

ASAIL Bylaws

- I. Name of the organization.** The name of the organization shall be The Association for the Study of American Indian Literatures (ASAIL).
- II. Purpose.** The purpose of the organization shall be to advance the creation, scholarship, and teaching of Indigenous literary arts and other creative and critical work. ASAIL aims to foster an intellectual community with scholars, teachers, community members, and creators. The organization shall operate exclusively for these educational purposes in accordance with section 503(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- III. Membership.** Membership is annual. Membership benefits include a subscription to the association's journal, *Studies in American Indian Literatures* (SAIL), and the ASAIL listserv. There shall be four categories of membership. The dues within each category shall be established by the Executive Committee. Only members in good standing may hold office in the association, serve on the SAIL Executive Board, and vote in association elections and meetings.
- A. Educators and salaried professional membership. Academics, administrators, and other salaried professionals.
 - B. Community, student, and retiree membership. Indigenous writers and community members, undergraduate and graduate students, K-12 teachers, and retired professionals.
 - C. Sponsors. Persons who contribute at higher financial levels than required for regular membership may join the association at this level.
 - D. Honorary membership. Honorary membership may be granted to distinguished persons of letters and scholars upon nomination by the Executive Committee and election by the membership.
- IV. Officers--Responsibilities**
- A. The officers of the association, who make up the Executive Committee, shall be President, Vice-President, Immediate Past President, Secretary, Treasurer, Historian, Awards Committee Chair, and at least one graduate student representative. Other officers and standing committees may be appointed by the Executive Committee, including Communications Coordinator, Listserv Coordinator, Pedagogy Committee Chair, and Professional Development Chair.
 - B. In collaboration with the rest of the Executive Committee, the President shall administer the affairs of the association. The President shall call, schedule, and preside at Executive Committee meetings and will preside at ASAIL business meetings. The President shall work together with the rest of the Executive Committee to plan any ASAIL conferences. The President shall oversee the administration of elections in collaboration with the rest of the Executive Committee. The Vice-President, as President elect, shall work together with the President and the rest of the Executive Committee to plan any ASAIL conferences and to support all aspects of the organization.
 - C. The Vice-President shall preside at all Executive Committee meetings and business meetings from which the President must be absent. In addition, the Vice-President shall assume presidential administrative duties when so requested by the President and the Executive Committee. The Vice-President shall serve as liaison or appoint another Executive Committee member to serve as liaison with other organizations whose professional purposes

correspond to ASAIL's; this responsibility includes planning conference panels for any prearranged ASAIL sessions.

- D. The Immediate Past President shall serve as an advisor on the Executive Committee in the year after their term as president concludes. The Past President shall attend Executive Committee meetings and business meetings and consult with leadership as needed.
- E. The Secretary shall record the minutes of Executive Committee meetings and membership business meetings and, together with the President, shall monitor the ASAIL organization email. The Secretary shall also preserve minutes of all meetings and upload these to a shared Executive Council folder designated for such a purpose.
- F. The Treasurer shall collect and manage association funds (including keeping accurate and current records of association income, assets, and expenses) so as to further association goals. As major instruments for achieving these goals, the association journal shall receive priority in the expenditure of association funds. In addition, the Treasurer shall maintain accurate and current membership lists and shall answer queries regarding membership. The Treasurer shall make financial reports at Executive Committee meetings and at association business meetings. The association financial records shall be available to the Executive Committee upon request.
- G. The Historian shall keep the archives and historical records of the organization.
- H. Graduate Student Representatives will advise the Executive Committee on the particular concerns of current graduate students.
- I. The Awards Committee Chair will be solicited by the president and appointed for a period of three years. The position is renewable. The awards committee chair will solicit a chair for each of the ASAIL awards. The Awards Committee Chair will then work with the President, Vice-President, and/or each committee chair to establish award committees for each prize. The Awards Committee Chair will solicit award nominations and remind committees of their deadlines. Awards will be announced annually.

V. Officers – Election

- A. Officers shall be elected from among current membership
- B. Election of officers shall be held by an electronic vote prior to the annual business meeting.
- C. The President shall oversee the administration of elections in collaboration with the Executive Committee.
- D. Either the President or a member of the Executive Council designated by the President will solicit nominations, confirm nominees' willingness to serve, and subsequently solicit candidate statements. Self-nominations shall be permitted.
- E. There should be a minimum of two weeks between the call for nominees and the announcement of the candidates for each available position.
- F. The slate of nominees for election together with their candidate statements shall be presented to the ASAIL membership at least two weeks prior to the election.

VI. Officers – Terms of Office

- A. The Vice-President shall be elected to a one-year term. After serving for a year the Vice-President shall automatically step into the position of President and serve a year as President.
- B. The Immediate Past President will serve a one-year term in the year after their presidency.
- C. The Secretary shall be elected to a two-year term.
- D. The Treasurer shall be elected to a two-year renewable term.
- E. Graduate Representatives shall be elected to one-year terms that can be renewed to a second year if their time in candidacy allows.
- F. All elected officials shall assume their new duties August 1 and their term will run August 1 to July 31 of the next year, if serving a one-year term, or July 31 of the second year, if serving a two-year term.

- G. Should the President not complete their term, the President shall be replaced by the current Vice-President and a new Vice-President shall be elected as soon as possible to complete the vacated term. Should the Vice-President fail to finish their term, a new Vice-President shall be elected as soon as possible to complete that term. Should the Secretary or Treasurer not finish their terms, a new candidate shall be elected as soon as possible to complete the vacated term. The Executive Committee will administer these elections.

VII. Executive Committee

- A. The membership of the Executive Committee shall include all ASAIL officers and appointed chairs.
- B. The Executive Committee shall meet as often as feasible to conduct association business. While monthly meetings are advisable, the Committee shall meet at least once an academic term.
- C. The responsibilities of the Executive Committee shall be:
 - 1. to further the goals of the organization;
 - 2. to initiate and supervise the services of the association;
 - 3. to approve the budget of the association and to supervise its expenditure and to act on proposals regarding dues structure and subscription rates for publications;
 - 4. to make recommendations to the membership, to act on recommendations by members, and to inform members of actions taken;
 - 5. to establish and discharge committees, either on recommendation of the membership or on its own initiative, and to designate their chairs;
 - 6. to oversee publications, media, and archives of the association, including appointing, assisting, and advising the editor of the association journal and the association's historian;
 - 7. to plan conventions and other meetings of the association.

VIII. Association Meetings

- A. The association shall hold an annual business meeting during its own conference or virtually at a time selected by the Executive Committee. Other meetings can be convened as needed by the President or Executive Committee.
- B. The association shall hold conferences at times and places determined by the Executive Committee. In an emergency, the Executive Committee shall have the power to cancel a conference.
- C. Conferences shall be planned by the Executive Committee with the advice of a program committee appointed by the Executive Committee.
- D. Association sessions at the conferences of partner organizations shall be planned by session chairs appointed by the Executive Committee.

IX. Amendments

- A. Proposals for amendments to these by-laws may be initiated by the Executive Committee or by any association member.
- B. All amendments to be brought before the membership shall be published at least thirty days before the ASAIL business meeting or online vote.
- C. Amendments must be approved by a majority of those voting.

X. Dissolution

- A. The association may be dissolved only by a vote of the members present at a special meeting called for that purpose.
- B. On the dissolution of the association, all property remaining after the satisfaction of the association's obligations shall be distributed as the Executive Committee directs, choosing the recipients from non-profit Native American educational institutions whose goals are

consistent with the interests of the association and who qualify as exempt within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.