

African Studies Association
Code of Conduct

The African Studies Association [ASA] has adopted the following Code of Conduct. It applies to all individuals, volunteers, employees and contractors who serve an official role of responsibility in the ASA including ASA Board members, staff, journal editors, program committee members, LAC members, etc. Herein all such individuals are referred to as “representatives” and agree to adhere to this code by signing below:

1. Prohibition against Private Inurement and Procedures for Managing Conflicts of Interest

No representative shall derive any personal profit or gain, directly or indirectly, by reason of his or her service to the ASA. Representatives shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as ASA representatives. Nevertheless, conflicts may arise.

- a. There may, from time to time, be a matter to discuss, a decision to be made or an action to be approved that may result in a conflict between the best interests of the ASA and the representative’s personal interests (and/or that of his/her home institution). This might include, but not be limited to, a financial interest. At such moments, the representative has a duty to immediately disclose the conflict of interest so that any deliberations and decision-making will be informed of the conflict.
- b. Should the personal or institutional interests of a representative or a representative’s immediate family, or of any other person acting on his or her behalf be relevant to a matter under discussion, this policy shall also be deemed to apply comparably, requiring the representative to disclose the indirect interest.
- c. Any representative who has disclosed a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for any meeting.
- d. All conflicts of interest will be made a matter of record in the minutes of any ASA meeting in which the disclosure was made. The record shall also note that the representative with a conflict abstained from the vote, was not present for any discussion (as applicable), and was not included in the count for the quorum for that meeting.

2. Prohibition Against Harassment

The ASA is committed to creating and maintaining a harassment-free environment for participants in all of its activities, in which engagements are predicated upon mutual respect. All forms of harassment, including but not limited to sexual harassment, are in breach of the ASA’s Anti-Harassment Policy <see II. The Organization, 5. Anti-Harassment Policy> and of this Code of Conduct. Any ASA representative who engages in discriminatory or harassing conduct toward

other representatives, staff, or general members is subject to removal from their position. Complaints alleging misconduct on the part of any ASA representative in this respect will be investigated promptly and as confidentially as possible, as outlined in the Anti-Harassment Policy.

3. Confidentiality

Representatives of the ASA are reminded that confidential financial, personnel, and other matters concerning the organization, donors, and staff may be included in circulated materials or discussed from time to time. Representatives should not disclose such confidential information to anyone.

4. Active Participation

Representatives are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- a. Making attendance meetings, where applicable, a high priority.
- b. Being prepared to discuss the issues and business on the agenda, having read all background material relevant to the topics at hand.
- c. Cooperating with and respecting the opinions of fellow representatives and leaving personal prejudices out of all discussions.
- d. Putting the interests of the organization above personal interests.
- e. Representing the organization in a positive and supportive manner at all times and in all places.
- f. Showing respect and courteous conduct in all Board and committee meetings.
- g. Refraining from intruding on administrative issues that are the responsibility of the ASA staff, except to monitor the results and ensure that procedures are consistent with ASA policy.
- h. Observing established lines of communication and directing requests for information or assistance to the President or the Executive Director

5. Upholding the Professional Reputation of the ASA

Any representative who has been found in violation of standards of professional integrity and/or behavior in any area of their professional life beyond the ASA (including in their professional life at their home institution) and therefore might bring the ASA into disrepute by association, may be subject to removal from their position. Complaints alleging misconduct will be investigated promptly and as confidentially as possible by the Executive Committee of the ASA Board.

6. Communication of and Adherence to the Code of Conduct

All representatives, as defined above, will be made familiar with this Code of Conduct and asked to indicate agreement with its tenets before their appointment and each year thereafter while serving as a representative of the ASA.

I, _____, recognizing the responsibility undertaken by representatives of the ASA, hereby pledge to carry out in a trustworthy and diligent manner the duties and professional obligations associated with my role as _____ and to abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal, pursuant to the requirements and processes provided in the organization's governing documents.

Signature

Date