

## Encyclopedia of Associations Codebook

When coding entries from the Encyclopedia of Associations use all the information available: section of the Encyclopedia, organization name, keyword, textual description, committee information, former names, publications, etc. When coding an entry, coders should first read the entry all the way through. After the entry has been read you should begin coding the entry in the order the fields are presented on the coding form. Unless otherwise noted, if information is not provided for a field leave that field blank. This database is designed to replicate the information contained in the printed version of the Encyclopedia of Associations. If at any point there is a discrepancy between the printed version of the Encyclopedia and the electronic CD version, enter the values included in the paper copy.

**ID:** A unique number automatically assigned to each record in the Microsoft Access database. The coder need do nothing with this field.

**Encyclopedia\_edition:** Records the edition of the Encyclopedia in which an entry was located, a number between 1 and 38.

**Subject:** A text variable indicating the subject category under which the Encyclopedia classifies an organization. This is also called the section name and information is contained in the header of each page of the Encyclopedia. Each edition of the Encyclopedia has between 18 and 20 sections (e.g. athletic and sports organizations; religious organizations, social welfare organizations, etc.).

**Name:** A text variable that records the actual name of the organization. The formal name is given; "The" and "Inc." are omitted in most listings unless they are an integral part of the acronym used by the association. Record the name in full.

**Acronym:** Records the actual association acronym, if provided. The acronym indicates the short form or abbreviation of the organizations name, usually composed of the initial letter or syllable of each word in it. Acronyms should be entered exactly as they appear in the Encyclopedia (usually that means with each letter capitalized).

**Keyword:** These are subject terms assigned to each association by the editors of the Encyclopedia. The keyword can be found in one of three places. In all cases it will be bolded. First, organizations may be arranged within subject keyword sections. Second, the keyword may be a part of the name, in which case the keyword will be bolded (e.g. COASTAL **CONSERVATION** ASSOCIATION, **CONSERVATION** TREATY SUPPORT FUND). Third, the keyword may follow the name in the Encyclopedia entry and be bolded and contained within parentheses (e.g. CYCAD SOCIETY (**conservation**)).

**Encyclopedia\_entry\_number:** The Encyclopedia of Associations editor assigns a number for each entry in a volume. This variable records that number, which is found at the beginning of an entry.

When no entry number is provided: (editions 1-(7 or 8) Record the page number, dash (-), and the position of the entry on the page, beginning with the first full entry. For example, the fourth full entry on page 2009 would receive the code 2009-4.

**City:** A text variable the records the mailing address city name. If this information is missing, leave blank.

**State:** A text variable the records the mailing address state. If this information is missing, leave blank.

**Zip:** A numerical variable that records the mailing address zip code. If this information is missing, leave blank.

**Country:** A text variable the records the mailing address country.

**Founded:** Records the four-digit year in which the organization was formed (e.g. 1985). If the group has changed its name, the founding date is for the earliest name by which it was known. If, however, the group was formed by a merger or supersedes another group, the founding date refers to the year in which this action took place.

**Members:** Records the actual number of members reported. This figure represents individuals, firms, institutions, and other associations, or a combination of these categories. Leave blank if missing.

**Staff:** Records the actual number of staff reported.

**Budget:** Records the actual budget reported, DO NOT use commas or dollar signs (e.g. a budget of \$50,000 would be recorded as 50000).  
25000 = \$25,000 or less

**Regional\_groups:** Records the actual number of affiliated regional chapters, associations, clubs, councils or posts reported by the organization.

**National groups:** Do not record this information if it is reported.

**State\_groups:** Records the actual number of state chapters, associations, clubs, councils and posts reported by the organization.

**Local\_groups:** Records the actual number of local chapters, associations, clubs, councils and posts reported by the organization.

**Functional divisions:** Records the actual number of internal divisions reported by the organization. To be counted as a functional division it *must follow one of the bolded designations listed below*. If more than one type of internal division are reported record the total number of distinct divisions reported.

Examples of functional divisions include:

- 1) Committees, sub-committees
- 2) sections
- 3) departments
- 4) task forces
- 5) divisions
- 6) boards
- 7) councils
- 8) commissions
- 9) working groups
- 10) programs or projects (if they are bolded)

Examples that should NOT be coded as functional divisions include:

- 1) speakers bureau
- 2) library

**Which of the following membership types does this organization include?** The non-membership and don't know categories are mutually exclusive. If you choose to click either of these variables you may not click any other variable in this section. You may, however, code an organization as having both individual and organizational members if there is evidence to indicate that is so. If you know that some of the members are individuals (or organizations) but are unsure who the remaining members are, code the entry as including the type of members you know are present. A code of individual members does not preclude the possibility of organizational members as well.

**Non-membership:** A dichotomous variable that indicates whether or not the organization has members.

- |   |                                      |
|---|--------------------------------------|
| 0 | organization includes membership     |
| 1 | organization is not membership based |

Examples that SHOULD be coded as non-membership:

- 1) Sometimes the encyclopedia entry says non-membership in bold, those cases MUST be coded as non-membership, regardless of what the description may indicate.
  - a. Intermediate technology development group of north America: **nonmembersh**ip. "Community groups, educational institutions, and other individuals and organizations interested..."
  - b. Servants in Faith and Technology: **nonmembersh**ip. "churches, church groups, and Christian individuals..."
- 2) PACs (political action committees) are assumed to be non-membership organizations unless the entry expressly indicates otherwise.
- 3) Generally, divisions, projects, committees or other subsets of larger groups (even membership groups) should be coded as non-membership; unless the entry directly specifies that you can join the subset without joining the larger group.
  - a. E.g. Tax Reform Immediately: "A project of the John Birch Society (see separate entry)."
- 4) If the entry fails to list the number of members and the description fails to make reference to membership (individuals, citizens, organizations, etc) and the title also includes a descriptor *such as* foundation, institute, center, committee, fund, campaign, program, project, conference, department, task force, or mission then code as a non-membership organization. Even if the organization is a sub-section of, or was established by, an organization that has members it should still be coded as non-membership if it meets the above criteria.
  - a. American Civil Liberties Union Foundation: lists no members and says nothing about them in the description, although it is an arm of the ACLU membership organization.
  - b. NAACP Legal Defense and Educational Fund: lists no members and says nothing about them in the description, although it is an arm of the NAACP membership organization.

**Individuals:** A dichotomous variable that indicates whether the organization membership includes individuals/persons. An inclusive definition of membership should be used, include all sorts of members, do not distinguish between full, associate, contributing, honorary and/or junior members.

- |   |  |
|---|--|
| 0 | individuals not included in membership |
| 1 | individuals included in membership     |

Examples that SHOULD be coded as individual membership:

- 1) “individuals” , “individual contributors” or “persons”
  - a. American Association of Attorney-certified Public Accountants: “Persons who are licensed both as attorneys and as certified public accountants.”
- 2) “citizens”
  - a. American Woman’s Society of Certified Public Accountants: “Citizens of the U.S. who hold certified public accountant certificates...”
  - b. American Spanish Committee: “Spanish-surnamed white citizens.”
- 3) specific jobs/occupations (e.g. “teachers”, “students” “accountants”, “attorneys”, “bookkeepers”, “physicists”, “engineers”, “technicians”, “administrators”, “consultants”, “farmers”, “ranchers”, “deans”, “college and university administrators”).
- 4) “practitioners” or “professionals”
  - a. National Academy of Conciliators: “Professionals dealing with dispute settlement consulting and training services.”
- 5) “professional society”
  - a. American Institute of Certified Public Accountants: “professional society of accountants...”
  - b. American Society of Women Accountants: “Professional society of women accountants”
- 6) “owners”
- 7) Activists, supporters, or advocates
- 8) Congressional committee: any organization that is a congressional committee should be coded as an individual membership organization.
- 9) ALL POLITICAL PARTIES are assumed to contain individual members.
- 10) If it is clear from the association name that membership is composed of individuals, even if the entry description does not make explicit mention of membership.
  - a. People for the American Way. **Members:** 290,000. “Nonpartisan constitutional liberties organization...”
  - b. Americans of Italian Descent: **Members:** 30,000. “Goals are to...”

- 11) If a union organization reports a large number of members as well as indicating that they are a federation then it should be coded as including both organizational and individual membership.
  - a. E.g. National Federation of Independent Unions: “**Members:** 70,000. Federation of more than 300 labor unions.”
  - b. E.g. United Hebrew Trades of the State of New York: “**Members:** 500,000. Federation of trade unions.”
- 12) Membership dues: if this is structured in such a way as to indicate individual members. Reference to such things as limited income individual, professional dues, or lifetime membership.
  - a. Committee for International Human Rights Inquiry: **Membership Dues:** \$25 (annual) \* limited income, \$10 (annual)... Participants include a coalition of 10 groups in the social services fields. This should be coded as both individuals and organizations. Organizations because it mentions 10 groups in the social services fields. Individuals because the dues structures allows for those with limited income.
  - b. Green Panthers!: **Membership Dues:** activist, \$20 (annual). “Acts as a direct-action protest group within the hemp/drug reform movement.”

Examples that should NOT be coded as individual membership:

- 1) Corporations, hospitals, universities, cities, other institutions, *or people representing these by virtue of their leadership position* (e.g. Deans of colleges, directors of departments, representatives from state agencies).
- 2) Membership size should not be used as a cue to the type of members (i.e. organizations or individuals). Just because an organization has 100,000 members you should not assume it has individual members.

**Organizations:** A dichotomous variable that indicates whether the organization membership includes other organizations OR individuals chosen to represent these organizations and/or serving in official capacities. Chapters are not considered organizations for this purpose.

- |   |  |
|---|--|
| 0 | organizations not included in membership |
| 1 | organization included in membership      |

Examples that SHOULD be coded as organizational membership:

- 1) firms, companies, businesses, corporations
  - i. e.g. American group of CPA firms: “Certified public accounting firms.”
- 2) universities, colleges, schools, public schools, private schools
  - i. American Association of Christian Schools: the description says nothing about membership but it lists 1250 members and from the title we can ascertain that those members are organizations (schools) rather than individuals.
- 3) government agencies
  - i. e.g. National conference of state liquor administrators: “state agencies administering liquor control laws...”
  - ii. Association of Official Seed Certifying Agencies: “state seed certifying agencies.”
- 4) institutions/institutes
- 5) countries, nations, states
- 6) If it is clear from the association name that membership is composed of organizations, even if the entry description does not make explicit mention of membership.
  - i. Organization of American States. **Members:** 35. “International organization created to achieve...”
- 7) Membership dues: if this is structured in such a way as to indicate organizational members. Reference to such things as corporate dues.
- 8) umbrella organizations
  - i. National council of African-American Men: “provides leadership and positive resources for African-American men throughout the United States. Aims to act as a national umbrella organization for African-American men’s groups.”
- 9) Associations of associations
  - i. e.g. National Board of Fur Farm Organizations: “Federation of state and regional associations.”
- 10) All trade organizations are assumed to contain organizational members unless the entry indicates otherwise.
  - i. Adult Video Association: “Trade organization that believes adults should be able to watch what they choose...”
- 11) individuals that are acting as organizational representatives and/or in an official capacity should be coded as organizational members. Membership

should be coded as organizational if the purpose of membership is not to further individual aims or career but to represent your organization. If you are automatically a member when you take a job, membership should be coded as organizational members. If you are eligible to join when you take a job but membership is still an individual choice membership should be coded as individuals (e.g. professional association). If individuals are a top official (e.g. dean, director) and the entry refers to membership from a specific category of organizations (e.g. Big 10 Universities, Jesuit colleges, historically black colleges) than individuals should typically be coded as organizational membership.

- i. E.g. Great Plains Agricultural Council: “representatives from state agricultural experiment stations...”
- ii. National Association of state departments of agriculture: “Directors of state and territorial departments of agriculture.”
- iii. National Plant Board: “Members represent the states of the U.S. and Puerto Rico...”
- iv. Council of Regional School Accrediting Commissions: “directors of evaluation and chairpersons of commissions on schools from six regional accrediting associations.”
- v. Council of 1890 College Presidents: “Presidents and chancellors of land-grant institutions attended predominantly by blacks.”
- vi. Jesuit Association of Student Personnel Administrators: “Administrators of student personnel programs in 28 Jesuit colleges and universities in the United States.”
- vii. Association of American seed control officials: “Officials who administer U.S. federal and state... laws.”
- viii. Association of American feed control officials: “Officials of federal, state, and provincial government agencies regulating the...”
- ix. Association of American plant Food Control Officials: “Officials of state agencies concerned with...”
- x. National Labor Committee in Support of Democracy and Human Rights in El Salvador: “National and international officers of major U.S. trade unions.

Examples that should NOT be coded as organizational membership:

- 1) individuals that are acting as organizational representatives and/or in an official capacity should be coded as organizational members. If membership is simply characterized by employment in an organization(s) that should not be coded as organizational membership but as individuals.
  - a. E.g. National Association of Agriculture Employees: “Federal plant protection and quarantine employees.”



- b. Association of government accountants: “Professional society of accountants, auditors... employed by federal, state, county, and city governments...”
  - c. National Association of ASCS County Office Employees: “county office employees of the U.S. Department of Agriculture...”
  - d. National Association of County Agricultural Agents: “ County agricultural agents and extension workers...”
  - e. American conference of Academic Deans: “Academic deans of two- and four-year colleges of liberal arts and sciences.”
- 2) Membership size and budget should not be used as a cue to the type of members (i.e. organizations or individuals). Just because an organization has only 5 members and a \$1,000,000 budget you should not assume it has organizational members.

**Don't know:** A dichotomous variable that indicates if the entry provides type of membership information.

- |   |   |
|---|---|
| 0 | Entry indicates type of membership                            |
| 1 | Don't know/can't tell membership type from the entry provided |

Examples that should be coded as membership, don't know:

- 1) If you know that the organization has members, but are unsure of what type
  - a. E.g. Potash and Phosphate Institute: lists 18 members but description doesn't say anything about who they are. “Supports scientific research, particularly in areas of soil fertility evaluation...; participates in growers' meetings, dealer training courses, crops and soils workshops, and diagnostic clinics”
- 2) If the entry does not include enough information to determine if the organization has members or not

**Primary\_occupational:** A code, applying only to organizations with individual and/or organizational members, that indicates if the membership is primarily based on profession/occupation or industry. The code designates organizations that are typically composed primarily of individuals and organizations from restricted professional/occupational or industrial categories. This code also includes general business and labor organizations. Typically, these organizations will be oriented towards serving or promoting the profession/occupation/industry or its members. Less often, but still occurring, the organization will be composed of people primarily from a profession/occupation/industry oriented towards some social or political cause.

If you had a different profession would you still be a member of this group?

- |   |  |
|---|--|
| 0 | Membership is NOT primarily based on profession/occupation or industry |
| 1 | Membership IS primarily based on profession/occupation or industry     |

Examples that SHOULD be coded as primarily occupational:

- 1) If the entry indicates that membership is associated with a **specific, or combination of related, occupations/professions/jobs**: e.g. “students”, “teachers”, “accountants”, “attorneys”, “lobbyists”, “bookkeepers”, “physicists”, “engineers”, “technicians”, “administrators”, “consultants”, “farmers”, “ranchers”, “breeders”, “deans”, “college and university administrators”, “students”.
  - i. American Accounting Association: “Teachers and practitioners of accounting”
  - ii. American Association of Attorney-Certified Public Accountants: “Persons who are licensed both as attorneys and as certified public accountants (CPAs).”
  - iii. American Medical Fly Fishing Association: “physicians interested in conservation and environmental and ecological problems...”
  - iv. National Execution Alert Network: “Attorneys, court personnel, professionals, and concerned individuals who oppose the death penalty.”
  - v. Association Executives Human Rights Caucus: “Individuals in the field of association management and employees of suppliers of goods and services to associations”
  - vi. Labor Council for Latin American Advancement: “Hispanic organization representing 43 national and international trade unions.”
- 2) if membership is associated with a **specific, or combination of related, industries**: e.g. accounting firms, universities, colleges and affiliated organizations, aeronautics, hospitals. **States or nations should be considered an industry**. If membership is drawn from both non-occupational and occupational categories, the preponderance

of membership types must be from a related occupation/industry to be coded as such.

- i. For example, the Western Apicultural Society of America: “hobbyists, commercial bee supply houses, state and federal apiculturists, and stage beekeeping associations...” Even though the first membership category listed is “hobbyists” this organization would be coded as primarily based on occupation/industry because three of the four membership types are related occupations/industries. In this case, the organization would also be coded as hobby.
- 3) General business associations should be coded as based on occupation or industry
  - i. Business roundtable
  - ii. Daylight Saving Time Coalition: “Corporations and trade associations concerned with...”
- 4) Trade unions, or federations of, almost by definition, are based on occupation or industry (e.g. AFL-CIO, Trade Union Leadership Council).
  - i.
- 5) Committees of trade associations should also be coded as based on occupation or industry
  - i. E.g Committee on International Freedom to Publish: Committee of the Association of American Publishers...
- 6) Congressional Committees should be coded as based on occupation or industry
- 7) Any organization that includes breeders in the membership should be coded as occupational.
  - i. E.g. Marky Cattle Association: “Breeders or owners of Marchigiana cattle...”

Examples that should NOT be coded as primarily occupational:

- 1) If the entry refers to a specific or combination of occupation/professions/jobs and/or industry(s) when discussing membership, but not as the *primary* membership criteria. Typically, an entry that refers to an occupation/profession or industry but whose membership is not primarily occupational or industrially based will include such references toward the end of the membership description.
  - i. Adoptee-Birthparent Support Network: “Adoptees, adoptive parents, birthparents (biological parents), and siblings; attorney’s, social workers, and adoption professionals.”
  - ii. Adoptees in Search: Adoptees, birth and adoptive parents, adoption groups, and social service agencies.”
- 2) If the entry refers to a series of occupations and/or industries that are unrelated.
  - i. National Alliance Against Racist and Political Repression: “Coalition of political, labor, church, civic, student, and community organizations...”

- ii. American Coordinating Committee for Equality in Sport and Society: “Coalition of 30 national civil rights, religious, political and sports organizations.”
- 3) Coalitions of ethnic and religious organizations should not be coded as an industry
- 4) Former employees or volunteers (e.g. former peace corps volunteers) should NOT be coded as occupation or industry.
- 5) Youth organizations or auxiliaries of what would otherwise be occupational groups should not be coded as an occupation, but as a hobby
  - i. E.g. National Junior Angus Association: “Individuals under 21 years of age with an interest in Angus cattle.”

**Does the entry mention any of the following as substantial membership characteristics or organizational goals (check all that apply):**

**Hobby, entertainment or pastime:** A dichotomous variable, indicating whether or not the Encyclopedia entry mentions hobby, entertainment or pastime as a substantial characteristic of membership or an organizational goal. Associations should not be included here if members hobby is associated with their paid position (e.g. owners of baseball card stores) or if the interest is associated with a public affair or social cause (see below).

- 0 not a membership criteria
- 1 is a membership criteria

Examples that SHOULD be coded hobby, entertainment or pastime:

- 1) Experimental Aircraft Associations: “individuals interested in sport and recreational flying.”
- 2) Youth organizations or auxiliaries, of normally occupational groups, should be coded as hobby
  - a. E.g. National Junior Angus Association: “Individuals under 21 years of age with an interest in Angus cattle.”
- 3)

Examples that should NOT be coded hobby, entertainment or pastime:

- 1) Just because an entry includes the word interest when discussing membership does not mean that membership should be coded as interest. The interest referred to must not be associated with an occupational sub-category or public affair/social cause. So, for instance, you would not code the American Association of Civil War Historians: “Historians interested in the American Civil War...” as a hobby or interest organization but as primarily occupational. Other examples:

- a. Alternative Dispute Resolution Committee: “Lawyers interested in family mediation and arbitration.”
  - b. Educational Research Service: “School systems, regional service agencies, state departments of education, associations of school administrators and school boards, university departments of education administration, college libraries, and related agencies interested in school management and policy.”
  - c. World Space Foundation: “Individuals, organizations, and corporations interested in space exploration and development, including solar sailing.”
- 2) An organizational description that mentions membership including “interested others.” Most commonly this will come at the end of the organizational membership description. Many organizations gain legitimacy by opening membership beyond an occupation or industry.
- a. e.g. American Anthropological Association: “Professional society of anthropologists, educators, students, *and others interested...*” (italics added).
  - b. Sealant Waterproofing and Restoration Institute: “Sealant contractors; suppliers of sealants and related products; *other interested persons.*” (italics added).
  - c. Crop Science Society of America: “Plant breeders, physiologists, ecologists, crop production specialists, seed technologists, turf grass specialists, and others interested in improvement, management, and use of field crops.”
- 3) Organizations that seek to foster understanding/friendship between nations

**Public affairs or social cause:** Coded yes for groups that engage in public affairs or deal with social causes.

Do not worry about the motivation of people in the group; it doesn't matter why people join, only what the goals are. Public affairs groups deal with issues of concern beyond their own (potential) membership. Examples would include anything relating to ideologies, government policies, social issues such as poverty, etc. Generally speaking, we do not code as public affairs organizations that seek only to provide benefits to their own membership. However, if one of those benefits is “educating the public” about the contributions of a given constituency, or about the perils of a given public policy (e.g. high tariffs, racism against a certain group, etc.), then the group is coded yes for public affairs or social cause. Further examples include:

- 1) education about American economic, social, or political system
- 2) Anything related to politics, public affairs, or a social cause including the following:
  - a. constitutional amendments
  - b. democracy

- c. human rights
- d. racism, sexism,
- e. pro-life, pro-choice
- f. constitutional rights
- g. political repression
- h. cannabis and drug policies
- i. equality
- j. holocaust remembrance
- k. elections, including PACs and congressional leadership committees
- l. anti-nuclear, pro-nuclear
- m. environmentalism, conservation, bio-regionalism
- n. peace and justice issues
- o. national security
- p. foreign policy
- q. death penalty, capital punishment
- r. censorship
- s. anti-communism
- t. civil and/or political rights
- u. constitutional rights
- v. reparations
- w. citizenship education
- x. anarchism
- y. religious freedom
- z. gun-control or anti-gun control
- aa. farm policy, family farms, rural poverty, agriculture policy in general
- bb. consumers' rights groups
- cc. tax policies in general (not specific to one industry)
- dd. urban planning, economic development, historical districts, zoning issues, health delivery, education, other local policy issues
- ee. other issues of public policy or social causes

- 3) If the entry mentions equal opportunity or discrimination or plight of a particular ethnic group than it should be coded yes for public affairs. If the entry just says that the organization seeks to celebrate the achievements of the group and foster fellowship among the members then it is not public affairs. The key is if they go beyond their organizational membership to speak to a broader issue or to a broader audience, or on behalf of an entire ethnic community.
- 4) Organizations whose members are themselves government officials generally are coded yes for public affairs. Examples would be organizations of local economic development agency officials; committees or organizations relating to the World Bank, Organization of American States, or other international bodies; or any other organization where the members are government officials dealing with issues of public policy such as poverty, economic development, zoning, etc.

- 5) Trade associations and others concerned with the situation of one industry are generally NOT coded public affairs unless they mention as an organizational goal that of affecting some general policies, including lower taxes, less regulatory burden, or some other policy that would have a broad effect. This would include tax policies such as the flat tax or any general reform, but not such policies as “seeking ways to reduce the tax burden on our members.”

Examples that should not be coded as ideology or social cause/affairs:

- 1) If the entry is referring to advancement of an economic or occupational group, not ideologically based, and not dealing with broader policy issues beyond very specific goals only for members.
  - a. Friends for Jamaica: "promotes the interests of workers..."
  - b. Trade associations and other business groups focusing narrowly on the interests of a given industry with no discussion of further policy goals.
- 2) An organization that serves only to provide services, including social opportunities or professional connections, for its membership should not be coded public affairs, even if the members all come from an otherwise public affairs industry or occupation.

<b>Veteran's_status:</b> Coded same as previous variable.
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<b>Religion:</b> Coded same as previous variable.
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Examples that SHOULD be coded as religion:

- 1) If the membership includes individuals or organizations drawn from a single, or multiple, religions and/or if the organizational goals are religious based
- 2) Religion is not restricted to a particular religion, may be multiple religions or religion generally
  - a. Africa Faith and Justice Network: “Religious groups with personnel working in Africa.”
- 3) Judaism is a religion
  - a. Jesuit Association of Student Personnel Administrators: “Administrators of student personnel programs in 28 Jesuit colleges and universities in the United States.” Even though the administrators may or may not be Jesuit the institutions they represent are characterized by a religion.
  - b. National Association of Hebrew Day School Administrators: “Administrators of schools affiliated with Torah Umesorah- National Society of Hebrew Day Schools...” Again, the institutions that the administrators represent are characterized by a religion.

- 4) Hebrew should be coded as an ethnicity/race/nationality not as a religion
- 5) If it is clear from the association name that membership or organizational goals are substantially associated with religion, even if the entry description does not make explicit mention of religion
  - a. E.g. Southern Christian Leadership Conference

Examples that should not be coded as religion:

- 1) If religion is not a substantial membership characteristic or organizational goal
  - a. Alliance to End Repression: “Religious, community, and human relations organizations united to safeguard the Bill of Rights and constitutional freedoms...”
- 2) If a goal of the organization is to attack another religion, this should not be coded as religion. Membership must be drawn from a religious group or the organizational goal must be promotion of a religion.
  - a. Anti-Communist Confederation of Polish Freedom Fighters in U.S.A.: “Laborers, professionals, and clergy who believe that Jews were the originators of communism, that Jews are using it to gain control of the world, and that Jews in the U.S. are dominating the radio and television industry to ‘spread the propaganda of anti-Christianity and pro-communism.’”

**Ethnicity/race/nationality:** Coded same as previous variable. Ethnicity/race/nationality must refer to “minority” groups within the United States. Reference to foreign nations or peoples should not be coded as ethnicity/race/nationality. For instance, an entry that refers to membership of, or interest in, Chinese Americans *should* be coded as ethnicity/race/nationality. An entry which refers to interest in China or Asia should *not* be coded as ethnicity/race/nationality.

Examples that SHOULD be coded as ethnicity/race/nationality:

- 1) Anything where membership mentions a particular racial/ethnic/national background for many of the groups members or where the goals of a group relate to the status of a particular ethnic community within the United States.
  - a. Asian American Certified public accountants: “Asian-American certified public accountants and others accountants...”
  - b. National Association of College Deans, Registrars, and Admissions Officers: “Deans, registrars, and admissions officers of collegiate institutions with predominantly black student bodies”
  - c. Council of 1890 College Presidents: “Presidents and chancellors of land-grant institutions attended predominantly by blacks.” Even though the presidents and chancellors may or may not be black, the institutions they represent are characterized by race/ethnicity.
  - d. Africa, Inc.: “Africans in the United States and Canada.”



- e. NAACP Legal Defense and Education Fund: mentions “colored people” in the organization name and in the description of activity states: “provide and support litigation in behalf of blacks...”
  - f. National Urban League: “aims to eliminate racial segregation and discrimination in the United States and to *achieve parity for blacks* and other minorities...” (italics added).
- 2) If it is clear from the association name that membership or organizational goals are substantially associated with ethnicity/race/nationality, even if the entry description does not make explicit mention of ethnicity/race/nationality
- a. National Association of Black Accountants: “CPAs, accountants, and accounting students.” Even though the organizational entry description says nothing about ethnicity/race as a membership criteria we can tell from the organization name that race is an important membership criteria/characteristic.
  - b. Association of Black Anthropologists: “Anthropologists and others interested in the study of blacks and other peoples subjected to exploitation and oppression.” Even though the organizational entry description says nothing about ethnicity/race as a membership criteria we can tell from the name that race is an important membership criteria/characteristic.
  - c. Negro Airmen International. Again, though the organizational entry description says nothing about ethnicity/race as a membership criteria we can tell from the organization name that race is an important membership criteria/characteristic.
  - d. Anti-communist Confederation of Polish Freedom Fighters in U.S.A.: “Laborers, professionals, and clergy who believe that...”
  - e. National Coalition of Blacks for Reparations in America: “Seeks to obtain reparations from the United States government, other government, and corporations that profited from the labor of African people who were treated as slaves.”
  - f. National Association for the Advancement of colored people: mentions “colored people” in the organization name.
- 3) Hebrew should be coded as an ethnicity/race/nationality, not as religion.
- 4) Broad reference to ethnic groups is good enough, the entry need not reference specific ethnicities to be coded as ethnicity/race/nationality
- a. Anti-communist International: “Ethnic and religious organizations.”
  - b. Captive National Committee: “Ethnic groups and concerned individuals organized to carry out activities that support their anti-communist beliefs.”

#### Examples that should NOT be coded as ethnicity/race

- 1) Judaism is not an ethnicity/race/nationality, but should be coded as a religion
- 2) If group is just interested in other nations
  - a. National Committee on United State-China Relations: “Nonpartisan educational organization that encourages understanding of the People’s Republic of China and the United States among citizens of both countries.

Membership includes Americans who share the belief that increased public knowledge of China and of the relations between...”

- 3) If a goal of the organization is to attack another race/ethnicity, this should not be coded as race/ethnicity. Membership must be drawn from a racial/ethnic group or the organizational goal must be promotion of a race/ethnicity
- 4) Simple mention of racism, racial justice or combating racism, racial injustice or bigotry is not enough to be coded as race. Must refer to racial/ethnic groups as members or the promotion of such a group as the organizational goal.
  - a. International Committee Against Racism: “Is dedicated to fighting all forms of racism and to building a multi-racial society. Opposes racism in all its economic....”
  - b. Commission for Racial Justice: “a racial justice agency representing the 1.7 million members of the United Church of Christ.”
  - c. Catholic Interracial Council of New York: “promotes interracial justice.... Combat bigotry and discrimination and to promote social justice for all racial, religious and ethnic groups.”
  - d. National Catholic Conference for Interracial Justice: “organization working for interracial justice...”

**Gender:** Coded same as previous variable. If membership or organizational goals are substantially associated with a gender (either male or female).

Examples that SHOULD be coded as gender:

- 1) American Woman’s Society of Certified Public Accountants. Even though the organizational entry description says only that membership includes “citizens of the U.S. who hold certified public accountant certificates” you can discern from the title that membership is also based on gender.
- 2) Women in Aerospace: “women and men working in aerospace and related fields; allied organizations and businesses.”
- 3) National Council of African-American Men: “provides leadership and positive resources for African-American men throughout the United States.”

**Retirement/elderly:** Coded same as previous variable.

Examples that SHOULD be coded as retirement/elderly:

- 1) references to age, per se, of 50 years or older.

- a. American Association of Retired Persons: “Persons 50 years of age or older...”
- 2) Explicit references to retirement (not, e.g. former federal cabinet officials)
  - a. Irvine Group: “Retired college and university presidents and chancellors.”
  - b. Association of Retired Americans: “Senior Americans interested in enhancing their lives through group benefits.”
  - c. National Association for Retired Credit Union People: “organized by retired credit union leaders to help senior (over age 50) and retired credit union members...” The description is unclear but from the title we can tell the members are retired credit union members.

Examples that should NOT be coded as retirement/elderly:

- 1) International Society for Retirement Planning: “personnel directors, financial planners, and consultants; business, union, and government organizations.” Age should not be coded as a membership requirement because neither the entry nor the organization name makes reference to age as a characteristic of membership.

<p><b>Region:</b> Coded same as previous variable.</p>
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Examples that SHOULD be coded as region:

- 1) “Midwestern Farmers”
- 2) “Wine producing States of California”
- 3) If it is clear from the association name that membership or organizational goals are substantially associated with a region, even if the entry description does not make explicit mention of region
  - a. Chicago Religious Task Force on Central America: should be coded as regional because membership is drawn primarily from Chicago.

Examples that should NOT be coded as region:

- 1) rural America
- 2) References to regions outside of the United States (non-U.S.)

<p><b>Other:</b> A text variable where if the organizational membership is characterized by something other than the options above that characteristic is recorded.</p>
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Examples of other membership characteristics:

- 1) handicapped persons

**Government\_activity:** A dichotomous variable indicating whether the organization conducts any government related activity. This must be coded separately from the description of organizational activity, not from membership criteria. *Do not code membership information here* (e.g. if members include government scientists do not code that entry as government activity unless it mentions a government related *activity* as well). **United States Government Activity** only: this includes national, state, and/or local government activity but does not include mention of foreign governments.

- 0 government advocacy not mentioned.
- 1 government advocacy is mentioned

Examples that SHOULD be coded as government activity

- 1) If the purpose, goal or main focus of the organization is explicitly related to public policy (e.g. civil rights, capital punishment, national security), even if the entry doesn't mention a government related activity.
- 2) Reference to encouraging better understanding of the U.S. political system or to public education on a policy topic, or political education or political campaigns
  - a. E.g. United Farm Workers of America: "Educates farm workers in the political and social arenas."
  - b. E.g. political education committees
- 3) Reference to citizen education or citizenship development

- a. E.g. United Auto Workers, Family Auxilliary: “Sponsored by UAW local unions for education, citizenship, and service. Conducts workshops and discussion classes.”
- 4) references to legislation in general or specific legislation
- 5) monitoring of legislative activities
  - a. Compiling info on/rating members of congress
  - b. disseminate information on legislative activity
- 6) reference to lobbying or election campaigns or other electoral mobilization/activity
- 7) references to regulating agencies or regulating programs in specific or general terms
  - a. National Plant Board: Members represent the states of the U.S. and Puerto Rico in plant inspection, quarantine, and *regulatory matters*.
  - b. developing and commenting on regulations
  - c. monitoring or aiding in enforcement of laws, regulations, regulatory practices or programs
  - d. evaluate compliance with regulations
  - e. assist government agencies
    - i. Pressure Sensitive Tape Council: works with code and specification writing agencies.
- 8) Reference to influence/educate government representatives (elected or civil service) and/or public policy:
  - a. convincing our nation and its leadership
  - b. promoting awareness by government
  - c. facilitating communication between some group and decision makers in Washington D.C.
  - d. disseminating information to law makers, policy makers and government agencies
  - e. giving voice to citizens in Washington D.C. or in the state capitols
  - f. public policy research
  - g. issue analysis
  - h. assist in formation of state and national policies
  - i. influence public policies
- 9) securing government contracts or grants
- 10) establish government standards, standards for state and government entities
- 11) supporting federal certification
- 12) ALL POLITICAL PARTIES, by definition, should be coded as conducting government related activities.
- 13) If the organization is a LABOR UNION and membership includes substantial numbers of government employees, then it should be coded as conducting government related activity. Examples of such labor unions would include unions of police officers, fire fighters, parole officers and prison guards.
- 14) Government activity may also be coded from reported committee names (e.g. relations with government groups, legislative, governmental liaison, legislative political action, political education, government services).

- a. American Society of Corporate Secretaries: **Committees**: Education; Securities Law

Examples that should NOT be coded as government activity

- 1) mention of legal services or litigation, law enforcement, schools, hospitals etc. should not automatically be coded as a government activity, unless explicit reference is made to a U.S. government entity (local, state or national). The mere use of the courts for litigation is not sufficient for an organization to be coded as governmental activity (e.g., it may be for product liability purposes). Do not code if legal assistance is provided for individual cases, but do if for the purpose of precedent or if an organization that acts as a clearinghouse for lawsuits or conducts class-action litigation
- 2) Union mobilizing campaigns should not automatically be considered a government activity.
- 3) **Mention of foreign governments or foreign government activity.**

**Spin-off:** an explanation of any transition information (name changes, mergers, spinoffs, absorptions, supersedes, etc). Record this information EXACTLY as it appears in the Encyclopedia, be sure to include the year of change. Record information on any/all transitions that are mentioned in the Encyclopedia and occur in the time period fro 1950 to present. Do not include information on transitions that occur prior to 1950. Do not include a listing of affiliated organizations here; that information is not being recorded. Also, include defunct organizations or inactive organizations.

**Notes:** A memo variable where the coder can make note of any problems, etc. This should be used to signify any variables or cases that contain problematic, ambiguous, or otherwise noteworthy coding. This should be used to signify to your supervisor that this case requires further attention and should contain all the information needed to explain the problem/issue/question and complete coding of the case without returning to the paper copy of the Encyclopedia. **NOTE: once people are working on their own, we may want them to photocopy problematic entries**

### Major topic codes

Read each entry and determine the primary topic code. The primary topic must be coded and is entered as under Topic 1. Keywords will be particularly useful here. If the organizational entry mentions substantial involvement in other areas of activity, not simply mere mention of other activity areas, you may enter up to four (4) additional topic codes for each organizational entry. Topics should be entered according to order of prominence. Avoid taking a laundry list approach to assigning topic codes, however. You are more likely to have second and third codes to enter when the organizational primary purpose falls across more than one existing topic code. For example, the

National Federation of Milk Hauler Associations is a Union (code 5) that operates in the areas of agriculture (code 4) and transportation (code 10).

*If the topic is not included on this list, type in "other" and specify what the appropriate topic area is.*

#### 01 Macroeconomics

- General domestic macroeconomic issues
- Inflation, prices, and interest rates
- Unemployment rate
- Monetary supply, federal reserve board, and the treasury
- National budget and debt
- Taxation, tax policy, and tax reform
- Industrial policy
- Price control and stabilization

#### 02 Civil Rights, Minority Issues and Civil Liberties

Ethnic minority and racial group discrimination (note: ethnic and minority focused organizations are included here only if they mention issues related to discrimination or other issues clearly related to civil rights, not just the interests of the group in question. For example, labor unions representing Hispanic migrant farm workers would be coded here only if they mention civil rights and/or discrimination)

- Gender and sexual orientation discrimination
- Age discrimination
- Handicap or disease discrimination
- Voting rights issues
- Freedom of speech
- Right to privacy
- Anti-government activities

#### 03 Health

- Health care reform, health care costs, insurance costs and availability
- Medicare and Medicaid
- Regulation of prescription drugs, medical devices, and medical procedures
- Health facilities construction and regulation, public health service
- Mental illness and mental retardation
- Medical fraud, malpractice, and physician licensing requirements
- Elderly health issues
- Infants, children, and immunization
- Health manpower needs and training programs
- Military health care
- Drug and alcohol treatment
- Alcohol abuse and treatment
- Tobacco abuse, treatment, and education
- Illegal drug abuse, treatment, and education
- Specific diseases
- Research and development

#### 04 Agriculture

- Agricultural trade
  - Government subsidies to farmers and ranchers, agricultural disaster insurance
  - Food inspection and safety
  - Agricultural marketing, research, and promotion
  - Animal and crop disease and pest control
  - Agricultural research and development
  - Producers of food and food processing
  - Aquaculture, shrimp farming
  - NOT: retail food industry (e.g. beverage distributors, restaurants) nor food preparation, nor the forestry industry
- 05 Labor, Employment, and Immigration
- labor unions should generally be coded as 05 for the first topic area.
  - Worker safety and protection, occupational and safety health administration
  - Employment training and workforce development
  - Employee benefits
  - Employee relations and labor unions
  - Fair labor standards
  - Youth employment and youth job corps programs
  - Parental leave and child care
  - Migrant and seasonal workers, farm labor issues
  - Immigration and refugee issues
- 06 Education
- Higher education
  - Elementary and secondary education
  - Education of underprivileged students
  - Vocational education
  - Special education
  - Special secondary education programs
  - Arts and humanities
  - Research and development
- 07 Environment
- Drinking water safety
  - Waste disposal
  - Hazardous waste and toxic chemical regulation, treatment, and disposal
  - Air pollution, global warming, and noise pollution
  - Recycling
  - Indoor environmental hazards
  - Species and forest protection
  - Coastal water pollution and conservation
  - Land and water conservation
  - Research and development
- 08 Energy
- Nuclear energy and nuclear regulatory commission issues
  - Electricity and hydroelectricity
  - Natural gas and oil



- Coal
- Alternative and renewable energy
- Energy conservation
- Research and development
- 10 Transportation
  - Mass transportation and safety
  - Highway construction, maintenance, and safety
  - Airports, airlines, air traffic control and safety
  - Railroad transportation and safety
  - Truck and automobile transportation and safety
  - Maritime issues
  - Public works (infrastructure development)
  - Research and development
- 12 Law, Crime, and Family Issues
  - Executive branch agencies dealing with law and crime
  - White collar crime and organized crime
  - Illegal drug production, trafficking, and control
  - Court administration
  - Prisons, guards and security agents
  - Juvenile crime and the juvenile justice system
  - Child abuse and child pornography
  - Family issues
  - Police, fire, and weapons control
  - Criminal and civil code
  - Riots and crime prevention
- 13 Social Welfare
  - Food stamps, food assistance, and nutrition monitoring programs
  - Poverty and assistance for low-income families
  - Elderly issues and elderly assistance programs (including Social Security Administration)
  - Assistance to the disabled and handicapped
  - Social services and volunteer associations
- 14 Community Development and Housing Issues
  - Housing and community development
  - Urban economic development and general urban issues
  - Rural housing and FmHA housing assistance programs
  - Rural economic development
  - Low and middle income housing programs and needs
  - Veterans housing assistance and military housing programs
  - Elderly and handicapped housing
  - Housing assistance for homeless and homeless issues
  - Secondary mortgage market
- 15 Banking, Finance, and Domestic Commerce
  - U.S. banking system and financial institution regulation
  - Securities and commodities regulation
  - Consumer finance, mortgages, and credit cards

- Insurance regulation
- Bankruptcy
- Corporate mergers, antitrust regulation, and corporate management issues
- Small business issues and the small business administration
- Copyrights and Patents
- Domestic disaster relief
- Tourism
- Consumer safety and consumer fraud
- Sports and gambling regulation
- 16 Defense
  - U.S. and other defense alliances, U.S. Security assistance
  - Military intelligence, CIA, espionage
  - Military readiness, coordination of armed services air support and sealift capabilities, and national stockpiles of strategic materials.
  - Arms control and nuclear nonproliferation
  - Military aid and weapons sales to other countries
  - Manpower, military personnel and dependents (Army, Navy, Air Force, Marines), military court
  - VA issues
  - Military procurement and weapons system acquisitions and evaluation
  - Military installations, construction, and land transfers
  - National guard and reserve affairs
  - Military nuclear and hazardous waste disposal, military environmental compliance
  - Civil defense (war related)
  - DOD civilian personnel, civilian employment by the defense industry, military base closings
  - Oversight of defense contracts and contractors
  - Direct war related issues
  - Relief of claims against U.S. military
  - Research and development
- 17 Space, Science, Technology and Communications
  - NASA, U.S. government use of space, space exploration agreements
  - Commercial use of space, satellites
  - Science technology transfer, international scientific cooperation
  - Telephone and telecommunication regulation
  - Broadcast industry regulation (TV, cable, radio, and publishing, newspaper industry, media in general). Note that creative arts are in category 23
  - Weather forecasting and related issues, NOAA, oceanography
  - Computer industry and computer security
  - Research and development
- 18 Foreign Trade
  - Trade negotiations, disputes, and agreements
  - Export promotion and regulation, export-import bank
  - International private business investments, overseas private investment corporation

- Productivity and competitiveness of U.S. business, U.S. balance of payments
- Tariff and import restrictions, import regulation
- Exchange rates and related issues
- 19 International Affairs and Foreign Aid
  - General (Department of State and U.S. Information Agency appropriations)
  - U.S. foreign aid
  - International resources exploitation and resources agreement
  - Developing countries issues
  - International finance and economic development
  - China
  - Soviet Union, former republics, communist expansion
  - Eastern Europe
  - Western Europe, common market issues
  - Africa
  - South Africa
  - Latin America (South America, Central America, Mexico, Caribbean Basin, Cuba)
  - Panama Canal issue and other international canal issues
  - Asia, Pacific Rim, Australia, and Japan
  - Middle East
  - Human rights
  - International organizations other than finance: United Nations (UN), UNESCO, International Red Cross
  - Terrorism, Hijacking
  - U.S. diplomats, U.S. embassies, U.S. citizens abroad, foreign diplomats in the U.S., passports
- 20 Government Operations
  - General (includes budget requests and appropriations for multiple departments and agencies)
  - Intergovernmental relations
  - Government efficiency and bureaucratic oversight
  - Postal service issues (including mail fraud)
  - Government employee benefits, civil service issues
  - Nominations and appointments
  - Currency, commemorative coins, medals, U.S. Mint
  - Government procurement, procurement fraud and contractor management
  - Government property management
  - IRS administration
  - Presidential impeachment & scandal
  - Federal government branch relations and administrative issues, congressional operations
  - Regulation of political campaigns, political advertising, PAC regulation, voter registration, government ethics
  - Census
  - District of Columbia affairs
  - Relief of claims against the U.S. government

- Federal Holidays
- 21 Public Lands and Water Management
  - National parks, memorials, historic sites, and recreation
  - Native American affairs
  - Natural resources, public lands, and forest management
  - Water resources development and research
  - U.S. dependencies and territorial issues
- 23 Culture and Entertainment
  - includes printing, publishing and creative arts
  - Note: newspapers, telecommunications are topic 17. Creative side only here.
- 24 State and Local Government Administration