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## PREFACE

During the first decade of the ALA's existence, our organization's administration was largely concentrated in the combined offices of Secretary-Treasurer, a job which included establishment and maintenance of a headquarters and an archive, as well as the editing of our *ALA Bulletin* and the volume of selected annual conference papers. From about 1985, when the ALA's growth in numbers, complexity and consequent administrative workload had become unmanageable by any single individual, we were obliged to divide many functions among several officers residing at several locations. The ALA now has several caucuses as well as several Standing Committees. The ALA Bulletin has now been transformed into the *Journal of the African Literature Association*. There have been some constitutional changes, including the establishment of the position of Deputy Vice President.

As the ALA's first "recycled" President -- his first term being from 1982-83 -- Dr. Aliko Songolo pledged upon his inauguration in 1992 after a second election to the helm that a high priority would be placed on bringing order to the ALA's activities. In consequence, he undertook the first major revision of the "ALA Executive Handbook and Calendar," in consultation with past members of the Executive, and with the help of individuals such as Eileen Julien and Stephen Arnold (who wrote it) to codify what we have learned. The new features included the "Guidelines for ALA Conference Conveners," an updated version of a document produced several years ago by a committee chaired by Nancy bSchmidt, and the "Guidelines for ALA Conference Chairpersons and Panelists," an update of a document composed in the early days by Stephen Arnold, Tom Hale and Richard Priebe.

With the establishment of *JALA* and the creation of new positions and new standing committees, it became necessary to revise the document once more, and this task was undertaken by Eustace Palmer, the 32<sup>nd</sup> President and Abioseh Porter, the erstwhile Editor of the *Bulletin* and the first Editor of *JALA*.

As always, thanks to all colleagues who have put so much effort into the creation and evolution of this *Handbook and Calendar over the years*. If it is used appropriately, the membership of the ALA should benefit from more effective leadership, and the

members of the Executive should be able to spend less time administering and governing and more time enjoying and participating in the scholarly, political and artistic activities which are the reasons for which we have joined in an Association.

This document should evolve as we follow our motto, *Nkyin Nkyin* (Changing oneself; playing many roles). Suggestions for changes should be proposed at any time to the current President of the ALA.

Eustace Palmer  
Abioseh Porter, 2007

## ALA Traditions of Governance

Members of the Executive<sup>1</sup> of the ALA represent the ideals embodied in the Constitution and no particular constituency. Their primary functions are defined by the **Constitution**. *Attendance* at all Executive meetings is expected. Unexcused *absences* and/or failure to appoint a proxy when absence is necessary can result in removal from office (see **Constitution** B.2 a. and b.). A proxy must carry written authorization from the absent member to represent her or him, and must be a paid-up member who holds no elected office in the ALA.

Officers (and Committee Chairpersons) must take care to copy their official correspondence to the President who, at the end of his/her term of office, deposits organized sets of correspondence with the ALA Headquarters for its Archives. Care should also be taken to send secondary copies to interested parties, such as the Treasurer, when financial matters are being addressed, or the Vice-President (the Elections Officer) when pertinent to election-related concerns; etc.

### Executive Meetings Schedule:

[See “Standard ALA Meetings **Agendas**” in the *APPENDICES*.]

N.B. Meetings of the Executive Council are open to all paid up members of the ALA. Only elected members may vote.

1. and 2. At the Annual ALA Conference (Spring: normally March or April), before the Annual Business Meeting as necessary and after the Annual Business Meeting. Newly elected members join the Executive Council at its first meeting *after* the Annual Business Meeting. [N.B. Members of the Executive are expected to be present at the Annual Business Meeting.]

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<sup>1</sup> Unless otherwise specified, the use of the term “Executive” in this *Handbook and Calendar* includes both membership of the Executive Council and the Officers of the ALA.

3. **(Fall)**. At the Annual Conference of the African Studies Association (Fall: normally November).

### **ALA Officers: Functions/ Duties/ Calendars**

[N.B. Given the flexibility in dates of Annual ALA and ASA conferences, members of the ALA Executive must make some adjustments to the calendars which follow. Because new members take office following the Annual Business Meeting, which normally takes place in March or April, the calendars below begin with March/April, which only approximately indicates the beginning of an ALA year.]

#### **1. EXECUTIVE-COUNCILLORS**

**March/April:** New terms (normally three years) begin at the first meeting following the Annual Business Meeting (normally the morning after the ABM). Councillors give advice to the officers, sit on committees, and debate and vote on matters brought before the Executive Council. (For Executive Meetings Calendar, see above, previous page. For typical Executive Meetings agendas, see below, **Appendix C.**)

#### **2. PAST-PRESIDENT**

The past-President should be the most knowledgeable repository of information crucial to the smooth functioning of the ALA. Because of this, s/he is primary **Liaison officer** with the Convenors of the conference to take place during his/her term as Past President. In anticipation of this crucial advisory role, the Past President is expected, while President, to establish a close working relationship with the convenors of the next two conferences.

The Past President is the Executive's Liaison Officer for the Conference Convenors and the officer to

whom bids for ALA conferences are addressed; s/he gives initial advice to bidders; in these functions s/he maintains close contact with the President. Since ALA conferences routinely take about two years to organize, Convenors will normally work with three consecutive Past Presidents.

**April:** S/he may send a brief report about the past year or any other matter relevant to the Presidency and the ALA for publication in the Newsletter (This Report may well have been the President's remarks which opened and /or closed the Annual Business meeting).

The Past President assists Convenors in the planning stage of the next **Conference** and receives post-conference reports (financial and otherwise) from the Convenors of the Conference which marked the end of his/her Presidency. Copies of these reports are forwarded with his/her commentary to the incoming President.

Receives (from the Secretary) draft Minutes of the Executive Council Meeting(s) which preceded the recent Annual Business Meeting and writes a summary of them for the next issue of the *Newsletter*, delivering them to the Editor on diskette by the beginning of May.

**Summer/Fall/Winter: Liaison** with convenors of upcoming ALA conference.

**Other duties:** As assigned by the Executive.

### 3. PRESIDENT

The President is the **Chief Executive Officer** of the African Literature Association. S/he provides overall leadership for the Association, signs all major documents on its behalf, presides over meetings of the Executive Council and the Annual Business Meeting, and supervises the work of the various committees of the ALA.

**ASA Liaison:** The President is ultimately responsible for setting up ALA literature panels, space for panels and for ALA Executive Council meetings, ASA Conference Program announcements, etc. for the Fall meetings of the African Studies Association following his/her assumption of the Presidency. The President also monitors closely the activities of all the *Standing* and *ad hoc* committees, except for the Constitutional Reform Committee (a Vice-Presidential responsibility). The President will send letters to the appropriate media expressing concerns over human rights violations in Africa. (N.B. It is constitutionally forbidden for a President to be a Conference Convenor during his/her Presidency.)

**March:** Having begun to collect suggestions for literature panels in the Fall ASA meetings while still Vice President, and having had prior contact with the ASA about arrangements, deadlines, etc., the new ALA President takes immediate steps to ensure that a well-organized ALA presence will be part of the ASA meetings.

**March/April:** Prepares and delivers an **Inaugural Address** at the Annual Conference Banquet. Provides this on diskette by May 1 (along with a photograph) to the *JALA* Editor for publication.

Prepares agenda (with Vice President and Secretary) for post-Annual Business Meeting of the Executive Council and chairs the meeting. Receives (from the Secretary) draft Minutes of the Annual Business Meeting and of the post-Annual Business Meeting of the Executive Council. Prepares a summary of the Executive Council Meeting Minutes and approves a draft of the Annual Business Meeting Minutes for publication in the *Newsletter*, arranging their delivery on diskette to the Editor by May 1.

**Summer:** Carries out decisions made at the Annual Business Meeting and tends to whatever business is referred to the Presidency. Maintains close contact with Convener(s) for the next year's conference. Requests news from Committee Chairs.

**September:** Circulates notice of Fall meeting time and place to Executive and requests **agenda** items (via Secretary).

**Fall:** Circulates agenda for ASA meeting(s) of the Executive Council. Chairs the meeting(s). Receives from the Secretary the draft Minutes and prepares a summary, sending it to the Editor on diskette by *mid-December* for publication in the *Newsletter*. Follows through with and monitors activity on Executive decisions. Arranges for **Auditors** of the impending report from the Treasurer on the calendar year about to close.

**January:** Ensures that a Treasurer's Report will be ready for the Auditors by the end of January. Requests written Reports for the Annual Business Meeting from the Treasurer, Committee Chairs, Caucus Chairs, the Editor of the Annuals Series, the Editor of *JALA* and from the Convener(s) of conference(s) scheduled in subsequent years. *Deadline* for receipt of these reports should be mid-February to allow time for the President to prepare a summary which s/he will present orally at the Annual Business Meeting.

**Winter:** Assists the Vice-President in her/his function as Liaison Officer between the Executive and the Convener(s) of the coming annual ALA Conference by keeping in close contact with the Convener(s).

**March/April:** Chairs Executive Council Meeting prior to the Annual Business Meeting. Chairs Annual Business Meeting. (Minutes and summaries, as above.)

#### 4. VICE-PRESIDENT

Aside from working with the Executive and the President in ways which will prepare her or him to assume the Presidency in the following year, the Vice-President is the ALA Elections Officer and the Chair of the Constitutional Reform Committee (activated by the Executive or by the membership at large -- according to clause *E.4.c.* of the Constitution)

At the ALA Conference where s/he takes office, the Vice-President begins to function as the Elections Officer by soliciting suggestions for candidates for the next year's elections. These are discussed at the Executive Council meeting which follows the Annual Business Meeting. Other members of the Executive may then be mobilized to assist in the process of obtaining nominations.

**Spring/Summer:** Makes certain that the *Newsletter* Editor places the standard call for nominations for elections in the *Newsletter* which precedes the Fall Executive Meeting at the ASA, in sufficient time that nominations from at large may be sent to the Vice President by the Fall meeting. Every effort must be made to ensure that elections are contested and not matters of acclamation.

During the ensuing months, as persons agree to allow their names to be placed on the ballot, the Vice-President should endeavor to obtain campaign statements/ profiles from candidates.

**November:** At the ASA meeting of the ALA Executive, the Vice-President must make certain that a Ballot slate is ratified. The Vice President submits to the Executive a list of suggested candidates; a list of nominations from members at large is submitted also. The ratified ballot slate will include candidates nominated by the Executive and all candidates properly nominated by the members at large. Each candidate must be a member in good standing with membership paid at the time of the Fall meeting. The Vice President makes certain that all candidates submit statements/profiles to accompany the ballot, and that dues have been renewed.

At the ASA meetings the Vice President continues to gather panel suggestions for the next year, checking with ASA Officers about procedures and deadlines.

**January (early):** The ballot must be prepared and sent to the Headquarters along with candidates' campaign/profile statements for mailing to the paid-up membership. The Vice-President must remind the Treasurer to provide mailing labels for the ballot, which must be mailed in sufficient time for a six-week turn around. (Depending on the dates of the Annual Conference, a mailing date of January 15 with a deadline of March 1 for receipt of ballots addressed to the Vice-President is advised. The envelope enclosing the ballot should also contain a return envelope marked "ballot", addressed to the Vice-President.)

**January-February:** Appropriate time for composition of an Inaugural Address.

**February:** Makes certain the Convener(s) for the next year's' conference(s) are prepared to make reports at coming Executive Council and Annual Business Meetings.

**March:** Ballot Count; New Letterhead; Executive Mailing Labels

At the annual conference and before the Business Meeting, the ballots are counted by the Vice President and **TWO** other ALA members, and reported to the Executive Council. (The ballots are kept until a vote at the Annual Business Meeting orders that they be destroyed.) A signed ballot tally is submitted to the ALA Secretary and the Executive Council is informed of the election results. Prior to the Annual Business meeting, the Vice President and/or President inform(s) all candidates, including the Executive Vice President, of election results. At the Annual Business meeting the Vice President and/or President announces election results. In a **letter** signed over the title "Vice-President and President-Elect", the Vice President congratulates each winner in a manner that will enable the new Executive member to demonstrate with a copy to her or his Department Chairperson or Dean that an honor has been bestowed. (A clause which indicates that many universities offer extra help to officers has been effective in the past in getting additional travel assistance for the many necessary meetings during a term

in office.) A copy of the *ALA Executive Handbook and Calendar* should be enclosed with the letter of congratulations, and the newly elected Councillor/Officer should be encouraged to read it carefully. The Vice-President should also obtain the appropriate information from each new Officer and Executive Council member, so that new **letterhead** and **Executive mailing labels** can be prepared. (The Headquarters has the letterhead printed and distributes it. The Vice President makes up sets of Executive mailing labels, while the Headquarters distributes them to Executive Officers.)

**March: Annuals Editors**

Prior to the Annual ALA Conference, the Vice-President should determine whether or not the Conference Convener(s) wish to take part on the Editorial Panel which will produce the volume of **Annual Selected ALA Conference Papers** to be published within two years or less after the Conference. If s/he does not (or they do not), then volunteers should be sought. Any volunteers who wish to be candidates for Editorial positions to be voted on at the Annual Business Meeting should be tactfully informed that serious commitment and some experience in editing are desirable.

**March/April:** Prior to the Annual ALA Conference, the Vice-President should be in touch with the Headquarters of the African Studies Association about arranging the presence of the ALA at the Fall meetings. Immediately after the ALA conference at which s/he assumes office, the Vice President collaborates with the President to ensure that a full slate of panels has been organized for the ASA during that current year, and begins actively to solicit panel and paper proposals for the ASA of the following year.

## **5. DEPUTY VICE PRESIDENT**

The candidate who receives the second highest number of votes in the election for Vice President becomes Deputy Vice President. The Deputy Vice President is a voting member of the Executive Council.

The Deputy Vice President assists the President and Vice President in their duties. In the event of a vacancy in the office of Vice President, the Deputy Vice President becomes interim Vice President for the remainder of the term of the Vice President. S/he may run in the next elections.

(Constitutional Amendment, 2002).

## 6. SECRETARY

The Secretary's primary roles are to produce accurate, timely, useful, readable minutes of Executive and Annual Business Meetings, to assist the President in the preparations for those meetings and with follow up matters afterwards. [N.B. Since ALA Secretaries serve for two years, care must be made to make appropriate adjustments to the calendar below.]

**March/April:** Detailed Minutes of Executive Council and Annual Business Meetings should be prepared on diskette and delivered within two weeks of meetings as appropriate to the Past-President and the President. The Secretary will also forward the draft *Minutes of the Annual Business Meeting* (on disk after corrections) to the Newsletter Editor for publication. The Minutes will then be submitted for ratification at the next Annual Business Meeting.

**Other functions:** As assigned by the President or the Executive Council.

## 7. TREASURER:

N.B.: In practical terms, the ALA Fiscal year runs from the time of the spring conference to the next spring conference, roughly from April to March. If the ALA loses its tax-exempt status, then, clearly, the fiscal year must run from January to December.

The Treasurer handles financial matters for the Association. S/he ensures that the President (alone)

shares signing authority for ALA accounts. S/he **collects dues** (issuing dues notices through the *Newsletter* and the Headquarters), payments for advertizing, donations to our endowment, and other projects such as books for African libraries. The dues must be paid in U.S.dollars by postal money order or through a check that has a corresponding American branch.

S/he **supplies funds** as requested to the Headquarters, to the Publisher of the Annuals, to the Editorial office for the *Newsletter and JALA*, and may occasionally reimburse the President or another officer for limited expenses incurred on behalf of the Association which for stated reasons will not be covered by the officer's home university. The Treasurer must report such reimbursements to the Executive. The Treasurer also **prepares detailed financial statements and an Annual Treasurer's Report** which are audited by the Auditors appointed by the President on the advice of the Executive Council at its Fall (ASA) meeting. (The Auditors must indicate to the President in writing that the books are in order.) [N.B. An annual Treasurer's Report, supported by a balance sheet, must be published in the *Newsletter* issue which follows the audit.]

Mailing labels for individual members, institutional members, outreach program beneficiaries and journal exchanges, and for sale to advertizers are kept up to date by the Treasurer and are provided to the Headquarters and Conference Conveners for mailings. Mailing lists are sold to advertisers for \$100 per current list.

The Annual Directory of ALA members and subscribers, published in the summer issue of the *Newsletter* is another major responsibility of the Treasurer. S/he provides hard and disk copies to the Editor by July 1 of each year.

**January:** Before preparing the previous year's financial statement for the Auditors, for the President and publication in the *Newsletter*, the Treasurer transfers 10% of the previous year's revenue to the **endowment account**. The Treasure prepares the **Annual Financial**

**Report** and sends it to the President for forwarding to the Auditors at least four weeks before the spring conference.

**March/April:** Prepares shift of co-signing authority for accounts to incoming President. Presents a brief oral report on financial state of the ALA to the Annual Business Meeting (normally supported by the Balance Sheet approved by Auditors for publication in the *Newsletter*, and normally including a count of “paid-up” and “delinquent” members according to category -- this count is absolutely necessary for determining a **quorum** at the Annual Business Meeting). ALA account books must be available and open for inspection by the membership at annual ALA meetings [Constitution: clause IV.F

**June:** Contacts publisher of annuals to get a **royalty statement** (and payment) for January-June period.

The Treasurer contacts the publishers of RAL to make arrangements for shipments of the previous year’s issues of RAL to “**Outreach Universities**” in Africa.

**June/July:** Prepares “Annual ALA Directory” on diskette for publication in the Summer (August) Issue of the *Newsletter*.

**September/October:** The Treasurer arranges for catering of Executive Council meetings and ALA reception at the meeting of the African Studies Association. Payment for catering to be made at conference site.

**October:** The Treasurer informs journal distributors of the coming year’s *JALA* subscription rates and prepares Annual Dues Notice for publication in the *Newsletter* and for mailing by the Headquarters to individual members/ subscribers.

**November:** Contacts publisher of annuals to get a royalty statement (and payment) for the July-December

period. Arranges for publisher of annuals to ship current volume to “**Outreach Universities**” in Africa.

**January:** Prepares Annual Financial Report and sends to President for forwarding to Auditors by January 31.

**February:** Sends Annual Financial Report to President.

## 8. **JALA EDITOR**

The Editor is elected for a three year term, with an annual review (at first Spring Executive Council Meeting) by the Executive Council; the Executive Council may appoint an Associate Editor (Constitution, IV.A.6.).

[For JALA EDITORIAL POLICY, see Appendix D.

*JALA* costs are covered by payments from the Treasurer to the University of the Editor, which issues monthly and annual accounting statements.

**January:** The Editor has a financial statement prepared by her/his university's Budget office and forwards it to the Treasurer as a component of the Treasurer's Annual Financial Statement.

**February:** Preparation of photoready copy of the year's first issue. By February 15, it should be couriered to the Headquarters for printing and mailing.

**May:** Preparation of photoready copy of second issue (**Spring**). By June 1 (or earlier), it is couriered to the Headquarters for printing and mailing.

**July:** Preparation of photoready copy of third issue (**Summer**). By September 1 (or earlier), it is couriered to the Headquarters for printing and mailing.

**October/November:** Preparation of photoready copy of fourth issue ). By December 1 (ASA meeting dates permitting), it is couriered to the Headquarters for printing and mailing.

## **9. THE NEWSLETTER EDITOR**

The Newsletter Editor is appointed by the Executive Council and is usually also the Headquarters Director. S/he is normally a faculty member at the university where the Headquarters is located and runs the Headquarters. The Newsletter Editor is responsible for keeping members of the ALA current with ALA activities. With the transformation of the former Bulletin into *JALA*, the *Newsletter* now takes over many of the functions of the Bulletin such as

Miscellany; New information on back cover as a result of elections; Draft minutes of the Annual Business meeting; Treasurer's Annual Financial Report; Update on coming ALA conference including travel and lodging information, panels, invited speakers, and special events; Reports on the recent conference; List of papers given at the recent conference and available for sale by the Headquarters; Updates on preparations for next conference and Call for papers and panels ; Notices of major proposals or for constitutional changes to be voted on at next Annual Business meeting; Call for nominations for Executive members and Officers of the Association; Annual dues notice/subscription rates schedule; Report on autumn, annual colloquium of "APELA" (l'Association pour l'etude de la litterature africaine).

(N.B. The *Newsletter* is not an organizing tool for ALA conferences. That function is carried out by the host institution of the Conference, with assistance from ALA Headquarters.

## **10. Series Editor: ALA Annual Selected Conference Papers**

The Series Editor is appointed by the Executive Council for a specified term. S/he is an *ex officio*, non-voting member of the Executive. Her/his tasks are:

**Functions:**

**Organization** of the panel of Editors for a particular volume by briefing them on procedures and deadlines (see below) as soon as they are elected at the Annual Business Meeting;

**Working** with the Conference Convener(s) prior to the Conference in order to ensure orderly, efficient collection of papers for distribution to the Editors, the *JALA* Editor, and the Headquarters. (The Headquarters sells papers through advertisements in the *Newsletter*; it also fills library standing orders for full sets.);

Guiding the Editors to a balanced volume, in keeping with the traditions of ALA Annuals which attempt to ensure high intellectual quality with a balance of representation from genders, regions, genres, languages, etc., and give the volume shape which in every way possible reflects the theme of the conference including a title which is commercially viable; in cases where insufficient papers of quality or on the conference theme are available, the annuals Series Editor **assists the Editors in finding** papers which might help achieve the desired balance detailed above.

**Working** with the publisher by ensuring that his specifications regarding house style, standards of intellectual and mechanical quality, etc. are met.

*[N.B.: the Publisher will not accept manuscripts or photoready copy directly from anyone but the Series Editor];*

Once papers are chosen, making certain in cases of second publication that the requisite permissions are acquired from other publishers; in order to keep the Executive informed about needs

for reprints, etc., the Series Editor writes an Annual Report to the President in February.

The Series Editor will also, when necessary, collect nominations for future Series Editors for the Executive to vote on.

**General Procedures and Deadlines for editing an Annual:**

[For the selection/ composition of the Editorial Panel

for an Annual, see below **section 9**

**Editors, Individual Volumes of ALA Annuals, and Appendix C: Standard ALA Meetings Agendas, footnote 6 Annual Business Meeting (Standard Agenda).]**

**March/April:** Before leaving the Conference where they are elected, the Series Editor and the Editors of the Annual for the Conference must meet, select a "First Editor" who will monitor deadlines (keeping the Series Editor informed of progress, problems, etc.), decide who will write the preface/introduction, etc. Issues Guidelines for the Editors' work.

**May:** Makes certain that full sets of papers have been sent out by the Headquarters to each Editor of the Annual and the *JALA* Editor, and that the Headquarters will continue to send out papers even when they are received after the June 1 deadline.

**April/May/June:** Work on paper selection should begin immediately following a conference. It is standard practice for all Editors to work with single page comment sheets which rank papers as "Yes," "No," and "Maybe."

**September (or earlier):** By September 15, well in advance of attendance at the ASA meetings, Editors' comment sheets should be sent to the First Editor for collation. A decision can then be made about which papers are definitely out of the running, which papers need special discussion at the meeting, etc., and the First Editor can instruct the other Editors on what papers to bring to that meeting.

**November:** At the *ASA meeting* in the Fall following an ALA Conference, the Annual Editors should meet for the **final selection of papers** to be included. In consultation with the Series Editor and the President, they should also finalize the volume's title. (The earlier a title can be advertized, the better the sales. The Series Editor will inform the publisher of this decision.) It must be decided who will write the *Introduction*. The Series Editor should be briefed about progress and be on hand for final decisions and discussion. The Editors can decide what changes might be requested from some authors, etc. The First Editor should write immediately to selected authors (copy to the Series Editor), informing them of their success, of any revision requirements, and of very specific deadlines for revision (normally **March 1**, latest). *Typesetting* of as many articles as possible should begin immediately, under the guidance of the Series Editor.

**March (latest):** Galleys should be delivered to authors as they are produced, and at latest by the next ALA Conference, with a deadline for final corrections being firmly laid down for one month following the conference **May 1 or June 1**.

**June/July:** Typesetting corrections to galleys.

**August:** Proofreading and final corrections.

**September:** Camera ready copy to Publisher for book to be produced in time for sale at the November meetings of the African Studies Association.

[N.B. By Executive Council decision in November 1992, an Annual which does not appear in print within two years of the Conference it represents should be removed from its Editors. The Series Editor is responsible for monitoring progress and for informing the President about any problems.]

### **11. Editors, Individual Volumes of ALA Annual Selected Conference Papers**

The Conference Convener(s) of any ALA Conference have the option of being Editors of an ALA Annual without having to be elected. The President should be informed of their choice(s) to serve or not to serve well in advance of the Conference. A standard agenda item at the Annual Business Meeting allows nominations and declarations of candidacy for positions on the Editorial Panel for an Annual, but given the importance of these positions, it is traditional for the Executive to be proactive in encouraging capable, committed persons to consider becoming involved in the onerous task of editing an Annual. (It is very desirable that some one, if not all of the Editors have competence in French and francophone literature. A range of sub-field competencies should be assured.) Thus it is not a requirement -- but is definitely desirable -- that potential candidates will discuss their intentions with the Annuals Series Editor and/or the

President at least a day before the Annual Business Meeting where a vote may be held. If, prior to the Annual Business Meeting, it appears to the Series Editor and/or the President that no one is coming forward, they will have the time to encourage individuals to seek election so that the Annual is not held up.

**Schedule:** See above, **8. Series Editor**, for the basic timing and sequencing of steps in editing/ producing an Annual.

## 12. ALA HEADQUARTERS/ DIRECTOR

The Headquarters is chosen by the membership by a vote at an Annual Business Meeting on the advice of the Executive Council which should have vetted a bid and secured reasonable -- even contractual -- assurances that certain provisions will be made and certain functions will be performed for the Association in a timely, ongoing manner. Examples of such provisions and functions are: space; furnishings and supplies for maintaining an Archive, that is an organized, accessible set of files of Executive correspondence, of Conference Papers, of Conference memorabilia, of Conference Convener "Diaries," of model grant proposals for Conference Conveners, of materials appearing in the Appendices to this *Handbook and Calendar* which will be distributed on request to bidders for conferences and automatically to new members of the Executive (March), etc.; telephone and FAX message service; postage for ballots; and postage for the *Newsletter*.

Work-study personnel or other assistants may be engaged. The Director will oversee the Headquarters operations which will include distribution of Conference Papers to Annuals Editors and the *JALA* Editor; the timely printing and mailing of the *Newsletter* (quarterly or three times a year) which would, as necessary, contain notices of annual dues and subscription fees (October); the printing and mailing of election materials which should include the printing of the small envelopes marked "ballot"

and of larger envelopes addressed to the ALA Vice President (the Chief ALA Elections Officer) to be enclosed with ballots and campaign biographies to be sent to the membership(**January**); the distribution and mailing of extra copies of *JALA* as requested; and occasionally of pre-conference organizing materials, etc.

The Headquarters should make certain that the Vice President has at least ten copies of the *ALA Executive Handbook and Calendar*, which must be sent by the Vice President to newly elected Executive members along with the announcement of their election. In **March/April**, the Headquarters has new **letterhead** printed and distributed to Officers and Conveners. (Letterhead details are gathered by the Vice President as soon as election results are known, and are forwarded by him/her to the Headquarters Director, along with a sheet of Executive addresses.)

At one time Xeroxed copies of conference papers were sold upon demand. In the future if this becomes feasible again the practice might be resumed. The Headquarters may keep the revenue generated from the sale of conference papers, but should keep an account record and submit it periodically to the Executive.

**The Headquarters Director** is also the **Newsletter Editor** and is responsible for the production of that publication

**The Headquarters DIRECTOR** is an *ex officio*, non-voting member of the ALA Executive Council whose responsibilities are detailed above.

### **13. Conference Convener(s)**

ALA Conference Conveners “will be selected by the institution hosting the annual meeting, will be separate from the position of President, and will be a[n] *ex officio* member[s] of the Executive Council” (ALA Constitution, IV.A.7).

Liaison between the ALA Executive and the Conveners is outlined above under Executive Duties and Calendars in sections 2 (Past President) and 3 (President). From the bidding stage through the post-conference reporting stage, the organization of potential and confirmed conferences routinely takes two years; Conveners will normally work with three Past Presidents.

**Appendix A:** (below) Consult the detailed set of “Guidelines for ALA Conference Conveners.”

**Appendix B:** (below) Consult the “Guidelines for ALA Conference Chairpersons and Panelists”. A facsimile of the Panelist Summary Form is to be issued to all Panel Chairpersons by ALA Conference Conveners.

## APPENDICES

### APPENDIX A:

#### GUIDELINES FOR ALA CONFERENCE CONVENERS

[N.B. These Guidelines were adopted unanimously by the ALA Executive Council on 17 October, 1980. They were amended on 8 and 9 April, 1982, and again during the annual ALA conference April, 1993.]

#### BIDS (GENERAL INFORMATION):

Hosting an ALA meeting brings prestige to an institution and intellectual excitement to it and its larger environment. The longer the planning process, the greater the chances are for success. The ALA urges prospective Conveners to discuss with members of the ALA Executive their hope of hosting a conference well in advance of the intended dates for the conference. The Convener and his or her Dean or President should then submit in writing a letter of invitation, indicating the institution's awareness of the conditions set forth here below, and any additional plans or considerations.

A bid or an enquiry about bidding is to be sent to the **Past-President** of the ALA, who will give advice to the bidder, usually after informing the Executive Council and before the Annual ALA Business Meeting (March or April) where bids are discussed by the membership and future venues are chosen by a vote. Normally venues are chosen *at least two years in advance* in order that adequate planning can be done. Important factors which are almost always considered in discussion of bids prior to a vote are: preliminary financial commitment (see below); physical facilities for conference participants; availability of facilities which service the special interests of scholars of African literature; and geographical location. Once a bid has been accepted, **the ALA Headquarters will make *model materials from past ALA Conferences* available.** For the twelve months preceding a Conference, the host institution will be supplied with **ALA letterhead** for correspondence; the dates and theme of the Conference, and

addresses and phone/ FAX/ message numbers of Conveners will appear on it.

### **CONVENER(S)**

The Convener(s) should work with a Committee of University and ALA colleagues. It is strongly advised that in the case of a single Convener, at least one other local ALA member be involved in all aspects of the planning. Such a condition is of the utmost importance for a successful conference. [N.B. The ALA Constitution forbids a person to be ALA President and ALA Conference Convener in the same year.]

### **FINANCES and other COMMITMENTS**

The success of a bid does not depend on the financial amount pledged at the outset, but initial commitments demonstrate the concrete willingness of an institution to pursue and gain additional funding once a bid has been accepted. The academic institution which will serve as host should commit itself to:

- 1) Providing a clerical staff of two, preferably one full time assistant and one work-study student, to begin work several months before the conference. In addition, it should be prepared to budget adequate funds (approximately \$2,000 in 1993) for postage, photocopying, publicity, and tele-communications costs.
- 2) Providing at least \$10,000 (the 1993 figure) to the conference for the expenses of four to five writers or invited speakers. (N.B. One of the funded writers should be the winner of the Fonlon-Nichols Prize, awarded annually to an African artist at the Conference. Details about the Prize and the name of the winner are to be obtained in January from the Editor of *JALA*).
- 3) Among the many other necessary costs to be covered by the host institution is the funding necessary and/or personnel for final photo ready typeset copy of the Selected Papers from the Conference (published annually under various titles by Africa World Press-- the ALA retains copyright). Grant proposals should include a request for travel assistance for four editors to attend the African Studies Association meetings during the Autumn

of the same year following the ALA meeting. The major editorial teamwork on an Annual is accomplished at these ASA meetings.

## **REGISTRATION FEE**

Fees are set in consultation between the ALA Vice-President (the host institution's and Convener's liaison with the ALA Executive). Categories of registration fees are Member, Non-Member, Student/ Unemployed/ Retired. (In order to qualify for student fees, a student card with a photograph or a letter signed by an instructor must be presented.) Members living outside the United States must pay dues by postal money order in dollars or by checks on a bank that corresponds with the US bank.

**(N.B.:** Registration fees will be mailed to ALA Headquarters and amounts will be forwarded to the host institution, as agreed upon at the time a bid is accepted.) At the end of the conference, a pre-determined portion of the fees are given to the ALA through the Past President to compensate the ALA for costs it has incurred in assisting with Conference organization. (This ALA "overhead" is normally about 15% of the basic registration fees, exclusive of the banquet and other optional fees.) Registration fees are separate from ALA dues, which must be paid up as a pre-requisite for registration.

## **GRANTS**

The Convener(s) should seek outside funding, both from national agencies and from local colleges and universities and cultural associations. The latter assure a degree of community awareness of and participation in the Conference, which is in keeping with ALA outreach objectives.

Copies of grant proposals should be sent to the Vice President of the ALA, both for its archives and for informing the Executive of initiatives in case they are asked to comment on proposals. (The *Final Report* of the Conference Conveners to the Executive -- see below -- should contain copies of final accounting documents issued to funding agencies.)

## THEME

A theme which focuses presentations and discussions is desirable. Iron-clad insistence on adherence to the theme is not desirable. In order to provide enough focus to give shape to the volume of the Selected Annual ALA Conference Proceedings which will be published after the Conference, Conveners should consider the merits of a two or three day symposium on the Conference's main theme, taking place during the Conference, featuring established authorities, some of whom will be plenary speakers.

## CALLS for PANELS and PAPERS; and DEADLINES

A clear call for panels should be made through *JALA* and the Spring *Newsletter*, which is prepared for press in May. It should also be issued through the journals of other professional associations such as the MLA, ICLA, ASA, etc. This call should include a statement regarding panels, individual papers, and tabled papers; it should remind authors to follow the stylesheet of either the MLA (*MLA Handbook*) or the Linguistic Society of America (the latter can be obtained from the ALA Headquarters), and to submit papers in both the requisite number of "hard" copies as well as -- whenever possible -- on computer diskette using a common word processing program (Word Perfect 5.1 preferred). (N.B. The papers should be sent to the Headquarters within one month after the Conference. From there they will be distributed to Editors etc.) The call should specify that one must be a member of the ALA in order to present a paper or chair a panel at ALA annual meetings. DEADLINES should be clearly stated. A standardized form for abstracts for panel and paper proposals is desirable. (Abstracts provide a modicum of quality control for papers and they are often required by granting agencies.)

The **DEADLINE** for receipt of panel proposals is **October 1**. The **deadline** for receipt of paper proposals is **December 15**. It is common for many papers for the coming ALA conference to be proposed by persons gathering at the ASA meetings in November of December; for this and other planning related reasons, **it is imperative that the Conveners of the coming ALA Conference be present at the Fall ASA Conference**. In order for the name of a person whose paper or panel proposal has been selected to

appear in the Conference Program, s/he must pay pre-registration fees by February 1.

**Other important deadlines: October 15** (conference information in photo ready form re: panels, final call for papers, etc., to be received by Headquarters to be mailed out with the annual dues/ subscription notices); **November 1** (conference information on diskette re: panels, travel arrangements, lodging, special events, etc. to be provided to the Editor, *Newsletter*).

Conveners should issue "Guidelines for ALA Conference Panel Chairpersons and Panelists." which appear below as **APPENDIX B** to panelists upon acceptance of a panel proposal.

### **Newsletter DEADLINES**

Conference Conveners are not to rely on the *Newsletter* as their primary means of communicating with the membership. (Special mailings, assisted by the Headquarters are one of the usual, effective means of communication.) However, they should cooperate with the Editor of the *Newsletter* in meeting deadlines for calls for panels and papers and for disseminating information relevant to the Conference.

### **TABLED PAPERS**

The ALA (through its Conveners) encourages members to submit "tabled" papers. Such papers would not be formally presented or discussed at the Conference, but would appear on the program if submitted by January 15. All tabled papers, including those submitted after this deadline, will be eligible for consideration for publication in the *ANNUAL Selected ALA Conference Papers* and will be made available to interested parties at the Conference and by the Headquarters after the Conference. (N.B. The Convener(s) must take care to make certain that copies of tabled papers are collected and given to the Headquarters.) Authors of tabled papers should be told to bring 25 copies to the Conference. Conveners should provide a visible distribution point for such tabled papers. (Prior to the Conference, six or two additional copies should be sent by their authors to the Headquarters Director -- see below: "Archives and Annual Papers".)

## ARCHIVES and ANNUAL CONFERENCE PAPERS

The Conference information sent out to members prior to the Conference, and communications from Panel Chairpersons to Panelists, as well as the *Conference Program* should include an announcement that participants are to submit six (6) clear, black and white copies of their paper(s) plus -- whenever possible -- a copy on diskette in a common word processing format (Word Perfect 5.1 preferred) to the Headquarters within no more than one month after the closing of the Conference. (One is for the ALA Archives, one is for the Editorial office of the *JALA*, two are for the Editors of the Annual Selected Conference Papers of the ALA, one (plus the diskette) is for the Annuals Series Editor, and one is for library standing orders for ALA working papers.) Participants who do not wish to have their papers considered for publication in the Annual should submit only two (2) copies. In order to be listed as part of the Conference Proceedings, papers should be received by the Headquarters by **June 1**.

Conveners are encouraged to keep "Conveners' Diaries" which can be deposited with the Archives and used to help future Conveners plan more effective Conferences.

Since the ALA has a contract provision with Africa World Press which states: "The Proprietor (the ALA) agrees, during the term of this agreement, not to print or publish, or cause to be printed or published within 12 months of its publication, any portion of this Work (whether revised, enlarged, abridged or corrected) or any other Work that might compete with or reduce the sales of the Work covered by this agreement without the written agreement of the Publisher (Africa World Press), authors of articles accepted for publication in the Annual Proceedings may not publish their articles elsewhere until 12 months after being published in the ALA Annual.

**Additional deadlines:** The 1<sup>st</sup> ranking and selection of papers at the ALA convention will be completed by the time of the following ASA meeting. By the following ALA meeting the editors will have edited the papers, sent suggestion to the authors, and the authors will have returned them. By September of that year the Introduction or Preface will have been written, and the manuscript sent to the publishers.

Conference Conveners are encouraged to keep "Conveners' Diaries" which can be deposited with the Archives and used to help future Conveners plan more effective Conferences.

Conference Conveners should also provide the Headquarters (ALA Archives) with:

- copies of all tape recorded sessions;
- copies of all photographs;
- copies of all press clippings;
- at least ten copies of the Conference Program

### **BOOK EXHIBITS**

The ALA encourages Conference Conveners to provide free or low-cost space to publishers for exhibition of their publications on African literatures and related fields. This space should be as close as possible to the rooms where panels meet, and must be able to be locked at night so exhibitors are not obliged to dismantle displays for storage each night. The Book Exhibit should be featured in the *Conference Program*.

### **FILM/VIDEO PROGRAMS**

Traditionally, films by African filmmakers are shown during the Conference. They should be listed in the *Conference Program* and admission should be free to persons having paid Conference fees.

### **OTHER EVENTS**

Normally other events are organized as part of an ALA Conference. These include plays, musical performances, poetry readings, a banquet (followed by dancing, of course), receptions and ceremonies to bestow literary awards (e.g. the Fonlon-Nichols Prize), etc. These are welcome events, but should be discussed with the Vice-President while they are in the planning stages. Physical and *Conference Program* space should be made available for meetings of the Executive Council of the ALA; its Women's Caucus, Francophone Caucus, Graduate Student Caucus and Translation Caucus; its various Committees, etc.

(Efforts should be made to list all events in the *Conference Program*.)

### **ANNUAL BUSINESS MEETING**

Four hours on the penultimate afternoon of the Conference should be scheduled for the Annual Business Meeting of the ALA. Absolutely no conflicting sessions or events should be scheduled for this time period (this includes film programs). Conference Conveners should provide Secretarial and duplication assistance to the ALA Secretary for preparation of the meeting's agenda.

**Absolutely no conflicting sessions or events** should be scheduled for this time period (this includes film programs). Conference Conveners should provide secretarial and duplication assistance to the Secretary for preparation of the meeting's agenda.

### **EXECUTIVE COUNCIL and COMMITTEE MEETINGS**

In preparing the printed *Program of the Conference*, Conference Conveners should ascertain from the President or the Vice-President of the ALA the number and length and requested times (if required) for meetings of the Executive Council, the Association's standing and *ad hoc* committees, and the various Caucuses, etc. The printed *Program* should include announcements of the times and places of these meetings in two places: 1) in a summary of such business related events toward the front of the Program; and 2) in the appropriate place in the chronological details of Conference events. None of the Executive Council or other meetings should involve conflicts for ALA Officers who might also be giving papers or chairing panels, thus careful scheduling and cross-checking is necessary in *Program* preparation.

### **PROGRESS and FINAL REPORTS**

The Conference Conveners should report progress on Conference plans at the Autumn meeting of the Executive Council which takes

place at the African Studies Association meetings. An evaluation report should be submitted to the Executive Council via the Past President following the Conference, and should be accompanied by a detailed financial report of sources of support and expenditures.

**N.B.:** Conveners must be fully aware of the contents of **Appendix B: “Suggested Guidelines for ALA Conference Panel Chairpersons and Panelists”** (below).

## APPENDIX B:

### (Suggested) GUIDELINES for

#### ALA CONFERENCE PANEL CHAIRPERSONS and PANELISTS

[For distribution by ALA Conference Conveners to all Panel Chairpersons, and by them to all Panelists]

As a panel chairperson for an African Literature Association Conference, you have several specific responsibilities delegated to you in the *ALA Conference Conveners' Guidelines* ("Appendix A," in the **ALA EXECUTIVE HANDBOOK and CALENDAR**), issued by the Executive Council of the ALA, and a few additional responsibilities the ALA asks you to fulfil. From the following information you, a panel chairperson, may wish to compose a form letter to the panelists who will appear on your panel, or, alternatively, you may send them copies of these **Guidelines** to inform them of their responsibilities.

PLEASE INFORM the PANELISTS:

1. Panelists must be ALA members in good standing. **Conference fees and ALA membership dues are *two separate matters*.**
2. Payment of conference pre-registration fees must be received by the organizer(s) by **February 1** (unless otherwise stipulated in communications to all members from the organizers) in order for panelists' names to appear in the *Program* and for them to participate in the Conference. The organizer(s) will also check with the Treasurer of the ALA to ascertain whether annual ALA membership dues have been paid by the same deadline. [Africans travelling from or within Africa to attend ALA Conferences are normally permitted to pay registration fees at the Conference, with no late-payment penalties.]
3. If at all possible, **papers are to be summarized, not read**, and are to be **strictly limited to 20 minutes**. (Papers may be any length, but those between 10-20 pages, double spaced, have the best chances for publication.)

4. In order to accommodate Editors of the Annual Selected ALA Conference Papers, panelists should use the stylesheet of the MLA (*MLA HANDBOOK*) or of the Linguistic Society of America (LSA). Paper larger than 8 1/2" x 11" (A4) should be avoided if possible. The Editors are also assisted in their work when a computer diskette is provided along with hard copy; standard, international word processing programs are preferred; *ASCII* form is also acceptable. (A computer diskette is not a requirement, however.)

**5. Paper Deposition/ Collection Procedures.** Many publication delays and unnecessary work are caused by panelists who do not observe the following procedures. **Panelists must provide six (6) clear, black and white copies of their papers to the ALA Headquarters by June 1, following the conference. If they do not wish their papers to be considered for publication they need provide only two (2) copies.** (Preferably they should mail the six (or two) copies -- plus a diskette if possible -- to the Headquarters **before** the Conference. If panelists deliver their papers from notes, they must inform the Headquarters **in writing** by the end of the Conference whether they intend to furnish completed papers, with the required number of copies, no later than June 1, when announcements for sale of papers through the *Newsletter* and standing orders for shipment to libraries are prepared. (Papers received later stand a greatly diminished chance of being selected for publication.) Six copies are necessary for:

ALA Archives (1);  
 ALA *JALA* Editorial office (1);  
 Annual Selected Papers Editors (2);  
 Annals Series Editor (1);  
 Library Standing Orders (1).

If panelists do not have copying facilities, they may provide one (1) clear, black and white copy, plus \$1 per page for the Headquarters to make the requisite copies (making check or money order out to the "ALA Headquarters").

If a panelist does not want his or her paper to be considered for publication in the Annual, only two (2) copies should be supplied.

Although delivery of papers to the Headquarters is the responsibility of each individual panelist, panel Chairpersons are requested to assist in making sure deliveries have been made. Under no circumstances are papers to be left at the Conference Registration Table with the assumption that the Headquarters Director will find them, because such papers always disappear into the wrong hands. It is also requested that the Conference Conveners not be bothered with paper collection; Conveners have too much else to do. (The address of the Headquarters to which you should send papers and diskettes is at the end of this document, and is also to be found in the Newsletter.)

PLEASE TAKE SPECIAL CARE TO OBSERVE THE FOLLOWING:

**1. Deadline for receipt of paper proposals, which should be accompanied by a 100-500 word abstract, is December 15 (may be modified by conveners).** As soon as you, the Panel Chairperson, accept or reject a proposal, please forward a copy of the proposal and your reply to the Conveners, and please send the Guidelines (above) to the person whose paper you have accepted for your panel. Conveners occasionally insert papers rejected because of panels being already full, or because the subject matter is unrelated to the panel topic proposed, into "open panels," or such papers occasionally become "tabled papers."

In order to assist ALA members to obtain funding for conferences, **a letter of acceptance** from the Panel Chairperson on institutional letterhead should suffice. In the case of paper proposals of some merit being rejected by the Panel Chairperson, the Conference Convener(s) may be asked to give consideration to the proposal so that a place on another themed panel or on an open panel can be found, or so that it can be accepted as a "tabled" paper. Thus a copy of all rejection letters by Panel Chairs should be sent, accompanied by a copy of the proposal, to the Conference Conveners for further consideration. In such cases, Conference Conveners may then write a letter of acceptance.

**2. Granting Agencies** approached for Conference support frequently require elaborate descriptions of panel contents months before the Conference. Though not mandatory, **ABSTRACTS** describing the Panels (maximum, 500 words), and **ABSTRACTS**

of papers (mandatory) are very useful to the Convener(s) and the ALA Executive Council. Please provide these as early as possible to the Convener(s).

3. The maximum number of papers for any panel is four (4), including the Panel Chairperson's paper if s/he chooses to give one. When a Discussant is invited, the number of papers should normally not exceed three (3).

4. Discussants should be chosen for their proven expertise. Since the Discussant's role is to criticize and synthesize and not to summarize papers, Panel Chairpersons may wish to ask the Executive Council (via the Vice-President) to assist you in finding someone who would be especially conversant with the area to be explored by your panel. The earlier the Discussant is chosen, and the earlier s/he receives abstracts and papers, the better her/his potential contribution will be.

5. Do not hesitate to ask the ALA President or Secretary to write special letters of invitation to assist anyone having problems obtaining funds to come to the Conference. (Supply a draft letter which the ALA Officer might wish to use.) Please do *not* ask a Conference Convener for such a letter.

6. Encourage your panelists to provide completed papers at least a month before the Conference. If circulated to other panelists and Discussant prior to the Conference, it is likely that these materials will make for a much more coherent and better intellectual experience than would be the case if they were not circulated.

7. Please use a format like the following to report to the Convener as soon as possible, and no later than October 1 for panel proposals and December 15 for Panel details, sending a copy to the ALA Treasurer for verification of dues payments prior to the printing of the final *Program of the Conference*:

**PANEL SUMMARY FORM**

PANEL TITLE \_\_\_\_\_  
 Panel Chairperson \_\_\_\_\_  
 Institutional Affiliation \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone/FAX/E-mail \_\_\_\_\_

**PANELISTS:**

1. Name \_\_\_\_\_  
 Institutional Affiliation \_\_\_\_\_  
 Paper Title \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone/FAX/E-mail \_\_\_\_\_

2. 3. 4.(as above)

**DISCUSSANT**

Name \_\_\_\_\_  
 Etc. (as above) \_\_\_\_\_

**SPECIAL NEEDS (e.g. audio-visual equipment)**

\_\_\_\_\_

**ABSTRACTS ENCLOSED.....**

[Send to Convener(s) and ALA  
 Treasurer (copy), addresses in  
*ALA Newsletter* and on ALA  
 letterhead.]

**DEADLINE SUMMARY:**

**October 1.** Receipt by Panel Chairpersons of paper proposals supported by abstracts.

**December 15.** Receipt by Convener(s) (copy to ALA Treasurer) of Panel Summary Form from Panel Chairpersons.

**February 1.** Receipt of Conference Pre-Registration fees and Annual ALA membership Dues by ALA in order for panellists to on the Program.

**[N.B. ALA Conference (Pre-Registration) Fees and annual ALA membership dues are two, separate payments.]**

**February 15.** ALA membership dues (for the calendar year and With a normal deadline of January 1) must be paid in order for a Name to appear on the conference program.

**June 1.** Six (6) copies (plus diskette when possible) of Conference papers must be received by Headquarters if papers are to be considered for publication in the Annual Selected Conference Papers of the ALA; preferred receipt: April 1.

**APPENDIX C:**

**A. STANDARD ALA MEETINGS AGENDAS**

- ) Spring Executive prior to the Annual Business Meeting
- 2) Annual Business Meeting
- 3) Spring Executive after the Annual Business Meeting
- 4) Fall Executive Meeting

**Spring Executive *prior* to the Annual Business Meeting  
(Standard Agenda)**

[Normally held on the day before the Conference opens, or early the morning of the opening day.]

1. Ratification of Agenda.
2. Ratification of Minutes of Executive meeting(s) held at the ASA the previous Fall.
3. Business arising from the Minutes.
4. Report by the President, including review of written Reports of the Treasurer, the Auditors, the Annuals Series Editor, Convener(s) of the next Conference, Committee Chairs, etc.
5. Review of the *JALA* Editor's performance (s/he leaves the room for this discussion; its result is normally conveyed by the President after the meeting).
6. Review of the *Newsletter* Editor's performance.
7. Bids: consideration and recommendations for Annual Business Meeting action.
8. Discussion of financial state. Preparation of any motion deemed necessary for an Annual Business Meeting vote on dues changes.

9. Set AGENDA for Annual Business Meeting.

10. Other Business.

**B) ANNUAL BUSINESS MEETING (Standard Agenda)**

1. Ratification of Agenda.

2. Ratification of Minutes of previous ABM, published in draft form in the *Newsletter*.

3. Business Arising from the Minutes.

4. President's Report (having received written reports in advance, the President is able to summarize the following, whose authors are present to answer questions; s/he may ask them to make brief presentations or to comment on his/her Report) Elections result and motion to destroy ballots; Treasurer's Report and Auditors Statement; Annuals Series Editor Report; Committee Chairpersons' Reports; Convener(s) of coming ALA Conferences; Caucus Reports;  
Other

5. New Business<sup>2</sup>

- a. Bids for future ALA Conferences.
- b. Election of Editors—if necessary-- for the Annual Selected Papers from the present conference.<sup>3</sup>

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<sup>2</sup> As the result of a unanimous Executive Council vote in April, 1981, no matter of a potentially divisive nature may be put to a vote of the Annual Business Meeting without having been previously printed in the *ALA Newsletter*, giving sufficient time for replies from the membership at large to be printed in a subsequent *Newsletter*.

<sup>3</sup> As explained in Section 9. ("Editors, Individual ALA Annuals") of the "Executive Duties and Calendars" section of this *ALA Executive Handbook and Calendar*, Executive activity is occasionally necessary in advance of the ABM in order to ensure that competent, committed candidates present themselves for consideration in this vote.

- c. Other.
- 6. Other Business
  - a. Resolutions<sup>4</sup>
  - b. Announcements  
(E.g.:reminder about deposition of papers from the conference for consideration for publication in the annual; call for panel and paper proposals for next ALA conference ; etc.)
  - c. Other
- 7. Adjournment

**C.) Spring Executive *after* the Annual Business Meeting  
(Standard Agenda)**

[This is the first meeting for new officers and members of the Executive where they can vote. However, ALA Executive meetings are open to the membership, and new Executive members should attempt to attend Executive meetings prior to the ABM. This meeting is usually held the morning after the ABM.]

1. Ratification of the Agenda.
2. Ratification of any available unratified Executive Council Minutes.
3. Remarks by new President and assignment of tasks arising from Annual Business Meeting decisions.
4. Review of Committees (membership; leadership; progress; etc.)
5. Discussion of Conference just ending and recommendations to next Convener(s).
6. Checking of details for new letterhead.
7. Suggestions for next ALA elections

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<sup>4</sup> Authors of proposed resolutions are expected to present typed copies of them to the President or Secretary at least a day before the ABM so that copies can be made for distribution from the Chair of the ABM.

8. Any other business.

**D) Fall Executive Meeting (ASA): Standard Agenda**

1. Ratification of Agenda.

2. Ratification of Spring Executive Council Minutes.

3. Remarks by President.

4. Report from Convener(s) of next Conference.

5. Appointment of two (2) Auditors (non-Executive members) for coming January/ February audit of current year's books and Treasurer's Report.

6. Finalization of Election Ballot and Calendar.

7. Suggestions of panels to Vice President for the next year's ASA Conference

8. Other Business.

## APPENDIX D:

### JALA EDITORIAL POLICY

The ALA has two official publications: (a) The Newsletter which is a practical organ for the dissemination of information about the activities of the ALA and for the discussion and debate of issues relevant to the association; (b) *JALA*, the Journal of the African Literature Association, which is a scholarly journal devoted to the results of research and reflection. In addition, the ALA has always had a vested interest in and association with *Research in African Literatures*, a scholarly journal published by the University of Ohio. *RAL* has its own editorial policy.

The editorial policy of the *JALA* is based on the following passage in the ALA Constitution (Section II.):

The ALA is an independent non-profit professional society open to scholars, teachers and writers from every country. It exists primarily to facilitate the attempts of a world-wide audience to appreciate the efforts of African writers and artists. The organization welcomes the participation of all who produce the object of our study and hopes for a constructive interaction between scholars and artists. The ALA as an organization affirms the primacy of the African peoples in their struggle for liberation.

*JALA* will be published two to three times a year, mainly online but also in print for all members of the ALA and subscribers to the journal who prefer it in print form. Because the ALA is a broad, eclectic mix of peoples of different faiths, beliefs, colors, ideologies, and approaches to literature, *JALA* will continue but also expand on the tradition of its predecessor in the publication of reviews, interviews, news and events as they relate to African and African diaspora literatures and cultures as well as scholarly essays and exchanges on primary and secondary African literary works including, where relevant, works by people of African ancestry in the diaspora.

\*Although particular attention will be paid to well-crafted essays

and reviews that illuminate the status of African literary studies at the end of the twentieth century and at the dawn of the twenty first, the editor of *JALA* also invites submission of essays, reviews, and review-essays that reflect both the range of primary materials, critical methodologies, and the many contending movements in African literatures. Coverage of materials in *JALA*, then, will be expansive both chronologically (from “classical” authors such as Achebe, Soyinka, and Ngugi to Chimamanda Ngozi Adichie) and spatially (from Cairo to Cape Town, Addis Ababa to Dakar as well as the African diaspora).\*

Contributions and other editorial correspondence should be sent to:

Abioseh Michael Porter  
Editor, *JALA (Journal of the African Literature Association)*  
Department of English and Philosophy  
Drexel University  
3141 Chestnut Street  
Philadelphia, PA 19104  
Tel: (215) 895-2448  
Fax: (215) 895-1071  
Email: [alabulletin@drexel.edu](mailto:alabulletin@drexel.edu)  
[www.africanlit.org](http://www.africanlit.org)

JALA has an editorial Board whose members are appointed for three year terms by the ALA Executive Council. The size of the Editorial Board will be determined by the Executive Council.

## Guidelines for Submission

1. One paper copy as well as a properly formatted electronic version should be sent to the editor. Please make sure the e-mail version is not infected and identify the project title in the subject line.
2. Making use of ample margins, essays should be no more than thirty, double-spaced, typed pages (12 point palatino font preferably) maximum, including notes. In rare, truly exceptional cases, where it is necessary for passages to be maintained in both a source as well as translated language, the editor will reserve the right to make some exception to this rule.
3. References to page numbers and other such information by editorial readers will be based on the original document submitted, so the electronic version of all documents must be in the same format as the printed version.
4. The MLA style sheet will be the journal's in-house style sheet. That means potential authors will have to follow the guidelines in the most recent version of the *MLA Handbook*.
5. Like other academic journals, *JALA* follows a policy of blind and anonymous reviewing. Consequently, any material that reveals an author's identity will have to be revised before such materials are sent to evaluators for consideration. Authors will be expected to prepare their manuscripts so that their own identities are not revealed to editorial readers.
6. Submissions should be prepared as follows:
  - (a) A short note or cover letter that will include the author's name, address, telephone number, and e-mail address
  - (b) A cover page with just the title of the manuscript

- c) A third page with a short (no more than 150 words) abstract.
- (d) The manuscript itself (again, with nothing to indicate who the author of the piece is)
- (e) Scholarship and creative material published in *JALA* will be assumed to have been done by the authors; consequently, authors will be responsible for making sure that materials they submit are not plagiarized material. The editorial team of *JALA* will do everything professionally responsible to make sure that only original material is published in the journal but neither the team nor the editor will in any way assume responsibility for forged or plagiarized material submitted for publication. This also means that authors are responsible for obtaining permissions for illustrations /copyrights, if or when necessary.
- (f). Authors will be entitled to a free copy of the issue of *JALA* in which their work is published.

Again, editorial and other questions related to *JALA* should be sent to:

Abioseh Michael Porter  
Editor, *JALA (Journal of the African Literature Association)*  
Department of English and Philosophy  
Drexel University  
3141 Chestnut Street  
Philadelphia, PA 19104  
Tel: (215) 895-2448  
Fax: (215) 895-1071  
Email: [alabulletin@drexel.edu](mailto:alabulletin@drexel.edu)  
[www.africanlit.org](http://www.africanlit.org)

**APPENDIX E:****THE CONSTITUTION OF THE AFRICAN LITERATURE ASSOCIATION**

- I. The name of the organization shall be The African Literature Association.
- II. "The ALA is an independent professional society open to scholars, teachers and writers from every country. It exists primarily to facilitate the attempts of a world-wide audience to appreciate the creative efforts of African writers and artists. The organization welcomes the participation of all who produce the subject of our study and hope for a constructive interaction between scholars and artists. The ALA as an organization affirms the primacy of African peoples in shaping the future of African literature and actively supports the African peoples in their struggle for liberation."
- III. The specific aims of the African Literature Association are the following:
  - A. Bring together African literature scholars and teachers from all levels of instruction - primary, secondary, junior college, college, and university - from all parts of the world.
  - B. Promote the teaching of African literatures at all levels of instruction.
  - C. Encourage and foster scholarship about African literatures.
  - D. Disseminate information about African literatures.
  - E. Affirm the organization's belief in freedom of expression, freedom to pursue truth in research, and the freedom and dignity of all people in Africa. The ALA membership, either directly or through its Executive Council when time factors

render a referendum impractical, will decide whether to take a stand and determine the nature of the stand to be taken on all issues affecting this principle.

#### IV. Organization of the African Literature Association.

##### A. Officers

1. President to serve for one year.
2. Past-President to serve for one year after being President.
3. Vice-President to be elected for one year, with automatic succession to Presidency.
4. Deputy Vice President: "The candidate who receives the second highest number of votes in the election for Vice President becomes Deputy Vice President. The Deputy Vice President is a voting member of the Executive Council. The Deputy Vice President assists the President and Vice President in their duties. In the event of a vacancy in the office of Vice President, the Deputy Vice President becomes the interim Vice President for the remainder of the term of the Vice President. S/he may run in the next ALA elections." (Constitutional Amendment, 2002)
5. Secretary to be elected for two years.
6. Treasurer to be elected for two years.
7. *JALA* Editor to be elected for three years, with an annual review by Executive Council and occasional Executive Council appointment of an Associate Editor.
8. Conference Organizer ["Convener"]: will be selected by the institution hosting the annual conference; will be separate from the position of President, and will be an *ex-officio* member of the Executive Council.

##### B. Executive Council

1. Officers of the ALA.

2. Nine members elected for staggered three year terms.
  - a. A member failing to attend two consecutive semi-annual meetings or failing to provide an alternate for those meetings shall be deemed to have resigned.
  - b. vacancies shall be filled by Executive Council appointment, with an elected replacement to fill the remainder of the term on the next annual ballot

### C. Committees

1. The ALA shall have 8 permanent committees:
  - a. "Research and Teaching" (to be concerned with articles III.A-D., above);
  - b. "Issues" (to be concerned with Article III.E., above);
  - c. "Constitutional Reform" (to be presided over by the Vice-President).
  - d. Finance;
  - e. Awards
  - f. Travel Grants
  - g. Publications
  - h. Publicity and Media Relations
2. Other standing and *ad hoc* committees shall be established by the Executive Council from time to time as may be deemed necessary.

- D.** Membership. The dues are for the Calendar year. They are proposed by the Executive Council subject to ratification by the membership at the Annual Business Meeting. There are four categories of membership: Individual (regular and special: e.g. student, unemployed, and retired); Institutional; Sponsor; and Life.
- E** Annual Meeting.
- 1.** Quorum at the Annual Business Meeting.
    - a.** 10% of the members in good standing.
    - b.** A simple majority of those present will suffice for decisions on all matters except those specifically excluded.
    - c.** Constitutional changes: 2/3 majority of those present at the Annual Business Meeting.
    - d.** On written request of 5 members, a mail ballot shall be called on any issue.
    - e.** In matters of dispute, *Robert's Rules of Order* will be the guide.
  - 2.** Panels
    - a** Participants (other than invited guests) shall be members of the Association.
    - b.** Programs will be conducted in accordance with The guidelines adopted by the Executive Council.

**F.** Finances. During its Fall meeting, the Executive Council shall appoint two auditors who are not members of the Executive Council. The Treasurer shall send copies of the accounts to the auditors by January 31 of the following year. ALA account books are open for inspection by the annual ALA meetings.

Notwithstanding any other provisions of these articles, the Association is organized exclusively for one (or more) purpose(s) as specified in section 501(c) (3) of the United States Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt From Federal income tax under IRC 501©(3) pr corresponding provisions Federal tax laws.

1. No part of the net earnings of the Association shall inure to the benefit of any member, trustee, director, or officer of the Association Or any private individual (except that reasonable compensation may be paid for services rendered to or for the Association), and no member, trustee, or officer of the Association or any private individual shall be entitled to share in the distribution of any of the Association's assets on dissolution of the Association.
2. No substantial part of the activities of the Association shall be carrying on propaganda, or otherwise attempting to influence legislation, except as otherwise provided by IRC 501 (h), and the Association shall not participate in or, intervene in (excluding the publication or distribution of statements), any political campaign on behalf of any candidate for public office.
3. In the event of dissolution, all of the remaining Assets and property of the Association shall, after payment of necessary expenses thereof, be disbursed to such organizations as shall qualify under section 501 ©(3) of the Internal Revenue Code of 198
4. In any taxable year in which the Association is a private foundation as described in IRC 509(a), it shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942, and it shall not engage in any act of self –dealing as defined in IRC 4941(d), retain any excess business holdings as defined in IRC 4943(c), make any investments in such a manner as to subject the Association to tax under IRC

4944, or make any taxable expenditures as defined in IRC 4945(d) or corresponding provisions of any subsequent Federal tax laws.

(N.B. an *ALA Executive Handbook and Calendar* which elaborates upon Constitutional responsibilities and other related matters is distributed to all officers and Executive Councillors upon election, and is available to all ALA members for a modest fee from the ALA Headquarters. The booklet also contains Guidelines for ALA Conference Conveners and instructions on how to bid for an ALA Conference.)

## BYLAWS

ALA Governance has never included “bylaws.” However, from time to time the Executive in its own meetings, and the membership present at the Annual Business Meetings have voted on important issues which have supplemented the *Constitution*, without amending it. Two examples are:

- 1) At the 1981 ALA conference in Claremont, California, the Executive unanimously passed a motion by Dennis Brutus, which prevents a matter of a constitutional or other major importance to the Association from being voted on at the Annual Business Meeting without prior publication of the text to be voted on in the *ALA Bulletin's* Autumn issue (it will now be the *Newsletter's* Autumn issue) prior to a Conference where a vote will be taken. The text must invite comments from members at large for publication in the Winter Bulletin (now *Newsletter*), which will allow them to influence the vote, regardless of whether they attend the Conference and vote on the matter at the Annual Business Meeting.
  
2. At the 1992 Annual Business meeting in St. Catherine's Ontario, a unanimous vote allowed the Executive Council to accept bids for the future ALA Conference, thus eliminating costly delays for Conveners and institutions which have offered to host a Conference at a late date when no others

have put in a bid.

**APPENDIX F:**  
**CONSTITUTION OF THE  
WOMEN'S CAUCUS OF THE  
AFRICAN LITERATURE ASSOCIATION  
(WOCALA)**

**ARTICLE 1: NAME, OBJECTIVES, AND GOVERNANCE**

**Section 1. Name:**

The name of this organization shall be the Women's Caucus of the African Literature Association (WOCALA). The Caucus exists as an affiliated but separately administered organization of women who are also members of the ALA.

**Section 2. Objectives:**

The objectives of this organization shall be:

- (1) To establish a network of scholars, teachers, artists, cultural workers doing work on women in/and African and African Diaspora literatures and artistic and cultural production.
- (2). To promote scholarship on African women's writings, art and cultural production in general.
- (3).To ensure the continued examination of issues related to women.
- (4) To provide support resources for the development and advancement of women in the field.
- (5) To share information about opportunities in the fields of African literature and women's literature in general and African women's literature and culture in particular.
- (6) To provide consultation to the African Literature Association and other related associations, media, school systems, universities, and publishers on the nature, direction and issues of African women's literature, art, culture and its criticism.

(7) To offer a collegial network for the advancement of women in the African Literature Association.

### **Section 3. Governance and Structure:**

A. The Women's Caucus of the African Literature Association (WOCALA) shall be governed by its Constitution and by-laws, and such other actions as the WOCALA make consistent therewith.

B. Structure:

#### **1. Executive Council**

- (1) Chair Vice Chair
- (2) Past Chair
- (3) Secretary
- (4) Treasurer
- (5) International Coordinator

#### **2. Standing Committees**

- (1) Finance Committee
- (2) Program Committee
- (3) Publication and Scholarship

## **ARTICLE II: MEMBERSHIP AND AFFILIATION**

### **Section 1. Members**

Membership in WOCALA is open to Professional scholars and critics of African women's literature, African women writers, artists,

and cultural workers and to other persons interested in the development of scholarship and knowledge related to women and African literature and cultural production and who subscribe to the goals of the organization and the caucus.

## **Section 2. Financial Membership**

A. A voting member shall be considered financial with payment of dues annually to the Treasurer of the WOCALA.

B. Dues are paid annually directly to the Treasurer of the WOCALA separate from the ALA dues. An additional ten dollars will be charged for missing the Annual meeting.

## **Section 3. Affiliation:**

The WOCALA shall be affiliated to the African Literature Association. Said affiliation shall be characterized by the following:

A. Holding annual meetings at the African Literature Association's Annual Conference;

B. Sponsoring meetings in conjunction with the annual meetings of the ALA;

C. Sponsoring of panels at the ALA, ASA and related organizations;

D. Holding annual roundtables such as Luncheon Lectures and plenaries at the ALA Annual Conference and other necessary events and meetings;

E. Titles of suggested panels and roundtables will be supplied by the WOCALA through its Executive Council Chair;

F. Having a designated representative or speaker of the WOCALA who will present the Caucus' issues on conference committees and at the ALA Executive Council meetings and other business meetings.

**Meetings:**

A. The annual meetings of the WOCALA will be held at the African Literature Association and at other times as desired by the membership and the Executive Council. Notice of place of meeting shall be given in the program of the conference. Meetings will be conveniently located at the center of the conference so that they do not provide a hardship to women who plan to attend. The WOCALA Executive Chair will submit a preferred time to the convener(s) and will consult the same concerning possible timeslots.

B. Other meetings of the WOCALA can be convened upon request of members.

C. There will be a two-hour luncheon and meeting during the annual conference.

**Section 4. Voting:**

At every membership meeting, each financial member shall be entitled to cast one ballot, which may also be cast for that member by proxy or in written form.

**Section 5. Officers:**

Officers of the WOCALA shall be elected for a two-year term. The Chair will be elected for a three-year term. All other members will serve a two-year term. The Past Chair will be the organization's representative to the ALA Executive Council. The Vice Chair is the representative for all WOCALA programming and will be Chair of the Program Committee and will be the representative to the ALA Conference Committee.

**Section 6. Annual Report:**

At each annual members' meeting, officers shall submit a written annual report together with a recommended program of action for the year ahead.

**ARTICLE III: CO-ORDINATION AND MANAGEMENT DUTIES****Section 1. Chair:**

The Chair shall preside over meetings and facilitate and otherwise manage the affairs of the Caucus. The Chair shall call and coordinate meetings and shall work with the Secretary to make announcements public. The Chair shall also be the representative of the WOCALA to other organizations and the public.

**Section 2. Treasurer:**

The Treasurer shall keep and manage all financial accounting of the Caucus and communicate with the ALA Treasurer concerning the dues paid to the ALA Women's Caucus. The Treasurer shall provide a financial accounting to the Caucus annually at its business meeting.

**Section 3. Secretary:**

The Secretary shall keep all minutes, correspondence and records of the WOCALA. The Secretary shall correspond with members concerning and be responsible for announcing meetings, times, dates and place. The Secretary shall work directly with the Chair and the Treasurer concerning membership.

**Section 4. Program Committee:**

Chaired by the Vice Chair, the Program Committee shall be responsible for all programming of the WOCALA.

**Section 5. International Coordinator:**

The International Coordinator shall facilitate relationships with members from Africa and other areas of the Diaspora.

**Section 6. Publications/Scholarship Committee:**

The Publications/Scholarship Committee shall be responsible and active regarding a range of publications, lectures and workshops for the WOCALA. It shall administer an annual prize given for the most significant published scholarly contribution (article, book,

essay) for the past year on the subject of African women's literature and culture. A committee of three (3) will be selected each year to which submissions will be sent. The committee shall also propose other ways to the body by which it can enhance the scholarship of African women's literature, art and culture.

**Prize for student scholarship:** To foster growth among students an essay competition will be developed and an arrangement made with a publication such as *JALA* or *RAL* or other significant journal to publish the same.

#### **ARTICLE IV: AMENDMENTS**

Amendments to this constitution shall require prior notification of the proposed amendment in writing. Amendments will be adopted if approved by a two-thirds majority vote of financial members present.

#### **ARTICLE V: ELECTIONS**

Elections will be held annually for the designated officers. Votes will be cast by secret ballot. The body of the WOCALA will identify committee members.

**(Note: Draft constitution was prepared by Carole Boyce Davies, first WOCALA President, and refined by WOCALA membership. Constitution was ratified by vote and adopted as the Constitution of the WOCALA at the ALA conference in New Orleans, March 1991.)**

**APPENDIX G:**

**CONSTITUTION OF THE  
GRADUATE STUDENT CAUCUS OF THE  
AFRICAN LITERATURE ASSOCIATION  
(GSCALA)**

**ARTICLE I: NAME, OBJECTIVES, AND GOVERNANCE**

**Section 1. Name:**

The name of this organization shall be the Graduate Student Caucus of the African Literature Association (GSCALA). The Caucus exists as an affiliated but separately administered organization of graduate students who shall also be members of the ALA.

**Section 2. Objectives:**

The objectives of the organization shall be:

1. To establish a network of graduate students doing work on the literary, cultural, sociological, historical, musical, and artistic production of African nations and of African Diaspora and African influenced cultures.
2. To promote scholarship at the graduate level of African and African Diaspora and African influenced cultural production, and to promote graduate student involvement in the ALA.
3. To explore avenues of development in the scholarship and teaching of African and African influenced cultures in general.
4. To promote a general interest in and awareness of African and African influenced cultures.

5. To provide support resources for the development and advancement of graduate scholarship in African and African Diaspora studies
6. To share information to the African Literature Association, other related Associations, media, universities, and publishers on the nature, direction and issues of Graduate studies in African and African Diaspora culture.

**Section 3. Governance and Structure:**

- A. The Graduate Student Caucus of the African Literature Association (GSCALA) shall be governed by its constitution and by-laws, and other such actions as the GSCALA may make consistent therewith.
- B. Structure:
  1. Executive Council
    - i. Chair
    - ii. Vice Chair
    - iii. Secretary
    - iv. Treasurer
    - v. Publications Officer

**ARTICLE II: MEMBERSHIP AND AFFILIATION**

Section 1. Members:

Membership in GSCALA is open to graduate students in African and African Diaspora cultures, history, society and cultural production and to other persons interested in the development of graduate studies related to African and African Diaspora cultures and who subscribe to the goals of the organization and the Caucus.

**Section 2. Financial Membership:**

- A. A voting member shall be considered financial with payment of dues annually to the Treasurer of the GSCALA.
- B. Dues are to be paid annually directly to the Treasurer of the GSCALA.

**Section 3. Affiliation:**

The GSCALA shall be affiliated with the African Literature Association. Said affiliation will be characterized by the following:

- A. Holding annual meetings at the African Literature Association's Annual Conference;
- B. Sponsoring meetings in conjunction with the annual meetings of the ALA;
- C. Sponsoring of panels at the ALA, ASA, and related organizations;
- D. Holding annual roundtables and plenaries at the ALA annual conference and other necessary events and meetings;
- E. Titles of suggested panels and roundtables will be supplied by GSCALA through its Executive chair;
- F. Having a designated representative or speaker of GSCALA to represent the Caucus' issues on conference committees and at the ALA Executive Council meetings, as well as any other ALA meetings.

**Section 4. Meetings:**

- A. The annual meetings of the GSCALA will be held at the African Literature Association and at other times as desired by the membership and the executive council. Notice of place of meeting shall be given in the program of the conference. Meetings will be conveniently located at the center of the conference so that they do not provide a hardship to graduate students who plan to attend. The

GSCALA Executive chair will submit a preferred time to convene and will consult with members concerning possible time slots.

- B. Other meetings of the GSCALA will be convened upon request of members.

#### **Section 5. Voting:**

At every membership meeting, each financial member shall be entitled to cast one ballot. In the event that a financial member is unable to attend such a meeting, a ballot may be cast for that member by proxy, or in written form.

#### **Section 6. Officers:**

Officers of the GCSALA shall be elected for a one-year term. The Vice Chair of the GSCALA shall succeed to the office of Chair in the year following his or her term as Vice Chair. The Chair will be the organization's representative on the ALA Executive Council. The Vice Chair will be the representative for all GSCALA programming and will be the representative to the ALA Conference Planning Committee.

#### **Section 7. Annual Report:**

At each annual members' meeting, officers shall submit a written annual report, together with a recommended program of action for the year ahead.

### **ARTICLE III: CO-ORDINATION AND MANAGEMENT DUTIES**

#### **Section 1. Chair:**

The Chair shall preside over meetings and facilities and otherwise manage the affairs of the Caucus. The Chair shall call and coordinate meetings and shall work with the Secretary to make announcements public. The Chair shall also be the representative of the GSCALA to other organizations and the public.

#### **Section 2. Vice Chair:**

The Vice Chair shall perform all duties of the Chair in the even that the Chair is unable to do so. Additionally, the Vice Chair shall organize and direct any non-business meetings of the GSCALA, including panels, special forums and social events during the African Literature Association annual conference.

**Section 3. Treasurer:**

The Treasurer shall keep and manage all financial accounting of the Caucus and communicate with the ALA Treasurer concerning the dues paid to the GSCALA. The Treasurer will provide a financial accounting to the Caucus annually at its business meeting.

**Section 4. Secretary:**

The Secretary shall keep all minutes, correspondence and records of the GSCALA. The Secretary shall correspond with members concerning and be responsible for announcing meetings, times, dates and location. The Secretary shall work directly with the Chair and Treasurer concerning membership.

**Section 5. Publications Officer:**

The Publications Officer shall be responsible and active regarding an annual publication of the GSCALA. The Publications Officer shall further propose additional means of enhancing graduate scholarship in African and African Diaspora studies.

**ARTICLE IV: AMENDMENTS**

Amendments to this constitution shall require prior notification of the proposed amendment in writing. Amendments will be adopted if approved by two-thirds majority vote of financial members present.

**ARTICLE V: ELECTIONS**

Elections will be held annually for the designated officers. The Chair will not, after the first year of the existence of the GSCALA, be directly elected. Rather, the Vice Chair will accede to the office of Chair in the year following his/her election as Vice Chair.

**AMENDMENT I**

No dues shall be collected for membership in GSCALA. Financial obligation will be considered met with payment of membership dues to the ALA.

**AMENDMENT II**

Since there will be no financial commitment involved in GSCALA membership, the position of Treasurer is duly abolished.

**AMENDMENT III**

The positions of Secretary and Publications Officer shall be merged into the single position of Media Officer.

**APPENDIX H:****CHARTER FOR THE FRANCOPHONE CAUCUS  
OF THE AFRICAN LITERATURE ASSOCIATION****ARTICLE I: NAME, OBJECTIVES, AND GOVERNANCE****Section 1. Name:**

The name of this organization shall be the Francophone Caucus of the African Literature Association. The Caucus exists as an affiliated but separately administered organization.

**Section 2. Objectives:**

The objectives of this organization shall be:

1. To establish a network of Francophone scholars doing work on African nations and the African Diaspora and African influenced cultures.
2. To promote scholarship and teaching.
3. To promote a general interest in and awareness of African and African influenced cultures.
4. To provide support resources for the development and advancement of Francophone scholarship in African and African Diaspora studies.
5. To share information about and facilitate the search for academic employment in African and African Diaspora studies.
6. To provide consultation to the African Literature Association, other related associations, media, universities, and publishers.

**Section 3. Structure:**

1. Executive Council

- (1) Chair
- (2) Vice Chair
- (3) Secretary
- (4) Treasurer

## **ARTICLE II: MEMBERSHIP AND AFFILIATION**

### **Section 1. Members:**

Membership in the Caucus is open to ALA members interested in Francophone studies.

### **Section 2. Membership:**

- A. One may become a member by attending a caucus session or by requesting to be on the mailing list.
- B. Dues of \$15 are to be paid annually directly to the Treasurer of the caucus.

### **Section 3. Possible Activities:**

- A. Holding annual meetings at the ALA's Annual Conference;
- B. Sponsoring meetings, panels, roundtables, etc. in conjunction with the annual meetings of the ALA;
- C. Titles suggested by the caucus through its Chair will supply panels and roundtables.

### **Section 4. Meetings:**

- A. Notice of place of meeting shall be given in the program of the conference. The caucus Executive chair will submit a preferred time to convene and will consult with members concerning possible time slots.
- B. Other meetings of the caucus will be convened upon request of members.

### **Section 5. Officers:**

Officers shall be elected for a one-year term. The Vice Chair shall

succeed to the office of Chair in the year following his/her term as Vice Chair. The Chair will be the organization's representative on the ALA Executive Council.

### **ARTICLE III: COORDINATION AND MANAGEMENT DUTIES**

#### **Section 1. Chair:**

The Chair shall preside over meetings and facilities and otherwise manage the affairs of the Caucus. The Chair shall call and coordinate meetings and shall work with the Secretary to make announcements public.

#### **Section 2. Vice Chair:**

The Vice Chair shall perform all duties of the Chair in the event that the Chair is unable to do so.

#### **Section 3. Treasurer:**

The Treasurer shall keep and manage all finances of the Caucus.

#### **Section 4. Secretary:**

The Secretary shall keep all minutes, correspondence and records. The Secretary shall correspond with members concerning and be responsible for announcing meetings, times, dates and location.

### **ARTICLE IV: AMENDMENTS**

Amendments to this constitution shall require prior notification of the proposed amendment in writing. Amendments will be adopted if approved by two thirds majority vote of members present.

**APPENDIX I:  
ALA ELECTIONS AND  
NOMINATING PROCEDURES**

In the spring issue of the *Newsletter*, the following announcement appear, outlining the basic format for making a nomination for a candidate for the annual ALA elections to a variety of Executive posts:

“The ALA Executive Council will meet at the ASA conference in (name of city and date) and will nominate a slate of candidates for Vice President, three Executive Council positions (and, when the years are appropriate, *JALA* Editor, Secretary, and Treasurer).

ALA members are reminded of their constitutional right to nominate from at large. Anyone wishing to make a nomination should observe the following procedure: 1) obtain the signatures of five paid up ALA members in support of the nomination; 2) obtain in writing the signature of the nominee; 3) obtain a biography/campaign statement of no more than 150 words from the nominee; 4) forward these three documents to the ALA Elections Officer, the Vice President. The deadline for such formal nominations is November 1. Informal nominations may be made to any member of the Executive Council before the ASA conference, where the Executive Council finalizes the slate, adding to it when necessary to guarantee a contest for each position.”

In order to allow for sufficient time for nominations from members at large, the elections Office may decide to be flexible with the deadline for formal nominations. However, it is advisable for nominations to be sent to the Vice President by the Fall meeting of the Executive Council at the latest. It is essential that elections be contested and not be mere matters of acclamation. It is to this end that the Executive Council is empowered to add to the list and even consider informal nominations made before the ASA conference. Nominations coming from the Executive Council do not need the five signatures mentioned above, but the consent of the nominees would obviously be necessary and biography/campaign statements must subsequently be obtained from them.

**APPENDIX J: SOME ALA HISTORY**

**1973** ASA, Syracuse, New York. Richard Priebe and Thomas Hale propose the organization of a scholarly association devoted to African Literature, separate from the African Studies Association.

**1974** ASA, Chicago. Dennis Brutus presides over an organizational meeting for establishing the ALA and for working out details for an inaugural Conference.

**1975** University of Texas, Austin. Inaugural ALA Conference. Dennis Brutus elected the first President of the ALA.

**CONFERENCE SITES AND  
ALA PRESIDENTS BY YEAR**

1975. University of Texas at Austin. Dennis Brutus 1<sup>st</sup> President.  
 1976 Northwestern University, Evanston, Illinois. Daniel Kunene  
 2<sup>nd</sup> President.  
 1977 University of Wisconsin, Madison. Cosmo Pieterse 3<sup>rd</sup>  
 President.  
 1978 Appalachian State University, Boone, North Carolina.  
 Lemuel Johnson 4<sup>th</sup> President.  
 1979 Indiana University, Bloomington. 1979 Indiana University,  
 Bloomington. Bernth Lindfors 5<sup>th</sup> President.  
 1980 University of Florida, Gainesville. Emile Snyder 6<sup>th</sup> President.  
 1981 Claremont College, Claremont, California. Thomas Hale 7<sup>th</sup>  
 President.  
 1982 Howard University, Washington, D.C. Aliko Songolo 8<sup>th</sup>  
 President.  
 1983 University of Illinois, Urbana. Hedi Bouraoui 9<sup>th</sup> President.  
 1984 University of Maryland (Baltimore County). Jonathan Peters  
 10<sup>th</sup> President.  
 1985 Northwestern University, Evanston, Illinois. Peter Nazareth  
 11<sup>th</sup> President.  
 1986 Michigan State University, East Lansing. Cecil Abrahams  
 12<sup>th</sup> President.  
 1987 Cornell University, Ithaca, New York. Mildred Hill-Lubin 13<sup>th</sup>  
 President.  
 1988 University of Pittsburgh. Kenneth Harrow 14<sup>th</sup> President.  
 1989 Dakar, Senegal. Anne Adams, 15<sup>th</sup> President.  
 1990 University of Wisconsin, Madison. Eileen Julien 16<sup>th</sup>  
 President.  
 1991 Loyola University, New Orleans, Louisiana. Abiola Irele,  
 17<sup>th</sup> President.  
 1992 Brock University, St. Catharines, Ontario. Aliko Songolo,  
 18<sup>th</sup> President.  
 1993 Guadeloupe. Abena Busia, 19<sup>th</sup> President.  
 1994 University of Legon, Accra, Ghana. Edris Makward, 20<sup>th</sup>  
 President.  
 1995 The Ohio State University, Columbus. Irene d'Almeida, 21<sup>st</sup>.  
 President.  
 1996 State University of New York at Stony Brook. Arthur Drayton  
 22<sup>nd</sup> President.  
 1997 Michigan State University, East Lansing. Sandra Barkan 23<sup>rd</sup>  
 President.

1998 University of Texas at Austin. Kofi Anyidoho 24<sup>th</sup> President.  
1999 Fez, Morocco. Richard Priebe 25<sup>th</sup> President.  
2000 University of Kansas, Lawrence, Kansas. Carole Boyce  
Davies 26<sup>th</sup> President.  
2001 Virginia Commonwealth University and Richmond University,  
Richmond, Virginia. Kandioura Drame 27<sup>th</sup> President.  
2002 University of California at San Diego. Elisabeth Mudimbe-  
Boyi 28<sup>th</sup> President.  
2003 Alexandria, Egypt. Janis Mayes 29<sup>th</sup> President.  
2004 University of Wisconsin, Madison. Hal Wylie 30<sup>th</sup> President.  
2005 University of Colorado, Boulder, Colorado. Debra Biggs-  
Boyd 31<sup>st</sup> President.  
2006 Accra, Ghana. Eustace Palmer 32<sup>nd</sup> President.  
2007, University of West Virginia, Morgantown, West Virginia.  
Thelma Ravell-Pinto. 33<sup>rd</sup> President.

### WHAT IS THE ALA

The African Literature Association is an independent non-profit professional society open to scholars, teachers and writers from every country. It exists primarily to facilitate the attempts of a worldwide audience to appreciate the efforts of African writers and artists. The organization welcomes the participation of all who produce the object of our study and hopes for a constructive interaction between scholars and artists. The **ALA** as an organization affirms the primacy of African peoples in shaping the future of African literature and actively supports the African peoples in their struggle for liberation.

*JALA* (the Journal of the African Literature Association, formerly the *ALA Bulletin*) is a scholarly journal published two or three times a year. It is dedicated to publishing the results of research and reflection on African Literature. Books of central importance to the discipline are reviewed, and exchanges with other periodicals are welcomed. All books received are noted. Apply to the Editor for further information.

The EDITORIAL OFFICE for *JALA* is c/o Abioseh Porter, Editor, *JALA*, Department of Humanities-Communications, Drexel University, Philadelphia, PA 19104; email: [abiosehp@drexel.edu](mailto:abiosehp@drexel.edu)

With the transformation of the *ALA Bulletin* into a scholarly journal, the *Newsletter* has taken over many of the functions of the *Bulletin*, and it is published at least three times a year by the ALA for its members to keep them current about the ALA's activities. As space allows, and if content is appropriate, a limited amount of advertising is permitted. Exchanges with other newsletters are welcomed.

The Editor of the *Newsletter* is normally the Headquarters Director and back issues of ALA publications and conference papers should be requested from the Headquarters.

THE HEADQUARTERS AND NEWSLETTER EDITORIAL OFFICE is c/o Professor JoAnne Cornwell, French and Africana Studies, San Diego State University, San Diego, Ca, 92182-8132, email: [jcornwel@mail.sdsu.edu](mailto:jcornwel@mail.sdsu.edu), phone: (619) 594-4131.

DEADLINES FOR CONTRIBUTIONS AND INSERTIONS TO THE **NEWSLETTER** are: January 1(Winter); May 1(Spring); September 1(Fall).