

# **APPENDICES**

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## **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](mailto: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.

<b>Name</b>	<b>Email</b>	<b>Phone #</b>	<b>Affiliation</b>
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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**

**(SAMPLE)**

**THE ASSOCIATION FOR THE STUDY OF  
AFRICAN AMERICAN LIFE AND HISTORY (ASALH)  
(Change to the name of the branch)**

**By-Laws**

**Adopted (Indicate Date)**

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**ARTICLE I**  
**Branch Name**

The name of this organization shall be ( Branch name)

**Article II**

**Purpose**

This organization was established to promote programs sponsored by the national association (ASALH) and its branches. It will continue the legacy of Dr. Carter G. Woodson by educating, encouraging, studying, presenting, and preserving historical information relating to local Black history in America, the Caribbean, the African Diaspora, and providing opportunities for professional interaction among local historians, scholars, and other knowledgeable persons about Black History.

**ARTICLE III**  
**Membership and Dues**

**Section 1.** In order to remain a local branch, membership shall consist of a minimum of fifteen (15) members, which includes one institutional member. Any person who subscribes to the purpose of ASALH and has paid their national dues may become a branch member upon paying the local branch dues.

According to the national association (ASALH), there are six (6) categories of national dues:

- 1) General
- 2) Senior
- 3) Student
- 4) Dual
- 5) Life
- 6) Institutional

**Section 2. Initial Fees and Dues.** A person may attend four meetings without a paid membership. All lifetime members pay yearly local dues.

**Section 3. A membership year and Annual Dues.** A membership year is from January 1st to December 31st of each year. Annual dues are to be paid to the national office by December 1st

of each year. Local dues are to be paid by November at the branch meeting, and members' names are to be provided to the national association by December 1st of each year.

**Section 4. Voting members** shall consist of all classes of members except dual members, who only have one vote.

All persons who subscribe to the objectives of the national association (ASALH) and demonstrate an interest in supporting the local branch in its activities may become members upon payment of all annual dues to the national organization and local dues paid to the branch.

## **ARTICLE IV Officers**

### **Section 1. Executive Officers**

Executive officers of this branch shall consist of the President, Vice-President, Secretary, Treasurer, and Historian. Additional officers may be elected with the approval of the National Office. Executive Officers shall meet before the branch meeting to determine the agenda, resolve issues, and submit any items requiring the vote of the membership.

### **Section 2. Duties, Elections, and Terms**

- A. **The President** shall preside over all business meetings of the branch and its Executive Board. He or she must be a dedicated person who has been deeply involved in the affairs of the association and/or branch. Branch members shall elect the President, who must be in good standing, for a term of two years, and have attended the most recent annual meeting. The President may be reelected at the end of his or her term. It is the President's responsibility to develop the branch's overall program in line with the national organization's goals. The President shall be an ex officio member of all committees and has the power to appoint other officers as necessary.
- B. **The Vice President** shall possess the same qualifications as the President and coordinate programs and services for the branch, and chair the membership committee. He or she shall be elected by the members and be in good standing for two years. If the office of President shall, through any cause, become vacant, the Vice-President shall become President for the balance of the term and may be reelected at the end of his or her term. The Vice-President will work closely with the Treasurer to ensure the membership information is kept current and in good order. and provide a report on the membership at the Branch meetings.
- C. **The Secretary** shall be elected by the members of the Branch for a term of two years. The Secretary will preside over the business meetings in the absence of the President and Vice President. The Secretary shall keep minutes of all meetings and send them to the membership

electronically, and make them available at the next branch meeting for approval. He or she shall give proper notice of meetings to the membership electronically and/or by traditional methods. The Secretary will submit all required correspondence to the Branch President and National Office.

**D. The Treasurer** shall be elected by the members of the branch for a term of two years and keep accurate records of deposits and authorized disbursements. The Treasurer shall pay all bills, receive all local dues and funds payable to the branch, make all disbursements by the annual budget, or by direction of the membership, and make a financial report at regular meetings. The Treasurer shall complete the Financial Report section of the Branch's Annual Report before March 15th, according to the national association's guidelines. The membership is encouraged to pay their national dues directly, online, and provide a copy of their payment receipt to the Treasurer. If national dues are paid to the branch, the Treasurer must forward the member's checks, make payments online for individuals, or issue a branch check directly to the national office within the month of receipt.

He or she shall:

1. Keep full and accurate accounts of all bank statements, receipts, and disbursements by the branch.
2. Open and deposit all funds in the branch's bank account.
3. Make all disbursements in the name of the branch. All expenditures shall be made electronically or by check and signed as authorized by the membership or the President. The Treasurer shall also develop a branch budget with members of the Executive Board and two other non-elected members of the branch.
4. Reimburse officers and members making approved out-of-pocket expenses for the branch upon presentation of a receipt(s).
5. Generate vouchers for payment
6. Provide copies of the financial reports to the members to be included with the minutes for acceptance in the branch's records.

**E. The Branch Historian** shall keep accurate historical records of the branch's activities and accomplishments every year. This officer shall collect miscellaneous items, such as news clippings and pictures about the branch. Digitizing records is encouraged. Historians are encouraged to use the branch history template. The Historian can form and chair a committee to assist with preserving the branch's history. The members of the Branch elect the Historian for a term of two years with the possibility of reelection.

### **Section 3. Nominations Procedures, Time of Elections**

At the regular biennial meeting in June, a nominating committee consisting of three (3) members shall be selected by the assembled present. It shall be the duty of this committee to nominate and vet candidates for the offices to be filled. The nominating committee shall report at the regular meeting in October, before the election in November. Additional nominations from the floor shall be permitted during the October meeting. The elections shall take place in November, and the installation in the December meeting.

**Section 4. Election and Term of Office.** All officers shall be elected by vote to serve for two years or until their successors are elected. Their term of office shall begin at the close of the December branch meeting at which they were installed and commence on January 1.

**Section 5. Office Holding Limitations.** No member shall hold more than one office at a time.

**Section 6. Vacant Offices.** If the Office of the President, through any cause, shall become vacant, the Vice President shall complete the unfinished term or a special election shall be conducted to fill the presidential vacancy during a regularly scheduled business meeting following prior written notification to the membership. If a year or less remains in the term of the person vacating the office, the President may appoint a person to that office without submitting the action to the membership for approval.

If the offices of the Vice President, the Secretary, or the Treasurer become vacant, the Executive Board shall nominate a person to serve the remaining term of the person vacating the office, provided the term remaining is less than one year. Such nominations shall be submitted to the membership for approval by a majority of the members responding to the notice of nomination.

**Section 7. Removal of Elected Officers.** Any official of the Branch may be removed from office for 1) acts contravening the By-Laws; 2) inability to discharge duties and responsibilities of their respective office; 3) habitually neglecting to discharge the duties and responsibilities of the respective office; 4) taking action the Board deems harmful to the association, e.g. malfeasance in office; or 5) conviction of a felony, or serious misdemeanor.

**Section 8. Return of Records and Official Items.** At the end of the term of office, the officer shall turn in all the Branch's organizational and official records, post office box keys, etc., to the new officer who is fulfilling the respective office.

## **ARTICLE IV Amendments**

**Amendments** may be submitted at any regular branch meeting. Upon approval by majority vote, such amendment(s) will be presented, after written notice to the membership, for final

approval at the next regular branch meeting. Adoption of the proposed amendment(s) shall be effected by two-thirds of the members present. The newly approved amendment will go into effect at the next branch meeting.

## **ARTICLE V Meetings and Quorum**

**Section 1. Regular meetings.** The branch meets at (location).

The branch meets on ( Day/week / and time of each month). A minimum of four (4) times a year at a time designated by the governing body. There will be no meetings during July and August which are designated vacation months, unless there is a special need.

**Section 2. Special Meetings.** Special meetings may be called by the President, by the Executive Board, or upon the written request of two-thirds ( $\frac{2}{3}$ ) of the membership. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven (7) days' advance notice shall be given.

**Section 3. Quorum.** With at least one (1) officer present, the members present shall constitute a quorum.

## **ARTICLE VI Executive Board**

**Section 1. Board Composition.** The elected officers of the branch shall constitute the Executive Board. The Secretary shall present a report of the meeting at the next regular meeting.

**Section 2. Board Duties and Powers.** The Executive Board shall have general supervision of the affairs of the branch between the business meetings, fix the hour and place of the meetings, make recommendations to the branch, and perform such duties as are specified in the By-Laws. The Board shall be subject to the branch's orders, and none of its acts shall conflict with branch actions. The Executive Board shall meet for annual planning purposes.

**Section 3. Board Meetings.** The Executive Board will meet quarterly or as needed. The Executive Board shall meet at the beginning and/or end of each year for program planning for the coming year.

**Section 4. Meeting Dates** will be announced at regular meetings or upon written request by the President with at least seven (7) days' advance notice. Special meetings of the Board may be called by the President or upon the written request of four Board members. The purpose of the meeting shall be stated in the call; except in case of emergency, at least seven (7) days' advance notice shall be given.

## ARTICLE VII COMMITTEES

The following committees shall be appointed by the President with the Executive Board's approval. Standing Committees and Special Committees. Both committees will consist of a minimum of two (2) members and shall be appointed by the President with the approval of the Executive Board.

**Section 1. Special Committees** are temporary ones for a specific purpose, e.g., anniversaries. They will cease to exist when the need is satisfied. A special committee may be appointed by the President with the approval of the Executive Board.

**Section 2. Standing Committees** are permanent for a specific purpose. They will be appointed by the President at the beginning of his or her term or whenever necessary.

- a) **Nominating Committee** is responsible for nominating members for office for general and special elections.
  
- b) **Conference Committee** is responsible for establishing guidelines related to the annual national conference. The President's registration fee may be prepaid for the Annual ASALH Conference from the branch's finances or upon presentation of a receipt or proof of payment. An amount for additional expenses may be given in advance for the conference, depending on the availability of funds, as decided by the branch members. Receipts must be provided as proof of expenditures/or requests for reimbursement. If the President is unable to attend the conference, the registration of one of the Executive Officers may be paid to represent the branch, as decided by the branch members. If more than one officer attends the Annual Conference, the branch can determine an amount to be given to actively participating officers, depending on the availability of funds. Receipts must be provided as proof of expenditures/or requests for reimbursement.

## ARTICLE VIII COMPLIANCE AND PARLIAMENTARY AUTHORITIES

**Section 1. Compliance.** The branch's By-Laws must comply with provisions outlined in the National Constitution. The National Constitution is on file with the Branch President and Secretary and is on the National website at [www.asalh.org](http://www.asalh.org) in the "For Members Only" section. All new members are to be given a copy of the By-Laws upon joining the branch. The branch

should periodically review the By-laws and use the *Branch Procedural Manual* as a resource for the success of the branch's operation.

**Section 2. Parliamentary Authority.** All branch meetings shall be conducted according to the rules contained in the current edition of Robert's Rules of Order to the extent to which they are applicable and not inconsistent with the branch's By-Laws.

## **ARTICLE IX Branch Bank Account**

The branch will align with ASALH's requirements for bank accounts as described below.

The branch bank account shall have four (4) authorized officers on the account with signing authority. They are the President, Vice President, Treasurer, and Secretary. All transactions for payment or reimbursement will require two signatures. The Treasurer is the primary signer on the account. In the absence of the Treasurer, any two officers may sign checks with the President's. Any request for payment or reimbursement must be submitted on a request for payment voucher.

## **ARTICLE X Amendment of the By-Laws**

**Amendment Requirements.** The By-Laws may be amended by a two-thirds ( $\frac{2}{3}$ ) vote of the membership in attendance at a regularly scheduled or special meeting, provided that notice of intention to introduce any such amendment, and the specific amendment to be introduced, have been given in writing at the previous regular meeting and are referred to in the minutes and agenda. Exception: typographical, spelling, or punctuation errors may be corrected at any regular meeting without notice of intent, and will become effective immediately, provided they are noted in the minutes.

## **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

<b>Name of Branch:</b> _____		
<b>Requirement</b>	<b>Requirement Met/Will Be Met [Y or N]</b>	<b>Indicate Submission of Required Documents &amp; Comments</b>
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: <b>Branch Officers Form</b> <a href="https://asalh.org/members/branch-directory/branch-officers-and-officers-changes/">https://asalh.org/members/branch-directory/branch-officers-and-officers-changes/</a> <b>Branch President Photo</b> <a href="https://asalh.org/members/branch-president-photo-submission/">https://asalh.org/members/branch-president-photo-submission/</a>		
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](http://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.

<b>Type of Record to Retain</b>	<b>Retention Period</b>	<b>Access</b>	<b>Authorization to Destroy</b>
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
<b>Name of Branch</b> 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.
<b>Where the Branch was formed</b>  Founding Location and Date	Grace River, Oklahoma  August 28, 1967
<b>Why the branch was formed</b>  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><b>An overview of the Founders</b></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><b>Identify key milestones and events. Including challenges, such as, a branch dissolution and successes, such as, a doubling of membership.</b></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"> <li>• March 1, 1965 – Brian Knowles contacted ASALH about forming a branch</li> <li>• June 22, 1966 – Branch was granted organizing status</li> <li>• October 8, 1966 – Organizing Branch held its first membership meeting</li> <li>• August 28, 1967 – Branch is chartered</li> <li>• Milestone</li> <li>• Milestone</li> <li>• Milestone</li> <li>• March 1, 1975 – Realized highest membership level of 35.</li> <li>• Milestone</li> <li>• Milestone</li> <li>• February 15, 2022 – Launched first website for BHM and received nearly 250 visitors.</li> </ul>
<p><b>Written Narrative</b></p> <p>The result of the above steps is a written narrative of the Branch history.</p>	<p>Example:</p> <p>Warby Parker  <a href="https://www.warbyparker.com/history">https://www.warbyparker.com/history</a></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

<b>1. Branch Description</b>  Name of Branch   Location (City& State)	Date of branch charter, if known   Date of Branch dissolution, if known
<b>2. Month and Year of discontinuance as ASALH Branch</b>	
<b>3. Reason for discontinuance as ASALH Branch</b>	
<b>4. State why the Branch should be reinstated</b>	
<b>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.</b>	
<b>7. Describe how the deficienc(ies) that caused the discontinuance has been corrected</b> (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 &amp; Historian) and submit:</p> <p><b>Branch Officers Form</b>  <a href="https://asalh.org/members/branch-directory/branch-officers-and-officers-changes/">https://asalh.org/members/branch-directory/branch-officers-and-officers-changes/</a></p> <p><b>Branch President Photo</b>  <a href="https://asalh.org/members/branch-president-photo-submission/">https://asalh.org/members/branch-president-photo-submission/</a></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 <b>Manual</b>.</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. Pay \$600 Annual Fee to ASALH by August 31.		
--	--	--

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](http://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](http://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**

## **Probation Document (Adopted 1/22/26)**

## **PROBATION GUIDE**

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

The VPM and the Membership Committee shall have approval and oversight of the branch's corrective action plan during the probationary period.

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 dissolution of its charter.

The probationary term for a Branch refers to a period during which a branch must demonstrate, on a timeline as determined by the VPM and Membership Committee, its ability to operate in accordance with the ASALH Branch Procedural Manual and ASALH policies.

---

### **Probation Policy for a Branch of ASALH**

#### **Purpose of the Probationary Period**

- Evaluate the branch leadership and governance
- Evaluate compliance with governing documents and corrective action plan, including the bylaws, mission, and reporting requirements
- Assess branch meetings, programs, recordkeeping, fundraising, operational, and financial management, and community engagement
- Monitor membership recruitment and retention
- Other areas, as deemed necessary by the VPM and the Membership Committee.

#### **Length of Probation Term**

- Duration: Up to 1 year

## **Requirements During Probation**

During the probationary period, Branches must:

- Identify the officer(s) who are responsible for communication
- Prompt response by branch officer(s) (within 72 hours) to all communication and requests from the VPM, ASALH officers, and the Membership Committee
- Comply with all requirements outlined in the Branch Procedural Manual.
- Hold monthly in-person, virtual, or hybrid meetings. (A summer break is permitted)
- Communicate updates and news regularly to all members via email, newsletters, phone calls, etc.
- Submit quarterly reports on the status of the corrective action plan to the VPM
- Adhere to branding and communication guidelines
- Participate in all ASALH-sponsored meetings, orientations, and leadership trainings
- Establish a functioning leadership structure (President, Vice President, Secretary, Treasurer & Historian)
- Meet fundraising or event benchmarks
- Follow parent organization branding and operational guidelines
- Correct all deficiencies that caused probation status

## **Support**

The VPM will provide (if needed):

- Orientation sessions for Branch leaders
- A liaison or advisor for support and questions
- 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 probation status
- Member engagement and growth
- Compliance with policies and procedures

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

- Grant Full Branch Status
- Dissolve the Branch, with written justification

### **Termination During Probation**

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

- Failure to respond to requests from ASALH
- Mismanagement of funds
- Repeated failure to submit reports
- Breach of organizational policies
- Actions that harm the reputation or mission of the Association for the Study of African American Life & History.

# **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**

## **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.

## RESOURCES AND LINKS TO ASALH's WEBSITE

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

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

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