

**The Policy Agendas Project**  
**Encyclopedia of Associations**  
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**Codebook for the Encyclopedia of Associations**

**Detailed Dictionary and List of Examples**

This dictionary gives more detail and examples than the general codebook. The dictionary is organized by variable, though not every variable needs any further explanation than what is in the main codebook, and therefore not all are included here. Further, it is organized by Section of the Encyclopedia: Labor Unions, Public Affairs, Agriculture and Environment, etc. So, for each variable, this dictionary lists explanations and examples of how commonly confronted issues have been handled within each Section. Coders should refer to this detailed dictionary as they do their coding and bring anything that is not explained or mentioned here to the attention of the project during weekly meetings or by email.

**Membership variables: Individual, Organizational, Nonmembership, or DK**

General Notes:

Note that an organization can have both individuals and organizational members. A group need only have one set of members of a given type in order to be coded for members of that type; there is no “predominance” rule here. The question is whether the group has ANY members of each type, not what it is predominantly made up of.

Coders should use the entire entry in making a judgment, using the title, dues structures, number of members, publications, and all information available. Below we list both general tips and specific rules and examples as they apply to each section of the Encyclopedia:

Tips for coding membership:

1. **Nonmembership**-Look for the following: if the word nonmembership appears in bold at the beginning of the entry; if the organization is a subset (committee, project) of a larger organization (unless one can join the sub organization without joining the parent organization), if the entry does not list members, membership dues, and the title indicates a nonmembership organization (foundation, institute, center, committee, fund, campaign, program, project, conference, department, task force, or mission). If any of these criteria are met, the entry should be coded nonmembership
2. **Individual members**-Look for the following: if any descriptors of the organization’s membership indicates individual members (individuals, persons, citizens, specific jobs/occupations, professionals); if the organization has membership dues for individuals (or any previously listed descriptor). If any of these criteria are met, the entry should be coded for individual members.
3. **Organizational members**-Look for the following: if any descriptors of the organization’s membership indicates individual members (firms, government agencies,

countries, educational institutions); if the organization has membership dues for organizations (or any previously listed descriptor), if individuals are clearly acting as representatives of an organization. If any of these criteria are met, the entry should be coded for individual members.

4. **Don't Know**-Look for the following: if it is clear that the organization has members, but you are unsure what type (individuals or organizations), if the entry does not have enough information to code membership type. If any of these criteria are met (and the entry has not been coded for nonmembership, individuals, and/or organizations) the entry should be coded don't know.

### ***Labor Unions***

Note that in the case of labor unions, members generally join a union that may well be a division or an affiliate of a federation of unions, and in that case the union should be listed as a membership organization. The key distinction is whether the member joins the union, or the larger federation. For the case of labor unions, typically people join the union, not the larger organization with which the union may be affiliated.

#### 1) Examples:

- a. Federation of Nurses and Health Professionals (21558); “a division of the American Federation of Teachers.” This is a union of nurses, affiliated with the AFT (and also affiliated with the AFL-CIO).
- b. Brotherhood Railway Carmen Division/Transportation Communications Union, “a division of the Transportation Communications International Union.” The Railway worker joins this union, which is itself affiliated with a larger international.

#### 2) Counter-example:

- 1) Even in the case of labor unions, sometimes Rule 3 above will still apply. For example, where a federation such as the AFL-CIO has sub-groups, divisions, or committees made up of certain types of its members. These are more like divisions or committees in that membership is not directly with this group, but with another.
- 3) As long as a union is a membership organization, it should be assumed to include individual members, unless the entry clearly indicates that it includes organizational members only.
  - a. E.g. United Auto Workers, Family Auxiliary: “sponsored by UAW local unions...” This union entry should be coded as individual members only since locals are not organizational members and they are only sponsors, not the members. Since the entry says nothing else about membership, it should be coded as individuals only.
  - b. E.g. American Radio Association. The entry says nothing about the organization, but there is no reason to think it is a non-membership organization, so assume this labor union includes individuals.
  - c. E.g. Tobacco Industry Labor/Management Committee: 6 members. “Unions (5) and management associations (1)...” Because this clearly indicates that all of the membership is organizations it should be coded as including only organizational members.

- d. E.g. Baking Industry and Teamster Labor Conference. “wholesale baking companies, the International Brotherhood of Teamsters...” Because this clearly indicates that all of the members are organizations, it should be coded as including only organizational members.
- 4) Just because the entry indicates that the organization includes organizational members, does not mean it should not still be coded as including individual members as well. For example, a federation of labor unions may or may not be coded as containing organizational members (see the organizational members code section for further instructions on federations) but should be coded as including individuals as well if it includes large numbers of members.
- a. E.g. National Federation of Independent Unions: “**Members:** 70,000. Federation of more than 300 labor unions.”
  - b. E.g. AFL-CIO: 13,300,000 members. “federation of national unions, state federations, city central bodies, and directly affiliated local unions.” This should be coded as including organizational members because it includes independent national organizations. It should also be included as including individual members.
  - c. E.g. United Hebrew Trades of the State of New York: “Members: 500,000. Federation of trade unions.”

### ***Public Affairs***

PACs (political action committees) are assumed to be non-membership organizations unless the entry expressly indicates otherwise.

All political parties are assumed to contain individual members.

### ***Agriculture/Environment***

Farm organizations that list membership that includes farmers, producers, ranchers, operators, or marketers should be coded as having individual members. Terms that relate to industrial process of farming, such as, manufacturers, distributor, or firms, should be coded as having organizational members.

## **Occupational**

General Notes:

When coding occupation, a question to ask is: If a person switched occupations, would he/she still be a member of this organization? If the answer is no, then the entry PROBABLY should be coded for occupation as long as there are no other clues that indicate that membership is not occupationally based.

Tips for coding occupational membership-Look for the following: If the entry indicates that the membership is associated with a specific or related group of occupations/professions or industries (including states/nations), if the membership includes business associations, committees of trade associations, or Congressional Committees. If any of the following criteria are met, the entry should be coded for occupation.

### ***Labor Unions***

Trade unions, or federations of, almost by definition, are based on occupation or industry (e.g. AFL-CIO, Trade Union Leadership Council).

### ***Agriculture/Environment***

Any organization that includes breeders in the membership should be coded as occupational. E.g. Marky Cattle Association: "Breeders or owners of Marchigiana cattle..."

## **Membership Characteristics**

General notes:

This next set of variables includes only membership characteristics, not organizational goals. So, for example, if an organization seeks racial justice, but the entry does not indicate that the membership is drawn from a particular racial group or groups, then the organization should not be coded for race/ethnicity/nationality.

Tips for coding membership characteristics-:

1. **Veteran's status**
2. **Religion**-Look for the following: If the organization's membership is drawn from a single religion (including Jewish), multiple religions, religions more generally, and/or if it is clear from the entry that the membership is associated with religion, then the organization should be coded for religion. If religion is not a substantial membership characteristic, or if the goal of the organization is to attack another religion (but the members do not come from any particular religious affiliation themselves), then the entry should not be coded for religion. Note that even broad references to religions count (e.g. Christian). It does not have to refer to a particular church.
3. **Race/Ethnicity**-Look for the following: If the organization's membership is drawn from a particular racial or ethnic group (including whites or Caucasians) if it is clear from the organization's name that membership is associated with a racial/ethnic group, even if the description makes no specific reference to a particular racial/ethnic group, or if the entry makes a broad reference to ethnic groups as members. If any of these criteria are met, the organization should be coded race/ethnicity. If the entry makes reference to membership drawn from people of other nations, or if the organization's goals include combating racism/promoting racial justice/equality, the entry should not automatically be coded for race/ethnicity-it depends on the membership, not the goals.
4. **Gender**- If membership is substantially associated with a gender (either male or female), the organization should be coded for gender.
5. **Retirement**-If membership is substantially associated with retirement or is substantially drawn from person of retirement age (50 years or older), the organization should be coded for retirement. If the organization's goals include assisting retired persons (such as a pension fund), the organization should not be coded retirement.
6. **Region**-If membership is associated with a specific region of the United States (Midwestern farmers), the organization should be coded for region. References to

membership drawn from rural America or from other countries should not be coded as region.

## Membership Goals

General notes:

This next set of variables includes only the goals of the organization, not membership characteristics.

Tips for coding membership goals-

1. **Public Affairs**-Organizations should be coded public affairs if their goals benefit the population beyond their membership. Look for the following: If the organization's goals include education about the American social, economic, or political system, anything related to politics, public affairs, or social causes, if the entry mentions equal opportunity or discrimination or the plight of a particular ethnic group, or if the organization's members include government officials. If any of these criteria are met, the organization should be coded for public affairs. Organizations that educate the public on the contributions of a particular occupation, profession, trade or industry should not automatically be coded public affairs; only if it includes public affairs.
2. **Government Activity**-Organizations should be coded as government activity if the organization conducts any government-related activities. Look for the following: If the main focus of the organization is explicitly related to public policy, or if the entry references any of the following: better understanding of the U.S. political system, education on a public policy topic, citizen education/development, general or specific legislation, monitoring of legislative activities, lobbying, electoral campaigns, and/or electoral mobilization, regulatory agencies, influencing/educating public officials, securing government contracts or grants, establishing government standards, supporting federal certification, or if the organization has a committee that is related to government activity. If any of these criteria are met, the organization should be coded for government activity.

### *Public Affairs*

ALL POLITICAL PARTIES, by definition, should be coded as conducting government related activities.

### *Labor Unions*

If the membership of the labor union 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.