New Section Officers’ Orientation Book

American Sociological Association

Dear Section Officer;

I offer my personal congratulations at your success in the election and would like to offer my support and best wishes for your upcoming term. I look forward to working with you this year and in the future.

In the interest of supporting your efforts I have assembled this collection of policies and resources. This booklet should help answer questions you have about the role and function of sections within ASA. It also contains valuable contact information and online references for you to use at anytime.

Unless otherwise stated your term as a section officer will begin on the last day of the Annual Meeting in August.

Again, thank you for commitment to ASA and to your section’s members.

Sincerely,

Justin Lini
Program Coordinator,
Governance and Information Systems
(202) 383-9005 x 330
Lini@asanet.org
Sections@asanet.org
Welcome Letter
I’m Elected, Now What?
Resources
Secretary Treasurer’s Guide
Sample Sections Timeline
Guide to Section Elections
Guide to Petitions
Listserv User Manual
New Section Officers Training Presentation
ASA Constitution and Bylaws
Policies and Procedures Committee on Professional Ethics
Congratulations and welcome to your new leadership position in your section. If this is your first elected or appointed position then you probably have many questions.

Please keep in mind that these overviews present a general view of the Section Officer’s responsibilities. Each section operates under its own bylaws and has its own culture and practices. Thus, with fifty-two sections (as of this writing) there is considerable variation. Ultimately you should check your section’s bylaws and speak with your predecessor if you have any questions. If your bylaws contradict the descriptions presented below then follow those instead.

Current editions of each section’s bylaws are available on the ASA website at http://www.asanet.org/sections/bylaws.cfm.

When do I start?

In most cases, section officers do not begin their terms until the last day of the Annual Meeting. Section terms run from the end of one Annual Meeting to the end of the next one. There are exceptions: if you were elected in a special election to replace an officer who had to step down your term may begin immediately.

How long is my term?

Most section officer terms are three years. There are some variations between sections and even between offices. Here are the details: Most Council members and Secretary-Treasurers have three year terms. In some sections, Council members may hold two year terms. Student representatives typically hold office for one or two years. Most Chairs serve three year terms, but their duties and titles are different in each year. The next portion of this guide will get into that in greater detail.

What are the responsibilities of a Secretary-Treasurer?

Secretary Treasurers manage their section’s finances. They propose a yearly budget for the section, pay its bills and track the amount of money in its various accounts. All allocations of the section’s funds must go through the Secretary Treasurer. The Secretary Treasurer is also responsible for any day to day functioning of the Section when the Chair is not available. The Secretary-Treasurer also provides a budget and financial report for the Section’s Annual Report. For more information on the Secretary Treasurer’s role, see the Secretary-Treasurer’s Handbook.

What are the responsibilities of a Section Chair?

Each Section Chair goes through three stages. During their first year they serve as the Chair elect. During that time they have relatively few formal responsibilities but are expected to be engaged with the section’s leadership, they are included in monthly messages to section chairs and in other correspondence so that they will be well prepared for the next year’s transition. The Chair elect period is also a good time to begin making programming and appointment plans for the next year.

Past-Chairs have less active engagement with the section. Their primary responsibility is writing the Section’s Annual Report. Annual Reports cover the period from one Annual Meeting to
the next: approximately the second year of a Section Chair’s term. This comes up early in the Past Chair’s term (they are due in mid October).

**What are the responsibilities of a Section Council Member or Student Representative?**

Council Members and Student Representatives deliberate on section policy. They are responsible for examining and approving any budgets and amendments to bylaws. Many sections assign specific committee chair positions to their council members. Of all the roles in a section, the council’s has the most variation. See your section’s bylaws for more information.

**How do I run a meeting?**

ASA uses Robert’s Rules of Order as its manual of parliamentary procedure. Not only does this book provide guidance for running a meeting, but also has advice for issues such as bylaws and vacancies.

So, if a situation is not covered by ASA or section bylaws then a solution might be found in these parliamentary rules. For more information, see the Robert’s Rules of Order website.

**I have questions. Who can I talk to?**

You have a couple of different options here. It is important to talk to your predecessor to ensure a smooth transition of responsibilities. Your predecessor likely has important records and documents that you will need during your terms.

In addition, you can contact ASA’s governance and information services department. The Sections Coordinator is responsible for handling day to day sections business and procedures and also maintains extensive archives of section records. The current coordinator is Justin Lini. He can be reached via telephone at (202) 383-9005 x330 or email at lini@asanet.org.
Resources for Section Leaders

Sections Manual
The Sections Manual contains the policies that govern sections. Do you need to know how many sessions you’ll get at next year’s Annual Meeting or how to list the winner of a Section Award? Look here! Its available online at: http://www.asanet.org/images/sections/docs/pdf/Sections%20Manual_2011_Edition.pdf

New Section Officers’ Guidebook
This booklet is an overview of the New Officers’ orientation and a variety of other issues such as updating your bylaws and operating the listserv. Its available online at: http://www.asanet.org/sections/whataresections.cfm

Sections@asanet.org
The email address to contact if you need to ask anyone about anything sections related. You can also send email to Justin Lini, the Sections Coordinator at Lini@asanet.org. He also answers email sent to the Sections account.

Section Bylaws
Your sections bylaws detail the rules of your section and who does what work. If you need a copy of your section’s bylaws go to http://www.asanet.org/sections/bylaws.cfm

ASA Constitution and Bylaws
This document explains how the Association is run. If your section’s bylaws don’t provide guidance for a specific issue, then it may be covered in the ASA Bylaws. It is available here: http://www.asanet.org/about/constitution.cfm

Meetings@asanet.org
This is the email address to contact if you have any questions about your section’s programming for the Annual Meeting.

Membership@asanet.org
Contact this email if you or any section members have any questions about their ASA membership.

Section Awards Records
Do you need to know who won an award last year or any previous year? This page http://www.asanet.org/sections/section_recipients.cfm has an answer for you! Please be patient however, this page is a work in progress. If your section’s record is incomplete, contact Sections@asanet.org

Section Archives
The Executive Office maintains Section archives going back decades. This includes Annual Reports, Back Issues of Newsletters, Financial Records, and Correspondence. The Governance department is working to put many of these documents online. In the meantime, documents are available on request from the Sections Coordinator.

Bylaws Amendments
Appendix A of the Sections Manual has all the information you need to get started on amending your section’s Bylaws. Pay special attention to the yearly timetable. If you’re too late your amendments may need to wait an additional year before being placed on your section’s ballot.

Petitions
While you may not need to file petitions as a section officer, you may have members that are interested in doing so. Our website has a complete walkthrough of petition
Financial Records and Transactions

The Section Coordinator sends out monthly financial statements to Section Chairs, Chair Elects and Secretary Treasurers. More detailed reports are available upon request. For more information on how to request reimbursements and payments to vendors see the Section Secretary-Treasurer’s Guide or contact the Sections Coordinator.

Budgets

The Committee on Sections Requires that each section create a budget for the next year. Usually this budget is developed by the Section Chair and Secretary Treasurer, and must be approved by the Section Council. The Committee on Sections requires the use of a budget form from the ASA website for the section’s Annual Report: http://www.asanet.org/sections/budgets.cfm The committee also recommends using this form for pre Annual Meeting planning.

See the Sections Manual and the Secretary Treasurer’s Guide for more information.

Parliamentary Procedure

The ASA uses Robert’s Rules of Order as its parliamentary authority. We are currently using the 10th edition as opposed to the newest 11th edition. Copies of this guide can be purchased in both electronic and paper media from many bookstores.

Committee on Sections

The Committee on Sections provides oversight to section’s and advises the Council on all section policies. It reviews each section’s activities at its winter meetings and approves all new sections and changes to bylaws. The body consists of nine members; three from the ASA Council, three appointed by the Committee on Committees and three former section chairs elected by their peers. To see who is on the committee and learn more about it check out this page: http://www.asanet.org/about/committees/sections.cfm.

Section Dues

The ASA Council sets the base rate for all section dues. Currently these rates are $10 for regular and low income members and $5 for Student Members. Each section receives $2 of this directly as part of its budget allocation. Sections can vote to raise their dues however. Any additional dues money collected in this way goes directly to the section’s coffers. The Section’s Fee Schedule shows how much it costs to join each section: http://www.asanet.org/sections/fees.cfm

Recruiting and Retention

Membership Counts count. A more populous section receives a larger allocation and more sessions at the Annual Meeting. The Executive Office can help sections with retention by sending out lists of non renewing members on request.
Membership Rosters
Section officers can request rosters of their current members. The standard roster includes each member’s name, affiliation, email address, membership type and country. We can run special rosters if you need additional information, but the turnaround time may be longer. Please treat these files with respect as they contain your members’ personal information. Contact the Sections Coordinator for more information.

Section Statistics
The Sections Coordinator sends out up-to-date membership counts during the first week of each month. These reports include comparisons with the previous year and previous month and breakdowns of membership by membership type (Low Income/Associate, Regular Members and Student Members), as well as yearend estimates. To see last year’s membership counts check out this page: http://www.asanet.org/sections/Final2013Counts.cfm

Section Journals
Currently three Sections maintain full-fledged journals. The ASA Publications committee has established policies and requirements for more sections to start new journals. For example, a section must maintain a membership of at least 500 members in order for their application to be considered. For more information on other requirements see page 7 of GUIDELINES FOR THE ASA PUBLICATIONS PORTFOLIO (available at http://www.asanet.org/images/sections/docs/pdf/ASA%20Publications%20Portfolio%20Guidelines%202010.pdf)

Newsletters
Each section should produce a quarterly newsletter. These newsletters range from simple overviews of announcements and statements of the chair to in depth mini-journals. Most sections distribute their journals via listserv and keep them on their sites. In addition, the Governance Department has complete digitized archives of Section Journals going back to at least 1981.

Section Leader’s Listserv and Monthly Section Emails
All section chairs, chair-elects and Secretary Treasurers are automatically added to the section leaders’ listserv. Council members and other elected officers may be added if they like.

This listserv can be used for sharing announcements, asking questions and other forms of dialogue across section lines.

During the first week of the month, The Sections Coordinator sends out a monthly update on the current state of the sections. These monthly announcements include friendly reminders about upcoming deadlines, reports on the status of sections on the whole, relevant resources, answers to the most commonly asked questions of the last month and other miscellaneous pieces of information. Contact the Sections Coordinator if you are interested in receiving these messages, but are not one of the above types of officers.
Yealy Timeline
ASA follows a very consistent timeline when it comes to the things sections have to do each year. The Section year begins after the Annual Meeting and runs to the end of the next. All sections deadlines and tasks are available on our website at http://www.asanet.org/sections/Timetable.cfm.

Section Awards
Each section may give out up to five awards in a single year, and one of these must be a student award. We like to help you celebrate the accomplishments of your members by publishing them in the awards manual, including announcements in Footnotes and listing them on the ASA site. To do that however, we need the names of your recipients by June 25th (and preferably all at once and in ASA format). Please send your recipients to the Sections Coordinator.

Receptions
Sections can host their receptions on site (with planning assistance from the Meetings Department) or off site (with no planning assistance from ASA). If you’re planning an off-site reception the Sections Coordinator can arrange for payment directly out of section funds so that you don’t have to pay any money out of pocket and wait for a reimbursement later. On site receptions are billed directly to the section’s account via the Meetings Department.

Planning for the Annual Meeting
Planning for the Annual Meeting starts almost immediately after the previous one ends. The Meetings Department expects a list of sessions from the section’s newly minted chair as soon as mid-September. This can be a difficult deadline, due to its proximity to the start of the semester and end of the last Annual Meeting, so planning ahead is advised.
Secretary-Treasurer’s Handbook
Section Training Guides
2014 Edition
Section Memberships, Dues and Budget Allocations

The American Sociological Association offers three types of section memberships: Student, Low Income and Regular.

The ASA Council sets the base rate of section dues at $10 a year for Regular and Low Income members, and $5 a year for Student members. The Council last adjusted this rate in 1998. Sections can choose to raise their dues on their own. Sections can choose to raise their dues on their own.1

Section memberships operate on the same calendar as ASA’s other memberships. They are valid from January 1st to December 31st. ASA members may purchase memberships for the current year up to September 30th, and memberships for the next calendar year can be purchased as early as mid October.2

Budget Allocations

Your section receives a budget allocation based on your membership count at the end of the day on September 30th. Sections receive $2 for each member. In addition they receive a set pool of money determined by the section’s overall size. A section with fewer than 200 members will receive $500, while sections with more than 300 members will receive $1,000. This gets a bit more complicated for sections that have between two and three hundred members. They will receive a base allocation using the following formula: (Members-100)*$5.00.

So, if a hypothetical section has 556 members its allocation would be calculated the following way.

\[ \$2,112 = (556 \times \$2) + \$1,000 \]

A section collects all dues charged in excess of the base rate. For example, if our section above were to collect an additional $2 per member than it would end up with an additional $1,112 each year. That being said, most sections do not collect extra fees evenly. Most sections raise their dues for Regular members while leaving Student and Low Income rates unchanged. Please see the ASA website for current dues rates.3

If your section has a journal, its subscription fee is included in its membership fee. These proceeds will be distributed as per ASA’s contract with the publisher.

Adjusting Section Dues

Section Dues can be increased or lowered by the Section Council, but doing so requires approval by the Committee on Sections and ASA Council. Changing dues follows the same protocol as changing your section’s bylaws. For more information on this process, please see Appendix A in the Sections Manual. Dues may not be lowered below the base rate.

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1 As of 2012 thirty-one sections collect extra dues. Amounts range from $1-$6 per member.
2 The precise date changes each year.
3 http://www.asanet.org/sections/fees.cfm
How Income is Displayed on Financial Reports

As a Secretary-Treasurer you will receive reports on your section’s account balances. Your section’s income will be displayed on the top two half of this chart.

Your section’s base allocation is distributed in the first quarter of the year and is marked by a green square. If your section collects extra dues then they will be distributed throughout the year (marked with a blue line).

**Income:** In addition to your section’s budget allocation, your section may receive donations from members, royalty checks or engage in other forms of fundraising. They will be listed here.

**Expenses:** The most common expenses for sections are Annual Meeting Receptions (AM Reception Expenses) and Awards. Awards charges can be for student award checks or for purchasing and shipping plaques. Other expenses may appear here if your section pays for web design and hosting or other expenses.

**Acct #:** These are the numerical codes that ASA uses to keep track of your section’s income and expenses. They are written like this: 37XXX.0YY.00. The X’s are replaced with the specific charge (37300 for charges relating to receptions for example) and Y’s are replaced with your section’s number4.

**Net Assets:** Displays your section’s current (ending) balance, starting balance and the difference between the two.

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4 See Appendix B, *Sections Manual 2011 Edition* for a table showing Section names and numbers.
grants and for other specialized purposes. These restricted accounts are interest-bearing sub-accounts, and can only be set up if the funds are in excess of $10,000. The Executive Office provides separate financial reports on these restricted accounts. These funds are not included in the monthly reports issued by the Executive offices; however reports can be generated on request.

The balances in both types of accounts carry over from year to year. That means sections are able to build up savings over time. Conversely, if a section ends the year in debt its budget allocation for the next year will go into balancing its books. Any remaining money would be available for that year’s programming.

**Reimbursements and Check Requests**

Check Requests are how your section pays its bills. For example, you’ve just ordered a plaque for one of your award winners and get an invoice from your vendor. You have several options for paying this bill. If it is due immediately then you can cover the bill and request a reimbursement check from the Section Coordinator. On the other hand, if you have some time you can request that the Section Coordinator send a check directly to the vendor.

When sending a check we will need several pieces of information from you: The name of the person or business to which we are writing the check, the amount of the payment, an invoice or receipt and their address. We cannot write checks without these pieces of information.

We aim to get all checks into the mail the same week that they are requested. However, there may be volume related delays in processing checks during the month of September. The ASA office is closed the week after the Annual Meeting, and the ensuing several weeks are extremely busy as we resolve any leftover business. In addition, new checks cannot be issued while we are at the meeting space. Please send in all requests by the Friday before the Annual Meeting so that we can process them and bring them with us.

**Checks and the Annual Meeting**

We can bring checks directly to the Annual Meeting for pickup. But please use this for late breaking expenses or awards checks only. These checks can be picked up from the ASA Business Office at the Annual Meeting.

**Off Site Receptions**: If you make your arrangements checks can be sent directly to vendors. This prevents anyone having to put the charges on their credit cards and waiting for a reimbursement check. This is very important as Section Receptions are very expensive, and a several thousand dollar charge is quite burdensome on a personal credit card.

**On Site Receptions**: All charges are handled internally within ASA and do not require checks to be drafted on behalf of the section. The meetings department will approach you to discuss costs in the months leading up to the Annual Meeting.

**Checks for Awards**

You can request checks for student award recipients. The recipient’s Social Security Number is required for awards payments greater than $600.

We can also have checks and brought to the Annual Meeting so that they can be presented during your awards ceremony.

Some student awards are given out in the form of reimbursements for Annual Meeting expenses. In these cases please have your recipients keep track of receipts and send them to us along with the request.

**Checks for Services**

Sections occasionally have to pay for other services such as web design, newsletter costs, printing and other services too numerous to list here. In each case the secretary treasurer or chair must request the reimbursement and an
invoice must be sent.

In many cases web design and newsletter costs are paid to section members. Please have the member send a short invoice indicating the amount of time spent on the project and the cost per hour.

Fund raising and depositing money into section accounts

Sections are free to engage in fund raising efforts to cover the costs of receptions, student memberships, conferences or any other project.

The Executive Office can accept funds via check, credit cards or electronic wire transfers. At this time, ASA does not have the capacity to transfer funds electronically through services such as PayPal. Sections that wish to use these tools are welcome to do so, but should keep careful records and forward copies along when mailing in a check.

When mailing (or having others mail checks) to our office, please include a note indicating to which section the funds should go. It is also helpful to include a note indicating the purpose of the donation. This is especially helpful if you or your partners are sending the check without first notifying us.

All checks should be mailed to the Executive Office in Washington DC

American Sociological Association
C/O Sections
1430 K Street NW, Suite 600
Washington DC, 20005

We will notify a section’s Secretary Treasurer and Chair anytime a check arrives for their section. If we have their email address, we will also include the sender in the message as a courtesy. Thus, if you are expecting a check to arrive at ASA and haven’t heard anything then please follow up on it. It likely means that it has not arrived and could be lost.

Annual Reports and planning the next year’s budget

The Committee on Sections requires a planning budget to be sent in along with your section’s Annual Report. Annual Reports are compiled by the Past Chair after each Annual Meeting and are due into the ASA office in October. As the Secretary Treasurer, you will need to work closely with your past chair on this part of the report.

If the Past Chair is unable or unwilling to draft a report, then it must be written by other officers of the section. A section will not receive its budget disbursement or dues income unless a report has been received.

The Annual Report Template can be found on the ASA Website here:

http://www.asanet.org/sections/AnnualReports.cfm

In addition, the required Budget Templates are available here:

http://www.asanet.org/sections/budgets.cfm

The Committee on Sections encourages sections to use budget templates for preparing and presenting budgets at the Annual Meeting.

The Committee on Sections reviews Annual Reports and approved budgets during its Winter Meeting.
Who to contact at ASA.

Do you have any questions about specific services?

For questions on any section matter, including policy issues, newsletters, awards, elections, and rosters, contact Section Coordinator, Justin Lini at lini@asanet.org

For detailed financial reports and statements please contact Accounting Manager, Girma Efa efa@asanet.org

For questions on Annual Meeting program planning, sessions, and receptions, contact Meeting Services at meetings@asanet.org.

For questions on membership, adding members to sections or verifying memberships, contact the Membership Department at membership@asanet.org.
Sample ASA Sections Calendar

The sections year starts when the new officers are sworn in after the Annual Meeting and runs until the end of the next year’s Annual Meeting.

**September**

**September 14**  
Session planning information for next year’s Annual Meeting is due.

**September 30**  
The end of ASA’s membership year: Final Section session and budget allocations for next year’s Annual Meeting are calculated at this date.

**October**

**October 1**  
Section Annual Reports Due from Section Past Chairs.

**October 19**  
Last year’s member rosters sent to section chairs.

**October 25**  
Next Year’s Section Awards call for nominations updates are needed. These are the announcements an updated contact information for the website. Do this as soon as possible so that your members have this information early.

**October 30**  
Next Year’s Call for Papers information will be posted on the ASA Website.

**November**

**November 5**  
Section chairs will be contacted by the Sections Coordinator to review their Call for Awards Information.

**November 10**  
Deadline for bylaws amendments for next year’s election to the ASA Governance Office.

**November 15**  
Recipients of last year’s Section Awards announced in Footnotes. This information is available on your section’s awards page at the ASA website.

**December**

**December 7**  
Online submission system will open for the next year’s Annual Meeting

**December 31**  
Slates of candidates for the Spring election are due. Please see the election guide on the ASA website.

**January**

**January**  
Winter meeting of the Committee on Sections. After the Committee on Sections, governance office may contact sections with memos from the Committee Chair. Any sections with bylaws amendments under review will be contacted.

**January 8**  
Deadline for open paper submissions online by authors

**Late January**  
Section candidates contacted with links to complete their online biography for the election.

**February**

**February**  
ASA Council Meeting. The governance office will contact any sections who have bylaws amendments under review.
and will notify if changes have been approved.

**February 7**
Section invited panel session listings from organizers due in ASA Meetings Office

**February 28**
Candidates need to have all of their biographies entered into the online ballot system.

**March**

**March 1**
Orders for special audio-visual equipment due in the ASA Meetings Office

**March 5**
All paper decisions made and Acceptance/Rejection letters should be received by Email.

**March 7**
Requests for reception space from Section Chairs are due in ASA Meetings Office

**March 31**
The last day any members may join and still participate in the ASA election.

**April**

**April**
Voting in the election opens around the 20th. Voting continues until 5:00pm on June 1st.

**April 12**
Last day to enter petition signatures in support of candidates or ballot proposals to the ASA Governance Office.

**April 26**
List of Section Guest Speakers with waived entrance fees due to Section Coordinator.

**April 30**
Preliminary Schedule released online.

**May**

**May 14**
Pre-Registration deadline for program participants at the Annual Meeting.

**May/June**
Section catering orders due in the ASA Meetings Office.

**May/June**
Changes to session listings for the printed Final Program must be received at the Meetings Office.

**June**

**June 1**
Section Election results will be sent to Section Chairs. Section Chairs must contact all candidates with results of the election before announcing them to the section.

**June 19**
Invitations sent for new section officer training sessions at the Annual Meeting.

**June 25**
Deadline for Awards recipients to be listed in Awards Ceremony Program

**June**
Amended versions of bylaws presented to section chairs for verification.

**July**

**July**
Section Special Elections take place at this time. Special elections take place if a section has to replace officers or did not run elections during the Spring election.

**July**
Elections for Section Representative to the Committee on Sections take place at this time.
August

August 1
First estimate of Section Sessions for next year's Annual Meeting sent to section Chairs.

2-3 Days before the Annual Meeting
ASA office “moves” to the Annual Meeting City

August
Annual Meeting! The Committee on Sections meets during this meeting, and also has an open meeting with Section Chairs.

August
ASA Offices reopen a week after the Annual Meeting.
Section Elections Guide

Overview
Each Section selects its candidates through a nomination process defined by its bylaws. This is typically done through a Nominating Committee appointed by the Section's Council or Chair. Candidates may also be added to a section's ballot via petition.

Sections are obligated to adhere to ASA election deadlines and to work with the Sections Coordinator. 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 Section.

Section Elections are conducted simultaneously with "national level" elections, such as for ASA President and must be competitive. Unless stated otherwise in the Section Bylaws, an election must be conducted each year.

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 Section.

Roles
Putting together an election for ASA's sections is truly a team effort. With so many different people involved it is easy for some tasks to slip between the cracks. This section details some of the roles played by different participants in the election.

Section Nominating Committees
- Section Nominating Committee Chairs are responsible for recruiting at least two candidates per open position. For example, if there are two Section Council positions open, they must recruit at least four candidates.
- They are responsible for collecting all required information from the candidate, including ASA ID number and Email address.
- They are responsible for notifying the candidate that they have been nominated for the position.
- They are responsible for forwarding the candidates' information to the Executive Office within a reasonable timeframe.

The Section Chair
- The Section Chair is responsible for contacting candidates and informing them of the result of the election before notifying the section.
- He or She is responsible for informing the Section Membership of the election's results. According to ASA policy, the outcome of the election is publicized, but not the vote counts. A candidate may request that results be made public however.
The Sections Coordinator

- The Sections Coordinator is responsible for notifying all participants and sections of deadlines, results, and any issues that may arise.
- He or She is responsible for verifying the membership status and eligibility of all candidates and notifying candidates and nominating committee chairs of any problems early enough to resolve them.
- He or She is responsible for responding to any questions regarding the election, and facilitating the Section's needs.
- He or She is responsible for sending all of the candidates' information to the election vendor and working with the vendor to resolve any problems.
- He or She is responsible for validating all petition signatures and voter lists.

The Candidate

- Is responsible for entering and editing their biographical information.
- Is responsible for maintaining an active full or student membership in their section during the election year and all years of their term in office.
- Is responsible for learning and understanding the responsibilities of the position to which they have been nominated before accepting the nomination.

Section Elections Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>Many Sections engage in bylaws writing, nominating committee nominations and other important activities at the ASA Annual Meeting.</td>
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<tr>
<td>31-Oct</td>
<td>Initial Email sent to Section Nominating Committee chairs informing them of their responsibilities.</td>
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<tr>
<td>10-Nov</td>
<td>Bylaws Amendments for next election are due to the Executive Office (second Thursday in November or day before Veterans Day, whichever is later). (in 2011 this is Thursday, 11/10, in 2012 it is Saturday, 11/10, in 2013 it is Thursday 11/14, in 2014 it is Thursday 11/13, in 2015 it is Thursday 11/12)</td>
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<tr>
<td>31-Dec</td>
<td>All Section candidate slates are due for the upcoming election. Only initial lists are needed at this point.</td>
</tr>
<tr>
<td>January</td>
<td>Candidates are invited to enter their biographies on the official ballot site.</td>
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<tr>
<td>28-Feb</td>
<td>Deadline for Candidates to enter their biographies online.</td>
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<tr>
<td>22-Apr</td>
<td>The ASA Elections Open. Members will be sent emails with special links to their online ballots.</td>
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<tr>
<td>1-Jun</td>
<td>Voting ends at 5 pm.</td>
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<tr>
<td>3-Jun</td>
<td>Notify Section chairs with results of Section elections (as soon as available).</td>
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ASA Section Election Requirements

According to the ASA Sections Manual all elections must be competitive. This means that at least two persons must be nominated for each open position.

In addition ASA Bylaws indicate in Article I, Section 2 that “Only Members, Emeritus Members, and Student Members of the Association shall have the right to vote and to hold elected office in the Association.” Associate members cannot vote in the general ASA election (but can vote in Section Elections), and cannot hold office at either the ASA or the Section level.
No candidate may run for chair-elect of two sections simultaneously, nor serve as chair of two sections in the same year. However, members are permitted to serve at both the ASA level and the section level simultaneously.

In addition, Sections may have additional election requirements enumerated in their bylaws.

**Diversity Standard**

The Diversity Statement is provided to all ASA selection and nominations committees to guide their work, and is reinforced by the governance department staff working with the Committees.

In August 2010 Council adopted the following diversity statement:

“Much of the vitality of ASA flows from its diverse membership. With this in mind, it is the policy of the ASA to include people of color, women, gay, lesbian, bisexual and transgendered persons, persons with disabilities, sociologists from smaller institutions or who work in government, business, or other applied settings, and international scholars in all of its programmatic activities and in the business of the Association.”

**Election Results**

When election results become available, the Executive Office will provide Section chairs with the election results. Each Section chair is responsible for notifying all candidates of the Section election results. Additionally, members may request election results may be requested from the Executive Office via Sections@asanet.org.

**Bylaws Amendments**

Bylaws Amendments are conducted through a slightly different process and must be approved by the Committee on Sections and ASA Council.

For more information on amending bylaws, please see the Section Bylaws Process Guide. This guide is sent to Section Officers ahead of the Annual Meeting. Additional copies of the guide may be requested from Sections@asanet.org.

**Services the Executive Office Provides**

The Executive Office is obligated to inform Section officers and nominating committee chairs regarding upcoming deadlines and the elections process. Notifications regarding the upcoming year’s elections will begin in October of the proceeding year. At the end of October the Executive Committee will provide this guide to the section nominating committee chair along with a candidate biographical form.

In addition the Executive Office is also available to answer questions and provide information. The Governance Department maintains detailed records of previous candidates and election slates for at least five years and records of former section officers going back to the each section’s founding. The office can also provide copies of sections and ASA bylaws as well as assistance in interpreting them.
ASA Petition Guide

The American Sociological Association Constitution and Bylaws enshrines a member’s or group of members’ right to petition the association. Please read the entirety of this document before embarking on your petition effort, as there are important guidelines and timelines. This guide has been written to make the petition process more transparent and better understood by the membership. If you are uncertain about any particular rule or procedure, or have suggestions to improve this guide, please contact the Governance Department at governance@asanet.org or sections@asanet.org.

If you are thinking of organizing a petition for any reason, the Governance Department is here to assist you.

Governance provides the following support for petitioners

- We can verify the membership status of your signatories
- Connect you with the Committee or Body in the Association which you are petitioning.
- Update you on rules, requirements and procedures involving your petition
- Provide relevant archival and historical information.

Some potential types of petitions

You can petition ASA’s Council to put an item on its meeting agenda or put it up for a vote during the spring elections. This is called a

Members’ Resolution

- You can petition the ASA Council to amend the Association’s Bylaws
- You can petition the ASA Council to make a public statement on behalf of its members.
- You nominate a candidate for national office in advance of the national election.
- You can petition a Section to amend its bylaws.
- You can petition a Section to put a candidate on its ballot.
- You can petition the Committee on Sections to form a new section.
- This is by no means an exhaustive list, but illustrates some of the ways that petitions have been used in the past.

How many signatures do I need?

That depends on your goal. For example, amendments to the ASA Constitution require signatures from at least 3% of the active voting members of the association. For example, at the end of 2011 there were 12,700 ASA members eligible to vote, so the threshold for this type of petition in 2012 would be 381 signatures.

You will need 50 signatures to place a candidate on the national ballot for the Council, the Committee on Nominations, or the Committee on Publications or 100 signatures for President-Elect, Vice President-Elect, or Secretary-Elect.
For Sections

Sections will usually have their own requirements defined in their bylaws. For example, a section may require signatures from 10% or 20% of its members. Associate members are permitted in this case as they can vote in section elections.

If you are uncertain, please contact the Governance Department for official membership counts. We will use the membership counts from the end of the previous year to determine your goals.

Petitions and Candidates: Candidates and Ballot Initiatives may also be placed on the ballot via member petition. Each section’s bylaws should have procedures established for doing so.

If you are forming a new section you will need signatures from at least two hundred members.

All petition signatures must be verified by the Governance Department of the Executive Office when establishing a new section. In other cases, such as a petition to amend section bylaws or place a candidate on the ballot, signatures may be sent to the Executive Office for verification if requested by the Section or the individuals organizing the petition.

The procedure

1. Optional: Contact the Governance Department for updates on the number of signatures needed and contact information for the body you are petitioning.

2. Gather signatures.

3. Send signatures to the Governance Department. You are welcome to send signatures in batches along the way to expedite this process.

4. We will send your proposal and signatures to the committee on your behalf and include you on all relevant communication.

How do I collect names?

ASA no longer requires handwritten signatures for its petitions. Virtual signatures gathered by email or by a website are now accepted by the governance department. You can send the names to the department via email and in an excel spreadsheet if you like. We will verify the lists against our membership database. Remember, only current ASA members will be counted towards your petition goals. Once we verify all of your signatures we will contact you with the results and inform you if you need additional signatures.

Other Requirements

ASA Bylaws explain petition requirements as following:

The introductions of all petitions circulated for the purpose of validating a Members’ Resolution shall contain the following statement: “For signatures to be valid, the signee must be a voting member of the American Sociological Association as of December 31 of the year of the signing. The signee’s name must be written as it appears on the membership rolls of the Association, and signers must provide their addresses as they appear on the membership rolls of the Association. The date of signing shall be indicated.”

Each page of the Members’ Resolution and accompanying signatures must include the following statement: “This resolution (or these signatures) is submitted by ____, a voting member of the American Sociological Association.”

(c) The Members’ Resolution is received by the Secretary who shall verify the validity of the signatures and the requirement that the petition has been signed by three percent of the voting members of the Association. Following this verification, the Secretary shall distribute the Members’ Resolution to the Council.
Under this protocol established in this document we can assist you in contacting the ASA Secretary and forwarding your validated signatures to her or him.

Members Resolutions in the Council
As explained in the ASA Bylaws

(d) The Members' Resolution is included on the agenda and discussed by the Council at its next scheduled meeting.

(e) If the Council disapproves the Members' Resolution, the Members' Resolution and any resolution of the Council alternative to it are published in an appropriate Association publication or by other means as deemed appropriate by the Council.

(f) A ballot containing the Members' Resolution and any alternative resolution of the Council is sent to the voting members of the Association; such a referendum will accompany the annual election ballot except under unusual circumstances as determined by the Council.

(g) The Council shall consider the urgency of any Members' Resolution brought by the voting members, and shall employ special procedures without regard to the schedule of publications where it deems this justifiable.

For complete text of all relevant passages see ASA Bylaws, Article II, Section 8 available online at http://www.asanet.org/about/bylawsarticle2.cfm

Starting a New Section
A petition signed by at least 200 current Association members must accompany the proposal. Petition signatures may be gathered electronically. 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 petition should be forwarded to ASA Executive Office to the attention of the Director of Governance and Sections.

The proposal and petition for creation of a new section will then 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.

The Committee on Sections meets twice a year: once at the Annual Meeting and once in January.

Petitioning a Section

This process is somewhat less formal, as each section is responsible for setting its own governance agenda. In this case, the Executive Office can assist you by verifying your lists in members and putting you in contact with your section’s leaders.

See each section’s bylaws for rules and requirements governing petitions. Contact the Executive Office for bylaws if they are otherwise unavailable.

Petition Timelines

Proposals sent to the ASA Council must be ready and all signatories must be gathered by **December 31** of the year they were circulated. If you run out of time at the end of the year, all signatures from the previous year are invalidated and must be re-signed. No exceptions.

Proposals for new sections should be prepared in advance of the Annual Meeting or by **November 15th** so that they can be included on the Committee on Sections agenda meetings.

Petitions to place Candidates on the official ballot must be received by the **April 16th**. Elections usually start at the end of the month and adequate time must be provided for the Executive Office to verify signatures, add the candidate to the ballot and give them an opportunity to provide biographical information.
ASA Listserv User’s Guide

This is a brief guide to moderating and using section listservs provided by ASA. Please check http://www.asanet.org/about/sections/listservs.cfm for more information on available listserv commands and subscription options. This will be review for those familiar with L-Soft’s LISTSERV software.

Listserv Overview

The ASA provides each section with two listservs.

Announcement Listserv – for section officers to disseminate announcements and other information to section members.

Discussion Listserv – an open forum for intellectual exchange on topics appropriate for the section. Not every section has an active discussion listserv.

Joining a Listserv

Announcement Listservs:

- All Section members are automatically subscribed to the Section’s Announcement Listserv.
- Section Chair, Chair-Elect, and Secretary-Treasurer are default authorized “announcers” for announcement listservs.
- Other authorized announcers may be designated by the section leadership.

Discussion Listserv:

Membership in a discussion listserv is voluntary (i.e., discussion listserv is not automatically populated with e-mail addresses of section members) and anyone may join.

To subscribe to a discussion listserv:

- Send a message to listserv@listserv.asanet.org
- Leave the subject field blank and remove any signatures or other text in the body.
- In the body of the message type subscribe [list name] for example: subscribe example_list
- Send the message
- You will receive an e-mail confirmation with further instructions.

To unsubscribe from a discussion listserv:

- Send a message to listserv@listserv.asanet.org
- Leave the subject field blank
- In the body of the message type unsubscribe [list name] for example: unsubscribe example_list
- Send the message
- You will receive an e-mail confirmation
Sending a message

Messages can be sent to a listserv using an email client. In the “To:” field of a message enter the listserv’s address, for example: Sample-announce@listserv.asanet.org. If the sending address is authorized to send a message to the listserv in question, the listserv will send a message back with the following text:

For security reasons, the SAMPLE-ANNOUNCE list has been configured to request positive confirmation of messages posted to the list. You must now confirm that the enclosed message did originate from you. To do so, simply reply to the present message and type "OK" (without the quotes) in the text of your message, or click on the link below. If this does not work, or if the message did not originate from you, then contact the list owner for assistance.

To APPROVE the message:
http://listserv.asanet.org/scripts/wa.exe?OK=1C2EDC03&L=SAMPLE-ANNOUNCE

The original message will be attached for review (this is a good time to double check for errors). Clicking on the link will approve the message and send it along to the members of the list. If the link is not clicked the message will not be sent and will eventually expire. Nothing will happen. If the link is clicked the message is activated.

Your message dated Tue, 22 Mar 2011 15:18:11 -0400 with subject "FW: Research at ASA" has been successfully distributed to the SAMPLE-ANNOUNCE list (662 recipients).

Shortly thereafter the listserv will send a message to the address informing the user that the message was sent and the number of people to which it was sent. By default the listserv software DOES NOT send a copy of the message back to the sender.

If there is a problem with the listserv, or if the message is sent to a list to which it is not authorized to post. The following message will be bounced back to the address. In this case contact sections@asanet.org.

You are not authorized to post to the SAMPLE-ANNOUNCE list. For more information, please contact the list owners at SAMPLE-ANNOUNCE-request@LISTSERV.ASANET.ORG.
Moderating Lists

Users set up as Moderators and Editors will receive two types requests to approve messages. The first type can be approved by clicking on a link in the message, whereas the second type must be manually forwarded to the listserv.

The first type of message:

This message was originally submitted by ABC@XYZ.EDU to the SAMPLE-ANNOUNCE list at LISTSERV.ASANET.ORG. You can approve it using the "OK" mechanism (click on the link below), ignore it, or repost an edited copy. The message will expire automatically. You do not need to do anything if you just want to discard it. Please refer to the List Owner's Manual at http://www.lsoft.com/resources/manuals.asp if you are not familiar with the "OK" mechanism. These instructions are being kept purposefully short for your convenience in processing large numbers of messages.

To APPROVE the message:
http://listserv.asanet.org/scripts/wa.exe?OK=4058FB31&L=COMMUNITY-ANNOUNCE

This message can be approved by clicking on the link at the bottom of the message. The original message is included as an attached file for your reference. You should never send an unexpected message onto the listserv without viewing it first.

Clicking the link will open a browser window and show a confirmation message. A message cannot be approved more than once, and attempting to do so a second time will generate an error message.

The second type of message:

This message was originally submitted by ABC@DEF.ORG to the SAMPLE-ANNOUNCE list at LISTSERV.ASANET.ORG. If you simply forward it back to the list, using a mail command that generates "Resent-" fields (ask your local user support or consult the documentation of your mail program if in doubt), it will be distributed and the explanations you are now reading will be removed automatically. If on the other hand you edit the contributions you receive into a digest, you will have to remove this paragraph manually. Finally, you should be able to contact the author of this message by using the normal "reply" function of your mail program.

----------------- Message requiring your approval (3 lines) ------------------

This message can be sent to the listserv by forwarding it to the listserv address. When doing so, you will need to manually delete the text created by the listserv software. Unfortunately most email clients do not have the capability to generate a “Resent-“ field, so any messages forwarded to the listserv will be sent from your address.

When moderating a section listserv please be cognizant that some section chairs have specific posting schedules and like to limit the amount of traffic on their listserv list.
Listserv Etiquette

By joining and using ASA's listservs, you agree that you have read and will follow the rules and guidelines set for peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium. For answers to basic questions on membership or sections issues please send questions to membership@asanet.org or sections@asanet.org. For any other requests please use this website's contact form.

As with any community, there are guidelines governing behavior on the listservs. For instance, violating antitrust regulations, libeling others, selling, and marketing are not permissible. Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact sections@asanet.org. ASA reserves the right to suspend or terminate listserv access on all lists for members who violate these rules.

Discussion Listserv Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line. Include only the relevant portions of the original message in your reply, delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from. Watch the “to:” field when replying.
- Send messages such as “thanks for the information” or “me, too” to individuals—not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as remove me from the list, through the listserv. Instead, please send requests to sections@asanet.org.

Announcement Listserv Etiquette

- Announcement Listservs are restricted to members of sections or special committees only. Please do not request to join an announcement listserv unless you are a member of the listserv's section or committee.
- Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.
- State concisely and clearly the specific topic of the comments in the subject line.
- Send messages such as “thanks for the information” or “me, too” to individuals—not to the entire list. Do this by using your e-mail application's forwarding option and typing in or cutting and pasting in the e-mail address of the individual to whom you want to respond.
- Do not send administrative messages, such as remove me from the list, through the listserv. Instead, please send requests to sections@asanet.org.
- Announcement listservs are updated during the first week of each month. If you are a new or renewing section member, please wait until after that time to inquire about your inclusion on the listserv.

Disclaimer and Legal Rules

This list is provided as a service of the American Sociological Association. ASA accepts no responsibility for the opinions and information posted on this site by others. ASA disclaims all warranties with regard to information posted on this site, whether posted by the Association or any third party. In no event shall ASA be liable for any special, indirect, or consequential damages or any damages whatsoever.
resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

ASA does not actively monitor the listservs for inappropriate postings and does not undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the Association's attention, ASA will take all appropriate action.

Job postings are not to be placed on ASA listservs unless they are first posted on the ASA Job Bank. Please contact Jamie Panzarella at publications@asanet.org for more information on jobs postings.
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Sections and the American Sociological Association

The Origin and History of Sections
Sections have been an integral part of the American Sociological Association from the 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\(^1\) 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 Sections\(^2\).

By the end of 1961 there were five Sections with a total of 2,252 members. At the conclusion of the 2013 membership year there were 52 full Sections with more than 28,400 memberships. Sections have experienced solid, consistent growth since their launch, but especially over the last decade.

The Philosophy Underlying ASA Sections
Sections provide a forum within ASA for the involvement of individuals drawn together by a common interest in a field of study, teaching, and/or research\(^3\). 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 dues\(^4\).

ASA and Sections are mutually interdependent and supportive. The Association is committed to advancing 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.

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 continuation of Sections. This Manual is intended to summarize existing Association policy on the operation of Sections and to reduce any uncertainties or ambiguities that might exist regarding Sections.

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\(^1\) See Appendix B for information on when each Section started operation.

\(^2\) In 1958, a minimum 200 members were required, and Section dues were $1.00 per person.

\(^3\) 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.”

\(^4\) Section membership requires ASA membership.
The 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 Sections. 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.

The Committee on Sections

The Committee on Sections is authorized by Association Bylaws, which directs that the Committee on Sections has the responsibility to guide the Association on the administration of Sections including 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.

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.

The 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.

The Executive Office

The Executive Office has responsibility for the day-to-day 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

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5 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.
6 ASA Bylaws Article V, Section 5.
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.

Starting and Maintaining Sections

Members interested in organizing a new Section should notify the Executive Office of their intention to do so in order that the Association is aware of this possibility at the earliest possible point. This portion of the Manual describes what is required in order to request approval from the Committee on Sections and Council to become a section-information. 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 200 current Association members must accompany the proposal. Petition signatures may be gathered electronically. 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 petition should be forwarded to ASA Executive Office to the attention of the Director of Governance and Sections.

The proposal and petition for creation of a new section will then 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 ASA Council has approved the proposed Section Bylaws, the Section will achieve 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.
Rights and Responsibilities of Sections-in-Formation

During the period of formation, the Association will provide listserv and web support for a new Section-in-Formation. In the second year, a Section-in-formation will receive an allocation for operating funds based on the number of members as of September 30th of their first membership year.

Sections-in-formation are entitled to one organizing session at the ASA Annual Meeting to elect acting officers and to create a set of proposed Bylaws. Sections-in-Formation may have receptions, provided they have the resources. For on site receptions, Sections-in-Formation may be granted reception space on a space available basis. This may not conflict with requests from established Sections.

Sections-in-Formation may not grant awards.

Sections-in-Formation are not required to conduct elections. In addition, the Executive Office will not provide support for SIF elections.

Sections-in-formation which end the membership year on September 30th with 300 or more members will be enter the next year as a full Section, with all rights and benefits granted by section status. Should a section not achieve full status by that time, it may still attempt to do so between October 15th and December 31st. A section that achieves recognition before the next calendar year would be allocated two full sessions at the next Annual Meeting. Please note that a section attempting this would be doing so at the start of the next membership year, and would start this process with 0 members, not the September 30th count.

Assessment

The continuation of Sections depends on quantitative and qualitative assessments of their vitality. The quantitative criterion is Section membership of at least 300 members. Qualitative assessment is conducted by the Committee on Sections via the section’s Annual Report.

Sections with fewer than 300 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, 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.

**Section Annual Reports**

On or before October 15 of each year, the immediate past chair of each section and section-in-formation will provide the Executive Office with an annual report of the year’s activities. Immediate past chairs are encouraged to use the templates provided by the Committee and to work closely with the section’s Secretary-Treasurer.

If the past-chair is unable to prepare an annual report then another representative of the section may do so. **Sections that do not file an Annual Report will have their budget allocation withheld until a complete report is received.** Annual reports are to meet the guidelines set forward by the Committee on Sections 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 and retention efforts.
- An overview of the section’s communications strategy
- Plans for the upcoming year.

Templates and updates to the committee’s current guidelines can be found online at: [http://www.asanet.org/sections/AnnualReports.cfm](http://www.asanet.org/sections/AnnualReports.cfm)

**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.

**Restrictions on Sections**

**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 a request for Section activities with legally-binding implications 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. 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 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.

Communication

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 newsletters. Each Section may choose to create newsletter. Section newsletters are distributed electronically via Section Listservs and Websites.

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 reside, each section is responsible for maintaining its own site and providing linking information to the Association if necessary.

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 listserv 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.

Administration

Dues
In 1998 base dues for sections were set at $10 for regular, emeritus, and low-income members and $5 for student members. Sections were also granted the authority to levy dues over the rates 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
Also starting in 1998, the Association granted each section an annual budget allocation based on the number of section members at the close of the prior membership year. The current formula used to calculate this allocation is listed below:

- ASA provides all sections with $2 per member.
- In addition to the $2 per member, Sections also receive a base allocation determined as follows:
  - 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: (# of section members minus 100) multiplied by $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, 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.

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.

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7 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.

8 This formula was established by Council at its February 2006 Meeting. Prior to 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.”
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.

Succession of Officers
In most cases, section bylaws provide instructions in the event that a section officer is unable to complete their term. If a section’s bylaws do not provide guidance, refer to Article II, Section 4 of the ASA Bylaws.

“For all positions other than President, President-Elect, Past-President and Past Vice-President, if the elected person dies, resigns, or becomes unable to complete the full term for which that person was elected, the candidate who received the next highest number of votes shall be declared elected for the remainder of the term, unless otherwise specified herein.”

The Section Chair or Chair-elect is responsible for notifying the Executive Office of changes in the section’s leadership.

Services Provided by the Executive Office
The Executive Office undertakes activities and provides information to assist the Sections. It is responsible for processing Section membership applications and renewals through its Membership Department. Whereas the Governance Department of the Executive Office 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;
- Two listservs per Section (one for section announcements by Section officers, and one for open discussion among Section members);
- Coordination of Annual Meeting sessions and receptions.

Section Archives
The Governance Department of the Executive Office maintains section important historical documents for each Section, including Section
Bylaws, historical listing of Section officers, annual reports, newsletters, and award recipients. The Association has established an official Archive at the Pennsylvania State University for these and other Association records.

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. Quigle
Head, Historical Collections
104 Paterno Library
University Park, PA 16802-1808
(818) 863-2505
jpq1@psu.edu

Officers are also responsible for forwarding to their successors’ official records, documents and other materials relevant to Section business and operation.

Elections

Nominations
Each section must have a nominations committee that is responsible for preparing a slate of candidates for election to section offices. All elections must be contested by at least two candidates per open position. 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 31st. and candidate must file biographical statements no later than February 28th. 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 general election each spring.

All voting members of each Section are contacted in May to participate in elections. Elections are conducted via the internet. When election results become available, the Executive Office provides the Section chair with the election results. Each Section chair is responsible for promptly notifying all candidates of the Section election results.

Section elections and referenda must be conducted in cooperation with the Executive Office; ballots to Section members should not be sent independently 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, 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 Section.

Petitions and Candidates
Candidates and Ballot Initiatives may also be placed on the ballot via member petition. Each section’s bylaws should have procedures
established for doing so. Petition signatories may be verified by the Governance Department of the Executive Office.

The 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:

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Number of Sessions</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>

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

The Program on Section Day
At each ASA Annual Meeting one day is designated for the program of Sections. Each Section’s program sessions, business meeting, and council meeting will normally be scheduled on an assigned day. Those Sections whose programs are larger than the time slots available on their assigned day will have sessions scheduled on an adjacent day.

Sections 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, Section members should 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:
Each section advances one day in the rotation each year. For example, if in 2014 a section is on Day 1, in 2015 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.

Every effort is made to minimize and avoid scheduling conflicts. However with as many as 5,000 members in attendance at Annual Meetings and more than 600 sessions scheduled on the program, 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.

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 1st of each year. Requests received after March 1st will be accommodated on a space-available basis. Please note that Sections-in-Formation may only receive on site reception space if it is available. 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 utilize Section operating funds to support travel and registration fees for additional non-member, non-sociologists. Please file all requests with the Executive Office by telephone or email by February 1st.

**New Section Officer Orientation**
All section officers, such as the Chairs-elect and newly elected Secretary-Treasurers, as well as Newsletter Editors are welcome to attend the Section Officer Orientation. The Section Officer Orientation provides an overview of the operating guidelines for Sections. This session also provides an opportunity for section officers to meet the Executive Office staff and representatives from the Committee on Sections.

**Section Officers Meeting with the Committee on Sections**
The Committee on Sections conducts an open discussion meeting each year at the Annual Meeting. All section officers are encouraged to meet with the Committee to raise concerns and reflect on the previous year’s activities. The committee enters into its formal meetings immediately after this session and addresses the subjects mentioned during its discussion with the Sections.

**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 a purpose other than a Council meeting, such as a short/one-hour panel, it may do so provided Section officers understand that they are responsible for determining when and where to hold the Section Council meeting; ASA does not
provide additional space for such displaced Council meetings. Some Sections have separated the Business Meeting time slot into two segments, utilizing the first part the session for a meeting of the Section’s Council and the remaining portion of the time for the Section's Business Meeting.

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 year. 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 25th. The call is posted on the ASA website. Sections are responsible for disseminating information on each award winner in the Section newsletter.

The ASA Executive Office will include any award recipients in the “ASA Major Award Recipients” program provided that their names are sent before June 25th. In addition 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 winner(s), and the book, article, or dissertation title, if appropriate.

Important Points of Contact
For questions on any section matter, including policy issues, newsletters, financial statements, awards, elections, and rosters, contact Section Coordinator at sections@asanet.org.

For questions on Annual Meeting program planning, sessions, and receptions, contact Meeting Services at meetings@asanet.org.

For questions on membership, adding members to sections or verifying memberships, contact the Membership Department at membership@asanet.org.

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9 This number was increased from three to five by the ASA Council in August 2004.
Appendix A: Section Bylaws

The ASA’s Sections Manual states that each section must prepare a set of bylaws to guide their operation. Writing bylaws is a required part of the approval process for sections-information. All bylaws must be in harmony with the ASA’s Constitution and its own operating bylaws. To ensure this all new sets of bylaws and amendments must be approved by the Committee on Sections and the ASA Council. In addition sections are required to have a copy of up-to-date bylaws on record with the Executive Office.

The governance department of the Executive Office is charged with supporting sections in drafting and keeping their bylaws up to date. The department can also provide copies of section bylaws, assistance with interpreting those bylaws as well as access to past section records. Please direct any such requests to Sections@asanet.org

The Process

New bylaws and amendments go through an extensive review process before formally going into effect.

1. Any draft bylaws language must be approved by the Section Council and must meet all requirements enumerated in the Section’s Bylaws for amendments.
2. Send the amendments to the Governance Office at Sections@asanet.org. The governance office will maintain records of this process and will place all amendments on the agenda of the Committee on Sections.
3. The language will be reviewed and approved by the Committee on Sections at one of their two yearly meetings. The Committee on Sections may approve the language as is, or request that the section make adjustments.
4. Once the changes have been approved they go before the ASA Council (at one if its two yearly meetings) for approval.
5. After Council approval the bylaws amendment will be placed on the section’s ballot for ASA’s spring election. Bylaws drafted by a section-information are not voted on during the spring election.
6. An amendment that receives a majority of favorable votes will enter into force on the last day of that year’s annual meeting. Bylaws drafted by a section-information enter into force at this time.
7. The Executive Office will facilitate this process for sections by recording amendments and sending the required materials to the Committee on Sections and the ASA Council. In addition the Executive Office will facilitate communication between Committees and Section Chairpersons.

Timeline for Sections Bylaws Approval

To ensure that all bylaws changes receive due attention the Executive Office has formalized the following timeline.

Some events, such as the Annual Meeting and the winter meetings of the Committee on Section and the ASA Council are held on different dates each year so exact dates are not given.

The Executive Office will provide updates on the status of amendments as each of these events occurs.
August 1st
Sections are sent an overview of the Bylaws amendment process and are informed of upcoming deadlines.

August
The Annual Meeting. This is a great time to get input on any potential changes from section members, as well as draft new language at section business meetings.

November 10th
Amendments for next year’s election are due at the Executive Office.

Bylaws received after this date without prior notice may be delayed until the next meeting of the Committee on Sections in August. This would delay voting for a year.

December
The Committee on Sections conducts its Winter Meeting. Bylaws changes are included on its agenda.

February
ASA Council Meeting. Section Bylaws changes are included on its agenda as part of its review of sections’ business

April
ASA Election begins. Any bylaws that were received by November 10th will be included on the ballot.

Early June
Election results are sent to Section Chairs.

August
The Annual Meeting: both the Committee on Section and ASA Council hold meetings at this time. Bylaws received after November 10th of the previous year may be put on their agenda at the section’s request.

August
New amendments and bylaws enter into force on the last day of the Annual Meeting.

Some Helpful Guidelines

Simpler is better. Use simple language and as little language as necessary to convey its meaning. Use clear, formal language and avoid legalese when possible.

Define any technical terms, abbreviations, offices, or any language that may be used in a nonstandard way. Terms should be used consistently throughout the document. For example: if a section officer is named Chairperson-Elect, then use Chairperson-Elect in all references to the office.

Clarity: Section leaderships experience continuous turnover and often have only limited institutional memories. Consequently, bylaws and amendments will provide the most guidance if they are written concisely and without ambiguity.

Editing: Poorly edited bylaws can create confusion. Errors in grammar and in the spell checker's auto-correct can completely change the meaning of a phrase.

Paragraphs should be kept as short as possible so that they are easier to read. Each paragraph should contain only one idea. Do not split a single idea up across multiple paragraphs.

Use inclusive, gender-neutral language. Several ways of doing this are to use neutral terms for offices (Section Chair as opposed to Section Chairman) or omitting gendered pronouns.

Use Appendices when necessary. This should be done when additional documents are referenced directly or are established in the bylaws. In nearly all cases they should be added to the end of a set of bylaws as opposed to added in-line.
Explanatory Paragraphs

Bylaws changes are discussed by the Committee on Sections and then approved by the ASA Council before going to the Section membership for a vote. Because of this it may be valuable to write a brief explanation of the problem the amendments aim to solve, and the reasoning behind them.

Sample Set of Bylaws:

The Section on the Sociology of Examples

2011

Explanatory notes are included in italic print.

Article I. Name
The Section shall be known as the Section on the Sociology of Examples.

This is the formal name of the section, and may differ from a commonly used name or abbreviation. Names are extremely important; a name change can indicate a change of focus or a broadening of the section’s research agenda. A small change here can result in a significant change of membership.

Article II. Purpose
The Section on the Sociology of Examples seeks to facilitate communication, expand networks, and provide a forum for intellectual exchange and debate among sociologists, scholars, and teachers. The Section welcomes members of all theoretical persuasions and substantive interests that are encompassed by the broad rubrics of (the section’s area of expertise).

This portion of the bylaws is a short mission statement, and should reflect the interests and orientation of the section. There is no standard purpose statement.

Article III. Council and Officers
The principal governing body of the Section shall be the Council, which shall consist of six members, elected by vote of the section members. Council shall also include two student members. Elected members shall serve staggered three-year terms. Student members shall serve staggered two-year terms.

The student member involvement of sections varies. Most sections have one or two members. In some sections student members have restrictions. For example, they may serve shorter two-year terms or are required to be graduate students.

The elected Officers of the Section shall be a Chair, Chair-Elect, Past Chair, and Secretary-Treasurer. The Chair-Elect shall serve in that position for one year, followed by one-year terms as Chair and Past Chair. The Secretary-Treasurer shall serve a three-year term.

Officers shall not succeed themselves. The Chair, Chair-Elect, and Secretary-Treasurer shall be ex officio members of the Council, with the following specific duties: the Chair shall conduct Council meetings, the Chair and Chair-Elect shall co-chair the Program and Activities Committee, and the
Secretary-Treasurer shall take and circulate minutes of Council meetings while keeping and presenting official documents and financial records of the Section.

If an elected office is vacated before the term is completed, the candidate with the next highest vote count is invited to fill the open position for the remainder of the term.

The Council may from time to time create other positions to manage Section affairs. The Chair will appoint members to such positions in consultation with other officers and subject to confirmation by the Council.

This is the most common arrangement of Section Officers and Council Members. In this example there are six council members. The Chair, Chair-Elect and Secretary/Treasurer sit as voting members of the council as well. Other forms are also possible; in some sections committee chairpersons sit on the council as voting members as well. Variations should arise as needed to solve

All regular members of the Section are eligible for election as Officers.

**Article IV. Powers of the Council**
The Council is vested with the power to carry out all necessary operations of the Section, acting as representatives of the members of the Section. To that end, it shall meet on the occasion of the ASA Annual Meeting and may meet at other times when more than half of the Council can be assembled, whether in person or through electronic means. The Council shall make decisions by majority rule of its assembled members.

**Article V. Referenda**
Questions to be brought before the Section membership for approval may originate with the Council itself (if requested by at least three Council members), by a petition of 10 percent of the Section membership, or by 25 members of the Section (whichever is less). Any resolution passed by the annual Business Meeting of the Section and not subsequently accepted by the Council shall automatically be submitted to a vote of the Section membership.

**Article VI. Elections and Voting**
The elections of the Section shall be carried out in concurrence with the American Sociological Association and coordinated with its schedule. Newly elected officers and Council members shall assume office on the day following the annual Business Meeting of the Section at the American Sociological Association’s Annual Meeting.

Occasionally the section’s nominating process is defined at this point.

**Article VII. Nomination by Petition**
Members of the Section may be nominated for any office by a petition of ten percent of the members of the Section or 25 members of the Section, whichever is less. The choices of the Nominations Committee for each office shall be made known to the membership at least 60 days prior to the deadline for receiving nominations by petition.

The proceeding four paragraphs are fairly standard across all sections. The second and fourth paragraphs grant members the right to petition to the section. The language is drawn from the ASA Constitution. The election language
Article VIII. Committees
The section shall have the following standing committees: Membership, Program, Publications, Nominations and Awards. Other committees may be created from time to time by the Council, and the Council may change the name of any committee.

The Membership Committee, whose members are appointed by the Section Chair for two-year terms, shall be responsible for recruitment of new members. The committee shall be chaired by the Outreach Coordinator, who shall serve a term of two years renewable for one year.

The Program Committee shall be chaired by the Section Chair and have at least four other members. Committee members shall be appointed for staggered two-year terms by the Chair. The committee shall develop sessions for the annual meeting of the ASA, in cooperation with the ASA Program Committee, and initiate and promote other activities in line with the purposes of the Section, subject to the approval of the Council.

It is not uncommon for the Section Chair to head one of the committees. Program committees are a logical choice as Chairs are typically responsible for planning the section’s sessions at the Annual Meeting.

The Publications Committee shall be chaired by the Editor of the Section Newsletter, who shall be appointed by the Section Chair. The Editor’s term shall be three years, renewable for one or more years with the approval of the Council. The committee shall have at least three members. Committee members shall be appointed for staggered three-year terms by the committee Chair in consultation with the Section Chair. The Publications Committee shall produce the Section Newsletter to be distributed to all Section members four times a year through the American Sociological Association. It may also initiate and produce other publications in line with the purposes of the Section, subject to the approval of the Council.

In some cases it is also appropriate to define the role of a section Webmaster in addition to a newsletter editor, or to combine these roles together. Section newsletters are distributed electronically (usually in PDF form) and back issues are usually kept on the section’s website.

The Nominations Committee, appointed each year by the Section Council, shall have at least four members, none of whom is currently serving as a Section officer. No member of the committee shall serve for more than two consecutive years. The Nominations Committee shall present at least two candidates for each office to be voted on by the members of the Section.

Section Past Chairs are frequently called upon to head this committee on the assumption that he or she is in the best position to know people in the section and to assess their abilities.

The Awards Committee shall be appointed by the Chair-Elect, its members serving two-year terms. It shall be chaired by an elected member of the Council. The committee shall develop annual awards for best scholarly book, best scholarly article, best graduate student publication. The Council may establish other awards, such as a Distinguished Career Award to recognize a senior scholar’s cumulative achievements, from time to time. The committee shall create distinct sub-committees for each award; no member may serve on more than one sub-committee. Each sub-committee shall have at least three members. The call for award nominees shall be made in the newsletter, on the Section’s information listserv, and on the Section’s web site.
In some sections each award committee is defined in its own clause and details are provided regarding how to conduct the award.

**Article IX. Membership**
Any member of the American Sociological Association, without regard to the classification of membership, may become a member of the Section.

**Article X. Dues**
Dues shall be in accord with minimum requirements as set by the American Sociological Association.

Sections may choose to charge additional dues. In addition any sections that begin publishing a Section Journal will need to amend their bylaws to reference the additional dues assessed for a journal subscription.

**Article XI. Amendment of the By-Laws**
Amendment of the Section By-Laws requires, first, discussion of proposed changes at an annual meeting of the Section; second, approval by a majority of the Council (including ex officio members); third, approval by the Committee on Sections and ASA Council; fourth, approval of a majority of those voting in a vote submitted to all Section members.

This outlines the basic process of amending the bylaws.
Appendix B:
All current Sections and their date of founding.

<table>
<thead>
<tr>
<th>Formal Section Name as Stated in Bylaws</th>
<th>Date of Founding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Section on Teaching and Learning in Sociology</td>
<td>1973</td>
</tr>
<tr>
<td>2 Section on Methodology</td>
<td>1961</td>
</tr>
<tr>
<td>3 Medical Sociology Section</td>
<td>1962</td>
</tr>
<tr>
<td>4 Section on Crime, Law and Deviance</td>
<td>1966</td>
</tr>
<tr>
<td>5 Section on Sociology of Education</td>
<td>1967</td>
</tr>
<tr>
<td>6 The Family Section</td>
<td>1967</td>
</tr>
<tr>
<td>7 Section on Organizations, Occupations and Work</td>
<td>1970</td>
</tr>
<tr>
<td>8 Theory Section</td>
<td>1968</td>
</tr>
<tr>
<td>9 Section on the Sociology of Sex and Gender</td>
<td>1973</td>
</tr>
<tr>
<td>10 Community and Urban Sociology Section*</td>
<td>1973</td>
</tr>
<tr>
<td>11 Section For Social Psychology</td>
<td>1961</td>
</tr>
<tr>
<td>12 Section on Peace, War and Social Conflict</td>
<td>1978</td>
</tr>
<tr>
<td>13 Section on Environment and Technology</td>
<td>1977</td>
</tr>
<tr>
<td>14 Section on Marxist Sociology</td>
<td>1977</td>
</tr>
<tr>
<td>15 Section on Sociological Practice and Public Sociology*</td>
<td>1979</td>
</tr>
<tr>
<td>16 Section on the Sociology of Population</td>
<td>1978</td>
</tr>
<tr>
<td>17 Section on Political Economy of the World-System</td>
<td>1981</td>
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<tr>
<td>18 Section on Aging and the Life Course</td>
<td>1980</td>
</tr>
<tr>
<td>19 Sociology of Mental Health</td>
<td>1993</td>
</tr>
<tr>
<td>20 Section on Collective Behavior and Social Movements</td>
<td>1981</td>
</tr>
<tr>
<td>21 Racial and Ethnic Minorities</td>
<td>1981</td>
</tr>
<tr>
<td>22 Section on Comparative-Historical Sociology</td>
<td>1983</td>
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<tr>
<td>23 Section on Political Sociology</td>
<td>1985</td>
</tr>
<tr>
<td>24 Section on Asia and Asian America</td>
<td>1986</td>
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<tr>
<td>25 Section on the Sociology of Emotions</td>
<td>1988</td>
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<tr>
<td>26 Section on the Sociology of Culture</td>
<td>1988</td>
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<tr>
<td>27 Section on Science, Knowledge and Technology</td>
<td>1990</td>
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<tr>
<td>28 Section on Communication and Information Technologies</td>
<td>1990</td>
</tr>
<tr>
<td>29 Latino/Latina Sociology Section</td>
<td>1994</td>
</tr>
<tr>
<td>30 Section on Alcohol, Drugs and Tobacco</td>
<td>1993</td>
</tr>
<tr>
<td>31 Children and Youth</td>
<td>1994</td>
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<tr>
<td>32 Section on Sociology of Law</td>
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<td>33 Section on Rationality and Society</td>
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<td>34 Sociology of Religion Section</td>
<td>1994</td>
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<tr>
<td>35 Section on International Migration</td>
<td>1995</td>
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<tr>
<td>36 Section on Race, Gender, and Class</td>
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<td>37 Mathematical Sociology Section</td>
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<td>38 Section on the Sociology of Sexualities</td>
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<td>39 Section on the History of Sociology</td>
<td>1999</td>
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<tr>
<td>Section</td>
<td>Year</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>Section on Economic Sociology</td>
<td>2000</td>
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<tr>
<td>Section on Labor and Labor Movements</td>
<td>2002</td>
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<tr>
<td>Section on Animals and Society</td>
<td>2002</td>
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<tr>
<td>Section on Ethnomethodology and Conversation Analysis</td>
<td>2004</td>
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<tr>
<td>Section on Evolution, Biology and Sociology</td>
<td>2007</td>
</tr>
<tr>
<td>Section on Disability and Society</td>
<td>2011</td>
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<tr>
<td>Section on the Sociology of Human Rights</td>
<td>2010</td>
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<tr>
<td>Section on Altruism, Morality and Social Solidarity</td>
<td>2012</td>
</tr>
<tr>
<td>Section on the Sociology of the Body and Embodiment</td>
<td>2010</td>
</tr>
<tr>
<td>Section on Global and Transnational Sociology</td>
<td>2011</td>
</tr>
<tr>
<td>Section on Inequality, Poverty and Mobility</td>
<td>2012</td>
</tr>
<tr>
<td>Sociology of Development</td>
<td>2012</td>
</tr>
<tr>
<td>Sociology of Consumers and Consumption</td>
<td>2013</td>
</tr>
</tbody>
</table>

**Section in Formation

The Visual Sociology Section-In-Formation was terminated in 1981
Orientation for New Section Officers

Monday, August 18, 2014
8:30 – 10:10 am

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
What are Sections?

And why are they important?

Sections network scholars with common interests.

Sections contribute half of all programming at the Annual Meeting.

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
What are Sections?

Sections are a dynamic and growing part of the association.

1970: ASA Membership - 4,087
1970: Section Memberships - 14,156
1988: ASA Membership - 19,810
1988: Section Memberships - 13,024
2013: ASA Membership - 28,410
2013: Section Memberships - 13,024

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
What aren’t Sections?

• Sections aren’t independent entities.

• They cannot take public policy positions nor make legal contracts.
Yearly Transitions

• Meet with your predecessor/successor before the transition

• Start including new officers in email traffic before they take office.

• Transfer any records you have

American Sociological Association Sections
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Questions?

American Sociological Association Sections
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Chairs and Chair-Elects

What is my role?

• Planning the Annual Meeting
• Elections
• Representing the Section
• Memberships
• Communicating with your members
• Committees and miscellany
• Annual Reports

American Sociological Association Sections
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Elections
October 31. Nominating Committee Chairs
November 14. Bylaws Amendments and Ballot Proposals
December 31. Election slates
February and March. Candidate Biographies
April 22. Election Launches
June 1. Election Ends

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Representing Your Members

• Section Member Problems

• Representing the Section at ASA Meetings, Committees etc.

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Membership

- Membership counts determine your section’s sessions at the annual meeting.
- They also determine how much money your

<table>
<thead>
<tr>
<th># Members</th>
<th># Sessions</th>
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<tbody>
<tr>
<td>&lt;300</td>
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</tr>
<tr>
<td>300-399</td>
<td>2</td>
</tr>
<tr>
<td>400-599</td>
<td>3</td>
</tr>
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<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>

Members and Budgets

- 300+ members = $1,000
- 200-299 members = (section members - 100) x $5
- <200 members = $500

ASA provides all sections with $2 per member of the section.
Committees

• Nominate Committee Chairs
• Serve as a Committee Chair
• See your section’s bylaws for details

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Annual Reports

• Written by Past Chair* with support of Secretary-Treasurer.

• Deadline is October 15

• Reviewed by the Committee on Sections

• Archived History of the Section. Eventually available online.

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Annual Reports

- Budgets are required, and they must be approved by the Section Council.

Sections do not receive any funding until they file a complete report.

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Questions?

American Sociological Association Sections
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Secretary-Treasurer's Role

What is my role?

- Paying Bills
- Section Finances
- Keeping Records
- Working with the Chair

American Sociological Association Sections
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Paying the Bills

Bills are paid by check.

• Reimbursements and Direct Payments
• Send us the request
  • Receipt or Invoice (if a bill)
  • Address of recipient
  • Social Security Number (for Student Awards greater than $600)

We’ll write the check and mail it out.

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Paying the Bills

Funds cannot be used for the following:

• Memberships*
• Registration Fees

American Sociological Association Sections
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Section Finances

• Financial Reports are sent out monthly.

• Prepare the Section’s budget for next year.
Record Keeping

- Secretary-Treasurers usually keep minutes for Council and Business Meetings.
- Responsible for archives in some sections.
- Working with successors is very important.
Questions?

American Sociological Association Sections
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Council Members and Student Representatives

What is my role?

• Primary policy makers for the section
• Serve as committee chair/member
• Other Responsibilities; check your bylaws: they’re available on the ASA website

American Sociological Association Sections
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Section Policy Making

Section Councils Discuss and Vote on topics like these:

- Bylaws
- Changes to awards
- Dues
- Opportunities for Student Engagement
- Publications such as journals
- New Section Programming, Services

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Committees

In many sections council members serve on committees:

• Nominations – creating lists of candidates for office
• Awards – deciding who receives awards
• Membership – engage with your members
• Mentorship – provide services for junior scholars

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Questions?

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Resources

• Sections Website
• Orientation Materials
• ASASections Social Media
• Training Videos and Podcasts
• Sections Manual
• Your predecessor

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
The Executive Office

**Section Questions**
E-mail: Sections@asanet.org
Telephone: (202) 383-9005 ext 330

**Meeting Questions**
E-mail: Meetings@asanet.org
Telephone: (202) 383-9005 ext 305

**Membership Questions**
E-mail: Membership@asanet.org
Telephone: (202) 383-9005 ext 335
The Annual Meeting

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Section Programming

• What is required?
  Business Meeting - Dedicated slot for council/business meeting

• Open vs. Invited Sessions

• Receptions: Day 1 and Day 3

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Session slots are based on Section membership. The deadline to submit session information is September 14.

Format:
Section Name
Session Type (Open or Invited)
Session Title
Session Description (optional)
Session Organizer—name, affiliation and email address (must be a member)

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
Questions?

American Sociological Association Sections
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
ARTICLE I. Name

Section 1. The Association shall be known as the American Sociological Association.

ARTICLE II. Objectives

Section 1. The objectives of the Association shall be to stimulate and improve research, instruction, and discussion, and to encourage cooperative relations among persons engaged in the scientific study of society.

ARTICLE III. Membership

Section 1. Any persons interested in the objectives of said Association shall be eligible for membership. The forms and conditions of membership are set forth in the By-Laws, Article I.

ARTICLE IV. Officers

Section 1. The officers of the Association directly elected by the voting membership shall be a President, a President-Elect, a Past President, a Vice-President, a Vice-President-Elect, a Past Vice-President, a Secretary, and the members of the Council. The President-Elect and the Vice-President-Elect shall serve for one year, and shall then automatically become President and Vice-President respectively for one-year terms. The Secretary shall be elected by the voting membership for a three-year term and is ineligible for re-election. The Secretary-Elect shall serve for one full year prior to the three-year term as Secretary, during which year the Secretary-Elect shall sit as a non-voting member of the Council.

Section 2. The Association shall constitute a Council from among its members. The Council shall be the governing body of the Association, except insofar as the Constitution and By-Laws delegate governmental functions to other officers or to committees.

Section 3. The Council shall consist of a maximum of nineteen voting members: up to seven ex officio, and precisely twelve elected-at-large. The ex officio members shall be the President, Past President, President-Elect, Vice-President, Past Vice-President, Vice-President Elect and Secretary. The members-at-large shall be elected for staggered three-year terms, with four elected each year. No member-at-large shall be eligible for re-election to the Council as a member-at-large until one year after the expiration of the prior term, and no individual shall be eligible for re-election as a member-at-large of the Council after having served two such terms.

Section 4. As the governing body of the Association, the Council shall be responsible for the formulation of policy and the general direction of the affairs of the Association. It shall have the power to fill vacancies in its elective membership occasioned by death, resignation, or failure to elect, such as appointees to hold office until replaced by officers elected at the next annual election. In the event of an anticipated absence of six or more months of a member of Council, the Council may appoint a temporary replacement to serve with all rights and responsibilities of regular membership for the term of the anticipated absence. The authority to interpret the Constitution and By-Laws resides in the Council. When the Council is not in session, the Secretary may make such provisional rulings as are necessary for the operation of the Association, subject to review by the Council at its next meeting. The Council shall appoint and may remove by majority vote the Executive Officer and Editors of the various publications sponsored by the Association.
Section 5. A majority of the members shall constitute a quorum of the Council. When the Council is not in session, questions may be submitted to all members of the Council for their votes.

Section 6. The other officers of the Association shall be elected by the Council, and shall be an Executive Officer and Editors of publications sponsored by the Association. The Executive Officer and the Editors shall be elected by the Council for terms to be fixed by the Council.

ARTICLE V. Official Publications

Section 1. The Association shall maintain a journal entitled the American Sociological Review.

Section 2. The Association shall issue such other regular or occasional publications, as it deems necessary in the promotion of its objectives.

ARTICLE VI. Committees

Section 1. The Council may establish such committees as may be necessary for the conduct of the Association's affairs.

ARTICLE VII. Meetings

Section 1. The President shall call at least one convention each year, at a time and place to be determined by the Council. At each annual convention there shall be at least one Business Meeting at which the Officers and the Council shall report to the Association and respond to questions from the membership.

Section 2. At the Business Meeting, a majority of the voting members present may: (a) place items on the agenda of that Business Meeting, and (b) pass courtesy resolutions. If at least one hundred voting members are present, a majority can place items on the agenda of the Council.

Section 3. If Council disapproves a resolution passed by the Business Meeting for which at least 3% of the voting members of the Association voted affirmatively, this resolution and such alternatives as Council may propose will be submitted to the voting membership. If endorsed by a majority of those voting on that ballot, the resolution or alternative will be considered to be an action of the Association.

ARTICLE VIII. Special Funds and Endowments

Section 1. The Association may solicit and receive special funds and endowments. Acceptance and expenditure of such funds shall be authorized by the Council.

ARTICLE IX. Amendments

Section 1. The Constitution may be amended by a two-thirds affirmative vote of those voting in a referendum submitted to the voting members of the Association.

Section 2. Amendments may be proposed by the Council or by petition of at least 3% of the voting members of the Association.

Section 3. All proposed amendments to the Constitution shall be communicated to the voting membership at least fifty days prior to the vote on the amendment.
ARTICLE I. Membership and Dues

Section 1. Persons subscribing to the objectives of the Association may become Members. Those subscribing to the objectives of the Association but desiring fewer membership services may become Associate Members, pursuant to criteria established by the Council. Persons are eligible for Emeritus membership at retirement, providing that they have been full voting members of the Association for at least ten years. Students enrolled in undergraduate or graduate institutions may become Student Members.

The dues for Members, Associate Members, Emeritus Members, and Student Members shall be determined by Council. Increases in dues above cost of living adjustments shall be subject to approval by all voting Members.

Section 2. Members, Emeritus Members, Student Members, and Associates shall have the right to attend all meetings of the Association and shall be entitled to one subscription to the Association’s newsletter plus a free choice of as many other ASA publications as Council may authorize. Members, Emeritus Members, Student Members, and Associates shall have the right to initiate new business for the Association, by submitting a proposal in writing to the Executive Officer. The Executive Officer shall refer the proposal to an appropriate committee of the American Sociological Association and the committee shall submit the proposal with its recommendation for action to the Council. Only Members, Emeritus Members, and Student Members of the Association shall have the right to vote and to hold elected office in the Association.

Section 3. Persons previously designated as Life Members shall continue as such.

Section 4. All Members of the Association shall comply with the provisions of the ASA Code of Ethics, as adopted and revised from time to time by the membership of the Association. Membership in the Association may be suspended or terminated, and the privileges of membership may be suspended wholly or in part, for failure to adhere to the Code of Ethics in accordance with Policies and Procedures to be adopted by the Council pursuant to Article V, section 7 of these By-Laws.

Section 5. Upon the failure to pay annual dues, membership and the privileges of membership in the Association, including subscriptions to the Association’s publications and the right to vote, shall be terminated on January 1 of the year following the last year for which a full payment of dues has been made.

Section 6. An application for membership received prior to October 1 in any year shall be dated back to January 1 of that year, and publications to which the person is entitled shall be sent to the member. An application for membership received on or after October 1 shall generally be dated forward to January 1 of the next year.

Section 7. Dues of Members from other countries who are residing abroad may be reduced at the discretion of the Council.

ARTICLE II. Elections and Voting

Section 1. The President-Elect, Vice-President-Elect, Secretary-Elect, members of the Council, and Committees who are elected by the membership-at-large (Committee on Nominations and Committee on Publications) shall be elected by the members qualified to vote. The term of office shall begin on the date announced for the close of the Annual Meeting of the Association in the year during which they are elected, except that the term of office for members of the
Committee on Nominations shall begin on the date announced for the beginning of the Annual Meeting of the Association in the year during which they are elected.

Section 2. (a) The Committee on Nominations shall select two names each for the offices of President-Elect, Vice-President-Elect, and Secretary-Elect, and for each vacancy on the Council, the Committee on Committees, and the Committee on Publications.

(b) Prior to the time of the meeting of the Committee on Nominations, Members and Student Members shall be invited to suggest names for nominations for all elective offices; the Committee shall be guided but not bound by the suggestions received.

(c) Prior to the submission of the official ballot for the election, the nominees of the Committee on Nominations shall be made known to the membership. Within thirty days of that notice, Members and Student Members may propose additions to the ballot. A Member or Student Member who is supported by 50 Members or Student Members for nomination to Council, the Committee on Nominations, or the Committee on Publications; or by at least 100 Members or Student Members for nomination as President-Elect, Vice President-Elect, or Secretary-Elect will be placed on the official ballot along with the nominees of the Committee on Nominations.

(d) Nominations for the members of the Committee on Nominations shall be made by the twelve at-large members of the Council plus the Vice President-Elect, serving as chair without a vote. The twelve at-large members of Council shall select twice as many names as there are vacancies to be filled.

Section 3. The general election ballots shall be sent to the members eligible to vote no later than May 15 of each year. To be valid as votes ballots must be returned to the Executive Office or its agent by the date specified on the ballot, which shall be no less than thirty days from the date ballots were submitted to members. Procedures for the counting of ballots shall insure the anonymity of individual voters.

Section 4. For the positions of President-Elect, Vice-President-Elect, and Secretary-Elect, a majority of those members voting is required before a candidate is declared elected. If none of the candidates receives a majority of those members voting, the election shall be decided in accordance with procedures adopted by Council. For other elected positions, including Council, the Committee on Nominations, and the Committee on Publications, the candidate (or candidates when two or more vacancies are to be filled) receiving the largest number of votes shall be declared elected. In case of a tie vote, the President of the Association, in the presence of witnesses chosen by the candidates concerned, shall decide by lot between them. For all positions other than President, President-Elect, Past-President and Past Vice-President, if the elected person dies, resigns, or becomes unable to complete the full term for which that person was elected, the candidate who received the next highest number of votes shall be declared elected for the remainder of the term, unless otherwise specified herein.

Section 5. The Executive Officer shall be responsible for the conduct of elections and for the tabulation of ballots. The Executive Officer shall report the results of tabulations to the Secretary and to the appropriate Committees. The Executive Officer may arrange for outside review of election and counting procedures.

Section 6. The Executive Office shall hold the ballots and other materials in safe custody for a period of at least eighteen months.

Section 7. The Council shall have the authority to determine the procedures to be followed in conducting elections and
other ballot measures under these Bylaws and the Association’s Constitution, provided that such procedures shall protect the privacy of members who vote and ensure an accurate and fair count.

Section 8. Voting members of the Association may take any action otherwise within the powers of the Council. Such an action by voting members requires the completion in sequence of the following steps:

(a) A written statement of the proposed action, hereinafter called the Members’ Resolution, is signed by three percent of the voting members of the Association. The introductions of all petitions circulated for the purpose of validating a Members’ Resolution shall contain the following statement: "For signatures to be valid, the signee must be a voting member of the American Sociological Association as of December 31 of the year of the signing. The signee’s name must be written as it appears on the membership rolls of the Association, and signers must provide their addresses as they appear on the membership rolls of the Association. The date of signing shall be indicated."

(b) The Members’ Resolution and the accompanying petition signature are sent to the Executive Office of the Association, postmarked no later than December 31 of the year during which the signatures were affixed. All signatures for a given Members’ Resolution must be affixed within a calendar year. Each page of the Members’ Resolution and accompanying signatures must include the following statement: "This resolution (or these signatures) is submitted by ____, a voting member of the American Sociological Association."

(c) The Members’ Resolution is received by the Secretary who shall verify the validity of the signatures and the requirement that the petition has been signed by three percent of the voting members of the Association. Following this verification, the Secretary shall distribute the Members’ Resolution to the Council.

(d) The Members’ Resolution is included on the agenda and discussed by the Council at its next scheduled meeting.

(e) If the Council disapproves the Members’ Resolution, the Members’ Resolution and any resolution of the Council alternative to it are published in an appropriate Association publication or by other means as deemed appropriate by the Council.

(f) A ballot containing the Members’ Resolution and any alternative resolution of the Council is sent to the voting members of the Association; such a referendum will accompany the annual election ballot except under unusual circumstances as determined by the Council.

(g) The Council shall consider the urgency of any Members’ Resolution brought by the voting members, and shall employ special procedures without regard to the schedule of publications where it deems this justifiable.

ARTICLE III. Officers

Section 1. The President of the Association shall preside at all meetings of the Association. The President shall also chair the Council and shall perform such duties as may be assigned to the President by the Council. The President shall have the authority to fill any vacancies that may occur on committees for the remainder of unexpired terms except as otherwise provided. In the event of the death, resignation, absence or inability to serve of the President, the duties of the President shall devolve successively upon the Vice-President, the President-Elect, and the Vice-President-Elect. The officer concerned shall become President if that officer is to serve a full term and shall become Acting President if only a partial term to be served. In the
event of the death, resignation, or absence of the President-Elect, the office and duties of the President-Elect shall devolve on the Vice-President-Elect.

Section 2. The Vice-President shall chair meetings of the Association and the Council in the absence of the President. In the event of the death, resignation, or inability to serve of the Vice-President, or in the event that the Vice-President succeeds to the office of President or is elected to the office of President-Elect, the duties of the Vice-President shall devolve upon the Vice-President-Elect who shall serve the remainder of that term as Acting Vice-President, and shall then serve as Vice-President for the term for which the Vice-President-Elect was originally elected.

If the Vice-President-Elect succeeds to the office of Acting Vice-President, the Council position of the Vice-President-Elect shall remain vacant until the next election.

Section 3. The Secretary shall be an advisory and recording officer of the Association and shall provide liaison between the Executive Office on the one hand and the President and Council on the other at the request of either. The Secretary shall serve ex officio with vote as chair of the Committee on the Executive Office and Budget and as a member of the Publications and Program Committees. The Secretary shall record and report the transactions of the Association and the Council, shall work closely with various committees as herein specified, and shall perform such other duties as the Council may assign. Each year the Secretary shall provide the Association with a written report recording the Secretary’s views on the organization and activities of the Association.

In the event of the death, resignation, or inability to serve of the Secretary, the office and duties of the Secretary shall devolve upon the Secretary-Elect, if there is a Secretary-Elect at that time. Otherwise, the Council shall elect a member of the Association to serve as Acting Secretary and to fulfill the duties of the Secretary until the next election, at which time a Secretary shall be elected in the prescribed way but without serving one year as Secretary-Elect.

Section 4. The Executive Officer shall be the chief administrative officer of the Association and shall transact its business. The Executive Officer shall have charge of the central office of the Association and shall have jurisdiction over and attend to the business details of the Association's publications. The Executive Officer shall, in consultation with the President, prepare tentative agenda for meetings of the Council, and, in consultation with the chair, tentative agenda for meetings of Publications Committee. These agenda shall be distributed to the appropriate members at least ten days prior to their meetings. Final agenda shall be approved by the Council and the Publications Committee for their respective meetings. In accordance with the Council's policies, the Executive Officer shall formulate plans for the accomplishment of the Association's objectives, and upon the approval of the Council, the Executive Officer shall be responsible for coordinating the public relations activities of the Association. All committees may look to him/her for assistance in their work; such assistance may include the Executive Officer presiding or arranging for another Member to preside temporarily at a committee meeting during the election of a chair from among the voting members. The Executive Officer shall receive and have custody of the funds of the Association, discharge its obligations, and maintain its accounts. The Executive Officer shall be responsible to the Council through the Committee on the Executive Office and Budget and its chair, the Secretary. The Executive Officer shall make an annual report to the Council and shall be a non-voting member of the Council and such committees as may be designated by the Council. The Executive Officer shall consult with the President and Secretary as questions of policy arise and
shall hold no other office in the Association while serving as Executive Officer.

Section 5. (a) The Council shall meet twice annually, at least once in conjunction with the annual convention of the Association and at least once between annual conventions. Special meetings of the Council may be called by the President or by a majority of the members of the Council.

(b) Meetings of the Council shall be conducted according to Robert’s Rules of Order, the enforcement of which may be requested by any member of the Council.

(c) The Council shall appoint the Executive Officer, and the Editors of all publications of the Association. To make an appointment, a slate of candidates shall first be prepared and endorsed, in the case of the Executive Officer, by the Committee on the Executive Office and Budget, and with the case of an Editor, by the Committee on Publications. The slate of candidates shall be subject to approval by the Council, as shall their order of preference. The Council shall then instruct the Secretary to proceed with the necessary negotiations.

(d) The Council may make decisions to cooperate or affiliate with other societies and associations. When appropriate it shall elect representatives from this Association to such other societies or associations. It may also recognize other societies or associations as cooperating or affiliated organizations for purposes of planning programs or other activities.

(e) All actions taken by the Council must be communicated to the membership promptly in an appropriate publication of the Association, or by other means as deemed necessary by the Council.

(f) The Council may create such temporary committees not provided in the Constitution and By-Laws as may seem useful for promoting the work of the Association.

(g) The Council shall make a timely designation of a portion of program time at each Annual Meeting for sessions to be organized by Sections of the Association and shall allocate to each Section an appropriate part of that program time.

Section 6. Any action required or permitted to be taken at a meeting of the Council may be taken when the Council is not in session, provided all members of the Council consent in writing by signing their name and set forth in the same writing the action or decision taken or made. Consent in writing shall have the same force and effect as a unanimous vote, and may be described as such in any document executed by or on behalf of the corporation. Requests for actions by members of the Council may be submitted to members by mail, electronic mail, fax, or by other means.

Section 7. Teleconferencing. One or more members of the Council may participate in a meeting by means of a conference telephone or similar communications equipment through which all members participating in the meeting can speak to and hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

ARTICLE IV. Publications

Section 1. All the publications of the Association shall be under the general direction of the Committee on Publications, subject to the approval of the Council.

Section 2. Each regular ASA publication shall have an editor elected by the Council. The Committee on Publications shall submit a list to Council of nominees for each Editorship, to which list the Council may add or delete names.
Section 3. The Editorial Board of each regular ASA publication shall be composed of the Editor of that publication as chair and a set of Associate Editors. The number and composition of each Editorial Board shall be determined by the Council. Associate Editors shall be appointed by the Committee on Publications for three-year terms on the recommendation of the Editor. Approximately one-third of the terms of Associate Editors for each publication shall expire each year.

Section 4. The Editor of each of the official publications of the Association shall be responsible for the editorial management of the publication. The Editor shall have the authority to appoint such special issue editors as the Editor may deem necessary. Each Editor must work within the policies established by the Committee on Publications and within the budget set by the Council.

Section 5. The Editor of each publication shall have the right to reject for publication any paper or other communication that is submitted.

Section 6. Publication of official news and notes, and matters pertaining to the business affairs of the Association shall be published in an appropriate publication of the Association.

ARTICLE V. Committees

Section 1. Committee on Publications
(a) There shall be a Committee on Publications, consisting of the President, the Secretary, and six members elected by the voting membership of the Association, two each year for staggered three-year terms. The Committee shall choose a chair from among the elected members who have served at least one year on the Committee.

(b) The Committee on Publications shall be responsible for all proposals for the establishment of a new publication or for major modifications in an existing publication of the Association, subject to the approval of the Council.

Section 2. Committee on Nominations
The Committee on Nominations shall consist of eleven members, elected by the voting membership of the Association for staggered two-year terms, plus the Vice President, ex officio without a vote, who shall act as chair.

Section 3. Program Committee
Each Program Committee shall be selected by the President-Elect two years before the Annual Meeting for which the Committee is responsible and will be reviewed by the Council. The Council shall have the right to suggest modification or to augment the Committee if it deems appropriate. The Program Committee shall consist of nine to eleven persons: The President-Elect, serving as Chair, the Vice-President-Elect, the Secretary, and six to eight other members of the Association selected as follows: Each year, the Council will appoint four to six members from a list presented by the President-Elect. Two of these members shall be appointed for two-year terms and others for one-year terms. The Program Committee shall consider requests from temporary and informal groups of Association members for opportunities to meet and discuss topics of special interest to them. Three sessions at each Annual Meeting, including the session devoted to the Presidential Address, may at the option of the President-Elect, be under the exclusive control of the President-Elect.

Section 4. Committee on the Executive Office and Budget
(a) The Council shall select a committee on the Executive Office and Budget consisting of seven members: The Secretary, The President-Elect, the President, the Past-President, and three members appointed by the Council on the recommendation of the Secretary for staggered three-year terms. The Secretary shall be chair.
(b) The Committee shall have responsibility for the Executive Office, subject to the policies and directives of the Council, and shall report regularly to the Council. The Committee in cooperation with the President, the Executive Officer, and the chair of the Committee on Publications, shall annually propose to the Council a budget for the ensuing year. At the end of the first half of each fiscal year it shall review the receipts and expenditures to date and if necessary make recommendations for adjustments in the budget. It shall, subject to Council policies, have the responsibility and authority for the investment and reinvestment of funds owned and held by the Association.

Section 5. Committee on Sections
(a) The Committee on Sections, consistent with Article VI of these By-Laws, shall have the responsibility to guide the Association on the administration of sections to include the creation and continuation of sections. The Committee on Sections shall advise ASA Council on section policies and procedures. In addition, the Committee will serve as liaison between sections and ASA Council.

(b) The Committee on Sections shall consist of nine members. Six members shall be appointed by Council for three-year terms based on the recommendation of the President. Three of these members shall be appointed from among the Association membership and three shall be appointed from among the Council members-at-large. Three members shall also be elected for three-year terms by current section chairs from among current section chairs according to section membership size. All terms will be staggered.

Section 6. Committee on Professional Ethics
(a) The Committee on Professional Ethics ("COPE") shall have responsibility for promoting ethical conduct by sociologists at the highest professional level through development and sponsorship of educational activities for ASA members and other sociologists, investigation of complaints concerning the ethical conduct of members of the ASA, and imposition of sanctions when a violation of the ASA Code of Ethics has occurred. COPE shall also have responsibility for recommending to the Council proposed changes in the Code of Ethics to be submitted to the membership for approval from time to time.

(b) COPE shall carry out its responsibilities in accordance with Policies and Procedures to be adopted by the Council which may provide for discipline of members and former members of ASA, including termination or suspension from membership and suspension of certain privileges of membership, in the case of violations of the ASA Code of Ethics.

(c) COPE shall consist of nine (9) members who shall serve staggered terms of three (3) years each. The members of COPE shall be appointed by the Council on the recommendation of the President. No member shall serve more than two (2) successive terms.

Section 7. Committee on Awards
(a) The Committee on Awards shall have oversight of all ASA awards. The Committee on Awards shall have the responsibility to guide the Association on policies and procedures for all awards. Also, the Committee shall propose or consider proposals to establish new awards.

(b) The Committee shall consist of six members appointed by Council for three-year terms based on the recommendation of the Committee on Committees. Three members shall be appointed from among the Association membership and three members shall be appointed from among the Council members-at-large.

Section 8. Committee on Committees
(a) The Committee on Committees shall be responsible for making ranked
recommendations to Council for appointments to all Award Selection Committees and Status Committees. Additionally, the Committee on Committees shall make ranked recommendations to Council for appointments to the Awards Committee, the Committee on Professional Ethics, and the at-large portion of the Committee on Sections. The Committee on Nominations will have the responsibility of nominating the candidates for the Committee on Committees.

(b) The Committee on Committees shall be composed of eight members each serving two-year terms. Four are to be elected at-large and four in seats reserved for specific institutional constituencies (one seat each for members employed by PhD-granting institutions; by MA and 4-year institutions; by 2-year schools; and by non-teaching institutions and in self-employment) with two at-large and two reserved seats up for election each year.

Section 9. Each committee shall work within the budget as approved by the Council, under the policies established by the Council, and shall make an annual report to the Council.

Section 10. Reports of committees shall be published and distributed to the membership annually.

Section 11. In the event of the anticipated or actual absence of one or more members of a committee at scheduled committee meetings, the President and the Secretary are empowered to appoint temporary members using the criteria for selection ordinarily employed in appointing members for the committee in question. The President and the Secretary are also empowered to designate temporary chairs for all committees in the event of anticipated or actual absence of the regularly appointed chair. Temporary members or chairs of any committee shall have all the powers respectively of regular members or chairs for the period of their temporary appointment.

ARTICLE VI. Sections

Section 1. Members who share interests in a sociological specialty may seek to become a section. Council has the authority to form sections in accordance with standards it adopts from time to time and as set forth in the ASA Manual on Sections. A Section shall remain in operation as long as it operates according to the policies and procedures set forth in the ASA Manual on Sections and it is determined to be in good standing as periodically reviewed by the Council.

Section 2. Sections shall adopt By-Laws subject to approval by the Council. These By-Laws shall include provision for a committee of the Section for the purpose of cooperating with the Program Committee in planning the presentation of its field of interest in the Annual Meeting of the Association.

Section 3. A Section shall be entitled to cooperation from the Executive Office in matters of mailings to its members, and from the Program Committee in matters related to the Annual Meeting, and from the Association in such other ways as the Council may decide.

ARTICLE VII. Executive Office and Budget

Section 1. At the beginning of each fiscal year, a budget covering all anticipated expenditures and income of the Association for that fiscal year shall be submitted by the Committee on the Executive Office and Budget to the Council for approval. The Committee on the Executive Office and Budget shall review the budget at the end of the second quarter and shall submit proposed changes to the Council for approval.
Section 2. This budget shall be binding on the Executive Officer.

Section 3. At the end of each fiscal year, the accounts of the Association shall be reviewed by the Committee on the Executive Office and Budget and shall be audited at the conclusion of each fiscal year by a certified public accountant approved by the Council. The report of this audit shall be made available in an appropriate Association publication or by other means as deemed necessary by the Council.

ARTICLE VIII. Amendments

Section 1. The By-Laws may be amended by a majority affirmative vote of those voting in a referendum submitted to the voting members of the Association.

Section 2. Amendments may be proposed by majority vote of the Council or by petition of at least three percent of the voting members of the Association.

Chronology of changes:

1933 1st major revision
1942 2nd major revision
1951 3rd major revision
1967 4th major revision
1980 5th major revision
1997 6th major revision
1998 7th major revision
1999 8th major revision
2001 9th major revision
2003 10th major revision

As amended in referenda of:

June 1985
June 1987
June 1988
June 1989
June 1990
June 1991
June 1997
June 1998
June 1999
June 2000
October 2001
June 2003
June 2006
American Sociological Association

Code of Ethics

and

Policies and Procedures
of the
ASA Committee on
Professional Ethics
Code of Ethics
American Sociological Association
(Approved by the ASA Membership in June 1997)

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INTRODUCTION

The American Sociological Association’s (ASA’s) Code of Ethics sets forth the principles and ethical standards that underlie sociologists’ professional responsibilities and conduct. These principles and standards should be used as guidelines when examining everyday professional activities. They constitute normative statements for sociologists and provide guidance on issues that sociologists may encounter in their professional work.

ASA’s Code of Ethics consists of an Introduction, a Preamble, five General Principles, and specific Ethical Standards. This Code is also accompanied by the Rules and Procedures of the ASA Committee on Professional Ethics which describe the procedures for filing, investigating, and resolving complaints of unethical conduct.

The Preamble and General Principles of the Code are aspirational goals to guide sociologists toward the highest ideals of sociology. Although the Preamble and General Principles are not enforceable rules, they should be considered by sociologists in arriving at an ethical course of action and may be considered by ethics bodies in interpreting the Ethical Standards.

The Ethical Standards set forth enforceable rules for conduct by sociologists. Most of the Ethical Standards are written broadly in order to apply to sociologists in varied roles, and the application of an Ethical Standard may vary depending on the context. The Ethical Standards are not exhaustive. Any conduct that is not specifically addressed by this Code of Ethics is not necessarily ethical or unethical.

Membership in the ASA commits members to adhere to the ASA Code of Ethics and to the Policies and Procedures of the ASA Committee on Professional Ethics. Members are advised of this obligation upon joining the Association and that violations of the Code may lead to the imposition of sanctions, including termination of membership. ASA members subject to the Code of Ethics may be reviewed under these Ethical Standards only if the activity is part of or affects their work-related functions, or if the activity is sociological in nature. Personal activities having no connection to or effect on sociologists’ performance of their professional roles are not subject to the Code of Ethics.

PREAMBLE

This Code of Ethics articulates a common set of values upon which sociologists build their professional and scientific work. The Code is intended to provide both the general principles and the rules to cover professional situations encountered by sociologists. It has as its primary goal the welfare and protection of the individuals and groups with whom sociologists work. It is the individual responsibility of each sociologist to aspire to the highest possible standards of conduct in research, teaching, practice, and service.

The development of a dynamic set of ethical standards for a sociologist’s work-related conduct requires a personal commitment to a lifelong effort to act ethically; to encourage ethical behavior by students, supervisors, supervisees, employers, employees, and colleagues; and to consult with others as needed concerning ethical problems. Each sociologist supplements, but does not violate, the values and rules specified in the Code of Ethics based on guidance drawn from personal values, culture, and experience.
GENERAL PRINCIPLES

The following General Principles are aspirational and serve as a guide for sociologists in determining ethical courses of action in various contexts. They exemplify the highest ideals of professional conduct.

Principle A: Professional Competence
Sociologists strive to maintain the highest levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain professionally competent; and they utilize the appropriate scientific, professional, technical, and administrative resources needed to ensure competence in their professional activities. They consult with other professionals when necessary for the benefit of their students, research participants, and clients.

Principle B: Integrity
Sociologists are honest, fair, and respectful of others in their professional activities—in research, teaching, practice, and service. Sociologists do not knowingly act in ways that jeopardize either their own or others’ professional welfare. Sociologists conduct their affairs in ways that inspire trust and confidence; they do not knowingly make statements that are false, misleading, or deceptive.

Principle C: Professional and Scientific Responsibility
Sociologists adhere to the highest scientific and professional standards and accept responsibility for their work. Sociologists understand that they form a community and show respect for other sociologists even when they disagree on theoretical, methodological, or personal approaches to professional activities. Sociologists value the public trust in sociology and are concerned about their ethical behavior and that of other sociologists that might compromise that trust. While endeavoring always to be collegial, sociologists must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct.

Principle D: Respect for People’s Rights, Dignity, and Diversity
Sociologists respect the rights, dignity, and worth of all people. They strive to eliminate bias in their professional activities, and they do not tolerate any forms of discrimination based on age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; or marital, domestic, or parental status. They are sensitive to cultural, individual, and role differences in serving, teaching, and studying groups of people with distinctive characteristics. In all of their work-related activities, sociologists acknowledge the rights of others to hold values, attitudes, and opinions that differ from their own.

Principle E: Social Responsibility
Sociologists are aware of their professional and scientific responsibility to the communities and societies in which they live and work. They apply and
make public their knowledge in order to contribute to the public good. When undertaking research, they strive to advance the science of sociology and to serve the public good.

ETHICAL STANDARDS

1. Professional and Scientific Standards
   Sociologists adhere to the highest possible technical standards that are reasonable and responsible in their research, teaching, practice, and service activities. They rely on scientifically and professionally derived knowledge; act with honesty and integrity; and avoid untrue, deceptive, or undocumented statements in undertaking work-related functions or activities.

2. Competence
   (a) Sociologists conduct research, teach, practice, and provide service only within the boundaries of their competence, based on their education, training, supervised experience, or appropriate professional experience.
   (b) Sociologists conduct research, teach, practice, and provide service in new areas or involving new techniques only after they have taken reasonable steps to ensure the competence of their work in these areas.
   (c) Sociologists who engage in research, teaching, practice, or service maintain awareness of current scientific and professional information in their fields of activity and undertake continuing efforts to maintain competence in the skills they use.
   (d) Sociologists refrain from undertaking an activity when their personal circumstances may interfere with their professional work or lead to harm for a student, supervisee, human subject, client, colleague, or other person to whom they have a scientific, teaching, consulting, or other professional obligation.

3. Representation and Misuse of Expertise
   (a) In research, teaching, practice, service, or other situations where sociologists render professional judgments or present their expertise, they accurately and fairly represent their areas and degrees of expertise.
   (b) Sociologists do not accept grants, contracts, consultation, or work assignments from individual or organizational clients or sponsors that appear likely to require violation of the standards in this Code of Ethics. Sociologists dissociate themselves from such activities when they discover a violation and are unable to achieve its correction.
   (c) Because sociologists’ scientific and professional judgments and actions may affect the lives of others, they are alert to and guard against personal, financial, social, organizational, or political factors that might lead to misuse of their knowledge, expertise, or influence.
   (d) If sociologists learn of misuse or misrepresentation of their work, they take reasonable steps to correct or minimize the misuse or misrepresentation.
4. Delegation and Supervision
   (a) Sociologists provide proper training and supervision to their students, supervisees, or employees and take reasonable steps to see that such persons perform services responsibly, competently, and ethically.
   (b) Sociologists delegate to their students, supervisees, or employees only those responsibilities that such persons, based on their education, training, or experience, can reasonably be expected to perform either independently or with the level of supervision provided.

5. Nondiscrimination
   Sociologists do not engage in discrimination in their work based on age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; marital, domestic, or parental status; or any other applicable basis proscribed by law.

6. Non-exploitation
   (a) Whether for personal, economic, or professional advantage, sociologists do not exploit persons over whom they have direct or indirect supervisory, evaluative, or other authority such as students, supervisees, employees, or research participants.
   (b) Sociologists do not directly supervise or exercise evaluative authority over any person with whom they have a sexual relationship, including students, supervisees, employees, or research participants.

7. Harassment
   Sociologists do not engage in harassment of any person, including students, supervisees, employees, or research participants. Harassment consists of a single intense and severe act or of multiple persistent or pervasive acts which are demeaning, abusive, offensive, or create a hostile professional or workplace environment. Sexual harassment may include sexual solicitation, physical advance, or verbal or non-verbal conduct that is sexual in nature. Racial harassment may include unnecessary, exaggerated, or unwarranted attention or attack, whether verbal or non-verbal, because of a person’s race or ethnicity.

8. Employment Decisions
   Sociologists have an obligation to adhere to the highest ethical standards when participating in employment related decisions, when seeking employment, or when planning to resign from a position.

8.01 Fair Employment Practices
   (a) When participating in employment-related decisions, sociologists make every effort to ensure equal opportunity and fair treatment to all full- and part-time employees. They do not discriminate in hiring, promotion, salary, treatment, or any other conditions of employment or career development on the basis of age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; marital, domestic, or parental status; or any other applicable basis proscribed by law.
(b) When participating in employment-related decisions, sociologists specify the
requirements for hiring, promotion, tenure, and termination and
communicate these requirements thoroughly to full- and part-time employees
and prospective employees.

(c) When participating in employment-related decisions, sociologists have the
responsibility to be informed of fair employment codes, to communicate this
information to employees, and to help create an atmosphere upholding fair
employment practices for full- and part-time employees.

(d) When participating in employment-related decisions, sociologists inform
prospective full- and part-time employees of any constraints on research and
publication and negotiate clear understandings about any conditions that may
limit research and scholarly activity.

8.02 Responsibilities of Employees

(a) When seeking employment, sociologists provide prospective employers with
accurate and complete information on their professional qualifications and
experiences.

(b) When leaving a position, permanently or temporarily, sociologists provide
their employers with adequate notice and take reasonable steps to reduce
negative effects of leaving.

9. Conflicts of Interest

Sociologists maintain the highest degree of integrity in their professional work and
avoid conflicts of interest and the appearance of conflict. Conflicts of interest arise
when sociologists’ personal or financial interests prevent them from performing their
professional work in an unbiased manner. In research, teaching, practice, and service,
sociologists are alert to situations that might cause a conflict of interest and take
appropriate action to prevent conflict or disclose it to appropriate parties.

9.01 Adherence to Professional Standards

Irrespective of their personal or financial interests or those of their employers or
clients, sociologists adhere to professional and scientific standards in (1) the
collection, analysis, or interpretation of data; (2) the reporting of research; (3) the
teaching, professional presentation, or public dissemination of sociological
knowledge; and (4) the identification or implementation of appropriate contractual,
consulting, or service activities.

9.02 Disclosure

Sociologists disclose relevant sources of financial support and relevant personal
or professional relationships that may have the appearance of or potential for a
conflict of interest to an employer or client, to the sponsors of their professional
work, or in public speeches and writing.

9.03 Avoidance of Personal Gain

(a) Under all circumstances, sociologists do not use or otherwise seek to gain
from information or material received in a confidential context (e.g.,
knowledge obtained from reviewing a manuscript or serving on a proposal
review panel), unless they have authorization to do so or until that
information is otherwise made publicly available.
(b) Under all circumstances, sociologists do not seek to gain from information
or material in an employment or client relationship without permission of
the employer or client.

9.04 Decisionmaking in the Workplace
In their workplace, sociologists take appropriate steps to avoid conflicts of
interest or the appearance of conflicts and carefully scrutinize potentially biasing
affiliations or relationships. In research, teaching, practice, or service, such
potentially biasing affiliations or relationships include, but are not limited to,
situations involving family, business, or close personal friendships or those with
whom sociologists have had strong conflict or disagreement.

9.05 Decisionmaking Outside of the Workplace
In professional activities outside of their workplace, sociologists in all
circumstances abstain from engaging in deliberations and decisions that allocate or
withhold benefits or rewards from individuals or institutions if they have biasing
affiliations or relationships. These biasing affiliations or relationships are: 1) current
employment or being considered for employment at an organization or institution
that could be construed as benefiting from the decision; 2) current officer or board
member of an organization or institution that could be construed as benefiting
from the decision; 3) current employment or being considered for employment at
the same organization or institution where an individual could benefit from the
decision; 4) a spouse, domestic partner, or known relative who as an individual
could benefit from the decision; or 5) a current business or professional partner,
research collaborator, employee, supervisee, or student who as an individual could
benefit from the decision.

10. Public Communications
Sociologists adhere to the highest professional standards in public
communications about their professional services, credentials and expertise, work
products, or publications, whether these communications are from themselves or
from others.

10.01 Public Communications
(a) Sociologists take steps to ensure the accuracy of all public communications.
Such public communications include, but are not limited to, directory
listings; personal resumes or curriculum vitae; advertising; brochures or
printed matter; interviews or comments to the media; statements in legal
proceedings; lectures and public oral presentations; or other published
materials.
(b) Sociologists do not make public statements that are false, deceptive,
misleading, or fraudulent, either because of what they state, convey, or
suggest or because of what they omit, concerning their research, practice, or
other work activities or those of persons or organizations with which they
are affiliated. Such activities include, but are not limited to, false or
deceptive statements concerning sociologists’ (1) training, experience, or
competence; (2) academic degrees; (3) credentials; (4) institutional or association affiliations; (5) services; (6) fees; or (7) publications or research findings. Sociologists do not make false or deceptive statements concerning the scientific basis for, results of, or degree of success from their professional services.

(c) When sociologists provide professional advice or comment by means of public lectures, demonstrations, radio or television programs, prerecorded tapes, printed articles, mailed material, or other media, they take reasonable precautions to ensure that (1) the statements are based on appropriate research, literature, and practice; and (2) the statements are otherwise consistent with this Code of Ethics.

10.02 Statements by Others

(a) Sociologists who engage or employ others to create or place public statements that promote their work products, professional services, or other activities retain responsibility for such statements.

(b) Sociologists make reasonable efforts to prevent others whom they do not directly engage, employ, or supervise (such as employers, publishers, sponsors, organizational clients, members of the media) from making deceptive statements concerning their professional research, teaching, or practice activities.

(c) In working with the press, radio, television, or other communications media or in advertising in the media, sociologists are cognizant of potential conflicts of interest or appearances of such conflicts (e.g., they do not provide compensation to employees of the media), and they adhere to the highest standards of professional honesty (e.g., they acknowledge paid advertising).

11. Confidentiality

Sociologists have an obligation to ensure that confidential information is protected. They do so to ensure the integrity of research and the open communication with research participants and to protect sensitive information obtained in research, teaching, practice, and service. When gathering confidential information, sociologists should take into account the long-term uses of the information, including its potential placement in public archives or the examination of the information by other researchers or practitioners.

11.01 Maintaining Confidentiality

(a) Sociologists take reasonable precautions to protect the confidentiality rights of research participants, students, employees, clients, or others.

(b) Confidential information provided by research participants, students, employees, clients, or others is treated as such by sociologists even if there is no legal protection or privilege to do so. Sociologists have an obligation to protect confidential information and not allow information gained in confidence from being used in ways that would unfairly compromise research participants, students, employees, clients, or others.

(c) Information provided under an understanding of confidentiality is treated as such even after the death of those providing that information.
(d) Sociologists maintain the integrity of confidential deliberations, activities, or roles, including, where applicable, that of professional committees, review panels, or advisory groups (e.g., the ASA Committee on Professional Ethics).

(e) Sociologists, to the extent possible, protect the confidentiality of student records, performance data, and personal information, whether verbal or written, given in the context of academic consultation, supervision, or advising.

(f) The obligation to maintain confidentiality extends to members of research or training teams and collaborating organizations who have access to the information. To ensure that access to confidential information is restricted, it is the responsibility of researchers, administrators, and principal investigators to instruct staff to take the steps necessary to protect confidentiality.

(g) When using private information about individuals collected by other persons or institutions, sociologists protect the confidentiality of individually identifiable information. Information is private when an individual can reasonably expect that the information will not be made public with personal identifiers (e.g., medical or employment records).

11.02 Limits of Confidentiality

(a) Sociologists inform themselves fully about all laws and rules which may limit or alter guarantees of confidentiality. They determine their ability to guarantee absolute confidentiality and, as appropriate, inform research participants, students, employees, clients, or others of any limitations to this guarantee at the outset, consistent with ethical standards set forth in 11.02(b).

(b) Sociologists may confront unanticipated circumstances where they become aware of information that is clearly health- or life-threatening to research participants, students, employees, clients, or others. In these cases, sociologists balance the importance of guarantees of confidentiality with other principles in this Code of Ethics, standards of conduct, and applicable law.

(c) Confidentiality is not required with respect to observations in public places, activities conducted in public, or other settings where no rules of privacy are provided by law or custom. Similarly, confidentiality is not required in the case of information available from public records.

11.03 Discussing Confidentiality and Its Limits

(a) When sociologists establish a scientific or professional relationship with persons, they discuss (1) the relevant limitations on confidentiality, and (2) the foreseeable uses of the information generated through their professional work.

(b) Unless it is not feasible or is counter-productive, the discussion of confidentiality occurs at the outset of the relationship and thereafter as new circumstances may warrant.
11.04 Anticipation of Possible Uses of Information
(a) When research requires maintaining personal identifiers in databases or systems of records, sociologists delete such identifiers before the information is made publicly available.

(b) When confidential information concerning research participants, clients, or other recipients of service is entered into databases or systems of records available to persons without the prior consent of the relevant parties, sociologists protect anonymity by not including personal identifiers or by employing other techniques that mask or control disclosure of individual identities.

(c) When deletion of personal identifiers is not feasible, sociologists take reasonable steps to determine that appropriate consent of personally-identifiable individuals has been obtained before they transfer such data to others or review such data collected by others.

11.05 Electronic Transmission of Confidential Information
Sociologists use extreme care in delivering or transferring any confidential data, information, or communication over public computer networks. Sociologists are attentive to the problems of maintaining confidentiality and control over sensitive material and data when use of technological innovations, such as public computer networks, may open their professional and scientific communication to unauthorized persons.

11.06 Anonymity of Sources
(a) Sociologists do not disclose in their writings, lectures, or other public media confidential, personally identifiable information concerning their research participants, students, individual or organizational clients, or other recipients of their service which is obtained during the course of their work, unless consent from individuals or their legal representatives has been obtained.

(b) When confidential information is used in scientific and professional presentations, sociologists disguise the identity of research participants, students, individual or organizational clients, or other recipients of their service.

11.07 Minimizing Intrusions on Privacy
(a) To minimize intrusions on privacy, sociologists include in written and oral reports, consultations, and public communications only information germane to the purpose for which the communication is made.

(b) Sociologists discuss confidential information or evaluative data concerning research participants, students, supervisees, employees, and individual or organizational clients only for appropriate scientific or professional purposes and only with persons clearly concerned with such matters.

11.08 Preservation of Confidential Information
(a) Sociologists take reasonable steps to ensure that records, data, or information are preserved in a confidential manner consistent with the
requirements of this Code of Ethics, recognizing that ownership of records, data, or information may also be governed by law or institutional principles.

(b) Sociologists plan so that confidentiality of records, data, or information is protected in the event of the sociologist’s death, incapacity, or withdrawal from the position or practice.

(c) When sociologists transfer confidential records, data, or information to other persons or organizations, they obtain assurances that the recipients of the records, data, or information will employ measures to protect confidentiality at least equal to those originally pledged.

12. Informed Consent

Informed consent is a basic ethical tenet of scientific research on human populations. Sociologists do not involve a human being as a subject in research without the informed consent of the subject or the subject’s legally authorized representative, except as otherwise specified in this Code. Sociologists recognize the possibility of undue influence or subtle pressures on subjects that may derive from researchers’ expertise or authority, and they take this into account in designing informed consent procedures.

12.01 Scope of Informed Consent

(a) Sociologists conducting research obtain consent from research participants or their legally authorized representatives (1) when data are collected from research participants through any form of communication, interaction, or intervention; or (2) when behavior of research participants occurs in a private context where an individual can reasonably expect that no observation or reporting is taking place.

(b) Despite the paramount importance of consent, sociologists may seek waivers of this standard when (1) the research involves no more than minimal risk for research participants, and (2) the research could not practicably be carried out were informed consent to be required. Sociologists recognize that waivers of consent require approval from institutional review boards or, in the absence of such boards, from another authoritative body with expertise on the ethics of research. Under such circumstances, the confidentiality of any personally identifiable information must be maintained unless otherwise set forth in 11.02(b).

(c) Sociologists may conduct research in public places or use publicly-available information about individuals (e.g., naturalistic observations in public places, analysis of public records, or archival research) without obtaining consent. If, under such circumstances, sociologists have any doubt whatsoever about the need for informed consent, they consult with institutional review boards or, in the absence of such boards, with another authoritative body with expertise on the ethics of research before proceeding with such research.

(d) In undertaking research with vulnerable populations (e.g., youth, recent immigrant populations, the mentally ill), sociologists take special care to ensure that the voluntary nature of the research is understood and that consent is not coerced. In all other respects, sociologists adhere to the principles set forth in 12.01(a)-(c).
(e) Sociologists are familiar with and conform to applicable state and federal regulations and, where applicable, institutional review board requirements for obtaining informed consent for research.

12.02 Informed Consent Process

(a) When informed consent is required, sociologists enter into an agreement with research participants or their legal representatives that clarifies the nature of the research and the responsibilities of the investigator prior to conducting the research.

(b) When informed consent is required, sociologists use language that is understandable to and respectful of research participants or their legal representatives.

(c) When informed consent is required, sociologists provide research participants or their legal representatives with the opportunity to ask questions about any aspect of the research, at any time during or after their participation in the research.

(d) When informed consent is required, sociologists inform research participants or their legal representatives of the nature of the research; they indicate to participants that their participation or continued participation is voluntary; they inform participants of significant factors that may be expected to influence their willingness to participate (e.g., possible risks and benefits of their participation); and they explain other aspects of the research and respond to questions from prospective participants. Also, if relevant, sociologists explain that refusal to participate or withdrawal from participation in the research involves no penalty, and they explain any foreseeable consequences of declining or withdrawing. Sociologists explicitly discuss confidentiality and, if applicable, the extent to which confidentiality may be limited as set forth in 11.02(b).

(e) When informed consent is required, sociologists keep records regarding said consent. They recognize that consent is a process that involves oral and/or written consent.

(f) Sociologists honor all commitments they have made to research participants as part of the informed consent process except where unanticipated circumstances demand otherwise as set forth in 11.02(b).

12.03 Informed Consent of Students and Subordinates

When undertaking research at their own institutions or organizations with research participants who are students or subordinates, sociologists take special care to protect the prospective subjects from adverse consequences of declining or withdrawing from participation.

12.04 Informed Consent with Children

(a) In undertaking research with children, sociologists obtain the consent of children to participate, to the extent that they are capable of providing such consent, except under circumstances where consent may not be required as set forth in 12.01(b).

(b) In undertaking research with children, sociologists obtain the consent of a parent or a legally authorized guardian. Sociologists may seek waivers of
parental or guardian consent when (1) the research involves no more than minimal risk for the research participants, and (2) the research could not practicably be carried out were consent to be required, or (3) the consent of a parent or guardian is not a reasonable requirement to protect the child (e.g., neglected or abused children).

(c) Sociologists recognize that waivers of consent from a child and a parent or guardian require approval from institutional review boards or, in the absence of such boards, from another authoritative body with expertise on the ethics of research. Under such circumstances, the confidentiality of any personally identifiable information must be maintained unless otherwise set forth in 11.02(b).

12.05 Use of Deception in Research

(a) Sociologists do not use deceptive techniques (1) unless they have determined that their use will not be harmful to research participants; is justified by the study’s prospective scientific, educational, or applied value; and that equally effective alternative procedures that do not use deception are not feasible; and (2) unless they have obtained the approval of institutional review boards or, in the absence of such boards, with another authoritative body with expertise on the ethics of research.

(b) Sociologists never deceive research participants about significant aspects of the research that would affect their willingness to participate, such as physical risks, discomfort, or unpleasant emotional experiences.

(c) When deception is an integral feature of the design and conduct of research, sociologists attempt to correct any misconception that research participants may have no later than at the conclusion of the research.

(d) On rare occasions, sociologists may need to conceal their identities in order to undertake research that could not practicably be carried out were they to be known as researchers. Under such circumstances, sociologists undertake the research if it involves no more than minimal risk for the research participants and if they have obtained approval to proceed in this manner from an institutional review board or, in the absence of such boards, from another authoritative body with expertise on the ethics of research. Under such circumstances, confidentiality must be maintained unless otherwise set forth in 11.02(b).

12.06 Use of Recording Technology

Sociologists obtain informed consent from research participants, students, employees, clients, or others prior to videotaping, filming, or recording them in any form, unless these activities involve simply naturalistic observations in public places and it is not anticipated that the recording will be used in a manner that could cause personal identification or harm.

13. Research Planning, Implementation, and Dissemination

Sociologists have an obligation to promote the integrity of research and to ensure that they comply with the ethical tenets of science in the planning, implementation, and dissemination of research. They do so in order to advance knowledge, to
minimize the possibility that results will be misleading, and to protect the rights of research participants.

13.01 Planning and Implementation
(a) In planning and implementing research, sociologists minimize the possibility that results will be misleading.
(b) Sociologists take steps to implement protections for the rights and welfare of research participants and other persons affected by the research.
(c) In their research, sociologists do not encourage activities or themselves behave in ways that are health- or life-threatening to research participants or others.
(d) In planning and implementing research, sociologists consult those with expertise concerning any special population under investigation or likely to be affected.
(e) In planning and implementing research, sociologists consider its ethical acceptability as set forth in the Code of Ethics. If the best ethical practice is unclear, sociologists consult with institutional review boards or, in the absence of such review processes, with another authoritative body with expertise on the ethics of research.
(f) Sociologists are responsible for the ethical conduct of research conducted by them or by others under their supervision or authority.

13.02 Unanticipated Research Opportunities
If during the course of teaching, practice, service, or non-professional activities, sociologists determine that they wish to undertake research that was not previously anticipated, they make known their intentions and take steps to ensure that the research can be undertaken consonant with ethical principles, especially those relating to confidentiality and informed consent. Under such circumstances, sociologists seek the approval of institutional review boards or, in the absence of such review processes, another authoritative body with expertise on the ethics of research.

13.03 Offering Inducements for Research Participants
Sociologists do not offer excessive or inappropriate financial or other inducements to obtain the participation of research participants, particularly when it might coerce participation. Sociologists may provide incentives to the extent that resources are available and appropriate.

13.04 Reporting on Research
(a) Sociologists disseminate their research findings except where unanticipated circumstances (e.g., the health of the researcher) or proprietary agreements with employers, contractors, or clients preclude such dissemination.
(b) Sociologists do not fabricate data or falsify results in their publications or presentations.
(c) In presenting their work, sociologists report their findings fully and do not omit relevant data. They report results whether they support or contradict the expected outcomes.
(d) Sociologists take particular care to state all relevant qualifications on the findings and interpretation of their research. Sociologists also disclose
underlying assumptions, theories, methods, measures, and research designs that might bear upon findings and interpretations of their work.

c) Consistent with the spirit of full disclosure of methods and analyses, once findings are publicly disseminated, sociologists permit their open assessment and verification by other responsible researchers with appropriate safeguards, where applicable, to protect the anonymity of research participants.

d) If sociologists discover significant errors in their publication or presentation of data, they take reasonable steps to correct such errors in a correction, a retraction, published errata, or other public fora as appropriate.

e) Sociologists report sources of financial support in their written papers and note any special relations to any sponsor. In special circumstances, sociologists may withhold the names of specific sponsors if they provide an adequate and full description of the nature and interest of the sponsor.

f) Sociologists take special care to report accurately the results of others’ scholarship by using correct information and citations when presenting the work of others in publications, teaching, practice, and service settings.

13.05 Data Sharing

(a) Sociologists share data and pertinent documentation as a regular practice. Sociologists make their data available after completion of the project or its major publications, except where proprietary agreements with employers, contractors, or clients preclude such accessibility or when it is impossible to share data and protect the confidentiality of the data or the anonymity of research participants (e.g., raw field notes or detailed information from ethnographic interviews).

(b) Sociologists anticipate data sharing as an integral part of a research plan whenever data sharing is feasible.

(c) Sociologists share data in a form that is consonant with research participants’ interests and protect the confidentiality of the information they have been given. They maintain the confidentiality of data, whether legally required or not; remove personal identifiers before data are shared; and, if necessary, use other disclosure avoidance techniques.

(d) Sociologists who do not otherwise place data in public archives keep data available and retain documentation relating to the research for a reasonable period of time after publication or dissemination of results.

(e) Sociologists may ask persons who request their data for further analysis to bear the associated incremental costs, if necessary.

(f) Sociologists who use data from others for further analyses explicitly acknowledge the contribution of the initial researchers.

14. Plagiarism

(a) In publications, presentations, teaching, practice, and service, sociologists explicitly identify, credit, and reference the author when they take data or material verbatim from another person’s written work, whether it is published, unpublished, or electronically available.

(b) In their publications, presentations, teaching, practice, and service, sociologists provide acknowledgment of and reference to the use of others’ work, even if the work is not quoted verbatim or paraphrased, and they do not present
others’ work as their own whether it is published, unpublished, or electronically available.

15. Authorship Credit
(a) Sociologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.
(b) Sociologists ensure that principal authorship and other publication credits are based on the relative scientific or professional contributions of the individuals involved, regardless of their status. In claiming or determining the ordering of authorship, sociologists seek to reflect accurately the contributions of main participants in the research and writing process.
(c) A student is usually listed as principal author on any multiple-authored publication that substantially derives from the student’s dissertation or thesis.

16. Publication Process
Sociologists adhere to the highest ethical standards when participating in publication and review processes when they are authors or editors.

16.01 Submission of Manuscripts for Publication
(a) In cases of multiple authorship, sociologists confer with all other authors prior to submitting work for publication and establish mutually acceptable agreements regarding submission.
(b) In submitting a manuscript to a professional journal, book series, or edited book, sociologists grant that publication first claim to publication except where explicit policies allow multiple submissions. Sociologists do not submit a manuscript to a second publication until after an official decision has been received from the first publication or until the manuscript is withdrawn. Sociologists submitting a manuscript for publication in a journal, book series, or edited book can withdraw a manuscript from consideration up until an official acceptance is made.
(c) Sociologists may submit a book manuscript to multiple publishers. However, once sociologists have signed a contract, they cannot withdraw a manuscript from publication unless there is reasonable cause to do so.

16.02 Duplicate Publication of Data
When sociologists publish data or findings that they have previously published elsewhere, they accompany these publications by proper acknowledgment.

16.03 Responsibilities of Editors
(a) When serving as editors of journals or book series, sociologists are fair in the application of standards and operate without personal or ideological favoritism or malice. As editors, sociologists are cognizant of any potential conflicts of interest.
(b) When serving as editors of journals or book series, sociologists ensure the confidential nature of the review process and supervise editorial office staff, including students, in accordance with practices that maintain confidentiality.
(c) When serving as editors of journals or book series, sociologists are bound to publish all manuscripts accepted for publication unless major errors or ethical
violations are discovered after acceptance (e.g., plagiarism or scientific misconduct).

(d) When serving as editors of journals or book series, sociologists ensure the anonymity of reviewers unless they otherwise receive permission from reviewers to reveal their identity. Editors ensure that their staff conform to this practice.

(e) When serving as journal editors, sociologists ensure the anonymity of authors unless and until a manuscript is accepted for publication or unless the established practices of the journal are known to be otherwise.

(f) When serving as journal editors, sociologists take steps to provide for the timely review of all manuscripts and respond promptly to inquiries about the status of the review.

17. Responsibilities of Reviewers
   (a) In reviewing material submitted for publication, grant support, or other evaluation purposes, sociologists respect the confidentiality of the process and the proprietary rights in such information of those who submitted it.
   (b) Sociologists disclose conflicts of interest or decline requests for reviews of the work of others where conflicts of interest are involved.
   (c) Sociologists decline requests for reviews of the work of others when they believe that the review process may be biased or when they have questions about the integrity of the process.
   (d) If asked to review a manuscript, book, or proposal they have previously reviewed, sociologists make it known to the person making the request (e.g., editor, program officer) unless it is clear that they are being asked to provide a reappraisal.

18. Education, Teaching, and Training
   As teachers, supervisors, and trainers, sociologists follow the highest ethical standards in order to ensure the quality of sociological education and the integrity of the teacher-student relationship.

18.01 Administration of Education Programs
   (a) Sociologists who are responsible for education and training programs seek to ensure that the programs are competently designed, provide the proper experiences, and meet all goals for which claims are made by the program.
   (b) Sociologists responsible for education and training programs seek to ensure that there is an accurate description of the program content, training goals and objectives, and requirements that must be met for satisfactory completion of the program.
   (c) Sociologists responsible for education and training programs take steps to ensure that graduate assistants and temporary instructors have the substantive knowledge required to teach courses and the teaching skills needed to facilitate student learning.
   (d) Sociologists responsible for education and training programs have an obligation to ensure that ethics are taught to their graduate students as part of their professional preparation.
18.02 Teaching and Training
(a) Sociologists conscientiously perform their teaching responsibilities. They have appropriate skills and knowledge or are receiving appropriate training.
(b) Sociologists provide accurate information at the outset about their courses, particularly regarding the subject matter to be covered, bases for evaluation, and the nature of course experiences.
(c) Sociologists make decisions concerning textbooks, course content, course requirements, and grading solely on the basis of educational criteria without regard for financial or other incentives.
(d) Sociologists provide proper training and supervision to their teaching assistants and other teaching trainees and take reasonable steps to ensure that such persons perform these teaching responsibilities responsibly, competently, and ethically.
(e) Sociologists do not permit personal animosities or intellectual differences with colleagues to foreclose students’ or supervisees’ access to these colleagues or to interfere with student or supervisee learning, academic progress, or professional development.

19. Contractual and Consulting Services
(a) Sociologists undertake grants, contracts, or consultation only when they are knowledgeable about the substance, methods, and techniques they plan to use or have a plan for incorporating appropriate expertise.
(b) In undertaking grants, contracts, or consultation, sociologists base the results of their professional work on appropriate information and techniques.
(c) When financial support for a project has been accepted under a grant, contract, or consultation, sociologists make reasonable efforts to complete the proposed work on schedule.
(d) In undertaking grants, contracts, or consultation, sociologists accurately document and appropriately retain their professional and scientific work.
(e) In establishing a contractual arrangement for research, consultation, or other services, sociologists clarify, to the extent feasible at the outset, the nature of the relationship with the individual, organizational, or institutional client. This clarification includes, as appropriate, the nature of the services to be performed, the probable uses of the services provided, possibilities for the sociologist’s future use of the work for scholarly or publication purposes, the timetable for delivery of those services, and compensation and billing arrangements.

20. Adherence to the Code of Ethics
Sociologists have an obligation to confront, address, and attempt to resolve ethical issues according to this Code of Ethics.

20.01 Familiarity with the Code of Ethics
Sociologists have an obligation to be familiar with this Code of Ethics, other applicable ethics codes, and their application to sociologists’ work. Lack of awareness or misunderstanding of an ethical standard is not, in itself, a defense to a charge of unethical conduct.
20.02 Confronting Ethical Issues

(a) When sociologists are uncertain whether a particular situation or course of action would violate the Code of Ethics, they consult with other sociologists knowledgeable about ethical issues, with the ASA's Committee on Professional Ethics, or with other organizational entities such as institutional review boards.

(b) When sociologists take actions or are confronted with choices where there is a conflict between ethical standards enunciated in the Code of Ethics and laws or legal requirements, they make known their commitment to the Code and take steps to resolve the conflict in a responsible manner by consulting with colleagues, professional organizations, or the ASA's Committee on Professional Ethics.

20.03 Fair Treatment of Parties in Ethical Disputes

(a) Sociologists do not discriminate against a person on the basis of his or her having made an ethical complaint.

(b) Sociologists do not discriminate against a person based on his or her having been the subject of an ethical complaint. This does not preclude taking action based upon the outcome of an ethical complaint.

20.04 Reporting Ethical Violations of Others

When sociologists have substantial reason to believe that there may have been an ethical violation by another sociologist, they attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears appropriate or possible, or they seek advice about whether or how to proceed based on this belief, assuming that such activity does not violate any confidentiality rights. Such action might include referral to the ASA's Committee on Professional Ethics.

20.05 Cooperating with Ethics Committees

Sociologists cooperate in ethics investigations, proceedings, and resulting requirements of the American Sociological Association. In doing so, they make reasonable efforts to resolve any issues of confidentiality. Failure to cooperate may be an ethics violation.

20.06 Improper Complaints

Sociologists do not file or encourage the filing of ethics complaints that are frivolous and are intended to harm the alleged violator rather than to protect the integrity of the discipline and the public.

Policies and Procedures
Committee on Professional Ethics
American Sociological Association

(Approved by the ASA Membership in June 1997)

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INTRODUCTION

These Policies and Procedures describe the responsibilities of the Committee on Professional Ethics (COPE) of the American Sociological Association (ASA), the general operating rules of COPE, and the policies and procedures related to the submission and resolution of complaints of violations of the ASA Code of Ethics.

PART I. RESPONSIBILITIES AND AUTHORITY OF COPE

1. Responsibilities

COPE has been established by the Council of the ASA in order to promote ethical conduct by sociologists at the highest professional level through development and sponsorship of educational activities for ASA members and other sociologists, investigation of complaints concerning the ethical conduct of members of the ASA, and imposition of sanctions when a violation of the Code has occurred.

2. Authority of COPE

COPE is authorized to:

(a) Publicize the Code of Ethics to the members of the ASA and other interested persons.

(b) Educate the members of the ASA and other interested persons concerning the ethical obligations of sociologists under the Code of Ethics through articles, seminars, lectures, casebooks, or other materials.

(c) Recommend to the ASA Council changes in the Code of Ethics and these Policies and Procedures.

(d) Provide to individual members of the ASA on an informal and confidential basis advice regarding their ethical obligations under the Code of Ethics.

(e) Seek to resolve allegations of unethical conduct of members of the ASA informally through mediation or other means.

(f) Investigate allegations of unethical conduct of members of the ASA, determine violations of the Code of Ethics, and, where appropriate, impose sanctions.

(g) Adopt such rules and procedures governing the conduct of all matters within its jurisdiction as are consistent with the Constitution and By-Laws of the Association, the Code of Ethics, and these Policies and Procedures.

3. Responsibilities of the Executive Office

(a) Works with COPE in the administration of 2(a)-(g).

(b) Reports to COPE on an annual basis the number and types of complaints received, the number recommended for informal resolution, and any other pertinent information regarding the involvement of the Executive Office in ethics inquiries.
PART II. OPERATING RULES OF COPE

1. Membership

The members of COPE shall be appointed in accordance with the By-Laws of the Association. After the end of his/her term of office, a member of COPE may continue to participate in the investigation of a matter to which he/she was previously assigned, and such member may participate in reaching the findings and recommendation of the Investigation Panel with respect to that matter.

2. Officers

The Chair and Co-Chair of COPE shall be appointed at the Council meeting held during the Annual Meeting of the Association and shall serve a term of one (1) year beginning on January 1 of the next calendar year. Prior to the Annual Meeting, COPE shall deliver to the Council its recommendations for the Chair and Co-Chair for the succeeding year. The Chair shall have primary responsibility for carrying out the mandate of COPE. The Co-Chair shall have the authority to perform all of the duties of the Chair when the latter is unavailable or unable to perform them and shall perform other tasks as delegated by the Chair.

3. Meetings

A regular meeting of COPE shall be held annually in connection with the Annual Meeting of the Association. Additional meetings may be held, upon the call of the Chair, from time to time in person or by telephone conference call.

4. Quorum and Voting

A quorum for the transaction of business at any meeting of COPE shall consist of a majority of the members then in office. All decisions shall be by majority vote of the members present at a meeting.

5. Voting by Mail

Any action of COPE which could be taken at a meeting may be taken upon the affirmative vote, in writing or by electronic communication, of a majority of members then in office.

6. Conflicts of Interest

No member of COPE shall participate in the deliberations or decision of any matter with respect to which the member has a conflict of interest as outlined in the Code of Ethics.
PART III. ENFORCEMENT OF THE CODE OF ETHICS

1. Jurisdiction
   (a) COPE shall have jurisdiction to receive and determine any timely complaint of the violation of the ASA Code of Ethics by a current member of the ASA in any category of membership whatsoever. In the event that a complainee resigns from the ASA subsequent to the filing of a complaint against him or her, COPE shall have discretion to resolve the complaint as if the complainee were still a member.
   (b) In the event that a complaint alleges conduct which is, or may be, the subject of other legal or institutional proceedings, COPE may, in its discretion, defer further proceedings with respect to the complaint until the conclusion of the other legal or institutional proceedings.

2. Filing of Complaint
   (a) Any member or non-member of the ASA who perceives that an ASA member has violated an ethical standard may file a complaint with COPE.
   (b) A complaint may be initiated by COPE on its own behalf.
   (c) Initial telephone contact with the Executive Officer or his/her designee is encouraged to clarify whether concerns about a possible ethical violation are covered by the Code. If it appears that a potential complaint may be covered by the Code, a copy of the Code and a complaint form shall be sent to the potential complainant. Informal dispute resolution and use of other venues of investigation will be encouraged.
   (d) A complaint may not be accepted or initiated if it is received more than 18 months after the alleged conduct either occurred or was discovered. A complaint received after the 18-month time limit set forth in this paragraph shall not be accepted unless the Chair of COPE determines that there is good cause for the complaint not to have been filed within the 18-month time limit. No complaint will be considered if it is received more than five years after the alleged conduct occurred or was discovered.
   (e) A complaint shall include the name and address of the complainant; the name and address of the complainee; the provisions of the Code of Ethics alleged to have been violated; a statement that other legal or institutional proceedings involving the alleged conduct have not been initiated or, if initiated, the status of such proceedings; a full statement of conduct alleged to have violated the Code of Ethics, including the sources of all information on which the allegations are based; copies of any documents supporting the allegations; and, if necessary, a request that the 18-month time limit be waived. Anonymous complaints shall not be accepted. If material in the public domain is provided anonymously, COPE may choose to use such material in support of its own complaint.

3. Preliminary Screening of Complaint
   (a) The Executive Officer or his/her designee shall screen each complaint to determine whether the complainee is a member of the ASA and whether the alleged conduct is covered by the Code. If the complaint does not include the information required by 2(e), the Executive Officer or his/her
designee shall so inform the complainant, who will be given the opportunity to provide additional information. If no response is received from the complainant within thirty (30) days, the matter will be closed and the complainant so notified.

(b) If the complaint is complete as set forth in 2(e), the Executive Officer or his/her designee shall notify the Chair of COPE and provide relevant materials regarding the complaint. The Chair of COPE and the Executive Officer or his/her designee shall evaluate whether there is cause for action by COPE. Cause for action shall exist when the complainee’s alleged actions and/or omissions, if proved, would in the judgment of the Chair of COPE and the Executive Officer or his/her designee constitute a breach of ethics. For purposes of determining whether cause for action exists, incredible, speculative, and/or internally inconsistent allegations may be disregarded. If cause for action exists, a formal case is initiated, as set forth in 4(a). If cause for action does not exist, the complaint will be dismissed at this stage and the complainant so notified.

4. Notice of Complaint and Informal Resolution
   (a) If cause for action is found, the Executive Officer or his/her designee shall provide a copy of the complaint and all supporting materials, and a copy of the Code of Ethics and these Policies and Procedures, to the complainee and encourage a settlement through informal means. If a method of informal dispute settlement is not otherwise available to the complainant and complainee, a mediator who is not a member of COPE may be recommended by the Executive Officer or his/her designee. Mediation services will in most cases be by written correspondence or telephone. If informal dispute resolution is declined, the members of COPE shall not be informed which party declined.

(b) Any person appointed to serve as a mediator shall agree to maintain the confidentiality of the proceedings as set forth in the Code of Ethics and these Policies and Procedures. The mediator shall report to the Executive Officer or his/her designee only whether or not a matter has been resolved to the satisfaction of the parties.

5. Response to Complaint
   If either or both the complainant and complainee decline informal dispute settlement or if informal dispute settlement fails to resolve the complaint, the Executive Officer or his/her designee shall notify the complainant that the case will go forward in accordance with these Policies and Procedures. Complaint shall have thirty (30) days after receipt of this notice to respond in writing to the complaint. An extension may be granted by the Executive Officer if good cause is shown, but the extension shall not exceed ninety (90) days.

6. Initial Determination of the Chair
   The complaint and response shall be submitted to the Chair of COPE for an initial determination whether there is sufficient evidence to proceed with the case. The Chair may, in his/her discretion, request additional information from the complainant and/or any other appropriate source before making the initial
determination, provided, however, that the Chair shall not rely on such additional information unless it has been shared with the complainee and the complainee has been afforded an opportunity to respond. If the Chair shall decide that there is insufficient evidence to proceed, the matter shall be closed and the complainant and complainee notified in writing.

7. Investigation and Recommendation

If the Chair determines that there is sufficient evidence to proceed with the complaint, he/she shall appoint an Investigation Panel composed of the Chair or Co-Chair and two members of COPE to investigate the complaint. The Panel may communicate with the complainant, complainee, witnesses, or other sources of information necessary to carry out its functions. The Panel shall conduct as much of its business as is practical through written correspondence or verbal communication. Although complainants and complainees have the right to consult with attorneys concerning all phases of the ethics process, the complainant must file and the complainee must respond to charges of unethical conduct personally and not through legal counsel or another third party, unless the complainant or complainee provides good cause as to why he or she cannot respond personally. The Panel shall submit a written report of its findings and any recommendation for sanction to the full Committee within ninety (90) days, unless a longer period is necessary in the opinion of the Chair or Co-Chair. A copy of the Panel's findings and recommendation shall be provided to the complainant and complainee, who may submit a response in writing within a time frame of not more than thirty (30) days.

8. Determination of Violation

COPE shall determine whether a violation of the Code of Ethics has occurred on the basis of the complaint, the response, any other information provided to the Investigation Panel, the recommendation and findings of the Panel, and the responses of the parties thereto, provided, however, that COPE may hear the testimony of witnesses where in its view it is essential to the fairness of the proceeding. COPE may return any matter to the Investigation Panel for further investigation. Upon completion of its review, COPE shall issue a determination of whether one or more violations of the Code of Ethics have occurred, including a summary of the factual basis for this determination, and of the appropriate sanction.

9. Sanctions

In any case in which it has determined that a violation of the Code of Ethics has occurred, COPE may impose no sanction or one or more of the following, as appropriate:

(a) **Private Reprimand.** In cases where there has been an ethics violation but the violation did not cause serious personal and/or professional harm, an educative letter concerning the violation, including any stipulated conditions of redress, may be sent to the complainee. Failure to comply with stipulated conditions of redress in a reprimand may result in the imposition of a more severe sanction.
(b) **Public Reprimand.** Where COPE determines that the seriousness of the violation warrants more than a private reprimand, it may direct that a copy of the letter of reprimand be made public in an appropriate manner.

(c) **Denial of Privileges.** In appropriate cases, COPE may determine that a complainant shall be denied one or more of the privileges of ASA membership and/or the opportunity to participate in ASA-sponsored activities including but not limited to appointment to the editorial boards of any ASA publications, election or appointment to any ASA offices and committees, receipt of any ASA awards, publishing in or serving as an editor of one or more ASA-sponsored journals, presenting a paper or otherwise participating at one or more meetings sponsored by the ASA, or receiving research or scholarship assistance from any program sponsored by the ASA.

(d) **Termination of Membership.** In cases where there has been an ethics violation and the violation caused serious personal and/or professional harm, the ASA membership of the complainee may be terminated for a period to be determined by COPE. Eligibility to renew membership at the expiration of this period may be automatic or may be conditioned on a future determination by COPE that eligibility is appropriate.

10. **Notice of Determination**

The Chair of COPE shall notify the complainant and complainee of the decision of COPE. If a sanction is imposed under 9(c) or 9(d), COPE shall instruct the Executive Officer to take the appropriate actions called for under COPE's determination, except that such notice shall be postponed if an appeal is filed as set forth in paragraph 11.

11. **Appeal of Termination**

A complainee who is found by COPE to have violated the Code of Ethics and who receives a sanction under 9(b) through 9(d) may appeal this determination by filing a Notice of Appeal and Statement of Reasons no later than thirty (30) days after receipt of the Notice of Determination. If an appeal is filed, the President of the ASA shall appoint a three-member Appeal Panel of past members of COPE to review all information considered by COPE and, within ninety (90) days, make a decision to uphold or reverse the determination. The Appeal Panel may set aside COPE's determination that a violation has occurred or it may determine that the sanction imposed by COPE is not appropriate and impose a less severe sanction. The decision of the Appeal Panel shall constitute the final decision of the ASA with respect to all matters subject to this paragraph.

12. **Confidentiality**

(a) The filing of a complaint against an ASA member and all proceedings held under this Part III shall be kept confidential by COPE, the Investigation Panel, the Appeal Panel, and the President of the ASA prior to a final determination of the matter, except that information regarding complaints may be shared with the Executive Officer, any staff designated by the Executive Officer to assist COPE, and ASA legal counsel. Determinations of
violations of the Code of Ethics by COPE or by an Appeal Panel shall be
kept confidential, except in the case of termination of membership, or unless
disclosure of the determination to the public is imposed as part of another
sanction. The name of each individual whose membership is terminated and a
brief statement of the reason for termination shall be reported annually to the
ASA Council and in the official newsletter of the ASA.

(b) The Committee may disclose such information when compelled by a valid
subpoena or by a final court order.

(c) Notwithstanding the foregoing, COPE may publish reports of its
determinations in order to educate the membership about the requirements
of the Code of Ethics but will not make the identity of the parties public
unless otherwise provided for in Part III, section 12(b).

(d) Initiation of legal action against the ASA or its officers or employees shall
constitute a waiver of confidentiality by the person initiating such action.

(e) Records relating to the investigation of complaints of violations of the
Code, whether or not COPE determined that a violation occurred, shall be
maintained in a secure place indefinitely. These records should always
remain confidential, unless otherwise provided for in 12(b) and 12(d).
Permission to use these materials for research and educational purposes
may be granted by the Executive Officer within the first fifty (50) years of
the closing of the complaint, as long as the materials do not identify the
individuals involved. After fifty (50) years, these materials are available for
research or educational purposes without special approval as long as the
commitment to confidentiality is honored and the materials do not identify
the individuals involved.

Note: These Policies and Procedures replace Section V of the 1989 edition of the
American Sociological Association’s Code of Ethics.