



ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY®

301 RHODE ISLAND AVENUE, NW | SUITE 1508 | WASHINGTON, DC 20001
202.238.5910 | ASALH.ORG

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MARSH, ESQ.
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EXECUTIVE DIRECTOR

OUR MISSION

The mission of the Association for the Study of African American Life and History (ASALH®) is to promote, research, preserve, interpret and disseminate information about Black life, history and culture to the global community.

Greetings,

This package serves as a guide to help organizing and existing branches become and remain compliant to better serve ASALH. Thank you for continuing the legacy and mission of our founder Dr. Carter G. Woodson; and, thank you for your interest and willingness to help ASALH maintain its operation into the future. With your continued support ASALH will continue to serve you as the premiere organization devoted to the research of people of African descent in the United States and throughout the global community. Thank you!

This document addresses pertinent questions that branches need to know in order to operate effectively. Please make this document a focus of at least one of your branch meetings each year to ensure all of your branch members are aware of branch requirements.

A table of contents is included outlining information contained in this package to include a template for writing your branch history.

If you have questions that are not addressed in this document, please send them to the Vice President for Membership, Dr. Ida E. Jones at vpformembership2022@asalh.org.

Sincerely,

Dr. Ida E. Jones,
Vice President for Membership and Co-Chair, National Membership Committee

Sylvia Cyrus,
Executive Director

Dorothy F. Bailey
Co-Chair, National Membership Committee

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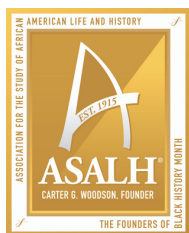
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Frequently Asked Questions ASALH Organizing and Established Branch Document (All Requirements in Red)

Mission: Our mission is to promote, research, preserve, interpret and disseminate information about Black life, history, and culture to the global community.

Vision: The vision of the Association for the Study of African American Life and History is to be the premier Black Heritage learned society with a strong network of national and international branches and partners whose diverse and inclusive membership will continue the Woodson legacy.

Important Dates and Events

Branch Leaders/Members Conference call (2nd Thursday each Month at 8 p.m.)

January 1	Due date for Membership dues
January 15	Branch reports due to National
February	Branches are required to hold a Black History Month (BHM) public program BHM luncheon held in Washington, DC Executive Council meeting held Friday before luncheon
March	Read Across America (Read a Woodson Title)
April	2nd Friday in April Nominations for Executive Council due
May 1	Organizing branches send request to be chartered at next conference
June	Executive Council (EC) will vote to approve chartering of Organizing Branches request for charter at EC meeting the 1st Friday in June; Organizing Branch will receive notification of decision within a week of this EC meeting.
July	Early bird registration deadline for annual meeting and conference Ad deadline for conference souvenir journal
August 31	Required donation due to National from branches; recommend \$600 as annual donation
September	Branches required to have a Founders Day program (Sept 9) Annual conference in late September or early October Branch workshop at annual conference (Reports from previous year due)
Oct – Feb	Annual membership drive; membership payments made after fall conference expire in December the following year
December	Branches required to host a Woodson birthday program (Dec 19)
December 26	Mail membership dues to National to be received before January 1st

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Organizing A Branch

Note: If interested in forming a branch, please look over this entire FAQ sheet as many of the requirements are discussed throughout the document.

1. What is the importance of branches?

Answer: Branches are a microcosm of the ASALH National Headquarters operating in local jurisdictions with a mission to educate the public about the history of people of African descent, especially those in their local area.

2. How does an interested group form an organizing branch?

Answer: The group must send a request to the Vice President (VP) for Membership through the National Headquarters by May 1. The VP will present the request at the annual June Executive Council meeting. Please submit the Organizing Branch Agreement (provided in this package) and secure an EIN number (according to your state's regulations) to set up your organizing branch bank account.

3. After getting the approval to organize a branch, should the organizing branch set up a bank account in their organizing branch name?

Answer: Yes. The organizing branch should set up a bank account to collect dues, send payments, collect funds from fundraising activities, and make contributions to ASALH. After your branch is chartered, change your branch name from organizing to your official branch name. Send a copy of your 1st branch bank statement for approval by National that the bank account has been named correctly.

4. How long does it take a branch to complete the organizing process?

Answer: The organizing process usually takes one year to complete all requirements.

5. How will the organizing branch receive final approval to become a branch?

Answer: After the year-long process, the organizing branch should send a formal request to the VP for Membership through the National Headquarters by May 1; VP for Membership will present the organizing group for approval at the June Executive Council meeting.

6. When does the organizing group receive its charter?

Answer: The organizing branch usually receives its charter at the next annual ASALH conference after approval by EC. In some cases the charter will be given on another occasion.

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7. Can organizing branches apply for a 501(c) 3 certificate?

Answer: No. Only branches already chartered by ASALH can apply because the organizing group is not yet an official branch of ASALH.

8. How will an organizing branch be informed if they are not meeting minimum requirements?

Answer: An organizing branch will be provided a written notice from the Vice President of Membership indicating the requirements not being met along with an action plan. (See all requirements and important dates in red.)

Membership

9. What are the membership categories?

Answer: General; Senior (65 & over); Student (school name & anticipated graduation date required); Dual (two persons living in the same household); Life; Life Interim ; Junior Life (up to age 26); Institutional (nonprofits; colleges/universities; church/religious organizations; student organizations; ASALH Youth Guilds; corporations; etc.); International; Corporate; and Associate (Associate Members can only present at annual meeting on the academic program. Associate members do not have voting rights and receive no publications).

10. How can Life members continue to support ASALH?

Answer: Life members can continue to support ASALH beyond their final life membership payment by becoming Sustaining Life Members in the following graduated categories:

Heritage Hero (Only Life members who are Seniors);

Heritage Defender; and

Heritage Guardian.

These are annual payments and participants will be listed in the annual program journals for the luncheon and annual conference and meeting.

11. How many people are required to start a branch?

Answer: 15 people paying national dues are required to start a branch.

12. What is a membership year?

Answer: January 1– December 31 is ASALH's membership year.

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13. Do life members count as members if they have not paid into the sustaining life category?

Answer: Yes; sustaining life payments are tax-deductible donations and are not required but highly recommended. These donations provide Life members an opportunity to continue to support ASALH financially each year.

14. What are the benefits of General, Senior, Student, Life Interim, International, and Junior Life memberships?

Answer:

- Discounts on conference registration and ability to present sessions at annual conference and meeting as well as participate in the authors' book signing.
- Quarterly digital subscription to *The Journal of African American History* (JAAH) including back issues. (A print subscription is available for an additional \$20 per year.)
 - Print copies of the JAAH are provided to the following w/o additional payment:
 - Life and Institutional members
 - Branch members upon request only; otherwise they receive digital copy only. (The print copy requested will be sent to branch president for distribution.)
- Digital subscription to all published issues of *FIRE!!!TheMultimedia Journal of Black Studies*, including back issues.
- Digital subscription to the *Black History Bulletin* (BHB) and available back issues.
- Priority scheduling of speakers/lecturers from ASALH Speaker's Bureau.
- **FREE ONLINE** posting of your events to the ASALH Community Board
- **FREE ONLINE** posting of member/authored books on the ASALH Bookshelf
- **FREE ONLINE** posting of Job on the ASALH Job Board
- One vote at each year's Executive Council Election
- Membership Card

15. What is the benefit of Life and Corporate memberships?

Answer: Same as above plus print version of current issue of the JAAH.

16. What is the benefit of an Institutional membership? (colleges/university; non-profit; church/religious organizations; student organizations, etc.)

Answer: Same as above plus two print copies of the following:

- *Journal of African American History*
- *Black History Bulletin*
- Black History Annual Theme Products (varies annually)
- Institutional Membership Certificate

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17. What is the benefit of an Associate membership?

Answer: Can present at ASALH annual meeting and conference on the academic program.

- Free participation in the Authors' Book Signing Event.
- Member's books can be purchased on the ASALH Bookshelf.
- Member discounts including ads and conference registration, etc.

18. What is the benefit of a Dual membership?

Answer: All benefits of the individual membership shared between two individuals in the same household.

- Both members should submit their own email address to receive electronic correspondence.
- The first name listed on the membership form will be considered the primary member.

19. Do officers of the branch have to be national members?

Answer: Yes, all officers must be current members of both the national and their local branch. This applies to ALL branch members.

20. Can a branch create a local branch membership form?

Answer: Yes. Local branch membership **draft** form must be approved by ASALH Headquarters before final printing. ASALH official membership form can be requested from Headquarters as a guide.

Dues

21. What is the membership period for annual dues?

Answer: The membership dues period is January 1 through December 31. Example: If you pay your membership in July, it still expires on December 31 of that year.

22. Can a branch allow members to join its local branch without the member paying national membership dues?

Answer: No. All members must first be a member of the National organization.

23. What are the local dues for branch members?

Answer: Each branch sets its own local dues structure and collects and maintains these dues at the local branch level. This is not a requirement.

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24. Can individuals remain on the official branch list as expired members if they do not renew their dues for more than one year?

Answer: Expired members cannot be counted as a part of the 15-member branch requirement. Branches should keep a list of expired members and continue to encourage them to renew their membership.

25. If national dues are collected by the branch, how soon should the branch remit the dues to national?

Answer: National dues must be submitted to national within fifteen (15) days after the branch collects those dues. Branches are not to hold dues until all members have paid. This may cause members to miss their journal issues. (Members are encouraged to purchase memberships online.)

26. How does a branch confirm that members who paid national dues directly to ASALH HQs are financial?

Answer: Contact ASALH Headquarters at membership@asalh.org for a list of your members and their membership status. The list will be sent to you electronically to verify the status of all of your branch members.

Constitution and By-laws

27. Where can a branch obtain a copy of the National Constitution/By-laws:

Answer: The Constitution/By-laws is located on the ASALH website under the Members Only Page. At this link: (www.asalh.org)
<http://asalh.org/wp-content/uploads/2017/05/v2-constitution-and-by-laws-1-8-16.pdf>

28. Is it a requirement for branches to develop their own constitution and by-laws?

Answer: Yes. Document must align with ASALH Headquarter's Constitution and Bylaws.

Branch Reports

29. Why are branch reports important/necessary?

Answer: Information contained in your branch report is used to file the ASALH 990. This filing to IRS must be complete, accurate and filed on time to avoid financial penalties.

30. When are branch reports due?

Answer: All reports for the preceding year are due each year by January 15.

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31. How does a branch obtain branch report forms?

Answer: The branch report form is located on the ASALH website under the Members Only Page.

32. Do organizing branches have to submit reports?

Answer: Yes. Organizing branches must submit an annual report by January 15 during their organizing process. The organizing process should model an official branch in full operation. Organizing branches receive charters based on fulfilling all requirements of an official branch.

33. Who is responsible for making sure reports are completed and submitted?

Answer: The branch president is the official representative of the branch and is responsible for assuring that branch reports are completed accurately and filed on time. The president can work with other officers (secretary, treasurer, etc.) to complete and submit the required report.

Compliance

34. What must a branch do to remain compliant?

Answer:

- Maintain 15 members whose dues are current;
- Must have all five required officers as listed in the Constitution whose dues are current as of **January 1st**;
- Submit donation by August 31st each year; \$600 is highly recommended as annual donation;
- Must have a representative on the monthly branch leaders/members conference calls;
- Recruit new members;
- Create and implement a formal membership drive that runs from October through February each year;
- Hold a public event in February each year;
- Beginning in 2014, every December each branch must recognize Woodson's birthday (on or around the official birthdate of December 19);
- Starting in 2014, every September each branch must recognize Founders' Day (on or around the official founding, September 9);
- Must submit annual reports (meetings, activities and financial) by January 15;
- Beginning in 2016 each branch will be required to have at least one institutional member.
- Branches must send a representative to the annual meeting and conference and must attend the branch workshop during the conference at least once every 3 years.
- At least one branch member must be at the conference when your branch is chartered. (The preference is that all officers be present for the chartering ceremony.)

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35. Is a branch compliant if it has not elected all five of the officers as stated in the Constitution and by-laws?

Answer: No. All branches must elect all five (5) officers listed below to be compliant. Only members who have current ASALH National membership and have met the requirements for membership in the local branch can hold office.

Officers

36. What officers are branches required to elect?

Answer: President, Vice President, Secretary, Treasurer, and Historian.

37. What other officers are recommended?

Answer: Branch should get the approval from the VP for Membership to elect additional officers as needed: Some suggestions include: Parliamentarian, Corresponding Secretary, and other officers for specific committee needs.

38. Do officers have to be current national members?

Answer: Yes. All branch members must annually pay their national dues.

39. How often must branches elect new officers?

Answer: It is a requirement to hold elections but it is left to the branch to decide how often. It is recommended that branches hold elections at least every two (2) years.

40. Should branches hold orientation sessions for incoming officers?

Answer: Yes. As new officers are elected, there should be a process for a smooth transition so the branch can continue conducting business in a professional manner. Succession planning is highly recommended.

Institutional Members

41. Must organizing branches have an institutional member?

Answer: Yes, each branch must have an institutional member.

42. What are the dues for an institutional member?

Answer: \$250 yearly

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43. What are the benefits of being an institutional member?

Answer:

- Two subscriptions to the *Journal of African American History* (JAAH); access digitally to all back copies of the JAAH;
- Two subscriptions to the *Black History Bulletin* (BHB);
- Access digitally to the BHB and Fire;
- Two copies of the Black History Annual Theme Learning Resource Materials (varies each year);
- Discount on registration fees for two persons at the ASALH Annual Conference and other events sponsored by ASALH;
- Institutional Membership Certificate and electronic Membership Card; and
- One vote at each year's ASALH election.

44. What organizations are considered institutional members?

Answer: Non-profit organizations, college/universities, church/religious organizations, student organizations, ASALH youth guilds, corporations, etc.

501(c) 3

45. Does an official branch of ASALH have to obtain a 501(c)3 designation?

Answer: No. It is suggested that the branch obtain the designation if they plan to conduct large fundraising projects. Branches whose income exceeds \$25,000 may choose to consider forming a 501 (c)3. If there are questions, please check with the ASALH Executive Director.

46. Can a branch use the national ASALH 501(c)3 designation to apply for grants?

Answer: No. Please contact the Executive Director for further instructions. (scyrus@asalh.org)

Branch Awards

47. Can a branch receive awards at the annual meeting and conference if the branch has not submitted reports and met all other branch requirements?

Answer: No. All annual branch reports are due January 15. If reports have not been submitted by the third Friday in February, you will not be eligible to receive a branch award. The only recognition the branch will be eligible to receive is payment of the annual required contribution. (\$600 is recommended).

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Branch Activities

48. What are some of the suggested branch activities and/or fundraisers?

Answer:

- Author book talks/signings;
- Trips to local Black history sites;
- Branch anniversary celebrations and **ASALH's Founder's Day (Sept 9)**;
- **Carter G. Woodson birthday celebrations**;
- **Attend the Annual Meeting and Conference**;
- Support the Washington, D.C. annual Black History Month luncheon (purchase a ticket or send a donation) **or hold a public event in your area during February**;
- **Contribute financially to the National Headquarters (\$600 a year high recommended)**;
- Purchase the annual Black History Theme materials;
- Sell books published by the ASALH Press (branch keeps a percentage of the sales);
- Conduct a local reading of *The Mis-Education of the Negro* (use official study guide);
- Conduct a local reading of *Carter G. Woodson's Appeal*.
- Conduct a Woodson/Franklin Talks;
- Interview veterans for the co-sponsored (with the Library of Congress) Veterans History Project. (*Inquire at Headquarters about additional Veteran's collaborative programs*)
- Suggested Veteran's Day programs that include the Veteran's History Project, and/or programs with your local veteran organizations;
- Secure a speaker from the ASALH Speakers' Bureau for your local programs. (Encourage others to use the ASALH Speakers' Bureau.); and
- Form partnerships with local organizations (libraries, college/universities, churches, etc) to conduct local programs.

National Programming

49. Why should a local branch promote the National Organization as a part of their yearly programming?

Answer: **As an umbrella of the ASALH National Organization, it is imperative for local branches to promote the vision and mission of ASALH to ensure the local community is educated about Africana history and bring awareness that our history is American History.**

50. What does ASALH Headquarters consider the purpose of a local branch?

Answer: To represent ASALH in their local community by providing programming that reflects the mission and vision of ASALH. A local branch is a microcosm of the Headquarters.

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Dissolving a Branch: (Notify VP of Membership)

51. What actions would cause a branch to be dissolved?

Answer: There may come a time when a Branch may be dissolved or cease to function and have to go out of existence. There may be several reasons for this to occur. Some of these occurrences may be:

1. Branch is unable to complete the required forms for ASALH HQs to complete its 990 tax return.
2. Failure to comply with ASALH governing documents.
3. Branches may be unable to sustain the required 15 members to maintain a branch.
4. Irreconcilable differences among officers, among members, or both.
5. National and/or local branch dues and other financial requirements prove to be a financial hardship on a large number of members.

Reinstating a Branch

52. What is the procedure for a branch to be reinstated?

Answer: The procedure to reinstate a branch follows:

STEP ONE:

- Prepare a memo to Vice President for Membership at ASALH Headquarters stating the reason for discontinuance.

STEP TWO:

- Complete the reinstatement request found on ASALH website at link below and return to Vice President for Membership.

STEP THREE:

- Paperwork will be presented to Executive Council by VP for Membership at the board meeting that immediately follows receipt of your package or during a scheduled Executive Council conference call.
- Notification of **Executive Council's** decision will be within six (6) weeks of presentation to Executive Council.

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Organizing Branch Agreement

April 2020

REVISED

As organizing entity of the Association for the Study of African American Life and History, Inc. (ASALH), the undersigned agrees to follow all policies and procedures, and all modifications and/or revisions hereafter set forth by the National Headquarters of ASALH. Organizing Branches of the Association shall be under the jurisdiction of the Association and subject to all of its rules and regulations as established in the ASALH Constitution and By Laws. This includes adherence to all requirements noted in the Frequently Asked Questions document (FAQ) as well as documentation and financial accounting procedures. The undersigned further acknowledges that revisions to any of the Association's official documents, forms, and/or procedures are strictly prohibited and are the sole responsibility of the national headquarters.

All organizing branch officers are responsible for representing and upholding the mission and vision of the National Association and for ensuring that all such policies and procedures are conveyed to the membership of the said local branch.

The Association reserves the right to amend this agreement for the benefit of the Association, its branches and membership.

National Vice President for Membership

Executive Director

Branch President (signature)

Branch President (print)

Official Branch Name

Date

Branch Secretary (signature)

Branch Secretary (print)

Date

Sign and copy this form for local branch records.
Forward original signed documents to:
Sylvia Cyrus
Executive Director
c/o ASALH
301 Rhode Island Ave. NW, Suite 2204
Washington, DC 20001

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The updated schedule of the branch meetings can be accessed at the link below.

<https://asalh.org/wp-content/uploads/2019/12/NMC-MONTHLY-MEETING-SCHEDULE-2020.pdf>

All current members will be contacted monthly with agenda and meeting reminder.

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Fact Sheet

The Association for the Study of African American Life and History, Inc. (ASALH), incorporated October 2, 1915, under the laws of the District of Columbia is a non-profit, tax-exempt professional organization. Its founder was the late Dr. Carter Godwin Woodson, a Harvard trained scholar and international educator who was the son of former slaves. Woodson, like W.E.B. DuBois, realized early the important role of the African American (then “Negro”) in the history of the United States and world and committed his life to research on the African American past and to the dissemination of knowledge about people of African descent in the new world. The work of the organization has historically been the conservation and preservation of Africana history and culture.

The Mission of the Association for the Study of African American Life and History, Inc. (ASALH) is to promote, research, preserve, interpret, and disseminate information about Black life, history and culture to the global community.

The Vision of the Association for the Study of African American Life and History, Inc. (ASALH) is to be the premier Black Heritage learned society with a strong network of national and international branches and partners whose diverse and inclusive membership will continue the Woodson legacy.

Headquartered in Washington, DC, ASALH operates as local, state, and international branches promoting greater knowledge of Africana history through a program of education, research, and publishing.

ASALH:

- Supports the study of Africana history in homes, schools, colleges, churches, organizations, businesses, and government;
- Provides a speakers' bureau in support of Black History programs throughout the year;
- Sets the annual theme for National African American History Month;
- Sponsors specialized professional development curriculum workshops, institutes, and seminars;
- Co-sponsors with the National History Day organization awards to high school students for winning projects, papers, or performances relating to African American History;
- Sponsors an annual meeting and conference that provides a national venue for study, discussion and projection;
- Supports diversity and racial reconciliation through dialogue and public education;
- Sponsors undergraduate essay contests at annual ASALH meeting and conference; and
- Supports and promotes the Carter G. Woodson Historic Site.

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Current Program Interest

Annual Meeting and Conference. Plan to join us at our Annual Meeting and Conference held in cities throughout the United States each year. Visit our website at www.asalh.org for location and review of the exceptional educational program format and activities. The annual program has been designed to enable everyone to attend the session of their choice and promises to be outstanding and complete with exciting topics and presenters.

Black History Learning Resource Materials. Since the establishment of Negro History Week by Carter G. Woodson in 1926, ASALH has promoted the celebration of Black History expanding the commemoration from a week to a month with the intention of studying this rich history the entire year. ASALH annually prepares and distributes learning resource materials based on the theme for educators, businesses and community groups, government agencies, and correctional institutions. Visit our website for the annual black history theme for the current year.

Professional Development and Networking for Teachers. At each annual meeting and conference, ASALH conducts a teacher workshop on the upcoming Black History Theme using National and State Social Studies Standards. Workshop seminars and institutes provide in-service and exchange opportunities for teachers on selected themes. Visit this link for ASALH Black History Themes. www.asalh.org

Collaboration and Partnerships. ASALH has worked with public agencies, including the National Endowment for the Humanities, Division of Education Programs, the Department of Defense, the National Park Service, Capital Region Area, National Trust for Historic Preservation, the National Education Foundation, the U.S. Customs Service, John H. Johnson and Johnson Publications, the Mary McLeod Bethune Council House, Library of Congress, Omega Psi Fraternity, Farmers Insurance, Kiamsha Youth Empowerment Organization, National Alliance of Faith and Justice (Pen or Pencil Movement), the Emmitt Till Annual Convention, Wachovia Bank (*now Wells Fargo*), the Black African Arts and Culture Organization, private foundations, including the Ford Foundation and numerous colleges/universities and school systems. ASALH welcomes joint ventures with programs and organizations interested in diversity issues, racial reconciliation, and training through study, dialogue and public education.

ASALH Publications. Founded and edited in 1916 as the *Journal of Negro History* by Carter G. Woodson, the renamed *Journal of African American History* (JAAH) remains the "Jewel of ASALH." The oldest professional journal by and about people of African descent, the JAAH is a peer-reviewed, quarterly journal that serves the scholarly community. Edited by V.P. Franklin, University of California-Riverside, the JAAH is the premier journal in its field. A second publication is the Black History Bulletin (*formerly the Negro History Bulletin*), co-edited by LaVonne Neal, Dean of the College of Education at Northern Illinois University and Alicia Moore, Southwestern University. The Bulletin was initiated in 1937 at the suggestion of then President of The Association Mary McLeod Bethune as a training tool published by teachers for teachers. The inaugural edition of Fire!!! The Multimedia Journal of Black Studies was published in 2012. It is co-edited by Dr. Marilyn Thomas-Houston, University of Florida and Dr. Daryl Michael Scott, Howard University. Fire!!! promotes scholarship that gives

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direction to Black Studies, but sees its unique contribution as providing a publication venue for scholars who utilize multimedia evidence to advance their theories and interpretations. Under the ASALH Press ASALH publishes *The Mis-Education of the Negro*, *Carter G. Woodson's Appeal*, and *Message in the Music*.

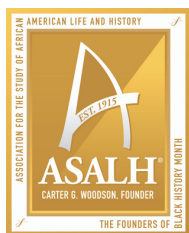
Carter G. Woodson National Historic Landmark. The Carter G. Woodson Home in Washington, D.C. was designated a National Historic Landmark on October 30, 1975. In January 2000 a bill was introduced by Congresswoman Eleanor Holmes Norton initiating a study to authorize the Secretary of the Interior to study the suitability and feasibility of designating the Carter G. Woodson Home as a National Historic Site. The Bill establishing the Home as a National Historic Site passed the House and finally the Senate in November 2003.

In February 2007, it was named the 389th Unit of the National Park System. The Carter G. Woodson Home was the home of The Association from 1923 until 1950 and has been the meeting place of many historical figures. On January 28, 2006, an official ceremony transferred the ownership of the Woodson home from ASALH to the National Park Service to ensure its future preservation.

International Intercultural Development. ASALH at points through the years maintained chapters in Liberia and Japan, thus highlighting the significance of international and intercultural understanding in the context of continuing global development. A branch in Nigeria began organizing in 2005. The task of overseas branches is to promote greater mutual knowledge and understanding of the relationship of American and African American history and culture and other cultures and nations, especially third world, developing and newly developed regions.

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Note About the Founder

1875 - 1950

CARTER GODWIN WOODSON, the son of former slaves, James and Eliza (Riddle) Woodson, was born December 19, 1875, at New Canton in Buckingham County, Virginia. One of a large poor family, he could not regularly attend school, but he was able, largely by self-instruction, to master fundamentals of common school subjects by the time he was seventeen.



Hoping to further his education, Carter and his brother, Robert Henry, moved to Huntington, West Virginia. He was forced to earn his living as a miner in the Fayette County coal fields. Not until 1895 was he able to enter the Douglass High School in Huntington, where he won his diploma in less than two years. He received his high school certificate with creditable grades. It is thus easy to understand that he earned the degree of Litt. B. from Berea College, Kentucky, 1901, after two years of study.

In his career as an educator, he served as principal of the Douglass High School, Supervisor of schools in the Philippines, teacher of languages in the high schools of Washington, D.C. and Dean of the Schools of Liberal Arts at Howard University and West Virginia State College. Ever a seeker for more knowledge, he earned the B.A. degree and the M.A. degree in 1908 from the University of Chicago, and the PhD degree in 1912 from Harvard University. A year of study in Asia and Europe, including a semester at the Sorbonne, and his teaching and travels abroad, gave him a mastery of several languages.

Convinced by this time that among scholars the role of his own people in American history and in the history of other cultures was being either ignored or misrepresented, Dr. Woodson realized the need for special research into the neglected past of the Negro. The Association for the Study of Negro Life and History, founded in Chicago, September 9, 1915, is the result of this conviction. In the same year appeared one of his most scholarly books, *The Education of the Negro Prior to 1861*. In January the following year, Dr. Woodson began the publication of the scholarly *Journal of Negro History* which, despite depressions, the loss of support from Foundations and two World Wars, he never missed an issue.

A chronicle of Dr. Woodson's far-reaching activities must include the organization in 1920 of the Associated Publishers to make possible the publication of valuable books on the Negro not then acceptable to most publishers; the establishment of Negro History Week in 1926; the initial publication of the *Negro History Bulletin*; the voice of the Association which has maintained continuous publication since 1937; the direction and subsidizing of research in Negro history by the Association; and the writing of numerous articles, monographs and books on the Negro. *The Negro in Our History*, now in its eleventh edition, has sold more than 90,000 copies. Dr. Woodson's most cherished ambition, a six volume *Encyclopedia Africana*, was not completed by the time of his death, April 3, 1950. Nevertheless, any encyclopedia of the Negro will have to rely heavily on the writings of Dr. Woodson, upon the *Journal* and the *Bulletin* and upon the other publications of those who he encouraged and inspired.

For his scholarly works and publications, Dr. Woodson is accorded a place of high rank in historical schools of the nation and the world.

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Books by Dr. Carter G. Woodson

The Education of the Negro Prior to 1861 *The Negro in Our History*

The History of the Negro Church

The Rural Negro

African Myths Together with Proverbs

Negro Orators and Their Orations

The Mind of the Negro Reflected in Letters Written During the Crisis *African Heroes and Heroines*

Encyclopedia Africana

The African Background Outlined

The Mis-Education of the Negro

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OBTAINING AN EIN NUMBER

Every ASALH branch **must** secure its own **EIN** number and this number is used to open a bank account for an ASALH branch. All ASALH branches should utilize the branch's full legal name when conducting branch business as well as the branches employer identification number (EIN). As a matter of good business practices, no local branch should utilize the ASALH Headquarter's employer identification number to conduct business.

To become incorporated in the State, the branch obtains a form from either the Secretary of State or Department of the Treasury in the State's capital. States differ as to the agency responsible for this function. The simple application requires names of officers, addresses and phone numbers, an actual address, not P.O. Box, of the branch and a copy of the branch's by-laws. This is the minimum requirement, but again States might differ. There will be a fee involved.

The State's EIN number must be obtained and a copy submitted with the documents for starting a Branch. After the branch is chartered, change your branch name from Organizing to your official branch name. Send a copy of your first branch bank statement for approval by National that the branch account has been named correctly. Most IRS forms required proof of issuance of the Branches charter.

If a decision is made by branch members to obtain a 501 (c) 3 designation, after obtaining the State's applicant number or Employee Identification number (EIN), the branch contacts the Internal Revenue Service (IRS) in the State for the application to become a 501 (c) 3 non-profit organization. The IRS application is a bit longer but basically asks the same questions as the State's form.

In all instances, the Branch must follow their own State's laws and requirements. These documents become part of the permanent record and files of a Branch.

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DISSOLUTION OR CLOSING A BRANCH

There may come a be several reasons time when a Branch may be dissolved or cease to function and have to go out of existence. There may for this to occur. Some of these occurrences may be:

- Branch is unable to complete the required forms for ASALH HQs to complete its 990 tax return. Failure to comply with ASALH governing documents.
- Branches may be unable to sustain the required 15 members to maintain a branch.
- Irreconcilable differences among officers, among members, or both.
- National and/or local branch dues and other financial requirements prove to be a financial hardship on a large number of members.

Branch president should send a letter to the Vice President for Membership to review any of the problems outlined above.

In all instances above, notification to the Vice President for Membership is required. A resolution should be prepared such as: **"Resolved, that the X Branch be dissolved as of date."** According to Roberts Rules of Order, this resolution may be preceded by a preamble setting forth the reasons for the dissolution. It is in effect a motion to rescind the bylaws, and therefore required for its adoption the same notice and vote as to amend them. The required notice should be sent by mail to all members of the branch on record at the time. (NOTE: ALL MEMBERS AFFILIATED WITH THE BRANCH GET NOTICE; AND THE COMMUNITY GETS NOTICE BY AD IN LOCAL PAPER OR OTHER MEANS)

If all options for resolution fail, the Branch will be required to move a motion to dissolve the Branch. If branch passes the motion, the Branch will be recommended to the Executive Council to be dissolved. If the branch does not move the motion, they must submit in writing a document of their plan for action.

Should the Executive Council decide the Branch should be dissolved, it shall direct the local Branch of its decision by submitting to the branch a resolution requesting all branch remaining assets be forwarded to the Headquarters entity and request that Branch files also be forwarded. The Branch President will be sent a certified letter and all branch members will be notified electronically. The files and monies will be held by the Headquarters entity for an agreed upon period of time should there be a reforming of the branch or another branch in the same geographical area who may use those files and finances for the new or existing area Branch. If no replacement or existing area Branch is found, those finances will go into the headquarters general fund and the records will be maintained in the headquarter's history files. The Membership Committee, upon notification of the Executive Council, will request that the Executive Council send the president of the existing Branch a letter confirming the official dissolution of the Branch.

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