

**BY-LAWS OF THE ASA SECTION ON ASIA AND ASIAN  
AMERICA**  
**Approved 1983, Revised 1994, 2018, 2019**

The purpose of the section on Asian and Asian America is to encourage and promote empirical research, theoretical development, mentoring, teaching, and other professional aspects in the sociology of Asia and Asian America, which the section recognizes to be simultaneously and unevenly racial, ethnic, national, and transnational in scope.

**Section Officers and Council:** The officers of the Section shall include past, present, and future chairpersons and a Secretary-Treasurer, all of whom will serve on the Council along with seven other elected members. In addition, the Council includes an appointed newsletter editor and public engagement liaison—both of whom will serve as non-voting ex-officio officers of the Council. Each chairperson will serve for a period of three years: one year each as Chair-Elect, Chair, and Past Chair. The Chair-Elect will automatically become the Chair in the year following their service as Chair-Elect, while the outgoing Chair automatically becomes the Past Chair.

The Secretary-Treasurer and the other Council members will be elected for terms of three years, with two Council seats being vacated each year, except for the student representative who is elected every year. The Newsletter Editor and Public Engagement Liaison will be appointed by the Chair and Communications Committee. The Newsletter Editor will serve for a minimum term of two years and the Public Engagement Liaison a minimum of one year with the option to extend. If the committee chooses to appoint an Associate Newsletter Editor, the term will typically run for a term of one year with the option to extend. No member can hold two elective offices within the section simultaneously. If an elected officer is elected to another office, his/her prior office shall be declared vacant. If an elected office is vacated before the term is completed, it shall be filled through appointment by the Chair for the unexpired term, with the concurrence of the Council.

- **The Chair-Elect** will work with the Chair of the Section to ensure a smooth transition between Chairs. The Chair-Elect will serve as the organizer for the section's roundtables at the Annual Meeting of the ASA and the chair of the Nominations Committee. The Chair-Elect also oversees the order and delivery of the award plaques, using information provided by the Chair. In years that the section budget permits, the Chair-Elect will organize an off-schedule mentoring session or other activity at the Annual Meeting.
- **The Chair** of the section will preside at the annual Council and Business meetings. The Chair will ensure that the section's committees are staffed and aware of any relevant deadlines. Most importantly, the Chair is responsible for planning, submitting, and overseeing the section's regular panels at the Annual Meeting of the ASA, with the advice of Council. The Chair is also responsible for overseeing and submitting the section's awards, including providing information for the plaques to the Chair-Elect.

The Chair will also organize the section's reception at the Annual Meeting. In addition, the Chair will work with the Secretary-Treasurer to appoint a newsletter editor and public engagement liaison and to ensure effective communication with section members.

- **The Past Chair** will work with the Chair and Secretary-Treasurer to ensure the retention of institutional memory and experience, including any relevant archived material (e.g. section Dropbox). The Past Chair is responsible for the Annual Report of the section's activities to the ASA, which is due to the ASA soon after the Annual Meeting. The Annual Report along with any Chair's Notes shall be shared with the incoming Chair around the same time.
- **The Secretary-Treasurer** will take and circulate minutes of the annual Council and Business meetings, monitor the section financial records of the section, and communicate, along with the Chair, with the ASA offices for any matters related to finances and communications. The Secretary-Treasurer will chair the Communications Committee and will compile and distribute a monthly digest of items of interest to section members via the section listserv.
- **Council members** are expected to regularly attend the annual Council and Business meetings and to serve on the Nominations committee annually and at least one other committee during their three-year term. Newly-elected officers are encouraged to attend the Council meeting at the Annual Meeting that first follows their election.

The Council is vested, in principle, with the power to carry out all necessary operations for the Section. The Council shall make decisions by majority rule of its attending members. Any action of the Section, including changes of the by-laws, may be brought to the vote of the Section by the Council, by a petition of 10 percent of the members of the Section, or by twenty-five members of the Section, whichever is less.

- **The Newsletter Editor** will be in charge of the section newsletter to be circulated at least twice a year. Responsibilities will include soliciting news, articles and information from the membership; designing and editing the newsletter; and circulating the newsletter to the general membership. The editor will also be responsible for archiving each newsletter on the section website.
- **The Public Engagement Liaison** will work with the ASA Communications department to provide information and advice about substantive public-facing issues and work with the association to expand contact between journalists, policy-makers and sociologists.

**Elections and Voting:** The elections of the Section shall be carried out in cooperation with the American Sociological Association and coordinated to their schedule. Newly-elected officers and Council members shall assume office immediately after either the adjournment of the

Business Meeting or the Section Reception at the Annual Meeting of the ASA, whichever comes later. The terms of outgoing Council members end at the same point during the Annual Meeting.

When there are more than two candidates for a position, the candidate(s) with the largest number of votes shall be elected. Otherwise, a simple majority of the members voting will determine the outcome of all elections of officers, Council members, petitions, and bylaw revisions. In the case of a tie vote for any of the elected offices, the tie will be broken by a coin toss made by the Chair as certified by a notary public.

**Committees:** Unless otherwise provided in these by-laws, all appointments to Committees shall be made by the incoming Chair with the concurrence of the Council.

- **The Nominations Committee** presents at least two members for each office to be voted on by the section via ballot, as stipulated above. Typically, the open offices include the incoming Chair-Elect, two Council positions, and the student representative. All Council members are also members of the Nominations committee, and its chair is the current Chair-Elect who is directly responsible for submitting the slate of candidates to the ASA.
- **The Communications Committee** coordinates and assists in the preparation, maintenance, and operation of the newsletter, section web pages, and other means of communication and information sharing as directed by the Council. The student representative along with the appointed Newsletter Editor(s) and Public Engagement Liaison traditionally serve on this committee, and its chair is the Secretary-Treasurer. The specific duties of each member (other than those outlined above) may vary depending on the relevant skills, qualifications, and availability of the members, as negotiated by the committee members.
- **The Awards Committees** serve as selection committees for each of the Section's five awards. These committees are generally composed of three members including one co-chair--with the exception of two co-chairs for the Contribution to the Field Award--who are jointly responsible for receiving and evaluating nominations, reporting awardee information to the Chair, personally notifying awardees after the Chair's announcement, confirming their attendance at the award ceremony at the Annual Meeting, and presenting the awards at a section event. The co-chair for each award committee should represent the intellectual and demographic diversity of the membership to whatever degree possible in order to ensure fair representation. The five awards of the Section on Asia and Asian America are:
  1. **The Book Award on Asia/Transnational**, which recognizes the most outstanding book on Asia/Transnational published in the preceding two calendar years;
  2. **The Book Award on Asia America**, which recognizes the most outstanding book

on Asian America published in the preceding two calendar years;

3. **The Research Paper Award**, which recognizes the most outstanding paper on Asia/Transnational and/or Asian America published in the preceding two calendar years;
  4. **The Graduate Student Paper Award**, which recognizes the best graduate student paper in the sociology of either Asia/Transnational or Asian America: Papers may be co-authored, but a student should be the lead author. The winner(s) receive a cash prize of \$300 at the annual meeting, divided equally first between co-winning papers, if any, and second between co-authors, if any; and
  5. **The Contribution to the Field Award**, which recognizes those professors who have worked to build up the fields of Asian and/or Asian American Studies within their institutions and the discipline at large.
- **Any ad hoc committees** shall be appointed by the Chair with the approval of the Council.

**Regular Activities:** The Council will hold a business meeting for members of the Section at the Annual Meetings of the American Sociological Association and organize a reception for either the section alone or jointly with other sections, in addition to organizing the sessions allocated to the section by the ASA.

**Membership:** The membership of the Section is open to any member of the American Sociological Association without regard to the classification of his/her membership, who has expressed an interest in Asia and Asian American. Elected officers and committee members shall be drawn from the members of the American Sociological Association who have voting privileges. Members who do not pay their Section dues shall be suspended and dropped from the rolls after two years.

**Dues:** Dues shall be set by the Council to cover the operation of the Section in accord with the requirements of the American Sociological Association.