

BY-LAWS OF THE AFRICAN STUDIES INSTITUTE
(Effective October 11, 2024)

ARTICLE I. NAME AND MISSION:

SECTION 1. Name: The name of the Institute shall be the African Studies Institute, whose acronym shall be ASI.

SECTION 2. Mission: The mission of ASI is to create and disseminate knowledge and information about Africa, its people, geography, history, cultures, languages, economic development, agriculture, education, and social structures. The basic goals of the Institute include the teaching of courses with a rich African content, conducting research in and about Africa, and creating study away and exchange programs between African institutions and the University of Georgia.

The Institute, which is multi-disciplinary, shall:

- coordinate the development and the teaching of courses with a rich African content and which complement courses in other Institutes, Departments, or Colleges whose curricula include studies on Africa;
- serve as a forum for faculty conducting research on different aspects of Africa, thus creating propitious conditions for interdisciplinary research at the University of Georgia;
- coordinate and disseminate information on, or related to, Africa that may affect the research activities of the faculty;
- represent the professional and academic interests of the Africanist faculty and ASI;
- assist with, or assume responsibility for, grant applications, especially for interdisciplinary research projects;
- hold at least one main event each academic year designated as “*The African Studies Spring Lecture.*”

ARTICLE II. MEMBERSHIP:

ASI shall consist of the Director, Associate Director, Assistant Director, Program Coordinators, Core Faculty, Affiliated Members, Associated Members, Affiliated Students and Friends of African Studies. Interested individuals (with the exception of faculty members with line items in ASI budget) will be advised to complete a membership application form. The form will be available upon request from ASI staff and online on the ASI website. The ASI Core faculty Members, in consultation with ASI staff, when necessary, will review the applications to decide membership based on stated interest and qualifications.

SECTION 1: Core faculty: The core faculty are individuals whose research is on Africa, and who teaches African Studies (AFST) courses that contribute directly to ASI programs. These include faculty members who occupy budgeted faculty lines in the African Studies Institute, and non-budgeted faculty that teach one

AFST course annually or, at the least, every other year. The teaching, research and service of the core faculty members contribute directly to ASI academic programs. Core faculty members contribute principally to the administrative, academic, outreach, and other components of ASI.

SECTION 2: Affiliated Members: Affiliated members are faculty or staff members who wish to affiliate with ASI because their teaching, research, and/or service contribute to ASI programs. These members contribute intermittently to the administrative, academic, outreach, and other service components of ASI. These individuals, on occasions, engage in research on Africa, teach a course with Africa content, or perform services that are germane to ASI programs.

Section 2.1: Establishing and Renewing Affiliation: Any Interested UGA faculty or staff members can apply for affiliation by submitting a letter of interest and a current CV or by responding to an invitation from the Institute Director. Affiliation must be renewed every five years with the submission of renewal request and a current CV.

SECTION 3: Affiliated Students: Affiliated Students are registered students of the University of Georgia who wish to affiliate with ASI for various reasons including: engaging in research on Africa; teaching a course with Africa content; performing services that are germane to ASI programs; pursuing an academic program in African Studies; or possessing current membership in the African Students Union (ASU), Model African Union, UGA Chapter (SEMAU), and/or the African Graduate Students Forum (AGSF).

SECTION 4: Friends of African Studies: Friends of African Studies are individuals interested in providing support for ASI, perhaps with donations or sustaining specific events but who are unable to perform directly in academic, outreach, and other community service components of ASI.

ARTICLE III. ADMINISTRATIVE STRUCTURE:

The administrative structure shall consist of the Director, the Associate Director, the Assistant Director, Academic Program Coordinators, Program Assistants, ASI Committees, and office staff.

SECTION 1. Director: The Director, who must hold the rank of associate or full professor, shall be appointed by the Dean of Franklin College of Arts and Sciences according to the bylaws of the Franklin faculty senate. The appointment will be from a pool of ASI Core and/or Affiliated faculty members whose names shall be submitted by the faculty of ASI. The appointment will be in consultation with the Dean of the Director's College, in cases where the appointed Director is not from Franklin College.

The recommended tenure shall be three years with a possibility for renewal.

SECTION 1.1. The duties of the Director shall include:

- acting as chief administrative officer for ASI;
- serving as presiding officer for the Institute's faculty meetings;
- fulfilling all additional expectations of Franklin College (e.g. overseeing institute finances, conducting annual evaluations of budgeted faculty and staff, contributing to college and university initiatives, amongst others);
- appointing, in consultation with the core faculty, Standing Committee members and Committee chairs;
- coordinating and promoting African scholarship at the University of Georgia;
- informing faculty, students, and the University community of ASI affairs;
- preparing, in collaboration with ASI staff, an annual report for submission to the Dean of Arts and Sciences and the Associate Provost, Office of Global Engagement;
- representing ASI at internal and external functions, such as in search committees for faculty positions which may contribute or greatly affect the overall effectiveness of ASI;
- serving as a liaison with funding agencies and Institutes for African Studies / Programs at other institutions;
- consulting with the Dean and Department Heads regarding course offerings, exchange and joint research projects, and study away programs;
- working closely with the designated committee(s) on matters of advising students desiring to earn a Certificate or Minor in African Studies;
- handling routine inquiries about ASI from units within and without the University System of Georgia;
- advising students interested in taking African Studies-focused and related courses, in particular required AFST courses for ASI academic programs;
- serving as co-convenor for the Biennial International Conference on Africa and Its Diaspora (BICAID);
- representing UGA at the University System of Georgia Africa Council (USAC).

SECTION 1.2. Review and Removal of the Director: Review and removal of the Director shall be made by the Dean of Franklin College of Arts and Sciences, in consultation with the Associate Provost, Office of Global Engagement.

- The Director shall be reviewed every three years. Except in instances where the incumbent declines to be a candidate for re-appointment, the review shall begin in the Fall Semester of the third year, during which the Dean of Arts and Sciences shall give at least fifteen (15) business days' notice of a faculty meeting at which the Dean of Arts and Sciences, or his/her designate, shall preside.
- The procedure for the review shall be presented to the core faculty by the Dean of Arts and Sciences or the presiding representative.

- The Director shall be absent during the open discussion by the faculty assessing the Institute's leadership needs. A casting of secret ballots to offer or decline support for the Director's renewal shall follow the discussion.
- The core faculty of ASI may request that the Dean of Arts and Sciences remove the Director before the expiration of his/ her term. To initiate the process, at least 20% of the core faculty must convene a faculty meeting to discuss the Director's performance. At this meeting, reasons for removal of the Director must be specified. Upon a majority vote of no confidence in the Director, the core faculty will write to the Dean and request that s/he remove the Director no sooner than fifteen (15) days after receipt of the request.

SECTION 2. Associate Director: The elected Chair of the Steering Committee, shall, in that capacity, serve as the institute's Associate Director, during their tenure,

The Associate Director position is an uncompensated advisory administrative position in the institute.

The Associate Director will lead the Institute's Steering Committee and serve as an internal advisor to the Institute Director

SECTION 3. Assistant Director: The Assistant Director shall be appointed by the Dean of Franklin College of Arts as a long-term faculty position. The appointment shall follow a national faculty search to be conducted by a search committee whose composition is approved by Franklin College in consultation with the Director. The committee shall consist of core and affiliate faculty members.

The Assistant Director will be budgeted for teaching and administration within the African Studies Institute.

The Director shall be responsible for the annual evaluation of the Assistant Director based on budgeted assignments.

SECTION 3.1. Duties of Assistant Director shall include:

- Assisting the Director in the daily administration of the institute, including serving in Interim capacity whenever the Director is unavailable;
- Serving as the chief academic officer for the institute and chair of the curriculum, planning and development committees;
- Overseeing the implementation of ASI policies in the areas of student advisement and services, curriculum management, and community outreach;

- Assist in budget development, grant writing, and fundraising as needed;
- Serving as the supervisory editor for ASI's academic publications.

SECTION 4: Academic Programs Coordinators: Certificates, Minor and Service Learning

The Director of the Institute shall appoint members of the ASI Core faculty to serve as Academic Program Coordinators, including the Coordinator of the Undergraduate Certificate in African Studies (CAS) program, the Coordinator of the Minor in African Studies (MAS) program, the Coordinator of the Graduate Certificate in African Studies (GCAS), and Coordinator of the Service-Learning program respectively.

Program coordinators will serve at the discretion of the Director

SECTION 4.1. Undergraduate Certificate Coordinator

As a member of the ASI core faculty, the Certificate in African Studies program Coordinator's duties shall include:

- serving as the coordinator of all Certificate-related activities;
- assisting the director in promoting African scholarship at the University of Georgia through the Certificate Program and related activities;
- informing faculty, students, and the university community of African Studies activities and resources for the Certificate Program;
- overseeing the publications of information pertaining to the Certificate Program, including online and on study away programs;
- consulting with Africanist faculty regarding course offerings, exchange and joint research projects, and study away programs;
- working closely with designated committees on matters of advising students desiring to earn a certificate in African Studies;
- handling routine inquiries about the Certificate Program from units within the University System of Georgia and from outside the system;
- assisting the Director in advising students interested in taking African Studies-related courses, particularly the certificate core courses.

SECTION 4.2. Minor Coordinator

As a member of the ASI core faculty, the Minor in African Studies program Coordinator's duties shall include:

- serving as the coordinator of all Minor-related activities;
- assisting the director in promoting African scholarship at the University of Georgia through the Minor Program and related activities;
- informing faculty, students, and the university community of African Studies activities and resources for the Minor Program;
- overseeing the publications of information pertaining to the Minor Program, including online and on study away programs;

- consulting with Africanist faculty regarding course offerings, exchange and joint research projects, and study away programs;
- working closely with designated committees on matters of advising students desiring to minor in African Studies;
- handling routine inquiries about the Minor Program from units within the University System of Georgia and from outside the system;
- assisting the Director in advising students interested in taking African Studies-related courses, particularly the Minor core courses.

SECTION 4.3 Graduate Certificate Coordinator

As a member of the ASI core faculty, the Graduate Certificate in African Studies program Coordinator's duties shall include:

- serving as the coordinator of all Graduate Certificate-related activities;
- assisting the director in promoting African scholarship at the University of Georgia through the Graduate Certificate Program and related activities;
- informing faculty, students, and the university community of African Studies activities and resources for the Graduate Certificate Program;
- overseeing the publications of information pertaining to the Graduate Certificate Program, including online and on study away programs;
- consulting with Africanist faculty regarding course offerings, exchange and joint research projects, and study away programs;
- working closely with designated committees on matters of advising students desiring to earn a Graduate Certificate in African Studies;
- handling routine inquiries about the Graduate Certificate Program from units within the University System of Georgia and from outside the system;
- assisting the Director in advising students interested in taking African Studies-related courses, particularly the Graduate Certificate core courses.

SECTION 4.4. Service Learning in African Studies Coordinator

As a member of the ASI core faculty, the Service Learning in African Studies Coordinator's duties shall include:

- assisting the director in the design, development, and implementation of service-learning opportunities, activities, and programs within the institute;
- serving as the coordinator of all service-learning related activities both locally, within the institute or in associated study away programs in Africa;
- assisting the director in working with UGA study away programs in Africa with the implementation of service-learning components;
- assisting the director in seeking funds and grant awards to support service-learning activities in the institute;
- working closely with designated committees or programs on matters related to service learning in Africa (or through African Studies Institute)

- advising students that are either interested in service-learning related study or desire to engage in service-learning projects;
- managing any awards and recognition programs for service learning in Africa and/or African Studies.

SECTION 5: ASI Committee Structure:

The following Standing Committees shall be formed:

- i. Steering Committee
- ii. Curriculum Planning and Development Committee
- iii. Research and Publication Committee
- iv. Outreach and Media Relations Committee
- v. Awards and Recognition Committee

SECTION 5.1. Steering Committee

The ASI Steering Committee, in conjunction with the Director, shall set policy on matters of curriculum, faculty appointments, programs, fiscal matters, fund raising, and long-range planning.

5.1.1. Composition

The committee shall comprise all Core Faculty; two elected members of the Affiliated Faculty, including at least one Professor; the Director; the Assistant Director; and a representative from the ASI Graduate Certificate program, nominated from the program.

Members of the Steering Committee shall elect a chair from amongst the Core faculty to head the committee. The Director and the Assistant Director shall not be eligible to serve as Chair of the Steering Committee.

The elected Chair of the Steering Committee, shall serve as the institute's Associate Director, during their tenure,

5.1.2 Elections and appointments of non-core faculty members of Steering Committee.

(i) The Affiliated Faculty shall elect two representatives. Each elected representative shall serve a two-year term. Affiliates will elect one representative at the rank of Professor and one representative of any rank. An affiliate may not serve two consecutive terms but can be reelected at a later time. Affiliate faculty representatives are responsible for communicating with ASI affiliate faculty about relevant concerns.

Nominations shall be solicited by current representatives from the affiliate faculty, no later than April 15 of each year.

Elections shall be held no later than the last day of Spring term.

(ii) There shall be one graduate student representative, who is responsible for communicating with Africanist graduate students, including Graduate Certificate students

about relevant concerns. The graduate student representative is a non-voting member of the steering committee and will be appointed by the director in consultation with the steering committee.

(iii) Terms for affiliate and grad student representatives will commence at the beginning of the academic year.

5.1.3. Duties

The Committee Chair, in collaboration with the Committee members, shall:

- advise and assist the Director in designing, developing, and coordinating Institute projects, and finding resources and funds for such projects;
- advise and assist the Director on matters pertaining to internal and external linkages, and academic and curriculum resources;
- assist the Director in conceptualizing ASI's self-supporting initiatives.

5.1.4. Meetings

The African Studies Institute Steering Committee shall meet at least once each semester during the academic year, at a time and place to be determined by the Chair. Notices of regular meetings shall be sent to each member of the Steering Committee by the Chair at least one week in advance. The Chair, in consultation with the Director, shall set the agenda for meetings. Committee members may submit agenda items to the Chair. Agenda shall be provided to members of the Steering Committee at least one week before the meeting, and shall constitute the total business of the meeting. A quorum shall be a simple majority of the Steering Committee members.

SECTION 5.2. Curriculum Planning and Development Committee:

The Curriculum Planning and Development committee, in conjunction with the Director shall manage the ASI curricular matters and academic programming.

5.2.1. Composition

The committee shall comprise seven Core Faculty members appointed annually by the Director.

The Assistant Director, the chief academic officer, shall chair the Curriculum Planning and Development committee.

5.2.2. Duties

The Committee Chair, in collaboration with the Committee members, shall:

- advise and assist the Director on curricular matters which may affect ASI as a whole or relations between ASI and other Institutes, Programs, Departments, Schools, and Colleges;
- review periodically the basic core curricula for the African Studies Certificate courses and Study Away programs, and propose changes to the Director, who shall call a faculty meeting to discuss the changes;
- review periodically the ASI brochure;

- review proposed course changes and new courses for the purpose of cross-listing them with other Institutes or Departments.

5.2.3. Meetings

The African Studies Curriculum Planning and Development committee shall meet as needed, at least once each semester during the academic year, at a time and place to be determined by the Chair.

SECTION 5.3. Research and Publication Committee:

The African Studies Institute Research and Publication Committee, in conjunction with the Director, shall manage all research publication related matters.

5.3.1. Composition

The committee shall comprise three Faculty members appointed by the Director to serve a three-year term. Core and Affiliated Faculty members can be appointed to serve on this Committee.

Membership of the committee will include co-convenor of the Biennial International Conference on Africa and Its Diaspora (BICAID), as a non-voting member, in addition to the three faculty members appointed by the Director.

The Committee shall elect a chair from amongst committee members.

5.3.2. Duties

The Committee Chair, in collaboration with the Committee members, shall:

- advise the Director on developing and maintaining the institute's research agenda
- oversee Institute academic publications, including its journal, periodic monographs, and other academic publications
- manage the institute's journal, *The Afrikanist* by serving on the journal's editorial board, with the Chair serving as a Managing Editor for the journal

SECTION 5.4. Outreach and Media Relations Committee

The African Studies Institute Outreach and Media Relations Committee, in conjunction with the Director, shall manage all outreach and media relations related matters.

5.4.1. Composition

The committee shall comprise the Assistant Director, and three Faculty members appointed annually by the Director. Core and Affiliated Faculty members can be appointed to serve on this Committee. The Director will break a tie vote. A staff member of the institute will serve as the secretary of the committee.

The Committee shall elect a chair from amongst committee members.

5.4.2. Duties

The Committee Chair, in collaboration with the Committee members, shall:

- advise the Director on developing and managing the institute's outreach agenda and programming
- advise the Director on publication and publicity matters which affect ASI directly;
- oversee Institute publications, including its newsletter, the Institute brochure, and other Institute publicity releases.

SECTION 5.5. Awards and Recognition Committee

The Awards and Recognition committee, in conjunction with the Director, shall manage the nomination and bestowment of ASI awards and recognitions.

5.5.1. Composition

The committee shall comprise five members including three Core Faculty members, and two past ASI award winners, appointed annually by the Director.

The Committee shall elect a chair from amongst committee members.

5.5.1. Duties

The Committee shall:

- advise and assist the Director with the nomination and bestowment of ASI awards and recognitions to deserving UGA personnel and others for service and support provided to the Institute
- advise and assist the Director in the establishment and bestowment of new ASI awards
- manage the nomination and selection process for the Annual Lioba Moshi Award (ALMA) for Service to African Studies to a deserving faculty member of the institute every Fall semester.
- Support the Director with the presentation of the Annual Lioba Moshi Award (ALMA) during the annual African Studies Spring Lecture.

SECTION 5.6. Other Standing Committees:

The Director shall have authority to form other standing committees and to appoint individuals to special tasks that s/he deems germane to the general advancement of the Institute's long-term plans.

SECTION 5.7. Tenure of Committee Chairs and Members:

The tenure of the committee chairs and members for each committee shall be determined by the Director, in consultation with the Committee Chairs and members.

SECTION 5.8. Committee Meetings:

Committee Chairs are required to call a meeting of the members at least once in an academic term to discuss matters related to the activities of the committee. A written report of the meetings and activities shall be presented at the general faculty meeting.

ARTICLE IV. MEETINGS:

SECTION 1. Frequency: The African Studies Core and Affiliated Faculty shall meet on a regular basis, at least once each academic term. Additional meeting dates shall be determined at the first meeting of each academic term. Special meetings of the Institute Faculty may be called by the Director or by a petition of a majority of the core Faculty members. Meeting reminders and other related announcements shall be posted on the ASI listserv at least two (2) business days prior to the meeting date.

SECTION 2. Meeting Procedures:

- Quorum: A quorum shall be constituted by one third of the total number of core faculty. ASI may not conduct normal business if there is no quorum.
- Agenda: Members of the core faculty may submit agenda items requiring a vote to the Director at least five (5) business days prior to the meeting date.
- The Director shall preside and s/he may present a report on new or pending matters of interest to the faculty. The Director may also ask committee chairs to present a report on pre-assigned duties and activities.
- The duties of recording and publishing the minutes shall be the responsibility of a designated office staff member. Presenting minutes for approval at the faculty meeting shall be done by the Director or presiding officer. The minutes of the meetings shall be distributed promptly to the faculty through the ASI listserv. A hard copy shall be presented at the next faculty meeting for approval.

SECTION 3: Departmental Meetings:

- Core faculty members with budget lines in the institute will constantly meet with ASI staff outside the general meetings in order to carry on the business of the Institute, especially teaching responsibilities, planning and administration.
- Departmental meetings will be called by the Director or at the request of two or more core faculty members with budget lines in the institute.
- Core faculty members with budget lines in the institute, at these meetings, will be empowered to vote and decide on administrative issues including but not limited to ASI faculty and staff review; teaching assignments; institute programming and general administration.

ARTICLE V. AMENDMENTS TO THE BY-LAWS:

- * ASI core faculty shall have the power to amend the by-laws, providing that such amendments be approved by the majority of votes cast at a meeting of the ASI Core and Affiliated faculty.
- * Amendments may be proposed by the Director or by any core faculty member of ASI.
- * Amendments must be submitted to the Director and core faculty members at least ten (10) business days prior to the meeting at which the vote is taken.

By-Laws Approved and Signed by:
Lioba Moshi (ASI Director)
October 24, 2001

By-Laws Amended, Approved and Signed by:
Akinloye Ojo (ASI Director)
February 6, 2012

By-Laws Amended, Approved and Signed by:
Akinloye Ojo (ASI Director)
October 21, 2016

By-Laws Amended, Approved and Signed by:
Akinloye Ojo (ASI Director)
October 11, 2024

ASI Bylaws Review Committee (February – June 2024):

1. Jean Kidula
2. Bram Tucker
3. Rose Chepyator-Thomson
4. Alexander Fyfe
5. Megan Turnbull
6. Dainess Maganda
7. Alex Kojo Anderson

8. David Olali
9. Akinloye Ojo