee.

#### **Article III. Governing Board**

1. The Executive committee shall be composed of 7 members.
  - a. President
  - b. Vice-president, also called President-elect and Clerk
  - c. Past president
  - d. Current Local Host
  - e. Prior year Local Host
  - f. Next year Local Host
  - g. Junior member
2. The first three positions are elected, and each elected member shall serve for 3 years. The Vice-President shall take office at the conclusion of the Annual HSP Conference; at that time the Vice-President from the previous year becomes the President, and the President from the previous year becomes the Past President.
3. Three of the Executive committee members represent the Local Hosting committees for the conference, and shall serve for 3 years. The beginning of each term begins at the conclusion of the annual conference. The "previous host" represents the institution who hosted the conference that is concluding. The "current host" will be hosting the next year's conference. The "next year's host" represents the following year's conference.
4. There shall also be a Junior member of the Executive Committee, who is either a postdoctoral fellow or a student of a PhD graduate program. The Junior member will be selected by the senior members of the Executive committee (i.e., members a-f) and will take office at the conclusion of the annual conference. This term lasts one year.

#### **Article IV. Committees**

1. There shall be an Executive Committee, composed of the above officers. The Executive Committee shall meet at least twice during the year between conferences. The Executive Committee will update the Society once a year on its activities.
2. There shall be a Business Committee, composed of members of the community who wish to serve in a leadership position to support the society. The Business Committee shall meet at least once a year. Requirements for membership include: a) Evidence of participation and commitment to this community and line of research; b) PhD or other professional degree in a relevant field; c) interest in supporting the society and/or conference. Nominations will be approved by a vote of the EC.
3. There shall be a Local Host Committee, which holds primary responsibility for all aspects of running the conference, including decisions about the format (virtual, in-person or hybrid), conference structure, talk/poster acceptances, etc. The Executive Committee is responsible for identifying the host committee for upcoming conference years in consultation with the Business Committee.
4. There shall be a Review Committee, which is responsible for reviewing abstracts that are submitted to the conference. The Local Host Committee is responsible for contacting potential reviewers and assembling the review committee each year in a transparent manner. The Executive Committee will maintain a list of potential reviewers, facilitate future nominations and advise on community norms regarding fair and equitable reviews.

#### **Article V. Elections**

1. The Executive committee serves as the Nominating Committee for the election of a new Vice-President.
2. Once a year (typically in about January) the Executive Committee recruits nominations and self-nominations for Vice President, and creates a ballot including all nominees. All members may vote. The membership will be notified of the opportunity to vote.
3. Voting will use a rank-order voting system where each member puts the nominees in order of preference. The first choice is tabulated; if one candidate has more than 50% of the total votes, this candidate is declared the winner. If not, the candidate with the lowest number of votes is excluded, and the first-choice votes for that candidate are re-distributed on the basis of the second-choice votes. If one candidate has more than 50% of the total votes, this candidate is declared the

winner. If not, the process repeats until one candidate has more than 50% of the votes.

## **Article VI. Meetings**

1. The Society for Human Sentence Processing serves to support the annual Conference on Human Sentence Processing. This Conference is held annually at a time and a place selected by the Local Host Committee, typically in March or April. The details of the conference are decided by the Local Committee, which is composed of the Current Local Host and other members of the Host Institution. The Local Host committee has the option to invite colleagues from other institutions to join the local committee.

## **Article VII. Amendments to the Constitution**

Amendments to this constitution may be proposed on the basis of either (a) the support of two thirds of the Executive Committee, or (b) a petition submitted and signed by at least twenty-five members of the Society. Proposed amendments will be submitted to the members for vote. To become effective, an amendment must receive the approval of two-thirds of those members voting on that amendment.

## **HSP Bylaws**

### **Bylaws pursuant to Article IV, Committees**

1. In addition to the committees specified in Article IV, the Executive Committee may establish standing and ad hoc committees as necessary to carry out the activities of the HSP. Committees may be open to any interested member of the Society, or may be restricted to membership by invitation only, at the discretion of the Executive Committee. The Chairs of all committees, and the members of restricted committees, shall be appointed by the President, subject to the approval of the Executive Committee. The appointments of Chairs and committee members may take place at any time. The duration of terms of service of Chair and members will be specified in the committee's charter. All terms of service will end at the close of the Annual Meeting following the last year of the term. Members of an open committee may join the committee at any time, for a multi-year term of service, renewable once at the agreement of the member and the Chair.

### **Bylaws on succession of officers**

1. If the office of President should, through any cause, become vacant, the Past President shall thereupon assume the duties of the President for the remainder of that term.

2. If the office of Vice President/President-Elect should, through any cause, become vacant, the Nominating Committee shall organize a special election to fill that office.

3. If the office of the Past President should, through any cause, become vacant, the President, with the advice of the Executive Committee, shall appoint on an acting basis a member of the Society who will serve in that capacity until a search can be completed.

*Note:* Each period of service begins and ends on the closing session of the conference, and “this year” means the year leading up to the conference.