

CSA HANDBOOK:

DUTIES AND DEADLINES FOR OFFICERS

OF THE CALIFORNIA SOCIOLOGICAL ASSOCIATION

PREFACE

Because the success of the California Sociological Association depends on the effectiveness of its officers and the coordination of their activities, the CSA HANDBOOK lists tasks and timetables for all CSA officers.

Having this information easily available through the CSA website will make it easier for CSA officers to know what their duties are -- and more likely that necessary tasks will get done on time. Officers are encouraged to download, print out, and distribute to those with whom you work in the CSA the sections pertinent to your position.

The CSA HANDBOOK will be expanded, updated, and modified to provide an evolving institutional memory for the Association.

The CSA HANDBOOK is a community project. If you are now serving or have ever served in any CSA office, please forward your suggestions for additions and changes.

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Harvey Rich, Shoon Lio, Jim Glynn, Dan McMillin, and Earl Babbie.**

CSA GOVERNANCE

**The governance of the California Sociological Association is entrusted
by the CSA Constitution to the Executive Board and the Governing
Council. In this CSA HANDBOOK the generic term "officer" will be used
to include all members of both bodies.**

This document includes:

- I. The Executive Board and Governing Council**
- II. Constitutional duties of the Executive Board**
- III. Constitutional duties of the Governing Council**
- IV. Common obligations of all CSA officers**
- V. Duties and deadlines associated with various offices**
 - A. President**
 - B. President-Elect/Program Chair**
 - C. Vice-Presidents North and South**
 - D. Executive Director**
 - E. Newsletter Editor**
 - F. Executive Editor**
 - G. Members of the Governing Council**

Each section includes both Constitutional duties (C), including duties prescribed in the By-Laws (BL), and other duties.

Upon their election or appointment, all members of the Executive Board and the Governing Council are urged to read Section IV (Common obligations of all CSA officers) and Section V (Duties and deadlines associated with various offices).

I. THE EXECUTIVE BOARD AND GOVERNING COUNCIL

The Executive Board of The Association shall be comprised of President, Immediate Past-President, President-Elect, Vice President(North), Vice-President (South), Executive Director, Newsletter Editor, and Executive Editor (C-IV/1).

The Governing Council shall consist of the Executive Board and seven Governors-at-Large, representing (1) undergraduate students, (2) graduate students, (3) practitioners, (4) community colleges, (5) private colleges and universities, (6) the California State University System, and (7) the University of California (C-VI/1).

The term of office, for each of the following offices, shall be:

- (a) Presidentone year**
- (b) President-Elect.....one year**
- (c) Vice-President (North).....two years**
- (d) Vice-President (South).....two years**
- (e) Executive Director.....indeterminate**
- (f) Newsletter Editor.....indeterminate**
- (g) Executive Editor.....indeterminate**
- (h) Governors-at-Large.....three years (BL-VI/1)**

The newly-elected officers shall be installed at the Business Meeting at each year's annual meetings (BL-VI/4).

All officers serve as non-paid volunteers of The Association (BL II/2).

CONSTITUTIONAL DUTIES OF THE EXECUTIVE BOARD

Executive Board shall perform the following duties:

a. Meet at least two (2) times annually, and otherwise upon the request of the President or upon the written request of two (2) of the members of the Executive Board;

b. Approve, if appropriate, all regular and on-going expenses of The Association;

c. Assist the President in all other purposes appropriate to the business of The Association; and

d. Mediate any internal disputes that may arise (C-IV/3).

The timing and location of the annual meetings of The Association shall be

**determined by the Executive Board, after consultation with the
Executive Director**

**AMENDING THE CONSTITUTION. The Executive Board has the
following responsibilities in connection with amendments to the CSA
Constitution:**

**Articles of Amendment may be submitted to the Executive Board,
signed by any twenty (20) Members of The Association or by twenty percent
(20%) of the Association's membership, whichever is the greater**

**Upon verification of signatures by the Executive Director, the
Executive Board shall determine the timing and manner of conducting a
vote of the membership.**

**This Constitution shall be amended by a two-thirds (2/3) plurality of
the votes cast (C-IX/3).**

**The Executive Board has the following responsibilities in connection with
the recall of an officer of the
Association:**

Any officer of The Association may be subject to recall from office upon

petition to the Executive Board by twenty (20) Members or twenty percent (20%) of the membership, whichever is the greater (C-X/1).

The Executive Board shall determine the timing and manner of conducting a vote of the membership (C-X/2).

Any officer shall be recalled from office by a two-thirds (2/3) plurality of the votes cast (C-X/3).

CONSTITUTIONAL DUTIES OF THE GOVERNING COUNCIL

The Governing Council shall meet with the Executive Board twice yearly to discuss and vote on items on an agenda set by the President (C-VI/2).

Members of the Governing Council shall assist in the arrangements and preparations for the annual meetings of The Association (C VI/4).

DUES shall be set by the Governing Council of The Association (C VII/1).

AMENDING THE BY-LAWS. These By-Laws may be amended by a two thirds vote of the Governing Council, present and voting (BL VII/1).

Amendments to the By-Laws shall be announced at the annual meetings and shall be published and distributed to the membership in a timely manner (BL-VII/2).

DISSOLUTION OF THE ASSOCIATION. In the event of the dissolution of The Association, any unspent monies shall be disposed of by donation or other method approved by the Governing Council (BL II/7).

IV. COMMON OBLIGATIONS OF ALL CSA OFFICERS

ATTEND THE CSA ANNUAL MEETING, usually a Friday and Saturday in late October, alternating between Northern and Southern California meeting sites. The annual meeting is our main event of the year and its success depends on the enthusiastic participation of CSA officers.

Please consider presenting a paper or, better yet, organizing a session for the next annual meeting. At the meetings, be helpful. Do whatever you can do to help the Executive Director and the Program Chair make the annual meeting a success.

THE DEADLINES for proposals for the program of the annual meeting are as follows:

JUNE 1: Proposals for sessions, special events, etc. to Program Chair

JULY 1: Proposals for papers and roundtables to Program Chair

It is helpful for the Program Chair if you get your proposal in early, rather than waiting until the deadline. After deadlines, contact the Program Chair to determine the latest date by which proposals must be received.

ATTEND TWO MEETINGS PER YEAR of the Executive Board and Governing Council. The fall meeting is held on the Thursday evening prior to the annual meeting. The spring meeting is held at the annual meeting of the Pacific Sociological Association, usually in late March or early April. It is understood that some officers may not be able to attend the spring meeting because of restraints of time and money. If you are unable to attend, please notify the President and send along any concerns you wish to have represented at the meeting. For the sake of continuity, the President, President-Elect, and Executive Director should make every effort to attend both meetings.

SPEAK UP FOR THE CSA. Talk about CSA with your colleagues and students. Encourage them to join the Association and attend its annual meetings. Circulate and post flyers announcing the annual meeting. It is especially important to make students aware of the opportunities of CSA membership and participation in the program at the annual meeting.

Look for funding to support participation of students from your institution.

All participants in The Association's annual meetings must be members of The Association or specially invited guests (BL-IV/3).

CONTRIBUTE TO THE CSA NEWSLETTER. Encourage others to contribute.

THE DEADLINES for contributions to the CSA Newsletter are as follows:

AUGUST 1 for Newsletter of September 1

DECEMBER 1 for Newsletter of January 1

APRIL 1 for Newsletter of May 1

After deadlines, contact Newsletter Editor to determine latest date by which materials must be submitted.

KEEP IN MIND THE PURPOSES OF THE ASSOCIATION:

(1) To promote the scientific study of society, with particular

emphasis on the challenges facing the State of California,

(2) To promote the dissemination of public-policy related sociological research, and

(3) To foster the early professional involvement of students and continued professional involvement of practitioners and educators (C-II/1).

ADHERE TO THE ASA CODE OF ETHICS. The Association endorses the American Sociological Association's Code of Ethics and encourages all members to adhere to the letter and the spirit of the document (C-VIII/1).

HELP THE CSA RECRUIT MEMBERS. Any person who is interested in one or more of the purposes of The Association shall be eligible for membership (C-III/1).

BE A CSA TALENT SCOUT. Be on the lookout for able people who might serve on the Executive Board or Governing Council. Talk with them, encouraging them to serve. Pass suggestions along to the CSA president who has primary responsibility for assembling a slate of nominees for the various CSA offices.

HELP RECRUIT YOUR OWN SUCCESSOR. Be on the lookout for someone who might serve in the position you now hold. Talk with such people, encouraging them to serve. Pass suggestions along to the CSA president.

TRANSMIT A FILE FOR YOUR POSITION TO YOUR SUCCESSOR. Maintain a file of documents relevant to your CSA position. At the end of your period of service, pass these materials along to your successor. Include any suggestions you may have for how to improve the performance of the office and the effectiveness of its interface with other CSA offices and functions.

CONSIDER BECOMING A LIFE MEMBER OF THE CSA. For a one-time contribution of \$250 you can become a Life Member. You never again have to pay to renew your membership and the contribution supports the work of the Association - including a program to subsidize student participation in CSA activities.

MAKE SUGGESTIONS TO THE CSA HANDBOOK regarding how the performance of your office can be improved.

V. DUTIES AND DEADLINES ASSOCIATED WITH VARIOUS OFFICES

A. PRESIDENT

1. CONSTITUTIONAL DUTIES OF THE PRESIDENT:

The President shall be the executive officer of The Association.

a. The President shall set the agenda for and preside over all meetings of the general membership and elected officers.

b. The President, in consultation with the Executive Board, shall appoint all Standing and Ad Hoc Committee members and shall end their terms of service at her/his discretion.

c. The President shall report the activities of The Association to the general membership at the annual meetings.

d. The President shall act as the official spokesperson for The Association so long as her/his pronouncements and/or opinions are not contradictory to positions taken by The Association.

e. The President shall assemble the slate of nominees for elective office each year (C-V/1).

Any past president(s) may be invited, at the discretion of the President, to serve in a non-voting capacity at the Governing Council meetings (C-VI/3).

The President shall develop a ballot for elections and arrange for distribution of ballots to all members (BL-V/1).

Elections shall conclude at least one month before the commencement of the annual meetings (BL-V/3).

In the event that any person elected to any office is unable to serve, the President has the option of appointing a person to fill the seat for the balance of the term or leaving the seat vacant (BL-V/4).

The President-Elect becomes President at the end of the current President's term (BL-VI/2).

The newly-elected officers shall be installed at the Business Meeting at each year's annual meetings (BL-VI/4).

2. OTHER DUTIES OF THE PRESIDENT:

THE BUCK STOPS HERE. The President oversees all the activities of the

Association and the coordination of its various functions. The President is responsible for assuring that all officers perform their duties and for making other arrangements if someone is unable or unwilling to do so. The president works with the Executive Director, who manages the day-to-day operation of the Association

NOMINEES FOR ELECTIVE OFFICE. The President has the important tasks of assembling the slate of nominees for elective office each year (C-V/1), developing a ballot for elections, and arranging with the Executive Director for distribution of ballots to all members (BL-V/1). Although the CSA has had contested elections in the past, in recent years the President has prepared a slate with one nominee for each position.

The President should consult broadly to find able people who are committed to the CSA, keeping in mind our commitment to inclusiveness and diversity. Requests for suggestions of persons who might serve in various positions should be distributed through announcements and through "The President's Library" column (see below) in the CSA Newsletter.

The President should consult with members of the Executive Board and Governing Council and with past-presidents to assure that there is strong support for the nominees. Persons nominated for President-Elect

and Vice-President should have a strong history of participation in the CSA.

PAST-PRESIDENTS. Traditionally the President invites all past-presidents of CSA to attend the meetings of the Executive Board and Governing Council -- and otherwise seeks to draw upon the talents of past-presidents who continue to be active in CSA.

"THE PRESIDENT'S LIBRARY." Traditionally the President writes a column called "The President's Library" for each of the three issues of the CSA NEWSLETTER (September, February, and May) of his or her presidential year.

B. PRESIDENT-ELECT/PROGRAM CHAIR

1. CONSTITUTIONAL DUTIES OF THE PRESIDENT-ELECT:

The President-Elect shall assist the President in carrying out the business of The Association.

a. The President-Elect shall succeed the current President at the expiration of the term of office, if the current President should become incapacitated or should resign from office, or if the current

President is recalled from office by a vote of the general membership.

b. The President-Elect shall serve as Program Chairperson for the annual meetings held at the conclusion of his or her term as President-Elect.

c. The President-Elect shall select the theme for the year's annual meetings held at the end of her or his term as President-Elect and work with the Executive Director and appropriate Vice-President in implementing the annual meetings.

d. The President-Elect has ultimate authority to decide the contents and organization of the program for the annual meetings (C-V/2).

The Program Chairperson of the annual meetings shall prepare and make available a preliminary schedule of meetings as least two months prior to the meetings (BL-IV/2).

The President-Elect becomes President at the end of the current President's term (BL-VI-2).

2. OTHER DUTIES OF THE PRESIDENT-ELECT:

The main responsibility of the President-Elect is to serve as Program Chair for the annual meeting. Nothing is more important to the success of the CSA than a substantive and well-run annual meeting.

The chair of this committee has many responsibilities and duties, too many to list in detail this CSA HANDBOOK. The Program Chair works closely with the Executive Director of the Association. When the Program Chair has questions or concerns, the Executive Director or President should be contacted for information and advice.

The Program Chair is assisted by the Vice-President of the region (North or South) in which the annual meeting is to be held. It is the responsibility of the Program Chair to delegate tasks to and coordinate functions with the appropriate Vice-President. Without continual coordination between the Program Chair and the Vice-President, program items can fall through the cracks

The tasks of the Program Chair (assisted by the appropriate Vice-President) include the following:

START EARLY. Planning should begin almost immediately after the prior year's annual conference. Speak with the previous President-elect,

and/or regional VP involved in putting together the program, to obtain suggestions and to learn about pitfalls and problems in arranging the program.

RECRUIT A PROGRAM COMMITTEE. The committee should represent both regions (North and South) and all the constituencies represented on the **Governing Council: (1) undergraduate students, (2) graduate students, (3) practitioners, (4) community colleges, (5) private colleges and universities, (6) the California State University System, and (7) the University of California.**

The membership of the Program Committee should be finalized BY DECEMBER 1 and all members should be informed of important dates and responsibilities. The Program Committee is appointed by the Program Chair. If you have the Program Committee in place, each member can be given instructions to find two persons who are willing to organize a session for the annual meeting. Thus, if you have ten members of the Program Committee and each finds two session organizers, you have most of what you need for a robust program.

Decide if a local host should be appointed -- someone from a campus in the area in which the annual meeting will be held who will serve as a local arrangements person and recruit some students to help at

registration. An announcement to recruit student helpers should be included in all issues of the CSA Newsletter. Students who volunteer will be given free registration and free membership. If you want the local host to do others things, such as preparing a guide to restaurants and points of interest, please inform him or her.

PLACE CALLS FOR PROPOSALS in the February and May issues of the CSA Newsletter. These should be full page notices, which include the dates and location of the meeting, the conference theme, and the deadline and address for submitting proposals. The notices should be on a FLYER insert (printed on one side only) so they can be copied and posted in workplaces of our members. The notices should encourage not only papers and presentations at roundtable discussions, but also the organizing of sessions.

Mention in the May Newsletter that proposals for sessions should reach you BY JUNE 1 and that information for all papers and presenters should reach you by JULY 1. Special mention should be made of opportunities for undergraduate and graduate students to organize sessions, present papers, and participate in roundtables. You should note that proposals on ALL topics are welcome and that the program chair will find a place for papers that are not part of organized sessions. SEE EXHIBIT 1.

Remember that the DEADLINE for the January Newsletter is DECEMBER 1 and the deadline for the May Newsletter is APRIL 1 -- unless you have made other arrangements with the Newsletter Editor.

You must establish a DEADLINE for the submission of proposals. Without a deadline, proposals will arrive late and the publications of the Newsletter may be delayed. The notices should encourage people to submit proposals as soon as possible, rather than wait until the deadline.

THE FOLLOWING DEADLINES ARE SUGGESTED:

JUNE 1: Proposals for sessions, special events, etc. to Program Chair

JULY 1: Proposals for papers and roundtables to Program Chair

AUGUST 1: Preliminary program to Newsletter Editor

SEPTEMBER 1: Final program (camera-ready) to Executive Director

SEPTEMBER 1: Mail September Newsletter to membership

Correspond with Newsletter Editor and Program Chair to determine dates

by which these materials must be received.

You may, at your discretion, accept proposals that reach you after the JULY 1 deadline. CSA program chairs have a tradition of doing everything possible to accommodate late proposals. Finally, however, you must submit the preliminary and the final programs on time. Anyone added after that can be listed in the "Conference Update" flyer (see below).

You may wish to prepare a form on which those who wish to participate can submit information about themselves (name, institutional affiliation, address, phone, e-mail), their presentation (title), and requests for any AV equipment they require.

Suggest that session chairs find as many participants for their own sessions as possible as it may be difficult to find enough people through self-selection via the newsletter call for papers. Have papers sent directly to session organizers except if the potential presenter is not sure where to send the paper or if the paper represents overflow. If the organizers have more papers than they can handle, they should notify one of the program chairs who can either direct it elsewhere, create an additional session, or create a roundtable. Send notices to session organizers that it is their responsibility to fill

their sessions (and give a date for them to get back to you), and to let the program co-chairs know their progress periodically.

Recruit conveners for the following roundtables: Undergraduate Students Caucus, Graduate Students Caucus, Practitioners Caucus, Part-time Faculty Caucus, Community College Faculty Caucus, CSU Chairs, etc.

Recruit organizers for sessions and roundtables for graduate student and undergraduate student papers.

To encourage diversity in sessions and roundtables: 1. Include organizers from the North and the South, 2. Set up some teaching-related sessions, 3. Recruit participants from community colleges, 4. Organize some workshops.

CONTACT THE WEB SITE ADMINISTRATOR so that information about the annual conference, including the registration form, is posted at the site. It might be possible for session participation to take place through the internet. This capability should be investigated.

PLACE ANNOUNCEMENTS of the annual meeting and the call for proposals in ASA Footnotes, the PSA Newsletter, and other appropriate publications.

RECRUIT ONE OR MORE KEYNOTE SPEAKERS. This should be done as early as possible because a "big name" guest of honor is the best publicity for the meeting. Ideally the announcement of the keynoter should appear in the February issue of the CSA Newsletter. Failing that, it is **CRUCIAL** that the announcement of the keynoter appear in the May Newsletter -- along with some information about the speaker.

This information should reach the Newsletter Editor **BY APRIL 1** -- or as soon thereafter as possible. In some years the keynoter has been recruited at the annual meeting of PSA in late March or early April. Information about the keynote speaker should be repeated and elaborated in the September Newsletter. The deadline for submitting information for the September Newsletter is **AUGUST 1**.

In recent years the keynote speaker has spoken at a plenary luncheon. It is probably best if the keynoter speaks on Friday to get the conference off to a good start. But allowing a potential speaker to choose the day may increase the chance that he/she will say Yes to our invitation. The second luncheon time could be filled by another keynote speaker or a topic-centered panel.

Consult with the Executive Director (who also serves as treasurer of the Association) to determine how much money is available for an

honorarium and expenses for the keynote speaker.

Encourage the speaker to come for the whole conference, but make it clear that we will understand if he or she is able to come only for the keynote luncheon. Help the keynote speaker make arrangements. Be sure to have someone meet the speaker and introduce him or her around.

RECRUIT OTHER SPECIAL GUESTS. CSA has a tradition of inviting the mayor of the city in which we meet, or some other representative of local of state government, to be our guest at the Keynote Luncheon and to make brief remarks (5 to 10 minutes) to welcome CSA and to make us aware of issues in the community. You should let such a guest know that we will understand if he or she must slip out early.

CSA also welcomes guests from other disciplines and professions to participate in our plenary sessions, paper sessions, and roundtable discussions. For such guests, conference fees and the requirement of CSA membership are waived.

RECRUIT SESSION ORGANIZERS BY MARCH 1 to assure a full and rich program. Many session organizers should come from your Program Committee but you should seek to find others as well.

BY APRIL 1, send the list of session topics and session organizers (with institutional affiliations and e-mail addresses) to the Newsletter Editor for publication in the May 1 Newsletter. Seeing the sessions listed in the Newsletter will stimulate people to submit papers to session organizers.

Be sure to include a note indicating that papers and roundtables on ALL sociological topics are welcome. Proposals that do not fit easily into one of the announced sessions should be sent to the Program Chair who will find a place for them.

Remember the CSA tradition of having some program elements devoted to California topics such as Sociology of California, California Social Problems, Immigration and Border Issues, etc.

Try to have session organizers contact people with commitments for as many of their session papers as possible before the summer begins.

Once June arrives, it becomes very difficult to locate and contact people as individuals scatter to the four corners of the globe. This can substantially slow down progress putting together the program as organizers and prospective participants will be out of touch.

It may take considerable work and use of contacts to find an adequate number and diversity of sessions. This task can be divided between the Program Chair and the Vice-President. It would be useful to have ideas for additional session organizers beyond the number of available slots, because some organizers probably will opt out of the program before it is finalized either because of personal problems or because of inability to find an adequate number of papers.

BY MAY 1: Send each session organizer an e-mail or letter with procedures and deadlines. Tell them that they are responsible for recruiting papers for their session and forwarding complete information to the Program Chair by the deadline JULY 1. Ask them to keep you posted on how many presenters they have and to let you know if they need for you to help them recruit presenters.

BY JUNE 1: Send a second e-mail or letter to session organizers, reminding them to firm up the details of their sessions and to send their completed session forms to you by JULY 1.

Sessions that do not have three committed presenters by JULY 1 probably should be canceled, combined with other sessions, or moved to roundtables.

CORRESPOND WITH SESSION ORGANIZERS AND PRESENTERS. Write to each person who submits a proposal, letting them know if their proposal has been accepted.

Track sessions very carefully, both on and off e-mail, in some spreadsheet or planner. It can get very complicated as people e-mail or send updates via the US Postal Service to the Program Chair or the Vice-President. The need of some session organizers to change session times adds to possible confusion.

PLAN A BOOK EXHIBIT. Having a book display adds to the ambience of a conference. Contact book publishers and other vendors, ideally **BY MAY**

1. Examine the hotel layout for the availability of space for the book exhibit. Try to locate the book exhibit so it will be in the flow of people moving about between events.

PREPARE THE PRELIMINARY PROGRAM BY AUGUST 1 in time for inclusion in the September issue of the CSA Newsletter. Include days and times for all presentations so that participants will be able to plan their travel. Be sure to request that you be notified of any errors in the preliminary program. Try never to change a session time once it has appeared in the preliminary program. If you must make such a change, be sure to double check with all the presenters involved.

The September Newsletter MUST go out BY SEPTEMBER 1, since hotel reservations cannot be made and attendance cannot be estimated adequately if sufficient time is not allowed. The deadline for getting discounted room rate is usually set about a month before the conference. Sometimes hotels will sell out all discounted rooms before the deadline, so we need to encourage our members to make arrangements as early as possible.

PREPARE THE FINAL PROGRAM and send it BY SEPTEMBER 1 to the CSA Executive Director for its printing and distribution at the annual meeting. Send the program in camera-ready form, either in WordPerfect or MSWord. Consult programs from previous years for suggestions. Allow adequate time for the final program mockup. This takes longer than you anticipate.

Some participants will be involved with more than one session. Check and double check to be sure you have not slotted the same participant into two different sessions that meet at the same time.

BY SEPTEMBER 1: Contact session organizers once more. Remind them that the Newsletter will reach them any day and that they should review the information for the session and get back to you ASAP with any changes.

Remind them of their responsibility to reconfirm everything with their presenters. Mention the importance of starting sessions on time and enforcing time limits so that all presenters have equal time and so that some time is reserved for discussion. It is best if presenters present in the order they are listed in the program.

Prior to the final program stage, check with the hotel to see exactly how many session rooms (and room sizes) are available and verify the session times and the number of rooms available for internet connectivity. Coordinate this the number of sessions requiring connectivity. Make certain that session organizers identify this as a need. In past some participants have requested internet hookups or overhead projectors at the last minute, so you need to be ready for this. Make certain you have the exact room names, including the space for the book exhibit, since you will need to apply them to the final program. The Executive Director can help with some of this.

There are two basic program formats, one with five available time-slots and one with six time slots. The former generally produces a program with 15 sessions, the latter with 18 sessions -- not including plenary luncheon meetings, the business meeting, and a reception. The hotel should have made available three rooms for sessions, plus a room for roundtables. The roundtable room can double as a sessions room during

some time periods. Verify the availability of the session and roundtable rooms.

ARRANGE FOR A REGISTRATION DESK STAFFED BY STUDENTS. Recruit graduate

and undergraduate student helpers primarily from the host school -- and involve students from other schools whenever possible. Contact representatives from various schools to find available students and offer free registration to those who are willing to dedicate at least a couple of hours to the registration area. It would be useful to have some student help as well in putting together the program. Be careful to coordinate continually with student helpers.

ARRANGE AV EQUIPMENT. Ask someone who lives near the meeting site to bring overhead projectors, computers, and other equipment to the meeting and to move them around as needed. Hotels will provide this equipment but the costs are very high so it is better if we can bring our own stuff. Make sure there is an area where the equipment can be monitored and stored securely.

PREPARE A "CONFERENCE UPDATE" FLYER for last-minute insertion into the printed programs. Include program highlights plus additions and changes to the printed program. SEE EXHIBIT 2.

PREPARE A GUIDE TO RESTAURANTS AND POINTS OF INTEREST near the meeting

site.

PREPARE A PRESS RELEASE for distribution to newspapers and television stations in the region of the annual meeting. SEE EXHIBIT 3.

DURING THE CSA MEETING. You will need to be available to help events run smoothly. For example, you or someone you appoint should attend roundtable sessions to see that presenters and participants find the right tables. Other problems may arise as the event unfolds. The Executive Director will help with these matters.

Designate someone to write, BY DECEMBER 1, a piece for the Newsletter about the keynote address and other meeting highlights.

AFTER THE ANNUAL MEETING, BY DECEMBER 1, send "thank you" to all who helped.

C. VICE-PRESIDENTS, NORTH AND SOUTH

1. CONSTITUTIONAL DUTIES OF VICE-PRESIDENTS:

Each Vice-President will assist the Executive Board in carrying out

business associated with annual meetings.

a. Each Vice-President shall assist the Executive Director in the process of site selection for her/his section of the state.

b. Each Vice-President shall aid in disseminating information to and recruiting participation from members and potential members in the geographic environs he/she represents.

c. When the annual meetings are held in his/her part of the state, the Vice-President shall arrange for the physical delivery of all equipment and other supplies needed for the meetings, shall arrange for the volunteer staffing of a registration and information table at the conference, and shall be responsible for notifying the American Sociological Association of the recipients of awards and the year's slate of officers of The Association.

d. After the year in which annual meetings are held in her or his part of the state, the Vice-President shall keep minutes of the annual meetings and distribute them to members of the Governing Council (C-V/3).

2. OTHER DUTIES OF VICE-PRESIDENTS:

ASSIST THE PROGRAM CHAIR. The main responsibility of the Vice-President for the region in which the annual meeting is to be held is to assist the Program Chair with the planning and administration of the program.

PLEASE SEE Other Duties of the President-Elect (above) for tasks and deadlines relevant to this very important program-planning function.

TAKE MINUTES. The main responsibility of the Vice-President for the region in which the annual meeting is not being held is to keep and distribute minutes of the CSA Business Meeting and of the two meetings per year of the Executive Board and Governing Council. It is important to circulate a sign-up sheet at each meeting so that the correctly-spelled names of all participants can be included in the minutes.

D. EXECUTIVE DIRECTOR

1. CONSTITUTIONAL DUTIES OF THE EXECUTIVE DIRECTOR:

The Executive Director shall assist the President in the ongoing operation and administration the affairs of The Association.

a. The Executive Director shall maintain and update the files of all members of The Association.

b. The Executive Director shall be responsible for all accounting and financial activities of The Association.

c. The Executive Director shall remind all members when their dues are payable.

d. The Executive Director shall collect dues and accept all donations on behalf of The Association.

e. The Executive Director shall give a financial report to the general membership at the annual meetings.

f. The Executive Director shall maintain or delegate maintenance of The Association's archives, containing those materials the Executive Director deems essential to preserve for future reference (C-V/4).

The Executive Director shall prepare an annual budget that is based upon sound fiscal policy and shall submit it as part of the financial report for approval by The Association at the annual meetings (BL-II/4).

The timing and location of the annual meetings of The Association shall be determined by the Executive Board, after consultation with the Executive Director (BL-IV/1).

Elections shall conclude at least one month before the commencement of the annual meetings (BL-V/3).

The Executive Director shall accept or reject any offers of donation, which may include, but not be limited to, real property, annuities, royalties, and cash (BL-II/5).

The Executive Director, Newsletter Editor, and Executive Editor serve at the pleasure of the majority of the remaining members of the Executive Board (BL-VI/3).

The timing and location of the annual meetings of The Association shall be determined by the Executive Board, after consultation with the Executive Director (BL-IV/1).

2. OTHER DUTIES OF THE EXECUTIVE DIRECTOR:

The Executive Director is the linchpin of the CSA, the person who, in consultation with the President, takes care of the day-to-day operations and the finances of the Association and who (in consultation with the Executive Board) determines the time and location of the annual meeting.

The Executive Director makes hotel arrangements and serves as the Association's contact person in dealing with hotels at which the annual meetings are held.

The Executive Director is guided in the choice of meeting sites by the following policy, approved by the Executive Board and Governing Council and by the CSA membership in October 2000:

CSA POLICY ON MEETING SITES

The California Sociological Association affirms its strong commitment to the full participation of members of all races, ethnic backgrounds, socioeconomic positions, genders, ages, sexualities, nationalities, religions, and physical abilities in all of the activities of the

organization. We prefer to conduct meetings and other functions in communities and at hotels or conference facilities that honor these concerns.

Whenever possible, we will invest funds, purchase goods and services, participate in sponsorship of programs, and conduct meetings and other functions in facilities where employees are union-represented, unless due to labor disputes, unions request us not to do so. We will avoid hotel or conference facilities where employees are prevented or hindered in attempts to unionize or where union contracts are not honored.

BY APRIL 1: E-mail all members of the Executive Board/Governing Council a reminder to suggest to the President CSA members who should be considered for the various offices of the Association. Include a list of the offices to be filled in a given year. Make suggestions of active members who ought to be considered for the various offices.

BY APRIL 1: Remind the President to encourage members to volunteer for positions or to make suggestions of persons who might serve in various offices. This can be done in "The President's Library" column in the Newsletter. Remember that APRIL 1 is the deadline for materials to be included in the May Newsletter.

BY APRIL 1: Remind the President that he or she must construct a ballot for the annual election and get it to you by AUGUST 1 so you can prepare the ballot and mail it to the membership.

Pending a Constitutional amendment that was supported by the Executive Board/Governing Council at the March 2001 meeting: The President will chair the Nominating Committee. The Nominating Committee, chaired by the President and including the President-Elect and the Immediate Past-President, will develop a ballot for elections and arrange with the Executive Director for distribution of ballots to all members. The Nominating Committee will bring forward nominations after widespread consultation with other members of the Executive Board/Governing Council and with the membership and shall include service to the CSA as one of the primary criteria for nominations. The Executive Director shall inform the president of which offices require nominees in a given year.

BY SEPTEMBER 1: Prepare a ballot and mail it to the membership. The By-laws (V.1) require that elections must conclude at least one month before the annual meetings.

BY APRIL 1, AUGUST 1, AND DECEMBER 1: Send to the Newsletter Editor an up-to-date listing of all members of the Executive Board/Governing

Council, including for each institutional affiliation, mailing address, phone number, e-mail address, and term of office.

The Executive Director should BY DECEMBER 1 write a report on the annual meeting and recent CSA business for the Newsletter.

The Executive Director calls upon other CSA officers and members for assistance.

NOTE: James A. Glynn served as CSA Executive Director from the founding of the Association in 1990 until 2001. CSA members owe an enormous debt to Jim.

E. NEWSLETTER EDITOR

1. CONSTITUTIONAL DUTIES OF THE NEWSLETTER EDITOR:

The Newsletter Editor shall prepare, publish, and mail all editions of the CALIFORNIA SOCIOLOGICAL ASSOCIATION NEWSLETTER.

The Newsletter Editor shall maintain or delegate the maintenance of a Web Site for The Association (C-V/5).

The Executive Director, Newsletter Editor, and Executive Editor serve at the pleasure of the majority of the remaining members of the Executive Board (BL-VI/3).

All official publications of The Association shall be available to non-members of The Association on a subscription or individual price basis. The subscription or individual price shall be determined by the Newsletter Editor or Executive Editor, as appropriate to their responsibilities (BL-III/2).

2. OTHER DUTIES OF THE NEWSLETTER EDITOR:

The Newsletter is issued three times per year. The timing of the newsletters is critical to the success of the CSA. This is especially true for the September issue. Because we meet in the third week of October and because the deadline for reserving hotel rooms at a discounted rate usually falls in the last week of September, we need to get the newsletter in the mail by September 1 in order to give people time to make airline and hotel arrangements. If the newsletter is late, attendance at the annual meetings is depressed. Mailing the newsletter by September 1 also means we reach our members just as they are starting the new school year -- a good time to put CSA and the opportunities of the annual meetings before them.

For the sake of round numbers, due dates for materials for the newsletter should be one month before the mailing date and the memo requesting materials for the newsletter should go out one month before that.

SEE SCHEDULE BELOW.

The memo should suggest ideas for possible contributions. The mailing list for this memo should be as inclusive as possible, including all members of the Executive Board and Governing Council, all past-presidents of the CSA, and all others who might contribute. Ideally this memo could go to the entire membership of CSA -- a reminder that the CSA is at work and an invitation to participate.

Ideally the newsletter should be more than a listing of CSA events. The editor should encourage members and others to contribute short articles on developments at their various institutions including both research and teaching: new courses, symposia and colloquia, news and commentary from the communities in which we work, etc.

SCHEDULE FOR NEWSLETTERS:

MAILING DATE DEADLINE for contributions MEMO requesting contributions

September 1

AUGUST 1

July 1

January 1

DECEMBER 1

November 1

May 1

APRIL 1

March 1

The SEPTEMBER newsletter should include the preliminary program, a flyer including meeting highlights, and forms for membership renewal and conference registration.

Note that materials for this issue must be gathered during the summer when some people are unavailable. You may need to nudge, follow up, track people down.

The JANUARY newsletter should include a write-up of the highlights of the previous conference, the first call for proposals for the next conference (in poster form), and forms for joining the CSA and for proposing a presentation.

Note that materials for this issue must be gathered during the "holiday season" and end of the semester madness. You may need to nudge, follow up, track people down.

The MAY newsletter should include an announcement of the keynote speaker and other highlights of the next annual meetings, a second and last call for proposals (in flyer form), and forms for joining the CSA and for proposing a presentation.

It probably makes sense to print an announcement about the CSA HANDBOOK once a year in the MAY issue.

Note that materials for this issue must be gathered around the time of spring break. You may need to nudge, follow up, track people down.

These deadlines allow some flexibility. It probably won't take a month to put an issue together, but, realistically, some people won't start working on their contributions until the deadline or later. The editor will have the discretion to accept items that arrive after the formal deadline -- and the responsibility to finalize the newsletter in time to mail it by the deadline.

EVERY ISSUE OF THE NEWSLETTER SHOULD INCLUDE THE FOLLOWING:

A box (on page 2) that includes complete contact information (mailing

address, e-mail address, phone, fax) for the newsletter editor plus institutional affiliation and e-mail addresses for the current president, president-elect, and executive director. (See Newsletter for February 2001 for model.) Also include the DEADLINE for submitting material for the next issue. The deadline should be one month before the next issue is due to be mailed. The deadlines are: August 1, December 1, and April 1.

Announcement of the next annual meetings in flyer form.

Announcement to recruit student helpers for the annual meeting.

Announcement to request nominations for CSA Outstanding Undergraduate Student Award and Distinguished Graduate Student Award.

Forms for joining CSA. (The January and May newsletter must include forms for proposing program presentations. The May and September issues must include forms for membership renewal and conference preregistration.)

Listing of all members of the Executive Board and Governing Council, including mailing address, phone, e-mail, and term of office. The executive director can help compile this. (See newsletter for February

2001 for model.)

An article from the president. For many years these were called "The President's Library" column. Be sure to remind the president of this responsibility when you circulate the memo requesting material for the Newsletter.

Ideally, every name that appears in the Newsletter should be accompanied by an e-mail address.

NOTE: J. Daniel McMillin (CSU Bakersffrom 1994 until 2001. Previous editors include Celia J. Orano (San

Jose Sate University) and Charles F. Hohm (San Diego State University).

CSA thanks these editors, and everyone who contributed, for their efforts on behalf of the CSA Newsletter.

F. EXECUTIVE EDITOR

1. CONSTITUTIONAL DUTIES OF THE EXECUTIVE EDITOR:

The Executive Editor shall prepare, publish, and make available all special and on-going publications of The Association, including but not limited to monographs, occasional issues in a series, books, anthologies, and any other special publications in print or

electronic media (C-V/6).

The Executive Director, Newsletter Editor, and Executive Editor serve at the pleasure of the majority of the remaining members of the Executive Board (BL-VI/3).

All official publications of The Association shall be available to non-members of The Association on a subscription or individual price basis. The subscription or individual price shall be determined by the Newsletter Editor or Executive Editor, as appropriate to their responsibilities (BL-III/2).

2. OTHER DUTIES OF THE EXECUTIVE EDITOR:

The Executive Editor is responsible for the formulation of policies for all publications of the Association. Such policies shall take effect upon ratification by CSA Executive Board and Governing Council.

The Executive Editor is also responsible for recommending newsletter editors to the Executive Board and Governing Council, reviewing annual reports which the editors provide, and monitoring the publication the Newsletter.

G. MEMBERS OF THE GOVERNING COUNCIL

1. CONSTITUTIONAL DUTIES OF MEMBERS OF THE GOVERNING COUNCIL:

The Governing Council shall consist of the Executive Board and seven Governors-at-Large, representing (1) undergraduate students, (2) graduate students, (3) practitioners, (4) community colleges, (5) private colleges and universities, (6) the California State University System, and (7) the University of California (C-VI/1).

The Governing Council shall meet with the Executive Board twice yearly to discuss and vote on items on an agenda set by the President (C-VI/2).

Members of the Governing Council shall assist in the arrangements and preparations for the annual meetings of The Association (C VI/4).

SEE PART III (above) for full list of Constitutional duties of the Governing Council.

2. OTHER DUTIES OF MEMBERS OF THE GOVERNING COUNCIL:

Each member of the Governing Council has the important responsibility of listening to and representing the concerns of his or her constituency, thus assuring that (1) undergraduate students, (2)

graduate students, (3) practitioners, (4) community colleges, (5) private colleges and universities, (6) the California State University System, and (7) the University of California are represented in all deliberations of the Executive Board and the Governing Council and at the annual CSA Business Meeting.

Members of the Governing Council are encouraged to organize sessions or roundtable discussions or to present papers relevant to the constituencies they represent. Undergraduate and graduate student representatives, for example, may wish to organize roundtables as Undergraduate Student Caucus and Graduate Student Caucus. The practitioners representative may wish to organize a roundtable as Practitioners Caucus.

NOTE: The following exhibits show the content but not the ideal form for three flyers. For hard copy showing them with different print sizes, centering bold face type, italics, etc., please contact Gordon Clanton <<gclanton@mail.sdsu.edu>.

EXHIBIT 1: SAMPLE CALL FOR PROPOSALS FLYER ---

CALL FOR PROPOSALS

CALIFORNIA SOCIOLOGICAL ASSOCIATION

NINTH ANNUAL MEETINGS

MISSION INN, RIVERSIDE, CALIFORNIA

OCTOBER 23 AND 24, 1998

CONFERENCE THEME: HAS SOCIOLOGY MADE THE WORLD BETTER?

Plan to attend the annual CSA conference in Riverside in October.

Encourage your colleagues and students to participate.

Program Chair Gordon Clanton welcomes your proposal to organize a session or panel, to present a paper, to lead a roundtable discussion, or otherwise to participate.

The conference theme will be "Has Sociology Made the World Better?" - but proposals are welcome on all aspects of sociology. The theme is designed to encourage us to reflect on the social impact and the moral significance of our research and teaching as sociologists. Some sessions will focus on California social problems and issues.

CSA has a strong tradition of maximizing student involvement. Sessions will be set up for undergraduate and graduate student papers and roundtables. Undergraduate and graduate student are encouraged to volunteer to the Program Chair to work at registration and otherwise to help out at the meetings.

Except for guests from others fields, all persons who participate in the program will be expected join or renew CSA membership and to register for the meetings.

Send your proposals and suggestions ASAP and no later than July 1 to:

Gordon Clanton, CSA Program Chair

Department of Sociology

San Diego State University

San Diego, California 92182-4423

Phone: 619/594-1321 Fax: 619/594-1325 e-mail:

gclanton@mail.sdsu.edu

EXHIBIT 2: SAMPLE CONFERENCE UPDATE FLYER ---

CSA CONFERENCE UPDATE

CALIFORNIA SOCIOLOGICAL ASSOCIATION: NINTH ANNUAL MEETING

RIVERSIDE, CALIFORNIA, OCTOBER 23 AND 24, 1998

CONFERENCE THEME: "HAS SOCIOLOGY MADE THE WORLD BETTER?"

Program addition:

Riverside Mayor Ron Loveridge, special guest at the Saturday Luncheon

Mayor Loveridge was wounded in a shootout at city hall October 6. A city councilman, a police officer, and the gunman were more seriously wounded. We honor Mayor Loveridge and, through him, the public sector under fire.

Program changes:

A-4: Table 3: Program Assessment -- Add Diane Beeson, CSU Hayward.

D-1: Sociology of Education -- Jane Prather replaces Steven Brint.

E-1: Teaching Sociology -- Bill Clary replaces Olin Fortney.

Our Plenary Sessions:

Friday Luncheon Keynote: Richard Flacks: Has Sociology Made the World Better?

Professor Flacks, UC Santa Barbara, is a nationally-known authority on student movements and American politics. His books include Making History: The American Left and the American Mind and Beyond the Barricades: The Sixties Generation Grows Up.

Saturday Breakfast Seminar: Randy Huntsberry: A Consultant looks at the CSA

Saturday Luncheon Panel: "How Can We Improve the Teaching of Sociology?"

Saturday Business Meeting and Reception

Tickets for the two noon luncheons (\$15 each) and for the breakfast seminar (\$12) are available at the CSA Registration Desk while supplies last. Space is limited.

HELP! Conference participants with green dots on their name tags are

student volunteers and members of the Program Committee who are prepared to answer questions or to provide any assistance you may require. Do not hesitate to call on them.

Be sure to visit the BOOK DISPLAY adjacent to the CSA Registration Desk.

EXHIBIT 3: SAMPLE PRESS RELEASE ---

PRESS RELEASE:

CALIFORNIA SOCIOLOGICAL ASSOCIATION

TENTH ANNUAL MEETINGS

BERKELEY MARINA RADISSON

OCTOBER 29 AND 30, 1999

CONFERENCE THEME: WORK AND LEISURE IN THE NEW MILLENNIUM

Luncheon keynote speakers and guests of honor:

Friday: Robert N. Bellah (UC Berkeley), "Public Life in a Privatized Society"

Saturday: Scott Coltrane (UC Riverside), "Gender, Work, and Families"

Program Highlights:

Sessions include Work in the 21st Century, Crime and Delinquency, the Sociology of Sport, University/Community Relationships, Post-modernism, Power and Sexuality, Computers in the Classroom, Service Learning, Capital Punishment in California, Urbanization Trends in California, Welfare to Work in California, and three sessions of undergraduate research papers.

Roundtable discussions include Pedagogy in the New Millennium, Applied Sociology, Assessment of Student Learning, California's Social Movements, CSU Chairs Meeting, Community College Faculty Caucus, and Graduate Student Caucus.

The California Sociological Association was formed in 1990 to encourage better communication among sociologists in the state and to encourage sociologists to focus more energy on the social problems and social promise of California.

The CSA membership includes faculty and students from the University of California, the California State University, the community colleges, and private schools, as well as sociological practitioners working in a variety of settings.

Please consult the CSA program for a complete listing of events and sessions.

Most of the presenters and panelists will be available for interviews following the Friday luncheon with Professor Bellah.

For more information or for assistance in arranging an interview with anyone on the program, please contact:

Gordon Clanton, CSA President

Department of Sociology

San Diego State University

San Diego, California 92182-4423

gclanton@mail.sdsu.edu

619/594-1321

619/594-1325 fax

858/755-7770 home

