



American Political Science Association

Organized Section Officer Orientation Manual

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PURPOSE OF MANUAL

Congratulations on your appointment as officer of an APSA Organized Section. The purpose of this manual is to help you succeed in your role as an organized section chair. It is also intended to be used as a reference guide for your work as an APSA Chair throughout the year. It is highly recommended that you read through this guide to become familiar with the guidelines and processes needed to successfully lead the organized section in the year ahead.

2023-2024 IMPORTANT DATES

October 16, 2023	Organized Section Update forms due to APSA
November 9, 2023	Organized Section Officer Orientation Webinar
January 17, 2024	Call for Proposals for 2024 Annual Meeting closes
March 29, 2024	Business Meeting and Reception space requests close
June 3, 2024	Award winners due to APSA
June 15, 2024	Contracts for offsite receptions due to APSA
September 5-8, 2024	2024 APSA Annual Meeting- Philadelphia, PA
September 8. 2024	2024 Annual Meeting Concludes, new officers are in place

APSA STAFF

MEMBERSHIP DEPARTMENT	STAFF	CONTACT
<ul style="list-style-type: none"> Organized section rosters Login inquiries/issues Dues payments Update to section officers and award information on the APSA website Officer Updates Section historical data Publisher Journal request for rosters/ mailing lists 	Casey Harrigan Director	charrigan@apsanet.org 202-349-9354
	Brenna Dames Manager	bdames@apsanet.org 202-349-9355
	Caroline Stroh Program Assistant	cstroh@apsanet.org 202-349-9363
	General Inquiries	membership@apsanet.org 202-483-2512
COMMUNICATIONS & MARKETING	STAFF	CONTACT
<ul style="list-style-type: none"> APSA Connect Website/Microsite Inquiries/issues Politicalsciencenow.com Inquiries/issues 	Dan Gibson Sr. Director	dgibson@apsanet.org 202-483-2513
	Karima Scott Sr. Director	kscott@apsanet.org 202-349-9353
	Clarissa Westphal Nogueira Communications & Web Services Manager	cnogueira@apsanet.org 202-349-9290
	General Inquiries	communications@apsanet.org
MEETINGS DEPARTMENT	STAFF	CONTACT
<ul style="list-style-type: none"> Division Chair Information Annual Meeting Call for Papers Annual Meeting Business Meeting/Reception Requests 	Ashley Vande Bunte Sr. Director	avandebunte@apsanet.org 202-349-9361
	Kristin Kessler Director	kkessler@apsanet.org 202-349-9377
	Lynanne Lowry Virtual Meetings Specialist	llyowry@apsanet.org 202-349-9375
	General Inquiries	meeting@apsanet.org 202-483-2514

PUBLICATIONS DEPARTMENT	STAFF	CONTACT
<ul style="list-style-type: none"> Section Journals 	Jon Gurstelle Sr. Director	jgurstelle@apsanet.org 202-349-9365
	Tia Gracey Associate Editor	tgracey@apsanet.org
	General Inquiries	publications@apsanet.org

FINANCE DEPARTMENT	STAFF	CONTACT
<ul style="list-style-type: none"> Section financial statements Balance Inquiries Payment Requests 	Steve Stoupa Director	stoupa@apsanet.org 202-349-9360
	Nicole Price Associate Director	
	Adriana Daza Staff Accountant II	
	General Inquiries	finance@apsanet.org

2023-2024 Organized Section Chairs

Section	Section Name	Name	Affiliation	E-mail Address
1	Federalism & Intergovernmental Relations	Kent Eaton	UC Santa Cruz	keaton@ucsc.edu
2	Law and Courts	Pamela C. Corley	Southern Methodist University	pccorley@smu.edu
3	Legislative Studies	Gisela Sin	University of Illinois	gsin@illinois.edu
4	Public Policy	Ping Xu	University of Rhode Island	pingxu@mail.uri.edu
5	Political Organizations and Parties	Marie Hojnacki	Penn State University	marieh@psu.edu
6	Public Administration	Jiaqi Liang	University of Illinois, Chicago	liangj@uic.edu
7	Conflict Processes	Molly Melin	Loyola University Chicago	mmelin@luc.edu
8	Representation and Electoral Systems	Yann Kerevel	Louisiana State University	ykerev1@lsu.edu
9	Presidents and Executive Politics	Lilly Goren	Carroll University	lgoren@carrollu.edu
10	Political Methodology	TBA		
11	Religion and Politics	David T. Buckley	University of Louisville	david.buckley@louisville.edu
13	Urban and Local Politics	Kimberly Johnson	New York University	Kj37@nyu.edu
15	Science, Technology & Environmental Politics	Kristin Taylor	Wayne State University	Kristin.taylor@wayne.edu
16	Women, Gender and Politics Research	Sarah Gershon	Georgia State University	sgershon@gsu.edu
17	Foundations of Political Theory	Lida Maxwell	Boston University	Lmaxwell@bu.edu
18	Information Technology and Politics	Heather Evans	University of Virginia	hke2j@uvawise.edu
19	International Security	Steve Grenier	Johns Hopkins University	sgrenier@jhu.edu
20	Comparative Politics	Ellen Lust	University of Gothenberg	ellen.lust@gu.se
21	European Politics and Society	Mareike Kleine	London School of Economics	m.o.kleine@lse.ac.uk

22	State Politics and Policy	Michael J. Nelson	Penn State University	mjn15@psu.edu
23	Political Communication	Kevin Coe	University of Utah	kevin.coe@utah.edu
23	Political Communication	Sharon Jarvis	University of Texas at Austin	sjarvis@austin.utexas.edu
24	Politics and History	Daniel Carpenter	Harvard University	dcarpenter@gov.harvard.edu
25	Political Economy	Irfan Nooruddin	Georgetown University	in62@georgetown.edu
27	New Political Science	Chelsea L. Welker	University of Northern Colorado	chelsea.welker@unco.edu
28	Political Psychology	Eric Groenendyk	University of Memphis	grnendyk@memphis.edu
29	Political Science Education	Joseph Roberts	Roger Williams University	jroberts@rwu.edu
30	Politics, Literature, and Film	Alex Cole	Northeastern State University	cole94@nsuok.edu
31	Foreign Policy	Dov Levin	University of Hong Kong	dovlvn@hku.hk
32	Elections, Public Opinion and Voting Behavior	Jamie Druckman	Northwestern University	druckman@northwestern.edu
33	Race, Ethnicity and Politics	Hannah Walker	UT Austin	hlwalker@utexas.edu
34	International History and Politics	Catherine Lu	McGill University	catherine.lu@mcgill.ca
35	Democracy and Autocracy	Anne Meng	University of Virginia	ameng@virginia.edu
36	Human Rights	Mneesha Gellman	Emerson College	mneesha_gellman@emerson.edu
36	Human Rights	Gary Uzonyi	University of Tennessee, Knoxville	guzonyi@tennessee.edu
37	Qualitative and Multi-Method Research	Jennifer Cyr	Universidad Torcuato Di Tella	jmcyr@utdt.edu
38	Sexuality and Politics	Scott Siegel	San Francisco State University	sniegel@sfsu.edu
38	Sexuality and Politics	Libby Sharrow	University of Massachusetts Amherst	esharrow@umass.edu
39	Health Politics and Policy	Andrew Kelly	California State University - East Bay	andrew.kelly@csueastbay.edu
40	Canadian Politics	TBA		
41	Political Networks	Lorien Jasny	University of Exeter	L.Jasny@exeter.ac.uk
42	Experimental Research	Rose McDermott	Brown University	rose_mcdermott@brown.edu
43	Migration and Citizenship	Fiona Adamson	SOAS, University of London	fa33@soas.ac.uk
43	Migration and Citizenship	Michael Jones-Correa	University of Pennsylvania	mjcorrea@sas.upenn.edu

44	African Politics Conference Group	Peter Lewis	Johns Hopkins University	plewis18@jhu.edu
45	Class and Inequality	Amber Wichowsky	Marquette University	Amber.wichowsky@marquette.edu
46	Ideas, Knowledge and Politics	TBA		
47	American Political Thought	Alan Gibson	University of Missouri	argc5f@missouri.edu
48	International Collaboration	Christina Davis	Harvard University	cldavis@harvard.edu
49	Middle East and North Africa Politics	Curtis Ryan	Appalachian State University	ryanc@appstate.edu
50	Civic Engagement	Carah Ong Whaley	University of Virginia	Clo3s@virginia.edu
50	Civic Engagement	Lauren Bell	Randolph-Macon College	lbell@rmc.edu
51	Education Politics and Policy	Jane Gingrich	University of Oxford	jane.gingrich@spi.ox.ac.uk
52	Formal Theory	Ian Turner	Yale University	ian.turner@yale.edu
53	International Relations Theory	Jennifer Mitzen	Ohio State University	mitzen.1@polisci.osu.edu
53	International Relations Theory	Alex Debs	Yale University	alexandre.debs@yale.edu
54	American Political Economy	Jacob Hacker	Yale University	Jacob.hacker@yale.edu
54	American Political Economy	Chloe Thurston	Northwestern University	thurston@northwestern.edu
55	South Asian Politics	Alexander Lee	University of Rochester	Alee87@ur.rochester.edu

COMMITTEE ON ORGANIZED SECTIONS

The 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 sections and APSA as a whole. This group is charged with the responsibility to:

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

The committee meets as needed to review policies and practices involving sections and to make recommendations to the APSA Council.

2023-2024 Committee Members

NAME	TITLE	EMAIL ADDRESS
Maureen Donaghy	Chair	mmd184@camden.rutgers.edu
Joshua Hasteley	Committee Member	jhasteley@regent.edu
Leslie Johns	Committee Member	ljohns@polisci.ucla.edu
Molly Melin	Committee Member	mmelin@luc.edu
Nick Carnes	Committee Member	nicholas.carnes@duke.edu
David Buckley	Committee Member	david.buckley@louisville.edu

SECTION ROSTER REQUESTS

Section chairs, vice-chairs, and secretaries have online access to the section's current membership list. Officers may download the up-to-date roster from the APSA website as needed. Sections can use this feature to generate and send important section information to their members.

Membership lists should be used to facilitate communication with section members for section related announcements only. This list should not be shared, sold, rented, or traded. For more detailed guidance on list usage, please see the APSA Connect terms of service and/or guidance for use of member lists, which can be found here: <https://connect.apsanet.org/terms/>

Instructions to access rosters are as follows:

1. Login to [APSA.net.org](https://www.apsanet.org)
2. Hover over "MEMBERSHIP" from the gray menu bar
3. Hover over "Organized Sections" from the dropdown
4. Select "For Section Officers and Organizers"
5. Click the green box "Download Section Roster" (or the following link: <https://www.apsanet.org/MEMBERSHIP/Organized-Sections/For-Section-Officers-and-Organizers/Section-Rosters>)

If you are successfully logged in, you will have access to your section roster.

APSA CONNECT

APSA Connect helps section officers and members to connect with each other, share resources and information, and network with colleagues through the discussion forums, document library, and directory.

Accessing APSA Connect

Log in to APSA Connect at <https://connect.apsanet.org/> using your APSA member login credentials. If you forget your password, go to the login screen and click the “Lost Password?” link. You will be prompted to enter your username or email address on apsanet.org.

Section Chairs, including some section officers, are allowed administrative access to edit, manage and/or update information listed on their section groups, forums, and microsite. If you have any concerns or questions about section group and/or access to these privileges, please contact communications@apsanet.org.

Instructions on how to navigate your section including posting messages, uploading documents, editing your email settings, and even changing your profile image can be found at <https://connect.apsanet.org/how-to/>.

Discussion Forums

Reach your section members by posting your announcements to your section’s discussion form.

Document library

Upload documents to your section library to make them accessible to your members. Share your announcements, syllabi, conference papers, teaching slides, or other, similar items. You can find the document library here: <https://connect.apsanet.org/documents/>. Access your section library by visiting your section landing page in APSA Connect and selecting, “Documents.”

Directory

Browse the enhanced search and profile options in the APSA Connect directory. If you would like to change your profile information, you can do that in your User Home on apsanet.org.

SECTION MICROSITES

Every section has its own landing page on apsanet.org/sections that provides general information about each section. However, APSA provides a public facing website (microsite) for your section. Many organized sections have opted into this benefit, where they house information on section activities, awards, events, newsletters, journals, and more. The website would also allow you to post expanded information about your group to the public.

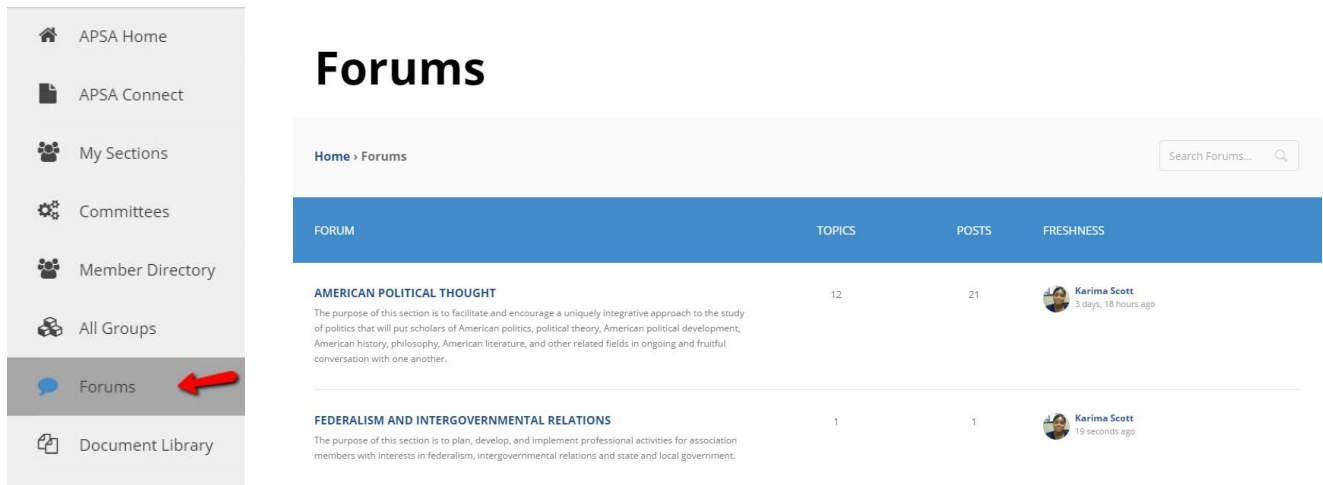
While some sections manage their own websites using other platforms or at their universities, APSA strongly encourages all sections to use this service and will provide this benefit to prevent any

interruption during leadership changes for your section. Please contact Dan Gibson, Senior Director of Communications and Marketing for details.

Posting to a Discussion Forum

Discussion boards can hold multiple **forums**, which can be organized by topic.

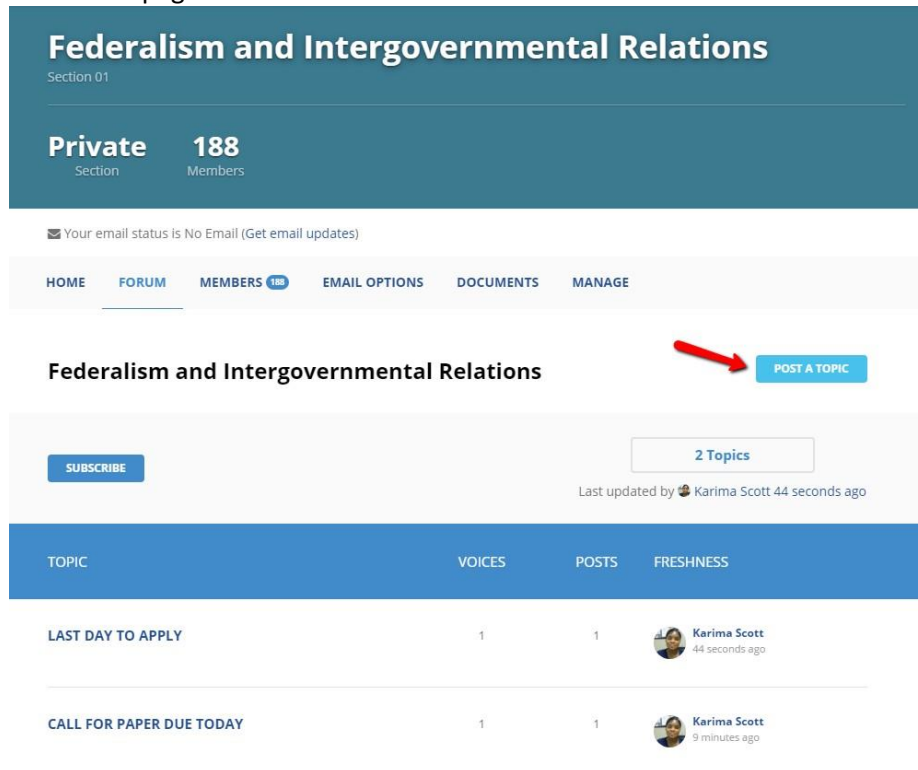
1. Select **Forums** in the side bar navigation. Then, select the group forum of your interest.



The screenshot shows the APSA website's navigation sidebar on the left, with 'Forums' highlighted by a red arrow. The main content area displays the 'Forums' page with a search bar and a table of forum topics.

FORUM	TOPICS	POSTS	FRESHNESS
AMERICAN POLITICAL THOUGHT The purpose of this section is to facilitate and encourage a uniquely integrative approach to the study of politics that will put scholars of American politics, political theory, American political development, American history, philosophy, American literature, and other related fields in ongoing and fruitful conversation with one another.	12	21	Karima Scott 3 days, 18 hours ago
FEDERALISM AND INTERGOVERNMENTAL RELATIONS The purpose of this section is to plan, develop, and implement professional activities for association members with interests in federalism, intergovernmental relations and state and local government.	1	1	Karima Scott 19 seconds ago

2. You will reach the community's group forum page. For example, let's select the Federalism and Intergovernmental Relations section. To post a message to this group, click **Post a Topic** in the right corner of the page.




The screenshot shows the 'Federalism and Intergovernmental Relations' forum page. It features a header with the section name and 'Section 01'. Below the header, it indicates 'Private Section' with '188 Members'. A navigation bar includes 'HOME', 'FORUM', 'MEMBERS (188)', 'EMAIL OPTIONS', 'DOCUMENTS', and 'MANAGE'. A red arrow points to the 'POST A TOPIC' button in the top right corner. Below the navigation bar, there is a 'SUBSCRIBE' button and a '2 Topics' indicator. The main content area shows a table of topics.


TOPIC	VOICES	POSTS	FRESHNESS
LAST DAY TO APPLY	1	1	Karima Scott 44 seconds ago
CALL FOR PAPER DUE TODAY	1	1	Karima Scott 9 minutes ago

3. Next, **post your message**. Enter your message title and begin crafting your message to your group.

CREATE NEW TOPIC IN "FEDERALISM AND INTERGOVERNMENTAL RELATIONS"


Your account has the ability to post unrestricted HTML content.

 **Post New Topics via Email**












You can post new topics to this group from the comfort of your email inbox. [Find out how!](#) 

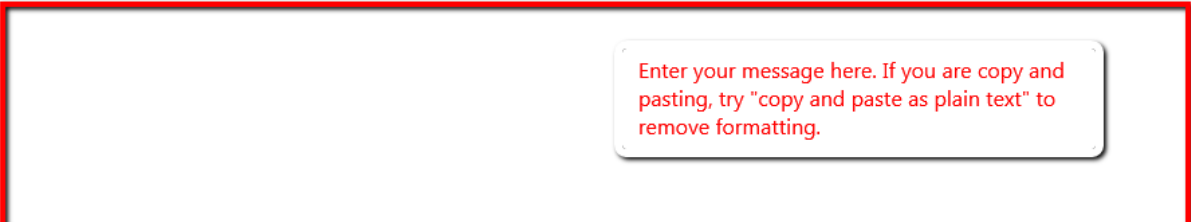
Try it! Craft your message from your own email inbox like Outlook, Gmail, etc.

Topic Title (Maximum Length: 80):

 **Enter your message subject or title.**


Visual Text

B I           

 **Enter your message here. If you are copy and pasting, try "copy and paste as plain text" to remove formatting.**

4. Group members have the **option to enter tags** for your message or topic, and post to multiple groups they are members of. Once complete, click **Submit** to post your message.

Topic Tags:



Notify me of follow-up replies via email

POST TO MULTIPLE GROUPS:

By selecting other groups below, you can post this same topic on their forums at the same time.

All APSA Members

AWARD SUBMISSIONS

Recognizing excellence in the profession is one of the most important activities of APSA. To bring attention to exceptional scholarship, many organized sections have established awards. Currently there are over 200 awards honoring dissertations, papers, articles, books, posters, and career achievements.

The names and affiliations of all award recipients should be submitted to the APSA membership department on or before **June 3**. Submit this information via e-mail using the membership@apsanet.org address.

The award recipient information provided will be included in the Annual Meeting Program, the August issue of *Political Science Today*, and on the APSA website.

DIVISION CHAIRS

The APSA Organized Sections must select one or two Division Chairs to formally review its conference proposals, make acceptances and rejections and to organize its sessions and short courses at the APSA Annual Meeting. All sections have a correlating division, while a few content areas have divisions representing the field of study at the Annual Meeting without section status. The previous year's Division Chairs are responsible for nominating those Divisions' Chairs.

Deadline: June 30

The deadline for sections to identify and submit these individuals' names and contact information to APSA is **June 30**. These Division Chairs will serve the section for the following year's Annual Meeting. Their first task will take place immediately after identification: they will craft the section's Call for Proposals over the summer after review of the Conference Theme. Calls for Proposals for the next year's Annual Meeting are due in early August each year.

It is expected that over the years, sections will rotate the responsibility for organizing conference content and sessions to ensure the widest possible participation. APSA encourages selecting Division Chairs who represent a range of geographical distribution, field of professional interest, methodological orientation, types of institutions where members are employed, race, ethnicity, gender and gender identity, sexuality, disability, and other important forms of diversity.

Under APSA Council rules, no person may serve as Division Chair more than once every four years for a division of the program. Division Chairs must also be up-to-date members of APSA throughout the duration of their service.

REQUEST FOR SPACE AT ANNUAL MEETING

Most organized sections choose to hold a business meeting or reception at the Annual Meeting. To request space for a business meeting, reception, or other event at the Annual Meeting, all requests must be submitted through the online APSA Affiliated Event request form.

The form is launched in January of each year and space requests are due on or before **March 31**. The individual who submits the space request will become the primary point of contact (POC) for the event if it is approved and **must have budgetary authority for the section**. **Therefore, section treasurers should take on this task.**

Space confirmations (including facility, room and time slot assignments) are sent via email in mid-May each year.

APSA Meetings staff members will coordinate arrangements for those events requiring catering. For those groups that indicated catering needs, the event POC will receive information on selecting their menu with their space confirmations. **Catering selections and quantities (headcounts) are due June 15 each year**. Sections must have sufficient funds in their account to cover the total event costs at time of selection.

All section events will be charged on the APSA Master Bill and APSA's Finance Department will manage transferring the relevant funds from the section bank account. The event POC will receive an event estimate in advance of the conference from APSA's Finance Department for authorization before funds are transferred. A final event invoice will be available post-conference; any necessary adjustment to the funds transferred will be done at that point. Section treasurers must notify APSA's Finance Department by August 1 of each year of any sponsorship /co-sponsorship funds that will be contributed to any given event and must provide a relevant POC for APSA to invoice for the agreed-upon funds.

Information on available time slots for meetings and receptions will be posted to the Annual Meeting website each year and are subject to change based on the current year's venue rules and conference schedule. A few notes:

- Business meetings are limited to one hour.
- Business meetings must utilize the room's existing set-up and audiovisual equipment.
- Costs for reception room sets and audiovisual (if needed) are not included.
- Receptions/events with food and drinks may begin at 7:30 p.m.
- **Meetings and events occurring offsite must be preapproved by APSA HQ**. APSA's legal counsel must review and sign all contracts, and/or agreements. **Contracts for the 2023 Annual Meeting must be submitted to meeting@apsanet.org no later than June 15, 2024.**

SECTION JOURNALS

Affiliations between Journals and Organized Section

In linking to an established journal as a benefit of section membership, APSA has fiduciary responsibility to the section and should be party to contract negotiations and a signatory to all such agreements following legal counsel review.

The Committee on Organized Sections has general guidelines that must be followed if the Organized Section considers establishing formal linkages with a journal published by another organization.

The criteria include:

1. If the journal is a peer-reviewed academic journal, the Organized Section Committee requires that the section provide a clear academic rationale for the proposed linkage prior to approving the proposed linkage. This information includes the academic standing of the journal in the section's field and the benefits provided to section members.
2. 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 to the proposed journal 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).

New Journal Guidelines

When an organized section plans to publish a new journal, a proposal must be submitted to the APSA Publishing Director, which is then reviewed by the Publications Policy Committee of the Council. If approved, the proposal then goes to the Executive Committee and the APSA full Council for final approval.

The proposal for a new journal must address key issues including, but not limited to:

- Rationale/need for new journal
- Procedures for editorial succession

- Financial feasibility (proposed cost)
- Ownership and copyright
- Membership benefit/risks
- Peer-review procedures
- Publisher considerations

Any questions that might arise with the Council on these issues need to be fully addressed with APSA and the Executive Committee before a contract can be considered. The APSA Executive Director should be a party on all legal documents, including journal publishing contracts and editorial agreements, and all documents must be on file at APSA headquarters.

Publishers' Requests

The section chair, secretary or editor is responsible for requesting the current membership roster from the APSA Membership Department, who will in turn send directly to the journal publisher, along with any cover sheet or other reporting tool required by the publisher. Note that publishers need current membership rosters for both journals in print and online to maintain the integrity of the member benefit.

SECTION FINANCES

Financial Procedures: Payments

Accounts Payable (Payment Request)

- Payments will be processed within 3-5 business days of receipt of ALL necessary documents and approvals.

Rules for different payment requests

Process for Submitting Organized Section Payment Requests

Moving forward, all section payment requests are to be submitted through the new secure [Organized Section Payment Request Form](#). Section officers can access the form by logging in using their APSAnet.org credentials. Forms are to be submitted by either the section chair or treasurer. Forms submitted by anyone outside of these positions will be returned. Forms should not be submitted until all required information is included and only one form should be submitted for each payment. Utilizing this system will allow APSA to better streamline the payment process. Any payment forms submitted via email will be directed to be resubmitted through the application.

APSA Membership Dues, Organized Section Dues, and Annual Meeting Registration fees are non-reimbursable expenses from section accounts.

Financial Procedures: Receivables

Accounts Receivables (Deposits)

- Deposits processed daily
- Checks received directly (royalties, contributions, etc.)
- Submissions from Section Treasurer
- Section dues

Checks Received Directly

- Sent directly to APSA
 - Treasurer must provide purpose of deposit by e-mail, fax, or cash receipt purpose form
- Sent from Treasurer to APSA
 - Treasurer will provide purpose form with check

Section Dues

- APSA will allocate dues to each section on a monthly basis

Monthly Fund Balances

- APSA will provide to Treasurers upon request

Activity Reports

APSA will email the treasurer the section financial activity report monthly. The financial activity report shows YTD balances of section revenues, expenses, and funds. Note that APSA's fiscal

year is January through December

Year-end Financial Activity Reports

- APSA will provide Treasurer with financial activity report at the year end.
 - Treasurer will provide APSA with any discrepancies within one (1) week of receipt

IMPORTANT DOCUMENTS

[ACH Authorization Form](#)

[Outgoing Wire Transfer Request form](#)

[Payment Request Form](#)

[W-8 Form](#)

[W-9 Form](#)

SECTION UPDATE FORMS

APSA maintains a roster of all section officers which is posted on the APSA website and published annually in *Political Science Today*. Please keep this data current throughout the year. Changes in dues, section names, and officer information should be submitted by using the Section Update Form no later than the last week of October. The 2023-2024 form can be found [here](#).

SECTION HANDBOOK

The Organized Section handbook is attached [here](#) for your reference

