



**APPALACHIAN
STUDIES
ASSOCIATION
BYLAWS**

ARTICLE I

NAME AND SYMBOL

The name of this organization shall be the Appalachian Studies Association. The symbol shall be the mountain symbol as it appears on Appalachian Studies Association stationery and publications.

ARTICLE II

ARTICLES OF ORGANIZATION

This association is a not-for-profit corporation organized under the laws of the state of Kentucky. Its "articles of organization" shall include these bylaws and the articles of incorporation as submitted to the state of Kentucky.

ARTICLE III

PURPOSES

The purposes of this organization shall be: (1) to foster cooperation among Appalachian writers, artists, scholars, and members of Appalachian-oriented organizations, agencies, and communities; (2) to further the exchange of information concerning Appalachian people and the Appalachian region including such items as knowledge of research projects, research data and findings, creative work, academic programs, and community-based programs through such means as conferences and newsletters; (3) to further the goals of scholarship, teaching, and learning about Appalachian people and the Appalachian region; (4) to stimulate new work of significance in the field of Appalachian studies by communicating research information as well as a concern about research activities which affect public policy regarding Appalachian people and the Appalachian region.

This association shall encourage broad-based participation in all of its activities.

ARTICLE IV

ARCHIVES

The archives of the association shall be located at Berea College, Berea, Kentucky.

ARTICLE V
PUBLICATIONS

Members shall receive all publications of the association whether or not they attend the annual conference.

Section 1. Newsletter.

Appalink, the official newsletter of the Appalachian Studies Association, shall be published two times annually.

Section 2. Journal.

The *Journal of Appalachian Studies* shall be edited and published by the Appalachian Studies Association with support from the Regional Research Institute at West Virginia University. Members of the association shall receive a subscription to the journal as part of their membership. One issue each year will contain a representative selection of the best papers delivered at the annual conference. Financial support provided by the association for publication of the journal will be in accordance with the proposal accepted by the membership at the annual business meeting held on March 12, 1994. The terms of this agreement are open to review and renegotiation by either the elected representatives of the association or the Regional Research Institute.

ARTICLE VI
BASIC POLICY

The following are basic policies of this association:

- A. The association shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the association shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the association.
- C. The association shall not directly or indirectly participate or intervene in any way (including publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.
- D. The association may cooperate with other organizations and agencies concerned with the welfare of the citizens of Appalachia, but persons representing the association in such matters shall make no commitments that bind the association.
- E. The association intends to be a forum for divergent views, illuminating issues, providing information, and encouraging an awareness of the complexity

of issues facing the people of Appalachia.

F. In the event of dissolution of the association, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 © (3) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE VII

MEMBERSHIP AND DUES

Section 1. **Eligibility.** Membership in the Appalachian Studies Association shall be open to any individual with an interest in the Appalachian region and shall be available without regard to race, color, creed, sex, age, or national origin.

Section 2. **Categories.** There shall be two (2) categories of membership in the association. These are: Regular and Student.

Section 3. **Dues.** Membership and conference fees shall be reviewed annually by the steering committee.

ARTICLE VIII

MEETINGS

Section 1. **Annual Meeting.** There shall be one annual meeting of the Appalachian Studies Association called the Appalachian Studies Conference. This meeting shall be held in the spring of each year. The annual Membership Forum shall be held during this meeting.

Section 2. **Site Considerations.** The following criteria shall be used in selecting the site for the conference:

- a. **Regional Rotation:** Conference sites shall be selected on the basis of a scheduled regional rotation system starting with the southern region (North Carolina, Georgia, Alabama, and lower east Tennessee), then moving to the central region (Virginia and upper east Tennessee), then northern (Kentucky, Ohio, West Virginia, Pennsylvania, and Maryland) and so in that order. Unless the president receives a request in writing for an alteration of this rotation, it shall be maintained. Both academic and nonacademic sites shall be sought.
- b. **Spatial Considerations:** Sites should have both a sufficient number of meeting rooms and the necessary facilities to house special exhibits (presses, organizations, photographs, etc.), a banquet, business meeting, and entertainment. It is preferable for all participants to be housed in a central facility; however, a variety of housing

options and prices is to be sought.

c. **Financial Sponsorship:** Host organizations that will make a financial commitment to the conference should be sought. When possible, sites should be chosen where there is a willingness to underwrite costs of meeting space, registration, exhibit space, and audio-visual presentations. The program vice-chairperson shall negotiate for conference support from future sponsors in an effort to defray conference costs.

d. **Auxiliary Services:** Host institutions should be sought where there is a willingness to contribute in-kind support for the work of the program chairperson and the local arrangements committee.

Section 3. Mid-Term Meeting. There shall be a meeting of the newly elected officers and steering committee following each conference. The agenda for this meeting shall be determined by the president. The program committee shall meet as necessary.

ARTICLE IX

OFFICERS

Section 1. Officers. The officers of the Appalachian Studies Association shall consist of:

a. Elected Officers

- (1) President
- (2) Vice-President/President Elect
- (3) Secretary/*Appalink* Editor
- (4) Treasurer
- (5) Program Chairperson
- (6) Program Vice-Chairperson/Program Chairperson Elect
- (7) Website Chairperson

b. Appointed Officers

- (1) Ex-officio Archivist
- (2) Ex-officio Journal Editor
- (3) Ex-officio Office Manager

(4) Liaison Officer

Section 2. **Eligibility.** All officers must be members of the association.

Section 3. **Term of Office.** The following shall be terms of office for each of the officers:

a. Elected Officers

(1) President-one year

(2) Vice-President/President Elect-one year

(3) Secretary/*Appalink* Editor-two years

(4) Treasurer-three years

(5) Program Chairperson-one year

(6) Program Vice-Chairperson/Program Chairperson Elect-one year

(7) Website Chairperson-three years

b. Appointed Officers

(1) Ex-officio Archivist (Berea-one year renewable)

(2) Ex-officio Journal Editor (one year renewable)

(3) Ex-officio Office Manager (one year renewable)

(4) Liaison Officer (four year renewable)

Section 4. **Nominations and Elections.** The nomination and election of candidates for office in the association shall occur in the following manner:

a. A nominating committee shall be appointed by the president each year. This committee shall consist of two individuals presently serving on the steering committee and shall be chaired by the vice-president.

b. A Call for Nominations shall be published in *Appalink*.

c. A slate of officers and committee members shall be selected by the nominating committee. A ballot with that slate, together with biographical information on each nominee, shall be printed in the pre-conference issue of *Appalink*. Space shall be provided on the printed ballot for write-in candidates. Ballots must be returned to the chairperson of the nominating committee for tabulation.

Election results will be reported by the chairperson of the nominating committee to the membership at the annual business meeting and published in *Appalink*. Tied elections will be voted upon by members present at the annual business meeting.

Section 5. **Reelection.** No elected officer or member of the steering committee may serve in the same capacity for more than two full successive terms.

ARTICLE X

DUTIES OF OFFICERS

Section 1. **President.** The president shall preside at all meetings of the association and steering committee; shall perform other duties as may be prescribed by these bylaws or assigned to him or her by the association or by the steering committee; shall be an ex-officio member of all committees except the nominating committee; and shall coordinate the work of the officers and committees of the association in order that the objectives of the organization may be promoted. The president shall direct fundraising efforts and serve as spokesperson for the promotion of the association and its goals. Following his or her term of office, the president shall serve as a member of the steering committee for one year.

Section 2. **Vice-President/President Elect.** The vice-president shall act as aide to the president; shall perform the duties of the president in his or her absence; shall serve as chairperson of the nominating committee and the scholarship committee, and shall negotiate for conference support at future sites. The vice-president becomes president in the year following his or her term as vice-president and succeeds to the office of president should the office become vacant before the term expires.

Section 3. **Secretary/*Appalink* Editor.** The secretary shall record the minutes of all meetings of the association and the steering committee; and shall maintain a copy of the association bylaws, articles of incorporation, and *Robert's Rules of Order*. The secretary shall be responsible for the publication of *Appalink*.

Section 4. **Treasurer.** The treasurer shall provide financial oversight of association funds, accounts, and policy through the administrative office of the association located at the Regional Research Institute. The administrative office shall have custody of all the funds of the association; shall keep full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the budget adopted by the steering committee, and shall make disbursements of \$500 or more with the advice and consent of the treasurer. The administrative office shall provide the treasurer with an annual audit and a full financial statement for association accounts at least annually. The treasurer shall present this statement and an assessment of the financial condition of the association at each annual meeting of the association and at other times when

requested by the steering committee. The treasurer will examine the books, provide reports to the steering committee, and maintain IRS documents with the assistance of the administrative office.

Section 5. **Program Chairperson.** The program chairperson shall oversee the planning and efficient operation of all aspects of the annual conference; shall officiate at all meetings of the program committee; and shall appoint a local arrangements chairperson and local arrangements subcommittee members. The program chairperson may appoint up to two (2) members to the program committee. Following his or her term of office, the program chairperson shall serve one year on the program committee.

Section 6. **Program Vice-Chairperson/Program Chairperson Elect.** The program vice-chairperson shall act as aide to the program chairperson; shall perform the duties of the chairperson in his or her absence; and shall negotiate for conference support from future sponsors. The program vice-chairperson shall become the program chairperson in the following year.

Section 7. **Archivist.** The archivist shall be responsible for collecting and preserving the related to the activities of the Appalachian Studies Association in the association archives at Berea College, Berea, Kentucky.

Section 8. **Journal Editor.** The journal editor shall be responsible for editing and publishing the *Journal of Appalachian Studies* and shall be located at the Regional Research Institute.

Section 9. **Office Manager.** The office manager shall be responsible for the day-to-day operation of the ASA administrative office.

Section 10. **Website Committee Chairperson.** The website committee chairperson shall be responsible for maintaining the ASA website and communicating all suggestions and concerns to the website overseer.

Section 11. **Liaison Officer.** The liaison officer shall be responsible for facilitating and communicating transactions between the ASA and its institutional base.

ARTICLE XI

COMMITTEES

Section 1 **Steering Committee.** Members of the steering committee shall include all officers (elected and appointed) and the immediate past president, with terms of office as outlined under Article IX, Section 3. In addition, six at-large members, having two-year terms, shall be elected.

- a. Election of at-large steering committee members. At-large members shall serve for two (2) years, with three new members being elected each year. At-large members shall be elected by

written ballot as described in Article IX, Section 4.

- b. Duties of steering committee. The duties of the steering committee shall be:
 - (1) to transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association;
 - (2) to create standing and special committees;
 - (3) to oversee the work of the program committee;
 - (4) to approve an annual budget and request an official audit as needed.
- c. Quorum. A simple majority of members of the steering committee shall constitute a quorum. All actions accepted by a quorum shall be deemed legal. Other voting procedures will follow *Robert's Rules of Order*.
- d. Meetings. The steering committee shall meet at least twice during the year. Other meetings may be called as deemed necessary by the president.

Section 2. **Program Committee.**

- a. Membership. The program committee shall consist of:
 - (1) Program Chairperson
 - (2) Program Vice-Chairperson/Program Chairperson Elect
 - (3) Local Arrangements Chairperson (appointed by the Program Chairperson)
 - (4) Association President, ex-officio
 - (5) At-Large Members (four members)
 - (6) Additional members (up to two additional members may be appointed by the Program Chairperson)
 - (7) Immediate Past Program Chair
- b. Election of at-large program committee members. At-large members shall serve a one (1) year term. At-large members shall be elected by written ballot as outlined in Article IX, Section 4.

c. Duties of program committee. The program committee shall be responsible for the planning and execution of the program for the annual conference including:

- (1) preparing and mailing the Call for Papers;
- (2) reviewing and selecting papers and presentations for the conference;
- (3) providing a preliminary program and preregistration materials;
- (4) providing the final printed program, to be distributed at the conference.

Section 3. **Local Arrangements Subcommittee.**

a. Membership. The local arrangements subcommittee shall consist of the program chairperson, the local arrangements subcommittee chairperson, and other members appointed by the program chairperson.

b. Duties. The local arrangements committee shall be responsible for making all necessary site arrangements including selecting menus, selecting entertainment, selecting meeting and banquet rooms, and carrying out any other activities deemed necessary for a successful conference.

Section 4. **Website Committee.**

a. Membership. The website committee shall consist of the chairperson and from three to six regular members appointed by the ASA President to rotating terms. The ASA Office Manager, the Editor of *Appalink*, and the Editor of the *Journal of Appalachian Studies* will also serve as *ex officio*, nonvoting members of the website committee.

b. Duties. The website committee shall receive all suggestions from ASA members, deliberate and approve any changes to the website, and communicate such changes to the website overseer who will play an advisory role and will have veto power over all suggestions which simply are not technologically feasible.

Section 5. **Ad Hoc Committees.** Special or ad hoc committees may be appointed by the president or by the steering committee as needed.

ARTICLE XII

BUDGETS AND APPROPRIATIONS

Section 1. **Treasury.** The treasury shall consist of membership dues as collected and any additional funds as raised by the association.

Section 2. **Authority.** Checks for amounts over \$500 must be signed by both the treasurer and the president or his or her appointee. Such funds shall be spent in accordance with the approved budget.

Section 3. **Scholarship Fund.** Scholarship funds have been established to support both youth and community participation in the annual conference. Such funds shall be allocated by a subcommittee created by the president from members of the steering committee and chaired by the vice-president.

ARTICLE XIII

RESIGNATIONS

All resignations occurring during active terms of office shall be filled through appointments by the president, except that the vice-president/president elect shall assume the office of president should a vacancy occur.

ARTICLE XIV

FISCAL YEAR

The fiscal year shall be from July 1 to June 30.

ARTICLE XV

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XVI

AMENDING THE BYLAWS

Amendment to these bylaws may be made in the following manner:

A. Any member may submit in writing a suggested change to the steering committee together with an explanation of the justification for the change.

B. The proposed change will be read, discussed, and possibly revised by the steering committee.

C. If approved by the steering committee, the proposed amendment will be

printed in the next issue of *Appalink*, which must be mailed at least thirty (30) days prior to the annual conference. Discussion of the proposed amendment will take place at the annual business meeting of the conference. A written ballot will be distributed to the membership for vote either at the conference or by mail. Members not attending the conference may submit a proxy.

D. Bylaws amendments require approval by two-thirds of the members voting.

E. Ballots will be returned to the secretary who will maintain the official copy of the association bylaws.

(Adopted 1978; Amended 1979, 1980, 1983, 1987, 1993, 1995, 1997, 1999, 2001)

Last Updated: April 24, 2002