

Secretary-Treasurer's Handbook

Section Training Guides

2012 Edition



American Sociological Association

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Section Memberships, Dues and Budget Allocations

The American Sociological Association offers three types of section memberships: Student, Low Income and Regular.

The ASA Council sets the base rate of section dues at \$10 a year for Regular and Low Income members, and \$5 a year for Student members. The Council last adjusted this rate in 1998. Sections can choose to raise their dues on their own¹.

Section memberships operate on the same calendar as ASA's other memberships. They are valid from January 1st to December 31st. ASA members may purchase memberships for the current year up to September 30th, and memberships for the next calendar year can be purchased as early as mid October².

Budget Allocations

Your section receives a budget allocation based on your membership count at the end of the day on September 30th. Sections receive \$2 for each member. In addition they receive a set pool of money determined by the section's overall size. A section with fewer than 200 members will receive \$500, while sections with more than 300 members will receive \$1,000. This gets a bit more complicated for sections that have between two and three hundred members. They will receive a base

allocation using the following formula:
(Members-100)*\$5.00.

So, if a hypothetical section has 556 members its allocation would be calculated the following way.

$$\mathbf{\$2,112 = (556 * \$2) + \$1,000}$$

A section collects **all** dues charged in excess of the base rate. For example, if our section above were to collect an additional \$2 per member than it would end up with an additional **\$1,112** each year. That being said, most sections do not collect extra fees evenly. Most sections raise their dues for Regular members while leaving Student and Low Income rates unchanged. Please see the ASA website for current dues rates³.

If your section has a journal, its subscription fee is included in its membership fee. These proceeds will be distributed as per ASA's contract with the publisher.

Adjusting Section Dues

Section Dues can be increased or lowered by the Section Council, but doing so requires approval by the Committee on Sections and ASA Council. Changing dues follows the same protocol as changing your section's bylaws. For more information on this process, please see Appendix A in the Sections Manual. Dues may not be lowered below the base rate.

¹ As of 2012 thirty-one sections collect extra dues. Amounts range from \$1-\$6 per member.

² The precise date changes each year.

³ <http://www.asanet.org/sections/fees.cfm>

How Income is Displayed on Financial Reports

As a Secretary-Treasurer you will receive reports on your section's account balances. Your section's income will be displayed on the top two half of this chart

	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	4th Quarter Actual	Year To Date	Acct #
INCOME & EXPENSE						
Income						
Dues Income	\$182	\$207	\$210	\$133	\$732	37200
Royalty Income	0	125	0	0	125	37210
Section Budget Allocation	2,268	0	0	0	2,268	37250
Total Income	2,450	332	210	133	3,125	
Expenses						
AM Reception Expenses	0	0	2,228	412	2,640	37300
Award Expenses	0	600	0	720	1,320	37360
Total Expenses	0	600	2,228	1,132	3,960	
Increase/(Decrease) in Net Assets	\$2,450	(\$268)	(\$2,018)	(\$999)	(\$835)	

Your section's base allocation is distributed in the first quarter of the year and is marked by a green square. If your section collects extra dues then they will be distributed throughout the year (marked with a blue line).

Income: In addition to your section's budget allocation, your section may receive donations from members, royalty checks or engage in other forms of fundraising. They will be listed here.

Expenses: The most common expenses for sections are Annual Meeting Receptions (AM Reception Expenses) and Awards. Awards charges can be for student award checks or for purchasing and shipping plaques. Other expenses may appear here if your section pays for web design and hosting or other expenses.

Acct #: These are the numerical codes that ASA uses to keep track of your section's income and expenses. They are written like this: 37XXX.0YY.00. The X's are replaced with the specific charge (37300 for charges relating to receptions for example) and Y's are replaced with your section's number⁴.

Net Assets: Displays your sections current (ending) balance, starting balance and the difference between the two.

⁴ See Appendix B, *Sections Manual 2011 Edition* for a table showing Section names and numbers.

Detailed Reports

In addition to this form, itemized reports are available if you would like to track how your section spends money over time, or if you need to sort out a discrepancy.

Section Accounts

The Executive Office maintains accounts for each of ASA's sections. Financial reports are issued every month in the fall so that Secretary Treasurers can more easily track the impact of the Annual Meeting. However, reports are available on request at other times of the year.

The section's elected leadership is responsible for managing all section funds. Only Section Chairs and Secretary Treasurers may request that money be spent. The Executive Office will not do this. If the Sections Coordinator receives any requests to pay a bill or reimburse a member than he/she will forward this request along to both of the relevant officers. Please see the section on Check Requests and Reimbursements for more details on this.

In addition to its general account, sections may also set up restricted accounts for awards,

grants and for other specialized purposes. These restricted accounts are interest-bearing sub-accounts, and can only be set up if the funds are in excess of \$10,000. The Executive Office provides separate financial reports on these restricted accounts. These funds are not included in the monthly reports issued by the Executive offices; however reports can be generated on request.

The balances in both types of accounts carry over from year to year. That means sections are able to build up savings over time. Conversely, if a section ends the year in debt its budget allocation for the next year will go into balancing its books. Any remaining money would be available for that year's programming.

Reimbursements and Check Requests

Check Requests are how your section pays its bills. For example, you've just ordered a plaque for one of your award winners and get an invoice from your vendor. You have several options for paying this bill. If it is due immediately then you can cover the bill and request a reimbursement check from the Section Coordinator. On the other hand, if you have some time you can request that the Section Coordinator send a check directly to the vendor.

When sending a check we will need several pieces of information from you: The name of the person or business to which we are writing the check, the amount of the payment, an invoice or receipt and their address. We cannot write checks without these pieces of information.

We aim to get all checks into the mail the same week that they are requested. However, there may be volume related delays in processing checks during the month of September. The ASA office is closed the week after the Annual Meeting, and the ensuing several weeks are extremely busy as we resolve any leftover business. In addition, new

checks cannot be issued while we are at the meeting space. Please send in all requests by the Friday before the Annual Meeting so that we can process them and bring them with us.

Checks and the Annual Meeting

We can bring checks directly to the Annual Meeting for pickup. But please use this for late breaking expenses or awards checks only. These checks can be picked up from the ASA Business Office at the Annual Meeting.

Off Site Receptions: If you make your arrangements checks can be sent directly to vendors. This prevents anyone having to put the charges on their credit cards and waiting for a reimbursement check. This is very important as Section Receptions are very expensive, and a several thousand dollar charge is quite burdensome on a personal credit card.

On Site Receptions: All charges are handled internally within ASA and do not require checks to be drafted on behalf of the section. The meetings department will approach you to discuss costs in the months leading up to the Annual Meeting.

Checks for Awards

You can request checks for student award recipients. The recipient's Social Security Number is required for awards payments greater than \$600.

We can also have checks and brought to the Annual Meeting so that they can be presented during your awards ceremony.

Some student awards are given out in the form of reimbursements for Annual Meeting expenses. In these cases please have your recipients keep track of receipts and send them to us along with the request.

Checks for Services

Sections occasionally have to pay for other services such as web design, newsletter costs, printing and other services too numerous to list here. In each case the secretary treasurer or chair must request the reimbursement and an

invoice must be sent.

In many cases web design and newsletter costs are paid to section members. Please have the member send a short invoice indicating the amount of time spent on the project and the cost per hour.

Fund raising and depositing money into section accounts

Sections are free to engage in fund raising efforts to cover the costs of receptions, student memberships, conferences or any other project.

The Executive Office can accept funds via check, credit cards or electronic wire transfers. At this time, ASA does not have the capacity to transfer funds electronically through services such as PayPal. Sections that wish to use these tools are welcome to do so, but should keep careful records and forward copies along when mailing in a check.

When mailing (or having others mail checks) to our office, please include a note indicating to which section the funds should go. It is also helpful to include a note indicating the purpose of the donation. This is especially helpful if you or your partners are sending the check without first notifying us.

All checks should be mailed to the Executive Office in Washington DC

American Sociological Association
C/O Sections
1430 K Street NW, Suite 600
Washington DC, 20005

We will notify a section's Secretary Treasurer and Chair anytime a check arrives for their section. If we have their email address, we will also include the sender in the message as a courtesy. Thus, if you are expecting a check to arrive at ASA and haven't heard anything then please follow up on it. It likely means that it has not arrived and could be lost.

Annual Reports and planning the next year's budget

The Committee on Sections requires a planning budget to be sent in along with your section's Annual Report. Annual Reports are compiled by the Past Chair after each Annual Meeting and are due into the ASA office on October 15. As the Secretary Treasurer, you will need to work closely with your past chair on this part of the report.

Please see the following pages for how this form looks. If the Section's Coordinator has not sent you a full version of this budget form, please contact him or her for an up to date version of the budget sheet. The "live" version of this form will calculate your section's estimated income based on the membership figures you enter.

This form can be used both for planning next year's expenditures as well as tracking the current year's.

Who to contact at ASA.

Do you have any questions about specific services?

For questions on any section matter, including policy issues, newsletters, awards, elections, and rosters, contact Section Coordinator, **Justin Lini** at lini@asanet.org

For detailed financial reports and statements please contact Accounting Manager, **Girma Efa** efa@asanet.org

For questions on Annual Meeting program planning, sessions, and receptions, contact **Meeting Services** at meetings@asanet.org.

For questions on membership, adding members to sections or verifying memberships, contact the **Membership Department** at membership@asanet.org.