

**GUIDELINES**  
**For**  
**COMMITTEES OF THE**  
**ASSOCIATION FOR ASIAN STUDIES, INC.**

***Requirements:***

1. The **Committee** itself must consist of AAS members.

The **Committee** can involve non-AAS members as “subscribers” but cannot have separate *non-AAS* membership of its own. Therefore, any literature the **Committee** circulates should take note of this difference and refer to persons paying **Committee** publications as “subscribers.”

2. There should be some form of rotating membership of the **Committee**. The usual pattern is from six to nine members with staggered three year terms.

The **Committee** can have an executive officer who is semi-permanent so long as the **Committee** bylaws or tradition specify some review of the officer by the elected members of the **Committee**.

3. The **Committee** must bank through the Association and cannot have a separate bank account or independent financial operations.

It is particularly important that records of ad revenue and other revenues be handled by AAS, because proper reporting of such revenues is vital for tax purposes.

4. Any funds in a **Committee** special account (in the AAS) will be considered to be the property of that **Committee**. Should the **Committee** leave the AAS as an independent or affiliated operation, it may take these funds with it. If the **Committee** is dissolved and its functions cease, such funds can be reallocated by action of the Board of Directors.
5. Proposals to foundations or other sources of funding for the support of committee operations and programs must be approved the Board of Directors of the AAS.
6. The **Committee** must submit an annual report of its operations to the AAS, a copy of its publications for AAS archives, and such other special reports as may be required. Failure to report two years running automatically disqualifies the group as a committee. Reinstatement requires reapplication to the Board (BOD ruling, October 1991).

***Benefits:***

1. The **Committee** is covered by the AAS Tax-exempt status (for subscription, raising funds, etc.
2. The **Committee** can use the AAS name and sponsorship in raising funds or have the AAS raise funds on its behalf as approved by Council and Board.

3. The **Committee** has first claim on space for its meetings at the Annual Meeting.
4. The **Committee** has first access to the *Newsletter* for announcements and information regarding its programs, publications, etc.
5. The **Committee** may obtain labels from the AAS for selective mailings at the discretion of the secretariat.
6. A brief report on the **Committee** and its activities will be included in the *AAS Annual Report*.
7. The AAS will market **Committee** publication series in marketing materials for AAS publications.

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