

Association Handbook

October 2024

A comprehensive guide to the operations of the
Canadian Sociological Association.

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ORGANIZATION PROFILE

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.

ANNUAL GENERAL MEETING

An annual meeting of the membership has typically been held during the Conference. However, since 2020 it has taken place virtually outside of the Conference. This scheduling and format will 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 incoming Executive Committee, 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.

ASSOCIATION MEMBERSHIPS

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

BY-LAWS

The By-laws of the Association comply with Corporations Canada requirements.

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 membership has the right to make additional nominations. Any one (1) member in good standing can nominate someone. 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 the membership at the Annual General Meeting.

EMPLOYEE AND OFFICE

The business of the Association and Conference planning are centralized through the Executive Director. This role transitioned from contract service provider to employee of the Association on January 1, 2019. The Association's office is virtual and 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 remotely enabling collaboration between the Executive Director and members of the Executive Committee.

FINANCIALS

REPORTING

The Executive Director conducts the banking, processes accounts payable and receivable, and maintains financial documentation for the Association. Month-end reports are provided to the Treasurer and bookkeeper to ensure transparency and accountability.

A contracted bookkeeper 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 payroll calculations are also completed by the bookkeeper.

Annual reviews and reporting of the finances of the Association are conducted by a contracted accounting firm as approved by the membership at each Annual General Meeting.

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.

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 facilitate invoice payments. The Executive Director does not sign cheques or contracts on behalf of the Association unless instructed by the Treasurer. The bookkeeper is not approved for signing authority nor direct access to the Association's accounts.

GOVERNANCE

EXECUTIVE COMMITTEE

The Executive Committee is comprised of 'Officers' (the President, President Elect, Past President, Treasurer, Secretary, Managing Editor of the Canadian Review of Sociology journal, the Communications Officer) and 'Directors' (chairs of the CSA subcommittees).

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 held between Annual General Meetings. 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 Conference and/or the next Annual General Meeting.

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.

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
- Manage Executive Committee meetings and Annual General Meeting
- Liaise between Executive Committee and Subcommittees
 - Collaborate on Association initiatives, programs, policies, and official statements
- Chair the Administrative Subcommittee
- Chair the Conference Program Committee
- Co-Chair the Awards Committee
- 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;

- Liaise between Executive Committee and Subcommittees
 - Collaborate on Association initiatives, programs, policies, and official statements
- Member of the Executive Committee
- Member of the Administrative Subcommittee
- Member of the Conference Program Committee
- Co-Chair the Awards 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
- Work with bookkeeper 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
- 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;

- Prepare minutes from the 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
- 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
- Work closely with the Academic/Executive Editor
- Liaise with the journal's publisher
- Liaise with CSA 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

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

ANTI-ISLAMOPHOBIA

This subcommittee was proposed by members of the Association in 2023 and ratified as an official Subcommittee by the membership at the Annual General Meeting in June 2023.

This subcommittee has a minimum of three members and a maximum of six members as elected by the membership.

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:

- Bring current and emerging issues of concern dealing with Islamophobia and Anti-Muslim Racism to the attention of the Association.
- Take a decidedly critical intersectional approach to Islamophobia and Anti-Muslim Racism with attention to Gendered Islamophobia and Anti-Black Islamophobia.
- Represent the Association on external committees dealing with Islamophobia and Anti-Muslim Racism issues as relevant.
- Communicate anti-Islamophobic resources to the membership that will serve to make CSA a more inclusive and engaging space for all sociologists.
- Regularly work to amplify and support community efforts of combatting Islamophobia, both in academia and more broadly.
- Incorporate initiatives to resolve systemic racism into the regular business of the Association and annual conferences.
- Assign members to other Association committees if deemed appropriate.
- Organize special sessions on Islamophobia and Anti-Muslim Racism at the annual conference and other meetings.

BLACK CAUCUS

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 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

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.
- 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 if deemed appropriate.
- Organize special sessions on Decolonization issues at the annual conference and/or as part of the Association webinar series.

EQUITY 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;

- Bring current and emerging issues of concern dealing with equity and injustice to the attention of the association and members.
- Communicate relevant resources to the membership and broader community through the Association.
- Assign members to other Association committees if deemed appropriate.
- Organize special sessions on Equity issues at the annual conference and/or as part of the Association webinar series.

FRANCOPHONE AFFAIRS SUBCOMMITTEE

In 2022, the Executive Committee and membership approved this subcommittee in an effort to improve engagement with Francophone sociologists and promote greater visibility of French-language sociological work within the Canadian Sociological Association.

The subcommittee will have between three and six members as elected by the membership. The Chair (chosen by members of the subcommittee) becomes a member of the Executive Committee. Additional consultative members may be appointed by the subcommittee, with the approval of the Executive Committee to develop policy or take action in special areas or regions, as required.

The mandate of the committee includes:

- Bring current and emerging issues of concerns faced by French-speaking faculty, students, graduates and postdoctoral researchers to the attention of the Association.
- To support the Association in the promotion and enhancement of sociological research conducted in French and Association activities that take place in French.
- Incorporate French-language initiatives into the regular business of the Association and annual Conferences.
- Organize and oversee the promotion and adjudication of the Prix d'excellence en sociologie de langue française .
- Represent the Association on external committees dealing with French-speaking sociologists, sociological studies in French, and sociological research conducted in French.

JUSTICE FOR PALESTINE SUBCOMMITTEE

In 2024, the membership approved this subcommittee to serve as a dedicated platform for comprehensive research, dialogue, and advocacy, focusing on acts of scholasticide, genocide, and systemic violence in Palestine. The subcommittee will address the systematic destruction of educational institutions and cultural heritage, which undermines the intellectual and cultural foundations of Palestinian society.

The subcommittee will have between three and six members as elected by the membership. The Chair (chosen by members of the subcommittee) becomes a member of the Executive Committee. Additional consultative members may be appointed by the subcommittee, with the approval of the Executive Committee to develop policy or take action in special areas or regions, as required.

The mandate of the committee includes:

- Mobilizing knowledge and resources for the membership to address scholasticide, settler-colonialism, and Zionist occupation in Palestine.
- Fostering collaboration and partnerships with academic institutions, organizations, and community groups dedicated to addressing scholasticide in Palestine, including, but not limited to, reporting on initiatives aimed at strengthening the scholastic and pedagogical rights and opportunities for Palestinian scholars and students.
- Strengthening links with and supporting Palestinian scholars and students.

- Advancing support for the academic freedom of all sociologists and sociology students targeted for their scholarship and activism in support of the Palestinian struggle.
- Reporting on the state of educational initiatives in Canadian universities on anti-Palestinian racism, genocide, and de-colonization.
- Bringing current and emerging issues of concern dealing with anti-Palestinian racism and scholasticide to the attention of the Association.
- Working in ways that complement and connect with other anti-racist struggles, including (but not limited to) struggles against Islamophobia, anti-Semitism, anti-Black racism, and Canadian settler colonialism.
- Assign members to other Association committees (e.g. Awards, Conference Program, Nominations, etc) if deemed appropriate.
- Organize special sessions on subcommittee mandated issues at the annual conference and/or as part of the Association webinar series.

Public Engagement and Professional Concerns

The previous Policy, Ethics, and Professional Concerns Subcommittee has been redefined to improve engagement with non-academic sociologists and those working in non-profit, corporate, or government sectors as well as promote public sociology. It will also continue to bring attention to concerns arising from working or studying in sociology.

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.

The mandate of this subcommittee includes;

- Collaborate with non-academic publics to promote public sociology.
- Support the work of public- and community-engaged sociologists.
- Engage in outreach with the membership about issues they face working or studying in the discipline of sociology and communicating these issues to the EC to help set priorities for the work of the CSA.
- Assign members to other Association committees, if deemed appropriate.
- Knowledge sharing through virtual events, website resources, and Conference sessions.

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 and data as relevant to the Association.
- Recommend an Association position on proposals for social science research priorities from the Social Sciences and Humanities Research Council of Canada.
- Assign members to other Association committees if deemed appropriate.
- Knowledge sharing through virtual events, website resources, and Conference sessions.

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, Equity Issues, and Francophone Affairs 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.
- Advise on student funding programs and assist with adjudication.
- Stimulate and facilitate communication among students.
- Membership on Association initiatives supporting students.
- Knowledge sharing through virtual events, website resources, and Conference sessions.

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.

AWARDS COMMITTEES

In 2021, the Executive Committee undertook a review of the Award Programs. The revisions to the program included a restructuring of the committee. The President and President-Elect now co-chair the committee consisting of representatives from all subcommittees. The objective was to ensure Executive Committee oversight of the adjudication process.

The committee is now responsible for adjudicating the following awards; Best Student Paper, Early Investigator, Global Sociology Book*, and Outstanding Contribution.

* In alternate years when the Global Sociology Book award adjudicates French submissions, members from the Francophone Affairs Subcommittee will assist in forming the adjudication committee.

Ad Hoc Awards Committees

Members of the CSA are invited to apply for positions on select award adjudication committees; Applied Sociology Award, Canadian Sociology Book Award, and the Lorne Tepperman Outstanding Contribution to Teaching Award.

The CSA is committed to the values and principles of equity, diversity, inclusion, and decolonization. We recognize that we owe the richness and vibrancy of our Association to the diversity of our membership and encourage applications from historically marginalized groups, including Indigenous peoples, racialized persons, persons with disabilities, persons who identify as women, and/or LGBTQIA2S+ communities.

Committee Member Requirements:

- Membership in the Canadian Sociological Association
- Engagement in the discipline of Sociology;
 - Employed full or part-time in an academic institution OR
 - A graduate student in an academic institution OR
 - A practitioner (public, private, and not-for-profit sector) within Canada
- Possessing the following attributes;
 - A sense of fairness, open-mindedness, and commitment to the discipline of sociology and within academia and the broader community
 - An openness to perspectives across the sub-fields of sociological knowledge to be able to assess nominations without bias as to schools of thought, research approaches, or methodologies
- Expertise in the area pertaining to the award
- Previous experience in adjudicating award nominations, although this is not compulsory.
- The ability to read and comprehend both English and French is an asset but not mandatory

Each adjudication committee member will be required to sign a confidentiality clause with respect to the nominees, nomination information, and committee deliberations. Committee members will be provided with additional guidance pertaining to the specific award they are adjudicating as well unconscious bias and inclusivity training. At least two virtual meetings of the committee will be held with some communication via email. The full process will span from mid-January through early-May.

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.

Prix d'excellence en sociologie de langue française

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.

CONFERENCE PROGRAM COMMITTEE

The committee is chaired by the President and includes the President-Elect, the Executive Director, and representatives from the subcommittees. 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).
- Implement strategy for equitable session representation among the Association Research Clusters and independent members.
- Oversee program offerings by vetting session proposals.
- Adjudicate Congress Student Merit Award applications.
- Adjudicate the Association's Best Student Paper Award.

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, Executive Committee subsidies, participation policy waiver requests, plenary funding, federation funding applications, and the Student Travel Grant program.

MENTORSHIP PROGRAM FOR BLACK, INDIGENOUS AND RACIALIZED GRADUATE STUDENTS

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

NOMINATIONS COMMITTEE

This committee is chaired by the Past President and must include a member of the Black Caucus, Decolonization, Equity, and Francophone Affairs 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 committee is responsible for recruiting candidates for open Executive Committee and Subcommittee positions.

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

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 POLICIES

JOURNAL

Recognizing that affiliations with journals other than the *Canadian Review of Sociology* may be beneficial for the CSA and its membership, a multi-stage process will be used to ensure consistency and transparency in making decisions about whether or not to affiliate with a particular journal.

ASSOCIATION AFFILIATIONS

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.

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).

ANTI-NEPOTISM POLICY

The Canadian Sociological Association (CSA) makes all hiring and employment-related decisions as well as entering into service contract agreements based on transparency, equitable opportunity, and an overall emphasis on merit.

The CSA Executive Committee will ensure that employment and service contract-related decisions concerning existing or potential CSA employees or suppliers are free from any real or perceived improper influence based on family member(s) or significant social relationships. At the same time, it is recognized that existing family member(s) and significant social relationships between elected CSA members and CSA employees or suppliers should not unduly or unfairly restrict or enhance an individual's opportunity to pursue employment, changes in employment, or service contract agreements at the CSA.

This policy intends to avoid any real or perceived favouritism granted to a family member or individual of a significant social relationship without regard or with lesser regard to the individual's merit, qualifications, or performance.

The CSA will **not** offer employment to, or enter into a service contract agreement with, individuals whose relationship to a currently elected member of the CSA is that of a relative, parent, spouse, child, or close friend.

A period of five years must lapse between the tenure of a current or former CSA elected member and when their relative, parent, spouse, child, or close friend may be considered for employment by the CSA. No current or former elected member may advocate for the employment of their relative, parent, spouse, child, or close friend by the CSA. Attempts to engage in advocacy or lobbying for employment will be treated as disqualifying for such candidates even after the stipulated five-year period.

Any candidate for employment by the CSA who is aware or ought to have been reasonably aware of a conflict of interest will be disqualified for not disclosing this conflict of interest to the CSA.

Policy Definitions:

- Elected CSA Member: Executive Committee Officers, Directors, and Subcommittee members elected by the Canadian Sociological Association membership
- Parent: Includes stepparents and parents-in-law
Spouse: By marriage or common law
Child: No age limit attached; includes stepchildren and child-in-law

- Relative: Includes direct relatives and/or relatives through marriage (sibling, cousins, aunts, uncles, nephews/nieces, and/or any other biological and non-biological kinship and relationship not specified here)
- Research partner: Currently or recently engaged in projects or co-authored publications
- Close friend: Demonstrated by a long-term and significant history of personal and social interaction

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.

CHILDCARE POLICY

The CSA strives to support member participation in the annual Conference by recognizing the financial and logistical challenges experienced by members requiring childcare. The following planning strategies were implemented in 2022.

- The CSA Conference will schedule the majority of sessions during typical working hours.
- Participants will be provided with instructions to pre-record their presentations to be played during their session. They would attend to present live and/or answer questions during the session.
- Members will be able to apply for funding to subsidize childcare expenses.
- The Association will liaise with the Federation for the Humanities and Social Sciences to advocate for accessible, affordable, and safe childcare options during Congress.

CONGRESS/CONFERENCE POLICIES

The CSA abides by the Federation of the Humanities and Social Science's Congress Code of Conduct during the annual Conference.

All participants (presenters, panelists, chairs, and discussants) in the Canadian Sociological Association Conference must be members in good standing AND registered Congress delegates with the Canadian Sociological Association. Those failing to comply will be removed from the Conference program. Participants in joint or co-sponsored sessions may be exempted from the Association membership requirement upon approval of the Conference Program Committee.

Several funding programs are available to facilitate member participation in the Conference (refer to Activities – Annual Conference).

MEMBER CODE OF CONDUCT

Pending consultation with the Executive Committee and Subcommittees.

OPERATING STANDARDS AND PRINCIPLES ON EQUITY

The Canadian Sociological Association (CSA) is committed to the values and principles of equity, diversity, inclusion, and decolonization (EDID) and to enacting these principles in concrete and meaningful ways. We recognize that we owe, in part, the success of our Association to the sociological expertise of our diverse membership.

In its commitment to implementing meaningful changes, the CSA recognizes that post-secondary institutions, like most other societal organizations, participate in and enable anti-Black racism; anti-Indigenous racism; homophobia; ableism; xenophobia; sexism; classism; and transphobia. Moreover, as a discipline, much work in sociology has had the effect of upholding racism, colonialism, sexism, homophobia, and ableism through othering research methods, ethnocentric theoretical frameworks, and exclusionary curricula that have rendered invisible the scholarship and experiences of those who have been historically marginalized and continued to be excluded from academia and the discipline of sociology.

As post-secondary institutions and sociology departments within them move towards more equitable environments, the CSA recognizes that those same faculty members who have been (and continue to be) marginalized have had to do disproportionate labour towards transforming our institutions. This labour is demanding and often goes unrecognized, which can impact the health and career trajectory of our historically excluded members located within the intersections of gender, sexuality, disability, race, and class - particularly Indigenous, Black, and racialized sociologists.

CSA executive members are committed to the ongoing work of becoming anti-racist, anti-homophobic, anti-sexist, and anti-ableist. As an organization, the CSA is committed to the ongoing work required to transform the CSA into an anti-oppressive organization that integrates the principles of equity, diversity, inclusion, and decolonization into all of its initiatives and that supports other institutions to do so as well.

The organization procedures of the CSA will be reviewed regularly to ensure the ongoing advancement of mechanisms that support EDID. A report on the CSA's processes and ongoing work will be shared with the membership as part of the Annual General Meeting.

EQUITY STATEMENT

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 historically marginalized groups, including Indigenous peoples, racialized persons, persons with disabilities, persons who identify as women and/or Lesbian, Gay, Bisexual, Transgender, Queer, and or Questioning, Intersex, Asexual, Two-Spirit (LGBTQIA2S+), and all candidates who would contribute to the diversity of the Association. We recognize and honour the intersectionality of historically marginalized identities.

PRIVACY POLICY

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

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

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.

MEMBERSHIP

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.

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.

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.

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

DEMOGRAPHICS

The Association'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 historically 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 Canadian Sociological Association.

ACTIVITIES

ANNOUNCEMENTS

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, awards, Annual General Meeting notice, etc.

ASSOCIATION JOURNAL, *CANADIAN REVIEW OF SOCIOLOGY*

Originally titled '*Canadian Review of Sociology and Anthropology*', the journal was renamed to '*Canadian Review of Sociology*' (CRS) in 2008. The CSA contracts Wiley to print, globally market, and manage royalties. The Association retains complete ownership of the journal and control over editorial decision-making. The journal is available in digital copy only organized annually by Volume and at least four Issues. Members in good standing are able to access the latest issue of the journal as well as the online library of all issues from 1964 onwards.

EDITORIAL BOARD

The Editorial Board is led by the Managing Editor and the Executive Editor(s) who work with the Associate Editors and Student Advisory Editors. Board members are appointed by the Canadian Sociological Association Executive Committee in consultation with incumbent Editors and recommendations from Editorial Board and Association members.

The CSA 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). 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 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

The Canadian Sociological Association annually presents awards of recognition for scholarly work and contributions to the field of Canadian Sociology.

In 2021, an overview was conducted of the awards program to develop strategies which streamline the nomination and adjudication processes.

The Association will do a systematic review of this model every two years to ensure it is meeting its objective and equity goals.

AWARDS ADJUDICATED BY THE CANADIAN SOCIOLOGICAL ASSOCIATION

- Angus Reid Applied Sociology Award
- Best Student Paper Award
- Canadian Review of Sociology Journal Best Article Award
- Canadian Sociology Book Award
- Early Investigator Award
- Global Sociology Book Award
- Lorne Tepperman Outstanding Contribution to Teaching
- Outstanding Contribution Award
- Outstanding Service Award
- Prix d'excellence en sociologie de langue française

OTHER AWARDS

Congress Graduate Student Award

The Federation in partnership with the Social Sciences and Humanities Research Council (SSHRC) has introduced a program to provide funding to select graduate students as endorsed by member Associations. The Canadian Sociological Association (CSA) will be eligible for up to five endorsed students who will each receive a \$500 award. The intention is for this award to be based on merit rather than financial need and offered in addition to other student funding programs utilized by the Associations. A commitment to increasing equity, diversity, and inclusion is to also be considered when selecting students to endorse.

Outstanding Graduating Student Awards

Sociology related departments may select one top student in each academic level (Undergraduate, Honours, MA, or PhD). 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. The CSA provides a certificate and letter of congratulations to each student.

Research Cluster Best Student Paper Awards

Research Clusters may select up to 3 recipients in a specific year based on student level (Undergraduate, MA, or PhD). All recipients will receive a certificate. Each cluster may select only 1 recipient in a specific year to receive a \$100 prize sponsored by the CSA for papers presented during the annual Conference.

CALLS AND JOB LISTING

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

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 4-5 days in May or 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.

CONFERENCE FUNDING PROGRAMS

Childcare

The CSA will set aside funds to offset the cost of childcare for members participating in the CSA Conference as a presenter, panelist, chair, or discussant. Eligibility is limited to students, postdoctoral fellows, limited term contract faculty, sessional instructors, non-academics, and independent scholars. The application adjudication committee will consist of representatives from the Executive Committee and Feminist Sociology Research Cluster.

Complimentary Registration for Black and/or Indigenous Student Members

Congress and the CSA are offering student members (Undergraduate, MA, or PhD students) identifying as Black or Indigenous, complimentary Congress delegate registration to attend our Conference. Membership in the CSA is required.

Conference Participation Subsidy

The CSA has set aside funds to subsidize the cost of Congress delegate registration fees for eligible members in precariously employed positions participating as a presenter, panelist, chair, or discussant. Eligibility is limited to postdoctoral fellows, limited term contract faculty, sessional instructors, non-academics, and independent scholars. The application adjudication committee will consist of representatives from the Executive Committee.

Student Travel Grant Program

The Association supports student participation in the Conferences with a funding program to offset the cost incurred for travel and accommodation. The number of approved applications and grant amounts can vary year by year depending on the Association budget and the location of the Conference. Adjudication of the applications is conducted by members of the Student Concerns Subcommittee with support from the President and/or Treasurer if conflict of interest issue arises.

CRSTAL RADIO

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.

DEPARTMENT 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 NPO 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.

FRANÇAIS

Although the business of the Association is conducted in English, we strive to provide information, resources and communications in French as well. We look forward to the contribution of the new Francophone Affairs Subcommittee towards improving our bilingual activities.

MENTORSHIP PROGRAM FOR BLACK, INDIGENOUS AND RACIALIZED GRADUATE STUDENTS

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.

RESEARCH CLUSTERS

Research Clusters bring together researchers and students working in the various substantive areas that make up Canadian sociology. They facilitate information-sharing, networking, academic community-building, and collaboration among faculty and students working in similar areas. Furthermore, they provide an avenue for making sociological knowledge available to media, policy-makers, communities, and non-governmental organizations. The Association formally adopted this program in 2013 by creating an Agreement of Understanding with terms and conditions for operation. Administrative support is provided to the clusters who abide by this agreement. There are currently 36 established clusters (as of July 2024).

RESEARCH PROJECTS & PUBLICATIONS

The CSA has provided funding for research projects in alignment with the objective of the Association.

- *(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
- *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: 237–252. doi:10.1111/cars.12147
- *Career Pathways of Canadian Sociology Graduates*. Karen Foster and Alyssa Gerhardt. Canadian Sociological Association 2020

RESOURCES AND EDUCATION

Links to various resources have been compiled on our website. Resources and reports on equity issues as well as Indigeneity and Sociology are highlighted.

STUDENTS

Approximately 50% of CSA members are students; Undergraduates, MA, PhD, or postdocs. The CSA strives to support students with several programs and initiatives including; awards, funding programs, governance opportunities, and professional development resources. The Student Concerns Subcommittee is very active in facilitating additional initiatives benefitting students.

WEBINARS

The CSA provides programs and resources that benefit our members as well as the field of sociology within academia and community applications. Virtual events enhance efforts to inform, connect, share research, and discuss relevant issues affecting the world from the sociological lens. An extensive archive of webinars is available on our website and YouTube channel.