

**Date:** October 15, 2016  
**To:** ASC Executive Board  
**From:** Amanda Burgess-Proctor, Chair  
Division on Women on Crime  
**RE:** 2016 End-of-Year Report to the ASC Executive Board

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The following report details the work accomplished by and for the membership of the Division on Women and Crime (DWC) from April 2016 to November 2016.

## **I. Officers and Elections**

Officers for the current term and their status include:

**Chair:** Amanda Burgess-Proctor (2015-2017)  
**Vice-Chair:** Carrie Buist (2015-2016)  
**Secretary/Treasurer:** Christina DeJong (2014-2016)  
**Executive Counselor (Senior):** Molly Dragiewicz (2014-2016)  
**Executive Counselor (Senior):** Denise Boots (2015-2017)  
**Executive Counselor (Junior):** Tia Stevens (2014-2016)  
**Executive Counselor (Junior):** Sara Brightman (2015-2017)  
**Executive Counselor (Graduate Student):** Leslie-Dawn Quick (2015-2017)  
**Past Chair:** Kim Cook

## **II. Executive Council Update**

As of September 8, 2016 the DWC has 403 members.

The following is a list of initiatives the EC has completed this year:

- Began having quarterly conference calls.
- Approved a new organizational structure that assigns specific duties to each EC member (the positions themselves have not changed).
- Initiated use of electronic sign up sheets for committees.
- Revived the long-dormant Programming Committee, and created a Diversity & Inclusion Committee to address the lack of racial/ethnic diversity among DWC members.
- Surveyed DWC members in good standing to get feedback on the Division and to guide next steps. The results will be shared with the membership at the 2016 Annual Meeting in New Orleans.
- Forwarded the names of 18 DWC members to the Crime & Justice Research Alliance Expert List.
- Took advantage of an opportunity presented to the DWC/*Feminist Criminology* by UN Women to have DWC members present at a research panel on global gender issues at the UN Women headquarters in New York in December 2016.

### **III. Activities of the Standing and Ad Hoc Committees**

A complete list of committees and members is attached at the end of this report.

#### **Constitution & Bylaws**

The report for the Constitution & Bylaws Committee is lengthy and so is included at the end of this report.

#### **Diversity & Inclusion**

This is a newly-formed ad hoc committee designed to promote racial/ethnic diversity among the DWC general membership. This committee was formed in January 2016.

Thus far the committee has met virtually to discuss diversity and inclusion ideas for the Division moving forward.

Summary:

- Committee Focus
  - The committee would like to place race/ethnicity as a focal area to ensure that issues of diversity do not move too far away from racial/ethnic diversity. This includes a discussion of LGBTQIA issues (where women of color in this category will be placed at the center of analysis, for example).
- Financial Support
  - Conference support for underrepresented graduate and undergraduate students would increase this population's attendance at conference and membership (and participation) in the DWC
  - Financial support for students and faculty from lower-income countries to attend conference
- Example: See <http://www.lawandsociety.org/MexicoCity2017/2017-early.html>
- Structured Networking Activities
  - Reviving Peer Mentoring program
    - Networking at the DWC social can be awkward for those new to the DWC
    - Having the diversity & inclusion committee heavily involved in the peer mentoring program to ensure efforts are made to connect women of color in this program.
    - Pair up senior scholars with junior scholars (and advanced doctoral students with newer doctoral students) to assist in networking events
    - Perhaps also pairing based on topical areas (e.g. publishing in specific journals, research using specific methodologies, promotion/tenure, etc.)
- ASC Sessions
  - Perhaps hosting panels at ASC that pertain to issues pertinent to those who study women of color (e.g. #SayHerName)
  - Additional partnerships with DPCC (e.g. co-sponsored events)
    - Should also consider the DCCSJ
- Publishing
  - Focus on our members' abilities to publish in top-tier journals, secure grants, have successful tenure and promotion cases in different types of institutions

## **External Nominations**

The DWC merged the Committee on Committees and Positions, External Nominations Committee, and External Awards Committees into the External Nominations Committee in February 2016.

This committee:

1. Recruited volunteers for ASC committees (Due in February)
2. Recruited DWC members to run for ASC offices (Due August 1)
3. Solicited and facilitate nominations for ASC awards (Due in February)

## **Nominations for ASC Awards**

Since the new committee was formed so late and no one had been assigned to the external awards committee, the committee missed the chance to solicit nominees for ASC awards this year and Amanda Burgess-Procter sent out a call for suggestions/nominations to be submitted directly on February 8 2016. We don't have a list of all DWC members nominated this year.

## **Nominations for ASC Committees**

A list of Division on Women and Crime volunteers for the American Society of Criminology Committees for 2016-2017 was submitted to Lauren Alexis Grant on ASC February 26, 2016 (see list in 2016 DWC Midyear Report).

## **Nominations for ASC Executive Committee Candidates**

We solicited nominees for ASC executive ballot for the next election cycle. DWC nominees for ASC exec for 2018-2019 were submitted to Marjorie Zatz prior to the due date August 1, 2016. They were:

Meda Chesney-Lind, President, meda@hawaii.edu  
Jana Jasinski, Vice President, Jana.Jasinski@ucf.edu  
Vera Lopez, Executive Council, Vera.Lopez@asu.edu  
Anthony Peguero, Executive Council, anthony@vt.edu

## **Graduate Scholarships (*Feminist Criminology & Siegel*)**

This year there were 44 submissions for *the Feminist Criminology* award and 15 submissions for the Larry J. Siegel award; of those submissions there were 35 complete *FC* applications and 14 complete Siegel applications. The winner of each scholarship received \$5000 in research funds toward the completion of their winning project.

The Larry J. Siegel Graduate Fellowship for the Study of Gender and Crime was awarded to Erin Cournoyer, a doctoral candidate at the University of Massachusetts Boston. Her project is titled: "Finding the Path to Reentry Together: Staff and Resident Perspectives at a Women's Halfway House."

The *Feminist Criminology* Graduate Research Scholarship was awarded to Annie Rose Crowley, a doctoral candidate at the University of Glasgow. Her project is titled: “Protection for Whom?: Responding to ‘At Risk’ Young Women in Scotland.”

### **Internal Awards**

The internal awards committee began soliciting nominations in the summer of 2016. The committee provided a call for nominations at various outlets, including: *The Criminologist*, DWC listerv, the listerv of the Criminologist in Non-Academic careers, the Association of Doctoral Programs in Criminology and Criminal Justice (ADPCCJ) listerv, DWC Facebook page, ASC Facebook page, and the DWC website. The deadline for nomination submissions was September 16, 2016.

The committee received multiple nominations for the following award categories: New Scholar, Distinguished Scholar, Lifetime Achievement, Graduate Scholar, and Inconvenient Woman of the Year. The selection of award winners will be completed by October 24, 2016 and the winners will be notified shortly thereafter by the chairs of the committee. The chairs will place the order of the plaques through Susan Case, Deputy Director of the ASC by the morning of October 25.

### **Internal Nominations**

In September 2016 Sarah Koon-Magnin agreed to serve as Internal Nominations Chair. She is working closely with past chair Helen Eigenberg to coordinate the 2016 DWC elections.

### **Newsletter**

The newsletter committee published its summer edition, and – with that edition – introduced the “Around the Divisions” section. In that new section, we did have some news to share from interested parties, and I imagine it will pick-up momentum now that everyone is back teaching. We are currently preparing for the Fall edition, which should go live in the next one to two weeks. We do talk with each other to brainstorm and gather ideas. For example, the teaching tips section might look at how to incorporate active learning assignments centered on race relations within the criminal justice system inside the classroom given the news over the last year. Otherwise, we continue to work together and publish news that we believe keeps our “fingers on the pulse” of what is going on both within our division and in the other divisions.

### **Outreach**

All committee members were contacted early in the year to ensure that they still wished to volunteer on the committee. Additionally, members were informed of the obligations and duties that the outreach committee is responsible for. The committee has compiled a list of master and doctorate program directors and plans to send an informative email to these individuals on DWC events. The purpose of this email is for the program directors to forward it to their students who are attending the conference. Hopefully this effort will result in new students showing up to DWC events (DWC sponsored panels, the social, the breakfast meeting, and the action workshop). Currently Ashley Wiegand is working with members to decide on a type of DWC swag that we can have available at the DWC Outreach table at ASC. We are considering lighter items so that it is easier to transport them to New Orleans (and future conferences). Items such as pens, key rings, and pins have been discussed and Ashley will pursue these by the end of the

month. Also, the committee will have new member information booklets available this year at the outreach table. Finally, by the end of the month, the committee will send emails to the division for the purpose of soliciting books from members for the new member book raffle as well as scheduling coverage for the outreach table at ASC.

### **Programming**

The Programming Committee completed the following tasks:

- The committee developed and submitted division-sponsored thematic panels, roundtables, and workshops for the 2016 ASC conference.
- Three division-sponsored thematic panels were submitted by 3/11/16.
  - The Gendered Context of Life Events and Their Impact on Offending and Desistance (co-sponsored with Division of Developmental and Life-Course Criminology)
  - Gender and Correctional Contexts
  - A Case Study on Best Practices and Reality in Female Offender Reentry Programs
- Seven division-sponsored roundtables and workshops were submitted by 5/13/16.
  - Mentoring Students: From Orientation to Graduation, and Beyond
  - Strategies for Underrepresented Women Faculty
  - Finding Work-Life Balance
  - Things I Wish I Knew Pre-Tenure
  - Women Functioning in Leadership/Administrative Positions
  - Moving Up to Full Professor
  - IRBs and Research with Victims
- The committee also received information from division members about other thematic panels of interest to the DWC.
  - The Evolving Experiences of Women in Policing (Cara Rabe-Hemp)
  - Masculinities at the Forefront (Navin Kumar)
  - Methodological Issues in Queer Community Research (Navin Kumar)
  - The Changing Nature of Masculinities (Navin Kumar)
  - Prevalence and Context of Sexual Assault on College Campuses (Tara Richards)
  - Programs and Policies Regarding Sexual Assault on College Campuses (Tara Richards)
  - Women in Criminology and Criminal Justice: International Scholarship and the Academy (Bitna Kim, organized by Division of Women and Crime, Korean Society of Criminology)
- The committee developed a draft list of DWC sessions of interest to be submitted for inclusion in the ASC program and app. The list included all of the division-sponsored sessions listed here plus others identified in the program that might be relevant (see attached).

Thoughts for next year:

- The Programming Committee will continue to be responsible for developing the Sessions of Interest spreadsheet for inclusion in the conference program and app.

- The committee will try to develop a few sessions co-sponsored by DWC and other divisions and will recruit committee members who are also members of other divisions to facilitate this collaboration.

**Social Media**

The DWC recognizes that we need to improve our social media presence and is working to implement specific roles for committee members. Lots of progress was made this year, mostly thanks to Christina DeJong who set up and has been running the Facebook and Twitter accounts. Amy D’Unger continues to run DWC’s webpage which is a huge part of DWC’s information exchange.

Christina DeJong established a Facebook Discussion Group for DWC this year. The committee has been tasked with posting there regularly to help encourage discussion among members. This group is open to members only (unlike the listserv), so we need to track add requests carefully to make sure members are current.

Amy D’Unger continues to manage the new web page, and has created email addresses for the account. Those messages are forwarded to the current chair, which we can change when the chair changes. So, we always have an email repository to keep important messages. It also makes it easier for those with questions to contact us when leadership changes.

The committee plans to incorporate more promotion for *Feminist Criminology* on the official DWC Facebook page by posting the table of contents and featured articles each month.

The committee has begun to increase Facebook and Twitter activity. So far we have followed all of our followers and are working to follow all DWC members and have delegated various tweeting tasks to members to ensure a more active account and better promotion of DWC member accomplishments.

DWC Twitter has followed many more pages including ASC members of other divisions to improve knowledge exchange.

There are still roles that require volunteers and we are hoping to get those filled prior to ASC.

**Tasks requiring volunteers:**

what?	when?	who?
DWC Facebook account managers (reposts info from listserv, link to newsletter, Feminist Criminology table of contents when posted etc)	ongoing	Molly Dragiewicz Leslie-Dawn Quick Emily Lenning

Following all DWC followers on Twitter	complete	Molly Dragiewicz
Following all available DWC members on twitter	now	Leslie-Dawn Quick
Following other key accounts on twitter ie Following feminist/criminology/intersectionality accounts of interest on twitter	now/ongoing	Leslie-Dawn Quick
Posting ongoing publications in Facebook: <ol style="list-style-type: none"> <li>1. Feminist Criminology TOC when it comes out;</li> <li>2. the Newsletter</li> <li>3. tweeting about individual articles in FC (maybe once a week for individual articles)</li> </ol>	Ongoing when Feminist Criminology TOC comes out, when newsletter comes out, then weekly tweet about featured articles in FC	Chardon Murray
Posting on Facebook about DWC sessions of interest in the lead up to ASC. Tag the people on the panels if they are on twitter	2-3 times a week until ASC	Natalie Snow
Send reminder to DWC list to follow us on twitter and facebook (send an email to the listserv with our twitter handle and facebook page link) and share news using twitter and facebook	Every other week or once a week and then as people send them to you	Emily Lenning
Sharing relevant jobs & scholarships on twitter	When you see them	Ami Stearns
Retweeting and liking DWC member tweets	Daily or weekly	All of us

### **Special Events**

The special events committee has completed the breakfast order for the DWC business breakfast scheduled for Thursday, November 17, 2016 from 7:30 am to 9:30 am. The 2016 breakfast order is consistent with prior breakfast orders regarding both food and price and includes the rental of a microphone. The committee has also secured an offsite venue for the DWC social scheduled for Wednesday, November 16, 2016 from 7:30 pm to 10:30 pm. The social will be held at Barcadia Bar and Grill. Per Amanda's request, the awards ceremony will be held from 7:30 pm to 8:00 pm, and the social (i.e., food and drink), will follow.

### **Student Affairs**

The aims of the DWC Student Affairs committee are to develop and implement strategies to recruit student members to the DWC and develop strategies to assess and support the needs of student members. Since our last update, this committee has been working toward accomplishing these aims.

In May, a short survey was sent directly to student members of the DWC to solicit suggestions and feedback about how this committee can best support their needs. We received responses from 23 students. Briefly, students seem very open to a DWC student-faculty mentorship program that would meet annually at the ASC meeting. 52% of respondents said they were "very likely" to participate and 43% said they were "somewhat likely to participate."

Students were also open to a monthly informal graduate student writing group that would meet via Google or some other platform to exchange papers and chat about projects. 48% said they were "very likely" and 39% said they were "somewhat likely" (39%) to participate. Future committees may consider organizing this type of group.

When asked for any other suggestions for better facilitating networking opportunities and mentorship relationships, only one (1) student replied and suggested providing funds to help students off-set the cost of attending the ASC annual meeting.

Also of interest is that almost half (48%) of student members join the DWC through the urging of their faculty advisors, so faculty should continue to encourage their students to join. Another 30% are encouraged to join by other graduate students in their department.

### **Student Paper Awards**

The DWC Student Paper Competition committee started advertising for the paper competition during late summer/early fall of 2016. The competition announcement was posted to the DWC listserv in August and September, was advertised in the ASC's *Criminologist* September issue and their Facebook page, and was included in the DWC newsletter and on the DWC webpage. The advertisement was also posted to the Facebook pages for the DWC. Committee members also relied on their own scholarly networks to pass along information about the competition and encourage submissions. As we worked with a co-chair model, we split the work of promotion and advertising evenly between the chairs.

Paper submissions were due by October 1, 2016. This year a total of 12 students are participating in the competition – 10 graduate students and 2 undergraduate students. This is slightly higher than last year's submissions. To streamline the submission process, Dana Radatz volunteered to

coordinate the receipt and distribution of the papers. Each paper has been blindly assigned to two committee reviewers; committee reviewers will review only one category of papers (undergraduate or graduate). Papers will be assigned scores based on the following criteria: content is relevant to feminist scholarship, strong contribution to the knowledge base, accurately identifies research limitations, analytical plan well developed OR strong theoretical foundation/cohesive theoretical argument, and clarity/organization of paper. The paper with the highest average score will be deemed the winner in each category (graduate and undergraduate). Reviewer scores are due on October 24<sup>th</sup>, after which the co-chairs will review and tabulate the scores and announce the winners.

### **Teaching & Pedagogy**

The committee submitted and had accepted three roundtables for the 2016 annual meeting. The roundtable names, abstracts, chairs and discussants are listed below.

#### 1. Trauma and Trigger Warnings in the Higher Education Classroom

Teaching topics related to crime and victimization is challenging, in part, because students (and instructors alike) can experience secondary trauma and other stress exposure responses (i.e., vicarious trauma, compassion fatigue, burn out, transference, and moral distress). This roundtable will focus on how instructors can better create trauma-informed courses and improve student learning. In addition, the use of trigger warnings will be debated. Discussants will share their experiences and offer suggestions to help roundtable participants respond to issues associated with secondary trauma in their classrooms. Group discussion will be encouraged.

Chair: Kelly E. Knight  
Alison J. Marganski  
Cortney A. Franklin  
Allison Cotton  
Colter Ellis  
Alison Cares

#### 2. Managing "Hot Topics" in the Classroom

Students who hope to work in the community on issues that are multi-dimensional would benefit from examining and deconstructing socio-politically charged topics in the classroom. Furthermore, students should be comfortable with engaging in and witnessing respectful verbal confrontations, and having their views challenged before they enter their careers. In order to ensure that these skills are developed, professors need to feel comfortable introducing charged topics and facilitating a dialogue. Discussants will address how to raise socio-politically charged topics, how to integrate research, law and policy into the discussion, and how to facilitate an open discourse that allows for students to critique one another and the professor.

Chair: Tracy Tamborra  
Michelle Hughes Miller  
Melencia Johnson  
Hannah Scott

Kristine Artello  
Sarah Brightman

### 3. Teaching Sensitive Topics with Technology in Mind

As expectations to integrate technology into pedagogical practices increase, this roundtable will focus on when, why, and how the use of technology in the classroom can both facilitate and hinder the teaching of sensitive topics (i.e. intimate partner violence, sexual assault, victimology, etc.). We will discuss whether technology can be used to teach about sensitive topics and, if so, how to effectively do so. Additionally, since many universities are encouraging the creation of online courses, discussants on this roundtable will address the methods and implications of teaching sensitive topics in an online environment.

Chair: Melencia Johnson  
Susan Kunkle  
Rebecca Stone  
Ellen Cohn  
Silvina Ituarte  
Stephanie Whitehead

In order to meet the committee's broader goal of reaching a wider audience than solely the individuals who are able to attend the roundtables, the committee has unanimously agreed to assemble resource packages on each of the three roundtables. These packages will be comprised of summarized written notes from each of the roundtables as well as a list of links, citations, assignment descriptions, and other materials mentioned during the roundtables. The committee is still looking into and considering the possibility of audio recording the roundtables and posting those as part of the packages. The goal is for these to become available on the DWC "Links and Resources" page.

Lastly, the committee has planned for those who are available to meet in-person before/during/after the larger DWC breakfast meeting to formally meet (put faces to names) and to discuss moving forward with initial discussions we have started regarding a pre-conference workshop plan for 2017.

#### **Communications Sent**

All committee members have been communicating via email about the direction of the committee for the academic year. We will continue email communication.

#### **Activities Delegated**

Chairs of the three roundtables organized by the committee will collect and assemble the materials for the resource packages (notes, resource links and materials, and (tentatively) audio recordings during the course of the annual meeting.

#### **Planned Committee Actions**

Our goal is to continue to expand the reach of the committee. While we have a plan in place to make materials and discussions accessible from the roundtables organized by the committee this

year, future plans include organizing a pre-conference workshop on “Preparing Your Teaching Dossier” for the 2017 annual meeting.

The committee also has plans to initiate an email conversation about the possibility of partnering/co-sponsoring with the Division of Victimology an event related to teaching on sensitive topics, trauma, or something related.

## Constitution & Bylaws Committee Report

Charge from the Division Chair and Executive Committee:

Continue review and advising of current constitution and bylaws and provide suggestions to the Division for revisions based on the changes suggested during the prior year.

Previous changes to consider:

1. The Executive Council has recommended that the editor of *Feminist Criminology* be formally listed as a member of the executive council in an ex-officio capacity. Does this require a vote of the membership, or simply the consent of the EB?

2. The Executive Council would like to create a new position on the Executive Council called “DWC Archivist” – the person in this position would be responsible for maintaining our archives. Chris – you have done such a great job in this position for so long and we’d love to formalize the role (with you in it, if you would like).

3. *From the business meeting*: “Need to establish committee to help Chris Rasche digitize the DWC archive. Susan Sharp and Becky Block volunteer to assist with scanning documents. Christina DeJong will help as needed with social media/web presence.”

Findings of the present committee:

On June 1, 2016, the committee was advised to carefully review the present constitution and bylaws and make recommendations about the Executive Council’s changes as well as any other suggestions they may have for revisions. The committee members returned their suggestions to the chair, who then compiled their concerns and recommendations in the following document.

As a committee, we suggest the following course of action:

- 1) The present committee remains intact for the next term.
- 2) The executive council takes into consideration the suggestions of the committee and will provide advisement on how to proceed with the revisions to the constitution by the close of the 2016 meetings.
- 3) Upon receipt of the new charge from the executive council, the committee will draft a new constitution and bylaws document by March 2017.
- 4) The new document will be reviewed by the executive council and put to a vote. Once the revised draft receives a 2/3 majority vote from the executive council, the revised constitution will go before the division for approval. A final document should be presented to the division by August 2017.
- 5) Approval will be done electronically and an updated constitution will be ratified prior to the 2017 membership meeting.

## **Concerns and Suggestions for the Executive Council's Consideration**

The committee was charged with the continued review and revision of the constitution and bylaws with a specific emphasis on addressing two issues raised by the Executive Council: 1) the creation of two new ex-officio positions on the Executive Council, Editor of *Feminist Criminology* and Archivist; 2) the creation of a new Archive committee

Upon review of the constitution, the committee raised several concerns and suggestions that need to be addressed by the Executive Council before the committee proceeds. These concerns and suggestions are outlined below.

### *The new positions on the board/council:*

The membership of the Executive Board is explicitly stated in Section IV, A. There is no provision in the Constitution for expanding the Executive Board. Therefore, the addition of a new member (such as those proposed by the Executive Council) does require amending the Constitution, as follows:

1. Section IV needs to be amended to include the new officers
2. Section V needs to be amended to include the new officers and their duties
3. Section VI may need to be amended to clarify that these officers are not elected, also if their terms are different from those of elected officers and how vacancies will be filled.

## **Additional concerns and suggestions about the Executive Board**

o The Constitution & Bylaws reference the Executive Board of the ASC and at other times just the Executive Board, which is assumed to be for the DWC. The board is also reviewed to as the Executive Council. Furthermore, members are referred to as “counselors” instead on “councilors.” Edits are needed once it is decided how the board will be referred. I clarification of the title of the board needs to be made, and the constitution needs to be revised to reflect this clarification.

o The role of the Division Chair as the Executive Board Chair need to be clarified as well. In addition, the duties of each member need further specification.

o There probably should be a statement somewhere in this document to state that only the EB can make any statements in the name of the DWC, and if those must be approved by the membership first.

o Is the Archivist role on that we will be able to maintain when Chris steps down? What happens if we end up with a vacancy on the board we cannot fill? Also, what are the duties of the Archivist? Do we need to include anything in the official bylaws about where and how the records are stored?

o There are no regulations of how to remove officers (or members) if need be.

o Additional concerns in context of the current constitution are outlined below

*Within the constitution in reference to the board:*

#### Section IV – Executive Board

1. To avoid the problem of adding new officers in the future, this section could be amended to include a statement that the EB may include *ex officio* officers appointed by the Chair with the approval of the EB.
2. An overview of the board’s duties should be provided prior to describing each position

#### Section V - Officers

1. Title - Need to clarify that this section refers to the officers of the Executive Board
2. Section A - Chair
  - a. Another duty of the chair is to fill vacancies on the EB – shouldn’t this be listed here?
  - b. In #3, how does the Division decide which issues are brought and who decides whether the issues are brought to the attention of the ASC EB or an ASC committee?
  - c. In #4, define “approval of the Executive Board” – does this mean a majority vote, 2/3rd vote, unanimous vote?
3. Section B – Vice-Chair
  - a. In #2, please add “providing” before “assistance to”
4. Section C – Secretary/Treasurer
  - a. What checks are there on this officer? Given that this individual controls the DWC account, who monitors him/her?
5. Section D – Exec Counselors
  - a. Counselors needs to be changes to Councilors depending on title of board
  - b. Need more clarification re duties of executive counselors
  - c. Need to define “early stages” and “later stages” of careers
    - i. If someone has been hired for a faculty position while still ABD, are they considered early stage or current grad student?
    - ii. If someone is not in a tenure-track position, how many years after completion of PhD moves them from early to late stage?
6. There is no section discussing the Immediate Past Chair, who is also a member of the EB
  - a. What are the duties of this individual? What if the past chair does not continue his/her membership in DWC? What if the position becomes vacant?

*The present constitution and bylaws:*

### **CONSTITUTION**

#### Section III - Membership

1. “A member in good standing is one who is....” – it is not clear if this refers to members of ASC or DWC. Basically, suggest dividing this section into three clauses, as follows:

### III. Membership:

A. Membership in this Division will be open to all members of ASC who are current in their ASC dues.

B. DWC members who have paid their Divisional dues will be eligible to vote at Divisional meetings, to vote at elections of Divisional officers, to hold Divisional office, and to receive any other rights of membership that may be determined by the Division, the Executive Board of the Division, or the ASC Executive Board.

C. References to members in good standing refer to members who have paid their Divisional dues for the current year.

2. Are there any other rights of membership? Should these be listed here?

### Section VI - Elections

#### 1. Section A - Nominations

a. I believe the Nominations Committee usually has more than two members. So this needs to be revised to say “consisting of a minimum of two members...” We could also specify a maximum number of members if desired.

b. If only one person is nominated for a given office, the committee will be unable to select two names to include on the ballot and will therefore be unable to fulfill its duty.

c. Are there any requirements for nomination, other than being a DWC member in good standing? Can members self-nominate? Can someone be nominated for more than one position?

d. Shouldn't the Committee have to confirm with nominees that they are willing to accept the nomination?

e. Does the Nominations Committee also receive nominations for *ex officio* officers?

f. What is the deadline for nominations and when does the Committee have to finalize its selection and send it to ASC?

#### 2. Section B – Qualifications

a. What about qualifications for *ex officio* officers, as they are not elected?

#### 3. Section C – Term of office

a. Is there any maximum limit on the number of times someone may hold the same office?

b. We need to specific term of office for *ex officio* officers, as they are not elected, and if they are held to the same term limits.

#### 4. Section D - Procedure

a. The way #2 is worded, the Chair is not required to announce election results to the membership, only to ensure they are published in the Newsletter. So this could mean that no one knows the results until the next Newsletter is published.

b. Does the EB run the election or should we consider having an Elections Committee (since some of the EB members might be up for re-election, creating a possible conflict of interest)

c. There is nothing in this section regarding specifics of elections. Some key issues include:

i. Deadline for nominations

- ii. Deadline for submitting candidate names to ASC
- iii. When is the election held?
- iv. How much advance notice does the EB have to give DWC members regarding the election?
- v. If electronic ballots are used, how long are they open for voting?
- vi. Are we required to notify ASC of the results, and if so, how and by when?

#### 5. Section E - Vacancies

- a. If the office of Chair becomes vacant, the Vice-Chair is empowered to conduct business in his/her place. However, Section VB does *not* state that the Vice-Chair takes over the position of Chair. Therefore, it is not clear whether in this situation the position of Vice-Chair would be considered vacant. Basically, if the Chair becomes vacant, who appoints a new Vice-Chair? It is not clear here.
- b. What about vacancies for *ex officio* positions, since they are not elected? How long are they filled for?
- c. What if the position of immediate past Chair becomes vacant?

#### Section VII – Amendments

##### 1. Section A

- a. In #1, please capitalize “division” here.
- b. In #1, we need to “written” – does this mean the petitioner has to have a hard-copy petition with written signatures or can this include email support?
- c. In #1, if a proposed amendment has the written support, does it go straight to voting by the Division, or does it go to a Constitutional Revision Committee (CRC)?
- d. In #2, it is not actually stated that the Exec Board must create a CRC if the 2/3rd vote is received.
- e. There is no explanation in the Bylaws of what a CRC should consist of – minimum number of members, member qualifications (e.g., could it be made up solely of grad students or only include long-time tenured faculty or should there be a mixture of membership levels, as we have among the Executive Counselors), how long the CRC has to review a proposed amendment, what such a review consists of, how they approve an amendment, is a separate CRC required for each proposal, etc.

##### 2. Suggest adding an additional section here between Sections A and B to define “qualified amendment more clearly

- a. If the proposed amendment comes from a petitioner who has the required written support, is that enough to make it qualified for being voted on?
- b. Based on the current definition in Section A #2, a proposal is qualified if it receives a vote to be referred to a CRC – it does not actually have to be approved by the CRC (so what is the point of having a CRC?)
- c. If the CRC proposes amendments, do they need approval from anyone else before being considered qualified to be brought before the Division for full vote?

##### 3. Section B

- a. Please change “An amendment will be...” to “A qualified amendment will be...”

- b. Who is responsible for conducting this vote and for ensuring that the appropriate measures are taken to prevent double-voting.
  - c. Who reports the results to the Executive Board?
  - d. When are the results reported to the full membership? There is no requirement that they are ever reported!
4. Section C
- a. May want to reconsider when approved amendments go into effect. Based on this, a DWC member could collect signatures at ASC and submit the petition the following week. A vote could be held by email soon after, but if approved, the amendment would not go into effect for a full year.
  - b. What is the procedure for obtaining ASC EB approval, and why is this required?

## **BYLAWS**

### Section I – Dues

- 1. Does ratification require a majority or 2/3rd vote?
- 2. Why does ASC have to approve DWC dues?

### Section II – Committees

- 1. Several sections require “the approval of the Executive Board” – how is this obtained and what does it consist of?
- 2. Section A – Standing Committees
  - a. If the Archivist becomes a member of the EB, should we add in a standing Archivist Committee, chaired by the Archivist?
  - b. The responsibilities of each committee need to be specified. Also, are the committees required to make reports to the EB and the membership? If so, how and how often?
  - c. There is no finance committee. This means that the Sec/Treas is basically autonomous when it comes to the Division finances.
- 3. Section B – Other committees
  - a. There is no information here regarding how long these committees exist. In other words, once a special or “other” committee is created, does it exist forever, or for some specific period of time. Should the committee be dissolved when a new Chair takes office?
  - b. How are these committees held accountable? Do they report to the DWC Chair or the EB or the full membership?
  - c. Suggest renaming this section “Special Committees” or “Temporary Committees”
- 4. Section C – Committee Chairs
  - a. The chair of the Newsletter Committee is not appointed by the EB Chair – according to the DWC Constitution, this committee is chaired by the DWC Vice-Chair
  - b. Are there term limits for committee chairs?
  - c. What are the responsibilities of Committee Chairs? Do they attend EB meetings to report to the EB? Are they required to make written reports to the EB?
- 5. Section D – DWC Archivist
  - a. The Archivist is not a committee, but an individual, so this section does not belong here.

## Section III – Meetings

### 1. Section A – Executive Board

- a. Is there a quorum for EB meetings?
- b. Are there any requirements for the mandatory meeting at ASC? Any items that must be dealt with (e.g., financials)? What happens if no EB members attend the ASC annual meeting? May Division members attend the annual EB meeting?
- c. There is no information on special meetings – how are they called, who may call a meeting, is there a quorum, how much notice must be given to EB members, can it be held electronically or must EB members attend in person, should Division members be notified about EB meetings and do they have the right to attend?

### 2. Section B – Membership

- a. There is no information here about what will occur at this annual meeting. What reports does the EB have to present?

### 3. Section D – Quorum

- a. #1 - Who is responsible for determining the current number of Divisional members in good standing, so as to be able to determine the required quorum? When is this determination made? Many people join the DWC at ASC – if someone joins the afternoon before the DWC annual meeting, do they count as a member in good standing for quorum computation?
- b. #2 – if a quorum is present, can an action still be challenged?
- c. #2 - If an individual becomes a member *after* the ASC annual meeting, can they challenge an action taken at that meeting?
- d. #2 – This states that a ratification vote will be offered to the membership either in the next newsletter or electronically by the Chair (or both). This means that the Chair could decide to offer the vote electronically only, and then delay offering the vote for weeks or months – there are no time constraints on electronic voting.

### *Additional general concerns:*

There is nothing in this document about **finances**:

1. There are no checks or controls on the Secretary/Treasurer. This officer controls the DWC finances but does not appear to be accountable to anyone except for giving a report at the annual membership meeting. Who else monitors the finances? We may want to consider some sort of regular independent audit or create a Budget and Finance Committee (which could be chaired by the Sec/Treas) to create, examine, approve, etc. the DWC budget, approve expenditures, ensure a regular audit of finances is conducted, deal with possible investment of DWC funds, and so on.
2. There is nothing about the preparation/approval of an annual budget
3. There should be a statement somewhere about our non-profit status (if we are a non-profit!)
4. Are we allowed to make charitable or other contributions as an organization? If so, who decides to whom, how much, etc.?

There is nothing about the **dissolution of the DWC** and what happens to the money if the Division is dissolved.

The committee suggests we look at other organizations, such as the Society for the Study of Social Problems, to frame our revisions.

## 2015-2016 DWC COMMITTEES

### CONSTITUTION & BYLAWS

**Chair:**

Deena Isom

**Members:**

Kristine Artello

Ellen Cohn

Nancy Jurik

**EC Representative:**

Molly Dragiewicz (Sr. EC)

Denise Paquette Boots (Sr. EC)

### DIVERSITY & INCLUSION

**Chair:**

Deshonna Collier

**Members:**

Ruth Fleury-Steiner

Deena Isom

Tia Stevens

**EC Representative:**

Amanda Burgess-Proctor (Chair)

### EXTERNAL NOMINATIONS

**Co-Chairs:**

Molly Dragiewicz

Claire Renzetti

**EC Representative:**

Amanda Burgess-Proctor (Chair)

### GRADUATE SCHOLARSHIPS

**Chair:**

N/A

**Members:**

Rosemary Barberet

Amanda Burgess-Proctor

Kim Cook

Vera Lopez

Margaret Shaw

**EC Representative:**

Amanda Burgess-Proctor (Chair)

## INTERNAL AWARDS

**Co-Chairs:**

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Emily Wright

**Members:**

Becky Block  
Ruth Fleury-Steiner  
Laura King  
Joan Reid  
Alana VanGundy  
Ashley Wiegand

**EC Representative:**

Molly Dragiewicz (Sr. EC)  
Denise Paquette Boots (Sr. EC)

## INTERNAL NOMINATIONS

**Co-Chairs:**

Sarah Koon-Magnin

**EC Representative:**

Amanda Burgess-Proctor (Chair)

## NEWSLETTER

**Chair/Editor:**

Jordana Navarro

**Members:**

Anne Kringen  
Lisa Bostaph  
Venessa Garcia  
Lane Gillespie  
Amanda Goodson  
Janne Gaub  
Kyl Myers  
Tara Richards  
Venezia Michalsen  
Kelly Faust (Co-Chair, Outreach Committee)  
Ashley Wiegand (Co-Chair, Outreach Committee)  
Tracy Tamborra  
Shelly Clevenger  
Prit Kaur  
Robert Jenkot  
Elizabeth Mustaine

**EC Representative:**

Sara Brightman (Jr. EC)  
Tia Stevens (Jr. EC)

## OUTREACH

**Co-Chairs:**

Kelly Faust  
Ashley Wiegand

**Members:**

Elaina Behounek  
Ruth Fluery-Steiner  
Daisy Onyige  
Anqi Shen  
Cara Rabe-Hemp  
Chez Rumf

**EC Representative:**

Carrie Buist (Vice Chair)

## PROGRAMMING

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Leanna Bouffard

**Members:**

Randall Grometstein  
Susan Krumholz  
Samantha Senn

**EC Representative:**

Sara Brightman (Jr. EC)  
Tia Stevens (Jr. EC)

## SOCIAL MEDIA

**Chair:**

Molly Dragiewicz

**Members:**

Amy D'Unger  
Christina DeJong (Previous Chair for 2016)  
Emily Lenning  
Leslie-Dawn Quick  
Chardon Murray  
Ami Stearns  
Natalie Snow  
Amanda Burgess-Proctor

**EC Representative:**

Sara Brightman (Jr. EC)  
Tia Stevens (Jr. EC)

## SPECIAL EVENTS

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Lane Gillespie  
Tara Richards

**Members:**

Lisa Melander  
Deveeshree Nayak

**EC Representative:**

Sara Brightman (Jr. EC)  
Tia Stevens (Jr. EC)

## STUDENT AFFAIRS

**Chair:**

Amanda Admire

**Members:**

Analisa Gagnon  
Lindsay Kahle  
Katelyn Wattanaporn  
Dana Radatz

**EC Representative:**

Leslie-Dawn Quick (Grad Student EC)

## STUDENT PAPER AWARDS

**Co-Chairs:**

Jennifer Carlson  
Dana Radatz

**Members:**

Laura Agnich  
Deshona Collier (stepped down in fall 2016)  
Allison Foley  
Miriam Northcutt-Bohmer  
Trisha Rhodes  
L. Sue Williams

**EC Representative:**

Denise Paquette Boots (Sr. EC)  
Molly Dragiewicz (Sr. EC)

## TEACHING & PEDAGOGY

### **Co-Chairs:**

Melencia Johnson  
Devon Thacker Thomas

### **Members:**

Ellen Cohn  
Allison Foley  
Kelly Knight  
Susan Kunkle  
Michelle Hughes Miller  
Rebecca Stone  
Tracy Tamborra

### **EC Representative:**

Denise Paquette Boots (Sr. EC)  
Molly Dragiewicz (Sr. EC)