



*American Political Science Association's*

# Organized Section Handbook

*A resource for Organized Section officers containing APSA policies and procedures regarding  
the efficient operation of their Sections*

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## I. HISTORY AND PURPOSE OF ORGANIZED SECTIONS

### A. BACKGROUND

At its September 1981 meeting the Council approved, in principle the establishment of Sections of organized subfields within the Association. Called Organized Sections, these groups became a formal component of the American Political Science Association in 1983 when the Sections on Federalism and Intergovernmental Relations, Law and Courts, Legislative Studies, Public Policy, Political Organizations and Parties, and Public Administration were formed. Presently, the APSA has 34 Organized Sections ranging in topics from legislative studies to politics and literature, and human rights. Almost half of all APSA members belong to at least one Organized Section and many belong to two or more.

### B. ROLE WITHIN THE ASSOCIATION

Organized Sections are a benefit both to individual members of the APSA and to the Association itself. Sections were formed to help advance the goals of the Association, particularly its objective to encourage the study of Political Science. They provide an opportunity for groups of APSA members who share a common interest in a particular subfield of the discipline to organize meetings and coordinate communications under Association auspices. Secondly, Sections provide our membership with outlets for research and opportunities for scholarship. In addition, they receive logistical support from the national office in collecting dues and maintaining membership lists.

As components of the Association, Sections are accountable to its Constitution and are regulated by the Organized Section Committee. Organized Sections have become a vital part of the Association by sponsoring panels at the Annual Meeting, producing journals and informative newsletters, and recognizing the scholarly achievements of their members.

### C. INVOLVEMENT IN ANNUAL MEETING

Beginning with the 1985 Annual Meeting, Organized Sections have played an integral part in the planning for the Official Program, a responsibility shared with the Program Committee. Sections sponsor panels and Short Courses. Short Courses are half- or full-day sessions devoted to a diverse set of opportunities for learning and professional development for their participants.

### D. APSA COMMITTEE ON ORGANIZED SECTIONS

A Committee on Organized Sections, under which all Sections operate, was established in 1994 to help Sections carry out their work and to oversee the balance between the Sections and APSA as a whole. This group is charged with the responsibility to:

- Consider applications for new Section
- Monitor Section activities
- Advise the staff of the National Office on administrative arrangements for Sections; and
- Conduct Section reviews

The Committee meets as needed to review policies and practices involving Sections, to make recommendations to the Council, and to help set the agenda for the annual Section breakfast at the Annual Meeting. A current list of committee members can be found on the web at:

<http://www.apsanet.org/about/governance/committee3.cfm>

## II. APSA POLICES REGARDING ORGANIZED SECTIONS

### A. GUIDELINES FOR APSA ORGANIZED SECTIONS

The following guidelines were created to assist officers in the administration of their Section.

- 1) All Organized Sections operate under the direction of the Committee on Organized Sections.
- 2) All members of the Section must be members of the American Political Science Association.
- 3) Sections are required to adopt procedures that provide for an elected president or chair, an elected representative council or executive committee, and an elected or appointed financial officer who is responsible for submitting an annual report to the Association's Executive Director.
- 4) Sections must maintain the required membership of 250 members in order to remain active. See Chapters IV and VI relating to Section continuation for a more detailed description of the implementation of this policy.
- 5) APSA is responsible for the collection of dues, maintenance of Section membership rosters and production of labels for Section mailings. The Association will also allow Sections representation on the Annual Meeting Program Committee, and to sponsor panels at the Annual Meeting. APSA will publish any Section news in *PS: Political Science & Politics* (at the discretion of the Executive Director), as well as seek to assist Sections with other activities, such as conferences and publications, or a consultation on possible sources of external funding.

- 6) APSA will retain \$3.00 of the Section membership dues to cover the cost of the specific services listed in item five.
- 7) Sections are encouraged to set dues at a minimum of \$8.00 and retain the balance to finance newsletters, awards, and other activities.
- 8) Annual Meeting Panels sponsored by Sections will be part of the official meeting Program.

### B. INDEPENDENT ACTIONS BY ORGANIZED SECTIONS USING THE APSA NAME

Organized Sections are components of APSA as a whole, and thus are bound by its Constitution and legal status. The APSA Constitution, for instance, bars the Association (and consequently its Organized Sections) from supporting political parties or candidates, committing its members on questions of public policy, and taking "positions not immediately concerned with its direct purpose [to encourage the study of Political Science . . .]."<sup>1</sup> APSA's tax status prohibits all but very minor levels of lobbying.

At its August 27, 1997 meeting, the Council approved the following guidelines regarding independent statements or actions by Sections<sup>2</sup>:

<sup>1</sup> APSA Constitution Art. 2, Sec.2  
[www.apsanet.org/about/governance/constitution.cf](http://www.apsanet.org/about/governance/constitution.cf)

<sup>2</sup> At its spring 1995 meeting, the APSA Council asked the Organized Sections Committee to recommend guidelines for situations in which Organized Sections within APSA would like to make public statements as Sections.

The Council's request followed a request by the Presidency Research Group to publish statements about the suitability of individual candidates for the position of Archivist of the United States. After discussion with the Council, which elected not to undertake review of candidates in APSA's name, the PRG agreed not to use the APSA name in its public activities. Calling themselves simply the

- Any time scholars in an Organized Section wish to express a public position, they may constitute themselves as an independent group of scholars and speak out as they wish. The infrastructure of the Organized Section may be a useful tool for conducting discussion or debate about such issues, or announcing the formation of an independent group.
- If the Organized Section would like to speak out in its own name as an Organized Section of APSA, its position must be consistent with the APSA Constitution and legal status, and the Section should include a disclaimer in its statements that its views do not necessarily represent those of the APSA.
- If an Organized Section wishes APSA as a whole to make a public statement, the position needs to be approved and expressed by the APSA Officers or Council, through whatever procedures they endorse.

The Council also endorsed the recommendation of the Administrative Committee that if a Section plans to take a position, it must have in place written procedures to determine that the position reflects the views of its members.

An important role of Organized Sections is to encourage functional communication among scholars on issues affecting scholarship in their fields. It is thus important to encourage the use of the Organized Section infrastructure – newsletters, email lists, Section meetings, etc. – to discuss public issues and exchange news and opinions.

### C. RESTRICTIONS ON THE USE OF THE APSA NAME

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Presidency Research Group, they then interviewed the leading candidate for the position, published a statement, and testified before Congress about his qualifications.

The Organized Sections Committee found that the precedent set by the PRG and the Council regarding the Archivist of the United States was a positive one that worked well for all parties. The Committee felt this precedent should set the basis for handling such issues in the future.

Officers of Organized Sections should also understand and follow the restrictions on the use of the APSA name or office outlined in the APSA Guide to Professional Ethics in Political Science, 2nd edition (1991). The following material is taken from the Guide's Principles of Professional Conduct, Section D, "Restrictions on the Use of the APSA Name or Office."

- When officers, members, or employees of the Association speak out on an issue of public policy, endorse a political candidate, or otherwise participate in political affairs, they should make it as clear as possible that they are not speaking on behalf of the Association unless they are so authorized by the Association, and they should not encourage any inference that they act for the Association unless so authorized by the Association. The use of the title of the office held in the APSA in political advertisements, even if labeled "for identification purposes only," may well be seen by others as an endorsement of a political position by the Association and should be avoided.
- Officers and employees of the Association are free to engage in activities outside their obligations to the Association provided that such activities are consistent with their duties and responsibilities to the Association. When doubts arise about the activities of subordinate staff members, they should be resolved by the Executive Director in consultation with the Administrative Committee of the Association. Similarly, when doubts arise about the activities of the Executive Director, they should be resolved by the Administrative Committee.

- Officers or employees of the Association should not knowingly participate in transactions involving the Association, if they have a substantial economic interest in them. Under such circumstances, they should disqualify themselves from participating in transactions involving the Association.

### III. SECTION ADMINISTRATION

#### A. NOMINATING NEW OFFICERS

As a practical matter, guidelines call for elected leadership. Recruitment and preparation of new leaders and continuity of operations is also an important matter. Some Sections have found it helpful to have multi-year terms for their officers. Others employ a system of past president, president, and president-elect to add continuity and allow more time to identify future nominees.

#### B. PLANNING ELECTIONS

Procedures for holding elections are set forth by individual Section by-laws.

#### C. MANAGING LEADERSHIP TRANSITIONS

APSA encourages Sections to set up guidelines in order to facilitate the smooth transition of its leadership. It is helpful if the outgoing officer gathers all information pertinent to the administration of that office such as by-laws, financial statements, historical Section information etc. This information can be handed off to the incoming officer each year at the Section Business Meeting or at the Organized Section Officer Breakfast. Contact the National Office for further recommendations at [sections@apsanet.org](mailto:sections@apsanet.org).

#### D. MAINTAINING COMMUNICATIONS AMONG OFFICERS AND MEMBERSHIP

Email has made maintaining communication among officers much easier; Listservs can also be used to facilitate communication among members. Any

Section desiring to start a listserv among the officers can contact APSA at [sections@apsanet.org](mailto:sections@apsanet.org); those Section officers wishing to start a listserv for Section membership should be asking their campus IT department if they can provide the service, and if not, it is possible to use a free, web-based service such as Yahoo! Groups.

#### E. PRESERVING RECORDS

A newsletter may serve adequately as the journal of record of Section meetings and activities, if minutes and other actions are routinely reported there. APSA headquarters will maintain complete records of Section newsletters and organizing documents, such as by-laws. Organized Sections should develop their own policies for archiving other Section records, and should notify APSA of the Archive's location.

#### F. KEEPING BY-LAWS CURRENT

Organized Sections are required to have by-laws, and provide the Association with updated versions if applicable. APSA collects current by-laws from Sections and will circulate its collection to Sections upon request. To receive copies of the sample by-laws or the by-laws of a specific Section, please contact the Organized Section Liaison at [sections@apsanet.org](mailto:sections@apsanet.org)

#### G. REPORTING NEW OFFICERS, DUES, AWARDS COMMITTEES, AND AWARD RECIPIENTS

APSA maintains a roster of all Section officers which is posted on the APSA web site and published annually in PS following the Annual Meeting. Be certain to keep this data current throughout the year. Changes in dues, changes in Section names, and names and institutional affiliations of new officers should be submitted in writing to Organized Section

Liaison no later than the end of the first week of October. You can turn in notification of any updates or changes at the Annual Meeting Organized Section Breakfast, at the APSA convention office at the Annual Meeting, or by email or U.S. Mail to [sections@apsanet.org](mailto:sections@apsanet.org) or APSA, Attn: Organized Section Liaison, 1527 New Hampshire Ave. NW, Washington, DC 20036-1206.

**IMPORTANT:** Membership forms and Organized Section information are only printed twice a year. If Sections miss the deadline, APSA cannot list accurate information on the Section and will not be able to list new names or dues structures on the APSA membership forms or in PS. Changes in dues can be made in real time, at any time during the year, on the APSA web site, which is how the majority of members renew Section memberships.

***Due by the end of the first week in October:***

- Changes in dues
- Section name changes
- Revised by-laws
- Changes in web addresses
- Names and full contact information on new Section officers and council members
- Details on awards to be given in the next year, including deadlines, submission information, eligibility, and award committee members.

**H. POLICY REGARDING THE SCHEDULE OF REPRINTING APSA MEMBERSHIP FORMS**

A new policy regarding the schedule of reprinting APSA membership renewal forms has been approved by the Committee on Organized Sections. The policy reads: "changes in membership renewal forms, including changes in Section dues, will go into effect for the December renewal cycle each year". Such a policy is being established in response to the requests from Organized Sections to distribute Section journals via Section membership. This new policy ensures that any dues changes or decisions to incorporate journals into the dues made by Organized Sections (usually at the Annual Meeting and submitted to the APSA national office in late September) will be incorporated fairly quickly.

**I. MEMBER SERVICES**

The National Office is available to assist individual Sections in their endeavors to recruit new or returning members, by providing up-to-date information on its membership and their interests. Ideas for enhancing services for members include: welcoming new members, contacting lapsed members, offering a newsletter and/or an electronic listserv. Getting feedback from members and suggestions for how to involve new members in Section activities are valuable and welcome from Section officers.

**J. MEMBERSHIP DUES**

Dues are the primary source of revenue for Organized Sections. Membership for Sections runs concurrently with APSA membership; a member's Section affiliation from the previous year will be indicated on their membership renewal invoice, and he/she is then given the opportunity to renew their Section membership along with their Association membership.

Collected dues are deposited directly into Section checking accounts quarterly. A copy of the deposit ticket will be sent to treasurer quarterly. A \$2.00 surcharge is added to all international Section memberships for foreign postage. This reduces the income drain from mailing newsletters overseas.

**K. MEMBERSHIP LISTS**

The Association will supply chairs or other Section administrators with a quarterly membership roster in excel format on a quarterly basis, but more often, Chairs and Newsletter Editors request the roster directly as needed, generally just prior to sending out Section correspondence. If you need a membership roster at any other time, please feel free to contact the Organized Sections Liaison at

[sections@apsanet.org](mailto:sections@apsanet.org). APSA will not, however, send you mailing labels unless you request them. They will be sent via U.S. Mail, so keep this in mind and make sure you order them in a timely fashion. These services are included in the monies retained by the APSA from Section dues. If you are not an officer of an Organized Section you must request labels, for a fee, from DeAnna Hatcher, Infocus, 341 Victory Drive Herndon, VA 20170, Tel: (800) 708-5478 x.2740, Fax: (703) 834-0110, Email: [dhatcher@infocusnet.com](mailto:dhatcher@infocusnet.com). Officers can submit requests to the Organized Sections Liaison at the email address above.

## IV. SECTION COMMUNICATION

### A. NEWSLETTER CONTENT

Potential content for newsletters includes: Scholarship information, book reviews, member news, bibliographies, lists of recent papers and publications, letters, updates on public policy or current events.

For examples of what some Sections have done recently with their newsletters see:

- Law and Courts Newsletter at <http://www.law.nyu.edu/lawcourts/pubs/newsletter/index.html>
- Legislative Studies Newsletter at <http://www.apsanet.org/~lss/Newsletter/Newsletter.htm>
- Public Administration Newsletter at <http://www.h-net.org/~pubadmin/#sectnews>

### B. WEB PUBLISHING

The web as a medium for distribution of information is ideally suited for Section newsletters. Sections are encouraged to post information from their newsletters, or the entire newsletter, on the Section web site or to replace the printed newsletters with web-published ones. The rules for printed newsletters, e.g., no advertisements in the newsletter, apply to web-published newsletters as well.

### C. COPYRIGHT AND PERMISSIONS

Section newsletters should feature an APSA copyright, i.e.: © Copyright 2004 by The American Political Science Association. A permissions policy for the newsletters of Organized Sections, which allows faculty to copy features and stories from the newsletter for class use without paying any fee, was approved by the Council on April 12, 1997. These policies apply to web-published newsletters as well.

### D. BACK ISSUES OF SECTION NEWSLETTERS

Sections are encouraged to publish the contents of their newsletters online, in order to allow broader access to the information, perhaps after a 6-month delay from the release date in order to insure timely access for paying members first, and the general public at a later date.

Sections have full discretion over setting the price for and selling printed back issues of their newsletters, and over the revenue generated by the sales.

### E. SETTING UP AN ELECTRONIC PUBLICATION

A number of Sections have now made their newsletters available online. Sections interested in pursuing this online option need to discuss management of the site, controlling access, and maintaining quality control of uploaded materials. Here are some samples:

- Law and Courts Newsletter at <http://www.law.nyu.edu/lawcourts/pubs/newsletter/index.html>
- Legislative Studies Newsletter at <http://www.apsanet.org/~lss/Newsletter/Newsletter.htm>
- Public Administration Newsletter at <http://www.h-net.org/~pubadmin/#sectnews>



## F. WEB SITES

Sections have the option of setting up a web site free of charge on the APSA web server. The sites have URLs such as "[www.apsanet.org/~theory/](http://www.apsanet.org/~theory/)" for the Foundations of Political Theory site. Sections interested in pursuing this option should contact the APSA Webmaster at [web@apsanet.org](mailto:web@apsanet.org).

## G. SETTING UP A DISCUSSION LIST

Please contact the APSA Webmaster for details at [web@apsanet.org](mailto:web@apsanet.org).

## H. APSA ENEWSLETTER AND DISCUSSION LISTS

APSA has established an eNewsletter to promote communication among Section Officers and the APSA National Office. This eNewsletter is sent out monthly and appraises Officers of relevant APSA Programs and deadlines.

A number of email discussion lists have been created that may be of interest to Sections. In particular, the Political Science Research and Teaching list (PSRT-L) is sponsored by the Information Technology and Politics Organized Section (CMS) and H-Teachpol is sponsored by the Section on Undergraduate Education.

To join PSRT-L, type into the body of a blank email:

SUBSCRIBE PSRT-L Your Name to  
[LISTSERV@h-net.msu.edu](mailto:LISTSERV@h-net.msu.edu).

To join H-Teachpol, type into the body of a blank email:

SUBSCRIBE H-Teachpol Your Name to  
[LISTSERV@h-net.msu.edu](mailto:LISTSERV@h-net.msu.edu).

## V. SECTION/JOURNAL AFFILIATIONS

### A. ESTABLISHING A NEW JOURNAL

There has been an increasing interest from Sections to establish new journals with non-APSA-related publishing houses. The Organized Sections Committee has responded to such interests by developing a set of guidelines for the creation and administration of journal publication and association. Designed to encourage discussion among the Section, the Council, and APSA staff, these guidelines should be followed before commitments to journal publication are made.

When an Organized Section plans to publish or sponsor a new journal, it should bring a proposal to the APSA Council via the Organized Section Committee. The proposal must address key issues including, but not limited to:

- Editorial succession
- Financial feasibility
- Peer review or other comparable procedures for quality control
- Show that the journal project is consistent with the APSA Constitution and the practices of the Association.

Any questions that might arise with the Council on such issues would need to be worked out cooperatively with APSA before a contract is signed. Please see the "Guidelines for Affiliations" below for more insight into the questions the Committee would like to see answered.

Since the Association, as a whole, will face legal liability in journal arrangements with outside entities, the Committee acknowledges it is also appropriate that APSA be a signatory to any contractual arrangements for such journals. Said contracts must include:

Language conveying the idea that the Section is not an agent of the APSA and does not possess authority to act as APSA's agent

The following clause: In the event of any claim arising from or relating to the Section's entering into this contract, any recovery shall be limited to the Section's assets and shall exclude the separate assets of APSA.

Language stating that the selection of facts and statements of the opinion expressed in materials appearing in the Section's journal represent the views of the author and have not been adopted or approved by the APSA or its membership. This language should be prominently displayed in each issue of the journal.

## **B. GUIDELINES FOR AFFILIATIONS BETWEEN JOURNALS AND ORGANIZED SECTIONS**

The Committee on Organized Sections has created a set of general guidelines that must be followed when considering a proposal by an Organized Section to establish formal linkages with a journal. The Committee agrees that the following criteria will be met when approving a journal linkage:

1. The committee will only approve the linkage if the journal is a peer-reviewed academic journal. The committee requires that the section provide the committee with a clear academic rationale for the proposed linkage with the section prior to the committee approving the proposed linkage (including information on the academic standing of the journal in the section's field and on the benefits that the linkage will have for section members).
2. If the journal is created by the organized section, the committee requires the section to adopt a clearly specified policy that ensures rotation on the editorial board of the journal. The committee also requires the section to specify clear procedures for editorial selection. If the journal is an

independent journal that already exists the committee strongly recommends that the journal have or adopt a policy of editorial rotation. In the case of independent journals, the committee also strongly recommends that section members are represented on the journal's editorial board.

3. If the organized section's linkage will result in a significant increase in section membership dues, the committee strongly recommends that the section assess the impact that increased dues will have on:
  - a. student membership numbers,
  - b. international membership numbers,
  - c. general section membership numbers (particularly for smaller sections that may be close to minimum number of members required for the continuation of the section).

The committee requires that the section provide the committee with a statement outlining any steps the section will take to address the potential impact on membership numbers before the committee approves the proposed linkage with the journal.

The committee suggests that the section may want to consider using the journal linkage to enhance scholarship in the field in additional ways (for instance, by linking the journal to section awards and asking the journal to pay a cash award for the best paper, article or dissertation or by publishing peer-reviewed special issues of APSA papers).

## **C. APSA ADMINISTRATION OF JOURNAL AFFILIATIONS**

APSA will furnish the membership roster in a Microsoft Excel format that is compatible with the Journal publisher's specifications. Once these specifications have been outlined and agreed upon, any future changes to the roster format will come at the expense of the Section. The APSA staff will provide the roster to a Section officer only. It is the responsibility of that officer to send it to the Journal, along with any cover sheet or other reporting tool requested by the Journal. In other words, the officer should request the roster from the APSA Organized Sections Liaison, who sends it to him/her so s/he can fill out the label report that is required by the publisher, and then forward both the roster and report to the publisher directly.

## **VI. SECTION FORMATION**

### **A. FORMING A NEW SECTION**

To propose a new Organized Section, the organizers must submit an application to the National Office by January 31. This deadline allows time for Council review and possible approval in the spring, as well as the potential for the new Section to organize meetings at the Annual Meeting in August. The application consists of a petition which includes the proposed Section's name, purpose, and procedures for governance, signed by 200 current APSA members. The petition must specifically explain how their proposed Section will differ from the existing Sections, as well as convey how it will increase the intellectual community within the Association, and not lead to greater fragmentation of the discipline. The application should include a mission statement to facilitate the process of consideration.

Once the application is complete, the National Office will forward the material to the Organized Section Committee, whose members will consider the petition. The Organized Section Committee reserves the right to circulate the petition and mission statement among existing Sections, the

Council, and other APSA governing bodies for commentary.

The application will be placed on the agenda of the spring meeting of the APSA Council, along with the recommendation of the Organized Sections Committee. Any new Organized Section that is approved will be allocated space for organizational meetings during the Annual Meeting of the same year, and allocated panels for the following year (for example, applications approved in the spring of 2005 would be allocated a business meeting slot at the 2005 Annual Meeting, and panels at the 2006 Annual Meeting.)

### **GUIDELINES IN BRIEF:**

- APSA member(s) write a petition including the proposed Section name, statement of purpose, procedures for governance, and how their proposed Section differs from existing Sections, as well as how the Section will increase the intellectual community within APSA and not lead to greater fragmentation of the discipline.
- Applications must be received by January 31.
- Petition is circulated to APSA members for signatures. They can be circulated by traditional methods or email, and must include the name, address, and APSA member number for each signatory.
- Petitions should have a minimum of 200 people.
- The Committee on Organized Sections reviews the petition and mission statement. The Committee may circulate the petition to existing Sections and APSA governance bodies for comment.
- The Committee on Organized Sections makes a recommendation to the Council.

- At their spring meeting, the Council votes to approve or reject the petition.
- If approved (e.g. in 2005), the new Section will be allocated panels for the following year's Annual Meeting (e.g. in 2006).

## VII. SECTION CONTINUATION

In April of 1993, the Council adopted a minimum size threshold for Organized Sections of 250 members (with a minimum of 200 to organize). These thresholds were created in part to help assure that the divisions of the Annual Meeting organized by Sections represent areas with substantial interest in the discipline.

## VIII. SECTION TERMINATION

The Organized Sections Committee monitors Section size. If membership in a Section falls below 250 members for four consecutive quarters, the Committee will notify the Section that they will not be included as part of the next official Program Committee of the Annual Meeting which is then forming. (e.g. if notified in the summer of 2003, a Section would be excluded from the 2004 Program Committee.) The Section will then have one year to reach the 250 member level, and will be listed on the APSA Membership Renewal form with an asterisk indicating that this is the situation. If the Section does not reach 250 members in any given year, it will then be required to disband, and will face several options: merging with another Section, becoming a related group, or ceasing to function. If a Section merges with another, its remaining Treasury will go to that Section. If a Section disbands without merging, the expenditure of any remaining funds must be approved by the Organized Section Committee and the APSA Treasurer. If a Section which disbands wishes to return as an Organized Section, it may re-petition as a new Section. If reinstated, it would keep its original number and order in the Section listing.

## IX. SECTION FINANCES

Organized Section treasurers are responsible for managing Section funds, including basic balancing and upkeep, as well as avoiding overdrafts, resolving problems with the bank, etc. The Executive Director holds signature authority on all Section checking accounts, but will not exercise it in any way inconsistent with the existing relationships with Sections.

### A. MAINTAINING CHECKING ACCOUNTS

APSA's auditors require that each Section hold a checking account with Bank of America in Washington, D.C., under the Association's tax identification number. At the start of their term, Section treasurers will be sent signature cards (which are to be returned to APSA) to set up their access to Section bank accounts. Checkbooks containing checks printed with the Section name will be provided to the treasurer so that checks do not need to be reprinted each time the checkbook changes hands. There is an initial charge for ordering checks, which will be charged to the Section account. APSA staff will handle all necessary paperwork associated with the checking accounts and will forward bank statements to treasurers on a quarterly basis. Section treasurers are responsible for keeping their account balanced.

Sections are expected to use the checking account to handle all of their funds, including any they might raise in addition to dues. Sections with surplus funds may choose to transfer funds from the checking account into CD's or other interest-bearing accounts. However, Section treasurers will be responsible for opening and maintaining any accounts in addition to the Bank of America checking account. APSA staff can only administer the one main checking account per Section. For accounting purposes, we require that funds

pass through the checking accounts as they are received, expended, or invested.

## **B. REBATE OF MAILING LIST RENTAL REVENUE AND ADVERTISING**

Another source of revenue for Sections is the rebate of revenue earned from mailing list rentals. APSA shares the revenue from rental of Organized Section mailing lists with Organized Sections to increase Section revenues so that advertising in Section newsletters is not necessary.

APSA will tally the label sales, and make distributions to Section accounts, annually. This amount will be deposited to checking accounts in July. Sections will receive 5 cents for each of their labels rented (the actual differential in price we charge for Section lists).

Many label orders "merge and purge" members of more than one Section. A member who belongs to two Sections will be counted by each in their membership, but will appear and be charged only once in the label run. Other orders combine Organized Sections with fields; in such orders we charge the Section surcharge only for the first 1,000 labels rented.

We will allocate the rebate in these cases proportionately based on the number of Sections in the label order: e.g. if 3 Sections are combined in the order, each gets 1/3 of the rebate. This works to the advantage of little Sections over big ones, a decent principle, if not a perfect one.

In practice, the procedure for different types of label orders is as follows:

**Order for a single Section:** calculate 5 cents for each label rented and assign the total to that Section.

**Order for multiple Sections:** calculate 5 cents for each label rented and assign equal shares to each Section included in the order.

Order for Sections and fields combined: calculate 5 cents for each label for which the rate is charged (which is presently capped at 1,000 labels), and

assign equal shares to each Section included in the order.

## **C. PREPARING FINANCIAL REPORTS**

Sections should submit annual expense reports in an electronic format supplied by APSA, listing total copying, printing, postage, and telephone expenses, and itemizing other expense categories. For a duplicate form contact the Organized Section Liaison at [sections@apsanet.org](mailto:sections@apsanet.org).

Treasurers should submit a financial statement by the end of July for expenditures for the preceding fiscal year (July through June).

Funds for the following year cannot be released without this statement. The form will be sent in June to each treasurer. The treasurer is accountable for monies to both the Section itself and to APSA.

## **X. SECTION AWARDS**

Recognizing excellence in the profession is one of the most important activities of the American Political Science Association. In an effort to bring attention to exceptional scholarship, many Sections have established awards. Currently there are over 100 such awards honoring dissertations, papers, articles, books, and career achievement.

### **A. ESTABLISHING AWARDS**

A Section may create an award to honor the work of a political scientist within their subfield. Although the procedure of setting up a prize may be set out in individual Section by-laws, certain items should be included in the process, for instance, its purpose, nomination and selection procedure, eligibility requirements; and decisions on cash prizes. Once an award has been created, the Section should forward this

information to the National Office so that it can be used to update our records.

## **B. HOLDING AN ENDOWMENT WITH THE APSA TRUST AND DEVELOPMENT FUND**

If an Organized Section wishes to establish an endowed award, APSA will assist by aiding in the management of funds. The APSA Development Committee is responsible for overseeing endowment and trust funds as assigned to it by the Council. The following guidelines have been developed for handling Section endowment funds.

The Development Committee will accept and manage endowment funds for Organized Section awards, when Sections have raised an amount equal to at least 25 times the proposed annualized award.

Section endowment funds will be managed in conjunction with other APSA endowed award funds. Organized Sections should recognize that while these funds are invested prudently and draw a 4% annuity annually, the investment portfolio may include equities and other investments which carry a potential risk of loss of capital.

APSA will issue one check per year from the Award endowment, not to exceed 4% of the total monies in the endowment fund, in response to a specific request from the Organized Section Chair, and will provide an annual accounting report of the fund balance at that time.

APSA will work with Organized Sections undertaking a campaign to raise funds for an endowment, if the Section so wishes, in the following ways:

APSA will collect contributions made to Sections' endowment funds, and make deposits directly into the Sections' accounts on a quarterly basis. Checks should be made out to APSA, the Section, and the award, e.g. to the "APSA Comparative Politics Section Gregory M. Luebbert Award Fund."

APSA will report monthly to Organized Sections listing contributors and amounts; the Section itself is responsible for writing each donor a letter

acknowledging the contribution and confirming its amount for tax purposes.

Sections will manage funds in their own accounts until a critical mass equal to 25-or-more times the award amount has been accumulated for transfer to the Trust and Development Fund.

If a Section wishes to create an endowed award, they should contact the Organized Sections Liaison at [sections@apsanet.org](mailto:sections@apsanet.org) for guidelines and procedures surrounding endowed awards.

## **C. SELECTING AWARD COMMITTEES**

The process for selecting Section members to serve on awards committees is governed by the individual by-laws of each Section.

## **D. NOTIFYING PUBLISHERS AND DEPARTMENT CHAIRS TO GET BOOKS OR PAPERS FOR REVIEW**

APSA will inform publishers about Section book awards, and department chairs about dissertation awards. Detailed information about Association and Section awards is mailed to publishers and department chairs in early October. This mailing provides information regarding committee members, eligibility and submission requirements, and deadlines for submissions. Please be sure to notify the Organized Sections Liaison of the names of Awards Committee members, or at least of the Award Committee Chairs, by the end of the first week in October.

## **E. GUIDELINES FOR PUBLICITY OF ORGANIZED SECTION AWARDS**

While the Association handles some of the promotion for Section prizes through publication in the final Annual Meeting Program, the October issue of PS and on the APSA web site, these awards are separate from the regular Association awards, and care should be taken in

identifying them properly in publicity material such as press releases and publishers' promotions. Awards are properly identified when they are presented as "the Organized Section Award on....," or "the APSA Section Award on....," or the "Section Award on..." , and improperly identified if presented as the "APSA Award on..." Clarity will avoid misleading readers and help direct individuals wishing to know more about the Section Awards to the appropriate Section Officers.

#### **F. ANNOUNCING SECTION AWARDS**

Section Award winners are listed annually in the October issue of PS, as well as, in a special Section of the Annual Meeting Final Program and on the APSA web site. Presentation of Section Awards usually takes place at Organized Section business meetings or receptions during the Annual Meeting. To ensure your Section award winners are included in the Annual Meeting Program, the name, institutional affiliation of the winner, as well as the title of their piece and any publication information (if applicable), must be delivered to the Organized Section Liaison at [sections@apsanet.org](mailto:sections@apsanet.org) by July 1.

### **XI. ANNUAL MEETING**

#### **A. SELECTING A PROGRAM CHAIR OR DIVISION CHAIR**

The APSA Organized Sections nominate a "program chair" to organize their panels and represent the Section on the Annual Meeting Program Committee. The "division chairs" are nominated by the Annual Meeting Program Chairs, who oversee the Program Committee, and are not representative of an Organized Section. There are also divisions on the program committee that represent sub-fields in political science that are not represented by membership in Organized Sections.

Where an Annual Meeting division is represented by an Organized Section, the Section can designate a chair for the Division with the advice and consent of the Annual Meeting Program Chair. The deadline for nominating division chairs is in March for the following year's Annual Meeting (i.e. March 2005 for the 2006 Annual Meeting).

It is expected that over the years, Sections will rotate responsibility for organizing their panels to insure the widest possible participation of individuals and the broadest possible representation of perspectives and methodologies. Under Council rules, no person may serve as division chair more than once every four years for any division of the program.

APSA encourages that appointments to the Annual Program Committee reflect the variety of different characteristics and background of our members, including race, gender, region of the country, and type of institution. Organized Sections are urged to review the pattern of appointments to the Program Committee over past years to assure that they have contributed to this diversity.

#### **B. MEETING TIMETABLE**

Complete panel listings for the Annual Meeting Preliminary Program are due by February 1. Proposals for Short Courses are due by mid-March. Revisions to the Preliminary Program are due by May 15. Revisions to the Final Program are due by July 1.

#### **C. SCHEDULING A BUSINESS MEETING OR RECEPTION AT THE ANNUAL MEETING**

Most Organized Sections choose to hold a business meeting or reception at the Annual Meeting. Time slots and reception rooms are available for reservation, as are cash bars and catering.

To schedule a business meeting, reception, or other event at the Annual Meeting, contact Corinne Ferrara, Program Assistant, Meetings & Development, at [cferrara@apsanet.org](mailto:cferrara@apsanet.org).

Forms are available online at <http://www.apsanet.org/mtgs/>.

All requests are due by the second Friday in March of the meeting year, in order that they may appear in the Preliminary Program. Time slots and room preferences are chosen on a first-come, first-served basis.

#### **D. EQUIPMENT AND OTHER SPECIAL ARRANGEMENTS FOR PANEL SESSIONS**

Participants on panels need to submit equipment needs by July. Contact Christina Scarmeas at [cscarmeas@apsanet.org](mailto:cscarmeas@apsanet.org) or Corinne Ferrara at [cferrara@apsanet.org](mailto:cferrara@apsanet.org) with any questions regarding arrangements for the Annual Meeting.

#### **E. ORGANIZING A SHORT COURSE**

Short Courses are a great opportunity for members to enhance their knowledge about a field and to reinvigorate their teaching and research. Short courses are scheduled for the Wednesday before the Annual Meeting. A listing with complete times, registration info, cost, and descriptions is published annually in the June issue of PS/Preliminary Program. Examples of the topics covered in past Short Courses include "The Changing Ideology of Parties," "Religious Roles in Politics," "The Role of the States in National Health Reform," "Pre-Law Advising and the Political Scientist," and many more.

#### ***Scheduling a Short Course at the Annual Meeting***

Sections interested in sponsoring an Annual Meeting Short Course are asked to complete and return a brief application. A copy of the application and instructions can be found at <http://www.apsanet.org/mtgs/shortcourses.cfm>. Individuals proposing a Short Course under Section sponsorship should discuss plans with the Section Chair before initiating the application process. With questions regarding development of a course please contact the Organized Sections Liaison at [sections@apsanet.org](mailto:sections@apsanet.org). To ensure inclusion in the Preliminary Program all materials should be delivered to the national office no later than mid-March.

#### ***Selecting Topics and Securing Appropriate Leaders***

Short Course conveners are encouraged to develop courses that will not only draw members from their Section but also scholars from across the subfields. Topics range widely and may involve new teaching techniques, technologies, or research methodologies. Finding a topic linked to current trends in the discipline is one way to draw a large audience.

Sections should begin the process of securing Short Course leaders or participants early. This material will be published in the Preliminary Program, along with other descriptive information. It is important for Sections who sponsor short courses to have a plan in place in the event of insufficient registrations or the need to substitute a course director or other presenter.

#### ***Setting a Registration Fee, Managing Registration, and Collecting Funds***

Many Sections choose to charge a registration fee to cover expenses related to the Short Course. This may include an honorarium for course conveners, costs associated with handouts or publications, audio visual equipment, or refreshments. The average cost for a full-day session is between \$15-\$20 for faculty and \$5-10 for graduate students. Half-day courses are a bit less and sometimes are offered free of charge. Sections are not required to charge a fee. A Section should select an individual to handle receipt of registrations, usually the course convener, regardless of whether a registration fee has been set. This will allow the Section to prepare for the number of participants and assist the APSA Annual Meeting staff in selecting a proper room size and ordering appropriate catering (if applicable).

Steps to establishing an application process include naming contact persons,



setting registration fees, determining the length of the course (full- or half-day), and deciding whether the course will be held at the meeting hotel or off-site.

### ***Equipment and Other Special Arrangements for Short Courses***

Through agreements in place for each Annual Meeting, Short Course conveners have access to a range of audio-visual equipment, ranging from overhead and LCD projectors to white boards and TV/VCR packages. Some basic equipment is available free of charge to the Section.

More advanced pieces of equipment, such as computers and LCD computer projectors are not

covered under the Association's general contract and the Section may be required to pay a rental charge.

### ***Publicizing Short Courses***

Short Courses are listed in the APSA's Preliminary and Final programs, and full details are available on the Association's web site. Sections are encouraged to advertise their courses in newsletters, on web sites, and on electronic lists in advance of the meeting.