

I. Introduction

The Association for the Study of African American Life and History, Inc. (ASALH) is providing this Branch Procedural Manual to establish a common base of understanding on the purpose, creation, and functioning of a branch. The Manual is intended to provide members with the information needed to start and operate a successful branch.

Branches are needed as much today as when they were created by Dr. Carter G. Woodson. Many thanks to our members for volunteering your time and talents to champion ASALH's mission of protecting the legacy of our ancestors and their central role in U.S. history. We understand that starting and operating a branch is a major commitment and undertaking and have designed this Manual to be both a useful and user-friendly resource. Additional thanks to branch members for giving valuable input to this project.

The document is divided into 10 major sections that cover the scope of branch operations. Supplementary information is contained in 15 appendices that include writeable templates, embedded links and a resource page. This Manual serves to document existing policies, as well as clarify, innovate, and document operating procedures. It also shows how to set strategy to meet priorities. You will note a focus in the following areas: continuous training for branch officers, ASALH's responsibility to prepare branches to run effective operations, and the accountability of branches to provide member value and fulfill requirements set out by ASALH.

One of ASALH's requirements is for each branch to create a constitution and bylaws document that outlines the standards for good governance and operation of that branch. Branches formed after the adoption of this Manual must use the Model Constitution and Bylaws provided, which is easily adaptable to the needs of any branch. Existing branches may find it beneficial to conform their constitution and bylaws to this more comprehensive model.

We commit to keeping this Manual current by updating it with information that responds to your needs and feedback. Despite our best efforts to be comprehensive, you will find that some of the guidance is unavoidably general in nature given that each branch is different and has unique needs.

We invite you to communicate with us about the content of this **Manual** at any time by contacting the Vice President for Membership at VPformembership@ASALH.org.

Kindest Regards,

ASALH

ASALH MISSION

To promote, research, preserve, interpret, and disseminate information about Black life, history, and culture to the global community.