



Association Handbook

Updated July 2021

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FIND US

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FOLLOW US

FACEBOOK

Canadian Sociological Association - @CanadianSociologicalAssociation
Canadian Review of Sociology - @CanRevSocCan

TWITTER

Canadian Sociological Association - @csa_sociology
Canadian Review of Sociology - @crs_rcs
Student Concerns Subcommittee - @csa_students

LINKEDIN

Canadian Sociological Association - <https://www.linkedin.com/groups/3188569/>

YOUTUBE

Canadian Sociological Association - https://csa-scs.ca/csa_scs_youtube

Research Clusters may have their own social media and/or list-servs.

ORGANIZATIONAL PROFILE

OBJECTIVE

The objective of the Association is to promote the advancement of the discipline of sociology in Canada and abroad, and to expand the opportunities for sociological research, teaching, and learning in compliance with the highest ethical and academic standards. It seeks to increase public knowledge, interest and critical awareness of social structures, in particular, in Canadian society, within a global system.

INCORPORATION

Corporation Number 038627-8

Business Number (BN) 882926538RC0001

Corporate Name

Société Canadienne de sociologie

Canadian Sociological Association

Governing Legislation Canada Not-for-profit Corporations Act – 2014-07-02

The association is considered a soliciting corporation having received donations and/or public funding in the previous two years. This means that financial statements must be filed with Corporations Canada each year. The membership must also appoint a public accountant each year at the Annual General Meeting but have the option to vote by special resolution to conduct a review engagement instead of a full audit for the previous year's financial statement. In 2014, the membership voted to approve a full audit to be conducted every three years as part of the transition between Treasurer terms. Review summaries will then be completed in the other years.

EMPLOYEES AND OFFICE

The business of the Association and Conference planning are centralized through the Executive Director. The Accountant works closely with the Executive Director and Treasurer to manage the finances of the Association. These roles transitioned from contract service providers to employees of the Association on January 1, 2019.

The Association's office is virtual in the sense that it is not open to the membership or public. The legal address is the home office of the Executive Director but correspondence is sent to a local PO Box. The Executive Director maintains important and current documents at the legal address but much of the work and files are electronic and securely stored on a cloud system enabling collaboration between the Executive Director, Accountant, and members of the Executive Committee.

BY-LAWS

<http://www.csa-scs.ca/bylaws>

The By-laws of the Association comply with Corporations Canada requirements and have been revised as of June 10, 2021.

ASSOCIATION MEMBERSHIPS

The Association maintains membership in the [Canadian Federation for the Humanities and Social Sciences](#) and the [International Sociological Association](#).

ANNUAL GENERAL MEETING

An annual meeting of the membership has typically been held during the Conference. However, in 2020 and 2021 it was held virtually outside of the Conference. This scheduling and format may continue as it removes the barrier of Congress attendance.

Scheduled items of business include; Statement of Operations (financial status review) for the previous year, appointment of an auditor, ratification of election results, induction of the next year's Executive and Subcommittee members, and any other items that may arise.

Quorum stands at 35 attendees (present at the meeting and by absentee ballots). If quorum is not achieved, motions requiring a special resolution of the membership will be conducted via electronic ballot.

ELECTIONS

Under the Association By-Laws, a Nominating Committee is struck each year, responsible for selecting candidates to stand for election for the positions on the Executive Committee and Subcommittees needing replacements. The committee devises a slate with at least one nominee for each position, and the membership has the right to make additional nominations. Any one (1) member in good standing can nominate someone by submitting the required form.

Voting is open to Association members in good standing via online ballots in late March/early April. Newly elected Executive Committee and Subcommittee members are officially inducted by motion of the membership at the Annual General Meeting.

FINANCIAL

REPORTING

The Executive Director conducts the banking, processes accounts payable and receivable, and maintains financial documentation (invoices, receipts, ledgers, and statements) for the Association. Month-end reports are provided to the Treasurer, Accountant, and Secretary to ensure transparency and accountability.

The Accountant verifies transactions and enters data into an accounting software system in order to generate regular financial statements and budgets for the Executive Committee and membership. Required tax forms and payment calculations (payroll, HST/GST/QST, annual returns) as well as recommendations for investment are also the responsibility of the Accountant.

SIGNING AUTHORITY

The Treasurer and Secretary have signing authority with the former being primarily responsible for signing cheques and contracts. The Executive Director maintains signing authority on the Association accounts in order to have access to the statements, make deposits, and initiate wire transfers. The Executive Director does not sign cheques or contracts on behalf of the Association unless instructed by the Treasurer. The Accountant is not approved for signing authority nor direct access to the Association's accounts.

RESERVE FUND

The Association committed to building a healthy reserve fund in advance of hosting the XIX ISA World Congress in 2018. The intent was to protect the Association from the projected temporary loss of membership revenue in addition to unexpected expenses relating to the event. Following the event, the Association resolved to maintain a reserve to cover one to two years of operational expenses.

POLICIES

ADVOCACY

The Canadian Sociological Association (CSA) is a professional association that promotes research, publication and teaching in Sociology. Our membership is diverse and united by our commitment to sociological thought and practice.

The Canadian Sociological Association upholds the right to academic freedom for sociologists in Canada and abroad. We support our members' right to advocate about a national, social, or political topic. However, given the diverse political views of our membership, the ideas expressed do not necessarily reflect the position of the Canadian Sociological Association.

The Canadian Sociological Association may occasionally adopt an advocacy role on issues that directly impact the working conditions of Sociologists in Canada in relation to their teaching, research and other scholarly activities. Such advocacy and/or official statements must be approved by the Executive Committee of the Canadian Sociological Association.

ADVOCACY STATEMENTS

In the event where the Canadian Sociological Association (CSA) Executive Committee deems it necessary to write a statement regarding a specific tragedy or crisis, the Executive Committee must consult or collaborate with CSA members of affected/impacted groups/communities to write an appropriate statement. There must be also an understanding that, where possible and appropriate, the process should be led by a CSA member or members of these groups/communities, in coordination with the President and/or executive.

AFFILIATION POLICY (JOURNAL)

From time to time, the CSA Executive may be approached about affiliating with journals other than the *Canadian Review of Sociology*. Recognizing that such affiliations may be

beneficial for the CSA and its membership, the following three-stage process will be used to ensure consistency and transparency in making decisions about whether or not to affiliate with a particular journal.

1. A request for affiliation will be screened by the Executive and only moved forward if it will help create or support a venue in which Canadian sociologists publish, and which appeals to a broad audience. Requests will not be moved forward from journals focusing on a specific sub-discipline, or from those that are not focused on publishing sociological research as part of their mandate.
2. If it passes initial screening, the request will proceed to additional review and discussion by the Managing Editor and Editor of the *Canadian Review of Sociology* to consider the potential impacts of any new affiliations on this journal, specifically in relation to competition for readership and authors.
3. If affiliation is recommended by the Managing Editor and Editor of the *Canadian Review of Sociology*, the CSA Executive will discuss the affiliation request in relation to the potential benefits to the Association and its membership, as well as any potential negative impacts. A final decision on whether or not to accept the affiliation request will then be made by vote of the CSA Executive.

There may also be situations where the CSA Executive chooses to proactively seek out an affiliation with a journal other than the *Canadian Review of Sociology*. The CSA may, for example, become an institutional subscriber to a journal that it itself does not publish. In such cases, the Executive should adhere to the same three criteria in order to ensure consistency and transparency in any new journal affiliations.

AFFILIATION POLICY (OTHER)

From time to time, the CSA Executive Committee may be approached about affiliating with a third party other than academic journals. The following guidelines will apply to other types of third-party affiliations:

1. The CSA should not be in the business of providing free advertising for online educational services to the CSA membership, even if the advertised services are free/open source.
2. In order to keep the CSA website from becoming overrun by third party postings and links, as well as to reduce the administrative burden of dealing with affiliation requests, the CSA Executive should limit third party affiliations to ventures that it is prepared to sponsor in some concrete way (either in money or in kind).
3. Many third-party affiliation requests amount to a request to advertise to the CSA membership and audience who frequent the website. If, at any point in the future, the CSA Executive is to allow advertising of this type, the Executive should follow the model of the British Sociological Association, which limits third-party advertising to its newsletter (*Network*) and has a transparent process and fee structure for brokering this.

AWARD ADJUDICATION CONFLICT OF INTEREST

In the event that a nominee is a colleague, relative, or close friend of one of the committee members selecting award recipients, that member will remove him or herself from the reviewing and selection process.

EQUITY

The Canadian Sociological Association (CSA) is committed to the values and principles of equity, diversity, inclusion, and decolonization. We recognize that we owe, in part, the richness and vibrancy of our Association to the diversity of our membership. We aim to reflect this diversity in the leadership of our Association. To this end, in seeking candidates for the CSA Executive Committee, Subcommittees, other leadership roles, and consideration for awards, the CSA invites and encourages the nomination (including self-nomination) of members of marginalized groups, including Indigenous peoples, racialized persons, persons with disabilities, persons who identify as women and/or LGBTQ2+, and all candidates who would contribute to the diversity of the Association. We recognize and honour the intersectionality of equity-based identities.

PRIVACY

https://www.csa-scs.ca/files/www/CSA_Privacy_Policy_2021.pdf

The Association recognizes the importance of protecting the personal information collected from members in the operation of its services and taking reasonable steps to maintain the security, integrity and privacy of any information in accordance with this Privacy Policy. The submission of information to the Association implies consent to the practices described in this policy. Those less than 18 years of age must first seek the consent of a parent or guardian prior to submitting any personal information.

This Privacy Policy describes how the Association collects and uses the personal information provided. It also describes the choices available to members regarding our use of personal information and how they can access and update this information.

STATEMENT OF PROFESSIONAL ETHICS

<https://www.csa-scs.ca/statement-of-professional-ethics>

In 2020/2021, the Canadian Sociological Association's Policy, Ethics and Professional Concerns Subcommittee (PEPC) reviewed our Statement of Professional Ethics (version 2012) based on the updated *Tri-Council Policy Statement-Ethical Conduct for Research Involving Humans (TCPS-2) 2018*.

VIRTUAL EVENT BEST PRACTICES AND CODE OF CONDUCT

<https://www.csa-scs.ca/files/webapps/csapress/webinars/files/2021/06/Virtual-Event-Governance.pdf>

The Canadian Sociological Association promotes research, publication, and teaching of sociology. Our virtual events are intended to provide our membership and the community more broadly with an opportunity for knowledge sharing and professional development as well as to facilitate discussions on current issues affecting our discipline and society.

The opinions expressed during virtual events are those of the speakers and are not considered official statements or positions of the Canadian Sociological Association (unless otherwise stated).

We endeavour to provide a forum free of harassment or intimidation based on race, religion, ethnicity, language, gender identity, sexual orientation, disability, age, appearance, or another group status.

All participants (speakers and attendees) must agree to our Virtual Event Code of Conduct in advance and compliance will be monitored during the event.

GOVERNANCE

EXECUTIVE COMMITTEE

<https://www.csa-scs.ca/committees>

The Executive Committee is comprised of the President, President Elect, Past President, Treasurer, Secretary, Managing Editor of the Canadian Review of Sociology journal, the Communications Officer (referred to as 'Officers'), and the chairs of the following subcommittees; Black Caucus, Decolonization, Equity, Policy, Ethics, and Professional Concerns, Research Advisory, and Student Concerns (referred to as 'Directors').

Officers are elected by the membership for their specific position and serve a three-year term. Terms may be extended for one year for all but the President's position with Executive Committee approval. Directors are chosen by their particular subcommittee and may sit on the Executive Committee from one to three years.

Executive Committee members are eligible for complimentary Congress delegate registration as well as travel and accommodation subsidies in order to attend the meetings held during the Conference. This does not apply to other Subcommittee members.

ADMINISTRATIVE COMMITTEE

Occasionally, the President may decide to consult the Administrative Committee (comprised of the President, President Elect, Past President, Treasurer, and Secretary as well as Communications Officer if appropriate) on issues before (or rather than) presenting to the full Executive Committee. Any resulting motions must be brought to the Executive Committee for a vote.

MEETINGS OF THE EXECUTIVE COMMITTEE

There is a minimum of four meetings of the Executive Committee during a term. The first meeting (Incoming Executive Committee) is held following the Annual General Meeting. The final meeting (Outgoing Executive Committee) will be scheduled prior to the first day of the Conference and/or the next Annual General Meeting. This meeting is typically held in-person.

Additional meetings may be called if required to discuss a specific issue or items of business. Between meetings, the Executive Committee may be asked to vote on motions via electronic ballot. The approved motions will be presented at the next Executive Committee meeting as Business Arising in order to be included in the minutes.

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PRESIDENT

The President is the single most responsible person for promoting the vitality and smooth functioning of the association. A successful President needs to exercise leadership in coordinating the other members of the Executive Committee along with remaining in touch with the wishes of the membership.

Those assuming this position will serve one year as President Elect, one year as President, and a final year as Past President. The duties include;

- Oversee the Executive Director in conducting the business of the association in partnership with the Treasurer
- Advise on Executive Committee and Annual General Meeting agendas
- Liaise between Executive Committee and Subcommittees
- Chair of the Administrative Subcommittee
- Chair the Conference Program Committee
- Sit on the Student Travel Grant Program review committee (if required)
- Represent Association in external organizations such as; Canadian Federation of the Humanities and Social Sciences, International Sociological Association, and other organizations as the Executive Committee deems appropriate

PRESIDENT ELECT

This position supports the President as required and will assume the position if the President is unable to continue in the role.

Those assuming this position will serve one year as President Elect, one year as President, and a final year as Past President. The duties include;

- Chair of Awards Committee
- Member of Administrative Committee
- Member of Conference Program Committee

PAST PRESIDENT

This position is an important source of Association knowledge for the current President and the President Elect.

Those assuming this position will serve one year as President Elect, one year as President, and a final year as Past President. The duties include;

- Chair of the Nominations Committee
- Member of the Administrative Committee

TREASURER/ELECTION OFFICER

The Treasurer is third in line of succession to the Presidency, behind the current President and the President Elect.

The duties include;

- Signing authority for accounts payable, contract agreements, and publication permissions
- Oversee negotiation of, and adherence to, employee contracts and conducts annual performance reviews

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- Work with Accountant and Executive Director; monitor revenue and expenditures, prepare budget and financial reports for Executive Committee and membership at the Annual General Meeting
- Oversee Call for Nominations and election process
- Present motions as required to the membership at the Annual General Meeting
- Member of the Administrative Committee
- Ex-officio member of the Conference Program Committee

SECRETARY

The Secretary will assume the role of Treasurer/Election Officer if required.

The duties include;

- Take minutes at Executive Committee and Annual General Meetings
- Ensure that formal records are maintained by the Executive Director; Book of minutes, By-laws, Association Handbook, Subcommittee reports, and official motions
- Monitor monthly financial transactions (revenue and expenditures) submitted by the Executive Director
- Member of the Administrative Committee

MANAGING EDITOR OF THE JOURNAL, *CANADIAN REVIEW OF SOCIOLOGY*

As part of the Executive Committee, the Managing Editor attends regular meetings as well as the Annual General Meeting.

The duties include;

- Conduct the business of the journal management
- Liaise with Executive Director regarding the journal website and promotion
- Report to the Executive Committee with respect to operations of the journal and seek input/feedback as required
- Oversee the Best Article Award adjudication

COMMUNICATIONS OFFICER

This position within the Executive Committee brings expertise as publication editor and media contact to the association.

The duties include;

- Advise the Executive Director on communications and branding
- Facilitate special public and media outreach
- Maintain social media accounts
- Issue press releases and official statements as approved by the Executive Committee

SUBCOMMITTEES

The Executive Committee has the power to create and disband subcommittees but must seek approval from the membership for official status and representation on the Executive Committee. The Association has considered the needs and concerns of the membership to create and define the subcommittees below.

Each subcommittee selects a chair who will then attend meetings as part of the Executive Committee. They will receive a subsidy to attend the annual Conference. Other members of the subcommittee are not eligible to receive these subsidies. Subcommittees are required to submit regular reports to the Executive Committee as well as the membership in advance of the Annual General Meeting.

BLACK CAUCUS

An ad hoc committee was formed by the Executive Committee in 2020 and was ratified as an official subcommittee by the membership at the 2021 Annual General Meeting.

This subcommittee has a minimum of three members and a maximum of six members as elected by the membership. One of these members should be a graduate student who will hold a cross-appointed position on the Student Concerns Subcommittee.

The members of the subcommittee choose the chair (who sits on the Executive Committee). Additional consultative members may be appointed by the subcommittee, with the approval of the Executive Committee, to develop policy, participate in programs or initiatives, and take action in special areas or regions, as required.

The mandate of the committee includes;

- Bring current and emerging issues of concern dealing with anti-black racism to the attention of the Association
- Represent the Association on external committees dealing with anti-black racism issues as relevant and with the approval of the Executive Committee
- Communicate relevant resources to the membership and broader community through the Association
- Incorporate initiatives to resolve systemic racism into the regular business of the Association and annual conferences
- Assign members to other Association committees (e.g. Awards, Nominations, etc) if deemed appropriate
- Organize special sessions on anti-Black racism issues at the annual conference and/or as part of the Association webinar series

DECOLONIZATION SUBCOMMITTEE

An ad hoc committee was formed by the Executive Committee in 2018 and ratified as an official subcommittee by the membership at the 2019 Annual General Meeting. This subcommittee has a minimum of three members and a maximum of six members as elected by the membership. One of these members should be a graduate student who will hold a cross-appointed position on the Student Concerns Subcommittee.

The members of the subcommittee choose the chair (who sits on the Executive Committee). Additional consultative members may be appointed by the subcommittee, with the approval of the Executive Committee, to develop policy, participate in programs or initiatives, and take action in special areas or regions, as required.

The mandate of the committee includes;

- Bring current and emerging issues of concern dealing with reconciliation, decolonization and settler colonialism to the attention of the Association

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- Represent the Association on external committees dealing with reconciliation issues as relevant and with the approval of the Executive Committee
- Communicate relevant resources to the membership and broader community through the Association
- Incorporate reconciliation initiatives into the regular business of the Association and annual conferences
- Assign members to other Association committees (e.g. Awards, Nominations, etc) if deemed appropriate
- Organize special sessions on Decolonization issues at the annual conference and/or as part of the Association webinar series

EQUITY SUBCOMMITTEE

Following extensive consultation with the membership in 2010, this subcommittee merges into one the former Status of Women Subcommittee and Antiracism Subcommittee.

This subcommittee has a minimum of three members and a maximum of six members as elected by the membership. One of these members should be a graduate student who will hold a cross-appointed position on the Student Concerns Subcommittee.

The members of the subcommittee choose the chair (who sits on the Executive Committee). Additional consultative members may be appointed by the subcommittee, with the approval of the Executive Committee, to develop policy, participate in programs or initiatives, and take action in special areas or regions, as required.

The mandate of this subcommittee;

- Monitor the progress of sociologists who are members of identified equity groups
- Bring current and emerging issues of concern dealing with equity and injustice to the attention of the association and members
- Collect and update equity research resources for website
- Assign members to other Association committees (e.g. Awards, Nominations, etc) if deemed appropriate
- Organize special sessions on Equity issues at the annual conference and/or as part of the Association webinar series

POLICY, ETHICS AND PROFESSIONAL CONCERNS SUBCOMMITTEE

This subcommittee has three members as elected by the membership while the members of the subcommittee choose the Chair (who sits on the Executive Committee). Additional consultative members may be appointed by the subcommittee, with the approval of the Executive Committee, to develop policy, participate in programs or initiatives, and take action in special areas or regions, as required.

This subcommittee is responsible for developing and updating the Association Code of Ethics. They also advise the Executive Committee on social policy or ethical issues upon which the Association might want to take a public position, and simply to “generate discussion” within the Association on the role of sociology in policy formation. Association policies will be developed by the subcommittee in consultation with and/or directed by the Executive Committee.

RESEARCH ADVISORY SUBCOMMITTEE

This subcommittee has a minimum of three members and a maximum of six members as elected by the membership. Additional consultative members may be appointed by the Subcommittee, with the approval of the Executive Committee, to develop policy, participate in programs or initiatives, and take action in special areas or regions, as required.

The mandate of this subcommittee includes;

- Convey issues regarding research that are brought to its attention to the Executive Committee, with recommended courses of action
- Represent the Association on committees dealing with problems relating to research
- Recommend an Association position on proposals for social science research priorities from the Social Sciences and Humanities Research Council of Canada (SSHRC)
- Review nominations and select recipient for the Early Investigator Award
- Organize special sessions on Research Methods at the annual conference and/or as part of the Association webinar series

STUDENT CONCERNS SUBCOMMITTEE

This subcommittee includes three elected members representing Canada's regions: Western (BC, AB, SK, MB), Central (ON, QC), and Eastern (NB, NL, NS, PEI). Three additional elected members will hold cross-appointed positions on this subcommittee representing (and liaising between) the Black Caucus, Decolonization, and Equity Subcommittees.

The members of the subcommittee choose the Chair (who sits on the Executive Committee). Additional consultative members may be appointed by the subcommittee, with the approval of the Executive Committee, to develop policy, participate in programs or initiatives, and take action in special areas or regions, as required.

The mandate of the subcommittee includes;

- Identify priorities with respect to issues affecting students
- Work with Treasurer and Executive Director to set criteria and review process recommendations for the Student Travel Grant Program
 - Sit on application review committee unless conflict of interest arises
- Stimulate and facilitate communication among students
 - Website section specifically focused on student resources and information
 - Student Newsletter, announcements, and social media
- Coordinate professional development webinar series
- Organize student focused panels, workshops, and/or events at the Conference

COMMITTEES

The Executive Committee has the power to create and disband committees without requiring approval of the membership. The committee members are not eligible to receive subsidies to attend the annual conference. The following committees were formed with focused mandates and are required to submit annual reports to the Executive Committee.

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ANGUS REID APPLIED SOCIOLOGY /PRACTITIONER AWARD COMMITTEE

The practitioner recipient is adjudicated by a five-person committee consisting of academics conducting work with practical application as well as those who apply the insights and methods of sociology outside academe. The student recipient is selected by the University of Calgary's Sociology department.

AWARDS COMMITTEE

The committee is chaired by the President-Elect and has at least four additional members from among the Association Subcommittee members or as appointed by the Executive Committee. No two members are to be from the same institution. The membership of this committee shall reflect an appropriate regional, gender, linguistic, and ethno-cultural diversity, as well as the breadth of research interests within the Association. Awards currently adjudicated by this committee includes the Best Student Paper and Outstanding Contribution awards.

CANADIAN REVIEW OF SOCIOLOGY BEST ARTICLE AWARD COMMITTEE

The committee consists of four to six members, including two selected from the journal's Editorial Board, two from the general membership of the Association, one student representative, and the Editor or designate.

CONFERENCE PROGRAM COMMITTEE

The committee is chaired by the President and includes the President-Elect, the Executive Director, a representative from the Black Caucus, Decolonization and Equity subcommittees as well as a French language representative and additional CSA members approved by the Executive Committee. The President should endeavour to assemble a program committee that accounts for equity, inclusion, and diversity, and has a breadth of substantive expertise across subfields of sociology.

Responsibilities include;

- Determine the Conference theme (ideally an extension of the Congress theme)
 - Organize a keynote to highlight this theme
 - Work with Association Subcommittees to possibly connect their sessions with this theme
 - Encourage research clusters to incorporate theme within their sessions
- Offer input on promotional content of the Call for Session Proposals and Call for Abstracts
- Implement strategy for equitable session representation among the Association research clusters and independent members
- Oversee program offerings by vetting session proposals
 - Ensure wide range of topics and avoid duplicate session topics
- Organize omnibus sessions
- Advise on final session coordination
 - Cancel, merge, or sub-divide sessions as required
 - Recommend reassignment of orphaned papers
- Provide feedback on program schedule
- Adjudicate Congress Student Merit Award applications

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The President, President-Elect, and Executive Director receive funding for delegate registration and/or travel and accommodation. The Executive Committee may consider complimentary delegate registration for the other Program Committee members who are planning to attend the Conference (travel and accommodation would not be provided).

Additional members assist the Executive Director with Conference logistical planning. The Local Arrangements Coordinator (LAC) is selected by the host University and is primarily responsible for the Department Reception and other Sociology Department events, advising on the campus facilities and event locations, and facilitating shipping of material and supplies in advance of the event. Association Assistants (paid student workers) are also recruited through the LAC. The Treasurer advises on the Conference budget (catering, AV, printing, staff, etc), Executive Committee subsidies, participation policy waiver requests, plenary funding, federation funding applications, and the Student Travel Grant program.

EARLY INVESTIGATOR AWARD COMMITTEE

The nomination review committee is comprised of members of the Research Advisory Subcommittee. A replacement may be appointed in the event of a conflict of interest.

GLOBAL SOCIOLOGY AWARD COMMITTEE

The nomination review committee is comprised of members of the Black Caucus. A replacement may be appointed in the event of a conflict of interest.

JOHN PORTER TRADITION OF EXCELLENCE BOOK AWARD COMMITTEE

This committee is comprised of seven members including the chair. The Nominations Committee proposes the slate of appointees for Executive Committee approval. The membership of this committee shall reflect an appropriate regional, gender, linguistic, and ethno-cultural diversity, as well as the breadth of research interests within the Association. The term of membership on the committee will be three years.

LORNE TEPPERMAN OUTSTANDING CONTRIBUTION TO TEACHING AWARD COMMITTEE

This committee is comprised of seven members including the chair. The Nominations Committee proposes the slate of appointees for Executive Committee approval. The membership of this committee shall reflect an appropriate regional, gender, linguistic, and ethno-cultural diversity, as well as the breadth of research interests within the Association. The term of membership on the committee will be three years.

MENTORSHIP PROGRAM FOR BLACK, INDIGENOUS AND RACIALIZED GRADUATE STUDENTS

This committee should include representatives from the Black Caucus, Equity, and Decolonization, and Student Concerns subcommittees. Additional members may be appointed with Executive Committee approval.

PRIX D'EXCELLENCE EN SOCIOLOGIE DE LANGUE FRANÇAISE DE LA SOCIÉTÉ CANADIENNE DE SOCIOLOGIE

This committee is comprised of at least five members including the chair. The Nominations Committee (in consultation with current members) proposes the slate of appointees for Executive Committee approval. The award selection committee will be made up of

Canadian Francophone sociologists from different regions of Canada to reflect the diversity of the pan-Canadian Francophonie. Consideration of equity, diversity, and inclusion as well as the breadth of research interests within the Association will also be made when appointing members. The term of membership on the committee will be three years.

NOMINATIONS COMMITTEE

This committee is chaired by the Past President and must include a member of the Black Caucus, Decolonization, and Equity Subcommittees as well as at least two other members of the association. The membership of this committee shall reflect an appropriate regional, gender, linguistic, and ethno-cultural diversity, as well as the breadth of research interests within the Association. The committee members must be approved by the Executive Committee no later than January 31.

This subcommittee is responsible for recruiting candidates for open Executive Committee and Subcommittee positions as well as appointments for the John Porter Tradition of Excellence Award, Lorne Tepperman Outstanding Contribution to Teaching Award, and Prix d'excellence en sociologie de langue française committees.

The association membership is also invited to nominate candidates for the positions with endorsement from one member in good standing.

MEMBERSHIP

<https://www.csa-scs.ca/membership-registration>

Membership is open and the association does not require nor provide accreditation for one's education or professional status. Options include one-year or two-year terms from the date of registration or expiration date in the case of membership renewal. The Federation for the Humanities and Social Sciences (FHSS) supports our online registration portal and membership data through their system.

CATEGORIES

- Full-time academic (regular) - Sponsor: \$200 for 1 year / \$380 for 2 years
University or college faculty earning \$50,000 CDN or more who would like to contribute to the Association's EDI programs
- Full-time academic (regular): \$150 for 1 year / \$280 for 2 years
University or college faculty earning \$50,000 CDN or more
- Full-time non-academic (regular): \$100 for 1 year / \$185 for 2 years
Government or private sector employees and others in non-academic positions earning \$50,000 CDN or more
- Retired (academic or non-academic): \$80 for 1 year / \$150 for 2 years
- Medium-low income: \$80 for 1 year / \$150 for 2 years
Academic or non-academic employees earning between \$30,000 and \$50,000 CND
- Low income: \$50 for 1 year / \$90 for 2 years
Academic or non-academic employees and unemployed individuals earning less than \$30,000 CND
- Student or postdoctoral fellow: \$50 for 1 year / \$90 for 2 years

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BENEFITS OF MEMBERSHIP

- Canadian Review of Sociology journal subscription (quarterly issues and online library)
- Conference participation as a presenter, panelist, chair or discussant
- Content on the website reserved for members only
- Eligibility for;
 - Association Awards (with exceptions)
 - Elected or appointed positions within the Association's committees
 - Media and Publications website posting
 - Mentor Program for Black, Indigenous, and Racialized Graduate Students
 - Publication discounts
 - Student Travel Grant Program
 - Student Spotlight and Achievement initiatives
- Voting rights in Association governance and decision making

EQUITY, DIVERSITY, INCLUSION AND DECOLONIZATION

As part of these related reforms, the CSA's membership registration form is an opportunity to assess the success of the Association in attracting members who reflect the diversity of Canadian sociology, to develop initiatives to support members belonging to socially marginalized groups, and to resist the structures of inequality that govern our everyday lives. The data collected will be optional. The Association commits to reporting these data only in aggregate form that does not identify any members. The Executive Committee will use any data collected to improve programs and services to reflect the diversity of the membership as well as ensure representation within the governing bodies of the CSA.

RESEARCH CLUSTERS

At this time, membership is not required for those involved with the Research Clusters (RC) unless attending the annual Conference. However, the Association may require membership for RC leaders in the future.

INSTITUTIONAL

In May 2014, the Executive Committee approved an option for institutional membership in addition to individual membership as part of the new Articles of Continuance. However, there is no immediate plan to implement this option.

NETWORKS

MEMBER COMMUNICATION

In accordance with the Canadian Anti-Spam Legislation (CASL) implemented in July 2014, members are required to give 'express consent' with respect to which communications they receive and may unsubscribe from communication at any time. The applicable communications are categorized as; Announcements (association news sent as required), E-Bulletin newsletters (published three to four times per year), Conference newsletter (published monthly between March and June), Student News (published periodically), and Webinar promotions.

Canadian Sociological Association Handbook Guide

Communication related to conducting the business of the association is exempt from CASL and include; official statements, notice of election nomination and voting, Annual General Meeting, and membership renewal requests.

DEPARTMENT REPS

<http://www.csa-scs.ca/departmental-representatives>

The Association maintains a list of academic Sociology departments and may send communications directly.

Volunteers from various academic institutions facilitate a two-way flow of information between their department and the Association. In addition to those in academia, we encourage applied sociologists working in the government, corporate and NGO sectors to assume this role to foster collaboration within the field.

Through the network of representatives, the Association is better able to disseminate news and information. Additionally, the network can help the Association gain quick feedback. The Association needs to know the level of consensus and strength of feelings of the community when it undertakes to represent the views of sociologists to government, the press and other such bodies.

RESEARCH CLUSTERS (RC)

<http://www.csa-scs.ca/research-clusters>

The Association formally adopted a RC program in 2013 by creating an Agreement of Understanding with terms and conditions for operation. Administrative support is provided to the RCs who abide by this agreement. There are currently 36 established RCs (as of July 2021).

ACTIVITIES

ANNOUNCEMENTS

<http://www.csa-scs.ca/index.php?p=news>

Items in this section include official statements from the Association and notice of colleagues' passing (In Memoriam). The business of the Association is also highlighted; elections (nomination, voting, and elected candidates), awards (nominations and recipients), Annual General Meeting notice, and calls for feedback or interest in Association projects and positions.

ASSOCIATION JOURNAL, *CANADIAN REVIEW OF SOCIOLOGY*

<https://www.csa-scs.ca/canadian-review/>

The Association has published an official journal since 1964. Originally titled '*Canadian Review of Sociology and Anthropology*', it was renamed to '*Canadian Review of Sociology*' in 2008. The journal is published 4 times per year (February, May, August, and November).

In 2008, the CSA contracted Wiley-Blackwell to print, globally market and distribute electronic and paper copies of the CRS. The objective with this move was to ensure a more secure financial base and increase journal distribution and impact. The Association retains complete ownership of the journal and control over editorial decision-making. Wiley manages permissions and citation royalties.

As of January 1, 2019, the journal was made available in digital copy only. Members in good standing are able to access the latest issue of the journal as well as the online library of all issue from 1964 onwards.

MANAGEMENT

The definitive statement on CRS management structure is included in section 6 of the Association By-Laws.

EDITORIAL BOARD

The Board may consist of a Managing Editor, Academic Editor, Book Review Editor, Committing Sociology Editor, and up to 18 Associate Editors. There are also several Consulting Editors (typically 10 - 16) who are not full members of the Editorial Board, although they are invited to attend annual board meetings. Members are appointed by the CSA Executive Committee in consultation with incumbent editors and recommendations from Editorial Board and Association members.

The Association should endeavour to balance Editorial Board membership in terms of gender, language, region, discipline, and types of employing institutions. Associate Editors are appointed for staggered three-year terms (renewable once) and Consulting Editors are appointed for five-year terms (renewable). The rotation of Editors and Associate Editors helps ensure representation across the full range of research interests and theoretical perspectives in the discipline.

The Editorial Board meets annually in conjunction with CSA conference to deal with policy and operational issues. The Editor and the Editorial Board have editorial autonomy within the policy framework established by the CSA.

The mandate of Editorial Board is to provide a forum for the publication of a high quality academic and policy relevant research that reflects the full range of substantive issues, theoretical frameworks and methodological approaches characteristic of Canadian sociology, and to ensure that the journal's operating procedures are consistent with the highest academic and ethical standards of scholarly objectivity and excellence.

AWARDS

<https://www.csa-scs.ca/awards>

The Canadian Sociological Association annually presents awards of recognition for scholarly work and contributions to the field of Canadian Sociology. See Appendix A for specific award information.

CALLS AND JOB LISTING

<http://www.csa-scs.ca/files/webapps/csapress/csaneews/>

The Association welcomes submissions promoting events, employment opportunities, and other activities that would be relevant to our members. The service is free of charge and submissions are posted on our website and may also be distributed through our social media and communication networks.

CONFERENCE

<https://www.csa-scs.ca/conference/en/>

Our Conference is part of the larger Federation of the Humanities and Social Sciences Congress along with over 70 other associations. Sessions and events for the Association span 4 days (pre-conference workshops may also be organized) at the end of May or first week of June.

The Conference makes it possible for our members to meet and discuss academic, research, educational and administrative matters. CSA members have the opportunity to disseminate their findings, and to learn from other researchers through a myriad of organized sessions.

Participants in the Conference must be both members and Congress delegates with the Association. There is a non-member delegate fee option for those wishing to attend as observers only.

COVID-19 Hub

<https://www.csa-scs.ca/files/webapps/csapress/covid-hub/>

In 2020, the CSA Research Advisory Subcommittee established a COVID-19 pandemic ad hoc committee to promote COVID-related research and resources among sociologists in Canada.

CRSTAL RADIO

<https://www.crstalradio.com/>

In 2020, the Canadian Review of Sociology's Managing Editor, Karen Stanbridge, launched this podcast venue featuring authors discussing their recently published articles as well as Canadian Sociology VIPs.

FRANÇAIS

<https://www.csa-scs.ca/francais>

Although the business of the Association is conducted in English, we strive to provide information, resources and communications in French as well.

MEDIA AND PUBLICATIONS PROMOTION

<https://www.csa-scs.ca/media-publications/>

The Association developed this forum to highlight the extensive work of our members within the broader community. This service is exclusively available to members in good standing and provide the opportunity to promote their most recent media interview or

coverage of their research as well as published books and articles. The site also features a media contact list to foster engagement between the media and our members.

MENTORSHIP PROGRAM FOR BLACK, INDIGENOUS AND RACIALIZED GRADUATE STUDENTS

<https://www.csa-scs.ca/student-mentor-programme>

In 2019, the Canadian Sociological Association's Equity and Student Concerns Subcommittees collaborated to develop this programme which matched established faculty with graduate students to provide mentorship beyond the typical support offered by academic advisors. Mentors and Mentees must be members of the Canadian Sociological Association in good standing.

In 2021, the program received a SSHRC Connections Grant "*Sealing the Leaky Pipeline: Developing Best Practices in Mentorship for Racialized Graduate Students*" led by committee chair, Natalie Delia Deckard. The funds will be used to support a Research Assistant and in-person retreat for mentees and mentors.

PUBLICATIONS

<http://www.csa-scs.ca/publications>

Links to the newsletters, Conference Programs, and digital library. Partnered publications are also listed.

RESOURCES AND EDUCATION

<http://www.csa-scs.ca/resources-and-education>

Links to various resources have been compiled here. Resources and reports on Equity Issues as well as Indigeneity and Sociology are highlighted.

RESEARCH PROJECTS

The CSA has provided funding for research projects in alignment with the objective of the Association. Results are expected to be published with acknowledgement of the Association's support. An expansion of this funding stream is expected going forward. An application and adjudication process are currently being developed. Recent projects include;

- [The Future Lives of Sociology Graduates](#)
Guppy, N., Greer, K., Malette, N. and Frank, K. (2017), The Future Lives of Sociology Graduates. Canadian Review of Sociology/Revue canadienne de sociologie, 54:2, 237-252. doi:10.1111/cars.12147
- [\(Re\)Prioritizing Pedagogic Feedback: Faculty Experiences with Qualitative Comments from Student Evaluations of Teaching \(SETs\)](#)
Rachel La Touche, Lisa Kowalchuk, and Rochelle Wijesingha. Canadian Sociological Association, 2020
- [Career Pathways of Canadian Sociology Graduates](#)
Karen Foster and Alyssa Gerhardt, Canadian Sociological Association 2020

STUDENTS@CSA

<http://www.csa-scs.ca/files/webapps/csapress/student/>

The Student Concerns Subcommittee provides content for this site which includes resources and student-specific information. A Bulletin Board section to facilitate student engagement and collaboration has been added as well as professional development webinars.

Recently added features include promotion of Student Achievements and Student Spotlight.

STUDENT TRAVEL GRANT PROGRAM

The Association supports student (and recently graduated PhD) participation in the Conferences with a funding program to offset the cost incurred for travel and accommodation. Prior to 2013, the Association received funding from SSHRC (Aid and Attendance Grants to Scholarly Associations). This program was cancelled in 2012 and the Association must therefore self-fund this program.

Application eligibility and criteria are reviewed regularly. The number of approved applications and grant amounts can vary year by year depending on the Association budget and the location of the Conference. Students are able to submit their Travel Grant application online beginning in early February. Applications are accepted until early March (exact date to be confirmed each year) and notification of approval or denial will be sent by email within 10 days of the submission deadline.

Policies relating to application and adjudication are as follows;

- Members of the Student Concerns Subcommittee (SCS) may submit a travel grant application which will be subject to the normal review process
 - The chair of the SCS is not able to submit an application as s/he receives the Executive Director subsidy
- Members of the SCS will conduct a blind review of the applications following verification by the Executive Director
 - If a subcommittee member submits a travel grant application s/he is recused from the review committee
 - Recused subcommittee members to be replaced by (1) President, and (2) Treasurer in that order
- The Association Conference fee paid with the Congress delegate registration for members of the SCS will be reimbursed (with the exception of the chair)
- Any unexpended funds (late withdrawals or failures to comply with the criteria) may be awarded based on a reversion list of the next highest ranked unfunded applicants (pending Treasurer approval and budget status)

WEBINARS

<https://www.csa-scs.ca/files/webapps/csapress/webinars/>

The Canadian Sociological Association provides programs and resources that benefit our members as well as the field of sociology within academia and community applications.

Building on the success of our Student Concerns Subcommittee Professional Development Webinar Series launched in January 2020, the CSA is now incorporating virtual events into

our programming to enhance our efforts to inform, connect, share research, and discuss relevant issues affecting the world from the sociological lens.

STUDENT WEBINAR PROFESSIONAL DEVELOPMENT SERIES

<https://www.csa-scs.ca/student-webinar-series>

Students have expressed a need for more guidance about how to navigate both academic and non-academic career paths. To help address this need, the Canadian Sociological Association's Student Concerns Subcommittee has organized a professional development webinar series for students. Each webinar will feature a guest speaker, either an academic or practitioner, and will focus on a different aspect of professional development.

Professional development is integral to strengthening students' transferable skills and their understanding of how the core competencies of the discipline can be used in both academic and non-academic settings. Students enter graduate programs with varying levels of information and awareness of the importance of such knowledge, and access to professional development resources also varies by institution, department, and individual supervisors. Discipline-specific information and perspectives from sociologists at different institutions/in different settings may provide new and valuable insights for all students.

These webinars are meant to be interactive, so they will feature both a presentation from a guest speaker, a discussion among panelists, as well as an open Q&A period.

APPENDIX A: AWARD OVERVIEW

AWARD CERTIFICATES

Recipient information must be relayed to the Executive Director by May 1. This information is then promoted to the membership. Award plaques will be sent to recipients or presented during their keynote lecture (if applicable).

ANGUS REID APPLIED SOCIOLOGY AWARD

<http://www.csa-scs.ca/angus-reid-award>

Deadline: March 1

Nominations sent to the chair of the Angus Reid Applied Sociology Award review committee in care of the Association office.

PRACTITIONER RECIPIENT

The award celebrates the recipient's contribution to sociological practice that has served as a model for working with a community, organization or public service. We wish to recognize work that has had a significant sociological perspective and, by so doing, has elevated the profession for sociology as a whole. It is expected that this work has been honoured or widely recognized outside the discipline in advancing human welfare. The recipient of this award will have spent considerable time involving research, administrative or operational responsibilities as a member of an organization, agency or association or as a solo practitioner.

STUDENT RECIPIENT

In 2013, the Angus Reid foundation donated scholarship funds as part of this award. Since the Association does not currently have charitable status, the University of Calgary manages the funds. The terms of the scholarship dictate that only students from the University of Calgary will be eligible for the award \$1,000 scholarship.

BEST STUDENT PAPER AWARD

<http://www.csa-scs.ca/best-student-paper>

Deadline: Mid-April

Nominations sent to the Chair of the Awards Committee (President-elect)

An award is presented annually to the graduate student whose paper, presented at the Annual CSA Conference in the year of the award, is judged by the Awards Committee to be the best among those received for adjudication.

CANADIAN REVIEW OF SOCIOLOGY BEST ARTICLE AWARD

<http://www.csa-scs.ca/crs-best-article-award>

Contending articles are adjudicated by a committee established by journal's Managing Editor.

The award is presented to the author(s) of an article published in the journal in the previous calendar (volume) year that, in the opinion of the selection committee, makes an outstanding contribution to the advancement of sociological knowledge.

EARLY INVESTIGATOR AWARD

<http://www.csa-scs.ca/early-investigator-award>

Deadline: Mid-February

Nominations sent to the Chair of the Research Advisory Subcommittee

The Early Investigator Award honours sociologists who have made significant research contributions in the early stages of their career. The award recognizes research demonstrating high quality, theoretical rigour or methodological innovation, and future potential. Furthermore, the research should make a significant contribution to the applicant's field.

GLOBAL SOCIOLOGY AWARD

<https://www.csa-scs.ca/global-sociology-award/>

Deadline: January 30

Nominations submitted to the Association office to be distributed to the committee. The Canadian Sociological Association's Black Caucus proposed this award to celebrate scholars conducting research outside of the Canadian context. The objectives of the award are to; recognize the outstanding rigorous empirical research conducted in other countries by Canadian-based scholars, improve the visibility of the CSA as an international association of sociologists, demonstrate that the CSA's professional focus while fundamentally Canadian transcends state boundaries, encourage Canadian-based scholars to engage in transnational research and partnerships, and showcase the depth and breadth of Canadian sociological scholarship. The award will alternate between English and French each year.

JOHN PORTER TRADITION OF EXCELLENCE BOOK AWARD

<http://www.csa-scs.ca/porter-award>

Deadline: Mid-January

Nominations submitted to the Association office to be distributed to the committee.

The Award, originally named the 'John Porter Memorial Book Prize', was created in 1980 by the Association in memory of Sociologist John Porter for the purpose of recognizing outstanding published scholarly contributions within the "John Porter Tradition" to the advancement of sociological knowledge in Canada.

LORNE TEPPERMAN OUTSTANDING CONTRIBUTION TO TEACHING

<https://www.csa-scs.ca/lorne-tepperman-outstanding-contribution-to-teaching/>

Deadline: January 30

The Canadian Sociological Association would like to recognize the work of members who have made outstanding contributions to the teaching of undergraduate sociology. The award will focus on contributions that have made a significant impact on the manner in which undergraduate sociology courses are taught within Canada and/or internationally.

OUTSTANDING CONTRIBUTION AWARD

<http://www.csa-scs.ca/contribution-award>

Deadline: January 31

Nominations to be submitted to the Chair of the Awards Committee (President-Elect)

This award honours colleagues who have significantly contributed to Sociology in Canada. The Outstanding Contribution Award shall be a means of recognizing exceptional scholarly merit. The contribution should extend beyond the specialization(s) in which the candidate has primarily worked and their scope should be widely recognized within the Canadian sociological community. The award provides recognition of outstanding scholarly contributions, and will normally be awarded to scholars at an advanced stage in their career, with a well-established record of multiple contributions throughout his or her career.

OUTSTANDING GRADUATING STUDENT AWARDS

<http://www.csa-scs.ca/outstanding-graduating-student>

Deadline: Mid-April (flexible)

Nominations to be submitted to the Association office.

The Association assists Canadian University and College Sociology Departments in recognizing their top graduating Honours, MA, and PhD students. Departments may select their top student in each level who has graduated between June 15 of the current and following year. The selection process is up to the department however it is hoped that the strength of the student's research is a priority in the decision.

OUTSTANDING SERVICE AWARD

<http://www.csa-scs.ca/service-award>

The CSA-SCS has instituted an internal Service Award as recognition of those who have made exceptional service contributions to the Association. Exceptional service is broadly defined, and can include contributions by individuals who have not held a formal position on the Executive Committee as well as by those who have. Normally, the contributions would have been made over a period of years. Exceptional service contributors are understood to mean going beyond the basic job description of a position, coping with particularly difficult situations, or having a long term, recurring involvement in the Association in a number of ways.

PRIX D'EXCELLENCE EN SOCIOLOGIE DE LANGUE FRANÇAISE

<https://www.csa-scs.ca/prix-dexcellence-en-sociologie-de-langue-franaise/>

Date limite: 30 janvier

La Société souhaite reconnaître le travail de ses collègues francophones par un prix récompensant les publications en français. Il y aura une alternance du prix au deux ans : un article une année, un livre l'année suivante. Nous encouragerons les principaux éditeurs et éditrices à soumettre des articles et des livres. Les membres de la société canadienne de sociologie peuvent également nommer un ou une collègue. Le comité de sélection du prix sera constitué, chaque année, de sociologues canadiennes et canadiens francophones de différentes régions du Canada pour refléter la diversité de la francophonie pancanadienne