



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.

2025-2026 IMPORTANT DATES

| | |
|---------------------|--|
| October 20, 2025 | Organized Section Update forms due to APSA |
| November 18, 2025 | Organized Section Officer Orientation Webinar |
| January 14, 2026 | Call for Proposals for 2026 Annual Meeting closes |
| March 31, 2026 | Business Meeting and Reception space requests close |
| June 1, 2026 | Award winners due to APSA |
| June 15, 2026 | Contracts for offsite receptions due to APSA |
| September 3-6, 2026 | 2026 APSA Annual Meeting- Boston, MA |
| September 6, 2026 | 2026 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 | Kristin Kessler Director | kkessler@apsanet.org 202-349-9377 |
| | Susy Cowgill Manager | scowgill@apsanet.org |
| | Lynanne Lowry Virtual Meetings Specialist | llowry@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 |
| | Adriana Natal Associate Editor | anatal@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 | sstoupa@apsanet.org 202-349-9360 |
| | Nicole Price Associate Director | |
| | Adriana Daza Staff Accountant II | |
| | Mehreen Bajwa Staff Accountant | |
| | Roman Hall, Accounts Payable Specialist | |
| General Inquiries | finance@apsanet.org | |

2025-2026 Organized Section Chairs

| Section | Section Name | Name | Affiliation |
|---------|--|--------------------|-------------------------------------|
| 1 | Federalism & Intergovernmental Relations | Craig Volden | University of Virginia |
| 2 | Law and Courts | Teena Wilhelm | University of Georgia |
| 3 | Legislative Studies | Christian Grose | University of Southern California |
| 4 | Public Policy | Hongtao Yi | FSU |
| 5 | Political Organizations and Parties | Susan Scarrow | University of Houston |
| 6 | Public Administration | James E. Wright II | Arizona State |
| 7 | Conflict Processes | Caroline Hartzell | Gettysburg College |
| 8 | Representation and Electoral Systems | | |
| 9 | Presidents and Executive Politics | Terri Bimes | University of California, Berkeley |
| 10 | Political Methodology | Arthur Spirling | Princeton University |
| 11 | Religion and Politics | Nandini Deo | Lehigh University |
| 13 | Urban and Local Politics | Domingo Morel | NYU |
| 15 | Science, Technology & Environmental Politics | Kristin Taylor | Wayne State University |
| 16 | Women, Gender and Politics Research | Malliga Och | Denison University |
| 17 | Foundations of Political Theory | Yves Winters | McGill University |
| 18 | Information Technology and Politics | Shelley Boulianne | Mount Royal University |
| 19 | International Security | Steve Grenier | Johns Hopkins University |
| 20 | Comparative Politics | Ann-Gryzmala Busse | Stanford University |
| 21 | European Politics and Society | Sara Goodman | UC Irvine |
| 22 | State Politics and Policy | Michael J. Nelson | Penn State University |
| 23 | Political Communication | TJ Billard | Northwestern University |
| 24 | Politics and History | Robert Lieberman | Johns Hopkins University |
| 25 | Political Economy | John Patty | Emory University |
| 27 | New Political Science | Cedar Welker | University of Northern Colorado |
| 28 | Political Psychology | Ashley Jardina | University of Virginia |
| 29 | Political Science Education | Maureen Feeley | University of California, San Diego |
| 30 | Politics, Literature, and the Arts | | |
| 31 | Foreign Policy | Kelsey Larsen | University of Central Florida |

| | | | |
|----|---|-------------------------|------------------------------------|
| 32 | Elections, Public Opinion and Voting Behavior | Melissa Michelson | Menlo College |
| 33 | Race, Ethnicity and Politics | Natalie Masuoka | UCLA |
| 34 | International History and Politics | Andrew Szarejko | Wartburg College |
| 35 | Democracy and Autocracy | Scott Williamson | University of Oxford |
| 36 | Human Rights | Ann Marie Clark | Purdue |
| 37 | Qualitative and Multi-Method Research | Jeffrey Checkel | EUI |
| 38 | Sexuality and Politics | Ed Kammerer | Idaho State |
| 39 | Health Politics and Policy | Christopher Ojeda | University of California, Merced |
| 40 | Canadian Politics | Clifton van der Linden | McMaster University |
| 41 | Political Networks | Shahryar Minhas | Michigan State University |
| 42 | Experimental Research | Ariel White | MIT |
| 43 | Migration and Citizenship | Gallya Lahav | Stony Brook University |
| 44 | African Politics Conference Group | | |
| 45 | Class and Inequality | David Bateman | Cornell University |
| 46 | Ideas, Knowledge and Politics | Adam Lerner | University of Massachusetts Lowell |
| 47 | American Political Thought | Susan McWilliams Barndt | Pomona College |
| 48 | International Collaboration | Daniela Donno | University of Oklahoma |
| 49 | Middle East and North Africa Politics | Marwa Shalaby | University of Wisconsin |
| 50 | Civic Engagement | Karen Kedrowski | Iowa State University |
| 50 | Civic Engagement | Lauren Bell | Randolph-Macon College |
| 51 | Education Politics and Policy | Lesley Lavery | Macalester |
| 52 | Formal Theory | Mehdi Shadmehar | UNC |
| 53 | International Relations Theory | Michelle Murray | Ohio State University |
| 53 | International Relations Theory | Mark Raymond | University of Oklahoma |
| 54 | American Political Economy | Jessica Trounstein | Vanderbilt University |
| 54 | American Political Economy | Lisa Miller | Rutgers University |
| 55 | South Asian Politics | Vineeta Yadav | Penn State |
| 56 | Nationalism and Politics | Maya Tudor | Oxford |

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.

Sections are legally part of APSA, thus, sections are required to receive Council approval for any public statement.

| NAME | TITLE | EMAIL ADDRESS |
|----------------|------------------|-----------------------------|
| Craig Parsons | Chair | cap@uoregon.edu |
| Steven Smith | Committee Member | smith@wustl.edu |
| Camille Burge | Committee Member | camille.burge@villanova.edu |
| Kristin Goss | Committee Member | kgoss@duke.edu |
| Amanda Friesen | Committee Member | afries4@uwo.ca |
| Andrew Flores | Committee Member | flores.andrew.r@gmail.com |

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://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://members.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 <https://apsanet.org/membership/organized-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 an interruption during leadership changes for your section. Please contact Dan Gibson, Senior Director, Communications, Information and Operations 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.

| 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.


| 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 1**. 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.

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.

Organized Sections are expected to abide by the [Organized Section Officer Annual Meeting Policies](#), as passed by APSA Council.

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 connect the POC with the venue to coordinate catering arrangements for those events requiring catering. **Catering selections and quantities (headcounts) are due mid-June each year**. Sections must have sufficient funds in their account to cover the total event costs at time of selection.

All on-site 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 and Meeting Departments 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.
- Coordinate with other sections or groups that have overlapping audiences **before** submitting the request to ensure different dates are selected. Once scheduling has been completed, reception times cannot be moved.
- Friday evening is the most popular day for receptions and therefore cannot be guaranteed if it

requested as the first choice date due to available space.

- **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 2026 Annual Meeting must be submitted to meeting@apsanet.org no later than June 17, 2026.**

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 1-2 weeks of receipt of ALL necessary documents and approvals.

Process for Submitting Organized Section Payment Requests

All section payment requests are to be submitted through the secure [Organized Section Payment Request Form](#). A new form will be released at the start of each calendar year. 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.

Blank Forms

- [Blank W9 Form](#)
- [Blank W8 Ben](#)
- [Payment Request Form](#)
 - Please digitally sign this form when submitting. You do not need to include account, department and fund coding in the red box. APSA staff will complete this section based upon the nature of the expense incurred. Please do provide the email address for the recipient as this allows the Finance Department to notify the payment recipient when payment has been made.
- [ACH Authorization Form](#)
- [International Wire Transfer Form](#)

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 can provide Treasurers with their monthly fund balances upon request.

Activity Reports

APSA will email the treasurer the section financial activity. 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

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 2025-2026 form can be found [here](#).

SECTION HANDBOOK

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

