

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 establishment of all awards.
- Sec. 1.6: It shall approve the establishment of all initiatives.
- Sec. 1.7: It shall approve the Operating Procedures, and any subsequent amendments,
- Sec. 1.8: 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 review and approve the activities of the organization.
- Sec. 2.4: It shall formulate new initiatives and submit them to the Forum for its review and approval.
- Sec. 2.5: It shall approve the chairs and members of the various standing committees, and other

Committees of the organization, who are nominated by the President of the Association.
Sec. 2.6: It shall review and approve the activities of the various standing and non-standing committees.

Sec. 2.7: 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 and the Forum for approval.

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 with the approval of the Executive Committee.

Sec. 3.2.3: It shall be responsible to administer all projects of the organization under the supervision of the Vice President for Continental Affairs.*

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, and members.

Sec. 3.3.2: It shall formulate the organization's annual "Research Agenda," and submit it to the Executive Committee for its approval.

Sec. 3.2.3: It shall be responsible for the organization's "Book Series" and "Monograph Series."*

Sec. 3.2.4: It shall nominate the editor and associate editor of the Journal of African Studies and Research, the organization's flagship journal," for appointment by the Executive Committee.*

Sec. 3.2.5: It shall supervise the editorial staff of the Journal of African Studies and Research.*

Sec. 4: **THE NON-STANDING COMMITTEES+**

Sec. 4.1: **The Best Book Award Committee:**

Sec.4.1.1: It shall be composed of a chair and members.

Sec.4.1.2: It shall formulate the criteria for the Best Book Published on Africa Award, and submit them to the Executive Committee for approval.

Sec. 4.1.3: It shall issue a "Call for Nominations" for the award every year.

Sec. 4.1.4: It shall select the winner and runners-up of the award.

Sec. 4.2: **The Best Graduate Student Paper Committee:**

Sec. 4.2.1: It shall be composed of a chair and members.

Sec. 4.2.2: It shall formulate the criteria for the Best Graduate Student Paper Award.

Sec. 4.2.3: It shall issue a "Call for Nominations: for the award each year.

Sec. 4.2.4: It shall select the winner of the award.

4.3: **Others:** Other nonstanding committees shall be established by the Forum, upon the recommendation of the Executive Committee.

Sec. 5: **AD HOC COMMITTEES*:** The President may appoint ad hoc committees with the approval of the Executive Committee.

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 Executive Committee.

Sec. 1.3: She/He shall formulate the agenda for the meetings of the Executive Committee.

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, nonstanding 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 other organizations.

Sec. 1.7: She/He shall serve as the chief spokesperson of the organization.

Sec. 1.8: She/He shall provide an annual report on the state of the organization to the Forum.

Sec. 1.9: She/He shall submit proposals for the advancement of the organization to the Executive Committee and the Forum from time to time.

Sec. 2: Vice President for Diaspora Affairs:*

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 supervise the activities of the Standing Committees on Awards, and Research and Publications, and the nonstanding Committees on “The Best Book on Africa,” and “The Best Graduate Student Paper.”

Sec. 2.3: She/he shall supervise the organization’s Members’ Professional Development Assistance, Female Members’ Professional Development Assistance, and Members’ Publications Assistance Initiatives.

Sec. 2.3: She/He shall perform other functions to be assigned by the President of the organization not delegated to the President, other officers and institutions under this charter.

Sec. 3: Vice President for Continental Affairs:*

Sec. 3.1: She/He shall be second in line to the presidency of the organization, and shall assume the office (the presidency), if the President and the Vice President for Diaspora Affairs are unable to serve due to resignation, impeachment or other reasons.

Sec. 3.2: She/He shall supervise the activities of the Standing Committee on Awards.

Sec. 3.3: She/He shall supervise the organization’s Summer Initiative and the Development of partnerships with African tertiary institutions, and research institutes, centers and organizations.

Sec. 3.4: She/He shall perform other functions assigned by the President of the organization not delegated to the president, other officers and institutions under this Charter.

Sec. 4: Executive Secretary:

Sec. 4.1: She/He shall be the chief custodian of all records of the organization.

Sec. 4.2: She/He shall be responsible for the recording and dissemination of the minutes of the meetings of the Executive Committee.

Sec. 4.3: She/He shall be responsible for the dissemination of the agenda for the meetings of the Executive Committee.

Sec. 4.4: She/He and the President shall be responsible for the correspondences of the organization.

Sec. 4.5: She/He shall be responsible for the electronic publication of the organization’s quarterly newsletter.

Sec. 5: Director of Research and Publications:

Sec. 5.1: She/He shall serve as the chair of the organization’s standing committee on Research and Publications.

Sec. 5.2: She/He shall be responsible for the dissemination of information concerning publications by the members of the organization, and research opportunities.

Sec. 5.3: She/He shall provide leadership for the development of ideas and plans for research and publication activities to be undertaken by the organization.

Sec. 6: Treasurer

Sec. 6.1: She/He shall be the chief financial officer of the organization.

Sec. 6.2: She/He shall be responsible for the collection of the annual dues and others.

Sec. 6.3: She/He shall deposit all money of the organization in a bank to be approved by the Forum.

Sec. 6.4: She/He shall make quarterly and annual financial reports to the Executive Committee.

**ARTICLE VII
MEETINGS**

Sec. 1: The Executive Committee:

Sec. 1.1: The Time of Meeting: The Executive Committee shall meet quarterly either via teleconference or face to face.

Sec. 1.2: Quorum: A plurality of the members of the Executive Committee shall constitute a Quorum.

Sec. 1.3: Voting: All decisions shall be made by a plurality vote.

Sec. 2: Standing Committees:

Sec. 2.1: The Time of Meeting: The various standing committees shall decide their own meeting times.

Sec. 2.2: Quorum: A plurality of the members of the various committees shall constitute a quorum for the conduct of business.

Sec. 2.3: Voting: All decisions of the various committees shall be made by plurality vote of their members.

Sec. 3: Non-Standing Committees:

Sec. 3.1: The Time of Meeting: The various nonstanding committees shall decide their own meeting times.

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

Sec. 3.3: Voting: All decisions of the various nonstanding committees shall be made by plurality vote 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 Humanitarian Award:" Each year the organization shall present its Humanitarian Award" to a member or non-member, who has made invaluable contributions to Africa in the area 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.

Sec. 5: Other Awards: Other Awards may be established upon the recommendation of the Executive Committee and the approval of the Forum.

**ARTICLE IX
FINANCIAL MATTERS**

Sec. 1: The Annual Budget: The President shall prepare the annual budget of the organization and present it to the Executive Committee for approval.*

Sec. 2: Membership Dues: The Forum shall establish the amount of the annual member-ship 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. The Ad Hoc Elections Commission shall formulate and promulgate election guidelines consistent with the provisions of this charter. In addition, the Ad Hoc Elections Commission shall vet all of the candidates to ensure that they are members of the organization, who are current in the payment of their dues. Voting shall be by secret ballot. The Ad Hoc Elections Commission shall receive, count the ballots, and announce the winners.

Sec. 2: Tenure of Office*: The officers of the organization shall serve for a two year term. No officer shall serve for more than two consecutive terms in the same office (except the Treasurer, who shall serve for no more than three consecutive terms).

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

Sec.1: The President of the Organization: In the case or the resignation, incapacity to serve or removal of the President of the organization prior to the expiration of her or his term for the embezzlement of the organization's funds, the engagement in unethical conduct that brings the organization in disrepute or commits any other offense in violation of the letter of spirit of the Charter of the organization, the Vice President for Diaspora Affairs shall assume the presidency, and complete the unexpired term of the president.

Sec. 2: Other Officers: An officer of the organization may be removed from office prior to the expiration of her or his term of office, if she or he embezzles the organization's funds, engages in unethical conduct that brings the organization in disrepute or commits any other offense in violation of the letter or spirit of the Charter of the organization. In such a case, the President of the organization shall appoint a replacement to complete the said officer's unexpired term of office with the approval of the Executive Committee.

**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 an e-mail, the regular mail, fax, etc. to the Executive Secretary of the organization. In turn, the Executive Secretary

shall submit the proposed amendment to the Executive Committee for its review. A two-third majority vote of the Executive Committee shall be required to approve an amendment.

Sec. 2: After the approval of the Executive Committee, the proposed amendment shall be submitted to the Forum in a referendum. A two-third majority vote of the Forum shall be required to approve the said amendment.

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.

Ratified by the members of the African Studies and Research Forum in a referendum held on this 12th day of February 2008.

***Amended by the Forum of the African Studies and Research Forum during its 18th Annual Meeting held on October 18, 2014, in Denver, Colorado.**

+Amended by the Forum of the African Studies and Research Forum in a referendum held on March 7, 2018.