

# HAGIOGRAPHY SOCIETY CONSTITUTION (approved May 14, 2010)

## **ARTICLE I TITLE**

The Society shall be called the Hagiography Society.

## **ARTICLE II PURPOSE**

The purpose of the Society is to promote communication among scholars in various disciplines whose research involves the study of textual and visual media pertaining to holy men and women. Although our original emphasis was on medieval Christian saints, we welcome and help to disseminate information about new research on holy people and their cults in all eras, cultures, and religious traditions.

## **ARTICLE III PUBLICATIONS**

There shall be a Hagiography Society Newsletter, issued two or three times a year, to publish such inquiries, announcements and news items as are thought to be of interest to scholars at work on hagiography. The newsletter will be disseminated free of charge to all members of the Society and other interested persons, and also posted on the Society's website. Between issues of the Newsletter, the Hagiography Society shall disseminate relevant announcements and inquiries by means of a list-serve to all members of the Society and other interested persons who have supplied their email addresses.

There shall be an annual directory of researchers in hagiography and related fields, which includes bibliographical information on recent publications and a list of works in progress as well as the researchers' contact information. All members in good standing (i.e., those whose dues are up to date) will receive the directory.

## **ARTICLE IV MEETINGS AND CONFERENCES.**

The Society shall hold a general business meeting each year at the International Congress on Medieval Studies in Kalamazoo, Michigan. All members and potential members of the Society are welcome to attend and participate in the discussion, but only members in good standing may vote.

The Society shall organize and sponsor paper sessions each year at the International Congress on Medieval Studies in Kalamazoo, Michigan, and may sponsor additional conference sessions, symposia, and other programs as the Executive Committee may authorize for the purpose of providing forums for members and guests to meet and discuss topics of interest to the members.

## **ARTICLE V MEMBERSHIP**

The Society shall have the following categories of membership: Institutional, General, and Student.

- Institutional members are schools, libraries and other organizations. Institutional members have all membership rights except the right to vote or hold office.
- General members are persons entitled to full membership rights.
- Student members shall be entitled to full membership rights and to a reduced dues rate, so long as they remain students in good standing with their universities.

Dues for each category of members shall be determined by the Executive committee. All members must be in good standing to receive the annual directory, to vote in any election, or to serve as officers.

## **ARTICLE VI EXECUTIVE COMMITTEE**

The general affairs of the Hagiography Society shall be the responsibility of an Executive Committee comprised of the Society's five principal officers: President, Secretary/ Treasurer, Program Chair, Communications Chair, and Nominations Chair. These officers shall be elected in accordance with Article VII below.

The term of office is normally three years, with the possibility of renewal. For the sake of continuity on the Executive Committee, however, the first slate of officers shall include two officers (President and Secretary/Treasurer) elected to serve three-year terms and three officers (Program Chair, Communications Chair, and Nominations Chair) elected for two-year terms. Thereafter, the Society shall normally hold two elections every three years, choosing three or two officers as appropriate, for full three-year terms.

Executive Committee meetings. The Executive Committee shall meet at least once every two years, either at Kalamazoo or at another mutually agreed time and place. They may also hold virtual meetings as needed, conferring and voting by email or telephone to carry on the Society's business. Four of the five officers shall constitute a quorum.

Responsibilities. The Executive Committee shall be responsible for ensuring the well-being of the Society as a whole. In particular, this body shall oversee the work of the individual officers, appoint temporary assistant or replacement officers if necessary, approve changes in the dues rates, authorize any unusual expenditures, and adopt such rules and procedures as may be necessary to coordinate the operations of the Society.

No Compensation for Officers. No officer shall receive any compensation or fee for services rendered as such. This provision shall not preclude repayment for expenses incurred or for services rendered in a capacity other than the officer's ordinary duties, provided that the Executive Committee shall approve any such payment other than reimbursement of reasonable expenses.

#### **ARTICLE VII ELECTION OF OFFICERS**

Each year in which an election is to be held, the Nominations Chair shall appoint a Nominations Committee to solicit nominations from the membership at large. After due consideration the Nominations Committee shall nominate one or more eligible candidates for each office. The Nominations Chair shall inform the membership about the nominees and arrange for brief autobiographies and statements by the nominees to be distributed on the list-serve and posted on the Society's website.

The election balloting shall be conducted by mail (electronically, where possible), with the results tabulated by members of the Nominations Committee who are not running for office and announced on the list-serve, in the newsletter, and on the website. All members in good standing may vote. If two or more candidates are standing for an office, the candidate receiving the most votes shall be declared the winner. If just one candidate is standing, voters shall cast a "yes" or "no" ballot. In such cases, candidates must receive the votes of at least 50% of the members actually voting in order to be elected.

Officers, unless they resign or become unable to serve, shall serve until the expiration of their terms. In the event of a vacancy between elections, the remaining members of the Executive Committee may appoint a replacement to complete the remainder of the term.

#### **ARTICLE VIII DUTIES OF OFFICERS**

##### **President**

The President shall be the principal contact and spokesperson for the Society, as well as its chief officer. The President shall prepare the agenda for all meetings and, if present, preside, and may sign and execute, in the name of the Society, any contracts, checks or other instruments duly authorized by the Executive Committee.

The President shall also be responsible for

- overseeing the Society's correspondence with other scholarly organizations,
- appointing (with the advice of the Nominations Chair) any ad hoc committees necessary to carry out the purposes of the Society,

- serving as an *ex officio* member of the planning committees for any symposia, conference sessions, or other events sponsored or co-sponsored by the Society,
- working in collaboration with the Communications Chair to compose the newsletter and items for the list-serve and website.

The President may delegate his or her authority to another officer or committee chairperson, subject to the approval of the Executive Committee.

### **Secretary-Treasurer**

The Secretary-Treasurer shall have primary responsibility for the Society's day-to-day business. In particular, the Secretary-Treasurer shall be responsible for:

- maintaining records of current addresses and dues payments by members,
- keeping the official list of members who are in good standing and sending dues reminders to members who are not,
- compiling and distributing the annual directory,
- receiving and depositing all dues payments and other income of the Society,
- paying routine bills and keeping proper accounts,
- submitting a brief annual financial report of income and expenditures to the Executive Committee.

With the approval of the Executive Committee, the Secretary-Treasurer may arrange for such paid clerical assistance as may be necessary to carry out the duties of this office. However, he or she may not delegate his/her oversight responsibility to another person unless the Executive Committee expressly authorizes such a transfer of responsibility.

[Note: An Assistant Treasurer may well become necessary if and when the Society becomes an official non-profit organization, since that status requires a good deal of additional bookkeeping, an annual report to the IRS, etc.]

### **Program Chair**

The Program Chair shall have primary responsibility for the Society's annual sessions at Kalamazoo and shall play as active a role as possible in other program-related activities of the Society. In specific terms, the Program Chair shall be responsible for:

- conducting the discussion of potential session topics at the Society's annual business meeting at Kalamazoo,
- preparing and presenting proposals of his/her own for timely roundtables, workshops, and other special sessions,
- working with the Communications Chair to draft calls for papers and other conference-related announcements,
- soliciting suggestions for the most qualified speakers and session chairs on a given topic and inviting them to participate,
- serving as an *ex officio* member of the program committees for any symposia, conference sessions, or other events sponsored or co-sponsored by the Society.

The Program Chair may recruit other members of the Society as needed to assist with program planning and may also delegate some of his or her duties to another member of the Society, subject to the approval of the Executive Committee.

### **Communications Chair**

The Communications Chair shall have primary responsibility for the Society's newsletter, website, and list-serve. In particular, the Communications Chair shall be responsible for:

- writing and editing the Society's newsletter, after consultation with the other officers (especially the President and Program Chair) on content priorities for each issue,

- distributing the newsletter both electronically (to everyone on the Society's list-serve) and by regular mail to those members who don't use email,
- maintaining the list of names and email addresses for the list-serve,
- consulting regularly with the Secretary/Treasurer about new members and address changes,
- collaborating with the other officers to compose and edit new content for the website,
- regularly verifying the quality and currency of the material posted on the website, making sure that outdated notices are replaced with timely ones and non-working links are removed.

With the approval of the Executive Committee, the Communications Chair may arrange for such paid secretarial or technical assistance as may be necessary to carry out the duties of this office. However, he or she may not delegate full responsibility for the newsletter, website, or list-serve to another person unless the Executive Committee expressly authorizes such a transfer of responsibility.

### **Nominations Chair**

The Nominations Chair shall be in charge of identifying members of the Society who are qualified and available to serve on committees, stand for election to office, or play other active roles in the Society. In particular, the Nominations Chair shall be responsible for

- maintaining an annotated list of members who have expressed an interest in chairing sessions, working on particular kinds of committees, or contributing to the Society in other ways,
- sharing this information with the other officers when they need to identify good candidates for particular committees or tasks,
- preparing for each election of new officers by appointing a Nominations Committee and working with this committee (as described above in Article VII) to solicit and vet nominations, prepare the ballot, inform the membership about the nominees, and conduct the actual balloting. If and when the Nominations Chair himself/herself is among the candidates for election, s/he shall avoid the appearance of a conflict of interest by delegating the vetting of nominations and later steps in that year's election process to other members of the Nominations Committee.

### **ARTICLE IX BY-LAWS AND AMENDMENTS**

Amendment of or addition to this Charter may be proposed to the Executive Committee by written petition from any officer or member of the Society. If a majority of the Executive Committee concurs, the proposed amendment or addition shall be submitted to the whole membership by mail (electronically, where possible) for discussion, followed by a vote. Such comments as the Society receives shall be posted on the Society's website along with the proposed amendment or addition. Provided that notice of the proposed amendment or addition has been circulated for discussion at least one month prior to the vote, a simple majority of the members voting shall constitute approval.