

(Revised: October 2004. Revision in Italics.)

**Association for Asian American Studies
Policies and Procedures Handbook**

Preamble:

The executive officers, board members, committee chairs, and all appointees of the president and board shall strive to make the Association as democratic and inclusive as possible, especially of women, all Asian and Pacific ethnic groups, undergraduate and graduate students, workers and community members, and gays, lesbians, and bisexuals.

1.0 The President:

- 1.1 The president is the chief executive officer of the Association, and in that capacity can speak for and represent the Association consonant with the powers and limitations delineated in the Association's constitution and by-laws.
- 1.2 The president shall consult, as far as possible, with the board of directors in all matters concerning the Association.
- 1.3 The president will convene two meetings of the board, one in the fall and the other in the spring. The fall meeting will usually be held at the campus or site where the Association's annual conference will be held, and a principal feature of that meeting's agenda will be the logistics and planning of the annual conference. The spring meeting will be held during the annual conference, but preceding the general membership business meeting, and a principal feature of the spring meeting's agenda will be to set the agenda for the general membership business meeting.
- 1.4 The president will send board members as complete an agenda as possible for each meeting of the board at least a month in advance of the scheduled meeting to enable board members to elicit advice from their constituencies on matters that will be acted upon at the board meeting.
- 1.5 The president will conduct the meetings of the board, or in the president's absence, will designate an acting chair, usually the president-elect or the secretary/treasurer.
- 1.6 The president or designee will conduct the annual general membership business meeting that will consist of:
 - (a) a presidential address;
 - (b) a review of the "state of the field" that will include a listing of new programs established, new faculty hired, and faculty promotions and tenures;
 - (c) present the Association's article, book, and service awards; and (d) chair the business meeting.
- 1.7 The president, with the advice of the board, will appoint members to standing and ad hoc committees, and oversee the efficient functioning of those committees. The president, accordingly, should require annual reports from those committees for the board's and members' consideration. Similarly, the president should solicit annual reports from all of the caucuses of the Association.
- 1.8 The president should be an effective administrator, and have "the vision thing" to ensure that the Association fulfill its goals and purposes, and to move the Association forward into the future.

2.0 The President-Elect/Secretary Treasurer:

- 2.1 The president-elect serves in capacities as assigned by the president, consonant with the powers and limitations delineated in the Association's constitution and by-laws, and functions as the Association's Secretary/Treasurer.
- 2.2 The president-elect serves for one year as an ex-officio member of the board of directors.
- 2.3 The secretary/treasurer records the minutes of all meetings of the board of directors, and is the chief financial officer of the Association.
- 2.4 The secretary/treasurer will send the minutes to all board members within a month after each meeting for corrections, additions, and deletions. Board members will have a month to read and revise the draft minutes, after which the secretary/treasurer will send the revised minutes to all board members for their approval. The secretary/treasurer will send the approved (and edited) minutes to the Newsletter editor for publication not later than six months after the meeting was held.
- 2.5 The secretary/treasurer will maintain a detailed, current financial record of the Association; will report to the board on the Association's financial status at each meeting; and will supply an annual report for publication in the Newsletter.
- 2.6 The secretary/treasurer will manage the sales of Association publications, membership lists, and other fund-raisers of the Association.
- 2.7 The secretary/treasurer will be a member of any standing or ad hoc committee of the Association concerned with membership, fund-raising, publications, and grants.

3.0 The Board of Directors:

- 3.1 The members of the board serve to advance the goals and purposes of the Association, and represent the interests and needs of their respective constituencies.
- 3.2 As elected and appointed representatives, board members shall regularly canvas their constituencies on matters before the board, bring to the board's attention the needs and interests of their constituencies, and inform their constituencies of the board's activities and actions.
- 3.3 The president will appoint board members to standing and ad hoc committees of the Association, to oversee but not necessarily chair their work, to serve as a liaison from the president and board to that committee, and to report back to the president and board on the work of the committee.
- 3.4 Board members should strive to actively recruit more members for the Association, especially from their own constituencies.
- 3.5 All caucuses of the Association are legally subsets of the overall organization. As such, any public statement made to the media by the members of a caucus must reflect the mission and goals of the organization.
 - 1) To ensure that there is a smooth working relationship between a caucus and the board, the caucus must designate at least one of its members to serve as liaison to the board, informing the Secretary of the board of any actions being undertaken on behalf of the caucus and its members.
 - 2) In addition to informing the Secretary of the board of important caucus activities as they occur, the caucus liaison to the board will submit a short report to the AAAS Secretariat, so that it can be distributed to board members at their annual fall meeting. This report will describe caucus activities in the preceding year and list any projects that the caucus is contemplating to undertake in the coming year.

4.0 The Secretariat:

- 4.1 The board will designate a secretariat of the Association for a term of five years, after which the board could renew or terminate the secretariat's location.
- 4.2 The secretariat serves in capacities as assigned by the president and board, usually involving but not limited to: maintaining a current listing of members; receiving Association correspondence; mailing/sending all Association correspondence to members, including the Newsletter, annual anthology and occasional papers, the annual conference programs, and announcements; and collecting and maintaining the files and records of the Association.
- 4.3 The secretariat will work closely with the board and president-elect, especially on matters including membership and sales.

5.0 The Standing Committees:

- 5.1 Advocacy - The purpose of this committee is to promote a proactive agenda within academia and the various communities by identifying issues, drafting position statements and press releases, and presenting those for consideration by the board. The president will appoint a chair of the committee who will in turn select committee members who must be members of the Association. The committee's procedure is as follows:
- (a) the committee will draft position or endorsement statements with a justification;
 - (b) the chair will submit the statement to the board for approval;
 - (c) the board will submit its recommendation of revision, approval, or rejection within forty-eight hours of receipt of the statement;
 - (d) approval requires a simple majority of those who vote;
 - (e) the president or other designated representative of the Association will promulgate the statement to the appropriate persons or organizations.
- 5.2 Awards – [Refer to 8.0 to 8.7.]
- 5.3 Professional Development and Ethics - The Association adopted its Code of Ethics, which is attached to this document as an addendum, in April 1994. The board of directors will review its ethical code periodically appoint direct any necessary revisions whenever they become necessary.

6.0 The Annual Conference:

- 6.1 The Association shall hold a national meeting each year.
- 6.2 The president and board will solicit and approve bids from sites based on their proposals. Conferences should be scheduled at least two years in advance, and should rotate among geographic regions, urban and rural sites, and public and private institutions.
- 6.3 In general, the annual conference should be held during the spring of each year, usually April or May, and should be sensitive to the timetable of the host institution(s) but also to member institutions generally. "Calls for Papers" should be announced in the spring issue of the Newsletter, and should be mailed to the membership by June of each year. Generally, the deadline for paper, workshop, and panel proposals will be October 30, and proponents will be sent notices of their acceptance or rejection by December 30. Printed programs will be mailed by the end of February, or at least one month before the conference.
- 6.4 Bids from sites must include: a brief rationale for the site's appeal, including local financial and staff resources and support, the adequacy of the meeting facilities, and modes of transportation; the conference theme; and the benefits to both the Association and the host.
- 6.5 The suggested conference schedule will include, but not be limited to, the following: the conference will be held from Wednesday to Saturday; pre-conference workshops will be scheduled for Wednesday, the Association board of director's meeting for Thursday, and the president's address, Association awards, and general business meeting (see 12.0) for Friday. Caucus meetings, regular sessions of the conference, and student/faculty breakfasts will take place Thursday - Saturday.
- 6.6 The conference director will form a conference committee to solicit, read, and select proposals, and to advise the director on all matters involving the conference program. Members of the conference committee will include the previous year's conference director.
- 6.7 Conference income derived from all sources (institutional, corporate, or individual sponsors; registration fees; exhibitors' fees) will be used to pay all expenses incurred by the conference. Once all expenses have been met, any remaining income will be divided between the Association for Asian American Studies and the institutional host in the following manner:
 - 1) the Association will retain for itself a portion of the income sufficient to defray its annual operating costs (including, but not restricted to, the costs of publication and insurance).
 - 2) the institutional host will receive no less than 50% of the remaining monies.

- 6.8 At their annual spring meeting, board members will appoint a committee charged with the responsibility of soliciting and reviewing applications for Graduate Student Travel Grants to the following year's AAAS conference. Each grant will cover the cost of airfare, lodging, and registration, and the number of grants awarded will be determined according to the extent of available funds.
- 1) In order to be eligible for consideration, an applicant must: be a member in good standing of the Association; have an accepted paper for presentation at the conference; submit a formal letter of application, which includes an abstract of the accepted paper, by the published deadline; and submit, as an attachment to the application, a letter of support from her/his dissertation advisor.
 - 2) Recipients will be selected on the basis of merit, need, and other special considerations.

7.0 The Annual Anthology: The Journal of Asian American Studies:

- 7.1 The president, with the advice and consent of the board, will appoint an editor for the annual anthology before the board's fall meeting. Ideally, editors, like conference sites, will be selected two years in advance.
- 7.2 *The board may appoint an associate editor. The associate editor's primary responsibility will be to assist editor in soliciting manuscripts and in developing potentially interesting manuscripts for the journal.*
- 7.3 The editor will typically assemble a team of editors, usually totaling four, to assist in the work of soliciting, selecting, and editing papers for the anthology.
- 7.4 The editor will work closely with the conference director and committee to develop coherence and substance in the conference from which most of the papers included within the anthology will be drawn.
- 7.5 The editors will encourage paper submissions for publication consideration based upon the paper and panel proposals. They will ensure that conference participants know about the anthology, and will try to maintain the following schedule: authors submit their paper for publication consideration during the annual conference; editors accept, reject, or provide suggestions for revision by August 1st; authors have until October 1st to complete the revisions; editors complete the final manuscript and submit it to the press by January 1st.
- 7.6 Anthology editors reserve the right to solicit papers that were not presented at the conference.
- 7.7 The editors will strive to produce an annual anthology of high quality in a timely fashion. Each anthology should be published the year following the annual conference year on which it is based.

8.0 Award Committees:

- 8.1 At its spring meeting, the board of directors will appoint a subcommittee to supervise the book awards process. one chair and two members to serve for one year on each of the following book award committees: cultural studies, history, poetry, prose, and social sciences. Board members will appoint the respective committee chairs by May 15. Each chair will submit the names of the other two committee members for board approval by June 15. All committee members must be AAAS members in good standing and have knowledge and expertise in the particular field. The book award committees will review books in their fields that were published two calendar years prior to the award year (e.g. awards for books published in 2002 will be presented at the 2004 conference). Board members, committee members, and the general membership will be asked to submit nominations. The committee chairs will be responsible for writing publishers for review copies to be sent to each committee member and for coordinating the review and decision making process.
- 8.2 Winners will be selected on the basis of the following criteria: the book is notable in terms of scholarship and/or literary merit and makes a significant contribution to Asian American Studies. Book awards will only be given on the basis of high merit, and need not be given each year. Additional categories, including interdisciplinary works or special awards, may be recommended by any book awards committee for board approval from year to year.
- 8.3 Each committee chair will forward the award decision and justification thereof to the president of the board at least two months before the next annual conference. At the awards ceremony, one of the committee members will introduce the rest of the committee and present the award.
- 8.4 Each year, at the annual conference, the president will appoint a service award committee. The membership of the committee will include a member of the conference site committee, the regional representative in whose region the conference will be held, and additional members appointed by the president. The committee will issue a call for nominations with a usual deadline of October 30. Awards might be in the following categories:
 - (a) lifetime achievement in advancing the field of Asian and Pacific Islander American Studies;
 - (b) outstanding service to the Asian and Pacific Islander American community;
 - (c) outstanding institutional service in advancing the field of Asian and Pacific Islander American Studies.These awards need not be given out every year.
- 8.5 All award recommendations must be submitted to the board for approval by January 15.

- 8.6 The president will write to the award recipients and their publishers informing them of their award by February 15. They will also inform the president and board, the conference director for that year, and the Newsletter editor.

9.0 Newsletter Editor:

- 9.1 The president, with the advice and consent of the board, will appoint a Newsletter editor for a term of three years.
- 9.2 The editor should have institutional and staff support to produce the Newsletter in timely fashion.
- 9.3 At the expiration of three years, or at any time in the event of negligence or at the editor's request, the president and board will review the performance of the Newsletter editor, and offer to renew the editor's term or decline to renew the term and appoint a new editor.
- 9.4 Each issue of the Newsletter should be sent to the membership within one month after the deadline for submission of items for that issue.

10.0 Regions and Representatives of the Association:

- 10.1 The seven regions of the Association, as established by its constitution, are: Hawai'i/Pacific Islands, Pacific Northwest, Northern California, Southern California, Midwest/Mountain/Canada, New England, and Mid-Atlantic/South.
- 10.2 The Association's regional representatives, together with the undergraduate and graduate student representatives, are allocated annual budgets of \$200 each for use in advancing the goals of the Association among their constituencies. The procedure for the use of these funds is as follows:
 - (a) the representative(s) will write to the secretariat requesting an amount with a brief explanation of the grant's purposes;
 - (b) the secretariat will send the amount to the requester(s);
 - (c) the requester(s) will file with the secretariat receipts or documentation of the money's expenditure. If representatives exceed their \$200 budget, they must submit their request, for funds in excess of their annual budget, to the Association's board for consideration and approval.
- 10.3 Regions may hold meetings, generally in the fall of each year and with the involvement of the region's representative. The purposes of these meetings are to foster Asian American Studies in the region and to recruit members for the Association.

11.0 Reimbursements:

- 11.1 Definition: The Association, in compliance with standard accounting procedures, shall reimburse elected board members for expenses accrued.
- 11.2 Policy Statement: All board members who, in the course of their representation on the board, shall be reimbursed for reasonable expenses. Only those board members in good standing and current members can apply for reimbursement of expenses.
- 11.3 Annual Meeting: A board member will be required to attend one meeting annually, usually designated one day prior to the beginning of the annual meeting. The Association will pay for one-night of lodging and will provide the dinner meal for this meeting. Travel expenses are expected to be covered by the individual or their institution. Reimbursement will be approved for the board member if their institution will not approve conference expenses. This will be restricted to one payment during his/her tenure on the board (over a two-year term). Partial payments or a percentage will be considered if the board member needs to apply each year. Graduate/undergraduate student representatives will be reimbursed for all travel and 1/2 of the room charge at the conference site. Only one method of travel will be approved for each reimbursement request. If airfare is charged as the reimbursement, no other means of transportation will be approved. These expenses are for the duration of the annual meeting.
- 11.4 Special Board Meeting: If the president calls for any special meeting of the board, all travel and hotel expenses will be paid by the Association. The board member should attempt to first seek reimbursement from their own institution. Airfare will be reimbursed at the lowest 21-day advance rate with a Saturday lay-over. All meals will be provided each day of the special meeting.
- Mileage by a private vehicle for Association use will be reimbursed at the rate approved by the current Federal Government guidelines.
- 11.5 Procedure: Upon completion of travel, board members will complete the “Travel Reimbursement Form” and send to the secretariat all original receipts to be considered for reimbursement. Any special considerations for reimbursement must be approved by the president and/or board prior to the actual day of travel.

12.0 General Business Meeting:

- 12.1 The general business meeting of the Association will be conducted by the president or her/his designee.
- 12.2 The meeting will be conducted through a modified Robert's Rules as interpreted by the president, who may appoint the secretary/treasurer or some other person to serve as parliamentarian.
- 12.3 It is customary, during the course of the meeting, for the president to report on "the state of the field" based upon reports from the Association's regional representatives, and to report to the membership "the state of the Association."
- 12.4 The Association encourages submission of resolutions for consideration by the membership during the annual general meeting.
- 12.5 Submission: Any Association member in good standing may submit resolutions for consideration by the Association membership at the annual conference.
- 12.6 Procedure:
 - a) A resolution submission must be accompanied by a petition signed by 15 Association members.
 - b) In order to qualify for consideration by the membership, the resolution submission and petition must reach the Secretariat at least three weeks prior to the date of the general membership meeting.
 - c) The board will review each resolution and forward any commentary/response to their authors prior to its spring meeting. The resolver may be invited to attend and answer questions.
 - d) No resolution will be submitted for action by the membership, unless at least one of its authors is present at the general membership meeting. The board also will not allow a vote on resolutions that violate AAAS policies, and it will not intervene in personnel actions.
 - e) All resolution submissions reviewed by the Board will be available at the registration table the morning of the general membership meeting for review by the Association's membership.
- 12.7 Voting:
 - a) All Association members in good standing, with the exception of associate members, may vote on a submitted resolution.
 - b) During the general membership meeting, all other conference participants, in good faith, will not vote on any resolution.
 - c) The majority vote of all eligible voting persons during the general membership meeting will be accepted by the Association. Limited debate will be allowed for each resolution.