

AFRICAN STUDIES ASSOCIATION

promoting African studies since 1957

Coordinate Organizations Handbook

African Studies Association, Rutgers University, 132 George Street, New Brunswick, NJ 08901-1400 USA
T: 732-932-8173; F: 732-932-3394; E-mail: callasa@rci.rutgers.edu Web: [Http://www.africanstudies.org](http://www.africanstudies.org)

The African Studies Association (ASA) was founded in 1957 as a nonprofit organization open to all individuals and institutions interested in African affairs. Its mission is to bring together people with a scholarly and professional interest in Africa. The ASA provides useful services to the Africanist community, publishes several periodicals, and sponsors an annual academic conference. With over 3,000 individual and institutional members, the Association is the leading North American organization that promotes African studies.

Many ASA-sponsored activities are carried out by coordinate organizations. These organizations fall into several categories.

The African Studies Association *Manual of Policies and Procedures* (Third Revised Edition, ASA Press: 1995) details the policies governing ASA's organizations.

Types of ASA Organizations

- 1. Sponsored Organizations** consist of those organizations that have a scholarly and professional interest in the continent of Africa as a whole and whose primary focus is facilitating the exchange of ideas, information and research findings on Africa. They report to the Board annually and must maintain a two-thirds common membership with the ASA.
- 2. Associate Organizations** consist of those membership organizations that have a scholarly and professional interest in Africa and which operate independently of the ASA, but maintain a one-third common membership.
- 3. Affiliate Organizations** consist of non-membership organizations that have a scholarly and professional interest in Africa and operate independently of the ASA.
- 4. Allied Groups:** The ASA is currently a member of three organizations: American Council of Learned Societies (ACLS), National Humanities Alliance (NHA) and the National Council of Area Studies Associations (NCASA). The ASA became a member of CAFLLIS, the Coalition for the Advancement of Foreign Language and International Studies, in 1988; that organization now appears to be dormant. In addition, the ASA has a

ASA ORGANIZATIONS

special relationship with the Association of African Studies Programs (AASP).

5. **Subscribing Institutions** are organizations such as African studies programs, libraries, prisons, publishers and non-profit organizations that are not covered by other coordinate organization categories.
6. **Supporting Institutions** are those that wish to provide member benefits to two individuals in the organization and that wish to support the ASA at a greater level than what is possible with the Subscribing Institution category.

Sponsored Organizations: African Islamic Studies Association; African Politics Conference Group; Africana Librarians Council; Arts Council of the ASA; Current Issues Council; Gays & Lesbians in African Studies; Information and Communication Technology Group; Nigeria Studies Association; Outreach Council; Pan African Caucus; and Women's Caucus

Sponsored Organizations

Sponsored organizations have the following responsibilities to the ASA:

- Two-thirds (2/3) or 66 percent of their members must be members of the ASA on application. This percentage must be maintained as an average over a three (3) year period. If this three-year average falls below two-thirds or 66 percent, the ASA-sponsored organization will have one year to increase to the required level the percentage of their members who are also ASA members.
- They must report to the Board and give a report at the Annual Business Meeting.
- Activities in which ASA-sponsored organizations may wish to engage that are not concerned with the exchange of ideas, information and research findings on Africa must be approved by the Board.

Sponsored organizations have the following rights:

- Use of the ASA name as part of their organization's name.
- Upon application to and approval by the Board, ASA subvention for their publications.
- Upon application to and approval by the Board, ASA financial support for special projects.
- Upon approval by the Executive Director, use of the ASA name in applications for outside financial support up to \$100,000.
- The Board must approve any monies applied for in excess of \$100,000 in advance.
- Free space at the annual ASA conference for their business meetings.
- Free AV equipment for sponsored panels.

ASA ORGANIZATIONS

- Authority to organize two panels free of ASA Program Committee review.
- The highest priority for acceptance of those sponsored panels that are subject to review by the ASA Program Committee.
- Solicitation of individual and corporate gifts for the purpose of creating an endowment should be done with the full knowledge of the ASA Executive Director and Board and according to existing policies for ASA-Sponsored Organizations (see *Manual of Policies and Procedures*, ASA Press, 1995).

Fundraising Initiatives of Sponsored Organizations

The Executive Director should be informed in advance of all fund-raising initiatives, as indicated in *Manual of Policies and Procedures*. The memo to the Executive Director should consist of a copy of the funding proposal or letter of solicitation and a cover sheet with the following information:

- Name of sponsored organization
- Name of person or institution to receive the funding proposal or solicitation
- Purpose of the monies
- Amount sought
- Period of funding

Annual Reports of Sponsored Organizations

Sponsored organizations submit written annual reports to the ASA Board of Directors. Reports are submitted to the Executive Director and are due two weeks in advance of the ASA Annual Meeting. Reports should contain the following information:

- Date
- Name of the organization
- One/two sentence statement of overall objective of organization
- Period of activity
- Officers
- Minimal statement of income and expenditures

ASA ORGANIZATIONS

- Significant decisions taken (changes in rules/by-laws/new policies), if any
- Brief narrative of activities, future plans
- Particular queries for the Board

In addition, a representative from each sponsored organization is invited to make a three to five minute report to the ASA membership at the Annual Business Meeting. Representatives are also invited to meet with the ASA Board during the fall meeting to discuss particular issues, problems, and future initiatives.

Associate Organizations:
Association of African Women Scholars;
Association of Concerned African Scholars;
Ethiopian Research Council;
Ghana Studies Council;
Igbo Studies Association;
Lusophone African Studies Association;
Mande Studies Association;
Saharan Studies Association;
Tanzania Studies Association;
West Africa Research Association

According to the African Studies Association Manual of Policies and Procedures (Third Revised Edition, 1995, p. 6), ASA Sponsored Organizations are entitled to "use the ASA non-profit ID number." The ASA auditor has instructed the Association that it is no longer allowed to extend this privilege to sponsored organizations. Said organizations are asked to discontinue use of the ASA non-profit ID number and return any tax-exempt ID cards or letters to the Association. This policy change is based on the Association's legal and financial responsibilities and does not indicate in any way a reduction in Association support for its sponsored organizations.

Associate Organizations

Associate organizations have the following responsibilities to the ASA:

- One-third (1/3) or 33 percent of the ASA Associate Organization's membership must also be ASA members on application. This percentage must be maintained as an average over a three (3) year period. If this three-year average falls below one-third or 33 percent, the Associate Organization will have one year to increase to the required level the percentage of their members who are also ASA members.

Associate organizations have the following rights:

- Have free space for their business meeting at the ASA Annual Meeting.
- Sponsor panels at the ASA annual meeting, all of which are be subject to review by the National Program Committee.
- Have a higher priority for acceptance of their sponsored panels.

Affiliate Organizations

Affiliate organizations have the following rights:

Affiliate Organizations:
Africa Today;
Africa-America Institute; **African Association of Political Science;**
Foundation for Contemporary Research;
Environmental Briefs; **H-Africa;**
H-Net; **Sahara Fund, Inc.**

- Have free space for their business meeting at the ASA annual meeting.
- Sponsor panels at the ASA Annual Meeting.
- Have a high priority for acceptance of sponsored panels.

Subscribing Institutions

Subscribing Institutions are organizations such as African studies programs, libraries, prisons, publishers and non-profit organizations that are not covered by other coordinate organization categories. Subscribing Institutions:

- Pay dues to the ASA.
- Receive member publications.
- Have no right to vote in ASA elections.
- Have no reduced registration fees for the Annual Meeting.

Supporting Institutions

Supporting Institutions are those that wish to provide member benefits to two individuals in the organization and that wish to support the ASA at a greater level than what is possible with the Subscribing Institution category. Supporting Institutions:

ASA ORGANIZATIONS

- Make a \$500 annual contribution to the ASA.
- Receive member publications.
- Have two votes in ASA elections.
- Have two complimentary registrations at each Annual Meeting.

Exhibit Space

The ASA makes available to its coordinate organizations shared booth space in the Annual Meeting Book Exhibit. The booth must be staffed at all times.

Web Site Links

The Association encourages organizations to develop web sites. The ASA will build a link to each site from the ASA web site and requests that the links be reciprocal.

Newsletters

In an effort to keep the ASA informed, organizations should send groups' newsletters to the Executive Director.

Applications

Organizations interested in applying to become an ASA sponsored, affiliate, or associate organization must submit to the Executive Director an application including the purpose of the group and a membership list, indicating the ASA members as appropriate. The Board of Directors reviews applications during its biannual meetings.

