

SECTION MANUAL

Revision 2019

This manual outlines administrative and operational procedures related to the establishment and conduct of LASA Sections, and describes the relationship of Sections to the Association.

Purpose of Sections

Sections exist to promote the common interest of Association members in specific areas of Latin American studies. They are a means of increasing communication and interaction among persons of similar interests within the framework of the larger organization. They help to broaden involvement in LASA, to democratize leadership selection in LASA activities, and to make LASA more participatory and responsive to constituencies.

Through active Section membership individuals may receive recognition for accomplishments in their specialty and also ensure that their interests in their subfield are recognized in the program at LASA Congresses and in other activities of the Association.

Section Membership

Since Sections are a part of the Association, membership in them requires membership in the Association as well. LASA members may join as many Sections as they so desire by paying the appropriate dues. Continued Section membership is contingent upon continued LASA membership and the payment of annual Section dues.

Establishment of Sections

The Executive Council of the Association has approved the following policies regarding the establishment of Sections:

Founding members of a new Section will notify the Secretariat of their intention to organize a Section. This notification should include a statement at least of 500 words establishing the scope of the Section and the type of activities envisioned. The statement must be signed by at least 75 current LASA members who commit to becoming dues-paying members of the Section. The submission should also include a statement of about 50 words that can be published in the LASA Forum and LASA's website, describing the purpose of the Section.

A formal petition for the organization of the Section will be referred to the Executive Council (EC) of the Association for approval or other action. The EC has discretion to approve or reject the proposal at this stage, but it will support all proposals that are consistent with the purposes of LASA as a professional Association.

Once approved, the new Section is added to the membership form for the coming calendar year.

Maintenance of Sections

1. Sections are required to maintain a membership of at least 50 members. Should membership fall below 50, a Section may have a one-year grace period, on a one-time basis only, during which its services and prerogatives will continue intact. At the end of this period, failure to achieve at least 50 members will result in a state of suspension, and normal services and prerogatives (such as rights to a session at the LASA Congress) will be discontinued automatically.

2. Each Section must have a business meeting at the LASA Congress, open to the Section membership and LASA members interested in joining the Section, who will participate as observers without voice or vote. Sections with fewer than 99 members must have a quorum of 10 paid members at their business meeting. Sections with over 100 members must have a quorum consisting of 10 percent of their paid membership. The business meeting must be announced in the Congress program. The Section chair conducts the business meeting.

3. Each Section must have, minimally, the following set of officers: a Section chair, a secretary treasurer, and four Council members. These elected officers constitute the Council of the Section and they should be consulted by the Section chair about Section matters. In the selection of officers, each Section should try to obtain broad representation of its membership. All candidates must be dues-paying members both of LASA and of the Section.

When there is only one candidate for a position, the candidate will be automatically elected.

4. Sections may conduct their elections by mail or email ballot, or at the Congress itself. The chair should be assured in advance of the willingness of nominees to run for office.

5. Section elections should parallel EC elections; nominees will submit a brief bio and a statement of their priorities if elected.

6. The term of office for the chair, the secretary-treasurer and the Council members is two years (coinciding with the LASA electoral cycle). The term of office for all newly elected officers will begin on June 1.

7. The elections for Council members shall be staggered to provide continuity to the Council. Two shall be elected each Congress/LASA electoral cycle. (NOTE: In the first years of a Section, two (of the four) Section Council members will be elected to serve only one year, to establish the staggered cycle.)

8. Within two weeks after each Congress, the person who chaired the Section will provide the Secretariat with a report of the term activities. Although the reports (maximum of 250 words) may contain additional information, the following must be included:

A. A report of the business meeting, and a count of the number of persons present.

B. The results of Section elections, including the names and addresses of each new officer.

C. A review of the term activities and plans for the coming term.

D. Names of winners of Section prizes and travel awards, as well as the dollar amount; the names of the selection committee members and a description of the selection process. The report will be published in the LASA website. Section prize recipients will also be announced in the LASA website. The following information should be included:

- Section Name
- Prize name
- Winner
- Institution
- Awarded paper/book title
- What the awardee will receive (optional)

9. The EC may decide to terminate a Section if it does not comply with LASA guidelines as specified in this document. For example, termination may occur if no quorum is obtained at a business meeting, if dues-paying membership falls and stays below 50, if a Section does not file official reports of their activities, or if it acts in the name of LASA without permission. The Section will be given one term (entailing no more than one LASA Congress) to appeal the decision or reorganize the Section. Sections may also be terminated on their own recommendation.

Activities of Sections

Sections have wide autonomy in the development of their programs, providing that the minimal requirements described under “Maintenance of Sections” are routinely met. They may announce activities in the Sections column in the LASA Forum and provide a more detailed description of programs at their website, which may be linked to the LASA website.

Sections may undertake projects such as publishing newsletters, teaching workshops, conferences, a speaker’s bureau, etc. Sections may compile a directory, listing Section members’ names, addresses (including electronic), phone numbers, and specializations. Sections may also develop curriculum materials for sale through the Secretariat.

A Section may appoint ad hoc committees to address issues of relevance to the Section. These committees may meet during the year provided they have their own funding.

Policy Statements

Sections are authorized to make policy statements within their area of expertise. Any such statement must include the following: “This statement was approved by the membership of the Latin American Studies Association. Approval of the statement was by a vote of the (name of Section) Section by (specify number) of the (specify number) persons in the Section entitled to vote on it. This is not an official policy statement of the Latin American Studies Association, which neither endorses nor rejects the views expressed.”

Personal Data Protection:

The privacy of the members of the Sections and the confidentiality of the information that concerns them should be respected at all times. The information obtained on the Section members should not be used or disclosed for purposes other than those related to the Section's activities.

Section Finances

Sections determine their own dues structure. A majority of paid members at the business meeting must approve any increase. Dues may be periodically revised to reflect changes in the costs of providing services to Sections. The minimum dues payment for Section membership is \$12, \$5 of which is retained by the Secretariat to cover costs such as:

1. Coordination, organization and programming:
 - Receptions inside and outside of the Congress official sites
 - Section panels, section business meetings, annual meeting of the Section Chairs, etc.
 - Grants and Section awards
 - Annual report and Congress Program Book publications
 - Section Pre-conferences

2. USE of IT:
 - Updated lists of section members
 - Electronic voting
 - Fieldtrips
 - Websites and Social Media updates
 - Awards publications on LASA's website
 - Creation of sections' Crowdfunding and Travel Funds

3. Finances:
 - Accounting management of the sections' accounts.
 - Section funds used to purchase airplane tickets, LASA and section memberships and registration.

The remainder of the dues is deposited by the Secretariat in an account in the name of the Section, where unspent funds continue to accrue from year to year. The Secretariat may, with Executive Council approval, change the amount charged to Sections, in line with changes in the costs of its services.

1. The dues within each Section are equal for all members, regardless of member status or residency.

2. The Secretariat provides the Section chair with a list of paid members one and a half month before the Congress. This list should be consulted to assure that all officers elected at the Section business meeting are current dues-paying members of the Section.

3. The Secretariat provides each Section chair and treasurer with a statement of the current Section balance twice a year, in June and December.

4. All section expenses must be approved by the Secretariat according to the budget that the section has available. No payments will be approved if funds are not available at the moment of application.

Section Publications/Newsletters

a. Section Publications

Sections may initiate and pursue publication projects that are germane to their interests. However, since Sections are not legal entities but constituent parts of LASA, their publications are subject to the Association's regular policies and procedures regarding publications.

Before making any commitment to initiate a project likely to result in a publication, Sections must submit a proposal to the EC describing the purpose of the proposed work, the approach to be employed, and the qualifications of the proposed editors and/or authors. The EC will review the proposal and provide final approval for the publication.

b. Section Newsletters

Since one of the chief functions of Sections is the communication of shared ideas, interests, and activities among its members, Section members may wish to designate a person or committee to be responsible for a Section newsletter or publications on their website.

Some ideas for newsletter content include:

- Announcements of conferences of interest to Section members
- A message from the Section chair
- Announcements of grant opportunities, Section receptions, and LASA program activities of particular interest
- Information on books, films, data sets, and software
- Book reviews
- Calls for information about Section member research
- Dialogues on hot topics,
- News about nominations, program idea solicitations and awards,
- News of Section members--moves, new appointments, grants, publications, etc.,
- Teaching tips,
- Dissertations in progress, and
- Short articles by Section members.

c. Use crowdfunding to fund Section activities:

- Section chairs must notify the LASA Secretariat of their intention to pursue crowdfunding.
- The purpose of the crowdfunding campaign must be in line with the Section's and LASA's mission.

- The purpose of the campaign should be clearly stated and must include a disclaimer stating that contributions are “donations” and that there is no return on investment expected.
- The campaign must clearly state that it is being undertaken in the name of a LASA Section.
- The funds must be routed through LASA to comply with all accounting regulations. LASA will immediately credit the Section account accordingly. Section chairs should obtain bank account information from the LASA Secretariat to set up the contributions on the crowdfunding site. Usually, crowdfunding platforms charge fees. Sections will receive the net of the contributions minus the fees charged.

d. Sections news in LASA’s website.

LASA’s webpage has a “News” tab where sections can publish news in the “Sections” subcategory. In order to do so, the script must be delivered through the section’s official channels, that is, the Sections Coordinator in LASA’s Secretariat.

LASA’s webpage is available to all members in four languages: Spanish, French, English and Portuguese. Therefore, all news will be sent for translation into the 4 languages, if needed. Should the President provide the information in the four languages, the script will be sent to LASA’s Secretariat translator for revision to ensure the translation quality of the information. The cost of the translation and/or revision must be paid by the corresponding Section. Before sending a document for translation, please make sure to ask the translation and/or revision fees with the Section Coordinator.

The articles consist of a headline and a script of 3 to 5 paragraphs. All news will have a direct link to the Section’s webpage and to the general information about LASA sections to give them more visibility.

e. Sections News in LASA’s Newsletter

LASA’s *newsletter* is the news release sent to all members on the first Monday of each month. LASA sections can use the *newsletter* twice a year either to inform of an event or an activity sponsored by the Section and/or about official declarations from the Section.

Information must be sent no later than the 15th day of the month preceding the month in which the information will be published through the official channels, i.e., sent by the Section Coordinator in LASA’s Secretariat. Scripts in the newsletter must be specific, to the point and short but they can include a link to further information. Any published information in the newsletter must have been previously published in the Sections webpages and/or in the “Sections” subcategory under the “News” tab on LASA’s webpage.

Section and Networks

Sections are free to construct social networks to communicate with members and others who share similar interests. The LASA Secretariat will be informed of the creation and contents of these networks, in order to ensure continuity.

After Section elections, all information concerning the use and management of social media must be transferred by the Section leadership to the new officers. The new officers may change passwords but must notify the LASA Secretariat of these changes. LASA will also be able to manage social networks, if requested.

LASA Congress Program

The program of the LASA Congress is the responsibility of the program chair and the Program Committee, in consultation with the LASA President and the Secretariat. They have final authority regarding the composition of the Congress program. Where a Section coincides with a Congress track, the program chair may consult with the Section chair, to enable the Section to suggest one of its members as a possible track chair. It is strongly recommended that Program Chairs consult the Section chair before selecting track chairs. Program chairs should create tracks that parallel existing Sections as closely as possible, except in the case of country-specific Sections.

There is one common deadline for Section and general program submissions; only Section panels submitted by the deadline will be considered for the program. Unlike proposals submitted for the general Congress program, proposals for Section sessions are accepted as submitted by the Section chair, and their inclusion in the program is guaranteed, provided that

- 1) All information is submitted by the program submission deadline, and
- 2) The Section has complied with all other Section obligations, as stipulated in this Manual.

Section members may be involved in general Congress sessions and/or Section sessions. However, the roles each individual may have at the Congress are limited. Normally a participant may perform two roles only at the Congress. However, an individual participating in a panel organized by a LASA Section may present a paper in that session, and may have two additional roles in the general program. Nevertheless, only one paper may be presented during the Congress.

The chair of a Section is responsible for organizing the Section activities for that Section at each LASA Congress. The Program Committee will cooperate in scheduling necessary meeting room space and arranging program listings provided that materials are submitted by the deadline for proposals for each Congress.

Allocation of Congress Sessions

On May 1 of each year, prior to the annual Congress, the Secretariat will count the number of dues-paying members of each Section to determine the number of sessions allotted to each for the following Congress.

The number of sessions slots any Section may have is contingent on the number of Section members, as specified below. The minimum membership to be guaranteed a session at a LASA Congress is 50. The maximum number of session slots, exclusive of the Council/business meeting slot, will be five. All Sections will be given a one-Congress exemption to qualify for a session in the program if they have fewer than 50 members. This provision is designed to help new Sections. A Section need not use all the slots assigned to it *but it may not use more*.

Number of members	Number of sessions
50-75	1
76-125	2
126-200	3
201-499	4
500+	5

Three additional spaces in the congress will be reserved for intersectional panels. The Program Chairs will decide which proposals will go to the next congress.

Section Program Formats

Sections are required to hold one-half of their allotted Congress sessions in the form of alternative formats, i.e., not the traditional panel format. These may be roundtables, the addition of a special speaker, or an author-meets-critics session (focusing on a book relevant to Section members). Roundtables provide an ideal opportunity for dialogue, for discussion of ideas before they are in article-ready form, and for more people to be involved in the program.

Section Receptions

Sections may host receptions for their members. A room for a reception can be reserved through the Congress program chair provided that the Section chair requests a room by the deadline for “Call for Papers” and panel proposals. Arrangements for catering must be made by the Sections themselves through the Convention Services/Catering Office of the Congress hotel.

If Sections use a room in the hotel/convention center, the refreshments must be purchased through the hotel/convention center catering service. Costs for catering must be paid by the individuals making the arrangements and will be reimbursed from the Section’s restricted account or from outside funds raised by the Section. (For reimbursement from Section funds, the Section must provide the Secretariat with original receipts.) The reception does not count towards the program session allocation.

Co-sponsored Sessions among Sections

Sections may choose to co-sponsor sessions. The session will count toward the allotment of one Section or the other. The participating members may be from either co-

sponsoring Section. One arrangement is to have co-sponsorship over two Congresses, with the joint session counting toward one Section in one Congress and toward the other Section at the subsequent Congress.

Committee on Sections

A Committee on Sections, comprised of chairs of the various Sections, meets at every Congress to discuss issues of mutual concern. The meeting will be chaired by the member of the EC designated as Sections Coordinator, or by the LASA President. The Committee has advisory not discretionary power. The EC has ultimate authority on matters pertaining to Sections.

Promoting the Section at the Congress

LASA Congresses provide an excellent opportunity to attract new Section members. A table at the Welcoming Reception may hold flyers and samples of Section publications. A similar table located in the LASA registration area at the hotel/convention center may offer Section newsletters, brochures, and LASA membership forms throughout the three days of the Congress.

Section Awards

Each Section may give up to three awards per Congress. Reimbursement for necessary expenses is permitted, from Section funds. The title format for Section awards shall be the standard for all Sections: “The Latin American Studies Association Section on (name of Section) Award for Distinguished (Scholarship, Service, or Teaching)”.

Section Award Committee chairs should submit a 100-word statement on each award recipient for publication in the Forum.

Research and Training Projects

Sections of the Association may desire collectively to undertake special projects (research or training) of interest to their memberships. As indicated earlier in this manual, such projects may receive Association sponsorship only if they are of major and direct concern to the Association as a whole. If Section-initiated projects are approved by the EC, the Secretariat will cooperate in such matters as budget preparation, negotiations with funding agencies, administration of funds, and the sharing of responsibilities with Section representatives. If Section-initiated projects are not approved by the EC, they may not be undertaken in the name of LASA and they may not have LASA sponsorship. In all cases where Sections contemplate seeking Association sponsorship, it is advisable that Association officers be consulted during the preliminary planning of a project.

Relationship of Sections to the Association

The Association encourages a high level of Section activity. Activities that do not affect the rest of the Association’s membership, such as the awarding of a prize, may be handled entirely by a Section. Activities that have considerable ramification for the entire Association membership, that involve LASA financial obligations of any

magnitude, or that affect the activities of other Sections and their membership will remain in the purview of the Association and be the responsibility of the Association and its administrative and committee structure. There are, however, a number of areas in which Sections may not act without the permission of the LASA President:

- 1) No statement may be circulated by a Section in the name of LASA, nor may a Section commit LASA funds.
- 2) No Section may spend more funds than it has in reserve (in deposit through the Secretariat). Except in extreme circumstances, all Sections should have a minimum reserve of \$100.

The LASA Secretariat administers the deposits and withdrawals of each Section; it is responsible for releasing funds requested by a Section chair or Section treasurer, provided that the funds are to be used in conformity with LASA guidelines.

- 3) Sections may not make commitments to other groups, apply for funds, or in other ways affect the constituent relationships between Sections of the Association without prior consultation with the LASA President and the Executive Council of the Association.

Coordination

A member of the EC serves as liaison to the Sections. The liaison may:

- 1) raise issues with the EC on behalf of Sections and act as the Sections' voice at meetings, and
- 2) interpret EC decisions to the Sections.

In order to facilitate coordination between Section activities and other aspects of LASA, one member of the LASA staff serves as Sections Coordinator. Ghisselle Blanco serves in this role. She may be reached at the Secretariat at ghisselle@lasaweb.org.

Appendix 1

Social Media Guidelines

LASA Sections exist to promote the common interest of Association members in specific areas of Latin American studies. They are a means of increasing communication and interaction among persons of similar interests within the framework of the larger organization. They help to broaden involvement in LASA, and to make the Association more participatory and responsive to constituencies.

Increasing the visibility of the Sections can help:

- a) to expand their membership and secure their long-term existence
- b) promote interest in the scholarly work that takes place within each Section's area of focus, and
- c) amplify LASA's presence and reputation among Latin Americanists.

As Sections continue to express interest in having a social media presence, social media guidelines need to be created to help train new social media users and to regulate the Sections' social media activities via agreed-upon parameters.

Creating new social media accounts

Sections can choose to use social networks (Facebook, Twitter, LinkedIn) to communicate with members and others who share similar interests, within the scope of the Section. To ensure branding consistency all social media accounts must be created by LASA. Please contact LASA's Section and Awards Coordinator if you wish to open an account (ghisselle@lasaweb.org).

Management of the Section accounts:

The chairs of the Sections can opt to ask the LASA Social Media Office to manage (or comanage) their social media accounts. If the chairs decide to manage the accounts by themselves they must pay attention to the following guidelines.

- a) The chairs of the Sections must inform LASA, the name and contact information of the person responsible for posting on behalf of the Section. Only current members of the Section can act as delegates for social media activities, and the login information should not be shared with others.
- b) If the Section dissolves, its social media presence must be discontinued.
- c) The chair of the Section or his/her delegate must commit to maintaining the account active by posting periodically through the year (with at least one post per month).
- d) After Section elections, all information concerning the use, management, and credentials of the social media accounts must be transferred by the Section chairs to the new officers and to the LASA Section and Awards Coordinator.
- e) If the Section chairs are not interested/available to maintain the existing social media account/s, the LASA Social Media Office will be able to manage the accounts. An email must be sent to LASA to confirm the social media support needed.

Content:

The Section's account is not a personal social media account; thus, it should reflect the collective voice of the Section. The posts should be consistent with its mission, goals, and audiences, and they should promote community building among the members.

- a) The Sections should frequently post regarding LASA's main deadlines to encourage Section members and potential new Section members to renew or sign up for membership, submit proposals, register for the congress, etc.

- b) The Sections should also re-post LASA's major announcements and statements. The account managers should use/share LASA's original posts to maintain the accuracy/integrity of the statements.
- c) The Sections should promote their activities, competitions, and awards.
- d) The Sections could choose to promote academic events and scholarly publications related to the scope of the Section.
- e) The Sections could choose to promote other news stories about policy issues related to the scope of the Section.

Appendix 2

Social Media Policy

The use of social networks by LASA section increases its visibility and helps promote common academic interests related to the section. Since this section is created by LASA, the contents of the social networks must comply with LASA social media policy.

Such as:

1. Publication of announcements in these accounts are restricted to section coordinators or the person in charge of social networks.
2. The posts contents must be related to academic interests only.

For example:

- a. About LASA Congress and announcements related with section activities.
 - b. About conferences and job advertisements
 - c. About news related to the section subject (i.e., links to magazine and newspapers articles)
3. The social networks accounts should not be used as a way to sell merchandise or to publish social and personal announcements unrelated to LASA's purposes.

Failure to comply with these rules shall entail disciplinary sanctions:

- a. Warning: a written warning to the section presidents to inform they have broken the rules of conduct and should this happen again could lead to even more serious disciplinary sanctions.
- b. Sections will not be allowed to publish any contents until they have accepted to abide by these rules.