

CHARTER
OF
THE AFRICAN STUDIES AND RESEARCH FORUM
(ASRF)

**ARTICLE I
THE NAME OF THE ORGANIZATION**

Sec. 1: The organization shall be named and styled the “African Studies and Research Forum (ASRF).”

**ARTICLE II
HEADQUARTERS**

- Sec. 1: Corporate Headquarters: The corporate headquarters of the organization shall be located in the State of Michigan.
- Sec. 2: Administrative Headquarters: The administrative headquarters shall be located in the city and state of the United States where the incumbent President of the organization is resident.

**ARTICLE III
OBJECTIVES**

- Sec. 1: To provide an intellectual forum for discussing and designing solutions for the various challenges facing Africa, and other developing countries with related characteristics.
- Sec. 2: To serve as an anchor in sponsoring the conduct of research and publication about Africa, and developing countries with related characteristics.
- Sec. 3: To serve as a forum for teaching Americans about Africa.
- Sec. 4: To promote the integration of African Studies into mainstream curricula, Study Abroad initiatives to Africa, and conferences/symposia that promote excellence in education on Africa.
- Sec. 5: To promote research collaboration between and among Africanist scholars resident in the United States and various African states.
- Sec. 6: To undertake various projects that are designed to promote education in Africa.

**ARTICLE IV
MEMBERSHIP**

Sec. 1: Membership in the organization shall be open to anyone who has research and teaching interests in Africa, and related developing areas.

**ARTICLE V
INSTITUTIONS**

Sec. 1: **The Forum:**

- Sec. 1.1: It shall be composed of all of the members of the organization, who are in good standing (current in the payment of annual dues).
- Sec. 1.2: It shall be the highest decision-making body of the organization.

Sec. 1.3: It shall elect the officers of the organization.

Sec. 1.4: It shall remove from office any officer who violates the Charter of the organization.

Sec. 1.5: It shall approve the activities and projects of the organization.

Sec. 1.6: It shall approve the organization's annual budget.

Sec. 1.7: It shall have the power to amend the Charter of the organization.

Sec. 2: The Executive Committee:

Sec. 2.1: It shall comprise the elected officers and the chairs of the various standing Committees.

Sec. 2.2: It shall conduct the day to day affairs of the organization.

Sec. 2.3: It shall formulate activities and projects and submit them to the Forum for its Review and approval.

Sec. 2.4: It shall formulate the annual budget of the organization and submit it to the Forum for its review and approval.

Sec. 2.5: It shall approve the chairs and members of the various standing committees of the organization, who are nominated by the President of the Association.

Sec. 2.6: It shall perform any other responsibility that is assigned by the Forum.

Sec. 3: THE STANDING COMMITTEES

Sec. 3.1: The Awards Committee:

Sec. 3.1.1: It shall be composed of a chair and members.

Sec. 3.1.2: It shall select the recipients of the organization's various awards based on the criteria established for each of them.

Sec. 3.1.4: It shall review any proposals for new awards from members of the Forum and submit its recommendations to the Executive committee or Forum for a vote.

Sec. 3.2: The Projects Committee:

Sec. 3.2.1: It shall comprise a chair and members.

Sec. 3.2.2: It shall be responsible for the development of projects for the organization.

Sec. 3.2.3: It shall be responsible to administer all projects of the organization.

Sec. 3.3: The Research and Publication Committee:

Sec. 3.3.1: It shall be composed of the organization's Director of Research and Publications as chair along with members.

Sec. 3.3.2: It shall formulate plans for research projects to be undertaken by the organization.

Sec. 3.3.3: It shall be responsible for planning and coordinating all of the organization's research conferences.

Sec. 3.3.4: It shall facilitate collaboration for the development of proposed panels and

special presentations by members at the annual conference of the Association of Third World Studies (ATWS).

ARTICLE VI OFFICERS AND DUTIES

Sec. 1: President

- Sec. 1.1: She/He shall be the chief executive and administrative officer of the Organization.
- Sec. 1.2: She/He shall preside over the meetings of the Forum and the Executive Committee.
- Sec. 1.3: She/He shall formulate the agenda for the meetings of the Executive Committee and the Forum.
- Sec. 1.4: She/He shall appoint the chairs (with the exception of the chair of the Research and Publications Committee) and the members of the various standing and ad hoc committees with the approval of the Executive Committee.
- Sec. 1.6: She/He shall serve as the liaison between the organization and the Association of Third World Studies and other organizations.
- Sec. 1.7: She/He shall provide an annual report on the state of the organization to the Forum.
- Sec. 1.8: She/He shall submit proposals for the advancement of the organization to the Forum and the Executive Committee from time to time.

Sec. 2: Vice President

- Sec. 2.1: She/He shall assume the presidency of the organization in the cases of the resignation, impeachment or inability to serve of the President of the organization.
- Sec. 2.2: She/He shall coordinate the activities of the standing and ad hoc committees of the organization.
- Sec. 2.3: She/He shall perform other functions to be assigned by the President of the organization not delegated to the President under this Charter.

Sec. 3: Executive Secretary:

- Sec. 3.1: She/He shall be the chief custodian of all records of the organization.
- Sec. 3.2: She/He shall be responsible for the recording and dissemination of the minutes of the meetings of the Forum and the Executive Committee.
- Sec. 3.3: She/He shall be responsible for the dissemination of the agendas for the meetings of the Forum and Executive Committee.
- Sec. 3.4: She/He and the President shall be responsible for the correspondences of the organization.
- Sec. 3.5: She/He shall be responsible for the electronic publication of the organization's quarterly newsletter.

Sec. 4: Director of Research and Publications:

- Sec. 4.1: She/He shall serve as the chair of the organization's standing committee on Research and Publications.
- Sec. 4.2: She/He shall be responsible for the dissemination of information concerning publications by the members of the organization, and research opportunities.
- Sec. 4.3: She/He shall provide leadership for the development of ideas and plans for research and publication activities to be undertaken by the organization.
- Sec. 4.4: She/He shall provide leadership in facilitating collaboration for the development of proposed panels presentations by members for the annual meeting of the Association of Third World Studies.

Sec. 5: Treasurer

- Sec. 5.1: She/He shall be the chief financial officer of the organization.
- Sec. 5.2: She/He shall be responsible for the collection of the annual dues and others.
- Sec. 5.3: She/He shall deposit all money of the organization in a bank to be approved by the Forum.
- Sec. 5.4: She/He shall make quarterly and annual financial reports to the Executive Committee and the Forum respectively.

**ARTICLE VII
MEETINGS**

Sec. 1: The Forum:

- Sec. 1.1: The Time of Meeting: The Forum shall meet once a year at a time and place to be decided by the Forum.
- Sec. 1.2: Quorum: A simple majority of the members in good standing shall constitute a quorum for the conduct of the business of the organization.
- Sec. 1.3: Voting: All decisions shall be made by a simple majority of the members in good standing, except in the cases of impeachment and the amendment of the Charter (a two-third majority of the members in good standing shall be required).

Sec. 2: The Executive Committee:

- Sec. 2.1: The Time of Meeting: The time of meeting of the Executive Committee shall be decided by the committee.
- Sec. 2.2: Quorum: A simple majority of the members of the Executive Committee in good standing shall constitute a quorum.
- Sec. 2.3: Voting: All decisions shall be made by a simple majority.

Sec. 3: Standing Committees:

- Sec. 3.1: The Time of Meeting: The various standing committees shall decide their own

meeting times.

Sec. 3.2: Quorum: A simple majority of the members of the various committees shall constitute a quorum for the conduct of business.

Sec. 3.3: Voting: All decisions of the various committees shall be made by simple majority of their members.

ARTICLE VIII ORGANIZATIONAL AWARDS

Sec. 1: “The Excellence in Research Award”: Each year, the organization shall present its “Excellence in Research Award” to its members who have excelled in scholarship evidenced by publications, based on the criteria for the award.

Sec. 2:”The Excellence in Artistry and Performance Award: Each year, the organization shall present its “Excellence in Artistry and Performance Award” to its members who have excelled in the arts and music, based on the criteria for the award.

Sec. 3: “The Udogu Award:” Each year the organization shall present the “Udogu Award” to a member or non-member, who has made invaluable contributions to Africa in the areas of scholarship and humanitarian service, based on the criteria for the award.

Sec. 4: The Presidential Award: Each year, the Organization shall present the “Presidential Award” to members and non-members, who have made outstanding contributions to the organization, the African Continent and the African Diaspora, based on the criteria established for the award.

ARTICLE IX FINANCIAL MATTERS

Sec. 1: The Annual Budget: The Executive Committee shall formulate and present the annual budget of the organization to the Forum for its review and approval.

Sec. 2: Membership Dues: The Forum shall establish the amount of the annual membership dues for the organization in both the regular and student categories.

Sec. 3: The Depositing of Funds: All funds of the organization shall be deposited by the Treasurer in the account or accounts of the organization in a bank or banks approved by the Forum.

Sec. 4: The Withdrawal of Funds: Funds from the organization’s account or accounts shall be made based on the annual budget approved by the Forum or emergency allotment approved by the Executive Committee acting on behalf of the Forum.

**ARTICLE X
ELECTIONS AND TENURE OF OFFICE**

- Sec. 1: Elections: The election of the officers of the organization shall be conducted by an Ad hoc elections commission to be appointed by the President of the organization with the approval of the executive Committee. Voting shall be done by secret ballot based on a process to be designed by the ad hoc election committee.
- Sec. 2: Tenure of Office: The officers of the organization shall serve for a two year term. No officer may serve more than two terms in the same position.

**ARTICLE XI
RESIGNATION AND THE REMOVAL OF AN OFFICER**

- Sec. 1: Resignation: In the case of the resignation of the President of the organization, the Vice President shall assume the functions of the presidency and complete the remaining term of office. If any other officer resigns prior to the expiration of her or his term, the President of the organization shall appoint a replacement with the approval of the Executive Committee. The replacement shall complete the unexpired term.
- Sec. 2: The Removal of an officer: An officer of the organization may be removed from office prior to the expiration of her or his term, if she or he embezzles the organization's funds, engages in unethical conduct that brings the organization in disrepute or commit any other offense in violation of the letter or spirit of the organization. In such cases, the vacancies created shall be filled as stipulated in Section 1 of this Article.

**ARTICLE XII
AMENDMENT**

- Sec. 1: Any member of the organization in good standing can propose an amendment to the Charter. The proposed amendment must be sent in writing via a e-mail, the regular mail, fax, etc. to the Executive Secretary of the organization, no less than 60 days prior to the annual meeting of the Forum.
- Sec. 2: The Executive Secretary shall disseminate the proposed amendment to the members of the organization.
- Sec. 3: The Forum shall consider the amendment at its annual meeting. In order to pass, a proposed amendment must receive an affirmative vote of two-thirds of the members of the organization in good standing.

ARTICLE XIII
TRANSITIONAL PROVISIONS

Sec. 1: This Charter shall come into force after it has been approved by a two-third majority vote of the membership of the organization in good standing.

Adopted by the members of the African Studies and Research Forum on this 12th day of February 2008.