

AFRICAN STUDIES ASSOCIATION

POLICIES AND PROCEDURES





POLICIES AND PROCEDURES
Adopted by the African Studies Association Board
December 2025

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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 their 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 during the term of their employment.

1.1.10.1 Process

The Human Resources (HR) Subcommittee of the ASA Executive Committee, consisting of the Past President and the Vice President, will direct the annual performance appraisal process in consultation with the Board Committee Chairs as well as the Treasurer, Local Arrangements Committee Chair(s), the Editor-in-Chief of ASA's journal(s), and the Secretariat staff. In years when the Executive Director has

more extensive contact with the Program Chair(s), they may be included at the discretion of the HR Subcommittee. Additionally, the Executive Director will evaluate their own performance by completing the self-appraisal form.

All appraisals will be completed in writing, using the instrument(s) provided by the HR Subcommittee. Once evaluations by the evaluators and the Executive Director are returned, the HR Subcommittee will collate them into a single document and complete the Summary and Comments section at the bottom. Once completed, the full document will be sent to the current ASA President for review and submission to the Executive Director. The Executive Director has 14 days to review the evaluation. During that period the ED may simply sign the evaluation in acknowledgement of its completion and return it to the President and HR Subcommittee or may elect to respond to it in writing, with a signature acknowledging completion.

1.1.10.2 Timeline

The HR Subcommittee should distribute the instrument to the relevant evaluators during or immediately following the Annual Meeting. The evaluations should be completed and returned to the HR Subcommittee no later February 1 and the full process, including any salary adjustments, should conclude no later than March 31.

1.1.10.3 Evaluation Conclusion

The President and HR Subcommittee will send the Executive Committee (EC) the outcome of the evaluation and any salary recommendations that result. If the current Finance Committee Chair and Treasurer confirm that an adjustment is possible and the EC votes in favor, the salary adjustment will be retroactive to January 1 of that year. Once the EC is informed and/or any salary adjustments are approved, the final evaluation documents will be filed with the Secretariat.

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 Conflict of Interest

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 Removal or Resignation

Failure to maintain membership on a current basis, violations of the Code of Conduct, or absence from two consecutive meetings of the Board without prior written notice shall be cause for removal. Any member may also be removed with or without cause by a quorum vote. The entire board of directors may be removed, with or without cause, by a majority vote of current association members. Any board member may resign at any time.

2.5.11 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 nominates members for the Association's annual election slate, as well as nominates candidates for Ombuds and Treasurer, which are then approved by the Executive Committee. The committee also reviews policies related to nominations, elections, membership.

2.7.4.1 Elections Committee

In the event of a tie vote, the Nominations Committee will constitute an ad hoc subcommittee to oversee the runoff election per the ASA bylaws.

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*. 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 (ESR) position constitutes a two-year commitment. In alignment with ASA bylaws, service begins at the first business meeting in the year elected and continues through the business meeting of the second year.

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 within 5 years post-graduation.

2.9.2 Nominations and Elections

Elections for Emerging Scholar Representatives (ESR) are held in even numbered years. In an ESR election, the ESR candidate is elected during the annual election cycle on a separate ballot. Up to two ESR

candidate CVs may be submitted for Nomination Committee review no later than January 31 of the election year.

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.¹ 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.

MEMBERSHIP & REGISTRATION TIERS	MEMBERSHIP	MEMBER'S PRE-REG	NON-MEMBER PRE-REG	MEMBER'S ONSITE REGISTRATION	NON-MEMBER ONSITE REGISTRATION
K-12 TEACHER	\$50				
CURRENT STUDENT	\$50				
INTL EMERGING SCHOLAR*	\$15	\$125	\$140	\$255	\$280
RETIREE	\$100				
ANNUAL INCOME BELOW \$30,000	\$75				
ANNUAL INCOME \$30,000 – \$49,999	\$110				
ANNUAL INCOME \$50,000 – \$74,999	\$170	\$210	\$240	\$430	\$450
ANNUAL INCOME \$75,000 – \$99,999	\$195				
ANNUAL INCOME \$100,000 – \$129,999	\$225				
ANNUAL INCOME \$130,000 – \$149,999	\$250	\$245	\$275	\$550	\$575
ANNUAL INCOME ABOVE \$150,000	\$275				
SUSTAINING MEMBER**	\$375	\$175	–	\$175	–
INSTITUTIONAL	\$2,500	–	–	–	–
LIFETIME	\$3,500	–	–	–	–

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.

¹ 2.27.12 Executive Committee decision

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, 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.

5.1 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.

5.2 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

5.3 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.

5.3.1 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, or the ombuds, 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).

5.3.2 Confidentiality

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

5.3.4 Reporting Data

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

5.3.5 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.

5.4 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.

5.4.1 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.

5.4.2 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.

5.4.3 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.

5.4.4 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. General Administration

The Awards and Prizes Committee is chaired by the Past President and is comprised of a series of individual award committees, each with its own Chair and structure outlined in Policies and Procedures. With the support of the Secretariat, the individual award committees should be formed no later than January 31. The Secretariat will provide lists of member volunteers as well as form recruitment letters. All honors, awards, and grants have an annual submission deadline of April 30, unless otherwise specified in Policies and Procedures. Deadlines may be extended up to 30 days on a case-by-case basis annually. All prizes and grants requiring membership will include a membership review at the close of the nomination period.

1.1 Financial Administration

The ASA Award Fund, established in 2007 with a \$100,000 bequest from Dr. Kennell A. Jackson, will be held in restricted funds, and only the investment proceeds will be allocated to administer the prizes under the Fund. The Fund covers all awards and prizes that do not have separate Funds outlined herewith. The investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

The Directors' Fund, established in 2025, will be held in restricted funds, and only the investment proceeds will be allocated to administer the prizes, programs, or other projects under the Fund. The Fund covers a rotational priority of the Board of Directors, based on need and budget. Successful prizes or programs may become permanently endowed through the establishment of a Fund and will otherwise conclude after five years.

1.1.1 Financial Restrictions

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 25% of that total to cover administration of the award (or 1% of the overall fund). Honors, awards, and grants should be established for a period of not fewer than five years, finances permitting.

1.1.2 Financial Prudence

All awards, honors, and grants that include travel to the Annual Meeting will require that the recipient stay at the ASA conference hotel at the contracted rate. For travel support grants and awards, recipients must stay a minimum of three nights. Exceptions can be made only for extenuating circumstances and must be approved by the Executive Director. Stays at non-contracted hotels do not qualify for funding.

1.2 Reporting and Announcements

Each prize committee will provide a written report to the Secretariat and Awards and Prizes Committee Chair detailing the winners and any finalists and the selection process. The Secretariat will notify all winners, finalists, and runners up with standardized letters containing relevant details. The Secretariat will prepare an annual Press Release announcing ASA Honors and Awards.

1.3 Annual Administration Timeline Overview by Close Date

Award	Open Date	Close Date	Committee Decisions
Children's Africana Book Award	Rolling	December 31	March 1
Advocacy Travel Grant	December	January 15	January 20
ASR Distinguished Lecture	September	January 31	March 30 confirmation

Robertson Engagement Grant	January	March 1	March 15
Graduate Student Paper Prize	January	March 15	May 15
ASR Best Article Prize	January	March 15	May 15
ASR Best Dissertation Prize	January	March 15	August 31
Chinua Achebe Manuscript Prize	January	March 15	August 31
Junior Scholar Professional Dev Grant	January	March 15	May 15
Student Volunteer Stipend	January	March 15	May 15
Hormuud Lecture	January	April Spring Board Meeting	May 31 confirmation
Chinua Achebe Distinguished Lecture	January	April Spring Board Meeting	May 31 confirmation
Distinguished Africanist Award	January	April 30	May 31
Outstanding Service Award	January	April 30	May 31
ASA Presidential Fellowships	January	April 30	May 31
ASA Best Book Prize	January	April 30	August 31
Bethwell A. Ogot Book Prize	January	April 30	August 31
Aidoo-Snyder Book Prize	January	April 30	August 31
Paul Hair Prize	January	April 30	August 31
Conover-Porter Award	January	April 30	August 31
ASR Best Anthology Prize	January	April 30	August 31
Sembène-Kelani Film Prize	January	April 30	August 31
Mahmoud Taha Student Travel Award	January	April 30	May 15
Coordinate and Affiliate Org Micro Grant	January	April 30	May 15
Gretchen Walsh Book Donation Award	January	April 30	August 31
ASA Film Festival Attendance Stipends	January	August 31	Rolling
Penny Schwartz Student Travel Grant	May	August 31	September 15
ASA Dependent Care Grant	January	October 31	Rolling

2. Honors

2.1 Distinguished Africanist Award

The Distinguished Africanist Award recognizes lifetime contributions to scholarship in African Studies.

The award includes an ASA lifetime membership, roundtrip economy airfare up to \$1,500 to the Annual Meeting, up to four nights in the conference hotel, registration, and a plaque presented at the Annual Meeting Awards Ceremony. Distinguished Africanists will also receive one gratis registration for a guest.

2.1.1 Selection Committee

The selection committee is chaired by the Past President and includes the President, Vice President and two additional ASA members, who serve two-year terms.

2.1.2 Nomination and Eligibility

Any member of the Association may nominate a living candidate. The primary nomination letter should detail: the nominee's contributions to African Studies scholarship; their originality and trans-continental impact on theory, method, and/or the development of concepts; their resonance beyond the scholar's discipline and the field of African Studies; and address the nominee's history of mentorship and service. The nomination dossier must include a recent curriculum vitae and three or more additional letters of support from ASA members, two of which must come from institutions other than that of the candidate.

The complete dossier must be submitted as a PDF via email to the ASA Executive Director. Nominations 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.

2.1.3 Selection and Announcement

Each committee determines an appropriate process for selection which must 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 connection. The committee may select up to two awardees annually.

Committee decisions are due by May 31 annually to allow for prompt notification and travel arrangements. A biography of the awardee(s) (350 word maximum) will be included in the Annual Meeting program book or similar publication.

2.2 ASA Outstanding Service Award

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

The award includes \$500 for individuals (or groups up to four), or a one-year institutional membership for organizations, and a plaque presented at the Annual Meeting Awards Ceremony.

2.2.1 Selection Committee

The selection committee is chaired by the Past President and includes the President, Vice President, and two additional ASA members, who serve two-year terms.

2.2.2 Nomination and 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; or volunteering exceptional time and actively contributing to the ASA and its activities.

Any member may nominate a living candidate. The primary nomination letter should detail how the individual and/or organization has performed exceptional service to the field. The nomination dossier must include the nominee's (1) name, (2) title, (3) contact information, and (4) at least one additional support letter. Nominations for organizations must summarize the organization's activities as they relate to the selection criteria. The Outstanding Service Committee may also nominate individuals or organizations for consideration by the Executive Committee.

The complete dossier must be submitted via email as a PDF to the ASA Executive Director. Nominations remain active for three years.

2.2.3 Selection and Announcement

Each committee determines an appropriate process for selection which must be included in the committee report. The committee may select one organization or individual annually, or teams of four or fewer. The committee may also select not to give the award in a single year.

Committee decisions are due by May 31 annually to allow for prompt notification. The awardee(s) will be included in the Annual Meeting program book or similar publication.

2.3 ASA Presidential Fellowships

Established in 2010, ASA Presidential Fellowships provide opportunities for Africa-based scholars and practitioners with an intellectual interest in Africa to attend the ASA Annual Meeting, visit US institutions of higher learning, engage with academics working on Africa-related issues, and explore opportunities for collaboration.

ASA funds approximately three to five scholars from the following categories of ASA Presidential Fellows:

- Three ASA Samora & Graça Machel Presidential Fellows, with additional fellowships to be made available, contingent on funding.
- Up to two ASA Presidential Fellows sponsored by ASA and member contributions, contingent on funding. Additional fellowships, including specific fellowships created by sponsors or donors, may be available.

The ASA Samora & Graça Machel Presidential Fellows Fund sponsors named Presidential Fellows in the humanities and social sciences annually. Established in 2024, the Fund was made possible by a generous gift from Allen and Barbara Isaacman.

ASA Presidential Fellowships include \$5,000 to cover visa fees, travel insurance, economy airfare, conference hotel accommodations, ASA membership and Annual Meeting registration, airport transfers, and per diem. The host institution is responsible for the Fellow's lodging during the institutional visit, any additional travel to facilitate the itinerary, any honorarium, and any flight overages.

2.3.1 Selection Committee

The selection committee is chaired by the Past President and includes the President and Vice President.

2.3.2 Nomination and Eligibility

Nominators must be ASA members based at a US institution of higher education. Nominators at institutions that are ASA Institutional Members will receive selection priority. Nominees must be at an institution of higher education or organization on the African continent and should be able to demonstrate their scholarly commitment to issues affecting Africa. Preference will be given to emerging scholar nominees. All nominees must adhere to the sponsor or donor specific criteria if they wish to be considered for a named ASA Presidential Fellowship.

ASA Samora & Graça Machel Presidential Fellows must be scholars in the humanities or social sciences.

The nominator must be willing to host the Fellow immediately prior to or following the Annual Meeting and mentor the Fellow during the conference. Hosting and mentoring are understood to include arranging one or

more institutional visits for the purpose of presenting their research and forming networks; ensuring that the fellow attends as many ASA Annual Meeting events as possible; and supporting networking at the Annual Meeting.

Nominations must be received via the online form and include (1) Requested nominee demographic and travel information, (2) Requested nominator and host institution information, (3) 500-word nomination statement addressing a) how you know the nominee and for how long b) an outline of the proposed institutional itinerary underscoring why the experience will be valuable c) why you think they should be an ASA Presidential Fellow including nominee experience, intellectual engagement, etc. d) details and/or arrangements you have already made with your institution(s) as host, including available financial support, (4) Nominee current curriculum vitae, (5) Letter of affiliation from the nominee's institution, (6) 500-word Nominee statement of intent.

2.3.3 Selection and Announcement

Nominators located at ASA Institutional Members will receive selection priority. Selection preference will be given to emerging scholar nominees. Each committee determines an appropriate process for selection beyond sponsor or donor specific criteria, which must be included in the committee report. The committee should select 2-3 alternate fellows in the case of additional funding or participation issues. If additional fellowships are created through fundraising, new fellows will be informed on a rolling basis.

Committee decisions are due by May 31 annually to allow for prompt notification and travel arrangements. Fellow biographies (250 word maximum) will be included in the Annual Meeting program book or similar publication and the ASA website.

The Secretariat 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 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. The ASA assumes no liability for ASA Presidential Fellows during their time in the U.S. and any activities or expenses that occur outside of those outlined are the sole responsibility of the fellow.

2.4 African Studies Review Distinguished Lecturer

Each year the editors of the *African Studies Review*, in consultation with the ASA Publications Committee, invite a leading scholar to prepare a lecture addressing knowledge or key debates of crucial interest to Africanists. The lecture may serve as a draft manuscript for submission to *African Studies Review*, to be submitted within 6-months of the lecture.

The lecturer will receive complimentary Annual Meeting registration, up to four nights in the conference hotel, roundtrip economy airfare up to \$1,500, and a \$1,000 honorarium payable in two \$500 installments, (1) after the lecture and (2) after the submission of the manuscript. The manuscript will receive standard peer review.

2.4.1 Selection Committee

The ASR editorial team, led by the ASR Editor-in-Chief, in consultation with the ASR Editorial Review Board and ASA Executive Director will select the annual lecturer.

2.4.2 Nomination and Invitation

The ASR editorial team will share a ranked list of speakers with the ASA Publications Committee no later than January 31 annually. Any additional financial considerations must be noted with the ranked list. Once shared, the Editor-in-Chief will issue the formal invitation.

2.4.3 Selection and Announcement

A lecturer must be confirmed promptly, but no later than March 30 annually to allow for travel arrangements and lecture advertising. A lecturer biography (250 word maximum) will be included in the Annual Meeting program book or similar publication and the ASA website.

2.5 Hormuud Lecture

Established in 2013 and updated in 2017, the Hormuud Lecture was made possible by a gift from Hormuud Telecom Somalia, Inc., facilitated by former ASA President Abdi Ismail Samatar. The biennial lecture features African scholars, and focuses on the themes of leadership, development, and democracy in Africa, broadly defined. The lecture may serve as a draft manuscript for submission to *African Studies Review*, to be submitted within 6-months of the lecture. The Association will attempt to alternate African scholars based in Africa with those in the diaspora.

The Hormuud Lecturer will receive a \$1,000 honorarium, up to \$2,500 in travel expenses for economy roundtrip airfare and conference hotel, and registration for the Annual Meeting.

2.5.1 Selection Committee

In consultation with the Executive Director, the Annual Meeting Committee will nominate a ranked list of speakers.

2.5.2 Nomination and Invitation

The Annual Meeting Committee will submit a ranked list of at least three speakers to the full Board for approval at the Spring Board meeting. Once approved, the President will issue the formal invitation.

2.5.3 Selection and Announcement

A lecturer must be confirmed promptly, but no later than May 31 annually to allow for travel arrangements and lecture advertising. A lecturer biography (250 word maximum) will be included in the Annual Meeting program book or similar publication and the ASA website.

2.5.4 Financial Administration

The \$70,000 Hormuud donation will be held in restricted funds, and only the investment proceeds will be allocated to the ASA Award Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

2.6 Chinua Achebe Distinguished Lecture

Established in 2025, the Chinua Achebe Distinguished Lecture was made possible by a generous gift from Drs. Christie, Chinelo, Ikechukwu, Chidi, and Nwando Achebe, through the establishment of the ASA Christie and Chinua Achebe Fund. The biennial lecture focuses on humanistic scholarship and creative industries defined as architecture, design, fashion, film, music, visual and performing arts, and literature. The lecture may serve as a draft manuscript for submission to *African Studies Review*, to be submitted within 6-months of the lecture.

The Chinua Achebe Distinguished Lecturer will receive a \$5,000 honorarium, up to two nights in the conference hotel, roundtrip economy airfare up to \$2,000, and Annual Meeting registration.

2.5.1 Selection Committee

In consultation with the Executive Director, the Annual Meeting Committee will nominate a ranked list of speakers. The Annual Meeting Committee will invite one Achebe family member to consult on the proposed list of Distinguished Lecturers prior to a Board vote of approval. The family will have the right to veto proposed lecturers during their review.

2.5.2 Nomination and Invitation

The Annual Meeting Committee will submit a ranked list of at least three speakers to the full Board for approval at the Spring Board meeting. Once approved, the President will issue the formal invitation.

2.5.3 Selection and Announcement

A lecturer must be confirmed promptly, but no later than May 31 annually to allow for travel arrangements and lecture advertising. A lecturer biography (250 word maximum) will be included in the Annual Meeting program book or similar publication and the ASA website.

2.5.4 Financial Administration

The \$250,000 Achebe donation will be held in restricted funds, and only the investment proceeds will be allocated to the Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures. In accordance with the ASA Gift Agreement, the financial administration will include travel and hotel for the donor and/or family member to attend the Annual Meeting.

3. Awards and Prizes

3.1 ASA Best Book Prize

Established in 1984, the ASA Best Book Prize (formerly the Melville J. Herskovits Prize) annually honors the most important original scholarly monograph in African Studies, published in English in the previous year (copyright date) and distributed in the United States.

The prize includes \$500, and a plaque presented at the Annual Meeting Awards Ceremony. All finalists are presented with plaques at the Annual Meeting Awards Ceremony.

3.1.1 Selection Committee

The selection committee is comprised of an even number of ASA members, preferably six, who serve three-year terms. Committee members should be staggered, and ideally two rotate on and off annually. The committee is chaired by a member in their final year of service. Members with award-eligible titles cannot serve on the committee in that year.

3.1.2 Nomination and Eligibility

Nominations must be made directly by publishers, who may nominate as many separate titles as they desire. Nomination details must be submitted to the ASA Secretariat including (1) publisher, (2) contact information, (3) title, and (4) author(s). One copy of each nomination must be sent directly to each committee member, whose names and addresses are provided on the ASA website.

Nominations must be original non-fiction scholarly monographs 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 islands off the West African and East African coasts.

Collections and compilations, proceedings of symposia, new editions of previously published books, bibliographies, and dictionaries are not eligible.

3.1.3 Selection and Announcement

The committee evaluates nominated monographs for their originality, significance, substance, and accessibility. Each committee will determine its specific process to identify the winner. However, the selection process should take place in two rounds to narrow the nomination pool for further consideration. Committee members who have significant personal or professional ties to nominated authors should formally declare those ties. Two books may be selected to share the award.

The committee must submit a list of five titles, typically one winner and four additional finalists, with short summaries including the committee's reason for selecting each (150 word maximum each) no later than August 31. The winner of the award is not announced until the Annual Meeting Awards Ceremony. The selected winner is confidential except to the selection committee and Secretariat. The complete list of finalists (including but not indicating the winner) along with the summaries will be included in the Annual Meeting program book or similar publication and the ASA website. If available, the selection committee chair will recognize the finalists by presenting the titles, authors, and publishers at the Awards Ceremony.

3.2 Bethwell A. Ogot Book Prize

Established in 2007, the Bethwell A. Ogot Book Prize annually honors the most important original scholarly monograph in East African studies in any language published (copyright date) in the preceding year. The award is named in honor of Prof. Bethwell A. Ogot, a leading Kenyan historian, public servant and public intellectual, through a generous bequest from the estate of Prof. Kennell Jackson, Jr. of Stanford University.

The prize includes \$500, and a plaque presented at the Annual Meeting Awards Ceremony. All finalists are presented with plaques at the Annual Meeting Awards Ceremony.

3.2.1 Selection Committee

The selection committee is comprised of an even number of ASA members, preferably four, who serve three-year, staggered terms. The committee is chaired by a member in their final year of service. Members with award-eligible titles cannot serve on the committee in that year.

3.2.2 Nomination and Eligibility

Nominations must be made directly by publishers, who may nominate as many separate titles as they desire. Nomination details must be submitted to the ASA Secretariat including (1) publisher, (2) contact information, (3) title, and (4) author(s). One copy of each nomination must be sent directly to each committee member, whose names and addresses are provided on the ASA website.

Nominations must be original non-fiction scholarly monographs published in any country, in any language, in the previous calendar year. Edited collections, new editions of previously published works, bibliographies, dictionaries and works of fiction are not eligible. For the purposes of this award East Africa is defined to include the territories of: Burundi, Comoros, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, South Sudan, Tanzania, and Uganda. For the purposes of this prize, scholarly works will be understood broadly to encompass works informed by an understanding of the scholarship in any field or fields.

3.2.3 Selection and Announcement

The committee evaluates nominated monographs for their originality, significance, substance, and quality of writing. Each committee will determine its specific process to identify the winner. However, the selection process should take place in two rounds to narrow the nomination pool for further consideration. Committee members who have significant personal or professional ties to nominated authors should formally declare those ties.

The committee must submit a list of four titles, typically one winner and three additional finalists, with short summaries including the committee's reason for selecting each (150 word maximum each) no later than August 31. In the event that the committee selects the same work as the Best Book Prize committee, the Ogot Book Prize will be awarded to the author ranked second. The winner of the award is not announced until the Annual Meeting Awards Ceremony. The selected winner is confidential except to the selection committee and Secretariat. The complete list of finalists (including but not indicating the winner) along with the summaries will be included in the Annual Meeting program book or similar publication and the ASA website. If available, the selection committee chair will recognize the finalists by presenting the titles, authors, and publishers at the Awards Ceremony.

3.2.4 Financial Administration

The \$100,000 Jackson estate bequest will be held in restricted funds, and only the investment proceeds will be allocated to the ASA Award Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

3.3 Aidoo-Snyder Book Prize

Established in 2004 by the ASA Women's Caucus, the prize was made possible by generous gifts from Drs. Margaret "Peg" Snyder, Judith Van Allen, Mary Osirim, Nwando Achebe, and Anita and Derrick Plummer. The Aidoo-Snyder Book Prize is awarded each year to an outstanding book that prioritizes African women's experiences. Named in honor of Ama Ata Aidoo, the celebrated Ghanaian author, and Margaret Snyder, Caucus member and the founding director of UNIFEM, the prize seeks to acknowledge the excellence of contemporary scholarship about African women. The prize alternates between scholarly and creative works annually.

The prize includes \$500 and is presented at the ASA Women's Caucus Lecture annually.

3.3.1 Selection Committee

The selection committee is constituted and managed by the ASA Women's Caucus.

3.3.2 Nomination and Eligibility

Nominations must be made directly by publishers. All nominated authors must be paid members of the ASA Women's Caucus at the time of nomination. Nomination details must be submitted to the committee including (1) author, (2) contact information, and (3) full citation. One copy of each nomination must be sent directly to each committee member, whose names and addresses are listed on the nomination form.

Nominations must be original works in English or English translation that prioritize African women's experiences, published in the two preceding years (copyright date). In odd years, nominations must be scholarly monographs and can be single or co-authored. In even years, nominations must be creative works. Self-published work, edited collections, new editions of previously published works, bibliographies, and dictionaries are not eligible. Nominations may only be submitted once for consideration. Nominations must significantly deal with Africa or related areas, including islands off the West African and East African coasts.

3.3.3 Selection and Announcement

The committee must submit one winner with a short summary including the committee's reason for the selection (150 word maximum each) no later than August 31. The winner summary will be included in the Annual Meeting program book or similar publication and the ASA website. The ASA Women's Caucus will notify the winner directly, with the ASA Executive Director and Chair of the Awards and Prizes committee copied.

3.3.4 Financial Administration

The \$12,500 gift will be held in restricted funds, and only the investment proceeds will be allocated to the ASA Award Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

3.4 Paul Hair Prize

Established in 1990 and initiated in 1993, the Paul Hair Prize honors Paul E.H. Hair (1926-2001) of the University of Liverpool. The prize was made possible by a generous gift from Dr. David Henige in 2005. The prize is awarded in odd 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 prize includes \$300 and a plaque presented at the Annual Meeting Awards Ceremony.

3.4.1 Selection Committee

The selection committee is constituted and managed by the editors of *History in Africa* and includes two editors and two non-editors.

3.4.2 Nomination and Eligibility

Nominations must be made directly by publishers, who may nominate as many separate titles as they desire. Nomination details must be submitted to the *History in Africa* managing editor including (1) publisher, (2) contact information, and (3) complete citation. One electronic copy of each nomination must be sent directly to the managing editor at managingedit@historyinafrica.org.

Nominations must be editions of primary source materials dealing with the history, literature, and other aspects of the cultures of Africa. Nominations may be originally in any language translated into English, may be from oral or written traditions, and may be first-time publications or new editions. Works edited by a single individual or jointly edited by more than one author are eligible for consideration. Books, digital resources and databases that meet these criteria are all 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. Publications must be published during the preceding two years (copyright date) to be eligible.

3.4.3 Selection and Announcement

The committee evaluates nominations 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. Each committee will determine its specific process to identify the winner. The committee must submit one winner with a short summary including the committee's reason for the selection (150 word maximum each) no later than August 31. The winner will be listed in the Annual Meeting program book or similar publication and the ASA website.

3.4.4 Financial Administration

The \$3,000 Henige gift will be held in restricted funds, and only the investment proceeds will be allocated to the ASA Award Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

3.5 Conover-Porter Award

Established in 1980, the Conover-Porter Award was named in honor of two pioneers in African Studies bibliography: Helen F. Conover and Dorothy B. Porter Wesley. Helen F. Conover was senior bibliographer, African Section of the Library of Congress, serving 32 years before her retirement in 1963, and Dorothy B. Porter Wesley was librarian of the Moorland-Spangarn Research Center, Howard University, serving 45 years before retiring in 1973. The prize is presented in even years to the author of the outstanding published work in African bibliography and reference published during the previous two years (copyright date).

The prize includes \$300 and a plaque presented at the Annual Meeting Awards Ceremony.

3.5.1 Selection Committee

The selection committee is constituted and managed by the Africana Librarians Council.

3.5.2 Nomination and Eligibility

Nominations must be an Africa-related reference work, bibliography, or bibliographic essay, published separately or as part of a larger work during the preceding two years (copyright date). Nomination details must be submitted to the committee including (1) author, (2) contact information, (3) full citation, and (4) justification via the form.

3.5.3 Selection and Announcement

The committee will determine the criteria for evaluation. The committee must submit a winner with a short summary including the committee's reason for the selection (150 word maximum each) no later than August 31. In the event of co-winners, prize funds will be divided equally. The winner will be listed in the Annual Meeting program book or similar publication and the ASA website.

3.6 *African Studies Review* Best Anthology or Edited Collection Prize

Established in 2020, the ASR Best Anthology or Edited Collection Prize was made possible by generous support from Cambridge University Press. This prize recognizes editors and contributors to an anthology of original scholarship, cohesive in structure and interdisciplinary in nature, that advances African Studies in new theoretical and/or methodological directions.

The prize includes \$1,000 and a plaque presented at the ASR Distinguished Lecture annually.

3.6.1 Selection Committee

The selection committee is managed and appointed by a designated ASR Editor, in consultation with the ASA Executive Director. The selection committee is comprised of three members of the ASR team (Editors, BRE, FRE, or ERB), who serve three-year staggered terms. The committee is chaired by a member in their final year of service. Members with award-eligible titles cannot serve on the committee in that year.

3.6.2 Nomination and Eligibility

Nominations must be made directly by publishers, who may nominate as many separate titles as they desire. Nomination details must be submitted to the ASR Managing Editor including (1) publisher, (2) contact information, (3) title, and (4) editor(s). One electronic copy of each nomination must be sent directly to the ASR Managing Editor at Managingeditor@africanstudiesreview.org.

Scholarly edited volumes or anthology works published in any country in the previous year (copyright date) are eligible. For the purposes of this prize, scholarly works will be understood broadly to encompass those works informed by an understanding of the scholarship in a given field or fields.

3.6.3 Selection and Announcement

In making its selection the prize committee will pay particular attention to significance, originality, quality of writing, and its contribution to advancing debates in African Studies. Each committee will determine its specific process to identify the winner. Committee members who have significant personal or professional ties to nominated titles should formally declare those ties.

The committee must submit two titles, one winner and one honorable mention, with brief summaries including the committee's reason for selecting each (150 word maximum each) no later than August 31. The prize will be awarded at the ASR Distinguished Lecture annually and included in an ASR press release.

3.7 African Studies Review Best Africa-Based Dissertation Prize

Established in 2019, the ASR Best Africa-Based Dissertation Prize was made possible by generous support from Cambridge University Press. The prize recognizes an Africa-based doctoral student who has successfully defended their PhD dissertation/doctoral thesis that demonstrates a scholarly or intellectual interest in Africa and/or African Studies, at an African institution during the previous calendar year.

The prize includes \$500 and a plaque presented at the ASR Distinguished Lecture annually. The winner will also be invited to submit an article based on the dissertation to the *African Studies Review* for expedited peer-review.

3.7.1 Selection Committee

The selection committee is managed and appointed by a designated ASR Editor, in consultation with the ASA Executive Director. The selection committee is comprised of three members of the ASR team (Editors, BRE, FRE, or ERB), who serve three-year staggered terms. The committee is chaired by a member in their final year of service.

3.7.2 Nomination and Eligibility

The nomination period will close March 15 annually. Nomination details must be submitted via a form including (1) author details, (2) contact information, (3) examination committee chair details, (4) defense date (5) title and abstract, (6) the best or most representative dissertation chapter (50 page maximum), and (7) table of contents. The doctoral advisor must email a letter of support directly to managingeditor@africanstudiesreview.org before the deadline with the subject line: ASR Dissertation Prize Submission.

All scholars enrolled in doctoral programs at Africa-based institutions of higher education who successfully defended their dissertation/doctoral thesis on any aspect of African studies during the previous calendar year (defended between January 1-December 31) are eligible.

3.7.3 Selection and Announcement

In making its selection the prize committee will pay particular attention to significance, originality, and quality of writing. The selection process will take place in two rounds to narrow the nomination pool. Three finalists will be invited to submit their full dissertations by May 15 for final consideration.

The committee must submit two titles, one winner and one honorable mention, with brief summaries including the committee's reason for selecting each (150 word maximum each) no later than August 31. The prize will be awarded at the ASR Distinguished Lecture annually and included in an ASR press release.

3.8 African Studies Review Best Article Prize

The ASR Best Article Prize recognizes the best research article published in *African Studies Review* during the previous volume year.

The prize includes \$250 and a plaque presented at the ASR Distinguished Lecture annually.

3.8.1 Selection Committee

The selection committee is managed and appointed by a designated ASR Editor, in consultation with the ASA Executive Director. The selection committee is comprised of four members of the ASR team: the organizing Editor, one Book Review Editor (BRE), one Film Review Editor (FRE), and one Editorial Review Board Member (ERB) who serve two-year terms.

3.8.2 Nomination and Eligibility

The nomination period will close March 15 annually. Nominations can only be submitted by current ASR Editors (Associate, Deputy, and Chief) via the online form. All research article authors from the previous calendar year are automatically eligible.

3.8.3 Selection and Announcement

In making its selection the committee will pay particular attention to significance, originality, quality of writing, and timeliness of the content. In the event of co-authored winners, prize funds will be divided equally.

The committee must submit two titles, one winner and one honorable mention, with brief summaries including the committee's reason for selecting each (150 word maximum each) no later than May 15. The prize will be awarded at the ASR Distinguished Lecture annually and included in an ASR press release.

3.9 Graduate Student Paper Prize

Established in 2001 by the Board of Directors, the ASA's Graduate Student Paper Prize honors the best graduate student paper presented at the previous year's Annual Meeting.

The prize includes \$250 and a plaque presented at the Annual Meeting Awards Ceremony. The winning essay will be invited to submit for expedited peer review in *African Studies Review*, contingent upon requested revisions.

3.9.1 Selection Committee

The selection committee is comprised of three ASA members who serve three-year staggered terms, and the ASR Editor-in-Chief or designated ASR Editor as an ex-officio, non-voting member.

3.9.2 Nomination and Eligibility

The submission period will close March 15 annually. Papers must be submitted to the ASA Secretariat, along with an informational form including (1) author details, (2) advisor contact information, and (3) a brief statement of eligibility.

All papers presented by graduate students at the previous year's Annual Meeting are eligible for submission. The paper must be listed on the Annual Meeting program to qualify. The paper may be single author or co-authored by up to two graduate students. Papers must adhere to the "General Guidelines for Manuscripts" that are used by the *African Studies Review* to be considered.

3.9.3 Selection and Announcement

In making its selection the prize committee will pay particular attention to publishability in *ASR*, originality, and quality of writing.

The committee will submit three titles, one winner and two honorable mentions, by May 15. The names of the winner and honorable mentions will be posted online. The winner will be listed in the Annual Meeting program book or similar publication and the ASA website.

3.10 Chinua Achebe Manuscript Prize

Established in 2025, the Chinua Achebe Manuscript Prize was made possible by a generous gift from Drs. Christie, Chinelo, Ikechukwu, Chidi, and Nwando Achebe, through the establishment of the ASA Christie and Chinua Achebe Fund. The prize acknowledges the best unpublished Africana literary manuscript each year.

The prize includes \$1,000, a travel stipend of \$500, up to two nights at the conference hotel, and a chance to be published by Penguin Press under the Chinua Achebe imprint.

3.10.1 Selection Committee

The selection committee is comprised of three individuals with expertise in literature, including two ASA members and one representative from Penguin Press, who serve two-year staggered terms. Every effort should be made to invite at least one ASA member who is also part of the African Literature Association leadership.

3.10.2 Nomination and Eligibility

Authors may submit their best chapter from an unpublished literary manuscript in English. Nomination details must be submitted via a form including (1) author details including bio, (2) contact information, (3) past publications, (4) title and summary (150 maximum), (5) the best or most representative chapter (50 page maximum), and (6) table of contents.

Authors may only submit one chapter from one manuscript per year. Scholarly monographs, non-fiction, and manuscripts under contract are not eligible.

The nomination period will close March 15 annually.

3.10.3 Selection and Announcement

In making its selection the prize committee will pay particular attention to publishability, significance, originality, and appropriateness for the Chinua Achebe Imprint. The selection process will take place in two rounds to narrow the nomination pool. Three finalists will be invited to submit their full manuscripts no later than July 15 for final consideration. The committee will invite one Achebe family member to consult on the three finalists. The family will have the right to veto the proposed winner during their review.

The committee may submit up to two titles, one winner and one honorable mention, with brief summaries including the committee's reason for selecting each (150 word maximum each) no later than August 31. The committee reserves the right not to award the prize in a given year.

The prize will be awarded at the Annual Meeting Awards Ceremony and included in the program book or similar publication.

3.10.4 Financial Administration

The \$100,000 Achebe donation will be held in restricted funds, and only the investment proceeds will be allocated to the Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures. In accordance with the ASA Gift Agreement, the financial administration will include travel and hotel for the donor and/or family member to attend the Annual Meeting.

3.11 Sembène-Kelani Film Prize

Established in 2019, the prize was made possible by a generous gift from Dr. Kenneth W. Harrow and Elizabeth W. Harrow through the establishment of the Ken Harrow ASA Film Fund. The prize honors an outstanding film, whether fiction or documentary, made in the preceding two calendar years by an African filmmaker. The ASA is 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. Formerly the ASA Film Prize (2019-2024), the award was renamed by Dr. Ken Harrow in honor of two prominent African filmmakers that he admired, Ousmane Sembène and Tunde Kelani.

The award includes \$500, registration, roundtrip economy airfare and up to four nights' accommodation at the Annual Meeting totaling \$2,500, and a plaque to be presented at the Annual Meeting Awards Ceremony.

3.11.1 Selection Committee

The committee is constituted by the African Film Studies Association. The inclusion of a filmmaker, preferably from the continent of Africa, is strongly encouraged.

3.11.2 Nomination and Eligibility

Filmmakers or distributors may nominate films. The film must be completed within the previous two calendar years to be eligible. The film can be in circulation in festivals, and/or in distribution. The director of the film should be African, broadly defined. Filmmakers can submit at any stage in their career. The film must be feature length and either in English or 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.

3.11.3 Selection and Announcement

The committee evaluates nominations for their originality, significance, and contribution to the field. Each committee will determine its specific process to identify the winner. However, the selection process should take place in two rounds to narrow the nomination pool for further consideration. Committee members who have significant personal or professional ties to nominated films should formally declare those ties.

The committee must submit a list of three titles, one winner and two honorable mentions, with short summaries including the committee's reason for selecting each (150 word maximum each) no later than August 31. The complete list of winner and honorable mentions along with the summaries will be included in the Annual Meeting program book or similar publication and the ASA website.

3.11.4 Financial Administration

The \$75,000 Harrow gift will be held in restricted funds, and only the investment proceeds will be allocated to the Ken Harrow ASA Film Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

3.12 Children's Africana Book Award

Established in 1991, the Children's Africana Book Award (CABA) is presented annually to the authors and illustrators of the best children's and young adult books on Africa published or republished in the U.S.. CABA has three major objectives (1) to encourage the publication of children's and young adult books that contribute to a better understanding of African societies and issues, (2) to recognize literary excellence, and (3) to acknowledge the research achievements of outstanding authors and illustrators.

Africa Access, the Outreach Council of the African Studies Association (ASA), and Howard University Center for African Studies jointly administer the award(s). The awards are presented in two categories: Picture Books and Chapter Books.

The award includes an honorarium, travel and accommodations for the CABA celebration weekend, and a plaque presented in Washington D.C. each spring.

3.12.1 Selection Committee

The selection committee is constituted and managed by Africa Access and Howard University.

3.12.2 Nomination and Eligibility

Nominations are made directly by publishers, who may nominate as many separate titles as they desire. Books should be suitable for children and young adults ages 4-18. A significant portion of the book's content should be about Africa. Books must be copyrighted in the year preceding the awards ceremony. Books must be available in hardback or paperback for purchase in the U.S. and published in English. Bi-lingual books that include English are eligible. Translations are eligible in the year first published in English.

Nominations should be submitted no later than December 31st of the year the book is published.

3.12.3 Selection and Announcement

Each book is read and evaluated by African Studies and Children's Literature scholars including ASA members. Reviews of nominated titles are posted on Africa Access Review. Reviews are utilized to narrow the nomination pool and ultimately select a winner. Winners and finalists are selected and announced in March.

Award Seals are available to award-winning publishers. The cost for adhesive award seals depends on the quantity ordered. Over 50, the seals cost \$0.20 each; 50 or fewer seals cost \$0.50 each. A free electronic version of the seal is available to award-winning publishers by emailing AfricaAccess@aol.com.

4. Grants and Stipends

4.1 Mahmoud Mohamed Taha Student Travel Award

Established in 2023, the award was made possible by a generous gift from Dr. Steve Howard. The award is granted in acknowledgement of outstanding student scholarship to support the future of African Studies. Funds are awarded to competitively selected students who have displayed outstanding scholarship in their area of study. Awards may be used to facilitate research, study abroad, and/or travel to present research at the ASA Annual Meeting.

The award includes travel funding and a plaque presented at the Annual Meeting Awards Ceremony.

4.1.1 Selection Committee

The committee is be comprised of the Past President, Emerging Scholar Representative, and the Executive Director. The Secretariat reviews nominations and will present a first draft of rankings to the committee for review based on eligibility and donor intent.

4.1.2 Nomination and Eligibility

Current students pursuing African Studies and/or conducting research in Africa are eligible for the award. African students and students of African descent based at U.S. universities will be given priority in the award selection process. Supported travel must occur within 12 months of receiving the award. Current members may nominate an outstanding student via the online form. Both nominator and nominee must be current ASA members at the time of application to be eligible for the award.

4.1.3 Selection and Announcement

In making its selection the committee will pay particular attention to budget, institutional diversity, travel destination, and location of origin. Awardees may not be awarded the full amount requested, dependent on the candidate pool. The winners will be notified by the ASA Secretariat by May 15, and the awards will be presented at the Annual Meeting Awards Ceremony.

4.1.4 Financial Administration

The \$100,000 Howard gift will be held in restricted funds, and only the investment proceeds will be allocated to the Mahmoud Mohamed Taha Student Travel Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures. A further \$100,000 will be held in a Wells Fargo money market account and drawn down to provide robust award funding annually.

4.2 Junior Scholar Professional Development Grant

Established in 2025 by the Board of Directors under the Directors' Fund, the Junior Scholar Professional Development Grant supports junior scholar members at U.S. institutions pursuing professional development opportunities. Funds are awarded to competitively selected junior scholars to facilitate conference attendance, research travel, workshop or event attendance, language immersion, or other professional development opportunities in the next 12 months.

The grant includes \$4,000 in funding.

4.2.1 Selection Committee

The selection committee is chaired by the Past President and includes the President, and one additional Board member selected annually for a single year term.

4.2.2 Application and Eligibility

Any member considered a junior scholar is eligible to apply. Junior scholar is defined as a non-tenured scholar with a terminal degree including pre-tenure, non-tenure track, postdoc, visiting scholar, instructor, temporary, adjunct, or lecturer. Applications from junior scholars at non-R1 institutions will be prioritized in the granting process. Supported professional development opportunities must occur within 12 months of receiving the grant.

Junior scholars may apply via the online form.

4.2.3 Selection and Reporting

To ensure timely grantmaking, the application period will close March 15 annually. Awardees will be selected by May 15. All grantees are required to provide a minimum 500-word article on the grant and its impact on their professional development within 12 months of the funds dispersal.

4.3 Advocacy Travel Grant

Initiated in 2017, the ASA Advocacy Travel Award provides travel subsidies to ASA member constituents to facilitate their attendance at federal advocacy events in Washington, DC each spring. The ASA believes it is critical for our members to be represented at advocacy events, and for the voices of the field of African Studies to be heard by representatives on the Hill as they prepare to make key decisions about funding for international education, the humanities, social sciences, and higher education as a whole.

The grant provides \$1,000 in travel reimbursements.

4.3.1 Selection Committee

The committee is comprised of the Advocacy Committee Chair and the President. The ASA Secretariat reviews applications and presents first and alternate recommendations to the committee for approval.

4.3.2 Application and Eligibility

Current ASA members are eligible to apply. U.S. voting constituents will be prioritized in the selection process. Members must select which event they are best suited to attend when applying via the online form.

4.3.3 Selection and Reporting

In making its recommendation the Secretariat will pay particular attention to past participants to facilitate long-term relationship cultivation, as well as members from underrepresented states, and members representing states on relevant appropriations committees. The committee will approve grantees within five business days. Grantees will be selected and notified via email and must confirm registration within five business days. Failure to do so will result in selection of an alternate.

All grantees are required to provide a minimum 500-word article on the grant and its impact on their professional development within 12 months of the funds dispersal.

4.4 Coordinate and Affiliate Organization Micro Grants

Established in 2019, the ASA Coordinate and Affiliate Organization Micro Grants are designed to support events or projects organized by ASA Coordinate and Affiliate Organizations during the calendar year.

Four grants are awarded annually: two \$750 Coordinate Organization grants and two \$500 Affiliate Organization grants.

4.4.1 Selection Committee

The committee is comprised of the President and the Treasurer. The ASA Secretariat reviews applications and presents first and alternate recommendations to the committee for approval.

4.4.2 Application and Eligibility

Organizational leadership can apply via online form. Applications must detail how the funds will be utilized in the next 12 months. Coordinate Organizations must be in good financial standing to be eligible.

4.4.3 Selection and Reporting

In making its recommendation the Secretariat will pay particular attention to rotation of recipients, impact of funded programming, and viability of the project. The committee will approve grantees no later than May 15 annually.

4.5 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 award provides grants from \$200 to \$1,000 for a total of \$1,800 each year.

4.5.1 Selection Committee

The committee is constituted and managed by the Africana Librarians Council.

4.5.2 Application and Eligibility

Applicants must apply via the online form. Book donation programs should reflect a partnership between institutions in Africa and the U.S. with a liaison contact from each institution. While large-scale donations of container-loads of books can be effective, the ASA is trying to fill a perceived gap by increasing the number of small to medium-sized projects that focus on specific, articulated needs, including books in electronic or other formats. Community-based, grassroots project involvement with benefit to broad, non-sectarian populations are encouraged. The project plan should address logistical concerns, including a means of reviewing the books or media and assessing how they meet the recipient's request.

In the case of donated print books, the plan should include a place to store the books as they are being collected, a means of reviewing the books for physical quality and relevance to the recipient's request, materials and staff for packing, a means of shipping to Africa, and all necessary paperwork for customs and shipping. The ASA cannot offer any services in arranging shipping or other logistics.

4.5.3 Selection and Announcement

The committee will determine the criteria for evaluation. The committee must submit a winner(s) with a short summary including the committee's reason for the selection (150 word maximum each) no later than August 31. The winner will be listed in the Annual Meeting program book or similar publication and the ASA website.

4.6 ASA Dependent Care Grant

Established in 2025, the ASA Dependent Care Grant was made possible by a generous gift from Dr. Claire Robertson through the establishment of the Robertson Fund. The grant supports dependent care for ASA members attending the Annual Meeting. The grant realizes a founding goal of the ASA Women's Caucus in 1970, as stated in the Resolutions on the Status of Women.

The grant includes \$500 of dependent care reimbursements for ASA Annual Meeting attendees.

4.6.1 Selection Committee

The committee is comprised of the Vice President and President. The Secretariat will review applications and make recommendations to the committee on a first come, first served basis.

4.6.2 Application and Eligibility

Annual Meeting attendees must apply via the online form. Applications will be accepted on a rolling basis. All Annual Meeting registrants are eligible to apply.

4.6.3 Selection and Announcement

The application period will close October 31. All eligible applicants will be notified in the order that their application was received. Reimbursements will be made onsite at the Annual Meeting via PayPal or Zelle with appropriate documentation.

4.6.4 Financial Administration

The \$75,000 Robertson donation will be held in restricted funds, and only the investment proceeds will be allocated to the Robertson Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

4.7 Robertson Engagement Grant

Established in 2025, the Robertson Engagement Grant was made possible by a generous gift from Dr. Claire Robertson through the establishment of the Robertson Fund. The Robertson Engagement Grants supports first-time Annual Meeting attendee graduate students and junior faculty with an interest in engaging the ASA Women's Caucus. Robertson Engagement Grants expand support for emerging and underfunded scholars in the field of African Studies, and provide access to ASA's resources and career-advancing networking opportunities.

The grant includes one year of ASA membership, Annual Meeting registration, ASA Women's Caucus membership, and a modest Annual Meeting travel stipend.

4.7.1 Selection Committee

The committee is comprised of the President, the Executive Director, and a Women's Caucus co-convenor or other designated representative. The Secretariat will review applications and make recommendations and alternates to the committee.

4.7.2 Application and Eligibility

All first-time attendees are eligible to apply. First-time presenters on the Annual Meeting program will be prioritized in the selection process.

Applicants must apply via the online form.

4.7.3 Selection and Announcement

The nomination period will close March 1 annually. In making its recommendation the Secretariat will pay particular attention to diversity of institution, geolocation, and applicant goals. Awardees will be selected no later than March 15. Travel stipends will be in the form of reimbursements onsite at the Annual Meeting via PayPal or Zelle with appropriate documentation. Winners wishing for hotels to be reimbursed must stay at the ASA contracted hotel per ASA policy.

4.7.4 Financial Administration

The \$100,000 Robertson donation will be held in restricted funds, and only the investment proceeds will be allocated to the Robertson Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

4.8 Student Volunteer Stipend

Established in 2025, the Student Volunteer Attendance Stipend was made possible by a generous gift from Dr. Claire Robertson through the establishment of the Robertson Fund. The stipend will engage up to two local student volunteers who will support the ASA Women's Caucus Marketplace during the ASA Annual Meeting.

The stipend includes student ASA and Women's Caucus membership, Annual Meeting registration fees, a Women's Caucus luncheon ticket or similar, and a local transportation stipend.

4.8.1 Selection Committee

The committee is comprised of the President, the Executive Director, and a Women's Caucus co-convenor or other designated representative. The Secretariat will review nominations and make recommendations and alternates to the committee.

4.8.2 Application and Eligibility

Scholars local to the Annual Meeting city may nominate current students to receive the stipend. Nominees must reside in the immediate area and may not be listed on the Annual Meeting program to be eligible. Students must be available to volunteer for the length of the Annual Meeting to be considered. Nominations must be submitted via the online form.

4.7.3 Selection and Announcement

The nomination period will close March 15 annually. Awardees will be selected no later than May 15. The ASA Women's Caucus will notify the winner directly, with the ASA Executive Director and Chair of the Awards and Prizes committee copied.

4.8.4 Financial Administration

The \$25,000 Robertson donation will be held in restricted funds, and only the investment proceeds will be allocated to the Robertson Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

4.9 Penny Schwartz Student Travel Award

Established in 2009 by the ASA Women's Caucus, this travel grant was made possible by a generous bequest from Dr. Nancy Schwartz and gifts from Drs. Judith Van Allen, Mary Osirim, Nwando Achebe, and Anita and Derrick Plummer. This award honors Nancy "Penny" Schwartz, an active ASA and Women's Caucus member, and celebrates her legacy of student mentorship.

The grant includes \$500 and is presented at the ASA Women's Caucus Lecture annually.

4.9.1 Selection Committee

The selection committee is constituted and managed by the ASA Women's Caucus.

4.9.2 Nomination and Eligibility

Current students that are paid members of the ASA Women's Caucus are eligible to apply.

4.9.3 Selection and Announcement

The nomination period will close August 31 annually. Awardees will be selected no later than September 15. The ASA Women's Caucus will notify the winner directly, with the ASA Executive Director and Chair of the Awards and Prizes committee copied.

4.9.4 Financial Administration

The \$12,500 gift will be held in restricted funds, and only the investment proceeds will be allocated to the ASA Award Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures.

4.10 ASA Film Festival Attendance Stipend

Established in 2024, the stipend was made possible by a generous gift from Dr. Kenneth W. Harrow and Elizabeth W. Harrow through the establishment of the Ken Harrow ASA Film Fund. The stipend provides up to two \$500 stipends to ASR Film Review Editors to author new ASR film reviews or Film Prize Committee Members to consider films for the award.

4.10.1 Selection Committee

The committee is comprised of the President and Executive Director.

4.10.2 Application and Eligibility

Applicants must send an email to the ASA Executive Director detailing the film festival they wish to attend and how it will benefit their current role. Applicants must submit at least 30 days prior to needing the funds. Only current ASR Film Review Editors and Film Prize Committee Members with active ASA membership are eligible.

4.10.3 Selection and Announcement

Applicants will be selected on a first come first served basis. The application period will close August 31 annually. Stipend recipients will be notified in writing by the Executive Director.

4.10.4 Financial Administration

The \$25,000 Harrow gift will be held in restricted funds, and only the investment proceeds will be allocated to the Fund. Investment proceeds will be withdrawn annually in January and in accordance with Policies and Procedures. Per the gift agreement, unused funds may be used to support ASA travel for a film scholar located at an African institution or to support a film festival at L'Université Gaston Berger.

5. Coordinate Organization Awards

All Coordinate Organization awards that are not endowed with ASA or outlined in the above policies must be independently administered by the Coordinate Organization. Coordinate Organization awards are not included in the program book or presented during the Annual Meeting Awards Ceremony but may be posted online and included in the ASA Annual Report, contingent on the Coordinate Organization reporting award details in a timely manner.

IV. ORGANIZATIONS ASSOCIATED WITH ASA

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

1. Coordinate Organizations²

Coordinate Organizations are a means to build communities around specific areas or interests within the field of African Studies, broadly defined. They function as autonomous elements of the Association, bound by the Association's policies and procedures and legal status. ASA serves as their fiscal sponsor. Coordinate Organizations must maintain uniform and consistent policies outlining administration, elections, and finances. A current copy of such policies must be on file with the Association. A complete list of organizations is available on the ASA website.

1.1 New Coordinate Organizations

Organizations interested in applying to become a Coordinate Organization must submit an application to the Executive Director including the purpose of the group. The Board of Directors reviews applications throughout the year.

1.2 Responsibilities

A brief annual report must be submitted for the previous calendar year to the ASA Secretariat. 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 them informed of any other significant developments.

1.3 Rights

Coordinate Organizations will receive two sessions without review each Annual Meeting. Coordinate Organizations are welcome to submit other sessions for review. If accepted those sessions will be designated as Coordinate Organization sponsored session as well. 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 or Secretariat.

1.4 Coordinate Organization Annual Reports

Coordinate Organizations are required to submit brief written annual reports, updating the ASA on their activities. Portions of the reports are included in the ASA Annual Report, and in the Spring Board Meeting materials.

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.

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.

² 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.

To remain in good standing, Coordinate Organizations must maintain a positive account balance. ASA will calculate and collect a minimum 6% fee, based on a three-year-average of Coordinate Organization financial account balances as of EOB December 31 annually. This fee will be applied to management costs.

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. To remain in good standing, Coordinate Organizations must always maintain a positive account balance.

Within 10 days of initiating an Operating Agreement the Coordinate Organization shall inform the Association of at least two individuals that have the right to authorize financial disbursements on behalf of the Coordinate Organization. Any transactions in excess of \$25 requires a second officer signature.

When the Coordinate Organization wishes to disperse funds the Officer(s) must request disbursement by emailing accounting@africanstudies.org, along with appropriate documentation such as receipts, invoices, etc. All award payouts must be on Coordinate Organization letterhead and include two signatures. The check and/or wire will be processed within 10 business days 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 with 10 days' notice by emailing 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 following all ASA investment guidelines. 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. 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 must manage membership and collect membership dues, donations, and other revenue for the Coordinate Organization within the ASA financial system and MyASA. The Coordinate Organization may request changes be made to the mechanisms by contacting the Secretariat.

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 15 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.

The Coordinate Organization shall include the ASA Executive Director in all contract negotiations. All legal contracts will be approved by the Board of Directors and signed by the ASA Executive Director.

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 180 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 submit sponsored session for review to 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 the following 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)

Scholars at Risk (SAR)

PEN America

American Association of Colleges and Universities (AAC&U)

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 subtheme chairs 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 Subtheme Chairs, 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 Subtheme 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 Subtheme Chairs

The Program Chair(s) selects a committee of approximately 20 Subtheme Chairs, who assist with the Annual Meeting responsibilities. The Subtheme Chairs are to be approved by the Board. The Program Chair selects the Subtheme 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 Subtheme Chairs are responsible for the subthemes, which include both subthemes that reflect the overall meeting theme as well as perennial subthemes, which should reflect the broad interests of the membership.

Subtheme Chairs are encouraged to solicit subtheme 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. Subtheme 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.

Program Chair Roundtable - The Program Chairs may submit one (1) sponsored roundtable related to their theme essay that is 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. Prior to their lecture, the President presents a draft Presidential Lecture or submits a written draft each May for feedback.

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, Mahmoud Mohamed Taha 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 & Plenaries

The Board may sponsor special lectures or plenaries by dignitaries or other high-profile individuals on topics of broad interest to the membership. Funding for special events will be a primary consideration during planning.

4.9 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.

4.10 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.

4.11 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.

4.12 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	Secretariat/Program Committee/Local Arrangements Committee

	booth information, LAC sponsor list, local information, Dance Party Info, and LAC member listing	
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

Submitters and all participants must pay the pre-registration fee, at the member or non-member rate, before the close of the CFP. Failure to do so may result in submission rejection or removal from the program. Any participant with concerns regarding the pre-registration payment should contact the ASA Secretariat. The Program Committee will only review complete proposals. Submissions must be in English, but proposal abstracts may indicate that the session will be conducted in any language. All proposals must be submitted online. The ASA is unable to accept proposals sent by email, hardcopy, or fax.

6.2 Submission Guidelines

Panels: Panels present formal papers surrounding a given topic, followed by an audience Q&A. A panel consists of a chair, no more than five formal paper presenters, and an optional discussant. A panel must have a minimum of three participants and two papers. Panel sessions are "pre-constituted," and their organizers must submit all relevant information and paper titles/abstracts for all participants. Multi-part panel proposals are welcome and

encouraged. Multi-part panels must be titled similarly, submitted in the same subtheme, and identified in scheduling order (Part I, Part II, Part III, etc.).

Roundtables: Roundtables consists of a chair and no more than five presenters in a fluid discussion format. There are no paper titles. As a “pre-constituted” session, the organizers must submit all information for all participants.

Roundtable: Standard roundtable formats can address original research, work-in-progress, or broader professional questions or concerns pertinent to the field.

Author Meets Critic Roundtable: This roundtable format facilitates the presentation and in-depth discussion of monographs, edited volumes, translations, or other types of books for an interdisciplinary audience. One of the presenters must be the author of the work being discussed. The author may serve as Chair if they so wish.

Film & Media Critic Roundtable: This roundtable format allows individuals or groups to present films and/or other media followed by discussion, analysis, or information. At least one presenter must have the authorization and materials to show the film and/or media during the session if it is not their own. If a filmmaker or distributor wishes to show a film at ASA but is unable to attend, they must provide the necessary materials to another registered presenter. Unlike other roundtables, this format can have as few as two presenters. Additional “critics” (or analysts/commentators) are encouraged but not required.

Studios: Studios are sessions in which participants can learn, develop, or share practical skills or specialized knowledge such as journal publishing, syllabus development, or grant writing basics. Studios consist of a chair and no more than five presenters (but they may all be thought of as facilitators depending on the topic and approach).

Working Groups: Working Groups are double sessions consisting of a chair, no more than five papers, and up to three optional readers. All listed participants agree to exchange and read the papers in advance. Working groups are thematic like other session types but offer deeper feedback to improve the quality of the research or better prepare it for publication. Working groups are open to all Annual Meeting registrants to attend, but formal presentations of the papers are optional. All working groups are scheduled during Sessions I & II, without exception.

Individual Papers: Papers are only to be submitted if individuals are not submitting that paper as part of a pre-organized panel or working group. Individual Paper Proposals may not be categorized in the subtheme Special Topics. The Program Committee will create panels from individual submissions with common themes as best as possible. These are known as “Created Panels” in the ASA program. Individual paper proposals have the highest rate of rejection and Created Panels have the highest rate of attrition. Potential submitters are strongly encouraged to utilize the Call for Co-Panelists forum on the ASA website to solicit other presenters to build a (pre-constituted) session proposal.

AfricaNow! ASA’s late-breaking call that accepts Individual or Group proposals (max 5 participants) for informal formats. Proposals should relate in some way to Africa, its Diasporas, and/or Questions or Concerns in the field, broadly defined. All AfricaNow! organizers and presenters must pre-register prior to submission.

AfricaNow!: Current events, preliminary research, and practitioner presentations.

Alternative Format: May include formats such as art, film, and literature analysis, photo essays, image displays, spontaneous poetry, movement exhibitions, etc.

Memorial: In memory of colleagues, intellectuals, cultural icons, or other individuals broadly related to the field.

Spark: 3-Minute Thesis presentations. Open to all, submissions from undergraduate and MA students prioritized. Presentations are to be spoken word (no poems, raps, or songs), no electronic media (AV not available), 1-2 additional props (e.g., costumes, musical instruments, laboratory equipment) are permitted.

In conjunction with the Secretariat, the Board’s Annual Meeting Committee may recommend additional session types not outlined above to respond to feedback or test new formats before codifying them in its policies.

6.2.1 Discussants and Chairs

Individuals who are willing to serve as discussants and chairs can indicate their willingness to serve on the submission form. Applicants should be as specific as possible when listing areas of expertise so that the Program Committee can best take advantage of their expertise. If individuals are not submitting proposals but still wish to be a chair or discussant for a Created Panel, they can email the Secretariat with the appropriate details prior to the close of the CFP. Their placement is at the discretion of the Program Committee. Chairs of pre-constituted sessions must communicate CFP decisions to all participants. All chairs must notify the Secretariat immediately if they plan to withdraw.

6.2.2 Indicating a Submission Category

All proposals should select one of the 20 topical subthemes for which the proposal is most appropriate. If a proposal does not fall into any of the designated subthemes, it is still welcome and should be submitted directly to the “Special Topics” subtheme.

6.2.3 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.**

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

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

6.2.6 Board Sponsored Panels (See 3.3.1 and 4.8)

6.2.7 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.

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 ADMINISTRATION³

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 Director consider that a proposal is not in keeping with the mission of the Association, that it duplicates other fund-

³ The original policy was adopted by the Board of Directors on May 19, 1991.

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 2022 and is now in effect through December 31, 2028.

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 Retention⁴

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.

* 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
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. DIRECTORS NOMINATIONS & ELECTIONS

1. Nomination Criteria

The Committee must seek to represent and reflect the composition of the membership and the wide variety of constituencies, disciplines, and other concerns that make up the ASA during each nomination cycle. All candidates must be members, per the ASA bylaws. Detailed criteria for slate candidate nominees are outlined below. VP candidates must have served on the Board and successfully completed a three-year elected term at least three years prior to the potential election cycle in which they would run. Emerging scholars can be considered for the Emerging Scholar Representative Board seat but are not eligible for the regular Board slate until they are more than five years post-graduation. While two self-nominated Emerging Scholar Representative candidates are put forward by the Emerging Scholars Network Executive Council for consideration, the Nominations Committee reserves the right to amend the Emerging Scholar Representative slate to meet the detailed criteria. Nominating any slate candidate that lost an election in the last 3 years is discouraged.

1.1 Commitment to ASA

ASA's membership is expansive. Committed members renew annually and often early in the calendar year, regularly submit proposals to the Annual Meeting CFP, and engage others in ASA activities such as encouraging student participation. All slate nominees should have at least 4 years of recent membership and Annual Meeting participation in addition to a history of service and other considerations.

1.2 History of Service

The ASA is a complex organization that runs largely on the generous volunteerism of its members. ASA uses the Program Committee, Prize Committees, and Coordinate Organizations among other volunteer roles as a pipeline for the Board of Directors slate. These types of service give the current Board and the Secretariat a chance to evaluate working styles, activity within the Association, professionalism, and other factors that help determine whether they are a good fit.

1.3 Available to Contribute

If elected, Board members provide both time and energy to the Association. All slate nominees should demonstrate availability and interest in providing ASA with the necessary labor to succeed, including attending ASA meetings and events, promoting ASA programs, actively engaging in committee work and meetings to which they are assigned, and willingness to occasionally take on ad hoc or special projects.

1.4 Special Skills

Some slate nominees may have special skills such as a history of grant writing, financial management, donor cultivation, or others. While understanding of and commitment to ASA is a greater priority, special skills may be strategically considered.

1.5 Balancing Perspectives

ASA is committed to diverse perspectives which must include balancing gender, race, discipline, institution type, country of origin, and age. Two individuals from the same institution should not have overlapping Board service. A projected election outcome must be considered when building the slate to ensure continued diversity and balance, in conjunction with budgetary considerations.

2. Nominations Process

The Nominations Committee is responsible for nominating two candidates for Vice President (VP) and four candidates for the three Board positions that become vacant each year. Each committee will identify 2-6 prospective VP candidates and 6-8 prospective Board candidates.

2.1 Identifying Candidates

The committee consults the ASA Member Directory and lists of previously considered candidates from past committees, in consultation with the Executive Director. Names are submitted to the Executive Director for service and affiliation record annotation based on ASA's databases and the detailed criteria. The Executive Director will also mark ineligible. A complete list of annotated candidates is provided to all committee members. During a committee meeting, the Executive Director can share additional notes from ASA's files. Based on the information provided, the committee will determine which of the eligible annotated candidates they wish to rank.

2.2 Ranking Candidates

The Executive Director will provide each committee member a ranking matrix with instructions to complete. Individual rankings will be collated in the matrix, and final rankings will be determined by a combination of weighted and unweighted rankings. Once complete, the Chair and Executive Director will review the results and submit the ranked nominees to the Committee for review. Any committee member may propose a motion to adjust the rankings based on the overall balance of the nominees, for a committee vote. Once finalized, the committee must approve the ranked nominee list.

2.3 Finalizing Nominees

The approved list of nominees is submitted to the Board of Directors at the Spring Board Meeting. In accordance with ASA's Bylaws, the Board of Directors may not amend the nominee list directly. The Board may proceed by voting in-favor of the nominee list or voting for a request for reconsideration. An in-favor vote indicates that the committee appropriately met the nominations criteria. A request for reconsideration addresses Board concerns regarding specific candidates, particularly if Board members have information that the committee did not know or consider. In the case of a request for reconsideration, the Committee will meet within 30 days to review, discuss, and vote. The resulting ranked list is final and will be reported back to the Executive Committee for their records.

3. Slate Recruitment

The Chair, with the support of the Executive Director, will recruit slate nominees using a standardized service letter. Board candidates will be recruited in the order in which they are ranked until four candidates accept a seat on the slate. VP slate candidates will be recruited dynamically to allow for appropriate candidate pairings until two candidates accept a seat on the slate. Emerging Scholar Representatives are notified of their placement on the slate with a request for confirmation, unless amended by the committee. For amended ESR slate candidates, a standardized recruitment letter is sent, and candidate confirmation is required.

The final slate is presented at the Fall Board Meeting and is announced at the ASA Business Meeting.

4. Candidate Statements

Candidate statements must not exceed 500 words and should address biographical and professional background, skills, academic interests, Coordinate and Affiliate networks, past involvement in ASA including service roles, as well as a description of how the candidate would support ASA's mission in this leadership role.

Candidates must proofread their own statements, as ASA will not alter them once received. ASA does not take legal responsibility for the contents of the candidate statements.

The Secretariat will solicit candidate statements in February annually and will provide past examples as a reference. All candidate statements must be submitted to the Secretariat in March. The Executive Director will determine the final deadline for submission annually, at least one week prior to the election opening. Failure to submit a candidate statement by the deadline will be considered an automatic withdrawal from the slate.

5. Electoral Process

ASA employs Simply Voting LLC to administer electronic elections. Voting will open on April 1. Voting will automatically close at 11:59pm eastern on May 15.

The Secretariat adds all individuals to the appropriate ballot (Board, Vice President, Emerging Scholar) in Simply Voting, with their candidate statements and institutional information. Members are sent a unique voting link and reminders to vote throughout the voting period. Members who join ASA during the open election period will be added to the electorate on a weekly basis and invited to vote before the deadline. Additions of new members to the voter pool will end at the close of business on the last business day of the election period.

6. Results

The Secretariat downloads the verified results from Simply Voting and files them. The Executive Director shares them with the President on the first business day following the elections. Once the President has received the results, the full Board will be notified. The election results are then communicated to each individual candidate with a standardized letter. Once all candidates have acknowledged receipt of their notification, the Secretariat will publicly announce the election results. Ideally the public announcement will occur within 10 business days of the election closing.

Candidates can request the specific vote count.

7. Challenges to Results

Candidates may challenge the election results by addressing the President and Executive Director in writing within 30 days of their individual notification. Challenges will be reviewed within 30 days of filing by the Executive Committee, in consultation with the ASA's legal counsel.

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*.

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.⁵ 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.

2.6 Public Protest & Retraction Response Policy

Within 24 hours of receiving (or observing) a public protest/petition/call for retraction of an ASA publication, specifically African Studies Review or History in Africa, such communication will be forwarded to the Executive Director (ED). The ED will respond within 48 hours to acknowledge the protest/petition/call. That acknowledgement will also include: 1) that ASA will review the protest/petition/call according to internal procedures and will provide a response in approximately 2-3 weeks and 2) that the ED is the point of contact if the person/group/organization issuing the protest/petition/call has additional information to share during the internal review period. This standardized correspondence will copy the Publications Committee Chair, Editor in Chief, and the responsible editor (i.e. the editor who was responsible for managing the article in question) of the relevant journal.

An ad hoc task force, comprised of the Publications Committee Chair, the ED, the Editor in Chief, the responsible editor, two relevant editors, and two Editorial Review members, will lead the internal review process and be

⁵ The current term began in 2010.

charged with formulating an official response.

Simultaneously, the Publications Committee Chair will contact the full Board of Directors, the ED will contact the authors of the article in question, and the Editor in Chief will contact the editors and the Editorial Review Board. All three notifications will include a standardized summary of the current situation, the procedural guidelines that will govern the internal review process, and a confidentiality clause advising the recipients not to discuss the matter or publicly respond until a formal response has been formulated.

Within the ad hoc task force, the Editor in Chief, the responsible editor and one additional editor, will have autonomy to craft the official response, to collect feedback, and submit. Simultaneously, Publication Committee members will gather any additional information from other Board members, or other appropriate parties, as this might be helpful in formulating an official response. Ideally, within two weeks of beginning their work, the ad hoc task force will finalize the official response and share this with the ED, the Publications Committee, the ERB, and then the ASA Executive Committee of the Board for a ratifying vote of the official response.

The ASA Executive Committee of the Board will have three days to vote yay or nay, or to offer amendments. A passing vote is 2/3 of the Executive Committee. The Executive Committee must notify the full Board of Directors of the final vote and statement prior to its public release of the official response. The official response must then be shared with the authors prior to its release.

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;
- 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

1. Public Advocacy Policy

The ASA engages in advocacy to raise 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 and ASA's mission.

The ASA achieves its advocacy agenda by issuing position statements and letters to officials, participation in coalitions such as ACLS and the Council for International Education, and outreach to the 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 may advocate and release statements, letters, or articles only on issues that directly relate to one of these three policies and which are directly relevant to the field of African Studies and ASA's mission.

The decision to issue advocacy statements will be at the discretion of the ASA Board, represented by the ASA Executive Committee or Board of Directors when required. 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 72-hour window considered to be consent with the issuance of the statement. Statements that are considered highly politicized or that may be considered on the fringes of ASA's mission, regardless of their non-partisan position, must be brought to the full Board. For full Board votes, the ASA will convene a meeting within a week. All statements, once approved, become ASA Board of Director statements regardless of original authorship, unless otherwise noted below.

1.1 Processes

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. The Advocacy Committee and the Secretariat should take the necessary steps to verify the authenticity and accuracy of any statement to be endorsed by the ASA.

1.1.1 Issuing Position Statements

Position statements may be submitted to the ASA for consideration by: (1) The Secretariat, (2) The Board or Committee Members, (3) ASA Coordinate or Affiliate Organizations, (4) Current ASA Members, (5) Other Scholarly Societies or Academic Organizations. In addition, Coordinate Organizations may issue independent statements. The Committee may issue or support a statement in the following circumstances and based on the following process:

The ASA Secretariat may draft position statements and bring these to the ASA Advocacy Committee and then the Executive Committee for approval by electronic vote.

The Advocacy Committee members may collectively draft position statements and bring these to the ASA Executive Committee for approval by electronic vote.

ASA Coordinate or Affiliate Organizations may generate statements for consideration. The request should include supporting documentation of the advocacy issue so that the Committee has the information to evaluate the relevance to the ASA Policy guidelines and the position it is taking. Once all materials have been provided, and if the Advocacy Committee determines that the statement should be endorsed as is, it will be forwarded to

the ASA Executive Committee for a vote. If the statement requires amendments or rewording to be viable, the Advocacy Committee may propose changes and notify the Organization.

ASA Members may generate a statement for consideration. The statement must include at least 25 current member signatures that are clearly marked for verification. The request should include supporting documentation of the advocacy issue so that the Committee has the information to evaluate the relevance to the ASA Policy and the position it is taking. If the statement requires amendments or rewording to be viable, the Advocacy Committee may propose changes and notify the submitting members.

ASA may co-sign statements of other academic organizations (eg: AAA, ACLS, AHA, ASAA etc.) that meet the policy criteria. ASA may not alter the statement in any way but may add its own Leadership Comment to the bottom of reprinted statements to explain or emphasize the relevance to African studies and the ASA's mission.

ASA Coordinate or Affiliate Organizations may want to issue a statement independently of the ASA Board. They may do so as long as they clearly indicate that they act in their own capacity and not on behalf of the ASA Secretariat or any portion of the Board of Directors.

1.1.2 Issuing Letters to Individuals or Officials

The ASA may author or sign letters which are directly relevant to the field of African Studies and ASA's mission under the following circumstances and based on the following processes:

The Executive Director may sign any letter to an official authored on behalf of coalition members for any advocacy coalition to which ASA pays annual dues (eg: National Humanities Alliance, Coalition for International Education, Consortium of Social Science Associations, etc.).

The Advocacy Committee or the Task Force for the Protection on Academic Freedom may author letters to officials when such letters are deemed more appropriate or efficacious than a general position statement on a specific issue.

ASA Coordinate or Affiliate Organizations may submit letters to officials for the Board's co-signature if deemed more appropriate and efficacious than a general position statement.

Current members may request personalized letters by filling out a form. Requests should be relevant to the ASA's mission and fall within the Advocacy Policy.

1.1.3 Issuing Statements and Op Eds to the Media

The Secretariat may identify and engage appropriate localized media outlets to which ASA may submit an approved statement or op ed. All Op Eds must be (co)authored by ASA leadership with area expertise on the issue(s) the article is addressing, have a clear goal aligned with the Advocacy Policy and ASA's mission, and be approved by the Advocacy Committee and Executive Committee or Board.

XIV. LICENSING POLICY⁶

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.

⁶ Board adopted this policy May 8, 1992.

XV. AFRICAN STUDIES ASSOCIATION BYLAWS⁷

ARTICLE I. Purpose

The African Studies Association, Inc., hereafter the Association, is incorporated for the purpose of supporting and furthering African studies through the production and dissemination of knowledge.

ARTICLE II. Members

Any person who is interested in African studies may become a Member of the Association upon application and payment of dues. Any member whose dues are in arrears shall be dropped from the roll. Members who have been dropped may be reinstated at any time by the payment of one year's dues. Members shall have the right to vote for elected Directors of the Association and on such other matters as are presented to the membership. Members shall receive such periodicals and notices as the Association shall from time to time distribute. Only members in good standing shall have the right to vote or hold office in the Association.

ARTICLE III. Board of Directors

Section 1: The Board of Directors shall consist of not less than three (3) nor more than twenty-one (21) persons.

Section 2: The Board of Directors shall meet twice annually.

Section 3: The Board of Directors shall conduct the business, manage the property, and care for the general interests of the Association. The Board of Directors shall fix the amount of dues and the date on which any change of dues becomes effective. It may appoint such committees as it deems necessary. The Board of Directors shall call an annual meeting of the Association at a place and time it deems appropriate. It shall report to the membership on its deliberations and actions through the publications and at the business meeting.

Section 4: To transact necessary business between meetings of the Board of Directors, there shall be an Executive Committee composed of the President, Vice President, Past President, Treasurer, and committee chairs.

Section 5: At all meetings of the Board, the presence of two-thirds of the Directors shall be necessary and sufficient to constitute a quorum except as otherwise provided by law.

Section 6: Any Director or the entire Board of Directors may be removed, with or without cause, by a majority vote of current association members. Any board member may resign at any time.

ARTICLE IV. Officers

Section 1. The officers of the Association shall be a President, who shall serve as Chairperson of the Board, a Vice President, Past President, an Executive Director, and a Treasurer, and such other officers as the Board of Directors deems necessary from time to time for the proper operation of the Association.

Section 2: 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 procedures outlined in Article V.

⁷ Approved by a membership referendum in May 2025.

Section 3: The Vice President shall be elected annually by the Members in accordance with the same procedures required for the election of Directors outlined in Article V.

Section 4: At the end of the President's term of office, the outgoing President shall automatically assume the office of Past President at the annual business meeting. If the office of President is vacant or if the President should decline to serve as Past President, the Past President shall be elected in accordance with the procedures outlined in Article V.

Section 5: The Executive Director shall be the chief executive officer of the Association. It shall be their duty, under the direction of the Board of Directors, to oversee the affairs of the Association, to have responsibility for the continuing operations of the Association, to supervise the work of its committees, to assist in the formulation of policies and projects for submission to the Board of Directors, to execute instructions of the Board of Directors, sign contracts bonds, or other authorized instruments, to maintain accurate records of assets, liabilities, and transactions, and to perform such other duties as prescribed in Policies and Procedures and determined by the Board of Directors.

Section 6: The Board of Directors shall appoint a Treasurer and shall determine their length of service and compensation, if any. The Treasurer shall be responsible for oversight of the Executive Director in the custody of the funds of the Association, and the maintenance of accurate and adequate records of the assets, liabilities, and transactions of the Association. In general, they shall perform all the duties incident to the office of Treasurer and other duties as may from time to time be assigned by the Board of Directors. If the office of the Treasurer is vacant due to removal or resignation, a Treasurer will be appointed in accordance with these bylaws and Policies and Procedures.

ARTICLE V. Elections

Section 1: All Directors are either elected or appointed in accordance with these bylaws and Policies and Procedures.

Section 2: The Directors shall be elected annually from among the Members, in three (3) groups 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. Appointed Directors or those elected to special designation seats may serve other term lengths in accordance with these bylaws and Policies and Procedures.

Section 3: The Nominating Committee shall nominate at least one (1) but not more than three (3) candidates, who shall be members of the Association, for each vacancy for the office of Director.

Section 4: 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.

Section 5: The Board of Directors may fill any vacancy caused by death, removal, or resignation in its own membership or in the membership of any elected committee by designating (1) one of its own members, (2) a past Director, or (3) a recently elected incoming member to serve ad interim until replaced by a member elected in accordance with customary procedures at the next practicable annual election.

ARTICLE VI. Meetings

Section 1: Notice of meetings including special meetings or business meetings, shall be served no less than ten nor more than 60 days before the meeting.

Section 2: Notice of the two annual Board of Directors meetings shall be served no less than thirty days before the meeting.

Section 3: At any voting meetings of the Members the presence in person of 20% of the Members shall be necessary and sufficient to constitute a quorum, except as otherwise provided by law. No proxy may be voted at any such meeting.

ARTICLE VII. Committees

Section 1: The Board of Directors may, at its discretion and according to its Policies and Procedures, constitute and appoint standing or ad hoc committees. Members of such committees that are not Directors may serve as consultants to the Board of Directors but may not vote at Board meetings.

Section 2: The Board of Directors defines the duties of all standing and ad hoc committees. The Executive Director is an ex-officio member of such committees.

Section 3. Each Committee shall keep regular minutes of its meetings and report the same to the Board upon request. Two-thirds of the members of any committee may constitute a quorum, and committees may establish their own rules of procedure and hold their meetings as provided by such rules, except as may otherwise be provided by a resolution of the Board of Directors.

ARTICLE VIII. Finances

Section 1: The Board of Directors is legally responsible for the financial well-being of the Association. The Board will approve a budget for the coming fiscal year at its annual fall meeting.

Section 2: The fiscal year of the Association shall end on December 31 of each year.

Section 3: No loan shall be contracted on behalf of the Association unless authorized by the Board.

Section 4: Association funds shall be deposited in and dispersed from such banks, trust companies, or other depositories selected by the Board of Directors, and in accordance with the Policies & Procedures. The Board of Directors may select to delegate this power, including the signing of checks and delivery of payments on behalf of the Association, to any employee or officer as a regular duty or temporary responsibility during periods of transition.

ARTICLE IX. Indemnification

Unless expressly prohibited by law, 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 Association or of any corporation which they served as such at the request of the Association, shall be indemnified by the Association to the fullest extent provided by law.

ARTICLE X. Amendments

Amendments to these bylaws may be proposed by: (1) the Board of Directors, (2) petition to the Board of Directors of 20% or more members in good standing. The Board of Directors is responsible for the review of any proposed amendments, their lawfulness and proposal in good faith. Any approved amendment proposal shall be reported to the membership with clear pros and cons, if appropriate, and shall be included in the next Directors election or a special amendment vote. Any amendment receiving a plurality of the votes cast in the election shall be considered adopted. The bylaws shall be posted publicly on the Association's website.