

APPENDICES

Appendix 1

Application to Form an ASALH Branch

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

Application to Form an ASALH Branch

Submit by September 1

Thank you for your interest in organizing a Branch of the Association for the Study of African American Life and History (ASALH). We are delighted with the interest of your group.

Any ASALH member in good standing (current in dues) may complete an application to form a branch.

September 1 is the deadline to apply and the application is valid for only one cycle.

If the applicant fails to respond to inquiries from ASALH or if the application is not approved by the Membership Committee or Executive Council, it will expire on November 30. To receive further consideration, the applicant will need to address any identified deficiencies and resubmit the application by September 1 of the following year.

To understand the requirements for the phase following approval of your application, refer to the Organize a Branch Phase of the **Branch Procedural Manual** prior to submitting your application.

Please contact the Vice President for Membership at VPformembership@ASALH.org if you have any questions. Download this form [here](#).

Branch Application Questions

A. Proposed Name of Branch

The naming convention is in the format of **ASALH Organizing XYZ Branch**. Indicate if the branch is being named in honor of a symbolic/iconic figure, and identify that person and contribution made to warrant such honor. Living individuals cannot receive such honor.

B. Area that the Branch will Serve

Define the geographic area and community that the branch will serve.

C. Population

1. What is the African American population of the proposed service area?
2. What is the total population of the proposed service area?

D. Members Interested in Forming a Branch

List the members who will be working together to create the branch along with their contact information and affiliations. A minimum of 8 members in good standing is required as an Organizing Branch.

Name	Email	Phone #	Affiliation
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E. Community Interest

Are there any community and/or institutional organizations interested in supporting and/or engaging with the proposed branch? Please explain.

F. Membership

Briefly describe how you will ensure that the membership level does not fall below 8 members as an Organizing Branch.

G. Leadership Roles

Are there at least three (3) of the interested members listed above who are committed to assuming leadership roles on an organizing committee to advance the branch to charter status?

H. Additional Information

Provide any additional information you believe would be helpful to our initial review of your application.

Your Information

Name: _____ Phone: _____

Address: _____ Email: _____

Signature: _____

**Submit completed form to the Vice President for Membership at
VPformembership@asalh.org**

Appendix 2

ASALH XYZ Organizing Branch Agreement

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

**Organizing Branch Agreement _____(date)
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 **Branch Procedural Manual** 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.

Branch President (Signature)

National Vice President for Membership

Branch President (Print)

Executive Director

Official Branch Name

Date: _____

Branch Secretary (Signature)

Branch Secretary (Print)

Date: _____

Sign and copy this form for local branch records.

Forward original signed document to:

Sylvia Cyrus
Executive Director c/o ASALH
301 Rhode Island Ave, NW, Suite 1508
Washington , DC 20001

Appendix 3

Model Branch Constitution & Bylaws

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

Constitution and Bylaws of the ASALH XYZ (Organizing) Branch

Constitution

ARTICLE I. NAME, ADDRESS AND AFFILIATION

Section 1. NAME: The name of this organization shall be the ASALH XYZ (Organizing) Branch (Branch).*

Section 2: ADDRESS: The Branch shall maintain an official mailing address at a location selected by the Branch President and approved by the membership. The current location of the Branch office is (full address of branch office).

Section 3: AFFILIATION: The Branch is a direct affiliate of ASALH, subject to its governance requirements of the (Organizing/Chartered) Branch Agreement, its business and financial procedures and this Constitution and Bylaws that it has approved.

ARTICLE II. BUSINESS YEAR

The business year starts on January 1 and ends on December 31.

ARTICLE III. PURPOSE

As an ASALH affiliate, this Branch is established solely for educational and research purposes, consistent with the tax-exempt purpose of ASALH under 501 (c) 3 of the Internal Revenue Code.

ARTICLE IV. GOVERNANCE AND STRUCTURE

Section 1. GOVERNANCE: The Branch shall elect Branch Officers to manage the affairs of the Branch in accordance with its governing documents including Charter, Constitution and Bylaws and other guidance that may emanate from ASALH or this branch.

Section 2. STRUCTURE: The branch governance structure is as follows:

- Membership
- ASALH Executive Council
- ASALH Membership Committee
- Elected Officers
- Standing Committees

*Upon chartering "Organizing" will be removed from the name of the Branch.

ARTICLE IV. MEMBERSHIP ELIGIBILITY, GOVERNANCE ROLE, TERMINATION AND TRANSFERABILITY

Section 1. MEMBERSHIP ELIGIBILITY: A current member of ASALH is eligible for branch membership subject to the criteria established by the Branch. Membership is granted only after all criteria are met.

Section 2. ROLE IN GOVERNANCE: Membership votes are required to elect officers and initiate their removal, fill vacancies, approve and amend governing documents, dissolve the branch, set or change dues amount and receive branch reports.

Section 3. TERMINATION OF MEMBERSHIP: Members shall remain in good standing when current in applicable dues and while in conformance with the Membership Code of Conduct. Membership can be involuntary terminated for non-payment of dues 24 hours after the due date or for behavior unbecoming to a member.

Section 4. TRANSFERABILITY: Membership in the Branch is not transferable.

ARTICLE V. BRANCH OFFICERS, QUALIFICATIONS, ELECTIONS, TERMS, VACANCIES AND REMOVAL

Section 1. OFFICERS: Branch officers shall at a minimum consist of a President, Vice-President, Secretary, Treasurer and Historian. Other officers may be added as needed.

Officers shall be responsible and accountable for the operations of the branch.

Officers are volunteers, without compensation.

Section 2. QUALIFICATIONS

- a.) The President ideally should be deeply invested in the mission of ASALH, has a history with the Association and the Branch and has the confidence of Branch members.
- b.) The Vice President shall demonstrate the same qualifications as the President. In the event that the office of the President becomes vacant, the Vice President shall assume the position of the President for the remainder of the term.
- c.) The Secretary should have excellent verbal and written communications skills, be detailed oriented with the ability to organize and prioritize work.
- d.) The Treasurer should be a person of great trust and integrity with an aptitude for accounting and a strategic understanding of the organization in its totality.
- e.) The Historian should have good communication, technology and organizational skills with a deep understanding and appreciation for the mission of ASALH.

Section 3. ELECTION: Officers shall be elected by the members at the annual meeting of the membership from a proposed slate of candidates. Elected Officer shall begin their term of service on January 1 following their election and shall hold office until a successor is elected and takes office. Elected officers must be members in good standing and remain in that status throughout their term in office. **No member shall be eligible for office who has not been a member of the Branch for at least one (1) year.**

Section 4. TERMS OF OFFICERS: Officers shall be elected in rotation or staggered terms. The term of office shall not exceed 3 years for the President and Treasurer and two years for the Vice President, Secretary and Historian. Each officer may serve in the same position for consecutive terms, not exceeding a total of six (6) years. Past officers may be elected again after a one-year (1-year) break.

Section 5. VACANCIES: If for any reason the office of the Vice President, Secretary, Treasurer or Historian becomes vacant, the President shall nominate a member with the requisite qualifications to serve out the remainder of the vacated term. The nomination shall be submitted to the membership for approval by a majority of the members who vote.

Section 6. REMOVAL OF ELECTED OFFICERS FROM OFFICE: Elected officers may be removed from office for conduct incompatible with the Membership Code of Conduct, violation of the Conflict-of-Interest Policy and repeated failure to perform the duties and responsibilities of the office thereby causing damage to the reputation of ASALH or the branch.

ARTICLE VI. BANK ACCOUNT

Each chartered branch shall establish a bank account to conduct financial business. The application to establish the account must be signed by the Secretary. The signatories on the bank account shall be the President and the Treasurer, who shall be unrelated parties. Payments equal to \$2,500 or more shall require two signatures.

ARTICLE VII. CONDUCT OF MEMBER AND OFFICER

No part of the income of the Branch shall benefit any member or officer of the Branch, or any private individual (except that reasonable compensation may be paid for services provided to or for the Branch). No member or officer of the Branch or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the Branch.

ARTICLE VIII. AMENDMENTS

These Constitution and Bylaws may be amended by a majority vote of the membership at any branch meeting, provided due notice has been given to the membership of the

proposed changes. Notwithstanding Branch approval, no amendment shall be effective unless and until approved by ASALH. Any motion to amend the Constitution and Bylaws shall clearly state such.

ARTICLE IX. DISSOLUTION

In the event of dissolution, all of the remaining assets and property of the Branch shall, after payment of outstanding expenses, be turned over to ASALH National.

Bylaws

I. OBJECTIVES OF THE BRANCH

The specific objectives of the ASALH XYZ (Organizing) Branch are to:

- Support ASALH National's programs and events in local communities.
- Grow branch membership to support the Branch and increase ASALH's membership.
- Help branch members realize the value they expected when they joined the branch.
- Support ASALH's operations with financial contributions.
- Attend the National Convention and Meeting to increase knowledge and network.

II. MEMBERSHIP

[IF APPLICABLE] **Annual Branch Dues:** The dues amount shall be a fixed dollar value each year, unless and until changed by a majority vote of the members at an annual meeting.

Members must pay their dues by the first day of the business year, January 1 to maintain privileges. Any member whose local dues are not current by March 1 will be deemed inactive. That member will be considered a non-voting attendee at branch meetings.

The secretary shall be authorized to send notices to all members whose dues are delinquent.

III. MEETINGS

Proceedings: "Robert's Rules of Order (newly revised)" shall be used as the authority for the function and management of meetings to the extent to which they are consistent with the other governing documents of the Branch.

Parliamentarian: The Branch President must appoint a parliamentarian, who shall serve at the pleasure of the President, to help in exercising the proper procedure for the conduct of meetings.

Order of Business: The order of business as established by the meeting agenda shall be [template]:

1. Call to order by the presiding officer
2. Approval of the Agenda
3. Reading of the minutes of the previous meeting (followed by corrections and vote of acceptance by members)
4. Agenda item(s) needing a vote
5. Treasurer's report (vote of acceptance by members)
6. Committee reports (vote of acceptance by members)
7. Unfinished business
8. New business
9. Reading of incoming and outgoing correspondences
10. Recognition of benevolence, etc.
11. Adjournment

Regular Branch Meetings: Regular meetings of the members shall be held a minimum of (4) times per year [pick a number] on (a fixed cycle, i.e., the third Friday of the first month each quarter). A meeting must be held in January at the start of the business year and the annual meeting in [pick a month, preferably in the fall].

At the annual meeting, in addition to its regular order of business, members shall elect officers and determine the direction of the Branch for the coming year.

Special Branch Meeting: Unique circumstances or needs may require that a meeting be called by the President. A petition signed by five (5) active members may also call a special meeting.

Notice of Meetings: Written notice of each meeting along with an agenda, shall be given to each voting member at least ten (10) days prior to the meeting. The agenda may be amended at the meeting with the consent of the members attending.
[NOTE: Check your state law to see if greater notice is required for member meetings.]

Quorum: A quorum to legally transact business shall be one-third (1/3) of the active membership including at least two of the following elected officers (President, Vice President, Secretary, Treasurer).

Decisions on Votes: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

Only active members of ASALH and the Branch (dues must be current) shall be eligible to vote.

Meeting Parameters: Meetings should not exceed [X # of] hours, unless special business prevails and an extended meeting is approved by the President.

Meetings may be held in person or via electronic media which includes but is not limited to teleconference and Zoom or equivalent, provided that all participants can communicate effectively.

Record of Meetings: Provide accurate, complete, concise minutes that document Branch deliberations and decisions. They should contain the following:

- Names of members who are present and who are absent
- The date, time the meeting begins and ends
- A concise summary of actions taken
- The names of the members making and seconding motions
- A summary of discussion points, including brief statements of the issues raised and concerns reflected during the discussion
- A summary of key action items, future steps and who will take them.
- The name and title of the person taking the minutes

IV. ELECTED OFFICERS

Authority and Duties: The five Elected Branch Officers shall manage, control and account for the assets and business of the branch.

Branch Officers have a duty to understand what each provision of the Constitution and Bylaws means and an obligation to follow them.

Responsibilities:

- Comply with ASALH requirements for a branch in good standing, for example, submission of annual reports.
- Hold effective meetings, at least four (4) annually.
- Elevate the Branch's visibility in the community.
- Help to recruit candidates with requisite skills for branch elections.
- Provide proper oversight of operations, including financial oversight.
- Orient new members to the Branch.
- Orient newly elected officers to their roles.
- Keep members engaged so they stay interested in the branch.
- Ensure ethical integrity among this peer group and remove ineffectual Officers or Officers who have violated terms of conduct.
- With membership approval, appoint replacement Branch Officers.

Duties of Officers:

President - The President shall preside at all business meetings, ensures that all rules and regulations are observed, ensures submission of accurate and timely annual reports, appoints and serves as an ex-officio member of all committees, hold other Branch Officers accountable for performance of their duties, initiate strategies, be the official representative of the Branch except when otherwise designated. The President's duties also include the signing of legal and financial documents and preparing meeting agendas.

Vice-President - The Vice-President shall perform the duties of the president in his/her absence. In the absence of elected officers for membership and programs, the Vice President shall have responsibility for membership and programs and chair those committees.

Secretary - The Secretary shall custody official Branch records, prepare official minutes of all meetings, provide required notices of meetings to members. This Officer also provides the National Office with all official reports requested of the Branch. The Secretary shall ensure that certain documents are available for reference at all meetings of the Branch, which are identified here <https://asalh.org/wp-content/uploads/2020/01/DOCUMENTS-YOU-SHOULD-HAVE-AVAILABLE-AT-EACH-BRANCH-MEETING.pdf> The role is also responsible for establishing a records management system for non-financial branch records.

Treasurer - The Treasurer shall be responsible for all financial transactions and custody of financial documents. This Officer shall deposit monies received in a branch bank account approved by ASALH and pay all bills signed by the President. The Treasurer shall keep an accurate record of all monies deposited and spent and shall make a financial report at each branch meeting. This Officer shall be a member of the standing Budget and Finance Committee but not its chair. This role is also responsible for establishing a records management system for-financial records.

Historian - The Historian shall contribute to the history of the Branch with a yearly record of activities and accomplishments. This officer shall collect items, such as, news clippings and pictures about the Branch and its members and shall organize a digital scrapbook to tell the Branch story for the year. The Historian shall chair any standing or ad hoc Historical Committee.

Orientation of Officers - Incumbent Officers shall conduct a robust orientation for incoming Officers prior to January 1 to transfer knowledge and transition roles. It would be helpful to prepare an orientation binder with the information and documents that will be discussed. Topics to cover from the Branch perspective shall include at least:

- Branch Charter
- Constitution and Bylaws
- Written list of branch records
- Access to manual and electronic branch records, such as, location, passwords and account numbers
- Responsibilities of the positions
- Timetable for completing required annual duties
- Unfinished projects
- Important contacts and resources
- Potential pitfalls to avoid; and
- General advice based on experience with the position, members and community

Removal of Elected Officer - Any Officer may be removed with cause, upon an affirmative vote of two-thirds (2/3) of the membership. The termination action may be initiated by a fellow Officer or the membership with the signatures of a minimum of 10 members in good standing.

Complaints shall be reviewed by a three-member body appointed from among the Elected Officers by the President and presided over by the President, unless the complaint is against the President, in which case, the Vice President shall make the appointments and preside.

- The request for removal must not be personal. It must be explicit in the charges leveled, identify the specific breach and the damage caused. There must be corroborating evidence. The complaint should be sufficiently confirmed to allow the review body to reach a decision.
- The Officer shall be entitled to a due process hearing prior to any termination action being taken, including notification of complaint and any evidence provided.
- If the evidence is insufficient to reach a conclusion, the complaint will be closed. However, if the evidence warrants an action, the response taken can be scaled in severity based on the written findings and recommendations. The most severe outcome is that the elected officer is removed from office, with cause, upon an affirmative vote of the membership.

An officer who is removed from office will not be eligible for future office in any branch?

V. ELECTION OF OFFICERS

Elections - Branches must hold elections for officers with expiring terms. This means at an annual meeting preferably in the fall, but within sufficient time to allow for an ASALH led orientation and a smooth transition by January 1. Only active members in ASALH and the branch are eligible to vote. Candidates for office as well as elected officers are allowed to vote.

Nominations - A call for nominations to the membership shall be made no less than thirty (30) days prior to voting for officers to fill expiring terms. Either the Branch President or an Ad Hoc Nominating Committee appointed by the President will pursue candidates via available methods including posting on the Branch website. The resulting slate of candidates shall be presented to the members no less than 10 days prior to the election at the Annual Meeting.

If call for nominations yields only one interested candidate for an office, that office will be deemed uncontested and the candidate can be declared the winner.

If more than a single candidate expresses interest in an office, a voting by ballot will take place.

Secret Ballots - All officers shall be elected by secret ballots at the Annual Meeting of the Branch. A member may vote once only for each position.

The candidate receiving the highest number of votes will be declared the winner. In the event of a tie, the winner will be determined by drawing a name with the agreement of the candidates.

VI. COMMITTEES

The Branch shall have Standing and Ad Hoc Committees. The President shall be an ex-officio member of all committees.

Standing Committees: There shall be at least three standing committees, whose members shall be appointed by the President. They must be chaired by a Branch Officer. Branches with sufficient resources may add some of the other committees as standing committees.

Other Committees: The President may appoint special purpose Ad Hoc committees, together with their chairpersons, to accomplish the objectives of the Branch.

Standing Committees	Other Committees
Membership	Fundraising
Program	Nominating
Budget and Finance	Constitution and Bylaws
	Historical
	Recognition/Benevolent/Hospitality (Amenities)

Committee Duties:

Membership Committee

1. maintain a database of Branch Members
2. conduct a membership campaign at least once per year
3. develop and implement an orientation program for new members
4. keep members engaged
5. prepare an annual report and submit same to the membership.

Program Committee

1. develop programs/plans for ASALH National events
2. develop programs/plans for local branch events
3. initiate outreach for joint programs with local civic, educational and business organizations
4. design opportunities for fundraising into program plans
5. implement programs

Budget and Finance Committee

1. develop a budget for approval at the annual meeting, for the upcoming business year
2. oversee all fundraising activities in the absence of a Fundraising Committee
3. conduct at a minimum quarterly reviews of the financial records
4. monitor the budget to ensure that revenue and expenditures are aligned and suggest changes to maintain a balanced budget

Fund Raising Committee

1. work with the Budget and Finance Committee to determine an annual development budget
2. tap respective networks for donations of money, time and in-kind support
3. lead Branch efforts that will attract funds needed to support operations

Nominating Committee

1. review the membership list and identify the best candidates for each office based on eligibility requirements and duties of the position
2. ascertain the interest of the potential candidate in serving, through calls/interviews
3. screen and interview candidates
4. identify the candidates to recommend to Branch officers as nominees
5. present a report on the slate of candidates prior to the vote at the Annual Meeting

Constitution and Bylaws Committee

1. receive any bylaws amendments proposed by members
2. recommend to Branch Officers any changes to the bylaws that should result from the committee's deliberations
3. prepare and distribute drafts of revised bylaws to members for review in preparation for a vote for adoption

Historical Committee

1. preserve, collect, research and interpret historical information
2. research places of applicable historic or archaeological value in the Metropolitan Area where the branch is located
3. keep accurate records of the Branch's actions and prepare an annual report
4. cooperate with (specify local area) historical or preservation organizations in conducting surveys and reporting archaeological findings
5. create a history of the Branch (See ASALH's guidance on creating the history of a branch at [Link](#).)

Recognition/Amenities Committee

1. identify outstanding accomplishments by members for recognition
2. keep the Branch apprised of members' illnesses, death, hospitalizations and extend wishes on behalf of the Branch.
3. extend best wishes on a member's birthday, graduation, etc.
4. welcome and receive attendees at programs and affairs of the Branch

Reporting: Each standing committee shall report at each branch meeting and shall make a written report of its activities to be given to the secretary of the Branch.

Limits of Authority: No committee has the authority to obligate the Branch to any activity without a majority vote of the Branch.

VII. CONFLICT OF INTEREST

In the regular course of branch business, officers or members may have the opportunity to advance their own financial or personal interest, against the interest of the Branch and ASALH. Every member and officer is obligated to disclose any known or potential conflicts of interest as soon as they arise. Any officer who engages in a conflict or who fails to disclose a known conflict shall be subject to disciplinary action, including removal from office.

With respect to any actual or possible conflict, if an officer or member has a financial or personal interest in any transaction or arrangement coming before the Branch, the remaining members and officers shall ensure that:

- The interest of such member or officer is fully disclosed to the membership.
- The interested officer or member does not vote or apply pressure on the matter up for vote.
- If after exercising due diligence and looking at alternatives, the undertaking in which an officer or member has a financial or personal interest is approved in a vote by members as being in the best interests of the Branch, it may enter into the transaction or arrangement.
- Payments to the interested officer or member shall be reasonable and shall not exceed fair market value.
- The minutes of meetings where the votes are taken to approve any such transactions shall record the conflict disclosure, vote abstention by the interested party and rationale for approval.

VIII. AMENDMENTS

These Constitution & Bylaws are a roadmap, fairly fixed over time but shall be reviewed annually to assure that branch operations are aligned and it conforms to any changes by ASALH.

When needed, amend as follows:

A. Proposed Amendments

- Proposed changes may originate with Branch Officers or be submitted to them by members or a Constitution and Bylaws Committee.
- Amendments may also originate with ASALH National Governance Committee, which shall review the Model Branch Constitutions and Bylaws on a periodic basis to ensure continued alignment with ASALH's governing documents, policies and procedures. Any change made will be communicated to branches, which will need to conform their Constitution and Bylaws accordingly.

B. Branch Approval

- Amendments originating with the Branch must first be approved on a provisional basis by the membership, then approved by ASALH and finally ratified by the membership.
- Amendments that originate with ASALH need to be approved, but not ratified.
- Two-thirds (2/3) of the membership must approve or ratify the amendments. Approval must be at an Annual or Special meeting while ratification can occur at a regular meeting, provided that branch members were informed of the proposed changes in accordance with the meeting notice provision of 10 days in advance of the meeting.

C. Get ASALH approval after initial membership approval

- Obtain initial membership approval of proposed changes at the Annual Meeting.
- Submit a mark-up of the proposed changes along with a clean copy to the National VP for Governance who will forward it to the Chair of the Governance Committee.
- ASALH returns a signed original document with the amendments (iterative process).
- Schedule a vote to ratify the ASALH approved version at a regular meeting.
- After ratification by the membership, the Branch President signs and dates the original.
- The Branch provides ASALH a PDF copy with both the ASALH and Branch signatures.

The Constitution and Bylaws and all subsequent changes shall be kept securely and indefinitely along with other branch governing documents including, Charter, Organizing Branch Agreement per the Branch's records management system administered by the Secretary and Treasurer.

IX. RETURN OF RECORDS

If a person ceases to be an officer for whatever reason, it is required that any branch documents that they hold be delivered to or retrieved by the Secretary as soon as practicable.

The ASALH (XYZ) Branch Constitution and Bylaws were:

Approved by the membership on:_____

Ratified by membership on:_____

Appendix 4

Application for Charter Status

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

Application for Charter Status

Submit Application by May 1

This is a request to be considered for chartering by the Executive Council at its June meeting. By signing below, I certify that the Branch has met or commits to meeting the milestones required for chartering as indicated in the checklist below. Download this form [here](#).

STEP ONE:

- **May 1** is the deadline to file this request and meet set requirements.

STEP TWO:

- The application will be presented to the Membership Committee and if approved, to the Executive Council at its June meeting.

STEP THREE:

- Notification of the Executive Council's decision will be communicated within **48 hours** by the Vice President for Membership.

STEP FOUR:

- If approved for reinstatement, the branch must go through the charter activation process described in this **Manual** to gain full charter status.

Checklist of Requirements for Chartering

Name of Branch: _____		
Requirement	Requirement Met/Will Be Met [Y or N]	Indicate Submission of Required Documents & Comments
Submit complete, timely and accurate annual reports for Organizing Branch year activities: (1) programmatic report by January 15 (2) financial report by January 31		
Elect at least 5 Branch Officers (President, VP, Secretary, Treasurer & Historian) and submit: Branch Officers Form https://asalh.org/members/branch-directory/branch-officers-and-officers-changes/ Branch President Photo https://asalh.org/members/branch-president-photo-submission/		
Submit the Constitution and Bylaws approved by members.		
Held three (3) public education events: BHM, Founder's Day & Woodson's Birthday as an OB.		
Submit a list of 15 current members including at least one (1) institutional member required for a chartered branch.		
Participate on scheduled branch calls with appropriate branch representation and disseminate the information.		
Represent newly chartered branch at Annual Conference and Chartering Ceremony with attendance by the Branch President or another Officer and Historian.		

Secure EIN immediately upon chartering.		
Establish a bank account immediately upon receiving an EIN and provide the first transaction.		
Submit Operating Plan to show how branch will: 1. Execute required three (3) public programs: BHM, Founder's Day and Woodson's birthday 2. Engage branch members 3. Recruit new members 4. Contribute at least \$600 to ASALH by August 31.		

President, Organizing Committee: _____

Signature: _____ Date: _____

**Submit completed form to the Vice President for Membership at
 VPformembership@asalh.org**

Appendix 5

State EIN and Federal 501 (c) 3 Designation

ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY

Obtaining a State EIN & 501 (c) 3 Tax Exemption

Employer Identification Number

Every ASALH chartered branch must secure a state Employer Identification Number (EIN) in order to conduct business in the state, including ASALH's requirement to open a bank account. A branch should utilize its full legal name to apply for an EIN and when conducting business.

To become incorporated, the branch needs to apply to either the Secretary of State or Department of Treasury as states differ as to the agency responsible for this function. The simplest application requires the information listed below but states differ and requirements may slightly vary.

Names of officers, their address & phone numbers:

Business address of Branch (physical address, not a P.O. Box):

Phone numbers:

Constitution & Bylaws

Fee

In all instances, the branch must follow its state's laws and requirements. These documents become part of the permanent record and files of the branch.

501 (C) 3 Tax Exempt Designation

Branch Officers are advised to pursue IRS 501(c)3 tax-exempt status if the Branch intends to seek grants as a revenue source or fundraise \$25,000 or more on a recurring basis.

If a decision is made by a branch to obtain a 501(c)3 designation, which is at the branch's discretion, the branch must complete **Form 1023 Application for Tax-Exempt Status**. The application must be submitted electronically on www.pay.gov and must include the appropriate fee.

The 501(c)3 application is lengthier than the state EIN application but asks for essentially the same information.

Appendix 6

Records Retention Schedule

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

Records Retention Schedule

A retention schedule applicable to branches has the following parameters for period of retention, access and disposition.

Type of Record to Retain	Retention Period	Access	Authorization to Destroy
Correspondence documents created inside or received from outside the branch	3 years	Secretary President	Secretary
Meeting documents: Meeting notice, agenda, minutes along with all resolutions, policies and referenced documents	Permanent	Secretary President Vice President	N/A
Constitution & Bylaws	Permanent	All officers	N/A
Legal and governance documents including Organizing Branch, Charter and [Affiliation Agreement]	Permanent	Secretary President	N/A
IRS application for tax-exempt status (Form 1023)	Permanent	Secretary President Treasurer	N/A
IRS determination letter	Permanent	Secretary President Treasurer	N/A
IRS Form 990 tax return	Permanent	Secretary President Treasurer	N/A
Annual Reports to ASALH	Permanent	Secretary President Treasurer Historian	N/A

Accounting records (for all financial transactions)	7 years	President Treasurer	Treasurer
Contracts	7 years after termination	Secretary Treasurer	Treasurer
Bank records (bank statements, electronic funds transfer etc.)	7 years	Secretary Treasurer	Treasurer
Grant application & contract	7 years after expiration	Secretary Treasurer	Treasurer
Donor records & acknowledgement letter	7 years	Secretary Treasurer Historian	Treasurer
Historical documents (primary sources for research and research results)	Permanent	Secretary Historian	Historian
Miscellaneous records, such as, a complaint, review and action	5 years	President Treasurer	Secretary

Appendix 7

History of Branch Template

ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY

History of ASALH XYZ Branch

As part of a historical society, telling the branch history is important as a matter of record. The branch history can also be a compelling membership recruitment tool.

The history of the branch will be an overview of why and how the branch was formed, background on the founders, key milestones and events that have shaped the branch starting with the founding through the present.

Each branch is unique with special circumstances and its own story to tell. The history should be well researched, comprehensive, informative, easy to follow and visually engaging.

Framework for Branch History

What to Include in Branch History	Example
Name of Branch The name may be linked to the geographic area or may have been inspired by someone or a specific event.	ASALH Grace River Branch The branch was named for the geographic region in which it is located.
Where the Branch was formed Founding Location and Date	Grace River, Oklahoma August 28, 1967
Why the branch was formed This is what the mission is based on	The Branch is an affiliate of ASALH and was formed to help this community develop an understanding and appreciation for the contributions to American history made by African-Americans in this state and throughout the U.S.

Framework for Branch History (cont.)

<p>How the branch was formed.</p>	<p>The Branch Founding was spurred by Connie Memory, a teacher in the local elementary school, who branch was severely reprimanded for relating stories about the slave trade to her students, even though the material was framed in an age appropriate manner.</p> <p>She influenced the local librarian and a retired nurse to join ASALH and help start the Branch.</p>
<p>An overview of the Founders</p> <p>Provide brief profiles of the founders to show the character of the branch and help define the timetable for the founding.</p>	<p>Profile of Connie Memory, Teacher</p> <p>Profile of Joan Lurner, Librarian</p> <p>Profile James Medic, Nurse (Ret.)</p>
<p>Identify key milestones and events. Including challenges, such as, a branch dissolution and successes, such as, a doubling of membership.</p> <p>Organize a chronology of the people and major events in the life of the branch from inception to date and decide which ones are the most important to include in the history.</p>	<ul style="list-style-type: none"> • March 1, 1965 – Brian Knowles contacted ASALH about forming a branch • June 22, 1966 – Branch was granted organizing status • October 8, 1966 – Organizing Branch held its first membership meeting • August 28, 1967 – Branch is chartered • Milestone • Milestone • Milestone • March 1, 1975 – Realized highest membership level of 35. • Milestone • Milestone • February 15, 2022 – Launched first website for BHM and received nearly 250 visitors.
<p>Written Narrative</p> <p>The result of the above steps is a written narrative of the Branch history.</p>	<p>Example:</p> <p>Warby Parker https://www.warbyparker.com/history</p>

Framework for Branch History (cont.)

Create a visual

Take the written narrative and incorporate applicable images (photos and graphics) and video to turn the branch history into an engaging and powerful visual.

Examples:

Special Olympics

<https://www.specialolympics.org/about/history/out-of-the-shadows-events-leading-to-the-founding-of-special-olympics>

Adidas:

<https://www.adidas-group.com/en/about/history/>

Toms Shoes

<https://www.toms.com/us/about-toms.html#companyInfo>

Continue to add to the Branch history to recognize people and events with key milestones.

Appendix 8

Sponsorship Request Template

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

Sponsorship Letter Template

Best on stationery with the ASALH Branch logo

ASALH XYZ Branch
Street Address, City, State and Zip

January 1, 20__

Robert Sponsor to Community Groups
EFG Corporation
Street Address
City, State and Zip

Dear Mr. [Sponsor's Name]

I represent ASALH XYZ Branch, a local affiliate of the National Association, Founder of Black History Month. This branch was founded in [year] and has [#] members. Our mission is to promote greater knowledge of African American history through research and public education in our community. Notwithstanding the size of our membership, we are very effective in meeting our goals.

We are hosting a Black History Month Trivia Afternoon on Friday, February 15 at the [Somewhere] Community Center starting at 4:00 pm. We did this for the first time last year and it was such a huge success that we decided to host the event again.

Last year this event raised \$_____ that allowed us to conduct taped interviews with three African American veterans from our area for the Veteran's Day project, co-sponsored by the Library of Congress.

This year we hope to raise even more. Our goal is \$_____. We know that you have supported this type activity in the past and we are appealing to you for sponsorship support to help us reach this goal.

By becoming one of our [corporate/business] sponsors, you will be able to help us with three activities this year: Black History Month Program, continuation of the Veteran's Day project and take senior citizens on an excursion to historical African American sites.

We offer a few incentives and perks should you decide to become one of our sponsors. Regardless of the amount you choose to give, your company will be listed in our event program and any other publicity material, [including on our website] and you may send up to 10 persons to the event.

We are happy to accept monetary as well as in-kind donations. We are grateful for any contribution that you are comfortable with. [If applicable, add See attached Sponsorship Levels to find the giving amount that is right for your company.]

Thank you in advance for your generosity. Please do not hesitate to contact me at any time on XXX XXX XXXX if I can provide any additional information.

Sincerely,
[signature]

Requesting Robert
Chair, Fundraising Committee of ASALH XYZ Branch

Appendix 9

Contribution Request Template

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

Contribution Request Template

Best on stationery with the ASALH Branch logo

ASALH XYZ Branch
Street Address, City, State and Zip

June 1, 20__

Robert Sponsor to Community Groups
EFG Corporation
Street Address
City, State and Zip

Dear Ms. [Donor's Name]

I am the president of ASALH XYZ Branch, a local affiliate of the National Association, Founder of Black History Month. We are a small group of 15 members located in a financially distressed area in the state but our achievements over the past year far exceeded our numbers and circumstances.

In furtherance of our mission objective, we held three public education events centered on the social history and contributions of African Americans in the region. The events averaged 75 diverse attendees. The feedback was very positive and the community is asking for more. [success story, but could be an emotional appeal]

The need for public education on the contributions of African Americans to American history is needed now as ever, given recent political tensions around the teaching of African American History in schools. I know that [your company is a big supporter of equal justice causes that create change] or [your organization is trying to fix or has spoken out against]. While we are actively [working with our local institutions to expand our public education efforts], we need your help to make our efforts go even further! You can help us [to create a website and employ social media to reach even more people]. Your support is crucial to our efforts to [achieve this outcome].

We would love it if you could donate \$———— to help us [elevate our media activities].

Thank you in advance for your contribution. Your donation will go toward [a worthwhile educational effort]. I will follow up with you in approximately 15 days to see if you need any additional information or if I should be communicating with someone else in your company. In the meantime, please call me on XXX XXX XXXX at any time.

Sincerely,

[signature]

Inquiring Jane
President, ASALH XYZ Branch

P.S. Our next event is a Historically Black College Bowl on September 10th.

Appendix 10

Dissolution or Closing of Branch

ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY

Dissolution or Closing of a Branch Notification

A branch experiencing problems that threatens its survival should inform the Vice President for Membership and ask for help.

A branch may cease to function for reasons that may include:

- Inability to furnish required annual reports needed by ASALH to complete its 990 tax return.
- Failure to comply with governing documents, such as, electing branch officers.
- Inability to sustain the required 15-member minimum to maintain a branch.
- Irreconcilable differences among branch officers, members, or both.
- National branch dues and other financial requirements prove to be a hardship on a large number of members.

If all options for resolving the deficiencies fail, the branch will be required to put forth a motion to dissolve the branch. If the membership passes the motion, the branch will be recommended to the Executive Council to be dissolved. If the branch does not approve the motion, the branch must submit in writing a plan of action to bring the branch into compliance.

Should members vote to dissolve the branch, a resolution must be prepared such as **“Resolved, that the XYZ Branch be dissolved as of date.”** According to the Roberts Rules of Order, this resolution may be preceded by a preamble setting forth the reason(s) for the dissolution. It is in effect a notice to rescind the constitution and bylaws, and therefore requires for its adoption the same notice and vote as to amend them. The required notice should be sent to all members of the branch on record at the time.

Should the Executive Council concur with the branch vote for dissolution, it shall notify the branch of its decision by submitting to the branch a resolution requesting that all remaining branch assets be transferred and forwarded to ASALH National. The Branch President will be sent a certified letter and all branch members will be notified electronically. The funds and files will be held by the National Office for an agreed period of time for the benefit of the branch in the event that it is re-formed or a new branch is formed in the same geographic area.

If the branch is not reconstituted or no replacement branch is formed, the funds will be added to ASALH’s general fund and the records will be maintained in ASALH’s historical files.

The Membership Committee will request that the Executive Council send the president of the existing Branch a letter confirming the official dissolution of the Branch.

Appendix 11

Request for Branch Rechartering

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

Request for Branch Rechartering

Submit by May 1

Thank you for your interest in reinstating an ASALH branch. Any ASALH member in good standing may complete an application for reinstatement.

This is a request to be considered for rechartering by the Executive Council at its **June** meeting. By signing below, I certify that the organizing committee of the rechartering branch has met or commits to meeting the milestones required for rechartering as indicated in the checklist below. Download this form [here](#).

STEP ONE:

- May 1 is the deadline to file this request and meet set requirements.
- For a reinstatement, the legal name and mission of the branch must be the same as the discontinued branch.

STEP TWO:

- The application will be presented to the Membership Committee and if approved, to the Executive Council at its June meeting.

STEP THREE:

- Notification of the Executive Council's decision will be communicated within 48 hours by the Vice President for Membership.

STEP FOUR:

- If approved for reinstatement, the branch must go through the charter activation process described in this **Manual** to gain full charter status.

Branch Rechartering Request

1. Branch Description Name of Branch Location (City& State)	Date of branch charter, if known Date of Branch dissolution, if known
2. Month and Year of discontinuance as ASALH Branch	
3. Reason for discontinuance as ASALH Branch	
4. State why the Branch should be reinstated	
6. If failure to file annual report(s) caused the discontinuance, was the Branch subsequently able to compile the data? If yes, submit report(s) with this request.	
7. Describe how the deficienc(ies) that caused the discontinuance has been corrected (Example: One Branch has put in place two officers who will be responsible for tracking information necessary to meet reporting deadlines: — Secretary and Treasurer. President will oversee this process)	

Checklist of Requirements for Rechartering

Requirement	Indicate Requirements Met/Will Be Met [Y or N]	Access
<p>Elect at least 5 Branch Officers (President, VP, Secretary, Treasurer & Historian) and submit:</p> <p>Branch Officers Form https://asalh.org/members/branch-directory/branch-officers-and-officers-changes/</p> <p>Branch President Photo https://asalh.org/members/branch-president-photo-submission/</p>		
<p>Submit any proposed amendments to the Constitution and Bylaws of the discontinued branch, using the amendments process defined in Appendix 3 of this Manual.</p>		
<p>Submit a list of 15 current members including at least one (1) institutional member required for a chartered branch.</p>		
<p>Participate on scheduled branch calls with appropriate branch representation and disseminates the information.</p>		
<p>Represent newly chartered branch at Annual Conference and Chartering Ceremony with attendance by the Branch President or another Officer and Historian.</p>		
<p>Secure EIN immediately upon chartering.</p>		
<p>Establish a bank Account immediately upon receiving an EIN and provide the first transaction.</p>		

Checklist of Requirements for Rechartering (cont.)

Checklist of Requirements for Rechartering 1. Execute required three (3) public programs: BHM, Founder's Day and Woodson's birthday 2. Engage branch members 3. Recruit new members 4. Contribute at least \$600 to ASALH by August 31.		
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Applicant: _____

Signature _____ Date: _____

**Submit completed form to the Vice President for Membership at
VPformembership@ASALH.org**

Appendix 12

Fact Sheet

ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY

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.

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 Emmet 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, former 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 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.

Appendix 13

Note About the Founder

ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY

Note About the Founder



Carter Godwin Woodson
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.

Appendix 14

Books by Dr. Carter G. Woodson

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

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

Appendix 15

ASALH Headquarters Team

**ASSOCIATION FOR THE STUDY OF
AFRICAN AMERICAN LIFE AND HISTORY**

ASALH Headquarters Team

Executive Director	Sylvia Cyrus	scyrus@asalh.org 202-238-5918
Membership Customer Support Rep		membership@asalh.org 202.238.5912

Mailing Address:

301 Rhode Island Avenue, NW
Suite 1508
Washington, DC 20001

Office Phone:

202-238-5910

Appendix 16

Branch Minutes Guidelines (Adopted 1/22/26)

GUIDELINES FOR BRANCH MINUTES

Robert's Rules of Order 3.2

Rationale

Minutes serve as the official record of what transpired during a meeting. They provide a summary of discussions, decisions made, and actions taken. Additionally, minutes allow members who were absent to stay informed. According to Robert's Rules of Order, **minutes should not be a verbatim account** but rather a concise summary of the key points discussed and decisions made.

What to Include in Meeting Minutes: Resources, AI notes, Zoom transcripts, recordings...

- **Type of Meeting:** Specify if it's a regular, hybrid, special, or annual meeting.
- **Date, Time, and Location:** Record the meeting's start and end times, as well as the location.
- **Attendance:** List the names of all attendees, including the chair and secretary.
- **Guests:** Include the names of any guests and the subject matter for which they were present.
- **Organization:** Keep the minutes in the order of the meeting's agenda.
- **Minutes of Previous Meeting:** State whether the previous meeting's minutes were approved or corrected.
- **Motions:**
 - Record the exact wording of each motion, including amendments.
 - Indicate who made the motion and who seconded it.
 - Include the vote count (affirmed, opposed) and the result of the vote. Abstentions are not counted.
- **Points of Order and Appeals:** Record any points of order raised and any appeals.
- **Reports:** Include the names and subject matter of any reports, especially those given by officers, committees, or task forces.
- **Unfinished Business:** Record any unfinished business that was addressed.
- **Adjournment: Note the time of adjournment.**
- **Signing:** The Secretary signs the minutes, and sometimes the chair.

PROTOCOL: The minutes should be provided to the branch president before the next branch meeting for review and his/her approval before dissemination.

Appendix 17

Branch Meeting Sample Agenda (Adopted 1/22/26)



Sample Branch Meeting Outline Agenda

Branch Name,
(Meeting type, i.e., Hybrid, Executive, Committee, Monthly Meeting, Date, Time Zones)
Meeting Location or Zoom Link (if the meeting is hybrid)
ASALH's Annual Theme
Place the name of the President as presiding officer or whoever will preside over the meeting.

Call to Order **Branch President (VP, or Secretary if the president is not present)**
Confirm that quorum is present to transact business.

Invocation **(Optional, not all branches have chaplains)**

Song **"Lift Every Voice and Sing" (Optional, if adopted by the branch)**

Roll Call **If the branch is too large, the secretary or appropriate officers should make sure attendance is being taken.**

Welcome of visitors and Introduction of Members

President's Report (Name) President

Minutes/Adoption (Name) Secretary

Treasurer's Report/ Acceptance (Name) Treasurer

Other Officer's Reports (name)

Committee Reports (list name of committees and persons reporting, e.g., Founders Day Committee)

Unfinished Business (list all)

Agenda Item #1 (Name) Presenter/Guest

New Business (list all)

Agenda Item #1 (Name) Presenter/Guest

Agenda Item #2 (Name) Presenter /guest

Action Items for Approval (Includes action items from committee reports)

Membership Appeal

Announcements

Important Dates/Events/Time, i.e., Next Branch Meeting , Members Meeting from National and ASALH events, i.e., BHM Programs and Annual Conference information

Adjournment

Note. Recommend providing a list of members so that people know who the members of the branch are without addresses or cell phone numbers. (It can be a sign-in sheet)

Appendix 18

Probation Document (Adopted 1/22/26)

PROBATION DOCUMENT

A Branch may be placed on probation to correct its deficiencies.

The VPM and the Membership Committee shall determine the activities that may or may not take place during the probationary period. The VPM shall have oversight responsibility for Branch activities while the Branch is on probation. Probation shall not exceed one (1) year. If a Branch has not corrected its deficiencies within one (1) year from the date of notification of probation, it may be suspended and/or may be subject to revocation of its charter.

The probation term for a Branch refers to a trial period during which a Branch must demonstrate its ability to operate in accordance with the ASALH's standards and policies before gaining full recognition.

Probation Policy for a Branch of ASALH

Purpose of the Probation Term

- Assess leadership and governance
- Evaluate compliance with bylaws, mission, and reporting requirements
- Observe fundraising, financial management, and community engagement
- Monitor membership recruitment and retention

Length of Probation Term

- Duration: 6 months to 1 year
- Can vary depending on:
 - Size and scope of the Branch
 - Performance of the Branch during the probation

Requirements During Probation

During the probationary period, Branches must:

- Comply with all compliance requirements outlined in the Branch Procedural Manual
- Maintain a minimum of 15 active members (including an Institutional Member)
- Hold regular meetings to include in-person and virtual (at least monthly or quarterly)
- Respond to all communication and requests from the national office, VPM, and the Membership Committee.
- Submit monthly/quarterly activity and financial reports to the VPM.
- Adhere to branding, communication, and conduct guidelines
- Participate in required orientation or leadership training
- Establish a functioning leadership structure (President, Vice President, Secretary, Treasurer & Historian)
- Meet fundraising or event benchmarks

- Follow the National branding and operational guidelines
- Correct all deficiencies that caused the probation status
- Only use ASALH's 501 C 3 with permission from ASALH's Executive Director

Support

The VPM will provide (if needed):

- Orientation sessions for Branch leaders
- A liaison or advisor for support and questions from the Membership Committee
- Templates and toolkits for governance, events, and communication

Evaluation

At the end of the probationary period, the Branch's performance will be reviewed based on:

- Completion of required reports
- Fulfillment of all obligations that caused the probation status
- Member engagement and growth
- Compliance with policies and procedures

The Executive Council, upon recommendation of the VPM and Membership Committee, will then determine one of the following outcomes:

- Grant Full Branch Status
- Extend the Probation Period for [3–6 months]
- Suspend the branch
- Dissolve the Branch, with written justification

Termination During Probation

ASALH reserves the right to terminate Branch operations during the probation period if there is:

- Mismanagement of funds
- Repeated failure to submit reports
- Breach of organizational policies
- Actions that harm the reputation or mission of ASALH

Termination of Branch operations means that the branch will not be able to function in any capacity until it corrects all issues that caused the termination status.

RESOURCES AND LINKS TO ASALH's WEBSITE

Amazon Smile Charity	https://org.amazon.com/
Annual Report(s)	https://asalh.org/members/branch-informer/
ASALH Overview	https://asalh.org/branch-members-call/
Branch membership registration	https://asalh.org/join/
Branch Officers Form	https://asalh.org/members/branch-directory/branch-officers-and-officers-changes/
Branch President Photo	https://asalh.org/members/branch-president-photo-submission/
Certificate program	https://asalh.org/family-history/
Description of ASALH publications	https://asalh.org/document/journal-of-african-american-history/
Documents to have available at all branch meeting	https://asalh.org/wp-content/uploads/2020/01/DOCUMENTS-YOU-SHOULD-HAVE-AVAILABLE-AT-EACH-BRANCH-MEETING.pdf
Death notices	https://asalh.org/members/asalh-member-remembrance/
Form to publicize branch events	https://asalh.org/members/branch-informer/#events
Form to publicize branch news	https://asalh.org/branch-news-submit-form/
Form to publicize member books (member bookshelf)	https://asalh.org/submit-to-the-members-bookshelf/
Form to publicize branch events	https://asalh.org/members/current-member-event-submission/

Form to publicize member news	https://asalh.org/members/current-member-news-submission/
Grants	https://www.grantwatch.com/
Guide for planning branch events	https://asalh.org/wp-content/uploads/2020/02/Guide-for-Planning-Branch-Events...Committee-Functions-update.pdf
Installation Ceremony	https://asalh.org/wp-content/uploads/2020/01/SAMPLE-INSTALLATION-OF-OFFICERS-CEREMONY-officer-descriptions-included.pdf
Information Request	https://asalh.org/contact-us/
Job Board	https://asalh.org/category/job-board/
Logos, letterheads and graphics, and Zoom backgrounds	https://asalh.org/brand/
Member Benefits	https://asalh.org/members/join/
Media Toolkit	https://asalh.org/brand/
Membership recruitment: <ul style="list-style-type: none"> • Institutional member Recruitment • Churches Rejoin 	https://asalh.org/branch-members-call/
Nominations for Executive Council and Executive Officer positions	https://asalh.org/submit-to-the-members-bookshelf/
Speakers Bureau	https://asalh.org/speakers-bureau/
Study Guide for <i>The Mis-Education of the Negro</i> by Dr. Carter G. Woodson	https://asalh.org/wp-content/uploads/2017/06/final-woodson-mis-education-study-guide-2008.pdf

Filing Certificate for ASALH Articles of Incorporation Amendment	https://asalh.org/wp-content/uploads/2024/08/FilingCertificate-for-ASALH-Articles-of-Incorporation-Amendment.pdf
Corp Non Profit Domestic Amendment	https://asalh.org/wp-content/uploads/2024/08/CorpNonProfitDomesticAmendment.pdf
ASALH Articles of Incorporation	https://asalh.org/wp-content/uploads/2024/08/asalh-articles-of-incorporation.pdf
Articles of Amendment	https://asalh.org/wp-content/uploads/2024/08/articles-of-amendment.pdf