

## **BY-LAWS**

### **ARTS COUNCIL OF THE AFRICAN STUDIES ASSOCIATION**

Revised 2008, 2015, 2020 by member vote

#### **ARTICLE I: SCOPE**

The name of the organization will be the Arts Council of the African Studies Association (ACASA). ACASA is an independent professional association affiliated with the African Studies Association and the College Art Association. Membership is open to teachers at all levels, museum professionals, researchers, writers, artists, students, and others interested in African and African Diaspora material and expressive culture, traditional, modern, and contemporary, in all its forms, including but not limited to architecture, dance, dress and adornment, music, painting, sculpture, ceramics, and textiles. The organization exists primarily to facilitate and share the experience of Africa's arts.

#### **ARTICLE II: OBJECTIVES**

To encourage and promote:

- A. the highest standards of ethical and professional behavior;
- B. a Triennial meeting of scholars as well as periodic meetings within the frameworks provided by meetings of learned societies and other organizations and institutions for the purpose of reporting and discussing research and other matters affecting the field;
- C. the expansion of research and scholarship about the arts of Africa and African Diaspora
- D. liaison with African and African Diaspora scholars, artists, and institutions concerned with African cultural heritage;
- E. the teaching and appreciation of the arts of Africa and African Diaspora at all levels among all sectors of society;
- F. the publication of writing about the arts of Africa and African Diaspora;
- G. the exhibition of artworks from Africa and African Diaspora; and
- H. free and open access to, and expression and exchange of ideas about, the arts of Africa and African Diaspora and information associated with them.

### ARTICLE III: STRUCTURE

**Section 1.** The governing body of ACASA will be its Board of Directors, consisting of no less than eight and no more than twelve Directors. The eight to twelve Directors include the Past President, the Vice-President and the President. All members of the Board of Directors will serve three-year terms. Approximately half of the Directors will be elected every three years at the annual ACASA business meeting scheduled in conjunction with the ASA meetings. The other Directors will be elected at the Triennial Symposium on African Art scheduled every three years. Each newly elected class of board members can contain up to two members who have served in the previous three years and who are willing to continue their service. The total number of re-enlisted board members should not exceed twenty-five per cent of the total board.

**Section 2.** The Board of Directors will appoint a Vice-President from the newly elected Directors during the Triennial meeting. The Vice-President shall also be the President Elect, and shall succeed the President at the end of his/her term of office. The position of Vice President and President each has a term of approximately one-and-one-half years as defined by the interval between the ASA election meeting and the Triennial election meeting. The office of the immediate Past President will extend over this same period of time.

### ARTICLE IV: DUTIES OF OFFICERS

- A. The President will act as chief executive officer. He/she will call, develop agendas for, and chair meetings of the Board of Directors and of the Annual Business Meeting, with the stipulation that there will be at least one meeting of the Board of Directors each year and as many conference call meetings as necessary. The President will appoint members of the Board of Directors to chair and serve on standing and *ad hoc* committees. The President will be an *ex officio* member of all committees.
- B. The Vice President will replace the president at his/her request at all functions and in all capacities. The Vice President will assist the President by chairing committees or overseeing special projects.
- C. As furnished by the President, the Secretary will distribute the agenda for each Annual Business Meeting and meeting of the Board of Directors. He/she will record and keep minutes and report them to members of the Board of Directors. Whenever directed by the President, he/she will perform the same duties for an ACASA committee, provided that in the absence of the Secretary, the Chair of the committee may designate any member to act as Secretary.
- D. The Treasurer keeps financial accounts of the organization, opening the account books and roster to members and submitting a financial report at each Annual Business Meeting and meeting at the Board of Directors. He/she will disburse the organization's funds as directed by majority vote of the Board of Directors.

Further duties include filing taxes annually; managing electronic and paper deposits and receipts; budgeting Triennial, including overseeing bids from third party contractors and managing Travel Awards; paying bills within 30 days of receipt. Further, the Treasurer assists in all fundraising.

- E. The Newsletter Editor will edit, produce, and distribute the ACASA Newsletter.
- F. The Website Editor maintains and, when necessary, revises ACASA's website and other electronic and digital initiatives.
- G. The Social Media Editor maintains all social media platforms and updates platforms with news and information relevant to ACASA members.
- H. CAA and ASA Liaisons. Two Directors will serve as liaisons for the African Studies Association and College Art Association. Liaison responsibilities may include submission of new items for inclusion in relevant journals and newsletters, participation in the planning of annual meetings in order to ensure optimum representation for African and African Diaspora arts, consultation with the editors and publishers of journals and books, and advocacy in cases involving professional privileges or ethics.
- I. Any member of the Board of Directors who expects to be unable to fulfill his/her duties adequately for a year or more shall resign with the option of standing for re-election at another time. Additionally, the Board of Directors may vote to remove a member if a member is unable to fulfill his/her duties and participate fully in ACASA business.

## **ARTICLE V: COMMITTEES**

**Section 1.** The Board may create such standing or ad hoc committees as it may consider desirable to carry out the mission of ACASA. With the advice and consent of the Board, the President shall appoint the chair and members of all committees not already specified by the By-laws and to fill all vacancies therein. Board members normally serve on at least one committee. Committee assignments are reviewed and revised whenever there is a change in ACASA President, and whenever the need arises.

**Section 2.** Membership of each committee shall include at least one member of the Board, who shall act as the liaison to the Board and report at each regular Board meeting.

**Section 3.** The Standing Committees may be:

- A. The Triennial Committees:
  - 1. The Awards Committees
    - a. The Book Award Committee
    - b. The Dissertation Award Committee
    - c. The Leadership Award Committee
    - d. The Curatorial Award Committee

- e. The Teaching Award Committee
  - 2. The Local Organizing Committee
  - 3. The Programming Committee
  - 4. The Fundraising Committee
- B. The Nominating Committee: suggests possible slates of nominees for the Board of Directors and the Vice-President, collecting candidate statements, reviewing self-nominating candidates, and encouraging greater awareness among members of opportunities to serve ACASA. See Article VI
- C. Membership Committee: explores and implements ways to recruit and retain members.

## ARTICLE VI: ELECTIONS

**Section 1.** The Board of Directors will designate two Board members and two ACASA members who are not Board members to form a Nominating Committee, which will nominate candidates to stand for the Board of Directors. The Chair of the Nominating Committee will be one of the two Board members. The Nominating Committee will present to the Board for approval sufficient candidates to fill vacancies on the Board due to completion of terms. Two additional candidates may be proposed, in accordance with Article III. The Nominating Committee will also notify ACASA members in a timely fashion of the procedure for nomination by members-at-large. Nominators should ascertain their nominee's willingness to serve before submitting a name to the Chair of the Nominating Committee; self-nomination is also permitted. All nominees must be members in good standing. All nominees must send the Nominating Committee a letter indicating that he or she is willing to serve, a brief statement of interest in and qualifications for serving on the Board of Directors, and a current curriculum vitae of not more than four pages. This must be submitted in time for inclusion in the issue of the ACASA Newsletter to appear prior to the election and for posting on the ACASA website.

**Section 2.** The Board will nominate the Vice-President/President-Elect from the incoming Board members, to be ratified by the membership, either by secret ballot at the Business Meeting or by such electronic means deemed reasonable and fair by the Board of Directors.

**Section 3.** In fulfilling its responsibilities, the Nominating Committee will pay due attention to the diversity of ACASA's membership.

**Section 4.** Election shall be by secret ballot at the Business Meeting at the ASA annual meeting, or at the Triennial Symposium on African Art, whenever the election takes place, or by such electronic means deemed reasonable and fair by the Board of Directors. The results will be tabulated by the Secretary and announced at the Business Meeting. In the event of a tie, a runoff election for the two candidates by secret ballot will be carried out at this meeting. Only members in good standing may vote in elections.

**Section 5.** Vacancies occurring on the Board of Directors through resignation will be filled by majority vote of the Board of Directors, with a replacement elected at the next

Annual Business Meeting to fill out the remainder of the term in question.

## **ARTICLE VII: MEETINGS AND PROCEDURES**

Except as provided for elsewhere in these By-laws, action on all questions will be by majority vote of the Board of Directors. The Annual Business Meeting of ACASA will be held in conjunction with the Annual Meeting of the ASA. A Business Meeting and Elections will also be held every three years at the Triennial Symposium of African Art. There will be an ACASA meeting or event at the College Art Association conference. Other general meetings may be convened, with sufficient notice to the membership, at the discretion of the President and with the approval of a majority of the Board of Directors. A quorum at the Annual Business Meeting or other general meeting will consist of at least 5% of the membership. A quorum of the Board of Directors will consist of more than half its members. At the request of a majority of the Board of Directors, or of a majority of members in attendance at the annual Business Meeting, or by petition of 10% of the membership, any question may be referred to the membership for vote by mail or electronic ballot. A majority vote of members shall be required for ratification of such questions. The current edition of Robert's Rules of Order will govern procedure in matters not covered by the By-laws.