

BY-LAWS OF THE ELIZABETH MADOX ROBERTS SOCIETY  
Adopted July 11, 2022

Article I. Name

The name of the Society shall be The Elizabeth Madox Roberts Society.

Article II. Purpose

The purpose of the Society shall be to promote scholarship in the work of Elizabeth Madox Roberts and encourage the teaching of her literature.

Article III. Membership

The Society shall be composed of

- A. The Officers: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer-Secretary
- B. Honorary Members: Any person who, in the opinion of the Executive Board, merits Membership for outstanding service to Elizabeth Madox Roberts studies or for any other reason, may be nominated by the Board and elected as an Honorary Member and may participate in all society activities except elections.
- C. Member: Any person interested in the objectives of the Society shall be eligible for membership and accepted to membership upon payment of Society dues.
- D. Student Member: Any student enrolled in an accredited college or university who subscribes to the by-laws and pays annual dues shall be a Student Member.

All members whose participation meets the requirements set forth in these bylaws may speak, make motions, and vote at the Society's business meetings. All members in good standing may be elected to or retain office.

All members in good standing shall receive the annual newsletter and any special announcements and bulletins of the Society as authorized by the Executive Board.

Article IV. Officers

Section 1. Elected Officers

The elected officers of the Society shall be the President, the 1<sup>st</sup> Vice-President, the 2<sup>nd</sup> Vice-President, and the Secretary-Treasurer.

Section 2. Eligibility

Officers of the organization must be members in good standing with the Society.

### Section 3. Election

Officers are elected for a period of two years starting from the date of the Society's annual Business Meeting during which their nomination is presented by the Nominating Committee and voted on by the membership. Election will be by simple majority vote at the Annual Business Meeting.

The roles of President, 1st Vice President, and 2nd Vice President will be filled on a rotating basis such that at the completion of each two year term the 2nd Vice President shall ascend to 1st Vice President and the 1st Vice President shall ascend to President. The Secretary/Treasurer and Social Media Coordinator are elected positions but are not term limited.

If members are unwilling or unable to staff these positions separately, the role of President and Secretary/Treasurer may be combined until another officer can be recruited.

If a member is unable to complete their entire term, then the position directly below the vacated position will immediately assume the vacated role and the subsequent ascending rotation will be initiated. An emergency election will take place to fill the 2nd Vice President position.

### Section 4. Duties of the Officers

- A. The President shall preside over all Society meetings and direct the activities of the Society. The President of the Society shall be an ex officio member of all committees except the Nominations Committee. The President is also responsible for convening and chairing meetings of the Executive Board. The President shall, in a timely manner, inform all Board members of forthcoming meetings of the Executive Board.
- B. The 1<sup>st</sup> Vice President shall fulfill all the activities of the President in his/her absence and shall succeed to the office if, for any reason, the president must resign.

The Vice-President is charged with record keeping. These duties include taking minutes (or delegating an Acting Secretary to do so) at the business meetings; collecting, helping to create, and organizing other records (working papers for example); collecting and helping session chairs prepare calls for papers in a timely manner; working with chairs of sessions to fill panels as necessary; and acting as liaison with the conference/convention venues to make sure that proposals are submitted correctly and on time. The Vice-President, with the approval of the Advisory Board, has the authority to delegate, when necessary for efficiency, certain responsibilities of the office.

C. 2<sup>nd</sup> Vice President

The 2<sup>nd</sup> Vice-President shall help to edit calls for papers, minutes, and any other written material before sending such material to the President for final proofing, corrections, and distribution.

The 2<sup>nd</sup> Vice President shall award nominations and put together the Judging Panel as needed per specifications of individual awards.

D. The Secretary-Treasurer shall

- keep accurate records of the transactions of the Society
- maintain membership roll
- Maintain and manage the financial accounts of the Society, including the Society's checking account.
- Collect membership dues and maintain an updated roster of members in good standing.
- Present a budgetary report to the Society at the annual Business Meeting.
- Make all legal filings with the appropriate state and federal agencies
- Prepare any Awards for presentation.
- Assist in correspondence, minutes, and communications as requested by the President, Vice-President, or Website Editor.
- Submit financial reports and membership lists at the request of the President.

E. Social Media Coordinator shall promote the activities of the society on social media accounts.

## Article V. Board and Committee Structure

### Section 1. The Executive Board

The Executive Board, the advisory council of the Society, shall consist of current officers, the immediate past president of the Society (if they are willing and able to participate), Social Media Coordinator, the Newsletter Editors, and the Conference Coordinator and Program Chairs.

Quorum for a meeting of the Executive Board requires the presence of at least five members (four in addition to the current President). If a quorum is not present, the meeting may be adjourned to a time and place designated by the presiding officer.

The Executive Board:

1. Shall be responsible for all matters of Society policy.
2. Shall meet at least once a year.
2. Shall select conference coordinators.

3. Shall appoint interim officers in an emergency.
4. Shall be responsible for determining the publications policy and activities of the Society.
5. Shall appoint the nominations committee and special committees as needed.

## Section 2: Standing Committees

- A. The Elizabeth Madox Roberts Society Conference Committee shall be composed of a conference coordinator selected by the Executive Board and other members selected by the coordinator in consultation with the Executive Board. The Conference Committee will be responsible for the call for papers, the program, and the conference itself and will report at regular intervals to the President of the Society.
- B. The Nominating Committee: The Nominations Committee shall select a slate of persons who will stand for any vacant positions. The Nominations Committee shall consist of the current President, Vice President, and Immediate Past President. The Nominations Committee will report directly to the membership at the Society meeting for the election of officers. It will be responsible for ensuring a full slate of candidates for each election, and will be responsive to nominations by members at large.

## Section 3: Ad Hoc Committees

Ad hoc committees will be appointed by the Executive Board when necessary. Subject to the limitations described elsewhere in these bylaws, the Executive Board may from time to time designate and determine the size, composition, and chairpersons of such ad hoc committees as it may deem appropriate.

## Article VI: Meetings

### Section 1. Regular/Annual Meeting

Unless otherwise ordered by the organization, regular meetings will be held during the annual Elizabeth Madox Roberts Conference.

### Section 2: Special Meetings

Special meetings may be called by the President and shall be called upon the written request of at least 2 active members of the organization. At least 14 days notice (personal, written, emailed, or telephoned) shall be given each member. The business to be transacted at any special meeting shall be limited to that noticed in the call. Special meetings may be conducted electronically.

### Section 3: Quorum

Except as otherwise provided in the bylaws, all decisions made at meetings of the members of the Society will be made by a simple majority of the members present in person and voting.

Matters to be voted on should be distributed to the full membership electronically within 30 days of the Annual/Regular meeting.

## Article VII. Publications and Awards

### Section 1. The EMRS Newsletter

To be published annually and mailed to all Members in good standing.

### Section 2. Awards

- A. The Roberts Society offers minor grants to support conference attendance and Roberts scholarship. Awards may be initiated by members of the Society through nominations to the President and then pursued by the advisory board.
- B. Nominations and Recipients of awards will be selected by a Judging Panel comprised of the current 2nd Vice President of the Society and two additional members at their discretion.

## Article VIII. Dues and Use of Funds

### Section 1: Dues

The payment of annual dues shall be a condition of good standing in the Society. Dues payment shall entitle members to receive the newsletter, special announcements and bulletins of the Society. Changes in the dues structure shall be determined by a majority vote of the Executive Board.

### Section 2. Use of Funds

Funds belonging to the Society shall be used only to support the charitable and educational purposes which define it. No part of the net earnings of the organization shall benefit any member, office, or member of the Executive Board of the Society.

Expenditure of society funds not connected with conference organization and awards or previously approved long-range projects is a matter for immediate action proposal for approval by the Executive Board.

## Article VIII: Society Governance

The rules contained in *Robert's Rules of Order Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

Article IX: Amendment of the By-Laws

Amendments to the by-laws adopted by the society shall be made upon the recommendation of the Executive Board and adopted by a two-thirds vote of the members present in person and voting.

*(Last Revised 29 March 2022)*