

VII. Branch Compliance

ASALH National expects that branches will comply with all stated requirements.

A. Operating Compliance Requirements

Assuming all outstanding chartered branch activation requirements are met, a branch is considered compliant and in “good standing” when it satisfies the 12 operating requirements identified in the table below.

A branch must be in good standing to qualify for any type of branch recognition.

Table 13: Compliance Requirements

1. Submit complete, timely and accurate annual reports for prior year activities: a) Annual Programmatic Report by January 15 and 2) Annual financial Report by March 31
2. Maintain a minimum of fifteen (15) branch members, including at least one (1) institutional member, whose dues are current.
3. Elect at least five (5) branch officers per the Branch Constitution & Bylaws, whose dues are current as of January 1 when elective terms begin.
4. Submit donation by August 31; \$600 is highly recommended as the annual minimum.
5. In February each year, hold a public event to recognize Black History Month.
6. In September each year, hold a public event to recognize Founder's Day, on or around the official founding of ASALH on September 9.
7. In December each year, hold a public event to recognize Founder Woodson's birthday, on or around his official birthdate of December 19.
8. Send a minimum of one representative to the Annual Meeting and Conference at least once every three (3) years, who must attend the branch workshop conducted during the conference.
9. Ensure applicable representation on scheduled monthly branch calls.
10. Create and implement a formal membership drive that that runs from October - February each year.
11. Recruit new members to maintain required branch membership level and grow membership.
12. Display the Branch Logo correctly, consistently, and prominently at branch events.

B. Non-Compliance

The table below identifies the three compliance categories in which a branch may fall and what constitutes non-compliance.

Table 14: Compliance Categories

Branch in good standing	<ul style="list-style-type: none">• No deficiencies.• Meets requirements #1-12.
Minor non-compliance	<ul style="list-style-type: none">• Minor deficiencies in meeting objective measures for the requirement or in the quality or timeliness of the information.• For requirements #11-12.
Major non-compliance	<ul style="list-style-type: none">• Major deficiencies in meeting objective measures for the requirement or in the quality or timeliness of the information.• For requirements #1-10 or any combination with #11-12.

C. Corrective Process

A branch not in compliance with requirements will have the opportunity to take corrective action to come into compliance.

1. The VPM will advise the Branch President when expectations were not met for any of the requirements listed above, specify the requirement(s) that were not met and give the branch an opportunity to cure the deficiency. The VPM likewise will determine if the branch needs support, such as, a tutorial and arrange for the needed support, as possible.
2. The MC will concurrently alert the EC to the deficiency.
3. The VPM and Branch President will agree on a timeline by which to correct the deficiency, and the VPM will clearly communicate the consequences for not complying.
4. If the branch cures the deficiency by the revised due date, it will become compliant. However, it will not be eligible for branch recognition that year.
5. Should the branch fail to timely cure the deficiency after being given an opportunity, the MC will again advise the EC, at which time it may recommend sanctioning the branch.
6. The Branch President will be notified of any impending adverse action.
7. The sanction will depend on the number and type of deficiency and the history of compliance.

8. Sanctions can run a range of options (from a warning, probation, withdrawal of branch privileges—removal from the branch directory or loss of branch charter for an extreme case of persistent non-compliance).