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Introduction

This manual is designed to assist ASA section leaders as they undertake their responsibilities. As you know, sections are not independent organizations, but rather subgroups of the American Sociological Association. As such, sections are eligible to receive human and financial resources from the association to support their activities and are also obligated to work in alignment with the governing documents and the policies of the association.

Contacts

- For questions or assistance with issues related to sections, contact sections@asanet.org.
- For questions on Annual Meeting program planning, sessions, and receptions, contact Meeting Services at meetings@asanet.org.
- For questions on membership or joining a section, contact Membership at membership@asanet.org.
- For a full staff directory, visit www.asanet.org/staff.

Important Dates

*Dates below are provided only as a planning guide and subject to change. Please refer to monthly section leader emails for the latest deadlines. These dates are related to governance and administrative activity only. The Meeting Services Department will provide Annual Meeting planning related deadlines separately.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August</td>
<td>Section leader orientation session during Annual Meeting</td>
</tr>
<tr>
<td>August 20</td>
<td>Update ASA Office with names of authorized listservs senders</td>
</tr>
<tr>
<td>August 20</td>
<td>Election - Update ASA Office with name of election coordinator/ nominating committee chair</td>
</tr>
<tr>
<td>October 1</td>
<td>Official section member count taken</td>
</tr>
<tr>
<td>October 15</td>
<td>Award nomination calls due for posting on ASA website</td>
</tr>
<tr>
<td>November 15</td>
<td>Bylaws amendments or dues change proposals due</td>
</tr>
<tr>
<td>November 15</td>
<td>Annual Report due</td>
</tr>
<tr>
<td>January 15</td>
<td>Election – Deadline to enter slate into the online election system</td>
</tr>
<tr>
<td>February 1</td>
<td>Election – Deadline for candidates to join ASA and the section to be eligible to appear on the ballot</td>
</tr>
<tr>
<td>February 28</td>
<td>Election – Deadline for candidates to enter biographical information into online election system</td>
</tr>
<tr>
<td>March 31</td>
<td>Election – Deadline to become a member to be eligible to vote in the election</td>
</tr>
<tr>
<td>April</td>
<td>Election – ASA-wide and section election opens</td>
</tr>
<tr>
<td>June</td>
<td>Election – ASA Office contacts all candidates of the election results; section chairs inform section membership of results</td>
</tr>
<tr>
<td>June 15</td>
<td>List of award winners for printing in ASA Award Program due</td>
</tr>
<tr>
<td>July 31</td>
<td>Gift Membership deadline</td>
</tr>
<tr>
<td>August 1</td>
<td>Deadline to request an award check to be picked up on site at Annual Meeting</td>
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ASA Organizational Structure

ASA Council
The Council shall exercise all corporate powers and fiduciary responsibility over the affairs of ASA and is responsible for the overall strategic direction and policymaking of the Association, except as otherwise provided by statute, the Articles of Incorporation or ASA Bylaws.

Sections Committee
The Sections Committee is responsible for supporting the Association’s sections, including recommending to Council relevant policy changes and serving as the liaison between sections and the Council, and other matters as requested from time to time by the Council.

The Sections Committee is composed of 10 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, three members are elected by chairs from among current section chairs according to section membership size, and the Executive Director (non-voting). All terms are staggered so that three people rotate off the committee each year.

ASA Office
The ASA Office oversees the day-to-day operations of the Association and the implementation of ASA policies. The Governance Department is the main liaison for section leaders seeking assistance or information from the association and can be reached at sections@asanet.org.

Available Resources

Archives
The ASA Office maintains historical documents for each section, including bylaws, listing of section officers, annual reports, newsletters, and award recipients. Section leaders are responsible for ensuring the preservation of relevant documents regarding their section and are responsible for forwarding to the ASA Office official records, documents, and other materials relevant to section business. To request copies of materials or to send materials to the office archive, please contact sections@asanet.org.

Current Membership Count
Section leaders can get periodic updates on section membership numbers at www.asanet.org/SectionMembership.

Demographic Data
Sections have access to aggregate demographic membership data to support outreach and planning efforts. Information on section membership and ASA membership is available in both Excel and PDF at https://www.asanet.org/research-and-publications/research-sociology/trends-sociology/asa-membership.
Financial Reports
The ASA Office administers section finances (e.g. reimbursements, payments) and provides financial reports approximately the second week of each month. See Appendix A for a guide to understanding financial reports.

Google Drive
Each section has its own Google Drive folder to access updated section rosters and monthly financial statements. The Google Drive is used in lieu of attaching documents to monthly email messages and can also be used by the section as a repository of other records.

The Google Drive is for use by section leaders and only accessible via a unique URL. Google creates long and obscure URLs to aid in the security of Drive contents, but anyone with the unique URL can access files so please be judicious in sharing the link. The link is included in each month’s section leader email that is sent to the section chair, chair-elect, immediate past chair, and secretary/treasurer.

Listservs
To facilitate email communication, sections are provided an announcement listserv for section leaders to send section-related business and general items of interest to section members.

Access to the listservs is a benefit of section membership and listserv subscriptions are only updated with current section members. Approximately the second week of each month, new and recently renewed members are automatically subscribed to the listserv. If someone joins after the second week of the month, they will not be added until the next month. Individual members can be subscribed sooner by sending a request to sections@asanet.org.

Section leaders are encouraged to consolidate multiple items into a single message so members are not inundated with messages. This also helps control expenses as there is a fee for every message that goes out to every subscriber.

The list of those authorized to send messages via the section listserv is updated the last week of August. Section chairs, chair-elects, immediate past chair, and secretary/treasurers are automatically authorized. If a section wishes to add additional authorized senders, please provide their email addresses to sections@asanet.org.

Membership Rosters
A roster of current section members is provided to the section leadership approximately the second week of each month. Updated rosters can be provided upon request with the approval of the section chair by sending a message to sections@asanet.org.

To protect members’ personal data, rosters are for the exclusive use of section business and should not be shared.

Monthly Section Leader Email
Approximately the second week of each month, ASA governance staff send messages to section officers (defined as chair, immediate past chair, chair-elect, and secretary/treasurer), so all leaders are aware of
section-related business and deadlines. Each monthly message can be lengthy, but each contains important announcements, reminders, and deadlines to help fulfill responsibilities as an elected leader.

**Section Leader Orientation**
All section leaders, new and returning, are encouraged to attend the in-person orientation during the Annual Meeting or the online webinar held in late-August/early September. The orientation is an opportunity to learn section policies and procedures as well as meet and ask questions of ASA staff.

**Webpage for Section Leaders**
A webpage for section leaders with links to information and timelines for all section leaders is available at www.asanet.org/sectionleaders.

**Webspace**
Each section is featured on the ASA website with a page containing a brief description/mission statement, the current officers, and a link to the section’s website (if one exists).

Additional webspace is available on the ASA website. See Appendix C for a guide on how to edit a webpage on the ASA website. Please note that some webpages are standard templates and not editable.

Sections may also build their own external websites and host them either on a university server or use operating budget funds to host it on commercial server (e.g. WordPress). The office staff can add a link to a section’s external site from the section’s ASA webpage.

Regardless of where the sites reside, each section is responsible for maintaining the content of its own site. Each section is encouraged to appoint a communications chair or webmaster to maintain its website.

**Parameters for Activity**

*Sections are subgroups of ASA with no independent legal or financial standing and are therefore subject to the authority of ASA’s governance. Sections may not make any independent legal or financial commitments or speak publicly on behalf of ASA without meeting the requirements below. This is important to ensure that ASA maintains its 501(c)3 nonprofit status and is protected from other legal and financial liability.*

**Activities Involving Legal and Financial Commitments**
Sections are not authorized to sign contracts on behalf of ASA. The Executive Director will have authority to approve and sign section-related contracts that are straightforward and unproblematic for the Association and to determine which contract proposals require additional input from the President, Secretary-Treasurer, or Council.
Activities Involving External Funds
Sections wishing to pursue external grant funding for research, training, and/or other projects that support section activities should consult with the ASA Office. The Executive Director will have authority to approve external grant proposals that are straightforward and unproblematic for the Association and to determine which grant proposals require additional input from the President, Secretary-Treasurer, or Council.

If approved, the ASA 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.

ASA Logo
Sections cannot use the ASA logo without permission. The Executive Director has the authority to approve section use of the ASA logo in cases that are straightforward and unproblematic for the Association and to determine which requests require additional input from the President, Secretary-Treasurer, or Council.

The ASA Logo may be used without permission for approved section awards.

Award Revocation
Sections are encouraged to follow the ASA policies on disclosures for awards and leadership positions. Revocation of section awards is subject to the ASA policy on award revocation. Further, the ASA Council reserves the right to remove any awardee if it determines that an awardee has not met or upheld the standards or principles articulated in the ASA Code of Ethics.

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. In addition, a section must have an end-of-year membership count greater than 500 to be eligible to start a new section journal.

Public Statements
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.

Partnerships
Sections may seek to develop a partnership to work together with another organization on a particular initiative such as co-sponsoring a conference. While ASA seeks to support these partnerships, sections must seek approval from the Executive Director who will authorize the partnership or determine
whether additional input is needed from the President, Secretary-Treasurer, or Council. In evaluating requests, ASA will evaluate both the activity under consideration and the potential partner. For example, we will consider whether the potential partner has shared values with ASA, and ASA may not partner with any organization that is partisan or that engages in discriminatory practices. Evidence must be given that the activity aligns with our mission, will be mutually beneficial, and will not lead to excessive financial burden or liability risk for the Association.

Job Announcements on Listservs
Section listservs may include job announcements if they choose to do so, but only if the positions have been posted in the online ASA Job Bank. Exceptions may be made occasionally for available positions that do not specifically require a PhD (or other degree) in sociology or closely related discipline or that would not otherwise be expected to be advertised in the ASA Job Bank.

Section listserv managers are responsible for implementing this policy. It is recommended that they require persons submitting job announcements for the listserv to provide the ASA Job Bank IDs (easily available at jobbank.asanet.org) or a specific reason why the particular announcement is an exception.

Note that all employers posting a position in the ASA Job Bank are given the opportunity to request that information on their position be automatically submitted to up to two section listservs, so section members may also automatically receive listserv announcements for openings in relevant areas of specialty.

Removal of Section Officers
If a section’s bylaws provide procedures for removing an officer, those procedures should be followed. If a section’s bylaws are silent on this matter, any officer may be removed from office by the affirmative vote of a majority of the section’s council. Further, the ASA Council reserves the right to remove any elected or appointed section leader if it determines that a section leader has not met or upheld the standards or principles articulated in the ASA Code of Ethics.

Section Disputes
For the rare occasion when a dispute within a section arises and cannot be resolved within the section, ASA leadership may intervene should it be in the best interest of the Association and/or section. A section council member may request mediation from COPE to resolve a section-related dispute, and COPE will determine if meeting such a request is feasible. Should mediation not be effective in resolving the dispute, the ASA President, a chair of COPE, and the Executive Director shall resolve the dispute in a manner that is in the best interest of the Association.

Vacancies
If a section’s bylaws provide procedures for filling the vacancy, those procedures should be followed. If a section’s bylaws are silent on this matter, the vacancy may be filled by the section’s council for the unexpired portion of the term. If the position is part of a succession (e.g., chair-elect to chair to past chair), the section’s council may decide whether the unexpired portion of the term will be defined as the remainder of the succession or the remainder of the current position.
Section Assessment

The continuation of sections depends on quantitative and qualitative assessments of their vitality. The quantitative criterion is section membership of at least 200 members. Qualitative assessment is conducted by the Sections Committee via the section’s annual report.

Sections with fewer than 200 members may be dissolved by the ASA Council if they fail to demonstrate their continued vitality. Vitality can be demonstrated by meeting the following criteria:

- Meaningful activities as reflected in Annual Meeting sessions, mentoring, or other initiatives.
- Sustained communication with members as reflected through listservs, newsletters, or other channels
- 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.
- Diversity and inclusion efforts
- Democratic nominations and a competitive election process.

Annual Reports

Annual reports are used by the Sections Committee to assess the health of a section. In addition, they serve to provide institutional memory and socialization for new section leaders.

Each section and section-in-formation must submit an annual report each year. A section that does not file an annual report will have its budget allocation withheld until a complete report is received. Annual reports are to meet the guidelines set forward by the Sections Committee and must include a budget for the upcoming year that has been approved by the section’s council.

All reports must include the following:

- A budget for the upcoming year approved by the section’s council
- The minutes and agenda of the section’s business and council meetings
- Reports on the section’s recruiting, retention, and mentorship efforts
- An overview of the section’s communications strategy
- A list of section awards conferred in the past year with description of the process by which winners were chosen
- A description of diversity and inclusion efforts
- Plans for the upcoming year

After the Sections Committee reviews annual reports, sections with low membership numbers will be provided with support and specific suggestions for improvement which could involve things like merging with other sections, rebranding, or creating a membership committee.
Membership

Membership
Membership in ASA is required for all appointed and elected leadership positions, and membership is required to be on the ASA election ballot. There will be no exceptions to the membership requirement, but comped membership can be offered to non-sociologists who want to serve in leadership roles, with editors making such a request for potential editorial board members and other such decisions at the Executive Director’s discretion.

Gift Memberships
Gift section memberships may be purchased through July 31 each year. 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 (see Fundraising Approval Process section for details), those funds may be used in support of gift memberships.

Process

ASA members can gift an ASA membership for students or a section membership for existing ASA members of any membership type by logging into https://asa.enoah.com. The earlier you give a gift membership, the longer the member has to enjoy the benefits of membership and opportunity to learn more about the section.

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.

To purchase a gift ASA membership for students
Once you have accessed the member portal, please click “Purchase a gift membership for a student” under Contribute/Give. Students can be searched by name through the online member database. A new contact record can be created by the member making the gift if the student is not found in the database.

Your gift will be redeemable by the recipient for an ASA student membership. Your gift recipient will receive the gift credit via email immediately after your purchase. Please note that gift recipients will need to complete a membership form through the ASA member portal in order to redeem the gift membership. Gift memberships are not refundable if unredeemed within 30 days of purchase. Gift memberships are not tax deductible.

The deadline for a gift ASA membership for students is July 31.

To purchase a gift section membership
Once you have accessed the member portal, please click “Purchase a gift section membership” under Contribute/Give.

Select the section and search for your recipient by first and last name. Section membership requires 2020 ASA membership. Only 2020 ASA members who do not already have a membership in that section are eligible to receive a gift. Your recipient will receive an email
immediately after your payment with notification of the section gift. Your name will be included in this message. If the recipient declines the gift within 30 days of receipt, you will receive a refund by mail. Please note that section gift recipients do not need to take any action to redeem gift section membership. Gifts are not tax deductible.

The deadline for a gift section membership is July 31.

**Recruitment and Retention Tips**
The ASA Office provides several resources to help sections with recruitment and retention:
- Announcement listservs for consistent communication from section leadership to members
- Website space for sharing the section’s news, research, and other important information
- Membership data and history for developing recruitment strategies
- Membership rosters of current and former members upon request

The ASA Office is available to support section efforts. If you have questions, concerns, or ideas for future recruitment strategies that you would like to share, do not hesitate to reach out to sections@asanet.org.

**Membership Lifecycle**
Becoming familiar with the membership lifecycle is a good way to organize recruitment strategies. The membership lifecycle includes **Acquisition, Onboarding, Engagement, Retention, and Renewal**. Below, you will find steps and suggestions for each of these stages of membership.

1) **Acquisition:** Make sure messages are communicated consistently. Those that are doing active recruiting should be aware of the benefits of the section and should have a consistent way of sharing them. Each member of the section has a different experience to share with new or returning members, but it is also important that every new member gets the same, pertinent information about the section.

   A great way to ensure consistency in messaging is to create an “elevator pitch” to share with potential new members. An “elevator pitch” is a very brief summary of the section, why it’s important, and why members should join. *(It is called an elevator pitch because it should be the length of time you spend in an elevator with someone – roughly 30 seconds.)* The elevator pitch should contain the following:

   1. Introduction of yourself, as a section member
   2. What your section is and what it focuses on
   3. Benefits/resources accessible to your section members
   4. Quick example/anecdote of a positive experience in the section
   5. How to join/summary of why a member should join

   Be sure to listen to the member’s interests. Awareness of what the potential member is interested in allows for discussion of specific, relevant resources the section could offer to that member.

2) **Onboarding:** Once a member has joined the section, make sure they feel welcome. Sections create a sense of community, and members should feel that sense of community from the first day they join the section. A great way to do this is to have someone from the leadership
team or membership committee welcome new members personally. If possible, divide new members between the leadership and make personal phone calls welcoming them to the section. This allows for immediate connection, and makes new members feel valued and included.

Continue those personalized points of contact throughout the membership experience, not just with a first phone call. Create personal points of contact for each member. For example, members with last names ending in A-G could reach out to the membership committee chair, while members with last names H-P could reach out to a membership committee member, etc.

In addition to a personal welcome message, consider sending a welcome packet of information or attachments via email. These packets could include a “thank you” letter for joining the section, copies of recent newsletters, important links to online resources, the contact information of section leadership, an FAQ page, and a calendar of important events or deadlines for ASA and section opportunities. Pick one or two resources to highlight in your welcome email. Examples could include:

- Award opportunities
- A description of the types of communication your section uses
- Upcoming reception events

3) **Engagement:** Consistency in communication is an important part of any engagement and retention strategy, but is also relevant to the acquisition of new members. Once members are part of the section, they want to hear from the section! Consistent (not necessarily frequent) communication is key to make sure section members feel as though they have full access to what the section offers. Utilize the announcement listservs or website space through ASA to make sure messaging is released predictably and regularly. (Note: make sure listservs are being used effectively – concise, substantive messages are best.)

4) **Retention:** Invest time and effort into mentoring opportunities. While a formal program is best, informal mentoring events can be used to help members connect with one another and form mentorships naturally. Many sections have a graduate student representative position on the section council that is responsible for organizing mentorship programs. This brings together those just entering the field with those who are more experienced. It also keeps members of all interests and experiences engaged in the section.

Many sections have already put some of these engagement and retention ideas into action. Below are a few suggestions inspired by several different sections’ existing activities:

a. Consider dedicating a portion of the section newsletter to students and emerging scholars, whether that is highlighting individual members, or highlighting student work. This includes more members and allows for members to get to know each other.

b. Q&A sessions with faculty or late career professionals regarding a topic of interest for your sections allows students and emerging professionals to learn about the field, while also involving more experienced sociologists to serve as panelists.

c. Mentoring can be more than matching pairs of members: consider doing “speed mentoring” events, coffee meetups, or virtual meetings in order to keep
mentorships lasting throughout the year, not just at the annual meeting. Additionally, mentoring can be done in groups or teams in order to form bigger networks.

5) **Renewal**: When it comes time to renew memberships or when reaching out to section members that did not renew a membership for the following year, make sure to do more than ask for a renewal from a large group of people at once. Reach out to lapsed members individually, and ask why they have not renewed. Give lapsed members the space to address concerns or questions regarding renewal. Members should feel listened to and cared about when discussing why a membership has not been renewed. Sharing substantive information about the section that might pertain to a member’s concerns is an effective way to have productive conversations with members still on the fence. See below for some examples of different focuses your renewal messages could have.

Outline for an email to former members:

- **Introduction**
- **Reminder of deadline**
- **Highlight of a section resource you think might be interesting to the member, such as,**
  - Networking opportunities
  - The section’s work on diversity and inclusion steps
  - Mentorship
  - Session topics at the annual meeting
  - Leadership and volunteering opportunities
- **Opportunity for feedback/concerns/questions from the member**
- **Offering of a section leader’s time for questions**

**Membership Committee**
Consider creating a membership committee to work on some of the above tips, and to come up with more recruitment and retention strategies specific to the section. A membership committee allows more members to become involved with management and leadership of the section, as well as creates a committee that can spend time on personalized outreach to members.

**Finances**

**Financial Operation and Budget**
Section chairs and secretary/treasurers manage the section’s finances. The section council discusses the fiscal impact of upcoming plans and approves a budget that is submitted as part of the section’s annual report. The ASA Office administers financial resources (e.g. reimbursements, invoice payments) for sections and provides financial reports. The ASA fiscal year follows the calendar year.

**Budget Allocation**
Each section is allocated an annual budget based on the number of section members at the close of the prior membership year. The formula used to calculate this allocation follows:
• ASA provides all sections with $2 per member.
• In addition to the $2 per member, sections also receive a base allocation determined as follows:
  o Sections with more than 300 members receive a base allocation of $1,000.
  o Sections with less than 300 members but more than 200 members receive a base allocation of: (# of section members minus 100) multiplied by $5.
  o Sections with fewer than 200 members receive a base allocation of $500.

This budget allocation, together with any additional dues assessment (known as premium dues) levied by sections, constitutes 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.

Dues
All ASA members may join sections by paying the appropriate dues. Base dues for sections are $10 for regular, emeritus, and low-income members and $5 for student members.

Premium Dues
Sections may levy additional dues, known as premium dues, over the base rates established by the ASA Council. These funds go directly to the section throughout the year based on actual membership numbers for that specific year. General Accepted Accounting Practices stipulate that because a membership lasts 12 months, the actual amount deposited needs to be equally divided for the duration of the membership. For example, if your section dues for a regular member are $12, the base dues established by the ASA Council is $10 and the premium dues levied by the section is $2. The section will receive the $2 over a 12-month period which is .16 cents a month for each regular member.

Any change in premium dues requires review and approval of the section council, Sections Committee, Finance Committee, and ASA Council. After the review and approval, members of the section must vote on the dues change during the regularly scheduled section election. Additional dues levied by sections above the base dues will become effective the following membership year.

Reimbursement and Payment Procedures
Reimbursement, award check, or invoice payment requests may be submitted by any section member, but the transaction must be approved by both the section chair and secretary/treasurer before funds are dispensed. The email requesting or approving the transaction must come from the email address associated with a person’s ASA membership profile.

Follow these steps to ensure an efficient and speedy process:
1. Complete the Payment / Reimbursement / Check Request Form (available for download at http://www.asanet.org/asacomunities/asa-sections/section-leaders)
2. In an email to sections@asanet.org:
   a. CC the section chair and secretary/treasurer
   b. Attach the completed Payment / Reimbursement / Check Request Form
   c. Attach a copy of the receipt, invoice, or contract. (Award checks do not require a receipt or invoice. Awards $600 and over require the recipient to complete and submit an IRS W-9 form to business@asanet.org.)
3. The chair and secretary/treasurer need to “reply all” to the email with their approval
4. Once all parties have approved the transaction, checks will be processed and mailed in the next check run, typically the 5th and 20th of each month.

**Fundraising Approval Procedures**

As per ASA’s solicitation and gift acceptance policy [http://www.asanet.org/asa-solicitation-and-gift-acceptance-policy](http://www.asanet.org/asa-solicitation-and-gift-acceptance-policy), if a section chooses to undergo a fundraising campaign, or wants to accept offered funds, prior approval must be received. This is to ensure that all fundraising efforts on behalf of ASA conform with legal, financial, and other external requirements as well as the priorities of ASA’s mission. Before exploring fundraising activities, we also encourage sections to consider using funds that have been allocated by ASA and/or extra dues revenue.

The following information is needed to obtain approval for a fundraising activity.

1. Name of the section
2. A detailed description of how the funds will be used including the timeframe for using the collected funds
3. A description of who will be solicited for funds (individual members, organizations, departments, alumni and/or corporate partners, etc.)
4. A description of how funds will be collected (e.g. via check, online)
5. Will a drawing or raffle-like activity be involved? If yes, please provide details.
6. Length of time of the fundraising campaign
7. The total amount expected to be raised
8. A description of what will happen to donated funds if they are not all spent for the donated purpose as described in #2
9. Please confirm that you will notify donors of the potential for this alternative use of funds as described in #8.

Approval process and request deadlines

- ≤$5,000 from combined individual contributions, a company, or organization requires Executive Director approval (requests accepted any time)
- >$5,000 from combined individual contributions, a company, or organization requires Council approval (deadlines: January 1 for consideration at the winter Council meeting and May 1 for consideration at the summer Council meeting).

If approval is granted to engage in fundraising activities:

- All solicitations must include a description of how the funds will be used and what will happen if more funds are collected than are needed/spent for the specific activity.
- If insufficient funds are collected, depending on the purpose of the fundraising campaign, funds may be supplemented by existing section funds, the activity may be adjusted to fit within donated funds as long as it is still within the stated purpose of the donation, or funds may be returned to donors.
- All solicitations and donor acknowledgement must include the language: “The ASA is a 501(c)3 tax-exempt organization recognized by the IRS. Your gift is tax deductible to the extent allowed by law. Please consult your tax preparer for details.”
- Any naming agreements shall be in writing, and ASA reserves the right to change the name if ASA’s continued public Association with the named person would be likely to damage ASA’s reputation or its ability to accomplish its purposes.
• If a fundraising activity involves a drawing or raffle-like activity, participants are not to be required to purchase a ticket or donate to win.
  o Participants need to be explicitly told that they can make a donation but are not required to for a chance to win. Donors and nondonors need to have the same chance to win. The chance of winning cannot be increased by a donation or size of donation.
  o The following language needs to be in all materials, promotions, and written and oral announcements: “No purchase necessary to win.”

• If the fundraising activity involves collecting funds from multiple individuals to support a particular activity:
  o Donations by Check
    • All checks are to be payable to “American Sociological Association”
    • Write name of section on the memo line
    • Checks should be sent to the section Secretary/Treasurer first so they can inventory and account for all donations, including name, email address, and amount.
    • At the completion of the collection phase of the fundraising campaign, the Secretary/Treasurer then sends all checks to the ASA Office along with a cover letter that includes the name of the section and the accounting of all donations (name, email address, and amount).
  o Online Donations
    • No electronic donation sites can be set up or used (e.g. GoFundMe; PayPal) to collect individual contributions.
    • Online donations will only be accepted for approved fundraising activities via online member portal at https://asa.enoah.com/ by clicking “Make a Contribution to an ASA Section” under the Contribute/Give area.
    • Section Chairs or Secretary/Treasurers can periodically request a donation report by contacting business@asanet.org.
  o The accepting of cash donations is discouraged as no receipt or proof of transaction is available.

• If the fundraising activity involves a single donation from an individual or company/organization to support a particular activity:
  o Donation can be made via a check made out to American Sociological Association which should be sent to: American Sociological Association c/o Governance Department, 1430 K Street NW Washington DC 20005. The check should be accompanied by a cover letter identifying the section and purpose of the funds.
  o If a donor agreement is required, the signed agreement must accompany payment.

**Elections**

Section elections are held concurrently with the association-wide election. In order for section ballots to be included, sections must adhere to the deadlines established by the ASA Office.

The section is responsible for entering the election slate online by January 15 and candidates must enter biographical statements by February 28. See monthly section leader email for additional deadlines.

At the conclusion of the election, the ASA Office will notify all candidates of the results. Section chairs are responsible for promptly notifying section members of the results.
Nomination and Eligibility

- Section elections are done concurrently with ASA’s general election.
- Each section must have a nominations committee that is responsible for preparing a slate of candidates for election to section offices. Each section establishes and follows nominating procedures that provide an opportunity for broad representation of section members.
- All elections must be contested by at least two candidates per open position.
- 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.
- Sections may have additional election requirements enumerated in their bylaws.

Resolving a Tie in an Election

If a section’s bylaws provide procedures for resolving an election tie, those procedures should be followed. If a section’s bylaws are silent on this matter, the ASA Executive Director shall decide by lot between the candidates. There must be two witnesses to the drawing chosen by the Executive Director and approved by the candidates.

Bylaws Adoption, Bylaws Amendments, and Dues Proposals

Section-in-formation bylaws proposals and amendments to existing section bylaws are reviewed by the Sections Committee and approved by the ASA Council before appearing on the ballot for a section member vote. Dues change proposals are additionally reviewed by the Finance Committee.

Process

For review by the Sections Committee, please provide the following in a Word document:

1. Name of Section
2. Name and email address of section chair or main contact regarding the amendments/dues proposal
3. A one sentence description of amendments/dues proposal
4. For Bylaws amendments: The current text of the bylaws under consideration for amendment
5. For Bylaws amendments: The proposed text changes using red font text color for new/amended text and strikethrough font style for any deletions.
6. A rationale of the amendments/proposal.
7. Plans if the amendment is approved by the section member vote:
   a. What is the date the amendment/proposal will take effect? (Typically, bylaws amendments take effect on September 1.)
   b. What is the plan for an orderly transition? For example, if you are eliminating a position, what happens to the term of the person currently residing in that position? Or, if you are adding a position, how and when will you elect the first person in that position? These items are typically addressed outside of the actual bylaws text but should still be part of the proposal submitted to the Sections Committee for consideration.
Annual Meeting

The section chair is responsible for planning the section’s programs at the Annual Meeting. Chairs may elect to serve as organizer of all section sessions or designate another section member to handle the task.

The section chair is responsible for entering program session topics, classification as open submission or by invitation only, and identifying the people responsible for organizing the program sessions. The section chair is also responsible for entering the section business meeting.

The Meeting Services Department has a manual for organizers which provides detailed instructions on organizing sessions. It will be distributed to the designated session organizers.

Sessions Allotment
The official count of section members on September 30 of each year determines the number of sessions a section receives for the next Annual Meeting. Sections are not required to use all of their assigned slots, but sections will not be granted additional session slots.

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Number of Session Slots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 300</td>
<td>1</td>
</tr>
<tr>
<td>300-399</td>
<td>2</td>
</tr>
<tr>
<td>400-599</td>
<td>3</td>
</tr>
<tr>
<td>600-799</td>
<td>4</td>
</tr>
<tr>
<td>800-999</td>
<td>5</td>
</tr>
<tr>
<td>1000+</td>
<td>6</td>
</tr>
</tbody>
</table>

Section Council and Business Meeting
Sections are given one 100-minute time slot to conduct their council and business meeting in addition to the session slots outlined above. Sections are required to hold a business meeting of at least 40 minutes using that additional slot. The remaining time may be used for a council meeting or for programming such as a shortened roundtable or panel session. If a section elects to use its council time for other programming, the section leadership may request an additional morning time slot, 7:00 - 8:00 a.m., for a council meeting.

Section Day Groupings and Rotation
Section programming follows an assigned day rotation. Sections are grouped as follows:

<table>
<thead>
<tr>
<th>GROUP A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animals and Society</td>
</tr>
<tr>
<td>Sociology of Body and Embodiment</td>
</tr>
<tr>
<td>Collective Behavior and Social Movements</td>
</tr>
<tr>
<td>Communication, Information Technologies, and Media Sociology</td>
</tr>
<tr>
<td>Evolution, Biology and Society</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>International Migration</td>
</tr>
<tr>
<td>Medical Sociology</td>
</tr>
<tr>
<td>Political Economy of the World-System</td>
</tr>
<tr>
<td>Race, Gender, and Class</td>
</tr>
<tr>
<td>Sociology of Consumers and Consumption</td>
</tr>
<tr>
<td>Sociology of Development</td>
</tr>
<tr>
<td>Sociology of Education</td>
</tr>
<tr>
<td>Sociology of Emotions</td>
</tr>
<tr>
<td>Theory</td>
</tr>
</tbody>
</table>

**GROUP B**

Aging and the Life Course
Altruism, Morality and Social Solidarity
Asia and Asian America
Children and Youth
Crime, Law, and Deviance
Economic Sociology
Global and Transnational Sociology
Labor and Labor Movements
Marxist Sociology
Methodology
Social Psychology
Sociology of Culture
Teaching and Learning

**GROUP C**

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

**GROUP D**

Alcohol, Drugs, and Tobacco
Comparative-Historical Sociology
Disability in Society
Environmental Sociology
Family
Each section advances one day in the rotation each year. For example, if in 2018 a section is on Day 1, in 2019 that section will be on Day 2, etc. Sections with sessions on Day 4 move to Day 1 the following year. Sections assigned to Day 4 will receive an additional session slot. The groupings outlined above are fixed and switching between sections is not permitted.

**Annual Meeting Section Day Groupings Starting in 2022**

In response to member concerns about overlapping section programming, section day groupings have been redesigned. Based on an analysis of section membership data, the following is a revised grouping approach that limits overlapping interests on the same day. These groupings will be used starting with the 2022 Annual Meeting. The table below indicates where there have been changes from the previous groupings.

<table>
<thead>
<tr>
<th>Group A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Collective Behavior and Social Movements</td>
<td></td>
</tr>
<tr>
<td>Communication, Information Technologies, and Media Sociology</td>
<td></td>
</tr>
<tr>
<td>Evolution, Biology, and Society</td>
<td></td>
</tr>
<tr>
<td>International Migration</td>
<td></td>
</tr>
<tr>
<td>Labor and Labor Movements moved from B</td>
<td></td>
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<tr>
<td>Medical Sociology</td>
<td></td>
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<tr>
<td>Race, Gender, and Class</td>
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<tr>
<td>Sociology of Body and Embodiment</td>
<td></td>
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<tr>
<td>Sociology of Culture moved from B</td>
<td></td>
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<tr>
<td>Sociology of Development</td>
<td></td>
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<tr>
<td>Sociology of Education</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging and the Life Course</td>
<td></td>
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<tr>
<td>Children &amp; Youth</td>
<td></td>
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<tr>
<td>Consumers and Consumption moved from A</td>
<td></td>
</tr>
<tr>
<td>Crime, Law, and Deviance</td>
<td></td>
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<tr>
<td>Global and Transnational Sociology</td>
<td></td>
</tr>
<tr>
<td>Inequality, Poverty and Mobility moved from D</td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td></td>
</tr>
<tr>
<td>Racial and Ethnic Minorities moved from D</td>
<td></td>
</tr>
<tr>
<td>Social Psychology</td>
<td></td>
</tr>
</tbody>
</table>
### Scheduling
The Meeting Services Department is responsible for scheduling. Each section’s sessions, business meeting, and council meeting will be scheduled on one assigned day. For sections that are allotted more sessions than occur on one day, additional sessions will be scheduled on the following or preceding day.

### Co-Sponsored Sessions
Sections may choose to co-sponsor sessions with other sections. A co-sponsored session will count against the session slot allotment of the “hosting” section.
Section Receptions
Sections that wish to hold receptions in ASA meeting facilities must request space from the Meeting Services Department by emailing meetings@asanet.org. Please note that Sections-in-Formation may only receive reception space based on availability.

Refreshments for receptions held in ASA meeting facilities must be purchased from the meeting facility. Information on menu options, planning, and costs will be distributed by the Meetings Services Department.

Section receptions held in ASA meeting facilities are scheduled for 6:30-8:15 p.m. on Saturday and Monday nights of the meeting and will correspond with the section’s assigned day. Receptions scheduled for Sunday night may not begin until 7:30 p.m. so as to not conflict with other programming. Sections that co-sponsor receptions may choose either section’s assigned day for the reception. Receptions do not count against the session slot allocation.

Sections may host receptions outside of ASA meeting facilities, but may not conflict with general program sessions. Any offsite reception contract must be signed by ASA. Please send it to sections@asanet.org for signature once the agreement/contract is ready to be signed.

The ASA accessibility policy mandates that all ASA events, including receptions, must be accessible. If you are planning an offsite reception, the following criteria must be met in order to be listed in the Annual Meeting program, both printed and online:

- Entrance: participants with limited mobility, including those in electric wheelchairs, can use a main entrance. Doorway must be at least 32” wide; if entrance is not level with the sidewalk, a ramp must be available.
- Reception/meeting room: participants with limited mobility have access to the area where the reception will be held and corridors and pathways between tables are wide enough (32”) to allow them to move freely in that space.
- Restrooms: participants with limited mobility can access the restroom unassisted; an accessible stall with handrails is available.
- Lighting: adequate to ensure safe movement and to facilitate visual communication modalities.
- Sound: background music can be turned down or off to accommodate differing hearing abilities. Note: Microphones are preferable for presentations or remarks but are not necessary if no presentations or remarks are planned.

In order for offsite receptions to be listed in the program, by the announced deadline please email meetings@asanet.org with the section name/any co-sponsoring section names, date, start and end time, and location along with verification from the venue that the above criteria have been met. Verification may be an email from venue management attesting that their facility meets the criteria or a URL where the facility accessibility is clearly listed. It is your responsibility to provide verification. A statement that the facility is ADA compliant is not sufficient.

Invited Participants Registration Fee
Each section may exempt one invited non-member, non-sociologist participant from the Annual Meeting registration fee requirement. Sections may utilize section operating funds to support travel and registration fees for additional non-member, non-sociologists. Please submit all requests by the
announced deadline.

Section Officers Meeting with the Sections Committee
This meeting is an opportunity for section officers to meet with members of the Sections Committee and
other section officers to share updates and exchange ideas.

Awards

Section Awards
1. Sections are allowed to give awards.
2. The number of awards offered per section is limited to five annual awards.
3. A section award may be named in honor of a person or persons.
4. A section award should not be monetary in nature, but reimbursement of necessary expenses
   from section funds is permitted.
5. Section must exist for two years before offering an award.
6. The title format for section awards should be standard for all sections. See below for details.

Naming and Title Format
All section awards must contain the name of the section in the title to distinguish them from the ASA-
wide awards. Award titles are standardized for all sections and may be named in honor of a person or
people.

Format: 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: “American Sociological Association Section
on Social Psychology Cooley/Mead Award for Distinguished Scholarship.”

Section Award Revocation
See the Section Award Revocation policy under Parameters of Activity for information on ASA policies on
disclosures for awards.

Membership Requirements
All section award recipients must have a current membership in ASA at the time the award is given,
except where the award is specifically intended for a category of persons that are non-members/non-
sociologists.

Nominations
Award selection committee members are encouraged to send out the award call through a variety of
channels to encourage maximum dissemination. Reminder messages are also useful in case someone
misses the original message.

A section is not obligated to give every award each year. If the committee doesn’t receive enough
qualified candidates, then it can decide not to give an award. Depending on nomination requirements and eligibility, nominations can be held over from one year to the next.

**Monetary Awards**

One section award must be a student award and only student awards may be cash awards.

Remaining section award(s) may not be cash awards unless the section receives specific contributions to support such an award that are not comingled with general section funds. Sections may choose to reimburse travel expenses for any award recipient if general section funds permit.

If a cash award is greater than $600, the award recipient must complete and submit the IRS W-9 Form at [https://www.irs.gov/pub/irs-pdf/fw9.pdf](https://www.irs.gov/pub/irs-pdf/fw9.pdf) to business@asanet.org.

**Award Selection Timeline**

**October 15** – If the section chooses to include its call for award nominations on the ASA website, please submit the final text to sections@asanet.org. Calls should provide eligibility requirements, submission instructions, contact information, a list of committee members, and deadlines.

**November – May** – Each section may determine its own timeline for selecting an award winner. Here is a sample timeline:

- February 1 – Nominations due
- February – First round review of nominations
- March – Second round review of nominations
- April – Final round of review of nominations
- May – Makes final award selection

**June 15** – ASA produces a printed award program featuring the names of all award winners each year. If the section chooses to include its list of recipients in the ASA-wide awards ceremony program, please provide details by the announced deadline to sections@asanet.org.

**Award Plaques**

Sections are responsible for purchasing award plaques or certificates if they would like them.

The association does not have a preferred vendor from whom to order award plaques but here are two that have been used in the past: [www.awards.com](http://www.awards.com) and [www.crownawards.com](http://www.crownawards.com).

Follow standard reimbursement procedures to pay and get reimbursed for the costs. The reimbursement form is available at [https://www.asanet.org/sectionleaders](https://www.asanet.org/sectionleaders).

**Section Formation and Dissolution**

**Formation**

Starting a New Section
Members interested in organizing a new section should notify the ASA Office of their intention to do so in order that the Association is aware of this possibility at the earliest possible point. The ASA Office is available to answer questions or provide guidance on the process for forming a section.

In brief, the following are the steps to forming a new section:
1. Submission of a proposal and a corresponding petition to ASA office
2. Sections Committee first review of proposal and petition
3. Invite ASA members to comment on potential new section
4. Sections Committee second review of proposal with solicited member comments
5. Council review of proposal, petition, member comments and the Sections Committee recommendation
6. If approved by Council, obtain status of section-in-formation
7. If section-in-formation meets requirements, obtains status of full section

Proposal and Petition
Proposals and petitions are due July 1 each year for consideration by the Sections Committee in August and Council the following spring.
1. A detailed proposal must
   a. explain the purpose of the section, its potential contribution to the discipline, and types of activities envisioned for the section.
   b. 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.
   c. highlight the intellectual merit of the sub-field by providing a summary of existing scholarly work in sociology and a short bibliography of the sub-field literature.
   d. address any links or possible overlaps to other sub-fields of sociology, especially those that are already constituted as sections, discuss possible cross-section relationships, and articulate how the proposed section is likely to impact other sections.
   e. include a statement about how the section will work toward diversity and inclusion.
2. A petition signed by at least 200 current members must accompany the proposal. Petition signatures may be gathered electronically. Because signing the petition implies that members will join the section, 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.”

Review of Proposal and Petition
The proposal and petition will be reviewed by the Sections Committee twice. After the first review, the ASA Office will announce to the membership the potential creation of a new section and invite ASA members to provide feedback on the proposed section that will be forwarded to the Sections Committee for consideration during their second review.

The proposal, petition, member comments, and a recommendation from the Sections Committee will then be forwarded to the ASA Council for review and consideration.

If Council approves the proposal, the proposed section becomes a section-in-formation.

Sections-in-Formation

To become a full section, sections-in-formation must
1. Prepare a set of bylaws that conform to the governing documents and policies of the Association. Proposed bylaws will be reviewed by the Sections Committee and forwarded with a recommended action to the ASA Council for approval.

2. Obtain 200 members within the next two full membership years. Sections-in-formation which end a membership year with 200 or more members will enter the next year as a full section.
   - If the section is not able to obtain the minimum number of members in its first full membership year, it is allowed an additional year to reach the minimum number. However, there is no carryover of membership. Like all sections, a membership year starts in January with no members.
   - If the section-in-formation is still unable to obtain the minimum number of members after two full membership years, it shall automatically be dissolved.

Available Resources while Section-in-Formation
- Listserv
- Web space on the ASA website
- At the start of the second full year, an allocation for operating funds based on the number of members as of the end of the first full membership year.
- One organizing session at the ASA Annual Meeting to elect acting officers, create a set of proposed Bylaws, and conduct other section business.

Responsibilities and Restrictions of Sections-in-Formation
- Sections-in-formation may not grant awards.
- Sections-in-formation are not required to conduct elections. The ASA Office will not provide support for SIF elections.
- Sections-in-formation must file an annual report.
- Sections-in-formation may have receptions, provided they have the resources. For onsite receptions, sections-in-formation may be granted reception space on a space available basis. This may not conflict with requests from established sections.

Section Dissolution

Probationary Status Review

As part of the Sections Committee’s review of all sections and section reports, every three years the Sections Committee shall be required to submit a list of sections to Council to be considered for probationary status. This list shall automatically include:

1) any section that has 150 members or less, including gift memberships;
2) any section that has had less than 200 members, including gift memberships, in three of the last five years, even if the section has shown no other governance or participation deficiencies;
3) any section that has less than 200 members in the current year, including gift memberships, and has exhibited at least one of the following in the same year:
   - failed to demonstrate meaningful section activities, such as active annual meeting sessions, newsletters, or other initiatives;
• failed to hold an annual business meeting at the Annual ASA meeting that had least 25 verified section members present;
• failed to hold an annual section council meeting at the Annual ASA meeting (with the date either occurring at the ASA offered council time or at an alternative time such that the date, time, and location of the meeting are determined at least one month prior to the meeting);
• failed to submit an on-time and/or adequate annual report describing the business and council meetings, activities of the year, plans for the following year, and including a copy of all section newsletters for that year;
• failed to approve a section operating budget;
• failed to demonstrate sound management of their operating budget by even temporarily going into deficit;
• failed to hold competitive elections for one or more of open elected positions; or
• failed to include at least one member who has never held office in the section among the slate of candidates competing for elected section positions.

The ASA Council determines whether a section is placed into probationary status, and Council is free to consider arguments about why some small sections should be allowed to be non-compliant with Association rules. But, no section is exempt from Council review if it is failing to meet the guidelines articulated above.

Termination of Sections

In reviewing the vitality of sections, the Sections Committee will use both quantitative and qualitative indicators. If the Sections Committee determines that a section should be terminated, it will report this recommendation to ASA Council. If the ASA Council concurs with the Sections Committee, 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 Sections Committee 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.

 Decommissioning Process for Sections

Timing

March 20XX  A section is put on probation.
August 20XX  The section adopts a formal plan for becoming compliant with ASA policies.
August 20XX +1  A year later, Council decides whether the section will be decommissioned.
Dec. 31, 20XX +1  If Council decides to decommission a section, it will cease to exist. Members pay dues for the full year, and the time between August and December can be used to conclude any unfinished business.

Section journals

The Committee on Publications and the Council shall begin discussion of viable options as soon as a section is put on probation. Generally speaking, absent any formal commitments to the contrary, the
options might include making the journal an ASA-wide publication, ceasing publication, or selling ownership to another party.

Section funds
For funds ASA allocates to sections from its operating budget each year which are allowed to roll over into the next year if unspent: Council is authorized to move these funds back into the ASA operating budget if a section is decommissioned.

For funds that have been donated to the section without restriction for specific use: Section leadership will decide what to do with these remaining funds before the section ceases to exist.

For funds that have been donated for restricted use by the section: In some cases, the intended purpose of the fund can still be met even in the absence of the. In other cases, if the fund is temporarily and not permanently restricted, it may be that the money could be spent down. Should the intended purpose no longer be possible, ASA will look first to the donation agreement for those funds donated by a single donor. Should ASA not have a clear agreement, ASA will do everything it can to find the donor to discuss alternatives. Should ASA be unable to contact the donor, or if the fund was composed of many donations by different individuals, the ASA funds committee will serve as the trustees.

Elections
Elections will take place in April – June as usual for new officers who take their positions in August. Should the section be decommissioned, terms will be for just four months.
Appendix A: Understanding Financial Reports

Below is a quick guide to reading and understanding the monthly financial reports provided to each section.

Page 1: A year-to-date summary. Transaction details are provided on subsequent pages.

<table>
<thead>
<tr>
<th>American Sociological Association</th>
<th>This report displays financial information for the entire calendar year as of this date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section on [NAME OF SECTION]</td>
<td></td>
</tr>
<tr>
<td>For the Period Ended October 31, 2017</td>
<td></td>
</tr>
</tbody>
</table>

### INCOME & EXPENSE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues Income</td>
<td>$610</td>
</tr>
<tr>
<td>Other Income</td>
<td>18,010</td>
</tr>
<tr>
<td>Section Budget Allocation</td>
<td>2,614</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>21,234</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Meeting Reception Expenses</td>
<td>3,090</td>
</tr>
<tr>
<td>Annual Meeting Other Expenses</td>
<td>13,489</td>
</tr>
<tr>
<td>Award Expenses</td>
<td>893</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>469</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>17,941</td>
</tr>
</tbody>
</table>

| Increase/(Decrease) in Net Assets                | $3,293   |

### NET ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Assets - Beginning Balance</td>
<td>$7,894</td>
</tr>
<tr>
<td>Increase/(Decrease) in Net Assets</td>
<td>3,293</td>
</tr>
<tr>
<td><strong>Net Assets - Ending Balance</strong></td>
<td>$11,187</td>
</tr>
</tbody>
</table>
**Page 2: Detailed income transactions**

**Dues Income:** The amount sections choose to charge over the base dues rate ($10 regular members, $5 student members, and $10 low income members) divided into twelfths. E.g. If a section charges $11 for regular members, for each regular member $1 is earned and goes directly to the section. However, because membership is 12 months long, accounting principles stipulate that we need to divide the Dues Income into 12ths to properly account for it. For example, the $41 in January is really only 1/12th of the dues income the section will receive per the number of members who joined in January. As more members join throughout the year, this number increases.

<table>
<thead>
<tr>
<th>Account</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues Income</td>
<td>1/31/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>41.00</td>
</tr>
<tr>
<td>XX-DEF INC (SCTN)</td>
<td>2/28/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>41.00</td>
</tr>
<tr>
<td></td>
<td>3/31/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>54.00</td>
</tr>
<tr>
<td></td>
<td>4/30/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>54.00</td>
</tr>
<tr>
<td></td>
<td>5/31/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>67.00</td>
</tr>
<tr>
<td></td>
<td>6/30/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>67.00</td>
</tr>
<tr>
<td></td>
<td>7/31/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>67.00</td>
</tr>
<tr>
<td></td>
<td>8/31/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>67.00</td>
</tr>
<tr>
<td></td>
<td>9/31/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>76.00</td>
</tr>
<tr>
<td></td>
<td>10/31/2017</td>
<td>18-DEF INC (SCTN) 37200-0xx</td>
<td>76.00</td>
</tr>
<tr>
<td><strong>Total Dues Income</strong></td>
<td></td>
<td></td>
<td><strong>610.00</strong></td>
</tr>
<tr>
<td><strong>Total Dues Income</strong></td>
<td></td>
<td></td>
<td><strong>610.00</strong></td>
</tr>
</tbody>
</table>

**Other Income:** Includes things like donations and royalty checks.

<table>
<thead>
<tr>
<th>Account</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Income</td>
<td>3/31/2017</td>
<td>Donations</td>
<td>18.010</td>
</tr>
<tr>
<td><strong>Total Other Income</strong></td>
<td></td>
<td></td>
<td><strong>18.010</strong></td>
</tr>
</tbody>
</table>

**Section Budget Allocation:** Transferred once a year in January, the amount is based on the previous year's membership. The total amount is $2 per member plus a base allocation depending on the total number of members.

<table>
<thead>
<tr>
<th>Account</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX-SECTN ALLOC</td>
<td>1/2/2017</td>
<td>XX-SECTN ALLOC 37250-0xx-00</td>
<td>2,614.00</td>
</tr>
<tr>
<td><strong>Total Section Budget Allocation</strong></td>
<td></td>
<td></td>
<td><strong>2,614.00</strong></td>
</tr>
<tr>
<td><strong>Total Section Budget Allocation</strong></td>
<td></td>
<td></td>
<td><strong>2,614.00</strong></td>
</tr>
</tbody>
</table>
### Page 3: Detailed expense transactions

American Sociological Association  
Section on [NAME OF SECTION]  
For the Ten Months Ending October 31, 2017

<table>
<thead>
<tr>
<th>Account</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Annual Meeting Reception Expenses: AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reception exp.-[NAME OF SECTION]</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>08/30/17</td>
<td>Payment Entry</td>
<td>2,087.60</td>
</tr>
<tr>
<td>Purchases</td>
<td>09/30/17</td>
<td>NAME,REIMB FOR RECEPTION</td>
<td>1,002.63</td>
</tr>
<tr>
<td>Total AM Reception exp.-[NAME OF SECTION]</td>
<td></td>
<td></td>
<td>3,090.43</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Annual Meeting Reception Expenses</td>
<td>3,090.43</td>
</tr>
<tr>
<td>Annual Meeting Other Expenses: AM Other Expenses - [NAME OF SECTION]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchases</td>
<td>01/31/17</td>
<td>NAME,CO-SPONSOR TCHING CONFERENCE</td>
<td>500.00</td>
</tr>
<tr>
<td>Total AM Other Expenses - [NAME OF SECTION]</td>
<td></td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>AM Other Expense-[NAME OF SECTION]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,TRAVEL REIMB AM17</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,TRAVEL REIMB AM17</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME OF Awardee,AWARD AM</td>
<td>557.14</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>557.14</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>559.54</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME OF Awardee,AWARD AM VOID</td>
<td>397.28</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>Retned check. Reissued under diff name (600.00)</td>
<td></td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,TRAVEL REIMB AM17</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>08/31/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>10/19/17</td>
<td>NAME OF Awardee,AWARD AM</td>
<td>479.39</td>
</tr>
<tr>
<td>Purchases</td>
<td>10/19/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>303.26</td>
</tr>
<tr>
<td>Purchases</td>
<td>10/19/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>600.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>10/19/17</td>
<td>NAME of REIMB,REIMB 2017 ASA AM</td>
<td>527.77</td>
</tr>
<tr>
<td>Total AM Other Expense-Section on [NAME OF SECTION]</td>
<td></td>
<td></td>
<td>12,989.26</td>
</tr>
</tbody>
</table>
Appendix B: Sending Listserv Messages

Below is a quick guide to sending and approving messages to be distributed via your section listserv. Remember, only authorized senders are permitted to send messages via the section listserv. Section chairs, chair-elects, immediate past chair, and secretary/treasurers are automatically authorized. Additional members can be authorized with the chair’s permission.

Sending a Message:

To send a message to your section’s listserv, address your email to [SECTION LISTSERV NAME]@listserv.asanet.org. Send the message as you would any other email:

Shortly after sending the message, all you will receive an email to approve the message. Click on the link in the email to send the message via the listserv. The message will then be sent. Please note, depending on your personal listserv account settings you may not receive a copy of your message from the listserv. If you would like confirmation of the email, please see “Listserv Archives” below.
**L-Soft: The Listserv Website**
The listserv website portal can also be used to approve messages to the listserv, as well as to check to see if a message was sent. In order to do this, you will need to create a log-in at listserv.asanet.org.

**Moderation**
Once logged in, the column on the left side is the main menu. “List Dashboard” will show any messages that need to be approved under “moderation.” While most messages will be approved through the emails as described above, you also have the option to approve messages here.
Archives
Provides a list and text of previously sent messages

Listserv Archives (further down on the menu) will show you a list of previously sent messages, the sender, and the date it was sent. This is the easiest way to check if your message was sent.

The Archives will show emails in a chronological list. You can read the text of the email by hovering over the subject line, or by clicking on the email itself.
Appendix C: Website Editing

Section Webpage Content

Getting to Know the Section Landing Page

This is your section’s “homepage,” the first page you are taken to when you click on your section’s name in the ASA website. It has four major parts:

1. **Introductory message**: A brief introduction to your section. It can be a formal mission statement or a more general introduction or welcome.

2. **Section Officers & Council**: A list of all current Section Officers and Council Members pulled directly from ASA’s membership database. If something is incorrect or missing from this list, it is likewise incorrect or missing from ASA governance records of your section. Send questions, corrections, or concerns about this information to sections@asanet.org. This page is updated every year by ASA staff when newly elected Section Officers and Council take office after the Annual Meeting.

3. **ASA Communities**: Links to other section-related pages on the ASA website
   - **Section Bylaws**: A link to your section’s bylaws. This is a copy of the latest version on file with the ASA office. If the version posted on this page is not the most recent version of your bylaws, please send an up-to-date copy to sections@asanet.org. ASA staff will update the page.
   - **Section Past Award Recipients**: A link to your section’s award winners. The information listed here is provided by the section by updated by ASA Staff. If you have additions or edits, please send them to sections@asanet.org.

4. **Section website navigation**: Links to your section webpages. This is likely where you’ll spend most of your time. If you have a site hosted on ASA’s servers, all pages on your site will be linked here. If you host a site remotely, you can request that specific pages be added or removed from these links.
Logging In
Before you can make any edits, you will need to log in to the website.

1. Go to the ASA Homepage at http://www.asanet.org/ and click the “LOG IN” button in the top right corner

2. You will be taken to the Sign In screen. Enter your ASA username and password to log in
3. You should now be logged into your ASA Member Portal. It looks like the screen below.
4. Click the ASA logo in the top left to return to the ASA Homepage.

5. When you arrive back at the ASA website, your screen should now have a toolbar in the top left.
6. There will also be a toolbar under the ASA logo. This is how you will be able to open edit controls for pages on your section website (see Editing Existing Content).
Editing Existing Content

1. While logged into the ASA website (see above for directions), navigate to the page you want to edit or enter the web address of the page directly.
2. Once you are there, the screen should look similar to the one below:
3. There will be a toolbar under the page’s title. Click on the “Edit” tab to open the editing controls for the page.

4. The page with edit controls open will look like the screen below. The Rich Text (WYSIWYG) Text Format allows you to edit the page the same way you edit a Word document. If the screen doesn’t look like this when you open the edit controls, it may have opened in a different format. Go to the drop-down Text Format menu underneath the edit field and select Rich Text (WYSIWYG) to fix it.
5. Save your changes by scrolling to the bottom of the page and clicking the green “Save” button. Unsaved changes will not be published.

6. A green bar at the top of the page should confirm that the page was updated:

7. **Note:** There is no “Cancel Changes” option. If you make a mistake while editing, DO NOT SAVE the changes. Simply close out of the page that you were editing or click the “View” tab in the toolbar (next to “Edit”). When you leave the edits window without saving, none of the changes you made will be published.

8. If you are prompted to select a “Site Tree” field, select “Sub Sites” under Sections.
Note: As a Section Webmaster or Officer, you are able to edit pages on your section website, which you can access from the section’s landing page (see above). If you want to see all the pages you have access to edit, you can do so through the My Workbench tab in the top left toolbar:

You will not be able to edit some content related to your section on the broader ASA website. The Section Landing Page (including Section Officers & Council), the Bylaws page, and the Past Awards Recipients pages are all maintained by ASA staff. Send questions, corrections, or concerns about this information to sections@asanet.org.

Creating New Content

1. You can create new content for your webpage by going to My Workbench > Create content > ASA Section Content.

2. This will take you to the screen below. You can add text, images, and other web content for your section. Just like in Editing Existing Content, as long as the page is in Rich Text (WYSIWYG) format, it will be just like working in a Word document.
3. At the bottom of the page are several tabs, including “Publishing Options.” Your content will not be live unless you select the “Published” box and Save.

Requesting a New Section Webpage on ASA
If you would like to set up a new section webpage on ASA, contact sections@asanet.org. ASA staff can activate a page for your section, which you will be responsible for setting up and maintaining.
Images and Files
Inserting an Image
The right side of the toolbar at the top of the editing field will allow you to add media. Click the image icon (second to last on the right) to open the Media Browser.

1. Click on “Choose File” to upload a file from your computer. You can upload images, video, audio, and documents. When you have chosen your file, click “Next.”

2. Destination: select “Public local files served by the webserver”

3. You may want to add additional information, such as a caption, with the file you upload. When you are ready, click “Save.”
4. You will see a preview of your image and any additional information you put in:

5. If it looks correct, click “Submit.” Your image will then be embedded into the content:

Inserting a PDF

At this time, Section Officers may not upload PDF files independently. If you need to upload a PDF to your section’s website, contact sections@asанet.org and ASA staff will assist you.