

Monroe County Civil War Roundtable

Bylaws

Article I Name and Purpose

- Section 1. The name of the organization shall be the Monroe County Civil War Roundtable (MCCWR).
- Section 2. The MCCWR is a not-for-profit association of persons who seek to preserve and perpetuate the memory of, and knowledge about, the American Civil War and its related historical periods.

Article II Membership

- Section 1. Membership shall be open to all persons without consideration of their views or understandings concerning the American Civil War.
- Section 2. Membership is established by the payment of dues at any time during the period between the annual meetings. There shall be no pro rata assessment of dues.
- Section 3. There shall be one class of enrolled members. Each member is entitled to one vote at any business meeting.
- Section 4. The dues assessment for all memberships shall be determined by a vote at the annual meeting.

Article III Meetings

- Section 1. Regular meetings shall take place in the months of September through June at a time and place determined by the Executive Board.
- Section 2. Regular meetings are normally free and open to the public. Non-members are considered guests and prospective members; they may observe, but shall not participate in, the business portion of any meeting.
- Section 3. The annual meeting for the election of officers, and for such other business that may properly come before the organization, will take place in April.
- Section 4. Special meetings may be called by the President or the Executive Board on ten-days' notice by mail or electronic mail sent to the members of the organization.
- Section 5. A quorum of one-quarter of the enrolled membership shall be necessary for conducting the business of the organization at any regular meeting. A quorum of one-half the enrolled membership shall be necessary to conduct business at any special meeting or at any meeting at which amendments to the by-laws is announced (see Article VII). It is not necessary to have a quorum of enrolled members to conduct a special program.

Article IV
Officers and Executive Board

- Section 1. The elective officers of the MCCWR shall be a president, a secretary and a treasurer.
- Section 2. The president shall appoint the chairpersons of the following standing committees: programs, communication, community relations and hospitality.
- Section 3. The elective officers and the chairs of the standing committees shall serve as an Executive Board, which is to be convened by the president. The Executive Board will coordinate the activities of the organization and will, from time to time, recommend possible plans, procedures and policy to the membership.
- Section 4. The president, secretary and treasurer are to be elected for two-year terms and may be re-elected for no more than two successive terms.
- Section 5. The chairs of standing committees serve for a term of one year and may be reappointed for no more than two successive terms.
- Section 6. An individual member may serve as chair of more than one standing committee. Members may serve on more than one committee.

Article V
Duties of Officers and Standing Committee Chairs

- Section 1. The president shall serve as a leader and a public face for the organization, with such duties as may be assigned by the membership, and shall
- Preside at meetings of the membership and executive board
 - Propose, in consultation with the executive board, the members of the nominating committee to the membership at least one month before the annual meeting (see Article VI)
 - Call, in consultation with the secretary and treasurer, any special meetings as may be necessary
 - Appoint chairpersons of standing and special committees, upon which he may serve ex officio
- Section 2. The secretary shall take the place of the president in the case of his or her absence or incapacity, and shall
- Perform such duties as the membership shall prescribe
 - Keep an accurate record of the proceedings of the organization and periodically report the same to the membership
 - Keep, in consultation with the treasurer, an accurate record of the membership of the organization
 - Conduct the official correspondence of the organization and report such correspondence to the membership
 - In cooperation with the chair of the communications committee, see that the members of the organization are properly notified of meetings, meeting programs, or other event

- Section 3. The treasurer shall serve in place of the secretary in the event of his or her absence, and shall
- Collect all funds owed to the organization, and, in consultation with the secretary, keep an accurate record of the enrolled members and the dues paid or owed by them
 - Maintain the bank account of the organization, and promptly pay all debts properly incurred
 - Maintain a complete record of all transactions and regularly provide reports of the same to the membership
- Section 4. The program chair shall
- Recruit volunteers, if needed, on the program committee
 - Develop a schedule of programs for each meeting of the year, making such a list available to the membership before the September meeting
- Section 5. The communications chair shall
- Recruit volunteers, if needed, for the communications committee
 - Generate program announcements on the local radio and/or TV outlets and see that appropriate press releases are sent to the local print media
 - Maintain contact with other Civil War Roundtables
 - Keep contact with the membership and the general public through the web site and electronic mail announcements
- Section 6. The community relations chair shall
- Recruit volunteers, if needed, for the community relations committee
 - Develop a program of community outreach that will include, but not be limited to, school presentations and scholarships
- Section 7. The hospitality chair shall
- Recruit volunteers, if needed, to serve on the hospitality committee
 - Provide or coordinate welcoming arrangements and refreshments for the regular meetings of the organization, as well as for special events

Article VI Nominating Committee

- Section 1. At a regular meeting in the month of March, or earlier, the president shall recommend for the approval of the membership a three-person committee, not to be made up of elected officers, who will present a slate of nominations for the annual meeting in April
- Section 2. Nominations for any elected office may also be made from the floor at the annual meeting in April

Article VII Amendments

These bylaws may be amended by a two-thirds vote of the enrolled membership present at any meeting for which there has been a notice of at least ten days that sets out the nature and purpose of the amendment or amendments

Article VIII
Parliamentary Authority

Except as these bylaws provide otherwise, *Roberts Rules of Order, Newly Revised*, shall provide the parliamentary authority of the MCCWR

Adopted December 20, 2005