

**AFRICAN STUDIES ASSOCIATION**

# **POLICIES AND PROCEDURES**





**POLICIES AND PROCEDURES**

**Adopted by the African Studies Association Board**

**November 2022**

**Seventh edition**

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## **I. MISSION**

The African Studies Association (ASA) encourages the production and dissemination of knowledge about Africa, past and present. Based in the United States, the ASA supports understanding of the continent in each facet of its political, economic, social, cultural, artistic, scientific, and environmental landscape. Our members include scholars, students, teachers, activists, development professionals, policymakers and donors. The ASA -

- Provides access to path-breaking research and key debates in African studies
- Facilitates interdisciplinary exchanges with African scholars and institutions
- Publishes high quality research on Africa
- Fosters networks of Africanist scholars and practitioners through our annual meeting and other forums
- Addresses the challenges faced by universities engaged in research, teaching and outreach related to Africa
- Broadens professional opportunities in African issues
- Promotes an informed understanding of Africa through schools, policymakers, NGOs, media, businesses, learned societies, and other interested communities

## **CORE VALUES**

- High quality scholarship on Africa
- Social justice
- Africa's dignity
- ASA's relevance, growth, and sustainability
- Mentoring and intergenerational partnership
- Building connections and dialogue
- Diversity and inclusiveness
- Innovation

## II. THE ORGANIZATION

### 1. The Secretariat

#### 1.1 Executive Director

The Executive Director (ED) is a professional employee of the Association who performs services and duties in support of the mission of the Association. The Executive Director manages the day-to-day affairs of the organization as its chief executive. He/she is responsible for:

- Quarterly financial reporting to the Board;
- Establishing and implementing programs consistent with the ASA's mission and in consultation with the Board;
- Developing annual budgets for approval by the Fall board meeting;
- Providing monthly dashboard reports of organizational progress;
- Arranging for the filing of taxes;
- Preparing an annual report for the Spring board meeting to be published in the *ASA News*;
- Selecting, employing and establishing rates of compensation and benefits of employees;
- Selecting and contracting with consultants, professional service contractors as budgeted and as necessary;
- Leading the organization's fundraising/sponsorship activities;
- Leading the organization's program or service delivery activities in accordance with established organizational policies;
- Arranging for appropriate levels of insurance against theft and casualty losses;
- Arranging through purchase, lease, grant or otherwise for offices, furniture, equipment, and facilities;
- Negotiating and executing contracts and other agreements committing the organization to the receipt or disposition of assets, or to the acquisition, holding, or disposition of any property, consistent with the organization's mission;
- Establishing, amending and enforcing the terms and conditions under which agreements are made;
- Proposing amendments to the Policies and Procedures in accordance with board decisions;
- Serving as the organization's official spokesperson and delegating this responsibility as deemed appropriate and necessary.

The Executive Director should manage the organization in accordance with its Policies and Procedures, bylaws, and laws governing the jurisdiction within which the ASA is located. The Executive Director reports to the President of the Association and, through the President and the Executive Committee, is responsible to the elected Board of the Association and the Association's membership. The Executive Director prepares an Annual Report to be presented at the spring board meeting and it is published in *ASA News*. The Executive Director will maintain regular contact with the Executive Committee.

The Executive Director is often instrumentally involved in both practical and scholarly initiatives of the Association. Opportunities for facilitating and developing ASA scholarly programs (special sessions at meetings, publications, and joint ventures with other Associations, for example) occur frequently, and the Executive Director, in consultation with the President and the Board, is empowered to exercise imagination and initiative in this area. The same holds true for more practical matters, such as developing policies and infrastructure to make the Association run more efficiently and be more cost-effective. Office staff, structure, and job descriptions, along with issues involving web site, annual meetings, and publications, for example, all fall into this category. The Executive Director will seek Executive Committee or Board approval of all significant undertakings on behalf of the Association and of major commitments of Association funds (see SECTION VI).

The Executive Director works with the Board of Directors to advance strategic planning and is responsible, under Board direction, for developing and sustaining strategic initiatives that support the mission of the Association. These include seeking funding from private and public sources to support those initiatives and the broader goals of the Association. The Executive Director will act as liaison with key external organizations and with the various constituent organizations of the Association. The Executive Director provides support to the Board and committees of the Board to undertake their work. The Executive Director serves as an ex officio member of the Board and the Board's Executive Committee, Finance Committee, and Annual Meeting Committee. The Executive Director works with other committees of the ASA, including the Local Arrangements Committee, to ensure that they have appropriate Secretariat support and to facilitate their successful operation. The Association office normally is located at an American university or college for a specific five (5) year period.

### **1.1.2 Hiring and Managing Staff**

To carry out these tasks, the Executive Director is authorized to hire, supervise, evaluate and dismiss the staff of the Secretariat in accordance with the Association's personnel policy and related legal requirements. It is the responsibility of the Executive Director, in consultation with and the approval of the Board, to propose changes in personnel or Secretariat structure, as they are deemed necessary or advantageous. Proposed changes will be carefully reviewed by the Board, with special attention taken by the President and Treasurer. If a change must be expedited, the Executive Director will arrange a conference call of the Executive Committee, which is empowered to approve such changes between Board meetings.

The Executive Director is responsible for maintaining a productive working environment in the Secretariat, including timely evaluation and supervision of all employees, developing position descriptions and calendars of responsibilities for all employees; and maintaining compliance with all federal, state, local, university, and Association laws and regulations. The Executive Director has responsibility for affirmative action and equal opportunity hiring in all the operations of the Association for all categories of disadvantaged persons. All staff will be subject to a probationary period.

### **1.1.3 Annual Meetings**

The Executive Director, working with the appropriate Board Committees, supervises the planning and implementation of successful and well-managed annual meetings, including timely announcements and publicity, facilitating the work of the Program and Local Arrangements chairs and committees, assisting the Board of the Association in the choice of venues, and negotiating with hotels and agencies that broker hotel, exhibit, audiovisual, security, and onsite temporary staff contracts and arrangements. The ED keeps the various committees and ASA members informed of deadlines pertaining to the annual meeting.

### **1.1.4 Board Meetings**

The Executive Director is responsible for arranging, facilitating, and setting the agenda for the meetings of the Board and its committees together with the President and the Executive Committee. The ED coordinates the production of suitable minutes of the semi-annual Board meetings, the annual business meetings, and other occasional meetings authorized by the Association. Board Members will receive the board materials electronically 10 days in advance of the meeting. Each committee will produce a summary report as the document for their committee, and the back-up documents will be archived. Two print copies will be available during the meeting and any documents prepared the week prior to the meeting will be provided onsite in print form. An email will go out to the Board with the Table of Contents attached and a link directly to the file library where the documents are stored. Board meetings held at the annual meeting should be held in consecutive days to economize on hotel expenses.

### **1.1.5 Membership**

The Executive Director supervises the Secretariat's responsiveness to the Association's membership within the parameters defined by the Association By-Laws and the policies set by the Board of Directors.

### **1.1.6 Publications**

The Executive Director manages the publication of the *ASA News*, the Association's journals, and other publications to ensure timely and professional products. The Executive Director manages the maintenance of the ASA repository of books, serials, and occasional papers, supervises monitoring the ASA inventory, the sale of ASA publications, and current contracts for publishers, printers, mailing houses, copy-editors, and layout consultants. The Executive Director regularly consults with the editors of the *African Studies Review (ASR)* and *History in Africa (HiA)* and the Publications Committee of the ASA Board.

The Secretariat markets both journals within and beyond the ASA membership; maintains up-to-date records of the institutional and individual subscriptions and monitors turn-over rates periodically; secures and grows income for the ASA from ASA publications; and responds to requests from editors in a timely way. The Executive Director coordinates with the ASR board to ensure that an ASR distinguished speaker is selected and an ASR publishing panel proposal is submitted by March 15 for inclusion in the Association's annual meeting.

### **1.1.7 Website**

The ASA relies on its website to communicate with its members and to conduct an increasing portion of the Association's business online, e.g., renewal of memberships, proposals for the annual meeting, elections for the Board of Directors, the dissemination of publications including the *ASA News*. The Executive Director is responsible for managing the maintenance of an attractive, visually appealing, and user-friendly website commensurate with the evolving needs of the Secretariat and the Board of Directors, and consistent with the expectations of the Association's members.

### **1.1.8 Communications and Representation**

The Executive Director is responsible for providing information to the President, the Board, and the membership to keep them sufficiently informed about developments in the Association, the secretariat, and in African studies. The Executive Director is responsible for representing the Association at functions that require the input of the Association's chief administrative officer, including to funding agencies, other professional Associations and agencies, the host university administration, and the wider publics to which the Association must relate.

### **1.1.9 Archives**

The Executive Director, with the assistance of a designated person on the secretariat, is responsible for maintaining the official documents and records of the Association archived at Northwestern University's Library Herskovits Collection. Another version of online archives should be easily accessible to the board. An online listserv for board membership should be maintained and archived to preserve general correspondence between board members.

### **1.1.10 Performance Review of Executive Director**

The Executive Director will be subject to a probationary period upon his/her hiring. A full performance review will be conducted at the end of this probationary period. Additionally, the Executive Director will be subject to an annual review by the Executive Committee during the term of their employment. The Committee Chairs will provide input from the constituencies directly impacted by their Committee (e.g., the Annual Meeting Chair will seek input from the Program Chair and the Local Arrangements Committee Co-Chair; the Nominations and Membership Committee Chair will seek input from the Coordinate Organizations and election Candidates;

the Prize Committee Chair will seek input from the Chairs of the Awards Committees; the Publications Committee Chair will seek input from the editors of the ASA journals, etc.). The Executive Committee will seek input from other constituencies that fall outside the purview of the Committee Chairs (e.g., the Secretariat staff; the appropriate Dean at the host institution).

The evaluation will be conducted following the Annual Meeting and the results will be reported to the Board during the Spring Board meeting. The ASA president will communicate the results of the evaluation to the Executive Director in writing after the Spring Board Meeting. The President and the Executive Director will review the results together and each will have the opportunity to comment on that review. The President and the Executive Director will then sign the evaluation to indicate that the review has been concluded.

## **1.2 Secretariat Staff**

The staff includes personnel who manage the Annual Meeting, the membership, ASA publications, and other Association functions as defined and authorized by the Board upon recommendation of the Executive Director.

## **2. Officers of the Board**

### **2.1 Vice President**

Election to ASA Vice Presidency constitutes a three-year commitment to the African Studies Association, starting at the Fall board meeting in the year elected and continuing through the Fall board meeting of the third year. Each year a Vice President is elected at the same time as Board members but on a separate ballot from the Board Member election ballot. The incoming Vice President sits on the Board as a voting member, chairs various committees, and is given specific projects by the President, Executive Director, and Board members. The position constitutes a year of preparation and experience prior to becoming the ASA President the following year.

The Vice-President chairs two of the most important committees of the Board, the Annual Meeting Committee and the Nominations Committee. The Vice-President also works closely with the President offering support and advice on day-to-day matters of the Association.

### **2.2 President**

The ASA President, together with the Executive Director, presides over the Association, oversees and helps carry out all of the Association's initiatives and activities, and organizes and chairs the biannual Board meetings. The President is ultimately responsible for ensuring that the Board fulfills its governance and fiduciary responsibilities. Considerable time, energy, and resourcefulness is required to fill this position, and great care is taken to nominate candidates who will be able to give the Association a great deal of attention and hard work.

The specific responsibilities of the ASA President are as follows: Organizing the monthly or bi-monthly meeting of the Executive Committee; following through on decisions made by the Executive Committee; working with the Executive Director to determine the agenda for the bi-annual board meetings; chairing the board meetings; chairing the business meeting at the annual meeting; working closely with the Executive Director on implementing the Association's strategic objectives; establishing and maintaining the Association's relationship with other learned Associations; communicating with the membership as issues arise; and communicating on behalf of the Association to various audiences.

### **2.3 Past President**

The Past President continues to sit on the Board for one year and is often selected to organize and facilitate specific ASA initiatives and programs. The continuity provided by three years of very active participation in the

Association's activities, staggered across the terms of two other ASA Presidents, is very important to the effective running of the Association.

The specific responsibilities of the ASA Past President are as follows: serves as a member of the Executive Committee, chairs the Prize Committee (a committee of the whole), and leads mentorship efforts for the ASA's Emerging Scholars Network.

## **2.4 Treasurer**

The Treasurer serves as a member of the Finance Committee and is a financial adviser and consultant to the Association. The Board of Directors shall appoint a Treasurer for a period not to exceed five years. The contract may be renewable. The Treasurer shall act under the supervision of the Board and the President.

The Treasurer oversees the custody of the funds of the Association and ensures that the ASA Secretariat maintains accurate and adequate records of the assets, liabilities, and transactions of the Association. The Treasurer reviews the ASA Secretariat's arrangements for the collection, deposit, custody, and disbursement of Association funds. He/she coordinates with the Executive Director to ensure the annual audit of the Association's activities by a third-party CPA firm, and presents the auditor's report to the Board. The Treasurer reports on the ASA's financial condition to the Board and Annual Business Meeting. The Treasurer reviews the Association's investments and makes recommendations of investment policy to the Board. The Treasurer participates in the construction of the annual operational budget of the Association. The Executive Director develops a draft budget no later than September 30 each year so that the Treasurer and Finance Committee can review and provide input by October 30, with the goal of presenting a final budget for Board approval at the Board meeting in November.

## **2.5 Board Member Responsibilities**

### **2.5.1 Mission**

Board members should know the organization's mission and goals and work proactively to serve them. They should be knowledgeable about the Association's programs, priorities, and funding, and participate in advancing them, refining them, and periodically transforming them through strategic planning. They are to accurately represent the Association's work and values to the public. Board members provide leadership to the organization and while they are not required to donate funds to the organization, they may wish to show leadership in this regard. Board members will be required to sign a code of conduct to remain on file with the Association.

### **2.5.2 Representation**

Board members are to serve the organization as a whole, and not favor special interests or groups. Board members cannot take decisions on behalf of the organization without board approval.

### **2.5.3 Attendance**

Board members serve three years, starting after the Fall board meeting in the year elected and continuing through the Fall board meeting of the third year. Board members are required to attend all scheduled board meetings and participate actively in all assigned committee work. They are to prepare for meetings by reading all relevant materials in advance, and help shape them by suggesting agenda items. They are to maintain confidentiality of the Board's executive sessions.

### **2.5.4 Finances**

Board members review and approve budgets and verify adherence to them. They should avoid real or apparent conflicts of interest.

2.5.4.1 Board members will complete a conflict-of-interest statement, which will be kept on file.

### **2.5.5 Fundraising**

Board members participate in identification, cultivation, and solicitation of prospective supporters (corporations, foundations, individuals).

### **2.5.6 Relationship with Staff**

Board members work productively with the Executive Director and offer support, and refrain from asking for preferential treatment or special favors.

### **2.5.7 Board Effectiveness**

Board members assure the Board fulfills its governance responsibilities and maintains effective organization, procedures, and recruitment.

### **2.5.8 Board Financial Considerations**

The Bylaws require that Board members receive no compensation for their service on the Board, but may be reimbursed for expenses incurred in the discharge of their responsibilities. Board members are asked to absorb the costs of their participation on the Board if at all possible (travel to the Annual Meeting and phone and postage costs are most commonly absorbed). Academic institutions sometimes provide a budget for persons elected to membership on the Board, or to offices of the Association. If Board members choose to forgo reimbursement for any of the nights or pay their own airfare, it will be considered a donation to the General Endowment. If the home institution of Board members cannot absorb costs of participation, reimbursements are available according to the following policy:

Board members may be reimbursed hotel nights at the ASA annual meeting and at the Spring meeting for up to 3 nights. Board members are asked to purchase their air tickets for attendance at the Annual Meeting from the official ASA travel agency or to be reimbursed for travel at the lowest available cost. Flight accommodation caps may be proposed, approved, and enforced based on the annual budget.

While the Fall board meetings are held in conjunction with the Association's annual meeting, the site of the Spring meeting is to be selected by the Executive Director and the Secretariat, with consideration for economical locations and accommodations. The Spring meeting may also be held entirely online.

The Secretariat may reallocate unused Board Member travel funds to other Board Members in need of extra support on a case-by-case basis.

Reimbursements are not made if Board members do not attend Board sessions.

#### **2.5.8.1. Supplemental Financial Provisions**

The purpose of this addition is to supplement the provisions of the policies and procedures relating to travel and to ensure that (a) adequate cost controls are in place; (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Individual.

It is the policy of the African Studies Association to reimburse only reasonable and necessary expenses incurred with respect to travel. When incurring travel expenses, the African Studies Association expects individuals to:

- Exercise discretion and sound business judgment concerning those expenses.
- Be cost-conscious and spend African Studies Association's money as carefully and judiciously as the Individual would spend their own funds.
- Report expenses, supported by required documentation, as they were spent.

#### *2.5.8.1a Expenses*

Expenses will not be reimbursed unless the individual requesting reimbursement submits an Expense Report in the format required by ASA. The Expense Report, which shall be submitted within one month of the completion of travel.

If travel expense reimbursement is requested, it must include:

- The Individual's name.
- If reimbursement for travel is requested, the date, origin, destination, and purpose of the trip, including a description of each African Studies Association-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent to conduct the African Studies Association's business).
- An itemized list of all expenses for which reimbursement is requested.

#### *2.5.8.1b Receipts*

Receipts are required for all travel expenditures. No expense of more than \$25.00 will be reimbursed to an individual unless the Individual requesting reimbursement submits with the Expense Report receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

#### *2.5.8.1c Advance Approval*

All trips involving overnight stay must be approved in advance by the Executive Director.

#### *2.5.8.1c Air Travel*

ASA will advise on the best way to make the travel reservation. Air travel reservations should be made as far in advance, if possible, to take advantage of reduced fares. The African Studies Association will reimburse or pay only the cost of the lowest coach/economy class fare available for direct, non-stop flights from the airport nearest the Individual's home or office to the airport nearest the destination.

#### *2.5.8.1d Travel Caps*

Unless otherwise decided by the Board, the following caps shall be imposed on all travel - a cap of \$300 for Board members and other guests based in North America and \$700 for board members and any other guests based outside of North America. ASA will reimburse visa costs not exceeding US\$ 160.

#### *2.5.8.1e Frequent Flyer Miles*

Individuals traveling for the African Studies Association may accept and retain frequent flyer miles. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

### 2.5.8.1f Lodging

Individuals traveling for the African Studies Association may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the Individual's itinerary shall be considered in determining reasonableness. An individual shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

### 2.5.8.1g Out-Of-Town Meals

Individuals traveling for the African Studies Association are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum [per diem rate of the U.S. General Service Administration](#).

### 2.5.8.1h Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- Courtesy Cars: many hotels have courtesy cars, which will take you to, and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.
- Airport Shuttle or Bus: airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports, such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.
- Lyft/Uber: when courtesy cars and airport shuttles are not available, a car service is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A car service may also be the most economical mode of transport between an individual's home and the airport.

### 2.5.8.1i Personal Cars

Individuals are compensated for using their private cars when used for travel to African Studies Association business board meetings. When individuals use their personal vehicle for such travel, [mileage will be allowed at the currently approved IRS rate per mile](#). The total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare and shall not exceed the travel cap amounts stated above.

### 2.5.8.1j Parking/Tolls

Parking and toll expenses, including charges for hotel parking incurred by individuals attending the African Studies Association board meeting will be reimbursed if this not covered by the Hotel. The costs of parking tickets, fines, car washes, valet service, etc., are the car owner's responsibility and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, individuals should use off-airport facilities.

### 2.5.8.1k Non-Reimbursable Expenditures

The African Studies Association maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First/Business class tickets or upgrades.

- When lodging accommodations have been arranged by the African Studies Association and the Individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the ASA. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site. Reimbursements will not be made if ASA has been charged for the lodging accommodation reservation made.
- Spa or exercise charges.
- Clothing purchases.
- Entertainment (not including business lunch/dinner)
- Toiletry articles.
- Expenses for spouses, friends, or relatives. If a spouse, friend, or relative accompanies an Individual on a trip, it is the responsibility of the Individual to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Overnight retreats without the prior approval of the Board or the ED.

### **2.5.9 Committee Work**

Most Board of Directors' work takes place on an array of committees designed to oversee and carry out the Association's activities and procedures. Selection to committees is made by the President and past President in consultation with other officers and board members, and with the goal of matching board member interests and expertise to the current and long-term needs of the Association. Committee assignments are generally made each year during the final Fall general board meeting. Board members may serve on the same committees for more than one year, or move to another committee where their expertise meets a particular need. Committees meet primarily between board meetings via teleconferencing.

A number of standing committees have evolved in response to long-term needs and are considered relatively permanent. Ad hoc committees are regularly constituted to address specific short-term needs. Every board member can expect to serve on a minimum of two committees, which may change during the course of their term.

In addition to standing and ad hoc Board Member Committees, there is also an election committee, mandated to count votes and oversee each year's Board and Vice President elections.

Although every committee meets and makes reports to the entire Board at both Fall and Spring Board meetings, much committee work is conducted by members between these biannual meetings. Members work on their own and communicate via email and telephone. Conference calls set up by the ED or Committee Chairs are sometimes required. In consultation with the Executive Director and President, committee chairpersons help create committee meeting agendas for the biannual meetings. Following each meeting, the chair composes minutes to be approved by their committee for presentation to the entire Board.

### **2.5.10 Unexpected Vacancy**

In the case that any board member or board executive is unable to or does not perform their board responsibilities, the board may appoint one of its members to act in that capacity until the following election when an additional person will run to fill their seat.

## **2.6 Electronic Voting Between Board Meetings**

Electronic votes by the board should be taken when we cannot wait for the board meeting and need to decide on issues that require full board input. Otherwise motions between board meetings should be directed to the Executive Committee for resolution.

A committee chair should submit a motion that was voted on in committee to the ASA president. If the motion

requires Executive Committee input first, then the president will seek that feedback and convey it to the committee chair for further deliberation by the committee.

The committee chair then submits the committee motion to the ASA president for final board approval. The communication should include 1) an unambiguous and clearly worded motion; 2) the name of the individual on the committee who is seconding the motion; and 3) a rationale and context for the motion along with a summary of dissenting opinions and votes. Ideally the committee should have agreed on the wording of this communication, but timing may not always make this possible.

The ASA president will then forward the motion and communication to the entire board for deliberation and will indicate a time frame for the discussion. This should be no longer than a week. Members can call to kill the motion if they wish, in which case the president will need to put that to a vote. Secondary motions can also be introduced. Once the discussion period is over, the president will call for a vote rather than asking as in a meeting "Are you ready to vote on the question?"

Once the president calls a vote, the votes should be cast, copying the entire board. The voting period should be no more than 3 business days during the academic year and 7 business days during the summer. The entire board needs to vote, including the Executive Committee and the committee that submitted the motion, even if they already voted once in committee, since their opinions may have changed as a result of the online deliberation. A two-thirds quorum (8 out of 12) is required to pass the motion.

The president will describe the motion, summarize the debate briefly, tally up the vote and convey the outcome to the board members via email. Votes for, against, abstentions, and non-votes (should a board member fail to participate in the vote) will be indicated in the report to the board.

This deliberation will be archived by the secretariat as a board decision.

## **2.7 Board Committees**

### **2.7.1 Annual Meeting Committee**

The Annual Meeting Committee reviews the running of the annual meeting and recommends changes in the Annual Meeting policies as needed. It selects chairs of the Program Committee and Local Arrangements Committee for future annual meetings and approves Secretariat recommendations for future Annual Meetings sites. It is responsible for organizing and approving Board sponsored roundtables [and for approving pre-conferences and short courses]. The AMC is chaired by the Vice President and includes 4 other board members in addition to the Executive Director, who serves *ex officio*.

### **2.7.2 Executive Committee**

The Executive Committee is responsible for making decisions on behalf of the entire Board during the intervals between the biannual Board meetings. Chaired by the President, this committee also includes the Vice President and Past President, the Executive Director, Chair of the Finance Committee, one to two board members and the Treasurer. The Vice President, President, and Past President select Board members for this committee and should seek to ensure representation of the standing committee chairs. Because most of its business transpires between the biannual meetings, much work is carried out via email and, when necessary, conference calls. Because critical issues must sometimes be discussed and important decisions made, committee members must always make their travel plans and contact information known to the Executive Director. It is critical that minutes of these meetings be kept for the archives, therefore one person should be designated to take notes.

### **2.7.3 Finance and Investment Committee**

The Finance and Investment Committee is chaired by a Board member and includes the Treasurer and two other members of the Board. The ASA Executive Director serves as ex-officio. The Finance Committee helps the Treasurer, President, and Executive Director oversee the finances of the Association. The Committee reviews all financial and investment statements, and makes recommendations on ways the Association can economize, raise money, and strengthen its general financial position.

Because the Financial and Investment Committee concerns itself with the specific financial details of the Association, its members must shoulder certain specific responsibilities. It is preferable that the Chair of the Finance Committee has experience supervising budgets of departments or organizations, and has at least one year of experience as a member of the Finance Committee of the Association. At the final Annual Meeting of the out-going Chair, the Treasurer, and the Executive Director will conduct a hand-over with the incoming chair during which there will be a passing of relevant materials and discussion of the financial condition of the Association with special attention to long-term strengths and weaknesses.

Within one month of the provision of regular financial statements from the Executive Director, the Chair will discuss the implications of the statement with the Treasurer, other members of the Finance Committee, and the Executive Director. The basic tenor of that discussion will be communicated to the President. Where needed, the committee can recommend to the President and the Board the need for external expert advice on the management of the Association's investments, and other financial matters for which specialized knowledge is necessary.

#### **2.7.4 Nominations Committee**

The Nominations Committee is chaired by the Vice President. It makes recommendations for the Association's annual election slate and reviews policies related to membership.

#### **2.7.5 Awards and Prize Committee**

The Prize Committee is chaired by the past president and is made of the Committee of the Whole. It reviews recommendations for the Association's prizes and awards and recommends committee members for the Association's various prize and award committees.

#### **2.7.6 Publications Committee**

The Publications Committee is chaired by an ASA Board Member. The composition of the committee consists of three members of the ASA Board of Directors who are voting members; as well as several nonvoting members including the executive director of the ASA secretariat; editor or editors of the *African Studies Review*; the editor or editors of *History in Africa*; and a liaison from the Africana Librarians' Council. The committee oversees publications and African Studies Association Press activities.

#### **2.7.7 Elections Committee**

The African Studies Association utilizes an online voting system through Simply Voting to administer elections to the Board of Directors. This system automatically calculates votes and provides results of the election. These results are reviewed by the Executive Committee of the ASA before announcements are made to the membership.

#### **2.7.8 Advocacy Committee**

The advocacy committee is chaired Board Member. The chair is expected to be familiar with US policy on area studies funding and will be given opportunities to participate in advocacy trainings and workshops,

budget and schedules permitting. The committee utilizes the Advocacy Policy to assess all advocacy agenda items.

### **2.7.9 Ad Hoc Committees**

The ASA Board may decide, from time to time, to establish ad hoc committees to address specific organizational needs. These committees will be both constituted and dissolved by Board vote.

### **2.7.10 Strategic Planning**

Strategic planning is a critical responsibility of the Board of Directors. The Board may, as necessary, create an ad hoc Strategic Planning Committee from members of the Board to oversee the process of strategic planning. The Committee may include individuals from outside the Board as members as appropriate. It is expected that the Executive Director and members of the Secretariat staff would participate in strategic planning discussions and provide support for strategic planning efforts. The charge of the Strategic Planning Committee will be to provide short and long-term direction for achieving the mission of the ASA and to ensure that the actions by the other committees are aligned with that direction.

## **2.8 Ombuds**

The ASA Ombuds is responsible for mediating grievances and acts as an intermediary between the ASA Board and complainants. The specific duties of the Ombuds include listening to grievances; educating constituents regarding their rights; providing consultations in a manner wherein confidentiality is preserved; and recommending appropriate strategies in order to resolve any conflicts between parties involved.

## **2.9 Emerging Scholar Representative on the ASA Board of Directors**

Election to the Emerging Scholar Representative position constitutes a two-year commitment to the African Studies Association, starting at the Fall board meeting in the year elected and continuing through the Spring board meeting of the third year, leading to participation in four Board meetings. The Emerging Scholar Representative role is designed to provide a direct voice about the activities and needs of emerging scholars in the Association to the Board of Directors. The representative is expected to contribute to the development of new strategies to integrate and support graduate students and emerging scholars in the ASA membership, in addition to participating broadly in ASA Board decisions.

### **2.9.1 Eligibility**

An Emerging Scholar is understood as: either in the process of completing a PhD (or the highest terminal degree in a specific field) or having completed the degree within 5 years of the scheduled date of the election.

### **2.9.2 Nominations and Elections**

Elections for Emerging Scholar Representative are held on even numbered years. In a year an election for Emerging Scholar Representative is held, the Emerging Scholar Representative is elected at the same time as Board members but on a separate ballot from the Board Member election ballot. The Nominations Committee of the ASA Board of Directors will propose two Emerging Scholars to serve as candidates on the slate at the Fall Board Meeting in the year preceding the election, to be voted on and confirmed by the entire ASA Board of Directors. Self-nominations, and nominations from the Emerging Scholar Network, are accepted by the Nominations Committee and will be solicited in the summer prior to the Fall Board Meeting. Selected nominees will be announced at the Business Meeting at the ASA Annual Meeting.

### **2.9.3 Responsibilities**

The Emerging Scholar Representative sits on the Board as a voting member, participates in various committees, and is given specific projects by the President, Executive Director, and Board members.

### 3. Membership

Renewal of membership is carried out on a rolling basis.<sup>1</sup> The categories of membership include occupation and financial tiers in the field below; sponsor membership; and lifetime membership. The Board of Directors agrees to review the fee structure every 5 years beginning in 2021.

<b>MEMBERSHIP &amp; REGISTRATION TIERS</b>	<b>MEMBERSHIP ONLY</b>	<b>MEMBER PRE-REG</b>	<b>NON-MEMBER PRE-REG</b>	<b>MEMBER ONSITE REGISTRATION</b>	<b>NON-MEMBER ONSITE REGISTRATION</b>
<b>K-12 TEACHER</b>	<b>\$50</b>				
<b>CURRENT STUDENT</b>	<b>\$50</b>				
<b>INTL EMERGING SCHOLAR*</b>	<b>\$5</b>				
<b>RETIREE</b>	<b>\$100</b>	<b>\$110</b>	<b>\$245</b>	<b>\$125</b>	<b>\$270</b>
<b>ANNUAL INCOME BELOW \$30,000</b>	<b>\$75</b>				
<b>ANNUAL INCOME \$30,000 - \$49,999</b>	<b>\$110</b>				
<b>ANNUAL INCOME \$50,000 - \$74,999</b>	<b>\$170</b>				
<b>ANNUAL INCOME \$75,000 - \$99,999</b>	<b>\$190</b>	<b>\$195</b>	<b>\$400</b>	<b>\$215</b>	<b>\$440</b>
<b>ANNUAL INCOME \$100,000 - \$129,999</b>	<b>\$225</b>				
<b>ANNUAL INCOME \$130,000 - \$149,999</b>	<b>\$250</b>	<b>\$215</b>	<b>\$495</b>	<b>\$240</b>	<b>\$545</b>
<b>ANNUAL INCOME ABOVE \$150,000</b>	<b>\$275</b>				
<b>SUSTAINING MEMBER**</b>	<b>\$375</b>	<b>\$125</b>	<b>-</b>	<b>\$125</b>	<b>-</b>
<b>INSTITUTIONAL</b>	<b>\$2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LIFETIME</b>	<b>\$3,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### 4. Statement of Diversity

The vitality of the ASA flows from the diversity of our membership and it is our policy to ensure that the ASA is an enabler of diversity in the field of African Studies, including representation by people of color, persons of all sexual orientations and gender identities, persons with disabilities, persons from all types of educational institutions, and persons from all types of employment statuses. The ASA also seeks to be inclusive of the linguistic diversity that is inherent in the African continent, as well as inclusive of scholars of a wide range of geographic and disciplinary focuses and perspective.

### 5. Anti-Harassment Policy

The African Studies Association [ASA] is committed to creating and maintaining an inclusive environment for all participants in all of its activities, free from harassment based on sex, race, age, ethnicity, national origin,

<sup>1</sup> 2.27.12 Executive Committee decision

religion, language, sexual orientation, gender identity or gender expression, disability, health conditions, socioeconomic status, marital status, domestic status, or parental status. All members and participants, including employees, contractors, vendors, volunteers, and guests, are expected to engage in respectful behavior and to preserve the ASA's standard of professionalism at annual meetings, workshops, official and unofficial ASA gatherings.

All participants in ASA events are expected to abide by this Anti-Harassment Policy In all venues, including annual meetings, workshops, and ancillary events, as well as at official and unofficial social gatherings or through electronic communication.

Harassment may consist of a single intense and severe act or of multiple persistent or pervasive acts that are demeaning, abusive, or offensive, and create a hostile environment. Harassment may include sexual solicitation, physical advance, or verbal or non-verbal conduct that is sexual in nature. It can also include discriminatory remarks or actions based on an individual's sex, gender, gender expression or sexual orientation. Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal comment or physical conduct of a sexual nature, including situations in which the request or conduct involves any implied or expressed promise of professional reward for complying; or the request or conduct involves any implied or expressed threat of reprisal or denial of opportunity for refusing to comply; or the request or conduct results in what reasonably may be perceived as a hostile or intimidating environment. Harassment is not only sexual. It may also include threatening, intimidating, or hostile acts; circulation of written or graphic material that denigrates or shows hostility toward an individual or group; epithets, slurs or negative stereotyping based on group identity. In sum, harassment refers to behavior that reasonably situated persons would regard as not welcome and as personally intimidating, hostile, or offensive.

According to U.S. Equal Employment Opportunity Commission (EEOC) guidelines, the victim of harassment can be anyone affected by the offensive conduct, not just the individual at whom the conduct is directed.

This anti-harassment policy and the structure for addressing violations will be clearly and prominently displayed on the ASA website. All participants in officially sanctioned ASA activities, including the annual meeting, will be required to acknowledge this policy and their willingness to abide by it as part of the registration process.

#### ***Procedures Regarding Reports of Harassment:***

The primary goal of the African Studies Association's [ASA] Anti-Harassment Policy and its enforcement is to ensure a safe environment for all participants in meetings and events of the Association. Participants in ASA events are encouraged to report any instances of harassment. Reporting information is provided below. Please note that neither ASA staff nor board members can provide legal advice to individuals who make reports under this policy. Reporting an incident of harassment does not obligate the reporter to pursue any further action and all reports will be treated, within the limits of the law, as confidential.

This section describes procedures for addressing reports of harassment at meetings and events of the ASA. The procedures described might not cover all possible circumstances and the ASA Board of Directors and Secretariat staff may exercise their professional judgment regarding the effective enforcement of the Harassment Policy.

#### **Definitions**

- **Meeting participants:** anyone who is present at an ASA meeting or event including members, other attendees, staff, contractors, temporary staff, vendors, exhibitors, and venue staff
- **Target:** anyone who experiences unacceptable behavior that violates the Harassment Policy
- **Witness:** anyone who sees an incident that allegedly violates the Harassment Policy
- **Reporter:** anyone who contacts the Investigators to report an alleged incident of unacceptable behavior, including targets, witnesses, or bystanders

- **Alleged violator:** anyone who has been identified by a Reporter as having allegedly violated the Harassment Policy
- **Investigators:** individuals who are assigned the duty of following up on reports of incidents that allegedly violate the Harassment Policy
- **Formal Complaint:** a report of an incident to the investigator with a request to take action

### **Intake and Investigation**

The Intake and Investigation Team (Investigators) comprises the consultant ombuds, the Executive Director, and the following trained volunteers: the ASA Deputy Director, the Program Manager and a Board member appointed by the ASA President.

#### *Intake Process*

1. Reports of alleged violations can be made in person, by phone < +1 (848) 999-4455 option 3>, by email [executivedirector@africanstudies.org](mailto:executivedirector@africanstudies.org), or [amasquel@tulane.edu](mailto:amasquel@tulane.edu) or by filling out the ASA reporting form [<https://africanstudies.org/anti-harassment-reporting-form/>].
2. The Investigators will interview the Reporter. If the Reporter is not the Target, then the Investigators will interview the Target as well.
3. The Investigators will obtain the consent of the Target before continuing an investigation.
4. Investigations might include interviewing witnesses; reviewing relevant information such as emails, text messages, tweets, etc.; interviewing the Alleged violator; and interviewing witnesses identified by the Alleged violator
5. Following the investigation, the Investigators will provide a report of the incident and make recommendations to the Association's decision-making team (see below).

#### *Confidentiality*

In order to encourage reporting of incidents, reports and the names of Reporters will be kept confidential to the extent possible.

#### *Reporting Data*

The ASA will provide an annual report of aggregated data about incidents and outcomes upon request.

#### *Reports of Workplace Sexual Harassment*

Investigators might receive reports of incidents that have occurred at participants' workplaces or settings other than ASA meetings and events. These incidents are outside of ASA's capability to address.

### **Decision on Consequences**

The decision-making team for ASA meetings and events comprises the Executive Director of the Association, the onsite ombuds, and at least one member of the ASA Executive Committee. Any member of the team with professional or personal ties to the Alleged violator or Target, or with any other real or perceived conflict of interest in the decision, must recuse themselves from participation in the decision-making process.

#### *Decision Process*

1. The Investigators provide the Executive Director with the results of the investigation and with their recommendation for consequences, if any, for the Alleged violator.
2. The Executive Director consults with the decision-making team.
3. The Executive Director informs the Alleged violator and the Target and implements the decision.

#### *Possible Consequences*

If a violation has been determined, possible consequences to be implemented at the meeting or event may include:

- Warn the violator to cease their behavior and that any further reports will result in more serious consequences

- Require that the violator immediately leave the event and not return
- Ban the violator from future events (either indefinitely or for a certain time period)
- Immediately end any volunteer responsibilities and privileges the violator holds
- Require that the violator not volunteer or serve as a contract employee or vendor for ASA, either indefinitely or for a certain time period
- Remove and ban the violator from membership in ASA, following established procedures
- Depending upon the severity and nature of the report, and in compliance with local, state and national law, the ASA may be compelled to contact law enforcement.

#### *Appeals Procedure*

Violators who wish to appeal the ASA's decision may contact the Executive Director in writing with further information regarding the incident. If necessary, the Investigators will conduct additional interviews or other information gathering. If the Executive Director finds that a reconsideration of the decision is warranted, the Executive Committee will be consulted.

The ASA's decision can also be appealed to the President, who will consult with the Executive Committee as appropriate and initiate additional investigations as necessary. The ASA's decision can be overturned by a majority of the Board of Directors.

#### *Protection from Retaliation*

The ASA will not tolerate retaliation against persons who report a violation of the ASA Anti-Harassment Policy or participate in an ASA investigation. The ASA considers retaliatory behavior to be an adverse action against an individual because of the individual's good faith report.

### **III. HONORS AND AWARDS**

#### **1. Award Committee**

The Award Committee develops and adopts policy related to honors and awards sponsored and administered by the ASA. The Committee reviews policies and practices for awards sponsored by ASA constituent organizations and administered by the ASA. The Award Committee makes appointments to ASA prize and award committees according to the guidelines established by the Committee.

##### **1.1 Composition**

The Award Committee is a Committee of the Whole chaired by the Past President.<sup>2</sup>

##### **1.2 Deadlines**

The Award Committees should be formed by January 31 if not before. All awards have April 30 as their deadline for submission unless otherwise specified. The committees should notify the prize committee and secretariat of their awardees by September 1. Information for the final program is due September 15. Announcements are made at the Annual Meeting.

#### **2. Honors and Awards General Policy**

##### **2.1 Financial Support Policy<sup>3</sup>**

The ASA will only implement awards for which financial support has been provided or for which funds have been allocated in the budget and approved by the Board. Costs should be calculated by totaling the direct costs of the award or prize (including the cash award, travel expenses, plaques, and any other direct costs) and 30 percent of that total to cover overhead associated with the administration of the award. Awards or prizes may be established for a period of not fewer than five years if funds are donated sufficient to meet the costs of the prize or award for the period designated.

##### **2.2 New Prizes and Awards**

New prizes or awards will only be created upon approval by the ASA Board of Directors

##### **2.3 Award and Prize Administration**

###### **2.3.1 Selection Procedures**

To ensure transparency and fairness there should be clear guidelines for the selection procedures for all awards and prizes selected or administered by the ASA.

###### **2.3.2 Reporting**

When submitting award or prize winner names to the Secretariat, each prize committee will provide a written report detailing the selection process.

#### **3. Honors**

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<sup>2</sup> Approved by the Board, Fall 2003.

<sup>3</sup> Adopted by the Board Fall 2008.

### **3.1 Distinguished Africanist Award**

The Distinguished Africanist Award recognizes lifetime contributions to scholarship in African Studies. The award is presented at the Annual Meeting Awards Ceremony and consists of a plaque and a \$500 honorarium. Current members of the ASA Board are ineligible for consideration.

#### **3.1.1 Selection Committee**

The Distinguished Africanist selection committee is chaired by the Past President and consists in addition of the President, Vice President and two additional members of the Association selected by the Award Committee, who serve three-year terms.

#### **3.1.2 Nominations**

Any member of the Association may nominate a candidate, who should be living at the time of the nomination. The nomination (to be submitted to the Association in digital format) should consist of a letter detailing the nominee's topical areas of contribution to African Studies scholarship; their originality and trans-continental impact on theory, method, and/or the development of concepts; and their resonance beyond the scholar's discipline and the field of African Studies. The letter should also address the nominee's history of mentoring students and junior scholars.

The nomination letter ought to be accompanied by a complete curriculum vitae of the nominee and three or more letters of support, of which at least two must be from ASA members affiliated with institutions other than that of the candidate. The complete dossier must be submitted on or before April 30. Dossiers of candidates not selected during the year of submission remain active for five years, and the award committee has the option of keeping a candidate file open for an additional period. The nominating member may provide additional information, including an updated vitae and additional support letters during the five-year period following the year of nomination.

#### **3.1.3 Award Timetable**

The Secretariat will update the website regarding the award each year by January 31. Current nominators will also be invited to provide additional information. New applications and additional materials for existing dossiers must be submitted by April 30. Application dossiers are made available to the committee members in electronic format by April 30. The committee makes a recommendation to the full Board by May 31<sup>st</sup>. The Board considers the recommendation by June 15. The Executive Director then informs the awardee by formal letter and makes the information available to the membership. A biography of the awardee appears in the Annual Meeting Program. The award is presented at the Annual Meeting.

#### **3.1.4 Committee Procedures**

Each committee determines an appropriate process for selection (information on which should be included in the committee report). Committee members will indicate conflicts of interest, and recuse themselves as appropriate. Given the nature of the award and the membership of the committee, however, recusal should be reserved for cases in which the committee members have nominated the candidate or have a very direct personal or intellectual connection. The Committee will prepare a biography of the awardee for inclusion in the Annual Meeting program and the chair will submit to the Secretariat a report of committee deliberations within one month of completing deliberations.

*3.b.1.e.* The Distinguished Africanist is provided a \$500 honorarium, lifetime membership in the

Association, and a plaque. The Association covers the awardee's economy travel to the Annual Meeting, hotel and registration (with special ribbon). Additional guests may register at the student day pass rate.

## **3.2 ASA Presidential Fellows**

### **3.2.1 Overview**

The ASA Presidential Fellowship was created to provide support for emerging Africa-based scholars to attend the Annual Meeting and visit one or more African Studies programs or institutions.

Three Presidential Fellowships per year are administered in collaboration with the American Council of Learned Societies African Humanities Program. The ACLS proposes three candidates for the fellowships to the ASA Board ahead of the Spring ASA Board Meeting and the Board votes to approve these candidates.

Additional Presidential Fellowships will be awarded by available each year to candidates nominated by ASA members. A minimum of two Presidential Fellowships will be awarded to nominees each year. Additional fellowships, including specific fellowships created by sponsors, may be available depending on fundraising for this program.

### **3.2.2 Eligibility and Nominations**

Applicants must be based in a higher education institution or an organization on the African continent, and should be able to demonstrate a scholarly commitment to work on issues affecting Africa.

All applicants must be nominated by a current ASA member. If you are an applicant interested in the Program, you may consult the ASA's Membership Directory, to find and contact an ASA member who can nominate you. Please note that the Membership Directory is only available to members of the African Studies Association. Please visit the ASA's Membership Page, to obtain information about becoming a member of the ASA.

The nominating member must be willing to host and mentor the Fellow during the conference. Hosting and mentoring is understood as the following:

1. Ensuring that the grant recipient attends as many conference-related as possible.
2. Support the grant recipient with networking during the conference.
3. Arrange for a visit by the scholar to one or more institutions, both for the purpose of presenting their research, and forming networks (travel will be arranged and funded by the host institution, unless otherwise agreed).

For candidates in academia, preference will be given to junior scholars- which we understand as recent post-docs (within 5-10 years of completion).

For practitioner candidates, the nominating member must be able to demonstrate in their nomination letter how participating in the ASA Presidential Fellows Program will positively impact the candidate's work/engagement.

While applicants may come from multidisciplinary backgrounds, preference will be given to applicants with demonstrable scholarly and/or activist contributions to development initiatives in Africa.

Nominations should be submitted online via the ASA's website by April 30<sup>th</sup>. Nominations must be submitted by a current member of the ASA.

The following will constitute application documents:

- Nomination letter from the nominating ASA member, which should include an outline of how they intend to host/mentor the grant recipient while she/he is in the United States

- Curriculum Vitae of the applicant
- Letter of affiliation from the applicant's institution
- Applicants statement of intent

### **3.2.3 Selection**

The selection committee for the ASA Presidential Fellows will be made up of the President, Vice President, and Past President of the Association. The Past President will serve as chair of the committee. The committee will determine their preferred selection criteria each year.

The selection committee will select individuals to fill all available fellowships based on funding available as of August 1 and will also select a short-list of 2-3 alternate fellows in the case that any of the selected fellows cannot participate or in the case that additional fellowships can be awarded. If additional fellowships are created through fundraising after August 1<sup>st</sup>, new fellows will be informed on a rolling basis.

### **3.2.4 Award/Fellowship Details**

The fellowship (for both ACLS and ASA Presidential Fellows) will comprise of the following:

- All travel-related costs to attend the Annual Meeting, in any given year. These costs will include fringe expenses such as visa application fees, travel health insurance, and airport transfer expenses. The ASA will only cover economy fare travel.
- Membership and Annual Meeting registration fees
- Hotel accommodation at the conference venue
- Per-Diem and/or stipend to cover meal and incidental expenses
- Travel expenses to a U.S. institution, to deliver a seminar and/or to build networks to support future collaboration.

The African Studies Association will provide a letter of invitation for invited fellows to use for visa applications. However, the ASA may not contact the U.S. Embassy directly on behalf of a fellow, and cannot interfere in the visa decision process. If a visa is denied, the ASA may only re-submit a letter of invitation for a subsequent application.

### **3.2.5 Liability**

The ASA assumes no responsibility for Presidential Fellows during their time in the U.S. not organized and arranged by the ASA. Any activities, costs, etc., that occur outside of the ASA Annual Meeting and/or hosting institutions are the sole responsibility of the fellow.

## **3.3 African Studies Review Distinguished Lecturer**

### **3.3.1 Selection Process**

Each year the editors of the *African Studies Review*, in consultation with the ASA Board and Board committees and Local Arrangement Committee Co-Chairs, will invite a leading scholar active in or with ties to the local area to prepare an overview paper summarizing the state of knowledge and debates in a field or fields of crucial interest to Africanists. The scholar or scholars shall be designated by the time of the spring Board meeting.

### **3.3.2 Expectations of Awardee**

It is expected that the awardee will present her/his paper in draft format as a lecture or panel at the Annual Meeting. The awardee will submit a manuscript for publication in the *African Studies Review* by January

in the following year. The manuscript will receive standard peer review.

### **3.3.3 Administration of the Award**

The awardee shall be provided with complimentary registration for the Annual Meeting, a hotel room as necessary, and an honorarium of \$1,000 payable after completion of the Annual Meeting.

## **3.4 Hormuud Lecture**

This lecture was established in 2013 and updated in 2017 with a gift from Hormuud Telecom Somalia, Inc., to support a biennial lecture to feature African scholars, which will focus on the themes of leadership, development, and democracy in Africa broadly defined.

### **3.4.1 Selection Process**

In consultation with the Board and other constituencies and with the support of the Executive Director, the Annual Meeting Committee recommends a ranked list of candidates to the full Board for approval by the Spring meeting. The Association will attempt to alternate African Scholars based in Africa with those in the diaspora. The President will issue the formal invitation.

### **3.4.2 Expectations of the Awardee**

The awardee's lecture will serve as a draft format for a completed paper that will be submitted to the ASA no later than six months after the lecture is delivered. This paper will be deposited in African libraries and featured prominently on the ASA website.

### **3.4.3 Administration of the Award**

The Hormuud Lecturer will receive an honorarium of \$1,000 for the lecture and possible paper. The African Studies Association will cover the economy airfare, accommodation for up to 4 nights at the conference hotel, and registration for the Annual Meeting up to a total of \$2,500 per lecturer.

## **3.5 ASA Outstanding Service Award**

The ASA Service award seeks to recognize individuals and/or organizations that have distinguished themselves through their outstanding dedication to the ASA's mission by: facilitating the production of knowledge about Africa and its diasporas; dissemination knowledge within the academy or to the public; establishing or supporting collaborations between institutions in the global north and in Africa; and/or having strongly contributed to the ASA itself.

### **3.5.1 Eligibility**

Candidates for the ASA Outstanding Service Award must have made outstanding contributions to the ASA's mission and/or the ASA such as (but not limited to):

- enabling scholarship and implementing programming within their institutions and their partners in Africa;
- promoting and strengthening the teaching of African languages through the development of programs, the development and publication of materials, and the education of instructors;
- developing and implementing initiatives to disseminate and reinforce knowledge about Africa in K-12 schools, in post-secondary education, and in the media;
- supporting the preservation and enhancement of archives and libraries in Africa through exchanges and specialized training;

- initiating and/or facilitating educational exchanges between secondary schools and instructors and/or civil society organizations in the global north and in Africa;
- Volunteering exceptional time and actively contributing to the ASA and its activities.

### **3.5.2 Nomination**

Current ASA members may submit letters of nomination to the Executive Director of the ASA by April 30. Nominations should be made in the form of a detailed letter, stating how the individual and/or organization meet the stated criteria, and be supported by at least one additional letter. The nomination must include the nominator's name, address, telephone number, and e-mail address, as well as the name, title, and contact information of the nominee or a contact person at the nominated organization. Nominations for organizations must summarize the organization's activities as they relate to the selection criteria mentioned above.

The ASA Awards Committee may also nominate individuals or organizations for consideration by the entire board.

### **3.5.3 Selection**

The Outstanding Service Award selection committee is chaired by the Past President and includes the President, Vice President, and two non-Board members of the Association. The non-Board members are selected by the Award committee and serve three-year terms.

The committee may choose to recognize more than one, but no more than two organizations or individuals in any given year, unless they are part of a team. The committee may also choose not to award the prize in a given year.

### **3.5.4 Notification and Announcement**

The Award Committee makes its recommendation and reasoning for the selection to the ASA Board of Directors by June 1. Once approved, the Executive Director notifies the winner(s). The name(s) of the winner(s) will be published in the Annual Meeting program and announced at the Annual Meeting. The award is given at the annual meeting.

The awardee(s) receive a plaque and lifetime membership in the ASA. If the awardee is an organization or an individual who is already a lifetime ASA member, the award committee may propose a recognition other than lifetime membership for Board approval.

## **4. Awards and Prizes**

### **4.1 ASA Best Book Prize**

The ASA presents the ASA Best Book Prize annually to the author of the most important scholarly work in African studies in English published (copyright date) in the preceding year.

#### **4.1.1 Eligibility and Nomination**

The ASA Secretariat announces the competition in January of each year. Nominations are made directly by publishers who may nominate as many separate titles in a given year as they desire. Nominations must be sent to the ASA Secretariat on or before April 30 and should include the name of the publisher and contact information and the title of the work to be nominated together with contact information for the author(s). One copy of each nominated book should be sent to each member of the committee, whose names and addresses are provided on the ASA website. The books nominated must be original non-fiction scholarly works published in English and distributed in the United States. Only books copyrighted in the previous year are eligible. The subject matter must deal significantly with Africa or related areas, including Cape Verde, Madagascar, and the

Indian Ocean islands off the East African coast. Collections and compilations, proceedings of symposia, new editions of previously published books, bibliographies, and dictionaries are not eligible.

#### **4.1.2 Selection Process**

The winner is determined by a committee of four people, members of the ASA selected by the ASA Award Committee, representing diverse disciplinary and regional expertise. Committee members serve for three years, with terms staggered. A member who has served for at least one year will be designated as chair. Each committee will determine its specific process to identify the winner. However, the selection process will take place in at least two rounds. In an initial round each committee member will indicate a short list of titles, all of which will be considered in the subsequent round or rounds. Committee members who have significant personal or professional ties to nominated authors should formally declare those ties and should not consider a book by that author in the first round. They may however participate in deliberations regarding that work in subsequent rounds. The committee evaluates nominated works on the basis of their originality, significance, substance, and accessibility. By September 1 the committee should forward the list of finalists to the Executive Director: the winning title(s) and a list of not more than four runners up. Within one month, the chair of the committee should provide a report on the committee's deliberations to the Executive Director. Two books may be selected to share the award.

#### **4.1.3 Notification and Announcement**

The Executive Director informs the authors and publishers of all books selected as finalists for the award. The winner of the award is not announced until the Awards Ceremony and the Annual Meeting. Before the announcement, only the selection committee and the Secretariat should know which book was selected as the winner. This information should be confidential. The list of finalists and the titles of the books are published in the Annual Meeting program (without indicating which one is the winner). The chair briefly recognizes the names, titles and publishers of the runners up and provides a brief rationale for the choice of the winner. The winner(s) (or representative) accept(s) the award of \$500 and a plaque.

### **4.2 Bethwell A. Ogot Prize**

The ASA presents the Ogot Prize to the author of the most important scholarly work in East African studies in any language published (copyright date) in the preceding year. This annual award is named in honor of Prof. Bethwell A. Ogot, a leading Kenyan historian, public servant and public intellectual, through a bequest from the estate of Prof. Kennell Jackson, Jr. of Stanford University.

#### **4.2.1 Eligibility**

The books nominated must be original non-fiction scholarly works published in any language. Only books copyrighted in the previous year are eligible. For the purposes of this prize scholarly works will encompass works informed by an understanding of the scholarship in a given field or fields in East African studies. For the purposes of this award East Africa is defined to include Kenya, Tanzania, Uganda, Rwanda, Burundi, Sudan, Southern Sudan, Ethiopia Somalia (including the territory it encompassed at independence), Mauritius and other Indian Ocean islands linked to East Africa (not including Madagascar). Collections and compilations, proceedings of symposia, new editions of previously published books, bibliographies, and dictionaries are not eligible. In making its selection the prize committee will pay particular attention to significance, originality and quality of writing.

#### **4.2.3 Nomination Process**

The ASA Secretariat announces the competition in January of each year. Nominations are made directly by publishers who may nominate as many separate titles in a given year as they desire. Nominations must be

sent to the ASA Secretariat on or before April 30 and should include the name of the publisher and contact information and the title of the work to be nominated together with contact information for the author(s) as well as a letter, in English, supporting the nomination. One copy of each nominated book and the nomination letter should be sent to each member of the committee, whose names and addresses are provided on the ASA website.

#### **4.2.4 Selection Process**

The winner is determined by a committee of four people, members of the ASA selected by the ASA Prize Committee, representing diverse disciplinary, regional and language expertise. Committee members serve for three years, with terms staggered. A member who has served for at least one year will be designated as chair. The committee may invite experts to review particular titles when these are beyond the language expertise of committee members. Each committee will determine its specific process to identify the winner. However, the selection process will take place in at least two rounds. In an initial round each committee member will indicate a short list of titles, all of which will be considered in the subsequent round or rounds. Committee members who have significant personal or professional ties to nominated authors should formally declare those ties and should not consider a book by that author in the first round. They may however participate in deliberations regarding that work in subsequent rounds. The committee evaluates nominated works on the basis of their originality, significance, substance, and accessibility. By September 1 the committee should forward the winning title to the Executive Director, together with a rank-ordered list of three additional finalists. Within one month the chair of the committee should provide a report on the committee's deliberations to the Executive Director.

#### **4.2.5 Notification and Announcement**

In the event that the Ogot Prize committee selects the same work as the Herskovits committee, the Ogot Prize will be awarded to the author ranked second. The Executive Director informs the winning author and publisher. The titles of the winners and runners up are published in the Annual Meeting program. The winner is announced by the committee chair at the Annual Meeting awards ceremony. The chair briefly recognizes the names, titles and publishers of the runners up and provides a brief rationale for the choice of the winner. The winner (or representative accepts the award).

The winner receives a \$500 award and a plaque. The recipient of the award receives complementary annual meeting registration. Runners up receive a certificate. Africa-based winners will be provided with hotel accommodations for the annual meeting for up to four nights and economy transportation to the annual meeting.

### **4.3 Graduate Student Paper Prize**

In 2001, the ASA Board of Directors established an annual prize for the best graduate student paper. The prize is awarded at the annual meeting for an essay presented by a graduate student, individually or jointly, at the previous year's Annual Meeting. The winning essay will be submitted to the *African Studies Review* for expedited peer review. If the essay is recommended for publication it will appear in the June issue following the annual meeting in which the prize is awarded.

#### **4.3.1 Eligibility**

All papers presented by graduate students at the previous year's Annual Meeting are eligible for the prize. Both authors must be graduate students if a paper is co-authored.

#### **4.3.2 Announcement**

The ASA Secretariat will provide information regarding the award on the website in January of each

year.

### **4.3.3 Submission**

Graduate students should send submissions for consideration for the prize, together with a letter of support from their faculty advisor, by February 1 to the members of the committee, whose email addresses are posted online. It is the expectation that conference papers will be formalized into draft articles that are viable for publication. To prepare their papers for submission, graduate students should adhere to the “General Guidelines for Manuscripts” that are used by the *African Studies Review*.

### **4.3.4 Selection Committee**

The Selection Committee consists of three members of the Association in good standing, selected for staggered terms of three years by the ASA Prize Committee, representing the diversity of the membership of the Association. One member of the committee shall be designated as chair by the ASA Prize Committee. The Editor-in-Chief of the *African Studies Review* shall serve on the Selection Committee in an ex officio capacity.

### **4.3.5 Announcement**

The committee will provide the list of the winner (and honorable mentions if appropriate) to the Secretariat by April 1. The Executive Director will inform the winner. The names of the winner and honorable mentions will be posted online, listed in the Annual Meeting program and announced at the Annual Meeting. The Committee reserves the right not to make an award.

In addition to having the paper manuscript considered for publication in the *ASR* the winner receives a plaque and a one-day registration for her or himself and for a guest.

## **4.4 Royal Air Maroc-ASA Student Travel Award**

Established in 2013, the Royal Air Maroc-ASA Student Travel Award aims to increase the exchange of students and ideas between African and the United States, and to award outstanding scholarship by future Africanists. Students from Africa pursuing studies and/or conducting research in the United States, and students from the United States pursuing studies and/or conducting research in Africa are eligible to apply for the award. The award consists of one or two round-trip tickets between the United States and any destination where Royal Air Morocco flies in Africa.

### **4.4.1 Nomination and Application Process**

Applications to the program are due by April 30<sup>th</sup> of each year. Applications may be made in one of two ways: 1) Current ASA members may nominate a student for the award by filling out a nomination form through the ASA website; 2) Students may apply on their own without a nomination. For this application, students must fill out an online application, and include a letter of recommendation from a current professor.

### **4.4.2 Selection**

The ASA Secretariat will review nominations and present a first draft of rankings to the ASA Board for approval. The final draft of proposed winners will be sent to Royal Air Maroc to confirm eligibility and final selection.

### **4.4.3 Announcement**

The winners of the award will be notified by the ASA Secretariat by August 1<sup>st</sup> and the awards will be given at the Annual Meeting Awards Ceremony.

## **4.5 Paul Hair Prize**

The Paul Hair Prize honors Professor Paul Hair and awarded in odd-numbered years to recognize the best critical edition or translation into English of primary source materials on Africa published during the preceding two years (copyright date). The award was originally awarded by the Association for the Preservation and Publication of African Historical Sources (APPAHS). As of 2015, the award will be administered by the African Studies Association, as the APPAHS leadership now consists of the editors of *History in Africa*. It is announced at the African Studies Association Annual Meeting.

### **4.5.1 Administration of the Award**

The award was authorized by the ASA Board in 1990 and initiated in 1993. In 2005, David Henige provided an initial donation to permit a modest cash award of \$300 to accompany the prize. In the event that there are co-winners for an award/prize that carries a cash payment, the payment will be equally divided amongst the co-winners.

### **4.5.2 Eligibility**

Eligible for consideration are editions of primary source materials dealing with the history, literature, and other aspects of the cultures of Africa, whether in African or European languages, whether from oral or written traditions, and whether the text is published for the first time or in a new edition. Works edited by a single individual or jointly edited by more than one author are eligible for consideration. Anthologies with separate contributions by different authors, children's books, and straightforward texts are not eligible. The minimum length is 10,000 words, excluding the apparatus.

### **4.5.3 Selection**

Three copies of the nominated works should be sent to the Paul Hair Prize Committee, listed on the ASA website. Evaluation for the Paul Hair Text Prize is based on the importance of the text, the presentation of the text and the critical apparatus, and the utility of the work as a whole for scholars and teachers of Africa.

## **4.6 ASA Program Cover Art Prize**

The Cover Art Prize will be awarded to the artist whose submission best exemplifies and celebrates the Annual Meeting theme and is appropriate for the ASA Annual Meeting program cover. The prize includes:

- \* reproduction of the artwork as the cover of the Annual Meeting program and, if possible, the book bag
- \* a full-page biographical sketch of the artist on the inside cover of the program
- \* a \$500 award
- \* a unique memorial plaque presented at the Annual Meeting Awards Ceremony
- \* free registration to the Annual Meeting
- \* free access to a booth in the Exhibit Hall to display and sell prints of the cover and additional artwork of the artist's choosing

### **4.6.1 Eligibility**

The ASA Cover Art Prize shall be open to all living artists of Africa and the global African diaspora and artists of all heritages whose work directly addresses the theme of the Annual Meeting, over the age of 18 years from the announcement of the competition. The ASA Cover Art Prize is not open to work by deceased artists. The artwork must be suitable for 2D reproduction on the cover of the Annual Program; suitable art includes, but is not limited to painting, drawing, photography, collage, or other 2D artwork, such as photograph stills of a sculpture, installation, or performance. The artwork will be reproduced with additional information, including the title of the program theme, ASA logo, and the dates and place of the Annual Meeting.

### **4.6.2 Selection**

Submissions will be reviewed by the Cover Art Prize Committee, which shall have five members: the Executive Director of the ASA and four appointed members of the ASA who are also, preferably, members of the Art Council of the African Studies Association (ACASA). The ASA will invite nominations and self-nominations for the Cover Art Prize Committee every January. The ASA Prize Committee (Past President as Chair, President, and Vice President) will propose a slate of nominees to the Board for approval. Each approved member of the Cover Art Prize Committee shall be appointed for two-year staggered terms.

The Cover Art Prize Committee will review all submissions, which will be available online, and select one finalist and up to two alternatives for Board approval. The Committee shall judge all art anonymously. The ASA Board will review the final submissions during its spring meeting and approve the final choice. The winner shall be notified by email and announced online. The decision of the Board shall be final. The Board reserves the right to declare the contest deserted, to cancel it, or to disqualify any entry that does not conform to the guidelines.

#### **4.7 ASA Film Prize**

The prize is for an outstanding film, whether fiction or documentary, made in the preceding two calendar years by an African filmmaker. We are interested in innovative, probing, work that helps audiences think about social, political, economic, and cultural questions pertinent to the lives of Africans and dynamics on the African continent.

The award winner will be chosen by the ASA film prize committee and will be invited to the Annual Meeting to screen the winning film. The ASA will waive their registration fees. The award will cover roundtrip economy class airfare transportation and up to four nights accommodation at the Annual Meeting, along with per diem.

##### **4.7.1 Criteria for Submission**

The film must be made within the last two years of submission. By “made” we mean completed. The film can be in circulation in festivals, and/or in distribution. Filmmakers or distributors can nominate films. The director of the film should be African—an African national, though not necessarily residing on the continent. Filmmakers can submit at any stage in their career. The film must be feature length and with English subtitles, and films should be directed toward an audience that contains both specialists and generalists. Work in less commonly used African languages is encouraged.

##### **4.7.2. Committee**

The ASA Film Prize Committee will be selected by the ASA Board of Directors and overseen by the Past President or a board member so designated. The committee will consist of a chair and three members with relevant expertise in film and media studies. The inclusion of a filmmaker, preferably from the continent of Africa, is strongly encouraged.

### **5. Constituent Organization Awards or Prizes**

#### **5.1 Conover-Porter Award**

The Conover-Porter Award is presented in even-numbered years to the author of the outstanding published work in African bibliography and reference published during the previous two years. The award is administered by the Africana Librarians Council. It includes a cash prize of \$300. In the event that there are co-winners for an award/prize that carries a cash payment, the payment will be equally divided amongst the co-winners. Guidelines for submission can be accessed through the ASA website.

The Conover-Porter Award is named for two pioneers in the field of African studies librarianship: Helen F. Conover and Dorothy B. Porter, who enjoyed long careers at the Library of Congress and Howard University respectively.

## **5.2 Gretchen Walsh Book Donation Award**

The ASA makes funds available annually to assist organizations with shipping costs for book donations to libraries and schools in Africa. This grant program is administered by the Africana Librarians Council and is named in memory of Gretchen Walsh, Africana Librarian at Boston University for more than thirty years and a long-time member of the Africana Librarians Council and the ASA. The Committee generally provided grants in amounts from \$200 to \$1,000. The African Studies Association contributes \$1800 to the Gretchen Walsh Book Donation Award each year. Individual donations are also collected from ASA members to support the award.

## **5.3 Aidoo-Snyder Book Prize**

The Aidoo-Snyder Book Prize was established in 2004 by the Women's Caucus of the African Studies Association, and is awarded each year to an outstanding book that prioritizes African women's experiences. Named in honor of Ama Ata Aidoo, the celebrated Ghanaian novelist and short-story writer, and Margaret Snyder, the founding director of UNIFEM, this \$500 prize seeks to acknowledge the excellence of contemporary scholarship being produced by women about African women. The prize alternates every year, and alternates between scholarly and creative works.

## **IV. ORGANIZATIONS ASSOCIATED WITH ASA**

There are three types of organizations that are associated with the ASA: coordinate, affiliate, and allied.

### **1. Coordinate Organizations<sup>4</sup>**

Coordinate Organizations consist of those organizations that have a scholarly and professional interest in the continent of Africa as a whole and whose primary focus is facilitating the exchange of ideas, information and research findings on Africa. Coordinate Organizations are a means to build communities around specific areas or interests within the field of African Studies. They function as autonomous elements of the Association, bound by the Association's policies and procedures and legal status. Coordinate Organizations must maintain uniform and consistent by-laws outlining policies for administration, elections, and finances. A current copy of such bylaws must be on file with the Association. An updated list of organizations is available on the ASA website.

#### **1.1 Responsibilities**

At least 25 of the members of a Coordinate Organization must also be members of the ASA. A brief annual report must be submitted for the previous calendar year to the ASA Secretariat by September 30. Coordinate Organization chairs will be reminded by email to submit the form. Activities in which Coordinate Organizations may wish to engage that are not concerned with the exchange of ideas, information and research findings on Africa must be approved by the Board. Coordinate organizations should send a copy of their newsletters to the ASA Executive Director and should keep her informed of any other significant developments.

#### **1.2 Rights**

Coordinate Organizations will receive one panel without review each Annual Meeting. Coordinate organizations are welcome to submit other panels for review; if accepted those panels will be designated as Coordinate Organization panels. Links to Coordinate Organization webpages will be provided on the ASA website. Coordinate Organizations may use the ASA name as part of their organization's name. Coordinate Organizations may send a representative to meet with the Board at a designated time during the Annual Meeting.

#### **1.3 New Coordinate Organizations**

Organizations interested in applying to become an ASA coordinate organization must submit to the Executive Director an application including the purpose of the group. The Board of Directors reviews such applications during its biannual meetings.

#### **1.4 Coordinate Organization Annual Reports**

Coordinate organizations submit brief written annual reports to the ASA Board of Directors, updating the ASA on their activities. The reports are reviewed by the board at the Spring Board meeting.

#### **1.5 Financial Structure and Processes**

A detailed Operating Agreement will be signed between the Coordinate Organization and the African Studies Association outlining the legal and financial structure and processes.

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<sup>4</sup> Following a Board of Directors decision in 2010, the two categories of Associate Organizations and Sponsored Organizations were amalgamated into the category of Coordinate Organizations.

Coordinate Organizations shall not hold any financial accounts independent of the Association. The Coordinate Organization shall transfer all current funds to the Association upon establishment of a new Operating Agreement. The Association shall dedicate a class in its financial software for the Coordinate Organization.

The Coordinate Organization shall maintain control of expenditure decision-making, so long as all expenditures adhere to the Association's policies and procedures, and the normal legal standards for 501c3 non-profit Associations.

Within 10 days of the initiating an Operating Agreement the Coordinate Organization shall inform the Association of all individuals that have the right to authorize financial disbursements on behalf of the Coordinate Organization, in single or duplicate. All disbursements under \$100 can be authorized singularly and any transactions in excess of this amount require a duplicate signature.

When the Coordinate Organization wishes to disperse funds the Officer(s) must request disbursement by emailing [accounting@africanstudies.org](mailto:accounting@africanstudies.org), along with appropriate documentation such as receipts, invoices, etc. The check and/or wire will be processed on the Monday following the request; provided that all requirements for disbursement have been met. All documentation and categories of expenditure must adhere to normal legal and accounting standards for 501c3 non-profit Associations. The Association holds the right to refuse to execute a disbursement if it is in violation of the Association's policies and procedures, and the normal legal and accounting standards for 501c3 non-profit Associations.

The Association shall send quarterly reports of financial accounts to the Coordinate Organization. The Officers may request a current financial report at any time by emailing [accounting@africanstudies.org](mailto:accounting@africanstudies.org).

The annual external audit of the Association will include the audit of transactions conducted by the Coordinate Organization. The Association shall bear the financial cost of completing the annual audit. The Officers shall cooperate with the Association and its auditors and shall, upon request, deliver any financial and member documentation required by the Association to prepare for the audit.

The Coordinate Organization may use the Association's taxpayer ID for fundraising purposes and as per section 501c3 of the IRS regulation donations will be considered tax-deductible. The Coordinate Organization shall be subject to the same restrictions as the Association in raising funds, and must adhere to the Association's ethical guidelines, corporate fundraising policies, and normal legal standards for 501c3 non-profit Associations.

The Coordinate Organization may invest funds as part of the Association's investment portfolio. The Association shall employ professional services in managing the investment portfolio, but does not guarantee the performance of investments.

The Coordinate Organization shall be allowed to pull against earnings on their invested funds at any point in time without penalty or fees. The Association will value investments at market value at the time of a request to pull against the investment. The Association shall provide the Officers with quarterly investment reports. The Coordinate Organization acknowledges and accepts that quarterly reports may report a loss.

The Coordinate Organization shall not spend funds in excess of amount on deposit with the Association. The Coordinate Organization shall not participate in any lobbying activities in accordance with the requirements of maintaining the Association's 501c3 status.

## **1.6 Administrative Procedures**

The Coordinate Organization may request the Association to maintain online and/or offline mechanisms to manage membership and collect membership dues, donations, and other revenue for the Coordinate

Organization. The Coordinate Organization shall have the ability to request changes be made to the mechanisms at any time by emailing [loriann@africanstudies.org](mailto:loriann@africanstudies.org).

Membership of the Coordinate Organization shall be managed on a calendar-year basis.

The Coordinate Organization shall determine the amount of dues to be collected. Any change to the amount must be communicated by the Officers to the Association by December 1 of the year prior to when the changes should be implemented.

Members of the Coordinate Organization shall appoint leadership according to internal processes agreed upon by members of the Coordinate Organization. The Coordinate Organization shall inform the Association of appointed leaders, including any change in the Officers.

The Association shall not hold responsibility for transactions made by the Officers if changes were made and new Officers were not communicated to the Association.

### **1.7 Termination**

Coordinate Organizations and the ASA shall have the right to terminate their operating agreement, and the respective rights and obligations of the parties hereunder, by giving 30 days' written notice to the other party.

## **2. Affiliate Organizations**

Affiliate organizations consist of organizations that have a scholarly and professional interest in Africa and operate independently of the ASA. An updated list of organizations is available on the ASA website. Affiliate organizations are allocated free space for their business meeting at the ASA annual meeting (subject to availability). They may sponsor, subject to review, panels at the ASA Annual Meeting.

### **2.1 New Affiliate Organizations**

Organizations interested in applying to become an ASA affiliate organization must submit to the Executive Director an application including the purpose of the group. The Board of Directors reviews such applications during its biannual meetings.

### **2.2 Affiliate Organization Annual Reports**

Affiliate organizations submit brief written annual reports to the ASA Board of Directors, updating the ASA on their activities. The reports are reviewed by the board at the Spring Board meeting.

## **3. Allied Organizations**

The ASA is currently a member of five Allied organizations:

American Council of Learned Societies (ACLS)

National Humanities Alliance (NHA)

National Council of Area Studies Associations (NCASA)

Coalition for International Education (CIE)

Consortium of Social Science Associations (COSSA)



## V. THE ANNUAL MEETING

The Annual Meeting is a product of the efforts of the Secretariat and three committees: the Board's Annual Meeting Committee, the Local Arrangements Committee and the Program Committee.

### 1. The Secretariat

The ASA Secretariat is responsible for the overall planning and coordination of the Annual Meeting. It is responsible for sending out meeting-related announcements to the membership; providing letters of invitation to Africa-based participants; maintaining the online submission pages; facilitating participant pre-registration and registration; scheduling private receptions and exhibits; making available the preliminary and updated programs; printing the final program; managing the Annual Meeting onsite; making audiovisual arrangements for panel sessions; planning banquets; facilitating pre-conference workshops; making sure the Annual Meeting, Program and Local Arrangements committees meet their various deadlines; ensuring that all applicants have paid their pre-registration fees; ensuring that those who receive registration waivers are notified (these might include selected board sponsored panel participants, a combination of LAC members and panel participants, Program Committee members); scheduling all activities except for the panels and roundtables; ensuring that final reports are submitted in a timely fashion from the Program Committee Chair(s) and the Local Arrangement Committee (LAC) chair(s); and making sure that thank you letters are sent to the Program Committee and Local Arrangements committee members and copied to their deans.

The Secretariat convenes a meeting at each year's annual conference for present and future Program chairs and between present and future LAC chairs to exchange ideas, share experiences, address specific issues, and offer suggestions for the next annual meeting. The Secretariat also arranges a meeting with the LAC to start the planning process.

The Secretariat is responsible for providing the incoming program chair and AMC chair with archived information on past conferences, operating guidelines, and deadlines. The Secretariat also provides the LAC chair(s) with reports from past LAC chairs.

The Secretariat reminds ASA members and board committees of their deadlines. In particular, the Local Arrangements Committee (two panels), the Coordinate Organizations (one panel each), the *African Studies Review* (one workshop on publishing and the ASR Distinguished Lecturer), the Annual Meeting Committee (Special Lectures and Current Issues Plenary) and those submitting board sponsored panels, workshop and short course proposals, should be reminded of the March 15 deadline for submissions.

The Secretariat is responsible for hotel site visits and for the negotiation of hotel contracts once the Board has approved a site. The selection of sites must reflect the priorities of the membership and must be based on past attendance patterns at particular cities. The decision should also be based on popularity with our membership, cost, presence of an African diaspora, and other attractions.

The Secretariat ensures that after the Spring Board meeting, a letter is sent from the ASA President to the institution employing the Program Chair, urging them to provide release time and financing for administrative assistance, communication expenses, travel and other such program related costs.

The Secretariat designs the cover of the final program and chooses the image used for all Annual Meeting branding. The final cover design must be submitted to the ASA Board by **October 1** of the meeting year.

## 1.1 Annual Meeting Deadlines for Secretariat

Year -1, Before Spring Board Meeting	Organize LAC Info Session in Meeting Location	Secretariat/LAC
Year -1, Annual Meeting	CFP is published in the Annual Meeting Program	Secretariat
January	CFP is launched	Secretariat/Program Committee
January	Program Committee Chair training on review system	Secretariat/Program Committee
March 15	Deadline for ASA panel, paper, roundtable proposals, including most board sponsored roundtables and the ASR workshop	Secretariat/Program Committee
Before Spring Board Meeting	Program Committee Chairs meet with Secretariat in New Brunswick to schedule program	Secretariat/Program Committee
Before Spring Board Meeting	Program Committee Chairs sends Draft Program and Board-sponsorship recommendations to the AMC for consideration	Secretariat/AMC
June 10	ASA Secretariat posts preliminary program online	Secretariat/Program Committee
Sept. 30	Pre-Registration Deadline	Secretariat
Sept. 30	AfricaNow! Session Deadline	Secretariat/AMC
Sept. 30	Deadline to submit Final Program Content (for PC-Welcome Letters) LAC: official letters, LAC co-chair letters, LAC panel listing, LAC booth information, LAC sponsor list, local information, Dance Party Info, and LAC member listing	Secretariat/Program Committee/Local Arrangements Committee
July-November	Announcements every 10 to 14 days about special events, roundtables, awards when known, ASA Presidential Fellows, etc.	Secretariat
December	Annual meeting follow-up: Evaluations, Post photos and videos, award winners online, thank you letter to Program Committee member, letter to deans of PC members if requested; send thank you letter to LAC members	Secretariat

## 2. Annual Meeting Committee

The Annual Meeting Committee reviews the running of the annual meeting and recommends changes in the Annual Meeting policies as needed. It nominates chairs of the Program Committee and Local Arrangement Committee for future annual meetings for Board approval, and recommends sites for future Annual Meetings to the Board. It is responsible for organizing and approving Board sponsored roundtables and for approving

preconference workshops and short courses. The AMC is chaired by the Vice President and includes 4 other board members in addition to the Executive Director, who serves *ex officio*.

### 2.1 Annual Meeting Committee Chair

The ASA Vice President serves as the AMC chair and in conjunction with the Executive Director, serves as the liaison to the board. The Chair provides the ED and Executive Committee with minutes of all meetings. The ASA President and ED provide guidance to the incoming AMC chair on the duties of the AMC, including archived information on past conferences, operating guidelines, and deadlines.

### 2.2. Annual Meeting Committee Responsibilities

The AMC is responsible for identifying potential Local Arrangements Committee (LAC) Chairs and Program Chairs for future Annual Meetings for recommendation to the ASA Board. Nominations of these chairs are made to the board for approval at the Spring Board meeting, one and a half years before the meeting for which they will be responsible. The AMC chair will arrange an interest meeting in the host city to identify possible LAC Chairs before the Spring Board meeting. See section 5, Local Arrangements Committee for more details. The AMC organizes Board-sponsored panels and submits the nominations to the Spring Board meeting for approval. The AMC is responsible for making recommendations to the Board regarding site selection.

### 2.3 Deadlines for Annual Meeting Committee

Year -1, January	The AMC starts the process of nominating the following year’s chairs of Program Committee (PC) for final Board approval at Spring Board meeting	AMC
Year -1, Spring Board Meeting	Full Board reviews and approves nominations for chairs of PC and LAC	AMC
Year -1, September 1	Board Approves draft CFP and sub-theme chairs for publication	AMC/Program Committee
Before Spring Board Meeting	Program Committee Chairs sends Draft Program and Board-sponsorship recommendations to the AMC for consideration	Secretariat/AMC
Spring Board Meeting	Board approves draft Program, Board-sponsored panels, and Special Lecturers (Hormuud, ASR)	AMC/Program Committee
Spring Board Meeting	Recommend Board-sponsored panels for full Board approval	AMC
Sept. 30	AfricaNow! Session Deadline	Secretariat/AMC
Oct. 15	Deadline to decide on Current Issues Plenary	AMC

### 3. The Program Committee

The Program Committee (PC) is responsible for reviewing the Annual Meeting proposals in order to maintain the scholarly and professional quality and integrity of panels and roundtable sessions. There should be roughly between 10 and 15 Program Committee members and no more than 15, including the chair(s). Committee members can be responsible for multiple sections. Program Committee members must be current ASA members. Program Committee members receive complimentary Annual Meeting registration.

### **3.1 Program Chair(s)**

The Program Chair works in conjunction with the AMC and Board to develop a Program Theme. The chair selects section heads that form the Program Committee, and oversees the work of the Program Committee. The Program Chair(s) helps schedule the program; responds to ASA members with program related queries; proofreads the Preliminary Program and the Final Program; and provides support to the Local Arrangements Committee if requested.

The Program Chair submits to the AMC the Call for Proposals, Theme Statement, and Program Committee nominations on **July 1** for the following year. The Theme Statement should be no more than 1,000 words. The draft theme is finalized following input from the Board, which approves it by **August 1**. The Call for Proposals, Theme Statement, and names of the Program Committee are printed in the Final Program of the preceding Annual Meeting. The Program Chair selects the Section heads, who form the Program Committee (see 3.2). It may take some time to pull the committee together, so the chair should start the process as soon as he/she is appointed. The Program Chair(s) is responsible for providing the Secretariat with full contact information for each Section Chair's departmental chair or dean in order to allow the Secretariat to provide a letter of support and a thank you letter in a timely fashion.

For information purposes, the Program Chair(s) should include the Secretariat on all mass e-mail correspondence, e.g. to panel, roundtable and section chairs. The Secretariat convenes a meeting of future and present Program Committee and Annual Meeting Committee chairs at the Annual Meeting to enable them to exchange ideas and experiences. The Program Chair should be given access to the ASA's online archive of documents relating to past annual meetings as well as guidelines, deadlines, and Policies and Procedures relevant to the organization of the meeting. The Program Chair will submit two reports within 30 days of the close of the Annual Meeting. The first is the budget report (See 3.1.2). The second is a narrative report. Specifically it should include:

- the composition of the PC
- number of submissions and acceptances/rejections in each category: individual papers, preconstituted panels, roundtables
- total number of panels and roundtables at meeting broken down by section themes
- total number of participants
- origin of submissions by continent and country if possible
- notable patterns in submissions (by discipline, regional variation/country, etc.)
- what worked well, what not so well
- recommendations for future meetings

#### **3.1.1 Budget**

The ASA provides the Program Chair(s) with support that covers PC travel and accommodation to the board meeting and up to two planning/scheduling meetings; proofreading and editing of the program by a professional. These funds can be drawn on to supplement institutional support. The Program Chair(s) must submit a specific budget proposal to the Executive Director to receive approval to use available funds.

The ASA provides one standard hotel room during the conference and round-trip travel expenses to and from the hotel. The Program Chair is expected to arrive at the conference hotel within 24 hours after the ASA

secretariat opens its office at the conference hotel and remain through the last night of the conference.

Any questions regarding expenses should be brought to the attention of the ASA Executive Director.

Request for expense reimbursement can be made in three ways:

- 1) By submitting an invoice or check request in advance of incurring an expense.
- 2) By submitting an ASA Expense form along with receipts for expenses incurred.
- 3) By requesting that the Secretariat book flights and/or train tickets on behalf of Program Committee chair.

## **3.2 Section Chairs**

The Program Chair(s) selects a committee of roughly 15 Section Chairs, who assist with the Annual Meeting responsibilities. The section chairs are to be approved by the Board. The Program Chair selects the Section Chairs in consultation with the ASA Board of Directors. They should include representatives from the range of ASA constituencies, including the ASA coordinate organizations, and senior scholars who have a broad grasp and vision of Africanist scholarship. The committee should also reflect a broad range of disciplinary and regional concerns and it should also reflect the organization's demographics.

The Section chairs are responsible for the subthemes, which include both sections that reflect the overall meeting theme as well as perennial section themes, which should reflect the broad interests of the membership.

Section Chairs are encouraged to solicit sub-theme related panels from scholars, colleagues, practitioners and peers. Section chairs are also responsible for drafting a paragraph describing the types of proposals they are particularly interested in attracting. The subtheme paragraphs, which the Program Chair submits to the AMC by **July 1**, should engage the overall meeting Theme Statement. Section chairs are responsible for ranking the panels, recommending rejections of applications, forming panels out of individual paper submissions, and suggesting attendance rates and AV needs for panels. They may consult with relevant Coordinate Organizations if they are uncertain about attendance rates for various proposed panels.

## **3.3 Creating the Program**

### **3.3.1 Proposal Review and Acceptance**

The Program Committee is responsible for reviewing Annual Meeting proposals to ascertain the scholarly and professional quality of panel, roundtable, and paper submissions and for including a balanced selection of the accepted proposals in the Annual Meeting Final Program.

The Program Committee will consider proposals representing all fields and issues in African studies. To ensure adequate representation for panels, roundtables, and papers that address the Annual Meeting theme, such proposals will receive particular consideration. Locally specialized research and work that encompasses broad interconnections will be especially welcomed.

The Program Committee will review the panel, roundtable, and paper proposal abstracts for quality. A high quality proposal abstract includes a clear statement about the topic and its primary argument or conclusion; a clear statement about the originality and the distinctiveness of the topic's contribution to the issue or to the field; and an outline of the source material. Any proposal that does not meet the standards for quality will be declined.

After reviewing the proposal abstracts for quality, the Program Committee will rank the accepted proposals. The proposal ranking is the next step in determining whether an accepted proposal will be included in the Annual Meeting program. In preparing the Annual Meeting program, the Program Committee will seek overall balance

in the topics and the approaches proposed. Factors that will be considered include: current policy issues; disciplinary balance; interdisciplinarity; the timeliness of the topic; proposals based on recent professional engagement in the field or on primary vs. secondary research; proposals that are a result of the creation of linkages of African researchers, particularly those in Africa; the representation of regions, countries, and time periods (e.g., pre-colonial, colonial, and post-colonial and linkages between time periods); and the representation of senior, established, and emerging scholars and practitioners. A combination of the Program Committee's ranking and the considerations about balance outlined above will determine whether an accepted proposal is included in the Annual Meeting program.

The Program Committee should not modify pre-constituted panels/roundtables for acceptance other than in rare cases. In such cases it should do so with the permission of the panel/roundtable chair.

All proposals are due electronically by March 15, and, in order for a proposal to be reviewed, the submitter must also pay his/her annual meeting registration payment by March 15. The Program Committee will complete the review of all submitted proposals by the time of the Spring Board meeting. Conference participants will be informed of the decision to accept or reject proposals by mid-April.

Proposal submissions include:

*Board Sponsored Panels/Roundtables* – The Secretariat provides the Program Chairs and Annual Meeting Committee with the list of panel and roundtable requests for Board Sponsorship prior to the Spring Board Meeting. The Program Chairs and Annual Meeting Committee arrive at a consensus on the sessions that should be recommended to the Board for Board Sponsorship, and the list is provided to the Board for their consideration at the Spring Board Meeting. Sessions with a Board Sponsored designation are not counted towards participation rules.

*Coordinate Organization Panels/Roundtables* - ASA Coordinate Organizations may each submit one panel/roundtable that is not subject to Program Committee review. Co-ordinate organizations are further encouraged to organize others that are reviewed.

*Created Panels* - The Program Chair(s) organizes individual paper proposals into a set of coherent and creative panels that bring relevant scholarship and professional experience to the attention of ASA members, grouping leaders of opinion and innovators in new combinations, and rethinking seminal contributions to Africanist scholarship, ultimately providing intellectual excitement and stimulation to the Annual Meeting theme. The Program Chair(s) also designates the appropriate panel chairs and discussants.

*Local Arrangements Committee Panels/Roundtables* - The Local Arrangements Committee may submit up to four (4) sponsored panels/roundtables that are not subject to review.

*ASR Roundtable* - The *African Studies Review* organizes a roundtable on publishing that is not subject to review.

*Pre-Conference Workshops and Professional Development* – Proposals for such workshops and courses are solicited by the Board and Secretariat. They should be submitted in time for publication in the Preliminary Program.

### **3.3.2 Estimates of Panel/Roundtable Audience**

When reviewing the proposals, the Program Committee will estimate the size of the audience that each accepted panel or roundtable is expected to draw based on the sub-theme chairs' knowledge about the issues and the field. The Program Committee chair(s) will use these estimates to schedule the panels and roundtables into the appropriate room sizes.

### 3.3.3 Scheduling

The Program Chair(s) hold responsibility for scheduling the panels and roundtables of the Annual Meeting program. Using the assessment of the sub-theme chairs, the Program Chair(s) make the final call on which proposals are accepted. The Program Chair(s) then assign panels and roundtables to different session times and rooms based on the estimated popularity and audience size of each event. They may try to accommodate but cannot guarantee requests regarding specific session dates, times or meeting room assignments prior to completing the Preliminary Program, including for double or multiple related panels and/or roundtables. Program Chair(s) should inform Section Chairs about this policy in an initial communication, and as necessary, and Program Committee member should advise Annual Meeting participants about the policy whenever such requests are made.

The ASA Secretariat is responsible for scheduling the receptions, coordinate organization meetings and all other events not scheduled by the Program Committee.

### 3.3.4 Declined Proposals

Authors of proposals that have been declined are notified by email by the Program Chair(s).

### 3.3.5 Proofreading, Editing, and Posting of Program

The Secretariat is responsible for ensuring the proofreading, editing, and posting of the final and preliminary programs. The preliminary program should be approved by the Board by **June 1**, in time to post it on the ASA website on **June 10**. The Secretariat is responsible for informing proposers that the Preliminary Program has been posted so that they may check to see whether their proposal has been accepted and is accurately listed in the draft program. The Secretariat will be responsible for periodically updating the program in between the time the preliminary program is posted, and the final program goes to press. The final program should be ready to go to press by November 1.

### 3.3.6 Deadlines for Program Committee

Year -1, August 1	Program Committee Chairs submit draft CFP and list of program sub-theme chairs to Board for approval	Program Committee
Year -1, September 1	Board Approves draft CFP and sub-theme chairs for publication	AMC/Program Committee
January	CFP is launched	Secretariat/Program Committee
January	Program Committee Chair training on review system	Secretariat/Program Committee
March 15	Deadline for ASA panel, paper, roundtable proposals, including most board sponsored roundtables and the ASR workshop	Secretariat/Program Committee
Before Spring Board Meeting	Program Committee Chairs meet with Secretariat in New Brunswick to schedule program	Secretariat/Program Committee

Spring Board Meeting	Board approves draft Program, Board-sponsored panels, and Special Lecturers (Hormuud, ASR)	AMC/Program Committee
June 10	ASA Secretariat posts preliminary-program online	Secretariat/Program Committee
Sept. 30	Deadline to submit Final Program Content (for PC- Welcome Letters) LAC: official letters, LAC co-chair letters, LAC panel listing, LAC booth information, LAC sponsor list, local information, Dance Party Info, and LAC member listing	Secretariat/Program Committee/Local Arrangements Committee

#### 4. Featured Events

##### 4.1 Pre-conference Workshops and Professional Development

Proposals for pre-conference workshops and short courses need to be submitted by March 15 to be considered by the Program Committee and approved by the board at the spring board meeting. Workshops should be held at the meeting hotel when possible in order to increase participation in the annual meeting. Some workshops may be held off site. Pricing of the workshops and professional development sessions are determined with the input of the ASA Executive Director. The ASA requests that a portion of the ticket cost be returned to the Secretariat for administrative fees. The ASA Executive Director must also approve all promotional materials for the workshop.

##### 4.2 ASA Annual Report and Business Meeting

The President, Executive Director, and the Treasurer present reports; thank retiring members of the Board of Directors; welcome the new Vice President (President-elect), and new members of the Board; and present the slate for the next Board of Directors election. ASA Coordinate Organizations will also report on their activities and announce their awards and prizes. Members are welcome to attend to air their wishes and concerns.

##### 4.3 Welcome Reception

The Welcome Reception is the first major event of the Annual Meeting after the ASA Business Meeting. The Welcome Reception is open to all Annual Meeting registrants. Attendance is important, as this is the first opportunity members have to network and socialize. The incoming President at the meeting speaks at the reception.

General guidelines for planning the Welcome Reception include:

**Finalize Location:** While the Welcome Reception may be held at the meeting hotel, the LAC may suggest other location options that prove cost-effective.

**Food and Beverage:** Traditionally the Welcome Reception menu includes appetizers, soft drinks, beer/wine and/or a cash bar depending on budget. If using the meeting hotel, outside food and beverages will not be permitted. All food and beverage menus will need to be negotiated with the hotel banquets department. If using a location outside of the hotel food and beverage menus should be negotiated with the appropriate contact at the venue.

**Entertainment:** The Welcome Reception is largely an opportunity for ASA participants to meet and reacquaint themselves with colleagues and graduate students. Therefore, entertainment is not a necessity. However, previous committees have arranged for shorter performances (i.e. a special instrumentalist, special dancers, a small band.) All entertainment should be negotiated directly with the vendor.

**Audio Visual:** AV needs include microphones and a house sound system. Competitive bids should be sought from outside vendors to meet the AV needs for the event.

**Special Speakers:** Traditionally the ASA Board incoming president, local city official and a third optional person speak at the reception.

#### **4.5 African Studies Review Distinguished Lecture**

Each year the editors of the *African Studies Review*, in consultation with the ASA Board and Board committees and Local Arrangement Committee Co-Chairs, will invite a leading scholar active in or with ties to the local area to prepare an overview paper summarizing the state of knowledge and debates in a field or fields of crucial interest to Africanists. The scholar or scholars shall be designated by the time of the spring Board meeting.

The awardee shall be provided with complimentary registration for the Annual Meeting, a hotel room as necessary, and an honorarium of \$1,000 payable after completion of the Annual Meeting. The Secretariat will handle the finances and disbursement.

#### **4.6 Presidential Lecture**

Each year, the outgoing President of the African Studies Association gives a lecture on the state of African studies.

#### **4.7 Awards Ceremony**

The ASA Annual Awards Ceremony is held on the closing night of the conference, immediately preceding the ASA Dance Party. The Awards Ceremony celebrates and recognizes the achievements of scholars and academics. The ASA Annual Awards Ceremony honors the recipients of the following: ASA Presidential Fellows Program, CCNY Scholars, Paul Hair Prize\*, Graduate Student Paper Prize, Gretchen Walsh Book Donation Award, ASA Service Award, Bethwell A. Ogot Book Prize, Best Book Prize (formerly Melville J. Herskovits Book Prize), Distinguished Africanist Award, Royal Air Maroc-ASA Student Travel Award, Hormuud Lecture, and Conover-Porter Award\*\*.

\* The Paul Hair Prize is presented in odd-numbered years

\*\*Conover-Porter Award is presented in even-numbered years

#### **4.8 Special Presentations**

The Board may sponsor special lectures by Nobel Prize winners, ambassadors, State Department officials, and other dignitaries and high-profile individuals.

#### **4.9 Current Issues Plenary**

The Current Issues Plenary features issues that are topical, sometimes controversial, and of broad interest to the membership.

#### **4.10 ASA Board of Directors Sponsored Roundtables**

The AMC is responsible for organizing and approving Board sponsored roundtables. The Board has the discretion

to designate a limited number of special invitees to participate in Board-sponsored panels with a waived registration fee.

#### **4.11 ASA Board of Directors Sponsored Film Screenings**

The board appoints an individual, who is responsible for selecting films to be presented at the annual meeting.

#### **4.12 Past Presidents Reception/Dinner**

At each annual meeting, the outgoing Past President hosts a reception or dinner for past presidents of the Association, funded by the Association. The Secretariat is responsible for the arrangements of the event and for issuing invitations. These dinners should be paid for by the past presidents and may be held at a restaurant.

#### **4.13 Dance Party**

The Local Arrangements Committee organizes the dance party during the Annual Meeting. The party is held on the Saturday evening at the meeting hotel. A live band or DJ, entertainment, cocktails and hors d'oeuvres are typically provided. The LAC raises funds for the party and identifies a band.

General guidelines for planning the Dance Party include:

**Location:** The Dance Party has traditionally been held at the Annual Meeting hotel.

**Food and Beverage:** Traditionally the party menu includes appetizers and a cash bar. Outside food and beverages will not be permitted at the hotel. All food and beverage menus will need to be secured with the hotel banquets department.

**Audio Visual (AV) and other Equipment** Basic A/V and equipment, including speakers, microphones, lighting, stage, and dance floor will be provided by the ASA. Any instruments or specific sound equipment requested by the band is the responsibility of the LAC to provide in coordination with the band.

#### **4.2 Planning Meeting Events**

The ASA's budget must serve as a guide to planning the annual meeting. Extra expenses over \$3,000 require board approval, e.g., Exhibit Hall refreshments, receptions for graduate students, luncheons, receptions for particular groups. When ordering food or drinks, the numbers should reflect confirmed participants for events. Menu selections should reflect economic considerations.

Staff should pay their own meals at the hotel since they are getting per diem. If they are at a function where the meals are being provided for everyone, e.g., a board meeting, they should forfeit their per diem.

Unless the organization can sustain meals provided by the hotel for the board, alternative arrangements should be made for board meals.

Organizers of receptions and events not organized directly by the ASA should make their own arrangements with the hotel. In the event that the ASA cosponsors an event and incurs a bill, the other cosponsoring partner should be billed for their share within two weeks of the meeting.

Additional speakers, e.g., film commentators, must be approved by the Board.

Speakers who are being reimbursed by the ASA should pay their own incidentals.

The ASA should be mindful of hidden and additional fees in budgeting (security, cleaning, electricity, miscellaneous charges, service charges, taxes, etc.).

The hotel invoice should be gone through very carefully by the ED before it is approved. Old hotel invoices need to be saved for future reference and should be easily accessible.

## **5. Local Arrangements Committee**

The Local Arrangements Committee is responsible for fundraising, planning and coordination of local activities and events, and inviting key local constituents and guests.

The LAC chair convenes and coordinates the activities of the LAC. The LAC chair(s) is selected by the Annual Meeting Committee (AMC), which identifies potential chairs and submits their names to the Board for approval. The AMC Chair will arrange a meeting in the host city to gauge interest and to determine its nominees for Chair/Co-Chair. This meeting will be an informative meeting to introduce the responsibilities and privileges associated with serving as LAC Chair(s). The AMC will create a list of invitees using ASA membership data and personal knowledge of local individuals. This meeting should be held a month before the Spring Board Meeting in which the nominees for LAC Chair(s) will be presented. The Board approves the AMC nomination of LAC chair(s) at the Spring Board meeting of the previous year. The LAC chair(s) identifies potential members of the committee with the help of the AMC.

The Secretariat arranges a meeting of future and present Local Arrangements Committee Chairs at the Annual Meeting to enable LAC Chairs to exchange ideas and experiences. The Secretariat should arrange a meeting between itself and incoming chair of LAC and committee members. The Secretariat should also provide LAC committee chair with reports of previous LAC chairs and with guidelines.

The LAC works closely with the Secretariat, which is responsible for the overall planning and coordination of the Annual Meeting. The LAC also works with the ASA Board Annual Meeting Committee Chair, who is also the ASA Vice President, as well as the Program Committee Chair.

The ASA President will write to the institution employing the LAC Chair(s) urging that institution to provide the time and financing necessary. If desired, the ASA President will also write to the sponsoring institution to support the Local Arrangement Committee's request for funding.

### **5.1 LAC Privileges**

#### **5.1.1 Annual Meeting Initial Funds**

The LAC will receive initial funds from the ASA Secretariat to assist with start-up costs for organizing local events for the Annual Meeting. This will assist the LAC in covering early costs before fundraised amounts are available. For more details on the administration of this and other funds, see the section on Financial Processes below. Any funds that remain at the conclusion of the Annual Meeting will be reallocated to general operating funds of the ASA Secretariat and will be used at the Association's discretion to support future LACs.

#### **5.1.2 Exhibit Booths**

The LAC will receive two complimentary exhibit booths within the ASA exhibit booth space during the Annual Meeting. These booths are to be used for *noncommercial purposes only* and are encouraged to be used to showcase the various LAC college/university affiliations as well as local activities and events.

#### **5.1.3 Final Program LAC Complimentary Page**

The LAC will receive space in the Final Program to showcase contributors and outline event details.

#### **5.1.4 Sponsored Panels/Roundtables**

The LAC may organize up to four (4) sponsored panels/roundtables to be on the Annual Meeting program without review. The panel/roundtable submission deadline is **March 15**. The application should be submitted through the regular online process, indicating that the panel is LAC sponsored. The LAC is welcome to submit more than 4 panels or roundtables, but any additional panels or roundtables would be subject to review by the Program Committee. The LAC should consult the Program Chair for any panel/roundtable related questions. Participation on an LAC sponsored panel or roundtable will not count against program participation limits for individuals.

#### **5.1.5 Complimentary Annual Meeting Registration**

The LAC receives 10 complimentary Annual Meeting registrations, which can be divided between members and panelists on LAC sponsored panels. The LAC is responsible for paying pre-registration fees for any guests who are invited to participate in the Annual Meeting on behalf of the LAC, including panel and roundtable presenters and Welcome Reception attendees. Onsite one-day registration passes can be purchased for LAC guests who will not be attending the entire Annual Meeting and who are not included in the 10 LAC registration waivers. Please contact the ASA Secretariat with questions regarding LAC pre-registration requirements.

#### **5.1.6 Complimentary Parking Passes**

The LAC co-chairs will receive complimentary parking passes while onsite at the Annual Meeting. The number of passes depends on the concessions that the Secretariat receives from the meeting hotel.

#### **5.1.7 Complimentary Sleeping Rooms**

The LAC will receive two (2) complimentary rooms from the ASA room block for use during the Annual Meeting.

### **5.2 LAC Responsibilities**

It is recommended that the LAC divide the various responsibilities into sub-committees with respective sub-committee chairs to provide for balanced and productive work distribution.

#### **5.2.1 Advertisements**

The ASA Secretariat depends on the LAC to help source potential exhibitors and advertisers for the Final Program. These contacts may include restaurants, bookstores, African item stores, music stores, etc. The local Convention and Visitors Bureaus, Chambers of Commerce and Offices of Tourism may also offer advertising opportunities for the Annual Meeting Final Program and/or for the Exhibit Hall. All potential vendors should be directed to the ASA website for full details.

#### **5.2.2 Financial Tracking and Reporting**

The ASA Secretariat has an established bank account specifically for the Local Arrangements Committee at the ASA's primary bank. An initial \$500 will be provided in the LAC account as an opening balance. The arrangement will allow the LAC formally to fundraise under the ASA tax exemption and will allow LAC transactions to be tracked for in accordance with federal requirements for the ASA annual audit. Donation checks should be mailed to the Secretariat for deposit into the LAC account. If donors require a receipt of

donation, a note explaining the request should be included with the check for deposit. Donor requests for confirmation of tax-exempt status will be honored and processed upon receipt.

LAC expenses can be paid directly from the LAC checking account. The LAC Co-Chairs should request specific checks to be processed by the Secretariat. Requests for checks to be written from the Secretariat will require 7-10 business days for processing and must be accompanied by appropriate documentation (i.e., an invoice if the check is for a prepayment or a receipt if the check is a reimbursement of amounts already paid out of pocket.)

To ensure tax and audit compliance, it will be necessary for the ASA Secretariat to maintain an adequate paper trail of the activity in the LAC account. Given this, The LAC will be responsible for tracking, and submitting to the Secretariat:

- Proper back-up documentation for all donation checks
- Proper back-up documentation for all check requests
- A final financial report summarizing total revenues and expenses incurred by the LAC

### **5.2.3 Fundraising**

The LAC fundraises to support local events related to the Annual Meeting. Sponsors may include local colleges and universities, museums, vendors, and travel and tourism organizations as well as individual contributors and national or international university centers with an interest in Africa and/or the Annual Meeting program theme. The TIAA/CREF Social Choice Fund guidelines should be consulted when compiling the list of potential sponsors. A preliminary list of potential sponsors should be forwarded to the Secretariat for consultative review with the ASA Vice President and the Executive Director. The ASA Board determines the final list of potential sponsors. If requested by the LAC, letters can be sent to potential sponsors over the signature of the ASA Vice President. Donations made to the LAC are tax-exempt under the ASA's federal 501(c)(3) tax exempt status and a letter confirming this status can be made available to potential donors.

### **5.2.5 Letters of Proclamation/Welcome**

LACs may secure letters of proclamation/welcome from local and state representatives to commemorate the Annual Meeting.

### **5.2.6 Local Special Events**

Past LACs have organized local events, including city tours, and entertainment opportunities. These events may not conflict with key Annual Meeting events, i.e., the Business Meeting, the Welcome Reception, the Presidential Lecture and Awards Ceremony, the Hormuud Lecture, and the Dance Party. The LAC should work with the ASA Secretariat to schedule all events. It is also recommended that the LAC provide Annual Meeting participants with materials about local vendor, dining, entertainment, and educational offerings.

### **5.2.7 Media**

The LAC should seek to promote the ASA's Annual Meeting through local advertising opportunities. Local newspapers, radio stations and student publications are possible media outlets.

### **5.2.8 Participant Bags**

The LAC fundraises to provide participant bags, which include the Final Program, badges, advertisements, and information provided by the LAC concerning local special events and sightseeing. The LAC can provide suggestions as to the type of bag, but the Secretariat is responsible for deciding the imagery used on

the bag and for ordering it.

### 5.2.9 Photographer

The ASA would like to capture photos of the various Annual Meeting events, including the Welcome Reception, the Presidential Lecture and Awards Ceremony, the Hormuud Lecture, and the Dance Party. It is helpful if the LAC can source local undergraduate and graduate students to support this service.

### 5.2.10 Text for Preliminary and Final Programs

The LAC provides the text describing all planned activities and events for the Annual Meeting Preliminary and Final Programs. The text for the Preliminary Program is due **June 1**. The text for the Final Program is due **September 30**.

### 5.2.11 Preconference Workshops and Short Courses

The LAC works with the Outreach Council to support the Teachers' Workshop. (See 5.3 for more on workshops).

### 5.2.12 Volunteers

The ASA relies on the LAC to provide 4-5 volunteers per Annual Meeting day. Volunteers are usually local graduate and undergraduate students who are offered complimentary registration in exchange for their services in the following areas:

- Assembly of participant bags
- Exhibit Hall and Video Marketplace
- Onsite Logistics
- Registration Area

Specific responsibilities include coordinating the distribution and collection of participant evaluation forms and panel attendance forms, distributing guidelines to the panel chairs, distributing the programs for the major ASA events, and "concierge" responsibilities. Each volunteer is required to sign a contract for services provided.

### 5.2.13 Deadlines

Year -1, Before Spring Board Meeting	Organize LAC Info Session in Meeting Location	Secretariat/Local Arrangements Committee
March 15.	LAC finalizes list of LAC-sponsored sessions (4 waived sessions, plus any addl. sessions for review)	Local Arrangements Committee
June 1	Text for preliminary program	Local Arrangements Committee
Sept. 30	Deadline to submit Final Program Content (for PC- Welcome Letters) LAC: official letters, LAC co-chair letters, LAC panel listing, LAC booth information, LAC sponsor list, local information, Dance Party Info, and LAC member listing	Secretariat/Program Committee/Local Arrangements Committee
October 1	List of 4-5 Volunteers	Local Arrangements Committee
December 15	Expense Report and Narrative Report	Local Arrangements Committee

## 5.3 Workshops

The ASA will organize in conjunction with the Emerging Scholars Network (ESN) and other relevant stakeholders one workshop annually to be held at the ASA Annual Meeting, funds and location permitting. These workshops will alternate in content and draw on ASA members' expertise and generous volunteer mentorship to cultivate successful Emerging Scholars.

The ASA's Outreach Council hosts an annual Teachers' Workshop at the ASA Annual Meeting for local K-16 educators.

### 5.3.1 Emerging Scholar Workshops

In most odd years, the workshop will be the ASA Publishing Improvement Pipeline for Emerging Scholars (PIPES) workshop to improve the quality of journal submissions for Emerging Scholars and increase participation for emerging scholars in the review process. The PIPES workshop is an expansion of the PEASS Workshops previously organized by the *African Studies Review*.

In most even years, the workshop's aim will be professionalization focusing on a combination of "soft skills" and concrete take-aways entitled the Professionalization and Career Training (PACT) workshop. Workshops should include a variety of interactive formats with concrete take-aways such as a Resume/C.V. workshops, syllabi reviews, grant writing seminars, Podcasting/YouTubing workshops, and governmental advocacy when possible.

### 5.3.2 Workshop Logistics

Proposed workshops must follow the logistical guidelines outlined in 4.1 including pricing, promotion, and scheduling. When fundraising allows, the LAC will assist in financially supporting the ESN preconference workshops and the Teachers' Workshop. A preliminary budget for the ESN workshops must be reviewed and approved in advance. The Teachers' Workshop is organized and funded by the Outreach Council and its member institutions, with scheduling and promotional support from the Secretariat.

## 6. Guidelines for Applicants

### 6.1 Requirements For Submission

The pre-registration fee or the non-member pre-registration fee must be paid by May 15. Failure to do so will result in removal from the program.

### 6.2 Guidelines For Submitting Panel, Roundtable, and Paper Proposals

Each individual may make only one presentation on a panel or roundtable. Individuals may serve as a discussant or chair on a panel or roundtable in addition to making a presentation on a panel or roundtable. The only exception that can be made to this rule is in a board-sponsored panel or where a special topical panel was organized to respond to late breaking events AFTER the Call for Proposals has expired in March. The ASA could envision someone who had already committed to participate as a paper presenter in one panel being asked to join the topical panel, and they should not be penalized for this.

The Program Committee will review only complete proposals. All co-authors must be included at the time of submission. **All proposals must be submitted online.** The ASA is unable to accept proposals sent by email, hardcopy, or fax.

#### 6.2.1 Panel Proposals

A panel typically has a chair, three or four paper presenters, and a discussant. A panel proposal consists of the panel title, the panel abstract, and titles and abstracts for each paper presenter, including their contact information (institutional affiliation, email address, telephone number, and address). The panel abstract should consist of a statement about the topic and a brief summary of the main argument(s) to be explored (no more than 250 words). The quality of the panel abstracts is the main criterion for acceptance; a panel with a weak abstract or with two or more weak paper abstracts is unlikely to be accepted. All participants on a panel must be pre-registered before the panel proposal can be submitted, including the panel chair and discussant.

### **6.2.2 Paper Proposals**

The online Paper Proposal should be completed for each paper that is being proposed for individual submission, i.e., not as part of an original panel (see above for papers that are part of a pre-constituted panel). The paper abstract should consist of a statement about the topic, the nature and extent of the research on which the paper is based and a brief summary of the main argument(s) (a maximum of 200 words). The quality of the paper abstract is the main criterion for acceptance. The Program Committee will create panels from individual submissions with common themes and identify a panel chair and a discussant.

### **6.2.3 Roundtable Proposals**

A roundtable typically consists of a chair and three to five presenters. A roundtable proposal consists of a title, abstract, and the names of proposed roundtable participants, in addition to their institutional affiliation, email address, and telephone number. The roundtable abstract should consist of a statement about the topic and a brief summary of the main issues to be explored (approximately 250 words). The quality of the roundtable abstract is the main criterion for acceptance. All participants on a roundtable, including the chair, must be pre-registered before they can submit their proposal.

### **6.2.4 Discussants and Chairs**

We are always in need of scholars who are willing to serve as discussants and chairs. Applicants can indicate their willingness to serve in that capacity on the submission form. Applicants must be as specific as they can when listing areas of expertise so that the Program Committee can best take advantage of their expertise. A participant may be on **one** panel or roundtable in addition to serving as discussant or chair. Both Co-Chairs and Co-Discussants are allowed at the discretion of the Program Committee.

### **6.2.5 Indicating a Submission Category**

All proposals should designate the category/categories for which the proposal is most appropriate. There are two types of categories listed: those within the general program theme and general categories for proposals that are not specific to the conference theme. All proposals are reviewed by the Section Chair(s), who, together with the Program Chair, constitute the Program Committee.

### **6.2.6 Coordinate Organization Proposals**

ASA Coordinate Organizations may submit one proposal for a panel or roundtable to be accepted *without review* by the Program Committee. Coordinate organizations are encouraged to organize submission of additional panel or roundtable proposals that will be evaluated by the Program Committee along with other submissions. They will be indicated in the program as sponsored by the coordinate organization if they so wish. **All proposals must be submitted on or before the Call for Proposals deadline of March 15.**

**6.2.7 Local Arrangements Committee Roundtable/Panel Proposals** (See 5.1.4).

**6.2.8 Pre-Meeting Workshop or Short Course Proposals** (See 4.1 and 5.3).

### **6.2.9 Board Sponsored Panels (See 3.3.1 and 4.8 )**

### **6.2.10 African Studies Review Panel on Publishing (See 3.3.1)**

## **6.3 ASA Policy On Proposal Acceptances**

The Program Chair, working with the Program Committee, has final responsibility for accepting or declining Annual Meeting proposals in accordance with guidelines that have been established by the ASA Board of Directors. All paper proposals will be reviewed separately, whether they have been submitted individually or as part of a panel.

## **6.4 Notification**

Participants will be notified provisionally whether their proposals have been accepted or declined by mid-April. They will have until May 15 to pay their registration fee. If they do not pay their registration fee they cannot be listed in the preliminary program, which is published on the ASA website by June 10. Notification that the Preliminary Program has been posted to the website will be sent via email. We ask all panel and roundtable chairs to review the Preliminary Program and communicate any changes to the Secretariat and SSRN.

## **6.5 Africa Resident Requests to Pay Onsite**

Africa residents who experience difficulty in paying their pre-registration fees online may request to pay pre-registration onsite. Payment for membership dues cannot be made onsite at the Annual Meeting and must be paid in order to receive member benefits including the discounted member pre-registration rate. Member benefits will be active only after membership payment has been received and processed. The pre-registration rate will be based upon the membership status at the time of the request. All requests to pay pre-registration fees onsite from African residents are automatically granted upon receipt of the required information, which can be found, along with instructions for submission, at the ASA website. Other prospective participants who do not reside in the US may contact the Secretariat if they are unable to submit funds from overseas because of difficulties in obtaining foreign currency. Individuals submitting a proposal should submit their request **on or before May 15** to be considered. All requests will be reviewed and processed. Upon approval, individuals will receive a confirmation. Individuals from Africa who are not submitting a proposal and cannot pay the pre-registration fees online must submit their request on or **before September 30**.

## **6.6 Letters of Invitation**

The ASA will provide a Letter of Invitation to assist individuals in expediting visas and securing funding. A request for a Letter of Invitation can be made by completing the online request for a letter of invitation. If the attendee needs a letter of invitation, they should submit a request at the same time that they submit their paper/panel/roundtable proposal. The ASA will honor such requests until **September 30**.

## **6.7 Co-Authors Residing in Africa**

Co-authors who reside in Africa and who cannot attend the Annual Meeting are not required to pay pre-registration fees. Requests to waive payment for a non-attending Africa resident co-author will be granted upon receipt of written contact via email with "Non-Attending Africa-Resident Co-Author" in the subject line to the secretariat or via fax to the ASA Secretariat. Please include the co-author's full name, institution or affiliation name, and contact information. Requests to waive payment for a non-attending Africa resident co-author must be submitted on or before March 15.

## **6.8 Refund Policy**

Annual Meeting pre-registration fee refunds will only be processed for: 1) an individual whose proposal has been declined, and only upon written request; 2) an individual whose proposal has been accepted, and had requested a letter of invitation from the ASA, but has been denied a visa; proof of the denial must be provided.

Requests for refunds should be sent to [members@africanstudies.org](mailto:members@africanstudies.org).

If a presenter listed in the annual meeting program cannot attend due to a visa or immigration issue, the ASA will ensure their ability to present their work through another presentation format (Skype, video conference, or presentation by an onsite colleague).

Refunds for registration and membership will not be processed under any other circumstance.

### **6.9 Non-Attendance/Withdrawals**

Presenters should notify the Secretariat in writing as soon as possible if they are unable to attend the meeting. The information will be included in the Final Program or in the ASA Annual Meeting mobile app. Replacement presenters cannot be added after the Call for Proposals has closed.

### **6.10 Replacement Chairs**

If a person who is assigned as a Panel or Roundtable Chair cannot attend the Annual Meeting, the replacement chair will be selected from the other panel/roundtable presenters on the basis of alphabetical order by last name. Efforts will be made to contact the chair of the panel affected by a change when it is made.

### **6.11 Disability/Access Policy**

The African Studies Association is committed to ensuring it is inclusive, accessible and exceeds the Americans with Disabilities Act requirements at the Annual Meeting. ASA can make arrangements such as sign-language interpreters, sighted guides, and other disability-related access needs and services for meeting registrants. We cannot anticipate all needs, as everyone is different; therefore, we rely on direct communication with those who require accessibility assistance to be as appropriate and as efficient as possible.

### **6.12 Childcare**

Although the ASA is unable to provide childcare, the Secretariat should provide information on how to arrange childcare through the hotel or another means.

### **6.13 Audio Visual Equipment**

The ASA will make every effort to provide as much AV coverage as possible, given budgetary constraints, to meeting participants.

### **6.14 Paper Presenter Obligations**

Paper presenters are obligated to provide copies of their papers to the chair, other panelists, and the discussant two weeks in advance of the meeting.

### **6.15 No Show Policy**

Participation in the ASA Annual Meeting is a major commitment to one's colleagues, to the African Studies community, and to the Association. Individuals may be seriously inconvenienced and disappointed when they

attend sessions, only to find that persons they looked forward to hearing and seeing fail to appear. The Program Committee works hard to create a cohesive program and “no shows” detract from the success of the conference. “No shows” will be noted and their absence will have implications for future acceptance to participate in the program. Those with medical or other emergency situation are exempted.

## **7. Guidelines for Panel and Roundtable Chairs**

### **7.1 Prior to the Meeting**

Write to paper presenters in advance of the meeting to remind them of the time they are allotted for their presentation.

### **7.2 At the Panel**

At the panel, the chair should briefly introduce him/herself to each panel/roundtable member before their session if they have not done so already.

They should briefly introduce the panel/roundtable members to the audience. They may wish to go over their planned introduction with each panel/roundtable member before the session begins.

The chair should have the presenters proceed in the same order that they are listed in the program so that audience members can plan their attendance accordingly.

The chair should allocate equal amounts of time to each presenter, leaving adequate time for the discussant (if there is one), and for general discussion in the final segment of the session. Keep presenters on this schedule and notify them when they have only five minutes left for their presentation. If the chair is presenting a paper, they should have another panelist time their presentation.

The chair should field audience questions during the time allotted for discussion, making sure those questioners who might be difficult for the panelists or roundtable participants to spot are noticed, and that the discussion moves along.

The chair should conclude the panel/roundtable on time, and ensure that his/her group vacates the room at least 15 minutes before the next scheduled session.

### **7.3 Chair Absence**

If the assigned Panel or Roundtable Chair cannot attend the Annual Meeting, the replacement chair will be selected from the people who are already assigned to the panel or roundtable. The replacement selection will be based upon alphabetical order by the last name of the other panel/roundtable participants.

## **8. International Visitors**

### **8.1 Presidential Fellows Program (see Awards)**

## **VI. FINANCIAL MANAGEMENT, FUNDRAISING AND GRANT ADMINISTRATION<sup>5</sup>**

### **1. Accountability**

Accountability for fiscal matters is stated in the ASA Bylaws as follows (Article III, Section 10): ". . . The Executive Director shall have charge and custody of, and be responsible for, all the funds of the Corporation, under the supervision of the Treasurer, the President, and the Board of Directors. The Executive Director shall keep or cause to be kept and shall be responsible for the keeping of accurate and adequate records of the assets, liabilities, and transactions of the Corporation."

The Executive Director will provide to the Board of Directors a full set of financial statements, including a balance sheet and a comparative profit and loss statement, on a quarterly basis. The comparative P&L statement should include comparisons of actual performance to budgeted performance, as well as comparison to performance for the same period during the prior year.

The Executive Director and treasurer will be signatories on all ASA accounts, including investment accounts, bank accounts, and credit cards. No credit cards in the name of the Association should be issued in the name of any staff member other than the Executive Director and the Deputy Executive Director.

To ensure accountability, the Executive Director must:

- 1) Share the budgetary expenditure for January to December each year with the Finance Committee by February 15 of the following year.
- 2) Major budget lines shall be disaggregated on financial reports so the Board members have a clear idea of revenue and expenditure. An explanation sheet should accompany the budget.
- 3) Ensure the Treasurer is listed as a signatory on all bank accounts, and that she/he receive bank statements on a regular basis.
- 4) Seek approval from the Board of Directors to move funds from various budget lines should the Executive Director plan to exceed the approved budget by more than 10%.
- 5) Meet with the President and the Finance Committee in the month of January to assess the budgetary situation after the ASA Annual Meeting.
- 6) Ensure the Auditor presentation to the Board includes conclusions written in a layperson's language that all Board members from varying backgrounds can easily understand.
- 7) Ensure that the auditor provide clarity at the end of his/her presentation and ensure the accuracy of the financial statements, examine internal controls, and comment on the organization's ability to sustain itself financially for the foreseeable future.

### **2. Appropriateness of Donors/Funders**

Contacts for solicitation of individual or corporate gifts must be cleared in advance with the Executive Committee. The Executive Director will keep a record of contacts made and responses received. Should a question arise as to the suitability of the individual or corporation to be contacted, the Executive Director will consult the ASA President and the Chair of the Development Sub-committee. The TIAA/CREF Social Choice Fund guidelines should be consulted when compiling the list of potential donors.

### **3. Processes**

The following procedures are to be observed by all individuals and groups who solicit funds for any purpose using the name of the African Studies Association.

All written fund-raising proposals must be submitted in advance to the secretariat. Should the Executive

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<sup>5</sup> The following policy was adopted by the Board of Directors on May 19, 1991.

Director consider that a proposal is not in keeping with the mission of the Association, that it duplicates other fund-raising efforts, or that it for some other reason is inappropriate, s/he will circulate the proposal to the members of the Executive Committee and request a decision on the proposal's suitability. The proposal writer (PI) may be asked to revise or otherwise alter the proposal. Because adherence to deadlines is important in solicitation of funds, the review of proposals will be done in a timely fashion. Written proposals must be submitted under a cover letter signed by the Executive Director certifying that the ASA is accountable as the sponsoring organization.

All budgets for projects to be undertaken in the name of the Association (except Endowment requests) must include a figure for administrative overhead where permitted. Such a sum must not be less than 10 percent of the total grant requested unless administrative overhead is not permitted by the grantee. No portion of the administrative overhead shall be allocated to direct expenses associated with grant activities.

Responsibility for the financial administration of the grant lies with the Executive Director of the ASA. All other responsibilities and activities associated with projects funded in the name of the Association will be carried out at the home institution of the PI except as arranged with the Board and Secretariat. The Secretariat will reimburse expenditures or provide advances for services, supplies or other grant expenditures according to the budget figures provided in the grant proposal and approved by the funding agency. Funding agencies should be informed of these arrangements at the time proposals are submitted.

Narrative reports at the end of grant periods will be prepared by the PI. The Secretariat will provide final financial reports. Copies of both reports will remain in the permanent records of the Association.

#### **4. Endowment Policy**

A minimum of \$100,000 is required to establish a new endowment. Endowments should be established to cover a broad range of operations and activities which can be funded as investment income increases. Wherever possible, endowments should support the general operations of the ASA including prizes and awards, annual meetings, visiting fellows, and other key initiatives. The ASA will accept endowments in the form of cash, publicly traded securities, or insurance policy payouts.

Endowment spending will be limited to 5% of the total endowment per year. Endowment spending should never exceed the amount of accrued income in the endowment portfolio. If due to bad market conditions the endowment drops below the fair value of the original gift as of the gift date, the ASA Board may decide to allocate general operating funds to the programs being supported by the endowment.

Donations of any amount will be accepted to existing endowment funds.

## **VII. HOST INSTITUTION**

### **1. Relationship**

The ASA maintains its Executive Office at Rutgers and Rutgers serves as the host institution for ASA. This arrangement was in effect from January 1, 2008, through December 31, 2012. The arrangement was renewed in 2013 and is now in effect through December 31, 2018.

The ASA complies with all applicable Rutgers policies and procedures. The Executive Director reports periodically to an official designated by and on a schedule established by Rutgers. The administrative operations of the ASA Executive Office, located at Rutgers, act independently of Rutgers University. Rutgers maintains an account for the ASA Executive Office and all financial transactions are processed as interdepartmental transfers in accordance with Rutgers' standard accounting procedures. This does not, however, preclude the ASA from establishing and maintaining private accounts elsewhere for items not covered by the Agreement between the two institutions. The ASA is an independent professional Association.

### **2. Office Space and Equipment**

Rutgers provides the ASA with office space without charge. Rutgers also provides storage space without charge in a secure and accessible facility. Rutgers reserves the right to move the ASA as necessary to another suitable space of comparable quality and size at Rutgers' expense. Rutgers will provide the ASA with at least 90 days notice of such a move and will use reasonable efforts not to interfere with the business or operations of the ASA.

Any furniture or equipment provided by Rutgers is the property of Rutgers. Any furniture or equipment provided by the ASA is the property of ASA.

Telephone installations (other than the initial installation in connection with the original relocation only) and associated monthly fees are the responsibility of the ASA.

Electric and heat are the responsibility of Rutgers University.

Maintaining a high-speed network link from the ASA Executive Office to the Rutgers network will be the responsibility of Rutgers University.

Annual parking permits are the responsibility of the ASA and/or its staff.

Any supplies or services necessary above and beyond normal building maintenance and custodial care will be the responsibility of the ASA.

## VIII. ASA RECORDS AND ARCHIVES

### Document Destruction

The Document Retention and Archive Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a.* Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained on the ASA Dropbox (electronic files), in the ASA Secretariat Office files (financial and operational documents), and in the ASA Archives within the Herskovits Library at Northwestern University (annual meeting, publications, and board documents);
- b.* All other paper documents will be destroyed after three years;
- c.* All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- e.* No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

### Record Retention<sup>6</sup>

The following table\* indicates the minimum requirements and is provided as guidance to customize in determining your organization's document retention policy. Because statutes of limitations and state and government agency requirements vary from state to state, each organization should carefully consider its requirements and consult with legal counsel before adopting a Document Retention and Destruction Policy. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

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\* Adapted from National Council of Nonprofits.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Annual Meeting CFP Submissions	3 years
Annual Meeting Evaluations	3 years
Annual Meeting Registration Records	Permanently
Annual Meeting Programs (2 per year)	Permanently
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Board of Directors Meeting Materials	Permanently
Checks (for important payments and purchases)	Permanently
Grant and Fundraising Proposals	7 Years
Grant and Donation Contracts	Permanently
Endowment Records	Permanently
Mortgages, notes, and leases (expired)	7 years
Hotel Contracts	Permanently
Vendor Contracts (non-hotel, still in effect)	2 years beyond contract effective date
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Membership Database and Membership Records	Permanently
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years

Type of Document	Minimum Requirement
Personnel files (terminated employees)	7 years
Publications- ASR/HIA (2 copies of each issue)	Permanently
Publications- ASA Newsletter (electronic)	Permanently
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Northwestern University's Herskovits Library is the official repository of ASA's archives. As of 2012, papers from 1957-1980 are accessioned and accessible to researchers. Papers have been received from 1980 to the mid-1990s but have been unprocessed.

The Executive Director is charged with the maintenance of the archives and with maintaining appropriate security. Secretariat staff designated by the Executive Director, and current Board members have on-site access. All materials from the headquarters must be signed in and out in a log overseen by the Executive Director, and they must be read on-site, in a designated area. No materials may be altered in any way. Any additions, analysis, or comments deemed important by archive users must be made in the form of after-the-fact signed and dated commentary, which will be maintained in the archives and cross referenced to all pertinent materials.

ASA members and others with legitimate interest may acquire similar reading privileges, for specific days and times, by petitioning the Executive Director. Petitions must be formulated as a signed and dated letter, identifying specific archived materials the applicant wishes to read, explaining the reasons for the request, and indicating the uses to which their materials review will be used. Permission will be granted by the Executive Director and the ED should consult Board members in making the decision if necessary. Materials deemed sensitive by the Executive Director or Board members (such as personnel evaluations, financial statements, auditors' reports, documents of a legal nature, and documents whose contents might involve individuals' privacy rights), will not be available except under very limited circumstances, to be decided on a case-by-case basis. The Board has final authority over permissions decisions.

## **IX. RESOLUTIONS AND REFERENDA**

Board members initiate resolutions by alerting the President and Executive Director of their intent to bring an issue before the Board. A motion is then formulated, moved, and seconded, and a vote follows. A two-thirds majority on the board is required to carry the motion. All Board resolutions are posted on the web site and are printed in the subsequent issue of ASA News.

ASA members may propose resolutions for consideration by the Board. A petition, signed and dated by an ASA member, must be received by the Executive Director at least 60 days before the Fall or Spring Board meeting. The petition must provide adequate background information, explain the reason for the resolution, and clearly state the resolution, in a form that can be moved and seconded by Board members. The petition must also contain the signatures of 25 ASA members (with full names printed out and a date of signature). Following the procedure described above, the Board will consider the resolution at its next meeting.

Members who wish to present a resolution for consideration by the ASA membership at the annual Business Meeting may do so by following the same procedure. A signed and dated petition must be received by the Executive Director at least 60 days prior to the Business Meeting. After consultation with appropriate Board members, the Executive Director may decide to put it on the Business Meeting agenda. Or, if the resolution appears to demand consideration by the Board, it will be added to the agenda of the next general Board meeting. In either case, the petitioner will be informed in a letter or email from the Secretariat.

If the petition is scheduled for the Business Meeting, its author will concisely present it, and a brief discussion may follow, whereupon the petition will be restated in the form of a resolution to be moved and seconded, with a vote taken. A two-thirds majority of ASA members present will be required to pass the petition, with a minimum of 50 (fifty) ASA members required to constitute a quorum. All votes will be reported on the ASA web site and in ASA News.

### **RESOLUTIONS**

Board Resolution on Study of Africa After 9/11 2005  
Board Resolution on NSEP 2002  
Board Resolution on Public Information 2001  
Board Resolution on Sudan, Summer 1992  
Board Resolution on South Africa, May 19, 1991  
Board Resolution on the CIA, April 28, 1990  
Board Resolution on Academic Freedom, November 23, 1987  
Relationship of the Board to Constituent Groups of ASA, November 23, 1987  
Board Resolution on Reimbursements for Editors, November 19, 1987  
Board Resolution on Board Member Absences, May 10, 1986  
Board Resolution on Absences, November 23, 1985  
Board Resolution on Committees, October 25, 1984  
Board Resolution on the DIA, April 2-3, 1982  
Motion by William Foltz passed at the Annual Business Meeting, October 16, 1980  
Board Resolution, April 6-7, 1979  
ASA Policy on Political Positions, 1977  
Business Meeting Resolution on South Africa, November 5, 1976  
Business Meeting Resolution on Mozambique and Rhodesia, November 5, 1976  
Board Resolution on Intelligence Operations, April 2-3, 1976  
Business Meeting Resolution on Angola, October 31, 1975  
Business Meeting Resolutions on Southern Africa, November 1, 1974  
Quantitative Data Collection, October 30, 1974

Board Resolution on Nepotism, April 12-13, 1974  
Business Meeting Resolutions, November 2, 1973  
Resolution by the Board on Racial Quotas, April 10-11, 1970

## **X. CHANGES TO BYLAWS**

Bylaw changes require a referendum of the ASA membership. Whenever a referendum comes before the membership, members will be able to log onto the ASA web site, using their confidential membership code. Every referendum's beginning and ending date will be clearly indicated on the web site. Access to the web site voting area will terminate at 12 PM of the stated ending date.

An online referendum vote on any question pertaining to the organization or business of the ASA, or to the removal of officers or Directors, or to the amendment of the Bylaws, or to challenge any action taken by the Board of Directors or by the Membership at any annual business or special meeting, shall be held at the request of a majority of the Board of Directors or whenever 100 Members, or 15% of the Members, whichever is smaller, file a petition with the Executive Director of the Association requesting that such a vote be held. In such an event, the referendum vote shall be conducted in the following manner: an online ballot stating in reasonably clear and simple language, the question, or questions, to be voted, the date on or before which it must be voted, and the manner in which ballots shall be counted. The link to the ballots shall be emailed to the Members at least twenty (20) days before the deadline for the vote. The Executive Director shall, within three (3) days after the verification of the outcome, certify to the Board of Directors and give written notice to the Members at the next general emailing of the detailed count and result of said referendum and the same shall be entered in the Minutes and records of the ASA. Except as otherwise provided by the law or by these Bylaws, a majority of the votes cast shall determine the question involved. No online vote by mail ballot shall be valid and binding unless at least twenty (20) percent of the eligible members return their ballots prior to the return date.

## **XI. ELECTIONS**

*(See also Bylaws Article 2, Sections 8 and 9; P&P 2.6.7 Elections Committee, 3.1.2 Nominations)*

### **1. Candidates**

Candidates should send their statements to the Secretariat before **March 1**.

The statement should not exceed 500 words not counting the candidate's name, email address, mailing address, telephone number where they can be reached when election results are tabulated, and institutional affiliation. Ideally it should provide biographical and professional background, skills, academic interests, and networks, as well as a description of how they would promote the ASA mission statement. It may also discuss involvement with Africa and the ASA and what it has meant to them.

Candidacy statements will appear online when the electronic ballot process becomes available **April 1**. A disclaimer should be made online saying that the ASA does not take legal responsibility for the contents of the candidacy statements.

### **2. Voter Eligibility**

All current ASA members will be eligible to vote and will receive an email message announcing the election once the online process has been activated. Votes must be cast on or before **May 15**.

### **3. Electoral Process**

The African Studies Association employs Simply Voting LLC to administer electronic elections for the ASA.

The Executive Director should check to make sure the complete list of individuals is on the electronic ballot and that their institutional information is correct.

A starting and cutoff time and date should be determined in advance before and after which no further changes or updates may be made to the voting system. The voting system will automatically close at 11:59pm on 15 May each year, ensuring no late ballots may be cast.

There should be a backup plan in case the present system fails, e.g., a trigger which sends all ballots to a designated email account.

An excel sheet will be downloaded and mailed to the Board of Directors with the results.

### **5. Notification of Results**

Candidates will be notified of the results by telephone within 24 hours after the ballot count has been completed and the president has been contacted. The election results will also be communicated to each candidate via e-mail. The board will also be notified.

Candidates can request the specific count.

The Executive Director will convey the election results to the ASA President immediately following the election deadline.

Once all the candidates and board have been notified, the new board members will be announced by email to

the entire ASA mailing list within 2 weeks of the election. The results will also be posted to the ASA website.

## 6. Challenges to the Election Results

Challenges to the election results must be addressed to the President in writing by a candidate within sixty (60) days after the announcement. Challenges will be reviewed within thirty (30) days of filing by the Executive Committee, in consultation with the ASA's legal counsel.

### DEADLINES

<b>March 1</b>	Candidates send their statements to the ASA Secretariat
<b>April 1</b>	Candidacy statements available online and via email
<b>May 15</b>	Deadline to cast votes online
<b>May 16</b>	Candidates informed of vote within 24 hours
<b>June 1</b>	Membership notified of vote outcome
<b>September 1</b>	Deadline for challenges to elections results
<b>October 1</b>	Deadline for responding to challenges to election results

## **XII. PUBLICATIONS**

### **1. Publications Committee Composition**

The Publications Committee is chaired by an ASA Board Member. The composition of the committee consists of three members of the ASA Board of Directors who are voting members; as well as several nonvoting members, including the executive director of the ASA secretariat; editor or editors of the *African Studies Review*; the editor or editors of *History in Africa*; and a liaison from the Africana Librarians' Council.

The incoming President of the ASA Board of Directors appoints the voting members of the Publications Committee. Individual Board members have an opportunity to indicate their committee preferences or special skills by writing to the incoming President prior to the selection process but the incoming President makes the decision.

### **2. Mandate of Publications Committee**

The mandate of the Publications Committee is to oversee publications and African Studies Association Press Activities. The Publications Committee has responsibility for recommending Board policy for the ASA's publications program. This includes overseeing the process of appointing editors who will develop highest quality content; monitoring the financial and intellectual health of the publications program; and providing strategic direction for the Executive Director.

These responsibilities and derivative activities include, but are not limited to:

#### **2.1 Oversight of Publications**

- The creation of a selection committee and the submission of evaluation criteria for the selection of incoming editors for the *African Studies Review* and *History in Africa*, along with the rest of the Board of Directors, especially current, past and incoming presidents.
- Consultation with the editors regarding the selection of an editorial board for each journal. Recommend to the Board the appointment of each journal's editorial board over which the Board should have final authority.
- The annual submission of reports to the Publications Committee and the ASA Board of Directors by the editors of ASR and HIA.
- The organization of an annual workshop at the ASA Annual Meeting with the ASA journal editors and other journals editors, if appropriate, on how to get published.
- Liaise with book publishers regarding the book exhibit at the annual meetings.
- The Publications committee meets with the editors of the two journals at the Fall meeting. The President of the Association, the Executive Director, and/or the chair of the Publications Committee should also try to meet with the ASR Editorial Board at the Fall meeting. The editors may deliver a report via video or phone conference at the spring meeting.
- The Executive Director of the ASA; the Chair of the ASA Publications Committee and the editors of ASR host a meeting of the ASR editorial Board at the Fall meeting with the cost capped at \$300 unless otherwise approved by the Executive Director.
- Other issues that fall under the mandate of the committee include policies on plagiarism, electronic versus hard copies of publications, and quality of printing.
- Defining policies and procedures to sustain the scholarly content of the ASA's publications at the highest level.
- Ensure that the Secretariat and the Board are responsive to the journal editors.
- The ASA provides financial support to the ASR for the State of the Discipline articles by approving the selection of a distinguished speaker to present a lecture on the State of the Discipline at the annual meetings, and then to submit this in article form for review and publication in the ASR if accepted.

## **2.2 Fiscal Oversight**

- Regular consultation with the secretariat regarding the quality of the journals and the revenue stream derived from their electronic and print publication.
- Oversight of the ASA republication policy, which is to be enforced by the secretariat.
- Defining policies and procedures to sustain the fiscal vitality of the ASA's publications

## **2.3 Selection of ASR and HIA Editors**

The editors of ASR and HIA are nominated by the Publications Committee and approved by the Board of Directors. They serve four-year terms, which are renewable.

### **2.3.1 African Studies Review**

Starting in January of the year prior to the end of the term, there should be an open solicitation of interest with national and international advertising for approximately 2-3 months. Interested parties must put together a proposal, offering a vision for the journal, a list of potential board members, an editorial team, including a book review editor, who exhibit breadth and balance in African Studies as well as editorial and administrative experience. The proposal should indicate institutional support for time off, graduate or undergraduate student assistants, financial support including in kind support for equipment, space, etc.). Publication committee members should organize and conduct face to face or telephone interviews with the prospective editor(s) or current editor(s) seeking renewal. The Publications Committee will nominate a team to be approved at the Spring Board meeting or before. The duties of the new or renewed editorial team will begin in August.

### **2.3.2. History in Africa**

*History in Africa* is published once a year. There is an editorial team, with one of the editors serving as Managing Editor.<sup>7</sup> HiA also has an Editorial Board. At the time of this writing, the terms of the HiA Editors (including the Managing Editor) and Editorial Board are not fixed. The processes of selecting a new Managing Editor or new HiA editorial team, and/or confirming or approving changes to the existing team (or Editorial Board), are the same as the processes by which the ASA Board governs the ASR editorial team.

## **2.4 The Executive Director (See 1.1.6 Publications)**

## **2.5. Review of Editors**

Editors of both HIA and ASR will present written reports at the ASA Board meetings on manuscript submissions, acceptances, downloads, disciplinary spread of submitted and published articles, author characteristics, etc. These reports constitute the basis for the ASA Board's annual review of each journal, for discussing each journal's progress, and for offering to feedback to the editors.

## **3. ASA News**

The *ASA News* is a vital part of our communication with our membership to keep them informed and interested in the organization. It is a tri-annual electronic publication that informs our membership of matters, including:

- Executive Director's annual report
- Board composition and committee makeup; Board initiatives, presidential letters, resolutions taken by the Board the candidate statements;
- Secretariat contact info; new initiatives of the Secretariat; changes in personnel; features on personnel;

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<sup>7</sup> The current term began in 2010.

- Features of the upcoming annual meeting and highlights of past meeting; the call for proposals for an upcoming meeting; Program Committee section heads and themes; Local Arrangement Committee names;
- Award deadlines, criteria and committee composition; features on awardees after the awards have been granted;
- Candidates for election for ASA board and their statements; winners of election;
- Special features
- ASA members in the news;
- Discussions of contentious or current issues regarding higher education and Africa;
- Letters from members;
- Calls for proposals for new editors of ASA journals;
- Grant opportunities, employment opportunities, calls for proposals for Africa-related conferences;
- New members, donors;
- ASA membership and meeting registration forms; applications for coordinate organization meetings; ads for exhibit space at annual meeting
- Obituaries of ASA members

### **XIII. ADVOCACY POLICY**

The ASA engages in advocacy to raise general awareness about the field of African Studies, to ensure the continued funding and support of African Studies within institutes of Higher Education, and to address ethical, academic freedom, and human rights issues relevant to the field.

The ASA achieves its advocacy agenda through the issuance of position statements and letters to officials, participation in coalitions such as ACLS and the Council for International Education, and outreach to media.

The ASA core advocacy agenda is defined through the following:

- 1) The “Ethical Conduct Guidelines” adopted by the Board of Directors on June 23, 2015
- 2) The ASA Policy Statement Concerning Academic Freedom
- 3) The ASA Policy Statement Concerning Human Rights

The ASA will advocate and release formal statements only on issues that directly relate to one of these three policies and which are directly relevant to the field of African Studies.

The decision to issue advocacy statements will be at the discretion of the ASA Board, represented by the ASA Executive Committee when the Board is unable to convene. The ASA Secretariat may also draft policy statements from time to time and bring these to the Board for approval by electronic vote. In order to ensure the timely response to emerging issues, all advocacy statements will be approved via an email vote with non-response within the 48-hour window considered to be consent with the issuance of the statement.

Requests for the ASA to engage in advocacy can be generated by ASA members for consideration by the Association’s leadership. All requests for advocacy should be sent to the ASA Executive Director who will coordinate with the Board of Directors to evaluate the potential for advocacy. Moreover, the ASA by-laws allow for members to bring a specific issue to vote by the full ASA membership by presenting a petition signed by 100 ASA members in support of an issue.

### **XIV. NOMINATIONS OF OFFICERS**

*(See also Elections)*

#### **1. Composition**

The Nominating Committee is chaired by the Vice President and is made up of six members. It includes three Board members and three non-Board members.

#### **2. Selection of Non-Board members**

Immediately after the Fall Board meeting, the board members of the Nominating Committee identify three non-board members and an appropriate number of alternates for membership on the committee, with due attention to the diversity of the membership. The committee informs the board of the list of nominees in case there are concerns. The committee then contacts the ranked nominees to determine their availability. The Nominating Committee then asks the board to approve the addition of the additional three members to the committee. The non-board members serve for one-year terms.

#### **3. Nomination Process**

The Vice President informs all committee members of the procedures to be followed and provides them with a copy of the ASA Bylaws and Policies and Procedures. The VP reminds the committee of the importance of not only seeking leaders in a variety of fields, but of also maintaining diversity through the nomination process in order to reflect the composition of the membership and the wide variety of constituencies, disciplines, and

other concerns that make up the ASA. They should consider also a variety of skill sets different members might bring to the board (e.g., experience in grant writing, fundraising, media work, or working with a budget; financial, administrative, technological, and other such skills). The VP candidates should have served on the board in the past, which ensures that candidates understand the depth of the three-year commitment constituted by winning the election for Vice President, and possess some valuable prior experience.

A call for self-nominations for the Board will be issued by February 1<sup>st</sup> with a deadline to respond by the last day in February. The self-nominations should be used by the committee to assist with developing the slate, although candidates who did not self-nominate may be considered and placed on the slate at the discretion of the committee.

The committee is responsible for nominating 2 candidates for Vice President and 6 candidates for the 3 board positions that become vacant each year. Each Nominating Committee member will identify 2-4 prospective candidates for VP and 6-8 prospective candidates for the Board of Directors. Each Nominating Committee member should consult the ASA Member Directory and previous lists of suggested candidates considered by prior Nominations Committees. They should also consult the membership in the process. While the bulk of the deliberation between committee members will be by email, the chair may feel that a teleconference call is warranted in order to finalize a recommended slate. The ranked list of possible candidates should be submitted for Board approval before potential candidates are approached.

The Nominating Committee will contact the prospective candidates in ranked order by category (field, diversity, etc.) until six prospective candidates who are willing to run for election are identified. Prospective candidates should provide the Executive Director with written confirmation of their willingness to stand for the elections and a CV for the Committee to consider formally. The Nominating Committee will recommend the slate to the Board of Directors for approval at the Spring Board meeting. The approved slate will be announced at the ASA Business Meeting.

The Executive Director informs candidates of their selection as nominees who will stand for election. At that time they are requested to submit a biography and a statement of candidacy, in which they concisely state their qualifications, experience, expertise, and goals as potential board members. (Examples of the previous year's statements should be provided.) These materials must be sent to the Executive Director on or before March 1.

#### XV. LICENSING POLICY<sup>8</sup>

The ASA name may be used on products to be sold, provided that all designs and contracts are approved in advance by the secretariat and that 30 percent of net or 15 percent of gross proceeds are returned to the ASA.

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<sup>8</sup> Board adopted this policy May 8, 1992.

## **AFRICAN STUDIES ASSOCIATION BYLAWS**

Passed in 1994, Amended in 2007

### **ARTICLE I. Members**

Section 1. Members and Qualifications. The Corporation shall consist of no less than 100 members. There shall be two categories of membership in the Corporation: Regular Member and Special Member. Any person who is interested in African Studies may become a Member of the Corporation upon application and payment of dues. The category of Special Member shall include full-time student, unemployed, or retired members and any other groupings of special membership as the Board of Directors shall from time to time authorize. A Special Member of the Corporation shall enjoy full privileges of a Member of the Corporation upon application and payment of dues; however, the term of a student special membership shall not exceed five years. Unless otherwise stated, the term "Member" as used in these Bylaws shall mean Regular Members and Special Members of the corporation. Members shall have the right to vote for officers and Directors of the Corporation and on such other matters as are presented to the membership. Members shall receive such periodicals and notices as the Corporation shall from time to time distribute.

Section 2. Annual Business Meeting. There shall be an annual business meeting of the Members, which shall be held each calendar year at a time and place designated by the Board of Directors. Such annual business meeting shall be a general meeting open for the transaction of any business within the powers of the Corporation without special notice of such business except in any case where special notice is required by law, by the Certificate of Incorporation, or by these Bylaws. At the annual business meeting, the results of the election by the members made in accordance with the procedures outlined in ARTICLE II, Section 8, and ARTICLE III, Section 2, shall be announced to the members at large and the newly elected members of the Board of Directors shall accede to their offices and the new President and newly elected Vice-President shall formally accede to their offices.

Section 3. Special Meetings. Special Meetings of the Members shall be called at any time by the Executive Secretary of the Corporation upon the request of the President or of no less than one-quarter of the Members or upon resolution of the Board of Directors.

Section 4. Place of Meetings. All meetings of the Members shall be held at such places within or without the State of Delaware as shall be specified in the respective notices of such meeting or waivers thereof.

Section 5. Notice of Meetings. Notice of every annual business meeting of the Members shall be served personally or by mail on each Member not less than ten (10) days before the meeting. Notice of special meetings shall be given, as aforesaid, not more than sixty (60) nor less than ten (10) days before the meeting. Such notice shall state the purpose or purposes for which the meeting is called and the time when and the place where it is to be held. If mailed, such notice shall be directed to each Member at his or her last known address as it appears on the books or records of the Corporation. Notice of the time, or purpose of any meeting need not be given to any Member who attends such meeting or to any Member, who in writing, executed and filed with the records of the Corporation, either before or after the holding of such meeting, waives such notice.

Section 6. Quorum. At all meetings of the Members the presence in person or by proxy of one-fifth, i.e. 20%, of the Members shall be necessary and sufficient to constitute a quorum and, except as otherwise provided by law or by the Bylaws, the act of a majority of the Members present shall be the act of the Members. No proxy may be voted at any such meeting unless it has been validated by the Secretary of the Corporation at least seven (7) days prior to the meeting.

Section 7. Compensation. The Board of Directors may authorize reimbursement for expenses incurred by Members in connection with the performance of their duties, provided, however, that nothing herein contained

shall be construed to preclude any Member from serving the Corporation in any other capacity or receiving compensation for such services.

Section 8. Dues and Termination of Membership. Members may be required to pay such membership fees and dues as may be fixed by the Board of Directors from time to time. Membership in the Corporation is for the calendar year. If a Member does not pay his or her dues within six (6) months after such Member is billed, that membership shall be automatically terminated at the expiration of said period. Any membership so terminated may be reinstated by the Member at any time upon payment of his or her dues for the current year only.

Section 9. Mail Vote. A referendum vote by mail on any question pertaining to the organization or business of the Corporation, or to the removal of officers or Directors, or to the amendment of the Bylaws, or to challenge any action taken by the Board of Directors or by the Membership at any annual business or special meeting, shall be held (i) at the request of a majority of the Board of Directors or (ii) whenever 100 Members, or 15% of the Members, whichever is smaller, file a petition with the Executive Secretary of the Corporation requesting that such a vote be held. In such an event, the referendum vote shall be conducted in the following manner: a ballot stating in reasonably clear and simple language, the question, or questions, to be voted, the date on or before which it must be returned (the "return date"), and the date, time, and place at which ballots shall be counted, shall be mailed by the Executive Secretary to every Member of the Corporation, at his or her address as shown on the most recent records of the Corporation, within the time provided by vote of the Board of Directors, or within thirty (30) days after said vote if no time is provided, (if the proposal for such mail ballot or referendum should have been initiated by the Board of Directors) or, within thirty (30) days after receipt of the petition by the Executive Secretary (if such mail ballot or referendum should have been initiated by petition of the Members). The ballots shall be mailed to the Members at least twenty (20) days before the return date indicated in said mail ballot. Within two (2) days after the said return date and at the principal place of business of the Corporation, the Executive Secretary shall publicly open and count the ballots and the results of said referendum shall be immediately in full force and effect. The Executive Secretary shall, within three (3) days thereafter, certify to the Board of Directors and give written notice to the Members at the next general mailing of the detailed count and result of said referendum and the same shall be entered in the Minutes and records of the Corporation. Except as otherwise provided by the law or by these Bylaws, a majority of the votes cast shall determine the question involved, provided, however, that no vote by mail ballot shall be valid and binding unless at least twenty (20) percent of the eligible Members return their ballots prior to the return date.

Notwithstanding any provisions herein to the contrary, any action taken by the mail vote of the Membership, as provided herein, may be rescinded or modified only by another mail vote of the membership by a majority of the votes cast.

## **ARTICLE II. Board of Directors**

Section 1. Management. Subject to the other provisions of these Bylaws, the affairs and the property of the Corporation shall be managed by the Board of Directors (hereinafter sometimes referred to as the Board).

Section 2. Annual Board Meeting. The Board of Directors shall meet annually for the transaction of such business as shall properly come before it. Normally, the Board of Directors will meet preceding and subsequent to the annual business meeting, and as necessary, between annual business meetings. Such annual meetings of the Board shall be general meetings and open for the transaction of any business within the powers of the Board without special notice of such business except in any case where special notice is required by law, by the Certificate of Incorporation, or by these Bylaws. At the Annual Board Meeting, the Board of Directors shall appoint the new members of the Executive Committee, the Nominating Committee and any other committees to serve until the next following Annual Board Meeting.

Section 3. Special Meetings. Special meetings of the Board shall be called at any time by the Executive Secretary upon the request of the President or by no less than one-quarter of the Directors.

Section 4. Place of Meetings. All meetings of the Board shall be held at such places within or without the State of Delaware as shall be specified in the respective notices of such meetings or waivers thereof.

Section 5. Notice of Meetings. Notice of every annual meeting of the Board and of every special meeting shall be served personally or by mail on each Director no less than seven (7) nor more than sixty (60) days before the meeting. Such notice shall state the purpose or purposes for which the meeting is called and the time when and the place where it is to be held. If mailed, such notice shall be directed to each Director entitled to it at his/her address as it appears on the books or records of the Corporation.

No notice of the time, place, or purposes of any meeting need be given to any Director who attends such meeting or to any Director who in writing, executed and filed with the records of the Corporation either before or after the holding of such meeting, waives such notice.

Section 6. Quorum. At all meetings of the Board the presence of one-third of the Directors shall be necessary and sufficient to constitute a quorum and except as otherwise provided by law or by the Bylaws, the act of a majority of the Directors present shall be the act of the Board.

Section 7. Number of Directors. The Board shall consist of not less than three (3) nor more than twenty-one (21) persons as may be fixed from time to time by the Members at any Annual Business or Special Meeting thereof, or by mail ballot as provided in ARTICLE I, Section 9, and shall include the President, the Vice President, and the President Emeritus of the Corporation.

Section 8. Election of Directors. The Directors shall be elected annually from among the Members, in accordance with the procedures hereinafter set forth in Section 9 and shall be divided into three (3) groups, as equal in number as may be, so that the terms of only one such group shall expire each year. A Director shall be elected to serve until the third ensuing annual business meeting following the Director's election or until his or her successor shall have been duly elected and qualified, or the Director's earlier death, resignation, or removal in accordance with the Bylaws. Additional Directors to fill vacancies caused by any increase in the number of Directors or by reason of death, resignation, or the removal of Directors may be elected by a majority vote of

the remaining Directors to serve temporarily until such time when said vacancies will be filled in accordance with the regular procedures for Directors hereinafter set forth in Section 9 hereof.

Section 9. Procedures for Election of Directors. Candidates for the office of Director, who shall be Members of the Association, shall be nominated by the Nominating Committee and may also be nominated by the Membership at Large. Prior to the date of the annual business meeting of the Members, the Nominating Committee shall nominate at least one (1) but not more than three (3) persons for each vacancy on the Board. Such candidates shall be presented to the Members of the Corporation at the annual business meeting of the Corporation and their names shall appear on the ballot as "Board Candidates". At-Large candidates may be nominated by submitting their names to the Executive Secretary of the Corporation no later than seventy-five (75) days following the Annual Business Meeting and their names shall appear on the ballot as "At-Large Candidates". The Nomination of an "At-Large Candidate" must be supported by a petition containing the signatures of no less than twenty-five (25) Members and a letter from the candidate indicating a willingness to stand for election.

The election of Directors shall be supervised and administered by the Elections Committee which shall mail ballots to all Members at least sixty (60) days prior to the annual business meeting. Each Member in good standing shall be entitled to vote for one candidate for each vacancy on the Board. Ballots must be mailed so as to arrive at the office of the Executive Secretary of the Corporation at least thirty (30) days prior to the annual business meeting. The candidate receiving the highest number of votes for each vacancy shall be elected. In the event of a tie vote, the Elections Committee shall hold a run-off election at the annual business meeting in accordance with procedures to be determined by said Committee.

Ballots shall be secret. Each mailed ballot shall be placed in an unmarked sealed envelope by the Member and the unmarked sealed envelope shall then be placed in another envelope bearing the name and address of the Member. The Elections Committee shall count the ballots at the Corporation's headquarters and the results shall be announced at the annual business meeting of the Members. If a nominated candidate withdraws his or her candidacy, the Board of Directors shall be authorized to add another candidate any time up to the sending out of the mail ballot and the name of any such candidate shall appear on the ballot as a "Board Candidate."

Section 10. Resignation and Removal of Directors. A Director may be removed only by a majority vote of the total Membership, voting in a mail referendum, as provided for in ARTICLE I, Section 9, initiated by at least one hundred (100) Members in good standing. A Director may resign at any time.

Section 11. Compensation. The Directors shall not receive compensation for their services as such but the Board may authorize reimbursement for expenses incurred by Directors in connection with the performance of their duties; provided, however, that nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity or receiving compensation for any such services.

Section 12. Indemnification. Any person made a party to any action, suit, or proceeding by reason of the fact that he or she is or was a director, officer, or employee or agent of the Corporation or of any corporation which he or she served as such at the request of the Corporation, shall be indemnified by the Corporation to the fullest extent provided by the Delaware General Corporation Law.

Section 13. Participation by Conference Telephone. Members of the Board of Directors, or members of any committee designated by the Board of Directors, may participate in a meeting of the Board or of such committee by means of conference telephone or similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section 13 shall constitute presence in person at such meeting.

Section 14. Action by Consent. Any action required or permitted may be taken without a meeting if all the Directors consent to the action in writing and the written consents are filed with the records of the meetings of the Directors. Such consent shall be treated for all purposes as a vote of the Directors at a meeting.

### **ARTICLE III. Officers**

**Section 1. Number of Officers.** The officers of the Corporation shall be a President, who shall serve as Chairperson of the Board, a Vice President, an Executive Secretary, and a Treasurer. One person may hold two or more of the aforesaid offices. With the exception of the President, the Vice President and the President Emeritus, officers need not be Directors.

Section 2. Additional Officers. The Board at any meeting may by resolution appoint such additional officers and such agents and employees and determine their term of office and compensation, if any, as it may deem advisable. The Board may delegate to any officer or committee the power to appoint such subordinate officers or agents and to determine their terms of office and compensation, if any.

Section 3. Election of President. At the end of the Vice President's term of office, the outgoing Vice President shall automatically assume the office of President at the annual business meeting. If the office of Vice President is vacant or if the Vice President should decline to serve as President, the President shall be elected in accordance with the same procedures for election of the Vice President.

Section 4. Election of Vice President. The Vice President shall be elected annually by the Members in accordance with the same procedures required for the election of Directors set forth in ARTICLE II, Section 8.

Section 5. Term of Office. The President and Vice President shall serve in office from the annual business meeting following his or her election until the next annual business meeting or until his or her successor shall have been duly elected and qualified or until his or her earlier death, resignation, or removal in accordance with the Bylaws. Vacancies of officers caused by failure to elect the full slate thereof or caused by death, resignation, removal, or increase in the number of officers may be filled by a majority vote of the Board at a special meeting called for that purpose or at any regular meeting.

Section 6. Removal of Officers. The President or Vice President may be removed at any time with or without cause and with or without notice by a vote of the majority of the Members, either at an annual or special business meeting or by a referendum vote by mail. Any other officers may be removed only by vote of a majority of the Board of Directors.

Section 7. President. The President may receive such compensation for his or her services as the Board may authorize. The President shall be the chief executive officer of the Corporation and shall have general supervision of the affairs and property of the Corporation and over its several officers, and shall generally do and perform all acts incident to the office of President, and shall have such additional powers and duties as may from time to time be assigned to him or her by the Board. When authorized by the Board, the President may sign and execute, in the name of the Corporation, deeds, mortgages, bonds, contracts, and other instruments authorized by the Board, except in such cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of the Corporation.

Section 8. The Vice President. The Vice President may receive such compensation for his or her services as the Board may authorize. The Vice President shall be a Member of the Board with full voting powers. At the request of the President, or in the event of the President's absence or disability, the Vice President shall perform all the duties of the President and, when so acting, shall have all the powers, and be subject to all the restrictions upon, the President. When authorized by the Board, the Vice President may also sign and execute, in the name of the

Corporation, deeds, mortgages, bonds, contracts, and other instruments authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of the Corporation. The Vice President shall perform such other duties as from time to time may be assigned to him or her by the Board or by the President.

Section 9. The Treasurer. The Board of Directors shall elect a Treasurer and shall determine his or her length of contract and compensation, if any, provided that the length of contract shall not exceed five years. The contract may be renewable. The Treasurer shall act under the supervision of the Board and the President. The Treasurer shall be responsible for oversight of the Executive Secretary in the custody of the funds of the Corporation, and the maintenance of accurate and adequate records of the assets, liabilities, and transactions of the Corporation. In general, he or she shall perform all the duties incident to the office of Treasurer and such other duties as may from time to time be assigned to him or her by the Board or by the President. If required by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board shall determine.

Section 10. The Executive Secretary. The Board of Directors shall appoint an Executive Secretary, and shall determine his or her length of contract and compensation, provided that the length of contract shall not exceed five years. The contract may be renewable. The Executive Secretary shall have charge and custody of, and be responsible for, all the funds of the Corporation, under the supervision of the Treasurer, the President, and the Board of Directors. The Executive Secretary shall keep or cause to be kept and shall be responsible for the keeping of, accurate and adequate records of the assets, liabilities, and transactions of the Corporation. The Executive Secretary shall deposit all monies and other valuable effects of the Corporation in the name of and to the credit of the Corporation in such banks, trust companies, or other depositories as may be designated in the manner provided in Section 6 of ARTICLE V hereof. The Executive Secretary shall disburse the funds of the Corporation based up on proper vouchers for such disbursements. The Executive Secretary shall have responsibility for the management of the offices of the Corporation, and the supervision of any employees who may from time to time be engaged. The Executive Secretary shall act as secretary of, and keep the minutes of, all meetings of the Board and of the Members in one or more books provided for that purpose, and whenever required by the President, he or she shall perform like duties for any committee; provided that in the absence of the Executive Secretary, the majority of the Members or Directors present at any meeting thereof may designate any person to act as secretary for such meeting. The Executive Secretary shall see that all notices are duly given in accordance with the se Bylaws as required by law. The Executive Secretary shall be the Custodian of the seal of the Corporation and shall affix and attest the seal to any and all documents the execution of which on behalf of the Corporation under its seal shall have been specifically or generally authorized by the Board. The Executive Secretary shall have charge of the books, records and papers of the Corporation relative to its organization as a Corporation, and shall see that all reports, statements, and other documents required by law are properly kept or filed. In general, he or she shall perform all duties as may from time to time be assigned to him or her by the Board or the President. If required by the Board, the Executive Secretary shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board shall determine. The expense of such bond shall be paid by the Corporation.

The Executive Secretary may be referred to at any time as the Executive Director.

## **ARTICLE IV Committees**

**Section 1. Executive Committee.** The Board may initially appoint an Executive Committee to serve during the interim until the next ensuing annual meeting of the Board and, thereafter, the Executive Committee shall be elected annually at the annual meeting of the Board. The Executive Committee shall consist of the President of the Corporation, and not less than two nor more than four additional Directors as may be fixed from time to time by the Board. The additional Directors shall be chosen by a plurality of the votes cast. Vacancies in Members of the Committee may be filled by the Board at any meeting, but only from among the Board of Directors. Any Member of the Executive Committee may be removed from membership on said Committee at any time with or without cause by a vote of the majority of the Board at any meeting of the Board.

The Committee shall, during the intervals between meetings of the Board, possess and exercise all the powers of the Board in the management of the affairs and property of the Corporation except as otherwise provided by law, the Bylaws, or by resolution of the Board. The presence of a majority of the members of the Committee shall be necessary and sufficient to constitute a quorum and the act of a majority of the members shall be the act of the Committee. The Committee shall keep full and fair records and accounts of its proceedings and transactions. All actions by the Committee shall be reported to the Board at its next meeting succeeding such action and shall be subject to revision and alteration by the Board, provided that no rights of third persons shall be affected by any revision or alteration.

**Section 2. Miscellaneous Committees.** The Board or Executive Committee may from time to time by resolution, constitute such other committees of Directors with such functions, powers, and duties as the Board or Executive Committee shall provide. Otherwise each such committee shall enact rules and regulations for its own government.

## **ARTICLE V. Miscellaneous**

Section 1. Offices. The Board may establish, from time to time, one or more offices of the Corporation at any place or places within or without the State of Delaware and may maintain such office or offices for such period or periods of time as it may deem expedient.

Section 2. Fiscal Year and Audit. The fiscal year of the Corporation shall end on June 30 of each year.

Section 3. Execution of Contracts. The Board may authorize any officer, employee, or agent, in the name of and on behalf of the Corporation, to enter into any contract or execute and deliver any instrument, and such authority may be general or confined to specific instances, and may provide for such officer, employee, or agent to delegate such authority to other officers, employees, or agents.

Section 4. Loans. No loan shall be contracted on behalf of the Corporation unless authorized by the Board.

Section 5. Commercial Paper. All checks, drafts, and other orders for the payment of money out of the funds of the Corporation, and all notes or evidences of indebtedness of the Corporation shall be executed on behalf of the Corporation by such officer or officers, or employee or employees, as may be determined by resolution of the Board, or by designation of an officer or officers to whom such power of designation shall have been conferred by the Board.

Section 6. Deposits. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may from time to time select or as may be selected by any officer or employee of the Corporation to whom such power may from time to time be delegated by the Board; and for the purpose of such deposit, any officer, or any employee to whom such power may be delegated by the Board (or by an officer or officers to whom such power of designation shall have been conferred by the Board), may endorse, assign, and deliver checks, drafts, and other orders for the payment of money which are payable to the order of the Corporation.

Section 7. Notices. Except as may otherwise be required by law, any notice required to be given under the Bylaws shall be in writing and signed by the President or the Executive Secretary; and any notice so required shall be deemed to be sufficient if given by depositing the same postpaid in a post office, addressed to the person entitled thereto at his or her last post office address appearing on the records of the Corporation, and such notice shall be deemed to have been given on the day of such mailing. Any notices required to be given under these Bylaws may be waived by the person entitled thereto in writing (including telegraph, cable, radio, or wireless), whether before or after the meeting or other matter in respect of which such notice is to be given, and in such event notice need not be given to such person.

Section 8. Procedure. The annual business meeting, and the annual Board meeting, shall be conducted according to the procedural regulations set forth in Robert's Rules of Order.

## **ARTICLE VI. Seal**

The Corporate Seal of the Corporation shall be circular in form and shall have inscribed around the border thereof the name of the Corporation and in the center the words "Corporate Seal Delaware 1988". The seal shall be kept in the custody of the Executive Secretary. If and when so directed by the Board, a duplicate of the seal may be kept and used by such other officer or employee of the Corporation as may be designated.