



Section Manual

American Sociological Association

Updated August 2006

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Sections and the American Sociological Association

Introduction

Origin of Sections in the ASA

Sections have been an integral part of the American Sociological Association from earliest days of the organization. The modern version of Sections has its origin in the late 1950s when groups of members interested in special fields within Sociology approached the Association with the request to become affiliated in a formal way. The earliest sections, formed in the 1920's, focused the majority of their activities on the ASA Annual Meeting; from the late 1950's onward section activities became ongoing through the year.

The first modern Section was authorized on August 27, 1958 when the ASA Council reviewed and unanimously approved an application by a group of over 200 members to form a Section on Social Psychology. The Section on Medical Sociology was established the following year on September 3, 1959. Anticipating additional requests, in 1958 and 1959, Council established rules and procedures for the establishment and operation of Sections¹.

By the end of 1961 there were a total of five Sections with 2,252 members. At the conclusion of the 2006 membership year there are 44 full Sections with more than 23,000 memberships. Sections have experienced solid, consistent growth since their launch, but especially over the last four years.

Philosophy Underlying Sections in the ASA

Sections provide a forum within ASA for the involvement of individuals drawn together by common interest in a field of studying, teaching, and/or research². Sections are an integral part of the ASA, providing opportunities for members to participate actively in the Association both through section activities and in leadership positions. All ASA members (including Associate Members) of the Association may join Sections by paying the appropriate dues³.

ASA and Sections are mutually interdependent and supportive. The Association is committed to the furtherance of strong and dynamic sections that reflect the various substantive areas and sub-field specialties of the discipline of sociology. The Association encourages each section to develop programs and activities to further their stated mission.

¹ In 1958, a minimum 200 members were required, and Section dues were \$1.00 per person.

² Sections are authorized by ASA Bylaws, Article VI, Section 1, which reads, in part: "Members who share interests in a sociological specialty may seek to become a section."

³ Section membership requires ASA membership.

Due to the number and variety of potential Section activities, the ASA Council felt it was important that the Association provide clear guidelines for forming, operating and terminating Sections. This Manual summarizes existing Association policy on the operation of Sections and is intended to reduce uncertainties and ambiguities in the operation of Sections.

Sections and the Association

ASA Council

The ASA Constitution designates the ASA Council to be responsible for the direction of the Association and the formulation of policy. As such, Council has the authority to set policies, procedures, and standards for the operation of Sections, as well as the authority to form new Sections and to terminate existing Sections⁴. ASA Council, the Committee on Sections (COS), the Committee on the Executive Office and Budget (EOB), and the Executive Office work in coordination to provide guidance to sections and set policies regarding their administration.

ASA Council sets policy for the Association and its sections. Council has final authority regarding the formation, maintenance, and continuation of sections and establishes policy guidelines within which sections operate. In matters that may affect all sections, the membership at large, or the overall well being of the discipline or Association, the ASA Council retains the final decision-making authority.

Committee on Sections

The Committee on Sections is authorized by Association Bylaws⁵, which directs that the Committee on Sections has the responsibility to guide the Association on the administration of Sections to include the creation and continuation of sections. In addition, the committee advises the ASA Council on substantive matters of policy regarding sections and section activities, evaluates and makes recommendations to ASA Council on the formation and continuation of sections, and annually reviews Section activities. In most matters, sections communicate to Council through the Committee on Sections, and sections may turn to the Committee on Sections for advice and guidance.

The Committee on Sections convenes a meeting of section representatives at each Annual Meeting. Usually, the section chair or a designated representative attends the meeting. The meeting provides an open forum for section officers to discuss section-related issues with the Committee on Sections, which may become recommendations from the Committee to ASA Council.

⁴ Contrary to popular belief, the ASA Council has terminated a Section for failure to comply with existing standards. That Section corrected the problems and was later re-instated as a Section.

⁵ ASA Bylaws Article V, Section 5.

The Committee on Sections is composed of nine members. Three of the members are appointed by Council from among members of the Association, three of the members are appointed by Council from among Council members-at-large, and three members are elected by Chairs of the sections according to section membership size (i.e., small, medium, large). All terms are staggered so that three people rotate off the committee each year.

Committee on the Executive Office and Budget

The Committee on the Executive Office and Budget advises ASA Council on membership and fiscal matters for the Association and its sections. The Committee on the Executive Office and Budget, chaired by the Secretary of the Association, works closely with the Committee on Sections with respect to section matters and provides guidance to sections and recommendations to ASA Council.

Executive Office

The Executive Office has day-to-day responsibility for the operations of the Association and the implementation of the policies of the Association and ASA Council. The Executive Office maintains communications across all parts of the Association. Section officers are encouraged to contact the Executive Office with questions regarding section activities. If further guidance is required, Executive Office staff will consult with the Committee on Sections, the ASA Secretary, or other ASA officers. The Executive Office communicates pertinent information to all sections through regular correspondence to section officers.

Section Formation, Continuation, and Termination

Section Formation

Members interested in organizing a new section should notify the Executive Office of their intention to do so in order that the Association can be aware of this possibility at the earliest possible point. The Manual describes what is required in order to request approval from the Committee on Sections and Council to become a section-in-formation. The Executive Office is available to answer questions or provide guidance on the process for forming a section.

All sections begin as Sections-in-Formation (SIF). To form a section-in-formation, organizers prepare a detailed proposal (i.e., at least several pages) regarding the purpose of the section, its potential contribution to the discipline, and types of activities envisioned for the section. The proposal should make clear the nature of this sub-field of sociological work, the issues being addressed in this area, and the potential for its future development as a sub-field of interest. To highlight the intellectual merit of the sub-field, the proposal should provide a summary of existing scholarly work in sociology and include a short bibliography of the sub-field literature. The proposal should also address any links or possible overlaps to other sub-fields of sociology, especially those that are already constituted as sections.

A petition signed by at least 100 current Association members must accompany the proposal. Signing the petition implies that members will pay dues for the section for two years. The petition form must include the following statement: "Signing this petition is a commitment to join and pay dues to the section for at least two years."

The proposal and petition for creation of a new section will be referred to the Committee on Sections for its review. Prior to making a recommendation to the ASA Council, the Committee on Sections will review the proposal to ensure that the proposed section represents a sub-field that has intellectual merit and that the vision for the section will benefit the profession. If the Committee on Sections approves the proposal, it will recommend to ASA Council that it be granted the status of section-in-formation. Council has the authority to approve or reject the proposal. If Council approves the section-in-formation, the organizers will have two years from the beginning of the following membership year to recruit at least 300 members.

Each section-in-formation must prepare a set of Bylaws that will be sent to the Executive Office. The Bylaws must conform to the Constitution, Bylaws, and policies of the Association. The Committee on Sections will review the proposed Bylaws and recommend action to ASA Council. If a section-in-formation reaches 300 members and the Committee on Sections and ASA Council have approved their Bylaws, the section will have achieved full section status.

To permit ASA members an opportunity to respond to the proposed section, the Executive Office will announce in *Footnotes* the proposal for a new section after its approval as a section-in-formation by the Committee on Sections and ASA Council. Sections-in-formation are entitled to a set of address labels once each year of ASA members who indicate a relevant interest area, but who are not current members of the section-in-formation (up to 1,000 address labels).

During the period of formation, the Association will provide the printing and mailing of a newsletter during the first year. In the second year, a section-in-formation will receive an allocation for operating funds based on the number of members as of September 30 of their first membership year.

Sections-in-formation are entitled to one organizing session at the ASA Annual Meeting to elect acting officers and create a set of proposed Bylaws. Sections-in-formation that reach 300 members by December 31 will be allocated two sessions at the next Annual Meeting.

Continuation of Sections

The continuation of sections depends on quantitative and qualitative assessments of their vitality. The quantitative criterion is section membership of at least 300 members.

Sections that were established or those in formation prior to August 1997 had until September 30, 1999 to reach 300 members. Council may, on rare occasions, waive the 300 criterion at the recommendation of the Committee on Sections.

Sections with fewer than 300 members can demonstrate strong vitality by meeting the following qualitative criteria:

- Meaningful activities as reflected in Annual Meeting sessions, newsletters, or other initiatives.
- An annual business meeting with at least 25 section members present
- An annual section council meeting
- An annual report that describes the business and council meetings, activities of the year, plans for the following year, and includes a copy of all section newsletters for that year
- A section-approved operating budget and sound management of operating budget
- A democratic nominations and election process

Each section must have an annual Business Meeting at the ASA Annual Meeting with a quorum of at least 25 section members present. A report of the meeting, including its agenda and a count of the people present, shall become part of the section's annual report.

The council of each section must have at least one meeting a year, which is normally held during the ASA Annual Meeting. If the section does not use the timeslot allocated in the annual meeting program, the section council is responsible for making other arrangements for a Council meeting. The date, time, and location of the meeting must be determined at least one month prior to the meeting. A report of the meeting becomes part of the section's annual report.

On or before October 15 of each year, the immediate past chair of each section will provide the Executive Office with an annual report of the year's activities. The annual report will contain at least the following information:

- A report of the business meeting held at the annual meeting, including the agenda and a count of the members present;
- A report of the section council meeting;
- The nominations procedures to be used by the section;

- An operating budget for the coming year approved by the section council;
- A review of the current year's activities;
- Plans for the coming year;
- Copies of the section newsletters or the print equivalent of electronic communications.

Termination of Sections

In reviewing the vitality of sections the Committee on Sections will use both quantitative and qualitative indicators. If the Committee on Sections determines that a section should be terminated, it will report this recommendation to ASA Council. If the ASA Council concurs with the Committee on Sections, the section will be given one year to reorganize the section. A section in provisional termination status will be reviewed after one year by the Committee on Sections and ASA Council. Council will make the final determination regarding the continuation of the section. Only the ASA Council has the authority to terminate sections.

A section may decide to terminate itself by a vote of the section membership.

Guidelines for Section Activities

Activities Involving Legal and Financial Commitments

Sections may not enter into legally binding relationships or make commitments to other groups, or in other ways affect the constituent relationship between sections and the Association without approval of ASA Council or its delegated representatives. Such approval is necessary for activities that require a legal commitment or a financial obligation beyond the section's resources. The Executive Officer, in consultation with the President and the ASA Secretary may take action or refer the request to ASA Council. Sections are encouraged to consult with the Executive Office if such approval is sought or where there may be ambiguity or uncertainty.

Activities Involving External Funds

Sections wishing to pursue external funding for research, training, and/or other projects that support section activities should consult with the Executive Office. The Executive Office, in consultation with the President and ASA Secretary, is authorized to take action on such proposals or, when necessary, refer the request to Council. If approved, the Executive Office will provide assistance in such matters as budget preparation, negotiations with funding agencies, administration of funds, and the sharing of responsibilities with a section representative on a section-initiated project.

Journals and Other Publications

The Association encourages innovation by sections consonant with the Association's publication policies and procedures as outlined in the Guidelines for ASA Publications Portfolio and the Association's overall publication objectives. Publication ideas from sections for journals, annuals, or other periodicals (whether print or electronic) should be brought to the ASA Publications Committee for review and recommendation to ASA Council. Based on the recommendation from the ASA Publications Committee, the ASA Council may determine to pursue the idea as an ASA publication or will advise the section whether it may pursue a publication prospect and, if so, under what conditions.

Public Policy Positions

Only the ASA Council can take public policy positions on behalf of the Association. Sections are not permitted to take public policy positions independent of the Association. Sections are encouraged to make recommendations to ASA Council or to bring to the attention of the Association issues for consideration, especially in areas relating to the expertise, competence, or interests of sections.

Section Communication

Section Newsletters

The Association considers communication and dissemination of relevant information to section members to be an essential function of sections and encourages sections to produce timely, quality printed or electronic newsletters. Each section may choose to use its operating budget to print a newsletter. If a section chooses to have the Executive Office print and mail newsletters, the costs will be charged to their operating budget. Increasingly sections are sending newsletters electronically.

Section Web Sites

The Executive Office provides basic information about each section on the ASA's website. This page contains the mission statement of the section, the current officers of the section, and a link to the section's website if one exists. Sections are encouraged to appointment a webmaster and to maintain their own websites.

Two main options exist for hosting section websites. Section websites may reside on a University server with a link provided on the ASA website to the section's home page. Sections may also maintain basic websites on the ASA web server. The Executive Office makes space available to sections on the ASA server at no charge. Regardless of where the sites resides, each section is responsible for maintaining its own site and providing linking information to the Association if necessary.

Section Listservs

To facilitate timely communication between section officers and section members, the Executive Office provides each section with two listservs, an announcement

listserv and a discussion listserv. The announcement listserv is for section officers to send messages about section-related business and items of interest to members of their section. Members may not reply to announcement listserv messages – they are read-only. The second listserv is an open discussion list and is intended to give section members a forum to exchange ideas and news of interest. All members of each section are automatically subscribed to the announcement listservs, but membership on the discussion listservs is voluntary and at each member’s discretion.

Guidelines on Section Administration

Dues

Effective with the 1998 membership year, base section dues are \$10 for regular, emeritus, and low-income members and \$5 for student members⁶. Sections may levy dues over the base dues established by the ASA Council. Any change in the base section dues requires the review of the Committee on Sections and the Committee on the Executive Office and Budget, and the approval by ASA Council. After the section council approves an increase, members of the section must vote on the dues change. Additional dues levied by sections above the base dues will become effective the following membership year.

Operating Budget

Starting with the 1998 fiscal year, the Association will provide each section an annual budget allocation based on the number of section members at the close of the prior membership year. In February 2006⁷, Council revised the financial allocation formula to the following:

- ASA provides all sections with \$2 per member.
- In addition to the \$2 per member, Sections also receive a base allocation determined as follows:

⁶ History of ASA Section Dues: 1957-1958 dues were \$1.00; on September 2, 1971 Council increased section dues to \$3.00 per person and granted sections the right to levy additional dues above the \$3.00; On January 13, 1979 Council increased Section dues from \$3 to \$5; On January 28, 1988 Council increased Section dues from \$5 to \$8 and added a \$5 dues category for student members; On August 17, 1993 Council set dues for Sections-in-Formation to \$4 for the time they were in formation, increasing to \$8 in subsequent years of operation as a full section; and in August 1997, Council increased Section dues from \$8 to \$10 per person starting with the 1998 membership year – the rate for student dues remained unchanged.

⁷ Prior to the February 2006 action, the Section financial allocation formula was: “The allocation formula provides \$1,000 in base amount plus \$2 per member (except where noted below). The first year that a section’s membership falls below the 300-member requirement, the base amount will be calculated by dividing the total number of section members by 300 and multiplying the result by 1000; the \$2 per member allocation remains unchanged. If a section remains below the required number of 300 members for a second year, the base amount will be reduced by half if a section has 200 or more members and will be eliminated if a section has fewer than 200 members. The \$2 per member allocation remains unchanged.”

- ⇒ Sections with more than 300 members receive a base allocation of \$1,000.
- ⇒ Sections with less than 300 members but more than 200 members receive a base allocation of $(\# \text{ of section members} - 100) * \5 .
- ⇒ Sections with fewer than 200 members receive a base allocation of \$500.

This budget allocation, together with any additional dues assessment levied by sections, constitute the section's operating budget for the year. At the end of each fiscal year, unspent funds roll over to the section for the next fiscal year. (i.e., the unused portion of the operating budget may accrue from year to year). Funds rolled over from one year to another do so without earning interest.

At the section council meeting each year, section officers should discuss the fiscal impact of any plans for the next calendar year. Formal budgets are not required but may be developed to assist the section in planning.

Section chairs are responsible for the overall fiscal management of their section. Only the secretary-treasurer is permitted to authorize expenditures from the section's operating budget. In the absence of the secretary-treasurer, the section chair may approve such expenditures. The Executive Office will reimburse or make payment to individuals and organizations for expenses when authorization is received from the secretary-treasurer via letter, electronic mail, or fax.

Sections may not use their operating budgets to fund gift memberships. However, if a section receives an unrestricted gift from a member or another source, those funds may be used in support of gift memberships. Generally, however, gift members are discouraged as ineffective and generally just utilized to increase section membership counts.

The Executive Office will administer financial resources for sections and provide financial reports on section finances, including on any restricted accounts.

Section Restricted Accounts for Awards and Grants

Sections may have funds in restricted accounts for section awards or grants such as support for dissertation research. The Association will establish and administer restricted accounts for a section should a section receive funds or gifts to support section awards or grants. The funds will be placed in an interest-bearing sub-account of the Association if the funds are in excess of \$10,000. The Executive Office provides separate financial reports on these restricted accounts.

In keeping with current Association policy, the term "award" refers to honorific recognition of past accomplishments and the term "grant" refers to monetary support for future activity.

Section Nominations and Elections

Nominations

Each section must have a nominations committee that is responsible for preparing a slate of candidates for election to section offices. All elected offices must be contested. Each section establishes and follows nominating procedures that provide an opportunity for broad representation of section members. Only voting (regular, emeritus, and student) members of the Association are eligible to serve as section officers. Section members who are associate members of the Association are eligible to vote in section elections but may not hold office.

The nominations committee is responsible for providing the election slate to the Executive Office by December 21, and candidate biographical statements no later than January 31. At the time of the election, all candidates must be voting members for the current year. No candidate may run for chair-elect of two sections simultaneously, nor serve as chair of two sections in the same year.

Section Balloting

The Executive Office conducts section elections as part of the Association's election. Ballots are mailed to all voting members of each section. When election results become available, the Executive Office provides the nominations committee chair and section chair with the election results. The section nominations chair is responsible for notifying all candidates of the section's election results.

Section elections and referenda must be conducted by mail ballot; ballots to section members should not be sent electronically or included as part of a section's newsletter. In order for section ballots to be included as part of the general ASA election ballot mailing, sections must adhere to the submission deadlines established by the Executive Office.

Failure to meet the Association-wide deadlines will result in sections having to conduct separate balloting at their own expense. The Executive Office will administer the balloting and all associated costs will be charged to the sections.

Section Activities at the ASA Annual Meeting

Section Sessions at the Annual Meeting

The final count of section members on September 30 of each year determines the number of sessions for the next Annual Meeting. A section need not use all of its assigned slots. Sections may not have additional session slots. Section program deadlines must remain consistent with those listed in the *Organizers Manual*.

The allocation of Annual Meeting sessions is as follows:

Number of Members	Number of Sessions
Less than 300	1
300-399	2
400-599	3
600-799	4
800-999	5
1000+	6

The Meeting Services Department prepares an *Organizers Manual* each fall detailing Association policies developed by the ASA Program Committee. The *Organizers Manual* is mailed in late fall to the designated session organizers for the following ASA Annual Meeting and provides detailed instructions on the process of organizing sessions.

The Program on Section Day

At each ASA Annual Meeting one day is designated for the program of each section. A section's program sessions, business meeting, and council meeting will normally be scheduled on the assigned day. Those sections whose programs are larger than the time slots available on their day will have sessions scheduled on an adjacent day. Section cannot cancel their business meetings and those business meetings must be held on their assigned days.

The section chair is responsible for planning the section's program at the Annual Meeting. This planning responsibility includes the options of serving as organizer of all section sessions, designating another section member to handle the task, or appointing a program committee to plan the section activities.

The section chair is responsible for providing the Executive Office with the topic of each program session, each session's classification (open submission or by invitation only), and names and addresses of the people responsible for organizing the program sessions. The names and addresses of the open submission session organizers will be published in the Annual Meeting Call for Papers.

The scheduling of the activities of the Annual Meeting is the responsibility of the Executive Office. The Meeting Services Department will do everything possible to accommodate section requests, but decision-making responsibility for the final schedule lies in the Executive Office. Again, be aware that the move from a five-day meeting to a four-day meeting means there is less flexibility in scheduling.

Section Day Groupings and Rotation

In March of 1979, the ASA Council enacted a rotation system so that each section would have equal access to “prime” days of the meeting. The current rotation schedule for section activities results in the following groupings for section days:

GROUP A
Animals and Society
Collective Behavior and Social Movements
Computers, Sociology and
Education, Sociology of
Emotions, Sociology of
International Migration
Medical Sociology
Political Economy of the World-System
Race, Gender, and Class
Theory

GROUP B
Aging and the Life Course
Asia and Asian America
Children and Youth
Crime, Law, and Deviance
Culture, Sociology of
Economic Sociology
Labor and Labor Movements
Marxist Sociology
Methodology
Social Psychology
Undergraduate Education

GROUP C
Community and Urban Sociology
Ethnomethodology & Conversational Analysis
History of Sociology
Latino/a Sociology
Law, Sociology of
Mathematical Sociology
Mental Health, Sociology of
Political Sociology
Population, Sociology of
Science, Knowledge, and Technology
Sex and Gender

GROUP D
Alcohol and Drugs, Sociology of
Comparative and Historical Sociology
Environment and Technology
Family, Sociology of the
Organizations, Occupations, and Work
Peace, War, and Social Conflict
Racial and Ethnic Minorities
Rational Choice
Religion, Sociology of
Sexualities, Sociology of
Sociological Practice

Each section advances one day in the rotation each year. For example, if in 2006 a section is on Day 1, in 2007 that section will be on Day 2. Sections on Day 4 move to Day 1 the following year. The groupings outlined above are fixed and switching between sections is not permitted.

While every effort is made to avoid scheduling conflicts, the move from a five-day meeting to a four-day meeting created greater pressure on each member's schedule. With as many as 5,000 people and more than 600 sessions, conflicts are unavoidable.

Co-Sponsored Sessions

Sections may choose to co-sponsor sessions with other sections, however, the sessions count against the allotment of one of the sections. One arrangement is to have a two-year co-sponsorship, with the joint session counting as one section's session in the first year and the other section's in the second year. Another arrangement is a non-reciprocal one, where the host section simply agrees to list another section or group as a co-sponsor.

Coordination of Annual Meeting Section and Regular Sessions

Section open submission session organizers often coordinate with the Regular Session organizers appointed by the ASA Program Committee. If the organizer of a section's open submission paper session receives a substantial number of high-quality submissions, the section organizer may contact the organizer of a comparable Regular Session topic to see if the papers can be considered for presentation there. Submissions may also be forwarded to the section's roundtable organizer for consideration.

Papers may be dually submitted to Regular Sessions and Section open submission sessions as long as the submitting authors meet the guidelines for dual submissions announced in the *Call for Papers*. A Regular Session organizer may also contact a section open submission session organizer to coordinate paper reviews and acceptance decisions. Details on submissions policies and practices are contained in the *Organizers Manual*.

Section Receptions

Sections that wish to hold receptions in ASA meeting facilities at the Annual Meeting must request space for this activity. Reception space requests must be sent to the Meeting Services Department by March 1 of each year. Requests received after March 1 will be accommodated on a space-available basis. Sections may host receptions elsewhere in the host city, but assistance in making such arrangements cannot be provided by the Meeting Services Department.

When space is used in the official meeting facilities, refreshments must be purchased through the catering service of the hotel or convention center. Menus and cost estimates are available from the Meeting Services Department.

Section receptions are normally scheduled at 6:30-8:15 p.m. of the first and third nights of the meeting. Sections that co-sponsor receptions may choose either section's day for the reception.

The reception time slot does not count against the program session allocation. Receptions that are held in ASA meeting facilities are listed in the program publications and are open to all registrants. Receptions held elsewhere may not conflict with general program activities.

Invited Participants Registration Fee

Each section may exempt one invited non-member, non-sociologist participant from the Annual Meeting registration fee requirement. Sections may support additional non-sociologists using section operating funds.

New Section Officer Orientation

Section officers, such as the chairs-elect and newly elected secretary-treasurers, as well as newsletter editors, can attend the Section Officer Orientation. The Section Officer Orientation provides an overview of the operating guidelines for sections. The

Section Officer Orientation also provides an opportunity for section officers to meet the Executive Office staff and Committee on Sections representatives.

Section Council and Business Meetings

Each section is required to hold an annual business meeting. The section cannot cancel its business meeting and cannot use the time for another session. If the section wishes to use the Council hour for some other purpose, such as a short/one-hour panel, it may do so provided it understands that it is on its own in terms of figuring out when and where to hold its Council meeting; ASA is not obligated to provide additional space for the displaced meeting. Some sections have broken the business meeting time slot into two segments, using the first part a meeting of the section's Council, and the remaining portion of the time for the section's business meeting.

Section Awards

Section awards are an opportunity for the Association and its sections to provide recognition to sociologists and others who have contributed significantly to the discipline or sub-field of the Association. A section award may be named in honor of a person or people.

Title Format

The title format for section awards is standard for all sections:

The American Sociological Association Section on (name of section) (name of person(s) honored - optional) Award for Distinguished (Scholarship, Service, or Teaching). For example, the Section on Social Psychology award is titled: "The American Sociological Association Section on Social Psychology Cooley/Mead Award for Distinguished Scholarship."

Number of Awards

Each section may give up to five awards per year⁸. One of the section's awards must be a student award. Only student awards may be cash awards. The remaining award(s) cannot be cash awards but sections may choose to reimburse travel expenses for award recipients if section resources permit. Sections can begin to present awards two years after they achieve full section status.

Award Publicity

The section chair provides the Executive Office with a Call for Award nominations no later than October 15. The call is posted on the ASA homepage. Sections are responsible for disseminating information on each award winner in the section newsletter. A fall issue of *Footnotes* and/or the ASA website will feature an "Honor Roll" in which each section may list all its awards, the name and affiliation of the

⁸ Number increased from three to five by Council August 2004.

winner(s), and the book, article, or dissertation title, if appropriate. The immediate past chair is responsible for providing information on current year's section award recipient(s) to the Executive Office no later than October 15.

Section Archives

The Executive Office maintains section important historical documents for each section to include section Bylaws, historical listing of officers, recent annual reports, newsletters, and awards listings. The Association has established an official Archive at the Pennsylvania State University.

Section Officers are responsible for ensuring the preservation of relevant documents regarding their Section. Officers are encouraged to consult with the Executive Office and/or the ASA Archivist regarding the preservation of section information and history. Questions regarding the archival value of information, and about transferring information to the archives, may be addressed to:

American Sociological Association Archives
The Pennsylvania State University
ATTN: Dr. James P. Quigel
Head, Historical Collections
104 Paterno Library
University Park, PA 16802-1808
(818) 863-2505

Officers are also responsible for passing on information to their successors.

Throughout the Year

In addition to the value of the newsletter, electronic lists, and home pages, other section activities are important throughout the year. Sections may undertake other projects such as teaching workshops, mentoring programs, conferences, and speaker's bureaus. Some sections compile a directory, listing section member names, addresses (including electronic), phone numbers, and specialization.

Services Provided by the Executive Office

The Executive Office undertakes activities and provides information to assist the sections. The Executive Office is responsible for processing section membership applications and renewals. The Executive Office also provides regular reports to

section officers on their membership and financial operations. In addition, the Executive Office provides the following services:

- Section elections as part of the Association's general election;
- Rosters or electronic files of section members (name, address, telephone and fax numbers, email address) twice each year;
- Mailing list rental at discounted fee for members;
- Two listservs per section (one for section announcements by section officers, and one for open discussion among section members);
- The coordination of printing and mailing of section newsletters (sections will be charged applicable costs);
- Coordination of Annual Meeting sessions and receptions.

Who Should I Contact in the Executive Office?

For questions on any section matter, including policy issues, newsletters, financial statements, awards, elections, and rosters, contact the Director of Governance and Sections at sections@asanet.org. For questions on Annual Meeting program planning, sessions, and receptions, contact Meeting Services at meetings@asanet.org.