

## **Section on Teaching and Learning in Sociology Bylaws**

### **ARTICLE 1: NAME, PURPOSE, AND GOALS**

1. The name of this section shall be the Section on Teaching and Learning in Sociology. The purpose of the Section on Teaching and Learning in Sociology shall be to facilitate within the discipline of sociology a culture and a method that pursues, values, and rewards excellence in teaching and which promotes student learning and the scholarship of teaching at the undergraduate, graduate, and secondary levels.
  
2. The goals of the Section include:
  - (a) Promoting the development of a network of teacher scholars in sociology who exchange information, ideas, expertise, and research which supports the advancement of teaching and student learning in the discipline.
  
  - (b) Bringing sociologists more fully into the national dialogue on education at all levels by addressing issues that shape it from a distinctly sociological perspective.
  
  - (c) Facilitating excellence in teaching at all levels through the promotion of:
    - (1) The professional development and advancement of sociology teachers.
    - (2) The development of scholarship on teaching and learning at all levels.
    - (3) The recognition of distinguished contributions through the Hans O. Mauksch award.
    - (4) The development of a network of teacher-scholars.
    - (5) The creation of opportunities to share successes and profile best practices.
    - (6) The teaching of sociology outside of, as well as within, the classroom.
    - (7) Assessment of teaching and learning in sociology.
    - (8) Attention to teaching and learning within the American Sociological Association.
  
  - (d) To accomplish these goals through meetings, workshops, special projects, publications, and support of sociology faculty.

## **ARTICLE II: OFFICERS**

**Section 1.** The Section officers shall be a Chairperson, a Chairperson-Elect, a Secretary-Treasurer, a Past Chairperson, and nine (9) elected representatives to Section Council. Officers shall not be re-elected or appointed to the same office for consecutive terms.

**Section 2.** Section Council shall consist of those thirteen (13) positions named in Article II, Section I. Each Council member shall have one (1) vote; the Chairperson shall preside at Council meetings. Council shall meet yearly, preferably semi-annually. Council members must maintain yearly ASA and Section memberships throughout their tenure in office. If either membership lapses, Council member must vacate his or her office and Chairperson will nominate to Council a person to fill the unexpired term.

**Section 3.** The Chairperson shall be elected for a one year term on a rotating basis from the three educational affiliations represented by the majority of the Section membership in the following rotation: universities, four-year colleges, two-year colleges. The Chairperson-Elect after one year in office, shall assume the responsibilities of Chairperson at the Section's Business Meeting at the ASA annual convention. The Secretary-Treasurer shall be elected for a period of three years. Nine representatives, three (3) each from two-year colleges, four-year colleges, and universities, shall be elected for terms of three years. Thus, yearly, one representative from each educational affiliation class shall be elected to Section Council.

**Section 4.** If a Section officer changes affiliation during his or her tenure in office, e.g. moves from a two-year to a university class affiliation, that officer shall be allowed to complete the full elected term provided said officer continues to express interest in the problems of the elected educational class and will speak for its interests.

**Section 5.** All Section officers shall have the following common duties:

- a. Attend Section Council and Business Meetings.
- b. Strive to improve services to Section members.
- c. Promote the interests of the Section at the annual convention and, where possible, at regional, state, and local meetings.
- d. Suggest candidates for Section positions.
- e. Participate in the election of candidates for Section positions.
- f. Solicit volunteers and talent for Section activities.
- g. Seek and encourage new Section memberships.
- h. Generate ideas and initiate Section projects.
- i. Contribute to Section Newsletter.

**Section 6.** Section officers shall begin their tenures in office as of the Section Business Meeting at the ASA annual convention in the year of their election.

### **ARTICLE III: SPECIFIC DUTIES OF OFFICERS**

**Section I.** Their Chairperson shall:

- a. Preside at annual Section Business Meeting during ASA annual convention.
- b. Preside at Section Council meetings.
- c. Serve as voting member of Section Council.
- d. As Chairperson-Elect, nominate to Council at ASA Annual convention, or, as Chairperson, nominate to Council by mail within one month following the annual convention, candidates for Section's committees.
- e. Represent Section at official ASA meetings and functions, e.g. the Welcoming Party and Section Board.
- f. Advise Section Council of ASA rules and policies changes.
- g. Maintain communication with Section officers.
- h. Coordinate and supervise Section committees.
- i. Nominate to Council candidates for all unexpired terms of office.
- j. Supervise and authorize the Secretary-Treasurer in the disbursement of Section funds and expenditures.
- k. Seek to resolve Section Conflicts.
- l. Orient newly elected Council and committee members.
- m. Communicate with Section Newsletter Editor about news of Section activities and events.
- n. Communicate information pertaining to Section to Chairperson-Elect, including providing the latter with Chairperson's files, a copy of the end of tenure report, and records of Section business upon relinquishing office.
- o. Submit end of tenure report to Section Council and ASA Office.
- p. With Secretary-Treasurer, suggest to Council at ASA meeting budget for Section activities and committees.

**Section 2.** The Chairperson-Elect shall:

- a. Prepare for the Section Chairperson's responsibilities.
- b. Select theme for Section Day of tenure year.
- c. Chair Program Committee for Section Day of tenure year.
- d. Nominate to Council at ASA annual convention at which Chairperson tenure begins, or as Chairperson, nominate to Council by mail within one month following the annual convention, candidates for Section committees (See Article VII).
- e. Serve as voting member of Section Council.

- f. Assume the duties of Section Chairperson in the event that current Chairperson is unable to complete his or her tenure in office. The assumption of such duties shall not affect the Chairperson's-Elect own tenure in office as Chairperson.
- g. Nominate to Council at ASA annual convention at which Chairperson tenure begins, or as Chairperson, nominate to Council by mail within one month following annual convention, candidate for student representative on Council. The student shall serve a one year term in a non-voting capacity to advise Council on student interests and concerns.

**Section 3.** The Secretary/Treasurer shall:

- a. Answer all Section correspondence promptly.
- b. Maintain accurate and reliable Section records and files, including copies of the newsletter.
- c. Update and circulate yearly Directory of Council and Committee Members, i.e. a listing of members' names, mail and electronic addresses, and telephone numbers to Section Council and committee members.
- d. Record and circulate to Council members minutes of Section Council and Business Meetings and forward copies of minutes to section Editor for publication in the newsletter.
- e. Present annual membership and treasury reports at Section Council meeting at ASA annual convention.
- f. With approval of Section Chairperson, authorize disbursement of Section funds and expenditures.
- g. With Chairperson, suggest to Council at ASA meeting budgets for Section activities and committees.
- h. Confirm membership status to assure their eligibility for office (see Article II, Section 2).
- i. With Section Chairperson, orient newly elected Council and committee members.
- j. File chairperson's end of tenure report in Section files.
- k. Orient successor as Secretary-Treasurer by providing Section records and files and advice on duties.
- l. Maintain a master up-to date copy of the Section By-laws in section records and files and provide ASA with copy of any approved By-laws revisions.
- m. Serve as Ex-Officio member of ASA Committee on Teaching.
- n. Serve as voting member of Section Council.
- o. Advise Section Chairperson and Chairperson-Elect.
- p. Seek to resolve Section conflicts and questions of procedure, files, and advise on duties.

**SECTION 4.** The Nine (9) Representative Council Members shall:

- a. Advise Chairperson.

- b. Represent respective constituencies at Section meeting.
- c. Serve on at least one Section Committee

**SECTION 5.** The Past-Chairperson shall:

- a. Advise Section and Council members.
- b. Serve as a voting member of Section Council.
- c. Serve as Chair of the Nominations Committee

**SECTION 6.** The Section Council shall, by majority vote of all thirteen (13) members:

- a. Authorize Section budgets.
- b. Authorize Section policies, activities, awards, grants, and Bylaws revisions.
- c. Elect members to Section standing and ad hoc committees.
- d. Elect Section Newsletter Editor (s).
- e. Elect candidates to fill unexpired terms.
- f. Elect recipients for Section awards and grants.
- g. Call for Section membership vote on any question which it deems necessary or desirable.
- h. Assess members of the Section, as necessary, in order to carry out Section programs, activities, and projects to the limits established by ASA.
- i. Appoint an interim officer or council member, nominated by the Chairperson in the event of death, resignation, incapacity, inactivity, or inappropriate activity by an officer or Council member, to perform the functions of that office or committee for a period of not more than one year. In the case of inactivity or inappropriate activity such action shall require approval of two-thirds of the Council members. The Council is vested with the power to carry out all necessary operations of the Section. The interim officer so designated may be any member of the Section including a member already holding another office or membership on the Council. The Council shall call for the election of a replacement for this interim officer during the regular annual election except in the case of recovery from incapacity by the original council member. The term of office of the elected replacement shall be designated as the remainder of the term of the vacated office. In the case of death, resignation, incapacity, inactivity, or inappropriate activity on the part of the Chairperson, the Chairperson-Elect shall assume the functions of the Chairperson as an interim officer. In the case of inactivity or inappropriate activity of the Chairperson such action shall require approval of two-thirds of the Council members.

**SECTION 7.** The Newsletter Editor (s) shall:

- a. Publish regularly and on time.

- b. Generate news.
- c. Develop and maintain contracts.
- d. Secure nominations slate from Nominations Committee Chairperson.
- e. Serve As Ex-Officio member (s) of Publications Committee.
- f. Maintain communications with ASA office and Teaching Resource Center.
- g. Suggest candidates for Section positions.
- h. Issue call for nominations in Newsletter.

**SECTION 8.** Any action taken by a Section officer or by Section Council may be brought for a review vote of the Section membership by a petition of 25% of the members or by 100 Section members, whichever is less, presented to the Section Chairperson. If a vote is asked of the entire Section membership, the results, judged by majority cast, shall be binding. Such a vote must take place within one month after the petition is received by the Section Chairperson.

#### **ARTICLE IV: MEMBERSHIP**

**SECTION 1.** Membership in the Section is open to all members of the American Sociological Association. Elected Section officers and committee members shall be drawn from the members of the American Sociological Association who have voting privileges.

#### **ARTICLE V: DUES**

**SECTION 1.** Dues shall be set by Section Council to cover the operation of the Section in accord with the requirements of the American Sociological Association. In addition, with the approval of Section Council, members of the Section shall be assessed as necessary to carry out any programs or activities undertaken by the Section, to the limits established by ASA.

#### **ARTICLE V: ELECTIONS AND VOTING**

**SECTION 1.** The elections of the Section shall be carried out in accordance with the American Sociological Association guidelines and coordinated with the schedule of the American Sociological Association.

#### **ARTICLE VII: SECTION COMMITTEES**

**SECTION 1.** Nominations Committee, nominated by Chairperson-Elect (See Article III, Section 2), elected each year by Section Council (See Article III, Section 6) when it convenes at the annual meeting of the ASA. Membership on the Nominations Committee shall represent two-year

colleges, four-year colleges, and universities. In addition to three elected members, the Past Chairperson shall serve as Chairperson of the Nominations Committee. The purpose of this committee shall be to nominate and coordinate the election of Section officers for the following year.

**SECTION 2.** Program Committee, nominated by Chairperson-Elect (See Article III, Section 2) elected each year by Section Council (See Article III, Section 6) when it convenes at the annual meeting of the ASA. The Section Chairperson-Elect shall serve as Chairperson of the Program Committee. The Committee shall have at least three additional members, representing two-year colleges, four-year colleges and universities. The purpose of the committee shall be to organize the Section Day Program for the following year's convention.

**SECTION 3.** Publications Committee, nominated by Chairperson-Elect (See III, Section 2, elected by Section Council (See Article III, Section 6) when it convenes at the annual Meeting of the ASA. Members shall serve two years with their appointment beginning in odd numbered years. The Publications Committee shall include three elected members, representing two-year colleges, four-year colleges, and universities. In addition to the three members mentioned, the Chairperson-Elect shall appoint the for a two year terms chairperson of the Publications Committee a person who has been a member of the publications Committee during the previous two years. The Newsletter Editor(s) shall serve as Ex-Officio members of the Publications Committee. The purpose of this committee shall be to recommend to Section Council candidates for Section Newsletter Editor(s), to serve as consultants to the Editor(s), and to keep the Editor(s) and the Council apprised of needs in the areas of dissemination and publication.

**SECTION 4.** Membership Committee, nominated by Chairperson-Elect (See Article III. Section 2), elected by Section Council (See Article III, Section 6) when it convenes at the annual meeting of the ASA. Members shall serve for two years with their appointment beginning in even numbered years. The Membership Committee shall include three elected members, representing two-year colleges, four-year colleges, and universities. In addition to these three members, the Chairperson-Elect shall appoint for a two year period the Chairperson of the Membership Committee a person who served on the committee during the previous two years. The purpose of the committee shall be to seek and encourage new Section memberships and to advise Chairperson on ways to meet the needs and expectations of current membership.

**SECTION 5.** Awards Committee, nominated by Chairperson-Elect (See Article III, Section 2), elected each year by Section Council (See Article III,

Section 6) when it convenes at the annual meeting of the ASA. Members shall serve two years, with their appointment beginning in even numbered years. The Awards Committee shall include three elected members, representing two-year, four-year colleges, and universities. In addition to the three members mentioned, the Chairperson-Elect shall appoint for a two year term as Chairperson of Awards Committee a person who has been a member of the Committee during the previous two years. The purpose of the Committee shall be to recommend award policies to Section Council, to issue calls for award nominees for the following year via the Newsletter and other suitable means, and to recommend proposed award winners for the following year to Council. Preference for the HOM award will be given to those nominees who are section members. It shall be the responsibility of the Awards Committee Chairperson to notify award winners well in advance of annual ASA meeting so the winners can plan to be present to receive the award and to work with the Section Chairperson in arranging a suitable awards ceremony.

**SECTION 6.** Other committees shall be selected by the Chairperson with the approval of the Council or by the Council on an ad hoc basis. All committees shall have representation from two-year colleges, four-year colleges, and universities. Section members not employed in one of the three institutional settings may be nominated to represent one of the three so that they may serve on any Section committee. Committee memberships shall be open to all Section members, including those serving as Section officers.

**SECTION 7.** All committee Chairs must submit to Section Council an annual report summarizing the past year's activities and plans for the future and noting any recommendation requiring Council approval. It is the obligation of all newly appointed committee chairpersons to obtain files and records from past chairpersons and, in turn, to pass these on to their successors. These files and records should contain information on such things as important deadlines which must be met and key contact persons within Section and ASA, correspondence on such matters as problems facing the Committee and on-going projects and policies adopted by the committee to facilitate its work.

## **ARTICLE VIII: AMENDMENTS OF BYLAWS**

**SECTION 1.** Following Council approval, by majority vote (see Article III, Section 6), the Section By-laws can be amended by mail ballot to the Section membership. Amendment requires a majority of those votes actually cast.

## **SECTION IX: DEFINITIONS**

**SECTION 1.** Admitting that ambiguity and inadequacy abounds in trying to define the three main educational affiliations represented by the Section membership, the Section shall subscribe to the following definitions: "two-year college" shall be understood to mean a post-secondary institution which supports a Sociology or Social Science Department and which awards an A.A. degree; "four-year college" shall be understood to mean a post-secondary institution which supports a Sociology Department and which awards only an undergraduate degree in sociology; "university" shall be understood to mean a post-secondary institution which supports a Sociology Department and which awards both undergraduate and graduate level degrees in sociology. In general, a person's educational affiliation is judged in terms of the highest degree awarded by the department or program in which that person has their primary appointment. If the program or department with which an individual is affiliated offers no degrees in sociology, their affiliation may be judged in terms of the Carnegie classification of the whole institution. For persons without an academic affiliation, note Article VII, Section 6.

**By-Laws revisions:**

1981

1996

1997

2001 (name change from Undergraduate Education Section to Section on Teaching and Learning in Sociology; Article 1: Name, Purpose, and Goals was changed accordingly.)