

## Guidelines for Professional Organizations Affiliated with ASLE

The Association for the Study of Literature and Environment (ASLE) welcomes the benefits of scholarly interchange with other professional organizations. To facilitate these interactions, we offer these guidelines for organizations wishing to initiate or continue affiliated status with ASLE.

### ***What Affiliate status with ASLE entails:***

- Affiliates have a guaranteed panel on the program of the biennial ASLE conference (proposed panels should submit the usual materials to the Program committee by the announced deadline).
- In return, ASLE receives a guaranteed panel on the program of the affiliated organization's regularly scheduled meeting.
- Affiliated organizations are listed on the ASLE website and in the biennial conference program.
- Affiliated organizations may provide summaries of their activities (such as ASLE-sponsored conference panels) for the quarterly ASLE member newsletter, *ASLE News*.

***To request Affiliate status:*** The President of the requesting organization should submit the following materials, ideally electronically, to ASLE's Professional Liaison Coordinator:

- a brief rationale for why the organization is seeking affiliate status, including the mutual areas of interests of ASLE and the requesting organization;
- a statement of the organization's purpose;
- a brief overview of the organization, including the number of current members, date founded, website address, sponsored publications (such as a newsletter or journal), and any other affiliated organizations;
- the name, contact information, and proposed term length (minimum two years) of the affiliate liaison. This liaison will correspond with ASLE's Professional Liaison Coordinator on all matters regarding the affiliation, including announcing Calls for conference proposals, confirming conference participation, and requesting affiliate renewal.

***Review of Affiliate status:*** For organizations wishing to initiate affiliate status with ASLE: your request will be evaluated by the voting members of the ASLE Executive Council. The proposal will be voted on and notification of affiliate status will be returned within 60 days of the submission date.

For organizations already affiliated with ASLE, your affiliation will be reviewed every six years. Organizations that are due to be reviewed will be notified at least six months in advance and asked to submit the following materials electronically:

- a brief description and analysis of the organization's activities since the last review,
- name, contact information, and proposed term length (minimum two years) of the affiliate liaison,
- figures documenting the stability or growth of its membership, and
- a summary of the organization's presence and activities at ASLE conferences, including title(s) of panels, number of presenters, and any other relevant materials.

Affiliate renewals will be evaluated by the Professional Liaison Coordinator, Managing Director, and President, and notification of continued affiliate status will be returned within 60 days.