

## **Section Bylaws**

### **Race Ethnicity and Politics Section of the American Political Science Association**

#### **I. Name of the Section**

The name of the section is Race, Ethnicity and Politics Section of the American Political Science Association (APSA).

#### **II. Purpose of the Section**

The purpose of the section is to promote interest in teaching and disciplinary and interdisciplinary research in race, ethnicity, and politics. The section seeks to encourage communication among persons interested in race, ethnicity, and politics within the Association and with related disciplines.

#### **III. Governance of the Section**

A. The section will be governed by an Executive Council consisting of the co- Presidents, co-Program Chairs, Secretary, Treasurer, and a 10 member Executive Committee. The section will also consist of the following standing committees: Nominating Committee, “Best Book” committee, “Best Paper” committee, “Best Dissertation” Committee, Graduate Student Issues Committee; Publishers and Research Markets Committee; and Newsletter Committee.

B. The duties of these officers and standing committees are as follows:

Co-Presidents: Chair the section meetings at the Annual Meeting of the APSA conference; appoint section program co-chairs for the annual APSA meeting; schedule all appropriate section meetings and receptions at the annual APSA meetings and take other actions requested by the Executive Council or that are in the interests of the Section. The co-presidents shall serve for two year staggered terms.

Co-Program Chairs: Organize section panels at the annual meetings as requested by the APSA executive council and APSA program chairs; and assist the Graduate Student Issues Committee in organizing their half-panel at the annual meeting. The co-program chairs shall serve for a one year term, but will automatically become the members of the “Best Paper” committee for the following year.

Secretary: Record the minutes at meetings of the Executive Council and annual business meeting; Maintain a record of the minutes from previous meetings of the Executive Council and annual business meeting; and communicate relevant information to the section membership. The secretary will serve for a two year term.

Treasurer: Maintain the financial records of the Section; communicate relevant information to the Section membership; collect dues of associate members, and prepare an annual report for presentation to the American Political Science Association not later than the Friday of the first

week of December. The treasurer will serve for a two year term.

**Website administrator:** Update the section website with new officers, committee members, and other relevant information, as needed. The website administrator will serve a two year term, open to renewal.

**Listserv administrator:** Add new members as requested, unsubscribe members as requested, and submit items as needed. The listserv administrator will serve a two year term, subject to renewal.

**Executive Council:** Fill all vacancies in any office including its own membership when vacancies occur before the end of the term until the next election; propose amendments to these by-laws or receive petitions for changes in the by-laws; serve as ex officio members on section committees and report back to the Executive Council on committee activities, make decisions and recommendations for any other business of the Section; and interpret these by-laws. One member of the executive council will be a graduate student. Staggered two year terms shall expire at the conclusion of the Annual Section meeting, except that when an office is contested, the incumbent shall continue in office until his/her successor is elected.

**Best Dissertation Committee:** Designates annual awards for the Best Dissertation submitted.

**Best Book Committee:** Designates annual awards for the Best Book categories.

**Best Paper committee:** Designates annual award for the best paper presented at the previous annual meeting. The two program chairs from the previous year will serve on this committee.

**Nominations Committee:** The nominating committee should solicit the members of the Section for nominations for Section offices and standing committees. The nominating committee shall nominate a slate of officers that represents the diverse interests of the section. The final slate of nominations for co-presidents and co-program chairs must consist of equal gender representation (one male, one female member). The slate shall be listed in the summer issue of the Section Newsletter or otherwise distributed to the Section members so that the nominees are known prior to the Annual Section Meeting. Members will serve two year terms.

**Graduate Student Issues Committee:** Sponsors activities that will assist graduate student members in their efforts to develop promising research, complete graduate school requirements, and obtain academic, public, or private employment. This committee is responsible for organizing one-half panel at the annual meetings of the APSA which will focus on graduate student issues with the guidance of the two program co-chairs. This committee will also create a forum for graduate students to go to find guidance on employment, assistance with research, and help with academic requirements, but also be a place in which candidates, about to go on the market, could list their vitas. Members will serve two-year staggered terms, subject to renewal.

**Committee on Publishers and Research Markets:** Facilitates relationships between publishers and section members, and identifies alternative sources of research support. This committee

will be an ad hoc committee comprised of section members who have recently published books, edited editions, and journal articles, appointed by the co-presidents and the members of the nominating committee. Duties include serving as a resource for section members in identifying appropriate publishers and journals for their own research and facilitating collaborations between section members with special attention paid to junior members. Members will serve two year terms.

Newsletter Committee: Produces a yearly newsletter which informs the membership on news and topics of importance to the section.

C. The election of officers should proceed as follows:

1. Five members of the Section may nominate candidates for any office or standing committee (except Co-Presidents) at the Annual Section Meeting, or by petition sent to the nominating committee prior to the meeting.
2. For offices for which no nominations are received or made at the Annual Section meeting, the nominating committee's slate shall be considered elected and the officers shall assume office at the conclusion of the meeting. If nominations are made at the Annual Section meeting for offices for which the nominating committee has proposed candidates, there will be an election between the two candidates at the Annual Meeting. The winner will be the candidate chosen by the majority of the members present if there is quorum. If there is not quorum, offices which are contested shall be filled by electronic mail ballot sent to all dues paid members of the section by the end of September. The winner shall be determined by a majority vote of all members participating in the election. In cases where no individual receives a majority of votes, an instant runoff election between candidates receiving the two highest greatest number of votes should be held at a date no later than November 1. The winners shall assume office upon election.
3. The membership of the section should be informed of the election outcomes through email notification.
4. Questions or conflicts regarding any election should be settled by the Executive council.

#### **IV. Membership in the Section**

A. All regular, student, family, retired, and life members of the American Political Science Association are eligible for membership in this Section.

B. Associate membership in the Section is available to all non-political scientists who share an interest in Race, Ethnicity, and Politics. Associate members may receive all benefits and services of regular members except that they may not participate in the election of officers or serve as officers.

C. Membership in the Section is established by payment of annual Section dues to APSA, or for associate members, to the Treasurer.

D. The dues for members and associate members will be set by the Executive Council at the level necessary to cover expenses for elections and other services provided by the Section.

#### **V. Amendments to the By-Laws**

Amendments to these by-laws may be proposed by the Executive Council, by a majority vote of the participants at the Annual Section Meeting, or by a petition containing the names of 25 members of the section submitted 30 days prior to the Annual Section Meeting. The Executive Council shall then place the proposed amendment on the agenda of the Business Meeting. Within thirty (30) days the co-presidents shall submit amendments supported by a majority of those members present and voting at the Annual Business Meeting to the entire membership for vote by electronic ballot. Ballots must be returned within thirty (30) days to be counted. A proposed amendment shall be ratified if approved by two-thirds of those voting. An amendment shall take effect immediately upon ratification unless the amendment itself provides otherwise.

*Ratified by a vote of 97.1% of ballots cast between October 1, 2011 and October 31, 2011*