
Adopted 1978; Amended 1979; 1980; 1983; 1987; 1993; 1995; 1997; 1999; 2001; 2003; 2005; 2006; 2007; 2008; July 7, 2009; May 25, 2010; July 20, 2011; July 2013; March 2014; March 2015; March 2016; March 2017; March 2019; May 2020; September 2023.

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 and diversity among participants.

MISSION STATEMENT

The mission of the Appalachian Studies Association is to promote and engage dialogue, research, scholarship, education, creative expression, and action among a diverse and inclusive group of scholars, educators, practitioners, grassroots activists, students, individuals, groups and institutions. Our mission is driven by our commitment to foster quality of life, democratic participation and appreciation of Appalachian experiences regionally, nationally and internationally.

ARTICLE IV ARCHIVES AND HISTORY

Section 1. The archives of the association shall be located at Berea College, Berea, Kentucky.

Section 2. The history of the association shall be maintained by an association member (archivist/historian) appointed by the president. The archivist/historian will also be the Special Collections Committee Chair.

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 and include membership ballots, election information and the president's message.

Section 2. **Journal.**

The *Journal of Appalachian Studies* [JAS] shall be edited and published by the Appalachian Studies Association [ASA]. Members of the Association will receive a subscription to the journal as part of their annual membership package. Financial support provided by the ASA for the publication of the journal shall be in accordance with the following guidelines:

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1. The *JAS* will be multi-disciplinary in its selection of articles, general publishing orientation, and Editorial Board and Staff members. It will attempt to provide a disciplinary balance in its selection of manuscripts over the long term.
 2. The *JAS* will be a peer-reviewed publication.
 3. The *JAS* Editor will be appointed by the ASA President, based upon the recommendation of the *JAS* Editorial Board, for a four-year term. The term may be indefinitely renewed in four-year increments so long as the Editorial Board agrees that the current Editor should continue to hold the position.
 4. The *JAS* Editor will be free to appoint Editorial Staff members, upon recommendation of the Editorial Board, to assist with the publication of the journal. The ASA Executive Director and Office Manager will operate as the Managing and Assistant Managing Editors, respectively.
 5. New members of the *JAS* Editorial Board will be appointed by the *JAS* Editor with approval of current *JAS* Editorial Board members.
 6. Inactive members of the *JAS* Editorial Board will be replaced if they become unresponsive to manuscript review requests, do not participate in e-votes or discussions pertinent to *JAS* business, or do not make contact with the *JAS* Editor or fellow board members to explain their absence. “Inactive” shall be defined as a period of no less than twelve months. A majority vote must be taken by active members of the *JAS* Editorial Board to remove an inactive member.
 7. Members of the *JAS* International Board of Advisors will be appointed by the *JAS* Editor upon recommendation of the ASA Steering Committee.
 8. The *JAS* Editor may opt to publish special issues of the journal, provided that the Editorial Board is in agreement and additional sources of funding can be secured.
 9. Calls for journal submissions will be regularly announced via the ASA Members LISTSERV and relevant media outlets.

The terms of this agreement are open to review and re-negotiation by the *JAS* Editorial Board and elected representatives of the Association.

ARTICLE VI **BASIC POLICY**

The following are basic policies of this association:

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- 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. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Nor shall the corporation directly or indirectly participate or intervene in any way in any political campaign on behalf of or opposition to, any candidate for public office.
- 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 501c(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, national origin, sexual orientation, gender identity, or disability.

Section 2. **Categories.** There shall be three (3) categories of membership in the association. These are: Regular, Student, and Institutional.

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 Business Meeting shall be held during this meeting.

Section 2. **Site Considerations.** The President and the ASA Conference Chair will be responsible for identifying and contacting potential sites for the annual conference in consultation with the Steering Committee. The following criteria shall be used in selecting the site for the conference:

a. Regional Rotation

Attempts should be made to select conference sites on the basis of a scheduled regional rotation system, starting with the Appalachian portions as defined by the Appalachian Regional Commission of the following states: (1) SOUTH: Georgia, Alabama, South Carolina, North Carolina, Tennessee, and Mississippi; (2) CENTRAL: Virginia, Kentucky and West Virginia (except panhandles); and (3) NORTH: West Virginia panhandles, Ohio, Pennsylvania, Maryland and New York and so in that order. The Steering Committee will be consulted prior to the invitation to a potential site.

b. Spatial Considerations and Financial Sponsorship

The conference host should be familiar with the space and financial needs of the conference. This information can be found in the conference guidelines.

c. 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.

d. Type of Site

Both academic and non-academic sites shall be considered for the conference.

Section 3. **Mid-Term Meeting.** There shall be a conference follow-up 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.

Section 4. With the exception of the Annual Conference and the Annual Business Meeting, business of the association may be conducted through teleconference and by electronic means.

Section 5. Election of officers and other voting or balloting necessary for the organization may take place electronically, through teleconferencing or by written ballot.

ARTICLE IX **OFFICERS**

Section 1. **Officers.** The officers of the Appalachian Studies Association form the Steering Committee and shall consist of

- a. Elected Officers
 1. President
 2. Immediate Past President
 3. Vice-President
 4. Secretary
 5. Treasurer
 6. At-large Steering Committee Member
 7. At-large Steering Committee Member
 8. Y'ALL Steering Committee Member
 9. Y'ALL Steering Committee Member
- b. Appointed Officers
 10. Journal Editor
 11. Ex-officio Executive Director
 12. Liaison Officer
 13. Membership Chairperson
 14. Communication Chairperson (*Appalink* Editor)
 15. Education Chairperson
 16. Diversity, Equity, and Inclusion Chairperson
 17. Ex-officio Office Manager
 18. International Connections Chairperson
 19. ASA Conference Chairperson
 20. Site Conference Chair

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 (two years)
 2. Vice-President (two years)
 3. Past President (two years)
 4. Secretary (three years)
 5. Treasurer (three years)

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6. At-large Steering Committee Members (2) (four years)
 7. Y'ALL Steering Committee Members (2) (two years, staggered)

b. Appointed Officers

All appointed Officers shall serve a term of four years renewable (unless otherwise noted) as voting members of the Steering Committee (unless ex-Officio). Appointed officers are appointed by the President in consultation with the Nomination and Executive Committees.

8. Journal Editor
9. Ex-officio Executive Director (one year, renewable)
10. Liaison Officer
11. Membership Chairperson
12. Communication Chairperson and *Appalink* Editor
13. Education Chairperson
14. Diversity, Equity, and Inclusion Chairperson
15. Ex-officio Office Manager (one year, renewable)
16. International Connections Chairperson
17. ASA Conference Chairperson
18. Site Conference Chair

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 chaired by the vice president will consist of the executive committee, as well as a representative from the Diversity, Equity, and Inclusion Committee.
- b. A Call for Nominations shall be published in the fall issue of *Appalink*.
- c. A slate of officers shall be put forth by the nominating committee. A ballot with biographical information on each nominee, shall be in the pre-conference issue of *Appalink*. Space shall be provided on the ballot for write-in candidates. An electronic ballot will be sent to all current members, including institutional, via the association listserv. Ballots will be tabulated by the chairperson of the nominating committee. The Chairperson of the Nominating Committee counts all ballots and reports results to the membership at the annual business meeting and publishes results in *Appalink*. Tied elections will be voted upon by members present at the annual business meeting.
- d. Institutional member director/designee will have one vote.

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**

- a. The President's term consists of four years:
 - 1. Two years as President
 - 2. Two years as Past President

- b. The President shall
 - 1. Preside at all meetings of the association and the Steering Committee;
 - 2. Work with the ASA Conference Chairperson to identify and negotiate conference location according to a schedule approved by the Steering Committee;
 - 3. Perform other duties as may be prescribed by these bylaws or assigned to this position by the association or by the Steering Committee;
 - 4. Provide Steering Committee leadership;
 - 5. Implement the long-range plan;
 - 6. Direct fund-raising efforts and serve as a spokesperson for promoting the association and its goals;
 - 7. Coordinate the work of officers and committees to promote the association objectives.

Section 2. **Vice-President**

- a. The Vice-President's term consists of two years:

- b. The Vice-President shall
 - 1. Assist the president;
 - 2. Perform the duties of the president in that person's absence; and
 - 3. Chair the nominating committee
- c. The Vice-President shall succeed to the office of president should the office become vacant before the term expires.

Section 3. **Past President**

- a. The President serves as the Past President for two years following their term as president.
- b. The past President will:
 - 1. Update, revise, compile and maintain ASA policies;

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2. Revise and update the bylaws and lead the 5-year review of bylaws if it falls during their term; and
 3. Assist and mentor the President.

Section 4. **Secretary.**

The secretary shall record the minutes of all meetings of the association and the steering committee, as well as post approved minutes to the electronic archive; and shall maintain a copy of the association bylaws, articles of incorporation, and *Robert's Rules of Order*.

Section 5. **Treasurer .**

a. The Treasurer shall:

1. Provide financial oversight of association funds, accounts, and policy through the administrative office;
2. Present the annual 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;
3. Examine the books and provide regular reports to the steering committee;
4. Work with the association's Executive Director and CPA; and
5. Shall chair the finance committee, and be responsible for maintaining the finance committee, leading it in producing budget forecasts and fundraising strategies, and regularly communicating the results of the committee's work to the Steering Committee.

b. The administrative office shall:

1. Maintain custody of all funds of the association;
2. Keep full and accurate account of receipts and expenditures;
3. Disburse funds in accordance with the budget adopted by the steering committee;
4. Make no disbursements not included on or exceeding the line item in the relevant fiscal year's budget without the advice and consent of the treasurer; and
5. Provide the treasurer with an annual review and a full financial statement for association accounts at least annually.

Section 6. **At-large Steering Committee Member.**

See Article XI, Section 1.

Section 7. **Journal Editor.**

The journal editor shall be responsible for editing and publishing the *Journal of Appalachian*

Studies.

Section 8. Executive Director.

The Executive Director shall be responsible for the day-to-day operation of the ASA administrative office.

Section 9. Liaison Officer.

The liaison officer shall be responsible for facilitating and communicating transactions between the ASA and its institutional base.

Section 10. Office Manager.

The office manager assists the executive director in the day-to-day operations of the administrative office.

Section 11. Membership Committee Chairperson or Co-Chairpersons.

The membership committee chairperson shall be responsible for devising strategies to ensure that the membership base remains sustainable, engaged, and diverse. If there are co-chairpersons for this committee, only one co-chairperson will be a voting member of the Steering Committee.

Section 12. Communication Committee Chairperson (*Appalink* Editor).

The *Appalink* Editor acts as Chairperson or Co-chairpersons of the Communication Committee, is appointed by the ASA President, and shall be responsible for ensuring that information for all association communication formats is submitted for publication in print or online and is completed in a timely manner. If there are co-chairpersons for this committee, only one co-chairperson will be a voting member of the Steering Committee.

The *Appalink* Editor shall be responsible for the publication of *Appalink*.

Section 13. Young Appalachian Leaders and Learners (Y'ALL) Steering Committee Members.

The Y'ALL Steering Committee members act as co-chairs of the Y'ALL committee and work collaboratively with the President in support of the conference.

Section 14. Education Committee Chair or Co-Chairpersons.

Appointed by the ASA President, the Education Committee Chair is responsible for communicating with and calling meetings of the Education Committee for the purpose of dispersing information, educating the membership about programs and projects in the region, planning panel conference sessions that focus on the topic of education, and managing the annual Award for Excellence in Teaching Appalachian Studies. If there are co-chairpersons for this committee, only one co-chairperson will be a voting member of the Steering Committee.

Section 15. **Diversity, Equity, and Inclusion Chair or Co-Chairpersons.**

The diversity, equity, and inclusion chair shall be responsible for devising strategies to insure that the membership, leadership, conferences and publications of the organization represent the full spectrum of the populations of the Appalachian region. If there are co-chairpersons for this committee, only one co-chairperson will be a voting member of the Steering Committee.

Section 16. **International Connections Chair or Co-Chairpersons.**

The International Connections Chair is responsible for facilitating conversations within the International Connections Committee to advance ASA members' engagement with scholars and activists outside the United States whose work intersects with Appalachian studies, such as practitioners of mountain studies and regional studies. If there are co-chairpersons for this committee, only one co-chairperson will be a voting member of the Steering Committee.

Section 17. **ASA Conference Committee Chair or Co-Chairpersons.**

The ASA conference committee chair is responsible for facilitating conversations with the ASA conference planning committee, assisting all those involved in planning conferences, and updating and maintaining conference guidance documents. If there are co-chairpersons for this committee, only one co-chairperson will be a voting member of the Steering Committee.

Section 18. **Site Conference Chair or Chairpersons**

The Site Conference Chairperson works with the program chair to collaboratively envision the conference program and host the conference; and raises money for their conference. If there are co-chairpersons for this committee, only one co-chairperson will be a voting member of the Steering Committee.

ARTICLE XI
COMMITTEES

Section 1. **Steering Committee.**

Members of the steering committee shall include all officers (elected and appointed), with terms of office as outlined under Article IX, Section 3. In addition, up to two- at-large members, having four-year terms, shall be elected.

- a. **Election of at-large Steering Committee members.** At-large members shall serve for **four (4)** years. At-large members are expected to attend all Steering Committee meetings and 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. **Conference Planning Committee.**

- a. **Membership.** The conference planning committee consist of a chair appointed by the president (“ASA Conference Chair”), the site conference chairs for the current, immediate past, and future conference, the program chair for the current, immediate past, and future conference, the logistics coordinators for the current and immediate past conference, the past president, and additional members as needed.
- b. **Duties.** Roles and responsibilities of the conference, program and logistics personnel are identified in the conference guidelines.

Section 3. **Ad Hoc Committees.** Special or ad hoc committees may be appointed by the president or by the steering committee as needed.

Section 4. **Nominating Committee.** The nominating committee, chaired by the vice president, shall be appointed by the president each year and will consist of the executive committee, as well as a representative from the Diversity, Equity, and Inclusion Committee. This committee will nominate individuals to all vacant elected and appointed offices of the ASA. The nominating committee shall solicit nominations from the ASA membership by issuing a call for nominations in the fall edition of the ASA newsletter, *Appalink*. The committee shall report its slate of nominees to the steering committee at its fall meeting and to the ASA membership through a ballot in the spring edition of *Appalink*.

Section 5. **Scholarship Committee.**

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- a. **Membership.** The scholarship committee shall consist of the chairperson and from three to six regular members appointed by the ASA president to rotating terms. The ASA Executive Director, Silent Auction Coordinator, and the vice president will also serve as ex officio, nonvoting members of the scholarship committee.
 - b. **Duties.** The scholarship committee shall receive all suggestions from ASA members, assist with fund raising for scholarships, devise and implement a mechanism for allocating funds raised for scholarships, and cooperate with the Treasurer and Executive Director in accounting for all scholarship funds dispersed. Decisions of the Scholarship Committee shall be communicated to the steering committee for its approval. The scholarship committee shall report to the Steering Committee as needed.

Section 6. **Finance Committee.**

- a. **Membership.** The finance committee shall be chaired by the treasurer, and will have from three to six regular members appointed by the ASA president to rotating terms. The scholarship committee chairperson, liaison officer, and Vice President shall serve as members of the committee; the Executive Director shall serve as a nonvoting member.
- b. **Duties.** In conjunction with the Executive Director and the Treasurer, (as finance committee chair), the committee shall develop three-year projected budgets for both the annual conference and the overall association. They shall also recommend and assist in the implementation of fundraising and development strategies and respond to special requests from the Steering Committee. Recommendations of the finance committee shall be communicated to the Steering Committee for its approval.

Section 7. **Membership Committee.**

- a. **Membership.** The Membership Committee shall consist of the chairperson and at least two regular members appointed by the ASA president to three-year rotating terms. The committee will include at least one scholar (with survey, statistical or research methods training) and at least one community/ activist representative. The ASA Executive Director and the Scholarship Committee chairperson shall serve as ex officio nonvoting members of the committee.
- b. **Duties.** The committee will collect information about ASA members and devise strategies to ensure that the membership base remains sustainable, engaged, and diverse. The Membership Committee will report information to the Steering Committee and will collaborate with the ASA Executive Director and office staff in the collection of information regarding ASA membership matters.

Section 8. **Communications Committee.**

- a. **Membership.** The Communications Committee shall be chaired by the *Appalink* Editor and shall consist of the Chairperson or co-chairpersons and committee members responsible for public relations. In addition, the *Appalink* editor/chairperson may appoint three (3) additional ASA members to the committee who will serve as liaisons to all other standing committees, ensuring strong communication among committees and consistent reporting to the membership.
- b. **Duties.** The committee will request, collect, and report information for *Appalink*, the ASA website and social media. The committee will coordinate with ASA President, Conference Program chair, and Local Arrangements Chair for release of conference news. The *Appalink* editor shall be responsible for the publication of *Appalink*.

Section 9. **Education Committee.**

- a. **Membership.** The Education Committee shall consist of the Chairperson and at least five appointed ASA members who express interest in serving.
- b. **Duties.** The committee will explore educational opportunities for the association, both in the community and in the academy, including planning and executing an ASA conference session focusing on education. The committee will likewise manage the annual Award for Excellent in Teaching Appalachian Studies, including putting out a call for nominations each fall in *Appalink*.

Section 10. **Executive Committee.**

- a. **Membership.** The Executive Committee shall consist of the ASA President, past ASA President, Vice-President, Secretary, Treasurer, the Chair of the Diversity, Equity, and Inclusion Committee, ASA Executive Director (ex-officio), and the Office Manager (ex-officio).
- b. **Duties.** The Executive Committee will serve and advise the President on business and concerns that may come before the Steering Committee. The Executive Committee will consult the Steering Committee as needed.

Section 11. **Diversity, Equity, and Inclusion Committee**

- a. **Membership.** The committee shall consist of the chairperson and a minimum of four members appointed by the ASA president in rotating terms. Other members are welcome to volunteer with the committee as well. The committee will work closely with the Membership Committee, the Nominating Committee, and the Program Committee.

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- b. **Duties.** The Diversity, Equity, and Inclusion Committee works to insure that the membership, leadership, conferences and publications of the organization represent the full spectrum of the populations of the Appalachian region, in terms of race, class, gender, sexual orientation, age, and life work. To gain the maximum benefit from our diverse membership and leadership, the committee works to insure that every member feels welcomed, valued, respected and supported, so that each individual feels a part of a whole that is greater than the sum of its parts.

Section 12. **Young Appalachian Leaders and Learners (Y'ALL) Committee.**

- a. **Membership.** The committee shall consist of two co-chairpersons (elected as Y'ALL Steering Committee members) and a minimum of four members interested in upholding the mission of Y'ALL. Y'ALL co-chairs shall serve for two (2) years, with one new co-chair being elected each year. Y'ALL committee co-chairs are expected to attend all steering committee meetings and shall be elected by written ballot as described in Article IX, Section 4.
- b. **Duties.** Y'ALL committee members shall work to facilitate connections and relationships between young people in Appalachia, provide opportunities for professional advancement and training, as well as encourage lifelong scholarship and activism in the region. The committee will strive to foster an inclusive environment that breaks down walls between institutions and encourages engagement, leadership, and collegiality.

Section 13. **International Connections Committee.**

- a. **Membership.** The International Connections Committee shall consist of a chairperson and at least five ASA members appointed by the ASA President to three-year rotating terms. At least three of the committee members must have experience with international scholarship and/or activism. Additional scholars/activists from abroad who are not members of ASA may serve at the chairperson's discretion in a non-voting capacity.
- b. **Duties.** The International Connections Committee will raise the profile of ASA and the field of Appalachian Studies internationally; support connections between Appalachia studies and mountain studies globally; circulate the ASA preliminary call for papers internationally; advise and assist conference planners with the logistics of working with international participants; and organize at least one comparative mountain studies session each year at the ASA conference.

Section 14. **Special Collections Committee**

- a. **Membership.** The Special Collections Committee shall consist of a chairperson, who also serves as the Archivist/Historian, up to five other members appointed by

the ASA president to a three year rotating term, and the Editor of the *Appalachian Curator* who shall be an ex-officio member of this committee, and shall be under the Communication Committee.

- b. Duties. Publishing the *Appalachian Curator* digital publication. The committee will also work in collaboration with the Communications Committee to maintain information regarding archives and resources on the ASA website.
- c. Members of the *Appalachian Curator* editorial board will be appointed by the current editor of the *Appalachian Curator who is appointed by the ASA president*, and will be approved by the remaining members of the editorial board.
- d. The special collections committee shall report to 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 an appointee. Such funds shall be spent in accordance with the approved budget. All contracts will be signed by the president. In the president's absence, the president will appoint a voting member of the steering committee to sign on behalf of the association and will document that appointment via email to the secretary. Any contract in an amount exceeding \$500 must be co-signed by the treasurer. Additionally, the president and the treasurer must sign all contracts that are made on behalf of ASA by a conference host organization for a conference or any other event.

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 the Scholarship Committee subject to approval by the Steering Committee.

ARTICLE XIII
RESIGNATIONS

Section 1. All resignations occurring during active terms of office shall be filled through appointments by the president, except that the vice-president shall assume the office of president should a vacancy occur.

Section 2. In the event a person must hold more than one voting position, he or she will only have one vote, reducing the quorum required for conducting business.

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. Institutional member's director/designee will have one vote.
- 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.

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- f. Minor, non-substantive changes, such as formatting and typos, can be done without membership voting, but must have Steering Committee approval.
 - g. By-laws shall receive a comprehensive review every 5 years at the Steering Committee retreat.