Jane Austen Society of North America
Central & Western Ohio Region
Bylaws

(*Based on the 09/19/2017 revision. Last updated 02/07/2024*)

Article 1 – Name, Principal Office, and Affiliation

Section 1: Name. The name of this organization shall be "The Jane Austen Society of North America, Central & Western Ohio Region" (JASNA CWO, formerly JASNA Dayton – *change accepted by JASNA 4/11/2023*), hereinafter referred to as the "Region."

Section 2. Principal Office. The principal office shall be located at the Regional Coordinator's address.

Section 3. Affiliation. The Region is a region of The Jane Austen Society of North America (JASNA) and is thus part of JASNA. It is required to operate in conformity with the purposes and bylaws of JASNA and the practices adopted by the JASNA Board of Directors for regions.

Article 2 – Purpose and Objectives

Section 1. Purpose and Mission. The purpose and mission of the Region are the same as those of JASNA. The purpose of the Region is to promote discussion and encourage the exchange of ideas among readers who enjoy the works of Jane Austen. The mission is to foster among the widest number of readers the study, appreciation, and understanding of Jane Austen's works, her life, and her genius.

Section 2. Nonprofit Status. The Region, by virtue of its affiliation with JASNA, is a nonprofit organization. No part of the assets or income of the Region shall be distributable to or accrue to the benefit of its individual members or officers.

Section 3. Dissolution of the Region. In the event of dissolution of the Region, no member shall be entitled to any distribution or division of its remaining property or proceeds therefrom, except as payment for existing debts of the Region. The balance of all money or other property received or held by the Region from any source after the payment of all debts and obligations of the Region shall be surrendered to JASNA.

Article 3 – Membership and Meetings

Section 1. Qualifications. To be a member of the Region, a person must be a member of JASNA in good standing, paying national dues. All JASNA members are entitled to join the Region and may join multiple regions. The Membership year for the Region is the same as JASNA's: from September 1 to August 31.

Section 2. Dues. National dues are determined by JASNA, and are paid directly to the JASNA membership secretary.

Section 3. Regular Meetings. Meetings and programs should be held often enough through the year to keep the Region active. At least one meeting shall be held during the fiscal year.

Section 4. Fiscal Year. The fiscal year of the Region shall be the same as JASNA's fiscal year, beginning on September 1 and ending on the following August 31.

Section 5. Reporting Requirements. By November 1 the Region's Treasurer shall complete and return the Financial Report form provided by the JASNA Treasurer. By November 1, the Regional Coordinator shall complete and return the Region Report form provided by the JASNA Vice President of Regions.

Article 4 – Region Officers

Section 1. Designation of Officers**.** The Region's officers shall consist of the following voting members:

Elected: Regional Coordinator (RC), Program Coordinator, Reading Group Coordinator, Treasurer, Secretary, Membership Coordinator, and Librarian.

Appointed by RC: Publicity Coordinator, Fundraising Coordinator, Newsletter Editor, Webmaster and Historian. *(revised 02/07/2024)*

All of the above officer positions, whether elected or appointed, may be shared or co-led by two people instead of a single individual. Or, the position could be shared between a primary officer and an assistant, where the assistant could be considered "in training" and would be expected to assume the primary position at some point. It is also possible that a new primary officer could be assisted by the officer who just vacated that position. In the cases where two officers hold a single elected position, both officers would appear on the election slate, with co-led or primary/assistant-type labels next to each candidate's name. *(revised 02/07/2024)*

The officers shall manage the affairs of the Region and exercise all the duties and powers of the Region as set forth in these bylaws. All officers of the Region must be members of JASNA. In the following descriptions of officer duties, Sections 6 through 17, it is assumed that each officer may delegate some of their own duties or tasks to other Executive Committee members or other Region members. *(revised 02/07/2024)*

Section 2. Executive Committee. The Executive Committee shall consist of all officers of the Region. The immediate Past RC serves as a nonvoting member. In the event that a single individual holds more than one office, that individual is limited to one vote. In the event that two individuals hold a single office, each of those individuals has a vote. A quorum shall be the total number of voting board members currently holding office, divided by 2 and rounded up (that is, plus 1/2 if there is an odd number of board members). *(revised 02/07/2024)*

Section 3. Term of Office. The program year shall be the same as the fiscal year, beginning on September 1 and ending on the following August 31. Each office, elected and appointed, shall be for a two-year term, starting in September. JASNA Bylaws limit the Regional Coordinator to three consecutive terms. Consecutive terms for other offices are not limited.

Section 4. Nomination of Officers. A Nominating Committee appointed by the Executive Committee

and composed of three (3) Region members shall accept nominations from the general membership in writing at least 60 days before an election. Members may nominate themselves, or submit the name of another member with the nominee's consent. Each nominee must be a member in good standing of JASNA. At least 30 days before the election, the Nominating Committee shall submit to the membership a slate listing one nominee for each position, if possible. Members shall be notified by U.S. Mail and/or email, and publication in the Region's newsletter, of the call for nominations, the slate of nominees, and the election. *(revised 04/29/2023)*

Section 5. Election. The election of the slate of candidates proposed by the Nominating Committee shall be held in the spring of even numbered years for the term beginning the following September 1. The election shall be conducted via electronic media such as email or polling software. The full slate is elected when a majority of the ballots cast vote in favor. *(revised 04/29/2023)*

Section 6. Duties of the Regional Coordinator. Serves as the representative of the Region to JASNA and of JASNA to the Region by informing JASNA of programs, meetings, and regional activities and by disseminating information received from JASNA and other regions to regional members. Attends the JASNA Annual General Meeting if possible and participates in Regional Coordinators meetings as scheduled. Presides over the Region's Executive Committee meetings. Acts as president of Region and has general charge of its affairs. *(revised 02/07/2024)*

Section 7. Duties of the Program Coordinator. Organizes regional meetings and other programs. Contacts and arranges for speakers. Arranges for the rental of facilities and of caterers if required. Notifies Publicity Coordinator, Newsletter Editor, and Webmaster of upcoming events. Prepares a budget for meetings and programs. Chairs the Program Committee and appoints Program Committee members. Acts as Vice President during a temporary absence of the RC. *(revised 02/07/2024)*

Section 8. Duties of the Treasurer. Has charge and supervision of the Region's finances, securities, and books of account. Has custody of all funds of the Region. Has full authority to receive money and give receipts for all money due and payable, and to endorse checks. Prepares an annual budget and apprises Executive Committee members of the Region's financial status. Renders any financial reports required by JASNA as stated in the RC handbook.

Section 9. Duties of the Secretary. Records minutes of all Executive Committee meetings and distributes them to Executive Committee members no later than a month following the meeting. If the next meeting occurs within a month, the minutes should be distributed at least a week before the second meeting. Keeps copies of all Executive Committee meeting minutes. Attends to Regional correspondence, if requested by a currently serving Executive Committee member. Gives paper or electronic versions of older minutes to the Historian to be archived. *(revised 02/07/2024)*

Section 10. Duties of the Reading Group Coordinator. Coordinates and arranges Reading Group meetings in cooperation with the Executive and Planning Committees. Handles all essential arrangements. Selects reading material in consultation with attending members and the historical record of the previous Reading Group discussions. *(revised 02/07/2024)*

Section 11. Duties of the Membership Coordinator. Maintains the roster of members. Keeps accurate and up-to-date records of members' names, status of membership, and current contact information and provides them to other Executive Committee members upon request. Coordinates mailings

regarding membership issues. Assists members with issues regarding membership dues and renewal. *(revised 02/07/2024)*

Section 12. Duties of the Publicity Coordinator. Coordinates the dissemination of information about the Region within the local community to help attract new members. Duties include notifying the local media of upcoming meetings and events that are open to the public, coordinating press feature coverage when appropriate, and developing and coordinating (with input from the Regional Coordinator and Executive Committee) promotional activities that will help raise awareness of the Region. Coordinates efforts of Newsletter Editor and Webmaster in these outreach activities. May delegate duties to other Region members.

Section 13. Duties of the Fundraising Coordinator. Oversees fundraising activities for the Region.

Section 14. Duties of the Newsletter Editor. Publishes a newsletter at least a month before every regular general meeting and otherwise as needed. At the direction of the RC may perform other communication tasks between JASNA and the Region. May delegate duties to other Region members.

Section 15. Duties of the Webmaster. Maintains and updates the Region's website and social media accounts, and provides other technology assistance as needed. *(revised 02/07/2024)*

Section 16. Duties of the Librarian. Maintains the Region's Library; adds, catalogs, and culls materials and makes them available to members.

Section 17. Duties of the Historian. Stores and maintains items as provided for and identified by the Board, including copies of old minutes, program advertisements, old newsletters, memorabilia from awards and national visits, and other items as directed by the board. This position currently does not include scrapbooking. *(revised 02/07/2024)*

Section 18. Vacancies. Vacancies shall be filled for the remaining unexpired term. Members shall be notified of vacancies in any office resulting from any cause other than expiration of the term. The RC may make a temporary appointment to the vacancy until members can vote on the permanent replacement. If the RC position is vacant, the remaining Executive Committee members may make a temporary appointment until members can vote on the permanent replacement.

Section 19. Resignation of Officers. Any Officer may resign at any time by giving written notice to the Regional Coordinator. The Regional Coordinator may resign at any time by giving written notice to the Executive Committee. Notice of intent to resign should be given a reasonable time prior to the date of resignation if possible.

Section 20. Committees. The Executive Committee may create standing and ad-hoc committees as needed. These include but are not limited to an ad-hoc nominating committee during election years, and a standing program committee. The program committee is chaired by the Program Coordinator; all other committee chairs are appointed by the RC.

Article 5 – Amendments to Bylaws

Section 1. Changing the Bylaws. Proposed amendments to the bylaws may be made by any officer or member. If the minimum numbers required for an Executive Committee quorum approve the proposed amendment, the amendment shall be submitted in writing to the full membership at least thirty (30) days before being voted on by them. The proposed amendment vote shall be via electronic

communications such as email or polling software. Adoption of an amendment shall require approval by two-thirds of the ballots cast by members with JASNA Dayton listed as their first region. *(revised 04/29/2023)*

Section 2. Effective Date. These bylaws are effective upon adoption by a two-thirds vote of the ballots cast by members with JASNA Dayton listed as their first region. *(revised 04/29/2023)*