

AGENDA ITEMS

MONTHLY MEMBERSHIP MEETING – NOVEMBER 12, 2020

BRANCH OFFICERS ONLY

If you have had a recent election, invite both your current and newly elected officers.

Important Note: When a branch does not meet compliance requirements, it creates a risk for Headquarters. Be familiar with all risk factors to ensure your branch is always in compliance to prevent causing concerns that impact the Headquarters Office of ASALH. Branches are a microcosm of Headquarters and must be in compliance at all times.

All meetings should be held virtually or by conference call until further notice from Headquarters.

IMPORTANT ANNOUNCEMENTS

- Annual 2020 Reports are due January 15, 2021
 - Indicate the number of persons attending all branch programs in your annual branch report.
 - Be sure membership dues are calculated correctly before submitting reports to Headquarters.
- Plan your Annual Program Calendar and have ready for publication by January 1st annually to ensure your members can plan their schedule for the year accordingly. This will also ensure the branch can advertise and market the programs in a reasonable timeframe for the public the branch serves.
- Submit all branch events and officers through Headquarters online submission system.
 - Do not send event notices of any kind by email to Headquarters.
 - Following these directions ensures your events are documented and advertised by Headquarters.

PROTOCOL FOR BRANCH MEETINGS

- Take minutes of each meeting.

- Reconcile bank statements monthly and provide a financial report at each meeting.
- Branches are encouraged to follow Headquarters model and adopt *Lift Every Voice and Sing; engage audience* at each meeting and/or program;
- Adopt the use of the Red, Black and Green Flag.
 - If accomplished, note both adoptions in your minutes and share those minutes with Headquarters.
- Secure at least one copy of the latest Roberts Rules of Order to ensure your branch follows proper parliamentary procedures.
 - Consider having a “parliamentary procedure moment” at each meeting to begin to educate all of your branch members about parliamentary procedure.
 - Remember, every branch member should be educated in a way that they can step into an office if needed.

TIPS IN REFERENCE TO CONSTITUTION AND BYLAWS

- Ensure your election schedule is noted in your Constitution and Bylaws and is followed. The Frequently Asked Questions (FAQ) document recommends holding elections at least every two years.
- A basic description for all five officers should be noted in the Constitution and Bylaws.

BRANCH MEETINGS

- Be sure your Executive Committee (officers and two to three members appointed by President) plans your scheduled meeting calendar for the upcoming year. First, present planned schedule to your branch members no later than your December meeting. Must be ready for publication by January 1st each year.
 - When meetings are planned, be sure to hold the meetings.
 - Do not cancel meetings.
 - If inclement weather (during times when in-person meetings are allowed) move to a virtual meeting or conference call rather than cancel meeting.
 - One person’s absence should not cause a planned meeting to be postponed or canceled.

- Each branch should have a Free Conference call number for meeting purposes.
- During the pandemic, be sure to organize a system to check on your members.

BRANCH MEMBERSHIP UPDATES

- Be sure your membership list coincides with the list in the database at Headquarters at all times.
 - When new members join at branch events, be sure an updated membership list is shared with Headquarters.
 - Be sure to submit membership dues collected to Headquarters within two weeks of receipt by the branch.
 - It is the branch's responsibility to make sure all members' dues collected at the branch level are provided to Headquarters.
 - Create a system that ensures branch members who pay online are always included in the membership list at the branch level.
 - Be sure membership dues are added correctly before submitting reports to Headquarters. (Have more than one person check calculations.)
 - Compare branch membership list with Headquarters database keep an up-to-date membership list on file at all times at the branch level.
 - Use this email address to provide membership list updates: membership@asalh.org
- Be sure addresses, phone numbers and email addresses are correct to ensure the branch member receives all correspondence from Headquarters.
- Be sure Headquarters has the names of the two persons who will receive benefits from the purchase of Institutional Memberships associated with your branch.

TIPS IN REFERENCE TO GRANT APPLICATIONS

- If the branch members vote to pursue applying for a grant, notify Headquarters for advice in advance of submitting an application.
- The use of Headquarters 501 © 3 is prohibited in most cases. Contact Executive Director if clarity is needed.

- If your branch has an individual 501 © 3, be sure the infrastructure exists in your branch to properly manage this important responsibility.

BRANCH PRIVATE WEBPAGE INFORMATION

<https://asalh.org/branch-members-call/>

- Review the private branch webpage and utilize tools provided.
- Basic description of the duties of five required officers (President, Vice President, Secretary, Treasurer, and Historian) is documented in the branch Constitution and Bylaws.
 - The five required offices must be filled and financial at all times.
 - A branch is out of compliance if an office is vacant.
 - Detailed Descriptions should be supplied to each branch officer.
 - These descriptions must be kept in the Notebook (or electronic version during virtual gatherings) at all times.
 - A branch must have 15 paid members at all times to be in compliance – one of the 15 memberships must be an Institutional Member.
 - To ensure your memberships never expire, encourage members to renew their memberships during the recruitment period each year between October (or immediately following the Annual conference and meeting) through December 31.
 - Family memberships is a category included in the annual report so be sure to recruit members of your family.
 - Detailed Descriptions should be supplied to each branch officer.
 - These descriptions must be kept in the Notebook (or electronic version during virtual gatherings) at all times.
 - Visit private branch webpage (link below) to create a notebook that should be available at all branch meetings.
 - <https://asalh.org/branch-members-call/> (#8 Documents you should have at every meeting)
- This notebook passes to each administration as new officers(leadership) are elected.
- Be sure your branch charter is filed in a secure place, as well as scanned and filed electronically, then passed to each generation of leadership.

SUBMIT EVENTS ON THE BRANCH INFORMER PAGE

- The Branch Informer page must be used to submit all branch events, press releases, and post-event reports. It is from the information submitted here that the reports for the Combined Federal Campaign and other required reports are derived.

ASALH is a proud participant in the 2014 Combined Federal Campaign – ASALH CFC# 12541

Thank you for all you do to keep the Woodson Legacy Alive!!

Barbara Spencer Dunn, ASALH VP for Membership

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