

Recommendation from the Membership and Governance Committees

Anita Shepherd, Vice President for Membership, and Walter Lanier, Governance Committee Chair.

Wednesday, September 24, 2025

The committees recommend the adoption of this policy and that it be added to the Branch Procedural Document.

8.25.25 DRAFT - PROBATION DOCUMENTATION

A Branch may be placed on probation to correct its deficiencies.

The VPM and the Membership Committee shall determine the activities that may or may not take place during the probationary period. The VPM shall have oversight responsibility for Branch activities while the Branch is on probation. Probation shall not exceed one (1) year. If a Branch has not corrected its deficiencies within one (1) year from the date of notification of probation, it may be suspended and/or may be subject to revocation of its charter.

The probation term for a Branch refers to a trial period during which a Branch must demonstrate its ability to operate in accordance with the ASALH's standards and policies before gaining full recognition.

Probation Policy for a Branch of ASALH

Purpose of the Probation Term

- Assess leadership and governance
- Evaluate compliance with bylaws, mission, and reporting requirements
- Observe fundraising, financial management, and community engagement
- Monitor membership recruitment and retention

Length of Probation Term

- Duration: 6 months to 1 year
- Can vary depending on:
 - Size and scope of the Branch
 - Performance of the Branch during the probation

Requirements During Probation

During the probationary period, Branches must:

- Comply with all compliance requirements outlined in the Branch Procedural Manual
- Maintain a minimum of 15 active members (including an Institutional Member)
- Hold regular meetings to include in-person and virtual (at least monthly or quarterly)

- Respond to all communication and requests from the national office, VPM, and the Membership Committee.
- Submit monthly/quarterly activity and financial reports to the VPM.
- Adhere to branding, communication, and conduct guidelines
- Participate in required orientation or leadership training
- Establish a functioning leadership structure (President, Vice President, Secretary, Treasurer & Historian)
- Meet fundraising or event benchmarks
- Follow the National branding and operational guidelines
- Correct all deficiencies that caused the probation status
- Only use ASALH's 501 C 3 with permission from ASALH's Executive Director

Support

The VPM will provide (if needed):

- Orientation sessions for Branch leaders
- A liaison or advisor for support and questions from the Membership Committee
- Templates and toolkits for governance, events, and communication

Evaluation

At the end of the probationary period, the Branch's performance will be reviewed based on:

- Completion of required reports
- Fulfillment of all obligations that caused the probation status
- Member engagement and growth
- Compliance with policies and procedures

The Executive Council, upon recommendation of the VPM and Membership Committee, will then determine one of the following outcomes:

- Grant Full Branch Status
- Extend the Probation Period for [3–6 months]
- Suspend the branch
- Dissolve the Branch, with written justification

Termination During Probation

ASALH reserves the right to terminate Branch operations during the probation period if there is:

- Mismanagement of funds
- Repeated failure to submit reports
- Breach of organizational policies
- Actions that harm the reputation or mission of ASALH

Termination of Branch operations means that the branch will not be able to function in any capacity until it corrects all issues that caused the termination status.