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.

ASA Membership: gold line
Section Memberships: white line

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
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
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
www.asanet.org — sections@asanet.org — www.facebook.com/ASASections
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.

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

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

<table>
<thead>
<tr>
<th># Members</th>
<th># Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;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>

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
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.
Questions?

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

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

Funds cannot be used for the following:

• Memberships*
• Registration Fees

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

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

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