

**Section on Teaching and Learning in Sociology Bylaws  
Amended 1981, 1996, 1997, 2001, 2010, 2013, 2020, 2022**

**ARTICLE I: NAME, PURPOSE, AND GOALS**

**Section 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.

**Section 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, Carla B. Howery Award, Scholarly Contributions to Teaching and Learning Award, and Graduate Student Contribution to the Sociological Scholarship of Teaching and Learning 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 and collaborations, 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, two Graduate Student Representatives, and ten (10) elected representatives to Section Council. Officers shall not be re-elected or appointed to the same office for consecutive terms (See Article II, Section 3).

**Section 2.** Section Council shall consist of those sixteen (16) positions named in Article II, Section 1. Each Council member shall have one (1) vote; the Chairperson shall preside at Council meetings. Council shall meet yearly. 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 meeting. 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. Graduate student representatives will be elected for a two-year term with one representative elected annually. Every third year one at-large representative with institutional affiliation open will be elected for a three year term.

**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. Serve on at least one section committee
- c. Strive to improve services to Section members.
- d. Promote the interests of the Section at the annual meeting and, where possible, at regional, state, and local meetings.
- e. Suggest candidates for Section positions.
- f. Participate in the election of candidates for Section positions.
- g. Solicit volunteers and talent for Section activities.
- h. Seek and encourage new Section memberships.
- i. Generate ideas and initiate Section projects.
- j. Contribute to Section Newsletter.

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

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

**Section 1.** Their Chairperson shall:

- a. Preside at annual Section Business Meeting during ASA annual meeting.
- b. Preside at Section Council meetings.
- c. Serve as voting member of Section Council.
- d. Work with the current Section Chairperson-elect to recruit committee volunteers prior to the annual meeting of the ASA so that the Chairperson-Elect can present a roster of committees and committee Chairpersons to Section Council for approval. Should a finalized committee roster be unavailable when Section Council convenes at the annual meeting of the ASA, it should be presented for approval by e-mail/mail/online voting by September 1 by the incoming Chairperson.
- 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 in collaboration with committee chairs.

- 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. Authorize the Secretary-Treasurer in the disbursement of Section funds for expenditures of \$500 or less. Seek approval of Council for requests to disburse Section funds in excess of \$500
- 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. Work with the current Section Chairperson to recruit committee volunteers prior to the annual meeting of the ASA and present a roster of committees and committee Chairpersons to Section Council for approval at the annual meeting of the ASA. Should a finalized committee roster be unavailable when Section Council convenes at the annual meeting of the ASA, it should be presented to Council for approval by e-mail/mail/online voting by September 1.
- 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.

**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 meeting.
- 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.
- q. Add items to web-based archives as appropriate

**Section 4.** The ten (10) 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 graduate student representatives shall:

- a. Represent constituency at Section meeting.
- b. Serve as a voting member of Section Council.
- c. During the second year of term, serve as chair of the Graduate Student Concerns Committee.

**Section 7.** The Section Council shall, by majority vote of all sixteen (16) members:

- a. Authorize Section budgets.
- a. Authorize Section policies, activities, awards, grants, and Bylaws revisions.
- b. Approve appointments of members to Section standing and ad hoc committees-
- c. Elect Section Newsletter Editor (s).
- d. Elect candidates to fill unexpired terms.
- e. Approve recipients for Section awards and grants.
- f. Call for Section membership vote on any question which it deems necessary or desirable.
- g. Assess members of the Section, as necessary, in order to carry out Section programs, activities, and projects to the limits established by ASA.
- h. 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. 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 term of office of the appointed 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 8.** The Newsletter Editor (s) shall: Publish regularly and on time.

- a. Generate news.
- a. Serve As Ex-Officio member (s) of Publications Committee.
- b. Maintain communications with ASA office and Teaching Resource Center.
- c. Publish minutes of Section Council and Business in the newsletter.

**Section 9.** 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 VI: 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.** General. Section Council may designate such special or permanent committees as may be necessary or appropriate to properly administer the activities of the section. Section members are encouraged to volunteer to serve on a committee but will be appointed by the Section Chairperson as needed and to ensure inclusive representation. All Council members will be appointed to serve as committee chairpersons or members. The Section Chairperson and Chair-Elect will begin recruiting committee volunteers prior to the annual meeting of the ASA. The Chair-Elect will appoint committee Chairpersons, finalize the committee roster, and get the approval of the committee roster by Section Council when it convenes at the annual meeting of

the ASA or by e-mail/mail/online voting by September 1 (see Article III, Section 1d). Committee memberships shall be open to all Section members, including those serving as Section officers. Membership on each committee shall represent two-year colleges, four-year colleges. 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. When possible, all committees should have at least one graduate student member. When possible, all committees should have at least one member from a minority-serving institution. When possible, committee membership should be diverse in terms of race, gender, sexuality, age, region, disability, and other characteristics of identity and lived experience. Unless otherwise specified, the Chairperson shall appoint the chair of a committee or subcommittee. Incoming committee chairpersons should have actively served at least one year on the committee. Each committee shall have at least three members in addition to the chair. Unless otherwise specified in the committee charge, the term of office to which committee members and chairs will generally be appointed is two (2) years in order to provide continuity in the conduct of the Committee's business.

**Section 2.** Nominations Committee. The purpose of this committee shall be to nominate a diverse slate of candidates and coordinate the election of Section officers for the following year. The Past Section Chairperson shall serve as Chairperson of the Nominations Committee. Three additional members on the Nominations Committee shall be appointed and represent two-year colleges, four-year colleges, and universities.

**Section 3.** Program Committee. The purpose of the committee shall be to organize the Section Day Program for the following year's meeting. The Section Chairperson-Elect shall serve as Chairperson of the Program Committee. One member of the Program Committee should also serve on the Pre-Conference Planning Committee as a liaison. A local arrangements subcommittee should be formed that reports to the Program Committee Chairperson. Subcommittee members should be familiar with the annual meeting city and should plan an off-site reception and council meeting and assist the Pre-Conference Planning Committee with locating a suitable place for lunch during the pre-conference that follows ASA requirements for accessibility.

**Section 4.** Publications Committee. The purpose of this committee shall be to recommend to Section Council candidates for Section Newsletter Editors, to serve as consultants to the Editors, to keep the Editors and the Council apprised of needs in the areas of dissemination and publication, to maintain a social media presence for the section, to maintain the section's website, and other section communication outreach as needed. Newsletter editors, webmasters, and social media managers serve three-year terms. The Newsletter Editors shall serve as Ex-Officio members of the Publications Committee. In the case of multiple editors, one shall serve as an Ex-Officio member of the Publications Committee.

**Section 5.** Membership Committee. 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 6.** Awards Committee. The purpose of the Committee shall be to recommend award

policies to Section Council, to widely 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 awards 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 during a section event during ASA. The Awards Committee shall include 10-12 members to provide sufficient support for adjudicating the awards.

**Section 7.** Cooperative Initiatives Committee. The goal of this committee is to span boundaries within the Association and to other organizations who share our concerns for education and scholarship on teaching and learning, establishing relationships for communication, programming, research, and advocacy. A member of the Contingent Faculty Committee should serve on Cooperative Initiatives Committee to serve as a liaison between the two committees. The number of members of this committee should range from 6 – 10 to ensure contact across various internal and external groups.

**Section 8.** Contingent Faculty Committee. The goal of this committee is to provide a voice for contingent faculty within the section and ASA. Most members should be contingent faculty. Contingent faculty include adjuncts, contract employees, lecturers, instructors, and any other faculty that are not in tenure-track, tenured, or permanent positions. A member of the Contingent Faculty Committee should serve on Cooperative Initiatives Committee to serve as a liaison between the two committees.

**Section 9.** Graduate Student Concerns Committee. The goal of this committee is to make recommendations to the council regarding graduate student concerns and needs within the section. The Chairperson is the Graduate Student representative who is in the second year of their term. The membership should include members who are graduate students. The number of members should range from 10 – 12. Graduate Student Concerns Committee members may also be appointed to an additional committee to support their professional development and networking in the section.

**Section 10.** Pre-Conference Program Planning Committee. The goal of this committee is to plan and put on the Section Pre-Conference before the annual meeting. Co-chairpersons are encouraged for this Committee. The Chairperson or Co-Chairpersons will be appointed for a three-year term and serve as past-Chairperson in their third year. One member of the Pre-Conference Planning Committee should also serve on the Program Committee as a liaison.

**Section 11.** Other committees shall be selected by the Chairperson with the approval of the Council or by the Council on an ad hoc basis.

**Section 12.** Committee Chairperson and member responsibilities. All committee Chairpersons 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. Files and records should be

uploaded to the Section's electronic file storage system. 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 ongoing projects and policies adopted by the committee to facilitate its work. Committee Chairpersons are expected to assist the Chair and Chair-Elect in maintaining committee membership rosters. All committee Chairpersons and members are expected to maintain their ASA and section membership for the duration of their term.

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

**Section 1.** Following Council approval, by majority vote (see Article III, Section 7), 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:

- a. "two-year college" shall be understood to mean a post-secondary institution which supports a Sociology or Social Science Department and which awards an associate's degree or no degree in Sociology or Social Science;
- b. "four-year college" shall be understood to mean a post-secondary institution which supports a Sociology Department and which awards a bachelor's degree as the highest degree in sociology;
- c. "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.
- d. "at-large" shall be understood to be open to all section members including those without educational institution affiliation,

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 7.

**Section 2.** "Minority-serving institutions" (MSI) shall be understood to mean a post-secondary institution that supports a Sociology or Social Science Department and serves a minority population. MSIs include Historically Black Colleges and Universities (HBCUs), Hispanic-Serving Institutions (HSIs), Tribal Colleges and Universities (TCUs), and Asian American and Pacific Islander Serving Institutions (AAPISIs) as described by the US Department of the Interior.

### **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.
- 2010 Membership voted on numerous changes and corrections added or made and approved by council and business meetings in 2008 and 2009
- 2013 Clarified how committee appointments function and when terms start
- 2020 Revised bylaws to add at-large council member and second graduate student member. Changed process for filling vacancies on council.
- 2022 Clarification on committee membership structure, established ad hoc committees as standing committees, established expectations of committee members and chairpersons, added definition of Minority Serving Institutions