

HAGIOGRAPHY SOCIETY CONSTITUTION

(approved 14 May 2010; revisions approved 11 December 2020)

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 media, visual media, and material evidence 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 listserv to all members of the Society and other interested persons who have supplied their email addresses.

There shall be an online directory of researchers in hagiography and related fields, which includes the researchers' contact information. All members in good standing (i.e., those whose dues are up to date) will be listed in and have access to the directory.

ARTICLE IV MEETINGS AND CONFERENCES.

The Society shall hold a general business meeting each year at the International Congress on Medieval Studies (ICMS) 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 ICMS, and may sponsor additional sessions, symposia, and other programs at other scholarly venues 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 have access to 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 Outreach Chair. These officers shall be elected in accordance with Article VII below.

The term of office is normally three years, beginning and ending at the Society's annual business meeting at the ICMS in Kalamazoo, 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 Outreach Chair [Nominations Chair at the time]) 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 the ICMS in Kalamazoo or at another mutually agreed upon 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 Outreach Chair shall appoint a Nominations Committee to solicit nominations from the membership at large. Appointees shall not include members of the Executive Committee and are not eligible for election to any office during their tenure on the Nominations Committee. After due consideration, the Nominations Committee shall nominate one or more eligible candidates for each office. The Outreach Chair shall inform the membership about the nominees and arrange for brief autobiographies and statements by the nominees to be distributed on the listserv 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 and announced on the listserv, in the newsletter, and on the website by March 30. 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 assume their duties during the Society's first general business meeting (at the ICMS in Kalamazoo) following the election and 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 Outreach 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 and Outreach Chair to compose the newsletter and items for the listserv and website
- overseeing the Society's book and article prizes by receiving prize submissions, handling correspondence with authors and publishers, appointing a judging committee for each prize, personally notifying prize winners and non-winners of the judging committees' evaluations, and, only after such notification, publicly announcing the prize winners.

The President may delegate 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
- maintaining the online directory of members
- 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 but may not delegate 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 nonprofit 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 the ICMS in 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 the ICMS in Kalamazoo
- preparing and presenting proposals of their own for timely roundtables, workshops, and other special sessions
- working with the Communications Chair and Outreach 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 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 and website. In particular, the Communications Chair shall be responsible for:

- writing and editing the Society's newsletter, which shall include
 - consulting with the other officers (especially the President, Program Chair, and Outreach Chair) on content priorities for each issue
 - soliciting and editing content for calls for proposals, new books, and guest columnists
 - promoting the book series through special features in the newsletter
- posting the Society's newsletter on the website and sharing it with the Outreach Chair for distribution via social media
- 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 but may not delegate full responsibility for the newsletter or website to another person unless the Executive Committee expressly authorizes such a transfer of responsibility.

Outreach Chair

The Outreach Chair shall have primary responsibility for the Society's digital platforms (listserv and social media accounts), recruitment, and nominations, with the goals of conveying Society news broadly and encouraging active participation in the Society. In particular, the Outreach Chair shall be responsible for:

- maintaining the social media accounts (such as Twitter and Facebook) and the listserv by posting new updates and reposting relevant material, including distributing the Society’s newsletter
- working to circulate Society news via the social media outlets of organizations that share an interest in the Society’s work
- managing requests to join the Society’s social media groups and/or the listserv, and vetting these members’ posts
- consulting regularly with the Communications Chair about content for the newsletter and website
- encouraging new memberships by contacting scholars involved in relevant scholarship
- maintaining an annotated list, in consultation with the Secretary-Treasurer, of members who have expressed an interest in standing for election to office, 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.

Individuals appointed to the Nominations Committee shall not include members of the Executive Committee and are not eligible for election to any office during their tenure on the Nominations Committee. If and when the Outreach Chair is among the candidates for election, the Outreach Chair shall avoid the appearance of a conflict of interest by delegating the appointment of the Nominations Committee and all work related to that year's election process to a member of the Executive Committee who will not be a candidate for election that year. With the approval of the Executive Committee, the Outreach Chair may arrange for such paid secretarial or technical assistance as may be necessary to carry out the duties of this office but may not delegate full responsibility for social media communications or the listserv to another person unless the Executive Committee expressly authorizes such a transfer of responsibility.

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.

Revision history

11 December 2020 Specifying Presidential oversight of prizes (new since the constitution was first approved); changing “Nominations Chair” to “Outreach Chair” to reflect new duties; redistributing certain duties between Communications Chair and Outreach Chair; minor updates to reflect/clarify current practice.