



# Section Award Manual

November 2017

# Table of Contents

ASA Policies Regarding Awards .....	3
Who Makes the Policy? .....	3
Award Names .....	3
Membership Requirements.....	3
How Many Awards Can a Section Offer?.....	3
Awards vs. Grants .....	3
Restricted Accounts.....	4
Monetary Awards .....	4
Student Awards Come First .....	4
ASA Logo .....	4
Sections-in-Formation .....	4
Yearly Awards Timeline.....	4
Call for Awards Nominees Announcements.....	4
Committee Work .....	4
Program Printing Deadline .....	5
Processes.....	5
Role of the Selection Committee Chair .....	5
Handling the Task .....	5
What Happens if a Committee Receives Too Few Nominees? .....	6
Paying Bills .....	6
Honoraria.....	6
Records and Fixing Errors .....	7

Please do not hesitate to the ASA Executive Office at [sections@asanet.org](mailto:sections@asanet.org) for questions or assistance.



## ASA Policies Regarding Awards

### Who Makes the Policy?

Section Awards policy comes from several different bodies within the ASA. The ASA Awards Committee and Committee on Sections advise the ASA Council on policy governing section awards. However, the ASA Council is the final decision maker regarding section awards and section policies in general.

In addition to these “Association” level bodies, each section has its own procedures for establishing awards policies. In some sections, these policies are described in the bylaws, while in others the process is handled by the section council or the specific awards committees.

The ASA Executive Office implements the section policies put in place by The Council. This is done by establishing procedures, standards and timelines to coordinate the work of ASA’s sections. Policies established at the section level are handled within each section.

### Award Names

All section awards must mention the name of the section in their title. They can be named after a person, place or thing, or can refer purely to the subject of the award. Here are some examples:

- “The Section on Aging and the Life Course's Matilda White Riley Distinguished Scholar Award”
- “Marxist Sociology Praxis Award”
- “The Clifton Bryant Animals & Society Course Award”

The section name can go at the end of the award as in the last case; just so long as it’s included. The following are examples that are not appropriate:

- “Outstanding Publication Award”
- “Dissertation Award”

These names don’t say anything about who gave the award. Most sections give a publication award or two. Without the section’s name, it is easy to lose track of whose award it was. Moreover, the second example has the same name as one of ASA’s major awards. Improper naming creates unnecessary confusion and fails to reinforce the identity of the section.

### Membership Requirements

All nominees must be registered members of the ASA at the time an award is *given*. An awards committee may request current section membership lists to verify if a nominee is eligible. These requests should be made through your section chair.

### How Many Awards Can a Section Offer?

Each section may only give up to *five* awards in any year. Sections may have more awards, and are welcome to give them in alternating years as necessary. For example, a section can alternate a book award and an article award. In some cases, awards like *lifetime achievement* awards are offered only once every several years.

### Awards vs. Grants

The term “award” refers to honorific recognition of past accomplishments and the term “grant”

refers to monetary support for future activity. Grants do not count towards a section's award limit.

### Restricted Accounts

Sections can set up a Restricted Account when they receive a large gift from a donor, publisher or member's estate. Although they can be set up for a variety of reasons, the most common is to fund an award in perpetuity.

Any money put into a restricted account may only be applied towards that award and is not free for other expenses. The major advantage of these accounts is that they accrue interest. A section must have at least \$10,000 set aside to start a new Restricted Account.

### Monetary Awards

Sections may only give money for student awards. If a section is giving more than \$600, the recipient must complete and submit the IRS W-9 Form at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> to [business@asanet.org](mailto:business@asanet.org).

### Student Awards Come First

A section must have a student award before it can set up any other types of awards

### ASA Logo

A section may request to use the ASA logo for an awards plaque or certificate. Please contact the ASA Executive Office for more information.

If a section needs to use the logo for any other purpose, contact the section coordinator and inform them of the plans. Any designs will need to be approved by the Executive Office before they may be produced.

### Section Bylaws Can Be a Guide

Some sections have specific awards rules and procedures written into their guidelines. The committee members should review section bylaws for more information. Bylaws are located on each section's welcome page: <http://www.asanet.org/sections/list.cfm>.

### Sections-in-Formation

Sections-in-Formation may not give awards.

### Yearly Awards Timeline

#### Call for Awards Nominees Announcements

**December 1:** Call for Awards Nominees statements are due to the ASA Executive Office from the section chair. These announcements *must* provide updated contact information for each award committee, a list of committee members as well as updated deadlines. All calls will be placed on the following webpage [www.asanet.org/SectionAwardCalls](http://www.asanet.org/SectionAwardCalls).

### Committee Work

**January – May:** Section Award committees are free to work on their own schedules. They may set their

own deadlines within this time period to review nominations and make award decisions.

## Program Printing Deadline

**June 15:** The current year's Awards Recipients need to be received by this date to be listed in ASA Awards Ceremony Program. Recipients' names should be collected and sent in by the section chair in a single message by the due date.

## Processes

### Role of the Selection Committee Chair

- Maintain contact with each of the committee members to ensure that everything is going well
- Serve as the contact between the sectional committee and the section chair
- Split up work between committee members for the first round of voting
- Record rankings as they come in from committee members to help narrow down nominees
- Contact the award recipient and other nominees of the results of the selection committee's decision

### Handling the Task

The workload of a committee depends heavily on the type of award, the number of nominees and the materials required to assess your nominees. For example, a book or a dissertation award involves much more reading than a career award.

As a general rule, every committee member gets every nomination, but not every committee member has to read every nomination. The committee chair should split up the work. For example, if a committee has five members and receives 25 nominations, each member should review five nominations during the first round of reviewing/voting. Then all committee members review all of the remaining 5-10 nominations in a second round. Typically, committee members should not receive any nominees whom they have taught or are teaching within their department.

Here's a detailed breakdown of the voting system used by a selection committee:

#### **Round 1 —**

Each committee member gives each nomination one of the following scores

1 = Best

2 = Worth a second look 3 = Discard

\* There can be more than one 1, 2, or 3 (i.e. all 3's is OK)

#### **Round 2 —**

Rank Order Nominations from 1 to X

1 = is the lowest score with X being the number of nominations.

Once everyone has voted, the chair should tally and average the results. The nominee with the highest average score should be the recipient.

If there isn't a clear winner or there are concerns, the committee should discuss this via email or telephone, and vote again if necessary.

## What Happens if a Committee Receives Too Few Nominees?

Some awards committees may choose to hold over nominees for several years, depending on the window of eligibility.

The committee can send out reminders over the section's listserv or social media if it anticipates any problems before the official deadline. Reminders can also be sent to sections working in related areas.

*A section isn't obligated to give every award each year.* If the committee doesn't receive enough qualified candidates then the it can decide to not give an award. In smaller sections, it may be difficult to get enough nominations for certain types of awards like "lifetime achievement" or career awards. In these cases, a small number of promising candidates can be held over from one year to the next until enough candidates are received.

## Ordering Plaques and Certificates

Sections are responsible for purchasing award plaques/certificates if they so decide. Each section should develop a design and keep it consistent from year to year to establish a unique identity for each award. All plaques should display the full name of the award. Other text may be included as designs and budgets permit.

The section should establish a budget item for plaques or certificates. In 2014 thirty-one sections requested payment for awards plaques expenses. The remaining twenty- two sections either did not order plaques or members covered the costs themselves. The costliest section award plaque order was \$1,211. In comparison, the least costly award was \$29.30. Overall, most sections spend less than \$200 dollars in total.

For efficiency, the awards committees should work together and order all of the awards plaques from the same vendor. In most cases the Section chair or Secretary/Treasurer places the order.

Most sections seek a local vendor to produce the plaques and then transport them to the Annual Meeting. It can be very useful to stick with a single vendor over the course of several years.

Plaques should not be sent to the executive office for transportation. They generally should not be mailed to the convention hotel unless there is someone there who will be waiting for it.

## Paying Bills

All reimbursements, awards checks, or other expenses must be requested through the section chair or secretary-treasurer.

Any expenses such as plaques must be documented via a check or invoice. The ASA executive office can write checks directly to a vendor.

If the section requests a check for a student award and the amount is greater than \$600, the recipient must complete and submit the IRS W-9 Form at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> to [business@asanet.org](mailto:business@asanet.org).

## Honoraria

In some cases, sections will not give a check for an award, but instead will offer an honorarium

reimbursing travel costs. In this case all expenses must be agreed upon by the section ahead of time. The expenses must be documented with receipts and invoices where relevant.

### **Award Program and Reporting Results to ASA Executive Office**

ASA produces a printed award program featuring the names of all awards winners each year. If the section would like to include its recipients in the program they need to be sent to the Section Coordinator by June 15.

To get the recipients listed ASA needs the following information:

- The full name of the award
- The name of the recipient (this includes any specific name requests such as nicknames that the recipient would like used)
- The current professional affiliation of the recipient
- All awards for books, articles or other publications must be formatted in ASA format

This information is also used to update each section's award pages following the Annual Meeting. Completeness and accuracy are always appreciated, not just by the ASA, but also by the recipients themselves.

### **Records and Fixing Errors**

The governance department lists section award winners on its website here:

[http://www.asanet.org/sections/section\\_recipients.cfm](http://www.asanet.org/sections/section_recipients.cfm). While the Association aims for completeness and accuracy, sometimes there are errors or omissions. Please send any corrections to the [sections@asanet.org](mailto:sections@asanet.org).

Committee members are encouraged to work with the section Secretary/Treasurer to ensure that records are kept between years and are available for future committees. The ASA Executive Office does not keep committee records, and only tracks committee members if they were elected during the Spring ASA elections.