

CSA Bylaws
Duties and Deadlines for Officers of the
California Sociological Association

Updated November 15, 2025

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Preface

The purpose of the California Sociological Association is (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.

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.

Because the success of the California Sociological Association depends on the effectiveness of its officers and the coordination of their activities, the CSA Bylaws 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 Bylaws will be expanded, updated, and modified to provide an evolving institutional memory for the Association.

The CSA Bylaws 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.

Please send information for the CSA Bylaws to the Executive Director.
Executive Director: Timothy Kubal, Department of Sociology, CSU Fresno, 5340 N. Campus Drive, Fresno CA 93740.

Membership and Conference Fees

Dues are set by the Governing Council. Yearly membership fees are as follows: What were the fees we decided?

Full-time faculty: \$40

Part-time faculty: \$30

Students: \$20

Lifetime Membership: \$400 (can be paid in three installments of \$150)

Conference fees are set by the Governing Council and are as follows:

Full-time faculty: \$60

Part-time faculty: \$45

Students: \$30

One-day student observers: \$10

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 Bylaws the generic term “officer” will be used to include all members of both bodies.

Upon their election or appointment, all members of the Executive Board and the Governing Council are urged to read this document so that they are familiar with the workings of the organization and the duties of their position.

The Executive Board and Governing Council

The Executive Board of The Association shall be comprised of the following offices and will serve the indicated terms.

- President, one year
- Immediate Past-President, one year
- President-Elect/Conference Program Chair, one year
- Vice President (North), two years, elected in even years
- Vice-President (South), two years, elected in odd years
- Editor, four years
- Executive Director, indeterminate

The Governing Council shall consist of the Executive Board and Governors-at-Large, serving three years, representing the following.

- the California State University System
- the University of California system
- community colleges, north and south
- private colleges and universities
- practitioners
- undergraduate students
- graduate students

The newly elected officers shall be installed at the Business Meeting at each year's annual meeting. All officers serve as non-paid volunteers of The Association.

Duties of The Executive Board

The Executive Board shall perform the following duties:

1. Meet three (3) 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.
2. Approve, if appropriate, all regular and on-going expenses of The Association.
3. Assist the President in all other purposes appropriate to the business of The Association.
4. Mediate any internal disputes that may arise.

The timing and location of the annual meetings of The Association shall be determined by the Executive Board, after consultation with the Executive Director.

Duties of the Governing Council

1. The Governing Council shall meet with the Executive Board the minimum of twice yearly to discuss and vote on items on an agenda set by the President.
2. Members of the Governing Council shall assist in the arrangements and preparations for the annual meetings of The Association.
3. Dues shall be set by the Governing Council of The Association.

Amending the Bylaws

1. These Bylaws may be amended by a simple majority of the Governing Council.
2. Amendments to the Bylaws shall be announced at the annual meetings and shall be published and distributed to the membership in a timely manner.

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.

General Obligations of CSA Officers

Meetings

All officers are obligated to attend the annual conference, which is usually a Friday and Saturday in first two weeks of November, alternating between Northern and Southern California meeting sites with a pre-conference and post-conference meeting. The annual meeting is the main event of the year, and its success depends on the enthusiastic participation of CSA officers. Officers should consider presenting a paper or organizing a session for the annual meeting. Officers are responsible for assisting in the running of the conference.

All officers are expected to attend Business Meetings of the Executive Board and Governing Council. The fall pre-conference meeting is typically held on Thursday evening prior to the annual conference and a post-conference meeting is typically held to review the conference.

Other meetings are held throughout the year to facilitate the running of the Association and to plan the annual conference.

Advocacy

Officers are expected to speak up for the CSA and to encourage colleagues and students to join the Association and attend its annual meetings.

All participants in The Association's annual meetings must be members of the Association.

Communications

Officers are expected to contribute to the CSA bulletin and to encourage others to contribute.

Each officer shall keep a record of documents relevant to their position to pass on to successors, including any suggestions for how to improve the performance of the office and the effectiveness of its interface with other CSA offices and functions.

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.

Specific Obligations of CSA Officers

President

1. The President shall
 - a. serve as the executive officer of The Association and the Program Director.
 - b. set the agenda for and preside over all meetings.
 - c. report the activities of The Association to the general membership at the annual meetings.
 - d. assemble the slate of nominees for elective office each year.
 - e. develop a ballot for elections and arrange for distribution of ballots to all members.
 - f. act as the official spokesperson for The Association so long as their pronouncements and or opinions are not contradictory to positions taken by The Association.
2. 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 the President's discretion.
3. 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.
4. 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.
5. The President-Elect becomes President at the end of the current President's term.

6. 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.
7. The president works with the Executive Director, who manages the day-to-day operation of the Association.
8. 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 the bulletin.
9. 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.
10. 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 the in CSA.
11. Traditionally the President writes a column for bulletin.

President-Elect/Program Chair

1. The President-Elect shall
 - a. assist the President in carrying out the business of The Association.
 - b. succeed the current President at the expiration of the term of office or if the current President should become incapacitated or should resign from office, or if the current
 - c. serve as Program Chairperson for the annual conference.
 - d. select the theme for the year's annual conference
 - e. work with the Executive Director and appropriate Vice-President in implementing the annual meetings.
 - f. select artwork consistent with the theme for the year's annual conference for the cover of the conference program.
2. The President-Elect has ultimate authority to decide the contents and organization of the program for the annual meetings (See annual conference below for particulars).
3. When the Program Chair has questions or concerns, the Executive Director or President should be contacted for information and advice.

Vice-Presidents, North and South

1. Each Vice-President shall
 - a. assist the Executive Board in carrying out business associated with annual meetings.
 - b. assist the Executive Director in the process of site selection for her/his section of the state.
 - c. shall aid in disseminating information to and recruiting participation from members and potential members in the geographic environs he/she represents.
2. When the annual meetings are held in his/her part of the state region, the Vice-President shall
 - a. arrange for equipment and supplies needed for the meetings
 - b. arrange for the volunteer staffing of a registration and information table at the conference

- c. be responsible for notifying the American Sociological Association of the recipients of awards and the year's slate of officers of The Association
- 3. 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.
- 4. 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.

Executive Director

- 1. The Executive Director shall
 - a. assist the President in the ongoing operation and administration the affairs of The Association.
 - b. shall maintain and update the records of all members of The Association.
 - c. be responsible for all accounting and financial activities of The Association.
 - d. remind all members when their dues are payable.
 - e. collect dues and accept all donations on behalf of The Association.
 - f. give a financial report to the general membership at the annual meetings.
 - g. shall maintain or delegate maintenance of The Association's archives, containing those materials the Executive Director deems essential to preserve for future reference.
 - h. 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.
 - i. shall accept or reject any offers of donation, which may include, but not be limited to, real property, annuities, royalties, and cash.
- 2. The Executive Director serves at the pleasure of the majority of the members of the Executive Board.
- 3. The Executive Director calls upon other CSA officers and members for assistance.

Editor

- 1. The Editor shall prepare, publish, and mail all editions of the bulletin.
- 2. 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 Editor or Executive Editor, as appropriate to their responsibilities.
- 3. The Editor shall set deadlines for the submission of the President's message, conference information, and other articles.
- 4. The Editor shall set deadlines for the publication of the bulletin.
- 5. The bulletin shall include the following:
 - a. contact information for the editor.
 - b. institutional affiliation and e-mail addresses for the current president, president-elect, and executive director.
 - c. deadlines for submitting material for the next issue.
 - d. announcements and deadlines pertaining to the annual conference.
 - e. announcements pertaining to the student awards.

- f. links to the CSA website and specifically to the membership and conference pages.
- g. a list of all members of the governing council.

Governing Council

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
2. Members of the Governing Council shall assist in the arrangements and preparations for the annual meetings of The Association.

Recall of Officers

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

1. 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.
2. The Executive Board shall determine the timing and manner of conducting a vote of the membership.
3. Any officer shall be recalled from office by two-thirds (2/3) of the votes cast.

Elections

1. Elections shall conclude at least one month before the commencement of the annual meetings.
2. Newly-elected officers shall be installed at the Business Meeting at each year's annual meetings.
3. Elections shall be by electronic ballot of the current members.

Annual Conference

1. The timing and location of the annual conference of The Association shall be determined by the Executive Board, after consultation with the Executive Director.
2. The Executive Director makes hotel arrangements, signs contracts, and serves as the Association's contact person in dealing with hotels at which the annual conference is held.
3. The Executive Director is guided in the choice of meeting sites by the Executive Board and Governing Council.
4. The Program Chairperson of the annual meetings shall prepare and make available a preliminary schedule of sessions.
5. The Program Chair is assisted by the Vice-President of the region (North or South) in which the annual meeting is to be held.
6. It is the responsibility of the Program Chair to delegate tasks to and coordinate functions with the appropriate Vice-President.
7. The Program Chair selects a keynote speaker with the consultation of the Governing Council. Consult with the Executive Director to determine how much money is available for an honorarium and expenses for the keynote speaker.

8. Place calls for proposals in the appropriate issues of the bulletin.
9. Establish a deadline for the submission of proposals and papers in consultation with the Governing Council.
10. Provide information and deadlines to the Editor for the bulletin and to the Webmaster.
11. Send notices to session organizers that it is their responsibility to fill their sessions and provide deadlines.
12. Place announcements of the annual meeting and the call for proposals in the ASA and PSA Newsletters/Bulletins appropriate publications.
13. Prepare the conference program coordinating with the Executive Director as to how many rooms are available for sessions.
14. Send the conference program to the Editor as it evolves for publication in the bulletin.
15. Arrange for volunteers at the registration desk.
16. Arrange for AV equipment.
17. Prepare a guide to restaurants in the area

Deadlines and Important Dates

Conference Deadlines

1. Specific deadlines are set by the Program Chair in consultation with the Governing Council.
2. Proposals for sessions deadline is near the end of the spring semester/quarter.
3. Submissions of papers deadline is around the end of September/beginning of October.
4. Regular emails are sent by the Executive Director announcing the conference and deadlines, dates to be set by the Executive Director.

Bulletin Deadlines

1. Bulletin deadlines are set by the Editor in consultation with the Governing Council.
2. Dates are selected to facilitate dissemination of information pertaining to the annual conference.