



*AMERICAN POLITICAL SCIENCE ASSOCIATION*

# ORGANIZED SECTION HANDBOOK

A resource for APSA organized section officers containing policies and procedures regarding the efficient operation of their sections.

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# INTRODUCTION AND ACKNOWLEDGEMENTS

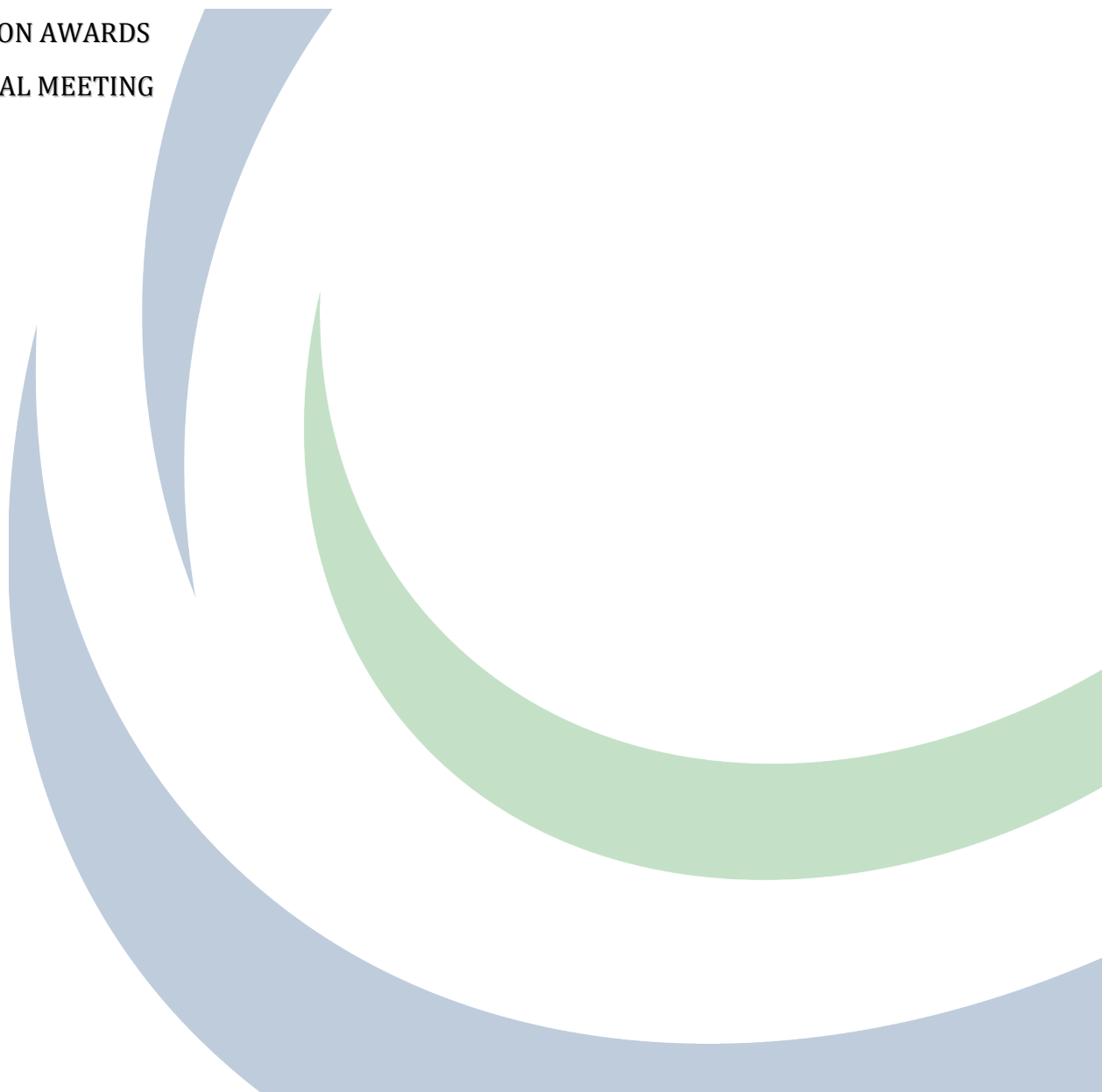
Welcome to the APSA Organized Section Handbook. This handbook was created to govern the activities of the organized sections and provide important information about organized section history and policies. The APSA welcomes feedback on this handbook which is also available on the APSA website. If you require additional information or have questions about the handbook, please do not hesitate to contact me directly at [charrigan@apsanet.org](mailto:charrigan@apsanet.org) or 202-483-2515.

This handbook reflects an extensive process of consultation among many individuals, including APSA staff, the organized section committee, section officers, the membership and professional development committee, and the APSA Council. We greatly appreciate everyone who helped bring this handbook to fruition.

Casey Harrigan  
Director, Member Services

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# I. HISTORY AND PURPOSE OF ORGANIZED SECTIONS

## A. Background

At its September 1981 meeting, the APSA Council approved, in principle, the establishment of sections of organized subfields within the association. Called Organized Sections, these groups became a formal component of the American Political Science Association in 1983 when the sections on Federalism and Intergovernmental Relations, Law and Courts, Legislative Studies, Public Policy, Political Organizations and Parties, and Public Administration were formed. In 2022, the APSA has 51 Organized Sections representing a wide range of sub-fields in the discipline including: legislative studies, comparative politics, health politics, migration and citizenship, and human rights. As components of the association, sections are accountable to its by-laws and to the APSA Council. More than half of all APSA members belong to at least one organized section and many belong to two or more.

## B. Role within the Association

Organized sections are a critical benefit of membership and a vital part of the association. Through participation in section activities, members can meet other political

scientists with similar research and teaching interests. Sections also provide an organizational vehicle to share research and best practices in the classroom. Moreover, many sections also organize meetings and workshops on behalf of its members. In addition, sections also provide valuable leadership opportunities for members and offer many awards that recognize excellence in teaching and scholarship in the section membership. Organized sections also sponsor panels at the annual meeting, offer important, peer-reviewed academic journals, and informative newsletters.

Overall, the association strongly believes that all members should strive to join a section that fits with their interests.

## C. Involvement in Annual Meeting

Organized Sections are an integral part of the planning of the conference content through their role in organizing panel and poster sessions, roundtables, and short courses in their respective sub-fields for the annual meeting. Through a formula based on attendance at section panels at the annual meeting and the number of paper submissions, panels are allocated to the respective sections. In 2017, the sections organized close to 1,000 panels for the annual meeting.

## D. APSA Committee on Organized Sections

The Committee on Organized Sections serves as a key liaison between the sections and the APSA Council and provides advice and

feedback to the APSA Council and staff. The Committee also considers applications for new sections and makes recommendations to the APSA Council.

The Committee meets as needed to review policies and practices involving sections and to make recommendations to the Council and staff. The Committee may also be asked by the APSA Council and staff for input on important APSA policies such as membership. A current list of committee members can be found on the web at: <http://www.apsanet.org/ABOUT/Leadership-Governance/Committees/Governance-Committees#OSC>

## II. APSA POLICIES REGARDING ORGANIZED SECTIONS

### A. GUIDELINES FOR APSA ORGANIZED SECTIONS

The following guidelines were created to assist officers in the governance of their section.

- 1) All organized sections operate under the authority of the APSA by-laws and APSA Council.
- 2) All members of the section must be members of the American Political Science Association.
- 3) Sections are required to adopt by-laws, which should be on file with the APSA Headquarters office. These by-laws should detail the procedures for an elected president or chair, an elected representative council or executive committee, and an elected or appointed treasurer. For more information, please refer to Chapter III.
- 4) *The role of the Section Treasurer.* This important responsibility includes the authorization of payments requests, review of non-dues revenue and auditing of the monthly financial reports provided by headquarters. The treasurer also works closely with the APSA Finance Office, since APSA Headquarters Office is responsible for the maintenance of section bank accounts. The treasurer must return a signed copy approving the September financial report by October 31st to the APSA Finance Office.
- 5) Sections must maintain the required membership of 200 members to remain active. See section VII relating to section review and oversight for a more detailed description of the implementation of this policy.
- 6) APSA is responsible for the collection of dues and the maintenance of section membership rosters. The association also supports the section through on-line communities through APSA Connect, including the creation of section microsites. APSA may also publish section news on the APSA website including PS NOW as well as *PS: Political Science & Politics*. For

more information about section communications, please refer to Chapter IV.

- 7) Sections are responsible for setting dues at levels that are financially responsible.
- 8) Annual meeting panels sponsored by sections will be part of the official meeting program.
- 9) Sections are legally part of APSA, thus, sections are required to receive Council approval for any public statement.

## III. SECTION ADMINISTRATION

### A. Nominating New Officers

APSA guidelines call for elected leadership, although some positions such as treasurer may be appointed.

### B. Planning Elections

Procedures for holding elections are set forth by individual section by-laws. APSA encourages sections to regularly rotate the leadership and committee membership of the section.

### C. Diversity and Inclusion in Leadership

APSA is committed to promoting and enhancing diversity and inclusion throughout the discipline. APSA encourages sections to

ensure leadership nominations that reflect and are inclusive of a variety of different characteristics and backgrounds of our members, including race, ethnicity, actual or perceived, gender, gender identity, sexual orientation, disability, region of the country, country of origin, employment status (tenure track, tenured, or non-tenured faculty), type of institution, and—as applicable—professional interest and methodological orientation.

Organized sections are urged to review the pattern of appointments over past years to assure that they have and continue to contribute to this diversity. APSA staff will provide sections with a demographic data report that includes access to an interactive data dashboard of APSA membership and all organized sections. Section leaders are encouraged to contact the organized section APSA staff liaison if they would like assistance on conducting a review or developing a diversity and inclusion strategy. Assistance may include development of a diversity and inclusion recruitment and retention strategy for members, developing a review of section or division chair leadership, leadership recruitment, and/or aggregate data on the demographics of section membership.

Information on APSA's diversity and inclusion programs and resources is located online at:

[www.apsanet.org/diversityresources](http://www.apsanet.org/diversityresources).

### D. Record keeping

Section record keeping is an important means of ensuring good governance, including supporting your next chair or section board during the section transition.

Some important records are kept at APSA headquarters, while others are maintained by the section officers and/or members.

Records that APSA generates and will make available to you include:

- a. Section rosters
- b. Aggregate reports on section membership, including long term membership trends and demographics
- c. Journal contracts
- d. Financial reports

Records or documents that you generate, but we will keep on file include:

- a. Section by-laws
- b. Chairs report
- c. Annual names and contact information for award committees and award winners
- d. Websites and website passwords (optional)
- e. Minutes from section leadership or business meetings (if required by section by-laws)

Records or documents that you may generate, and we ask that you archive according to your own needs include:

- a. Newsletters
- b. Webpages and web passwords

We request that sections submit updates to by-laws, award committee information, and a copy of the chair's report of the year to APSA no later than October 1. The chair's report should be a brief (1-2 pages) narrative of the main section activities and initiatives from the prior year, including any major changes

to section by-laws or governance. Its main purpose can be to inform current and future members about section business, and it may be a complement to or in lieu of newsletters or other official records of section business.

Award winner information should be shared in the spring. APSA headquarters maintains complete records of section membership data and by-laws.

For any other records, sections should develop their own policies for archiving and should notify APSA of the archive's location (e.g., on a university repository, external website, etc.).

## E. Managing Leadership Transitions

APSA encourages sections to establish guidelines to facilitate the smooth transition of leadership. We will provide chairs with a complete report of all records that APSA keeps at the start of every term, including historical section information, prior year chairs report, membership data, financial reports, and journal updates each year at the Section Business Meeting or at the Organized Section Officer Breakfast. We also encourage outgoing chairs to gather and share any additional information pertinent to the administration of that office such as website access and passwords. An informal transition meeting or time to talk through the section information can be an easy way to ensure continuity in section administration.

Additionally, the APSA Membership Department has compiled an Organized Section Chair Orientation Manual which is designed to be a reference guide for section chairs throughout their official terms.

## F. Keeping By-Laws Current

Organized sections are required to have by-laws, and to provide the association with updated versions by October 1. APSA collects current by-laws from sections and will circulate its collection to sections upon request. To receive copies of sample by-laws or the by-laws of a specific section, please contact Casey Harrigan, Director of Member Services at [charrigan@apsanet.org](mailto:charrigan@apsanet.org).

## G. Reporting New Officers, Dues, Awards Committees, and Award Recipients

APSA maintains a roster of all section officers, which is posted on the APSA website and published annually in *PS: Political Science and Politics* following the annual meeting. It is the responsibility of section leadership to keep this data current throughout the year. Changes in dues, names, and institutional affiliations of new officers should be submitted in writing using the Organized Section Update Form to the organized section liaison at: [membership@apsanet.org](mailto:membership@apsanet.org) no later than October 1.

### ***Information Due by October 1:***

- Names and full contact information of new section officers.
- Updates to details on awards to be given in the next year, including deadlines, submission information, eligibility, and award committee members.
- Journal/newsletter details including title; editor; frequency; print, online, or other delivery; and costs to member.
- Any changes in web addresses.
- Any changes to the section by-laws

The section update form can be found [here](#).

## H. Member Services

The APSA Staff can assist individual sections in recruiting new or retaining existing members by providing up-to-date information on its membership and their

interests including member email addresses. Ideas for enhancing services for members include welcoming new members, communicating section activities via the APSA newsletter and the new member orientation email series, and contacting lapsed members. This office welcomes feedback from members and suggestions for how to involve new members in section activities.

## I. Membership Dues

Dues are a major source of revenue for organized sections. Membership for sections runs concurrently with APSA membership. A member's section affiliation from the past three years will be bolded on their membership renewal form, and section affiliation in the past year will be preselected, so he/she may easily renew their section membership along with their association membership.

Collected dues are transferred to section accounts on a monthly basis.

## J. Membership Lists

Section chairs have online access to the section's current membership list. Chairs 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 only. See Section V, paragraph F for more information on administration of journal member rosters.

Membership lists that section officers pull should only 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/>

# IV. SECTION COMMUNICATION

## A. Newsletters

Many sections regularly publish a newsletter as a service to members. Unless otherwise stated, it is assumed that the authors of individual essays or contributions own the copyright.

## B. Online Section Communities

APSA's online community platform, APSA Connect, allows all sections to create online communities and establish section websites. Functionality around these websites can include discussion forums and document libraries. Recent improvements in APSA Connect also significantly increased functionality and introduced far easier access and usage. Sections should contact Dan Gibson, APSA Sr. Director of Communications at [dgibson@apsanet.org](mailto:dgibson@apsanet.org) with any questions about APSA Connect.

All section website content must be consistent with APSA's policies and procedures on the proper use of websites, which can be found at [www.apsanet.org/Terms](http://www.apsanet.org/Terms).

# V. SECTION JOURNAL AFFILIATIONS

Many sections provide journals as a benefit and service to members and the discipline. Seventeen sections have affiliated journals published under various types of publisher agreements. For sections interested in adopting a new journal, three main routes exist: 1) establishing a new journal; 2) sponsoring/editing an existing journal; and 3) providing section members with subscriptions to an existing publication.

APSA is legally and financially liable for all organized section contracts for any journal contracts entered into by an organized section, therefore all contracts must go through APSA Headquarters and outside legal counsel if necessary.

Through this process, sections will obtain the maximum financial benefit from their journal contracts as well as preserve their flexibility to make changes to these contracts as their priorities change. This process is designed to provide direct financial and programmatic benefits to the sections and encourage more diversity in our publishing portfolio.

## A. Establishing a New Journal

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 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.

## B. Partnerships with Publishers

There may be circumstances where a section has a partnership with a publisher that is unofficial or has not been documented in any agreement. Such instances include publishers providing free electronic access for a limited time to section members or saying journals are published in partnership with a section. In either case, it would be best to alert the APSA Publishing Director. They can be of assistance with setting up seamless IP access and, if desired, converting one of these arrangements into a more formal partnership. In such cases, it would be best not to refer to journals as “the official journal of” the section. Rather, “published in association/partnership with” should be used. For any arrangement where there is a financial transaction (paid or received) from

a publisher, there must be a contract in place signed by the APSA Executive Director.

## C. Affiliations between Journals and Organized Sections

In linking to an established journal as a benefit to 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 Sections considers establishing formal linkages with a journal published by another organization.

The criteria include:

1. 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).

## D. Sponsoring a Journal

In addition to starting and editing a new journal to share with section members, organized sections may consider "sponsoring" a new or existing journal. As a sponsor of the journal, the organized section provides editorial content, editorial oversight, and agrees to work within standard parameters of the peer-review process and standard publication/publishing practices. Like a proposal for a new journal, a proposal to sponsor a journal must identify the key issues, including rationale, financial feasibility, and member benefit/risks. It should also be shared with the APSA Publishing Director. The Executive Committee will review these proposals and if approved, APSA Executive Director should be a party on all legal documents, including journal publishing contracts and editorial agreements. All documents must be on file at APSA Headquarters.

## E. Offering Subscriptions to Journals

Often organized sections offer their members subscriptions to journals of interest to the subfield as part of a membership benefit.

These journals can be published by other societies or publishers. The organized section is not responsible for editorial content or oversight. Prior to entering into an agreement, the section should provide a proposal to the APSA Publishing Director, who will share with the Executive Committee. The Executive Committee will review the proposals, and if approved, the APSA Executive Director should be a party on all legal documents, including journal publishing or subscription agreements. All documents must be on file at APSA headquarters.

## F. Administration of Journal Member Rosters

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.

# VI. SECTION FORMATION

## A. Forming a New Section

To propose a new organized section, the organizers must submit an application to the APSA Headquarters. The application consists

of the proposed section's name, purpose, and draft by-laws. It should be accompanied by a petition signed by 200 current APSA members. The petition must include the statement, "Creating a new APSA Organized Section will likely reduce the number of panels that are available to pre-existing sections at future APSA Annual Meetings."

The proposal must provide specific examples of how the new section will differ from the existing sections, how it will contribute to the intellectual community within the association, and a narrative of consultations with chairs of closely aligned, pre-existing sections, regarding the development of the new section, including any letters of support. If the new section proposes to include a journal subscription, bestow awards, or collect dues, this information should be included as well.

Once the proposal is received, it will be shared with current Section Chairs for a 30-day open comment period.

The Organized Section Committee will review all applications and make a recommendation on whether the new section should be formed. In doing so, they may ask proposal organizers for further information on any of the above criteria. The proposal, along with the recommendation of the Organized Section Committee, will be placed on the agenda of the next meeting of the APSA Council. Any new organized section that is approved by Council will be allocated space for organizational meetings during the annual meeting of the same year, and allocated panels for the following year (for example, applications approved in the spring of 2022 would be allocated a business

meeting slot at the 2022 Annual Meeting, and panels at the 2023 Annual Meeting.)

## Proposal Guidelines in Brief

Proposals should include the following information and should be sent to Casey Harrigan, Director of Membership:

- The name of the section.
- The purpose or mission of the section.
- A narrative providing specific examples of how the section differs from existing groups, and how it would enhance the intellectual diversity and community at APSA.
- A narrative of consultations with pre-existing Organized Section Chairs from related sections. Letters of support are encouraged.
- A petition to form the section signed by 200 current APSA members. The following language is required to be included on all petitions: “Creating a new APSA Organized Section will likely reduce the number of panels that are available to pre-existing sections at future APSA Annual Meetings.”
- Draft by-laws. Sample by-laws are available from the Membership Department.
- Proposed initial section officers or plans for running an election to select officers upon adoption of the section.
- If applicable, any proposed journal partnerships or contracts that would be affiliated with the section at its launch.

- If applicable, any proposed awards that would be given by the section at its launch.
- If applicable, proposed section dues.

## VII. SECTION REVIEW AND OVERSIGHT

The APSA staff and Organized Section Committee review the role of sections in the association on an ongoing basis. Any organized section that falls below 200 members for three consecutive years will have its status suspended. Its existing members will have the opportunity to transition to another organized section, related group, or working group and reapply for organized status one year after the suspension. APSA will notify all organized sections of their status every year.

## VIII. SECTION FINANCES

Organized section treasurers are responsible for managing section funds, which include the authorization of payment requests, review of non-dues revenue and auditing of the monthly financial reports provided by the National Headquarters office.

## A. Maintaining Checking Accounts

APSA's auditors require that all section funds are held in a checking account with Bank of America in Washington, D.C., under the association's tax identification number.

Sections are expected to use the checking account for their funds, including any they might raise in addition to dues. Sections with surplus funds may choose to transfer funds from the checking account into CD's or other investment vehicles approved by the investment committee.

## C. Payment Process

All section payments will be processed from the APSA Headquarters Finance Office.

To request a check payment, section treasurers must provide authorization and submit the following documents to:

[finance@apsanet.org](mailto:finance@apsanet.org):

1. Check request form
2. Invoice, detailed receipt, or other supporting document
3. W-9/W-8BEN form completed by payee

APSA requires all three items to process check payments. These forms can be found at: [www.apsanet.org/MEMBERSHIP/Section-Membership-FAQs/For-Section-Officers-and-Organizers](http://www.apsanet.org/MEMBERSHIP/Section-Membership-FAQs/For-Section-Officers-and-Organizers)

To request a wire transfer, section treasurers must submit and approve an "outgoing wire request form" along with the appropriate invoice and/or detailed receipts, and a completed form W-9/W8BEN. Bank fees

associated with the wire transfer will be charged to the section expense account.

Invoices received from a third party for payment from a section will not be processed until authorization has been received from the treasurer.

## D. Checks Received

Checks received for a section treasurer or third party vendor are deposited directly into the section bank account. The finance department will notify the section treasurer about the deposits.

## E. Financial Reports

Sections will receive monthly financial reports from the National Headquarters office. Treasurers must return a signed copy approving only the September financial report by October 31 to the finance department.

## F. Holding a Restricted Fund with the APSA Trust and Development Fund

If an organized section wants to establish an a restricted fund for the purpose of bestowing cash prizes for awards, travel grants, research grants, or other related purposes, APSA will assist by aiding in the management of funds. The Executive Committee of the Council is responsible for the oversight of all restricted funds. The following guidelines have been developed for handling section award funds:

Section restricted funds are managed in conjunction with other APSA endowed award

funds. Organized sections should recognize that while these funds are invested prudently, the investment portfolio may include equities and other investments which carry a potential risk of loss of capital.

APSA will issue one check per year, per section from the restricted fund, in response to a specific request from the organized section chair, and will provide an annual accounting report of the fund balance at that time.

If a section wishes to start a new restricted fund, reach out to APSA staff first to create a statement of purpose for the fund and develop supporting administrative procedures to ensure good stewardship of donor funds. Typically this includes a 1-2 page statement of the funds purpose, the annual draw amount, the process for selecting awardees, and rules for disbursement. Contact APSA development staff at [awards@apsanet.org](mailto:awards@apsanet.org) for support with this function, establishing online giving, and other fundraising assistance.

The APSA Finance office will report regularly to organized sections listing contributors and amounts; APSA staff will also send a letter to the donor acknowledging the donation for tax purposes.

## IX. SECTION AWARDS

Recognizing excellence in the profession is one of the most important activities of the American Political Science Association. To

bring attention to exceptional scholarship, many sections have established awards. Currently, there are more than 180 such awards honoring dissertations, papers, articles, books, and career achievement. Some of these awards are named to honor the work of a specific scholar; others simply reference the nature of the award.

### A. Establishing awards

A section may create an award to honor the work of a political scientist within its subfield. When selecting a political scientist to honor, the APSA awards staff ([awards@apsanet.org](mailto:awards@apsanet.org)) can provide you with a list of all APSA and section awards named after political scientists, to cross-check duplicate awards being named after the same individual. Where possible, sections should secure permission from the individual, or their estate, in using the individual's name for a new prize. Although the procedure of creating a prize may be set out in individual section by-laws, certain items should be included in the process, for instance its purpose, nomination and selection procedure, eligibility requirements, decisions on cash prizes including if supported by section dues, regular donations or external sponsors. After an award has been created, the section should forward this information to APSA Headquarters so that it can be used to update our records.

### C. Selecting Award Committees

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

Sections are encouraged to nominate award committee members on or before their annual business meeting held at the APSA Annual Meeting, as this information is due to APSA Headquarters on or before October 1.

## D. Notifying Department Chairs to Get Books or Papers for Review

Section book awards will be made available on the APSA website and in the January issue of *PST*. Department chairs will be given a list of each section's dissertation awards. This information about association and section awards is sent to publishers and department chairs in early October.

## E. Announcing Section Awards

Section award recipients are listed annually in the October issue of *PS*, as well as in a special section of the annual meeting final program, and on the APSA website. Presentation of section awards usually takes place at organized section business meetings or receptions during the annual meeting. To ensure section award recipients are included in the annual meeting program, the name, institutional affiliation of the winner, as well as the title of any publication (if applicable), must be submitted to Casey Harrigan, Associate Director of Member Services at [charrigan@apsanet.org](mailto:charrigan@apsanet.org) by June 15.

# X. ANNUAL MEETING

## A. Selecting a Program Chair or Division Chair

Divisions are groups that organize panels for the annual meeting. They are allocated panels based on current year submissions and previous year attendance. Some divisions included in the annual meeting program are associated with an organized section. Others are not. For the former type, the organized section should select—often as part of its selection of officers—a section member to serve as “division chair”. APSA Headquarters will request information on division chairs in May of each year (i.e. May 2017 for the 2018 Annual Meeting) with a deadline in July of each year. Full names, institutional affiliations and contact information will be required at this time, as work will begin on the following year's meeting in mid-July.

For the latter type of division, the current year's division chair will designate the future year's division chair. All division chairs, regardless of the means by which they are selected, should attend the Annual Meeting Division Chair Breakfast (at which planning for the next year's meeting occurs).

The individual will work with the annual meeting program co-chairs to review paper and panel proposals to their division; construct sessions to meet the division's program allocation; identify chairs and discussants; and make revisions to their panels and sessions as necessary.

The division chair's responsibility spans more than a year, beginning with submitting the division call for papers, and culminating with the annual meeting. Division chairs should expect to receive and respond to regular requests from the program co-chairs

for submission review, theme panel nominations, panel co-sponsorships, and the filling of program vacancies. They will receive a Division Chair Handbook in the fall, which will outline responsibilities, guidelines, and best practices.

Under Council rules, an individual who has served as chair for any division may not do so again for more than three consecutive years. More generally, sections are expected to rotate responsibility for organizing their panels to ensure the widest possible representation of perspectives and methodologies. APSA also strongly encourages sections to ensure that division chair appointments reflect the variety of different characteristics and backgrounds of our members, including but not limited to race, ethnicity, actual or perceived, gender, gender identity, sexual orientation, disability, region of the country, origin of country, employment status (tenure track, tenured, or non-tenured faculty), and type of institution.

## B. Meeting Timetable

Submission review typically begins in mid-January. Complete panel construction for the annual meeting preliminary program is due by the end of February. Proposals for short courses are due at the same time as the proposal submissions. A second wave of panel construction activity will occur in early April, after members are notified of their accepted proposals and are then required to indicate their participation and confirm their roles based on the participation rules. At this point, division chairs may have to replace presenters, paper, session chairs and/or discussants.

Revisions to the preliminary program are due at the beginning of May and revisions to the final program are due at end of June. A timeline of these activities and deadlines is provided to division chairs at the Division Chairs Breakfast at the annual meeting each year.

## C. Scheduling a Business Meeting or Reception at the Annual Meeting

Most Organized Sections choose to hold a business meeting or reception at the annual meeting. Complimentary rooms are available upon request to the APSA Meeting Department. Catering and day preferences can be selected on the affiliated event application, typically due by the end of March, and available on the annual meeting website.

Sections proposing to host events with food and/or beverage at the annual meeting must have sufficient funds in their section cash accounts to cover the cost estimate for the event(s) before they are approved.

## D. Organizing a Short Course

Short courses are a great opportunity for members to enhance their knowledge about a field and to reinvigorate their teaching and research. Short courses are scheduled for the Wednesday before the annual meeting.

In order for a short course to be part of the Wednesday program, proposals should be submitted within the proposal submission system. The short course deadline is the same date as the overall call for proposals and is part of the submission system process.

## D1. Additional Guidelines

Online pre-registration is required for all attendees. Program participants must register in early June to keep their place on the program.

Short courses are only for annual meeting attendees. In order to attend short courses, individuals also must be registered for the annual meeting.

Each course will carry a registration fee, separate from the annual meeting registration fee. All registration fees will be applied to the audiovisual bill to partially offset the costs of running them on Wednesday.

Short course attendees must check-in onsite at the main conference registration desk for their badge.

## D2. Selecting Topics and Securing Appropriate Leaders

Short course conveners are encouraged to develop courses that will engage not only members from their section, but also scholars from across the subfields. Topics range widely and may involve new teaching techniques, technologies, or research methodologies. APSA also encourages sections to look at the professional development needs of their members.

Sections should begin the process of securing short course leaders or participants early. Short course descriptions, agendas and presenters will be published in the preliminary program in May, as well as in the final program.

Sections are encouraged to contact the APSA professional development staff for new ideas and suggestions.

## D3. Equipment and Other Special Arrangements for Short Courses

Each short course will have complimentary access to the standard room equipment and room set-up for panels at the Annual Meeting. Sections will be responsible for pre-payment of any additional costs, including, but not limited to: catering, additional equipment, and non-standard room set-ups.

## D4. Publicizing Short Courses

Short Courses are listed in the APSA's Preliminary and Final Programs, and full details are available on the Annual Meeting website. They will also be part of APSA's conference promotions to members via email. Sections are encouraged to advertise their courses in newsletters, on web sites, and on electronic lists in advance of the meeting.