

JANE AUSTEN SOCIETY OF NORTH AMERICA
MASSACHUSETTS REGION BYLAWS

April 19, 2015

ARTICLE 1 - NAME, PRINCIPAL OFFICE, AND AFFILIATION

Section 1. Name. The name of this organization shall be "The Jane Austen Society of North America" (JASNA), "Jane Austen Society, Massachusetts Region" (JASNA-MA) hereinafter referred to as the "Region".

Section 2. 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, providelowship, 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. A member is defined as someone having membership in both JASNA and JASNA Massachusetts. 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. Active members are members of JASNA who attend the Region's meetings and participate in the Region's programs and activities.

Section 2. Visitor Policy. Visitors may attend up to five regular meetings as the guest of a Region before having to become a member of JASNA.

Section 3. Dues. There shall be no dues for the region. A nominal fee can be charged per person at each meeting as needed to defray expense, to be determined by the steering committee. National dues are determined by JASNA and are paid directly to JASNA.

Section 4. Regular Meeting. 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. Meetings shall be held on dates, at times, and at locations established by the Regional Coordinator or Steering Committee. Notice of meetings shall be given to all members at the beginning of the Region's year and prior to each meeting. Changes to any program will be communicated via email and on our chapter website and on Facebook or other media.

At least one of the Region's regular meetings shall feature a discussion of one of Jane Austen's books.

Section 5. 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 6. Reporting Requirements. The Region's Treasurer shall complete and return the Financial Report form provided by the JASNA Treasurer by the date specified by the JASNA Treasurer.

ARTICLE 4 - REGION OFFICERS

Section 1. Designation of Officers. The Region's officers shall include the Regional Coordinator (all references to Regional Coordinator shall hereinafter include Regional Co-Coordinator), Treasurer, Co-Treasurer, Membership Coordinator, Web Site Manager, Social Media Coordinator and Secretary.

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

Section 2 Term of Office. The Regional Coordinator shall serve for a term of two (2) years and may be reelected for up to two additional terms. No officer shall be eligible to serve for more than three consecutive terms in the same office. The term of office shall commence on January 1 and end on December 31 two years hence.

Section 3. Nomination of Officers. Region members may nominate other members or themselves for office by submitting an individual's name for the ballot. Only individuals who are members in good standing of JASNA may be elected to office. Election will be announced at the first fall meeting inviting nominations. Nominations may not be made from the floor but submitted in writing to the Regional Coordinator during the following four (4) weeks. At the end of the period, the Regional Coordinator shall submit to the secretary a slate listing all of the nominees who are members in good standing and eligible for election for *publication* by email, on the web site, and on social media as decided by the steering committee.

Section 4. Election. Ballots for the election of the Regional Coordinator and other officers will be distributed at the second fall meeting, emailed to absent members and made available on the web site, and on social media as decided by the steering committee. Ballots to be returned by December 15. The Secretary and the Treasurer will tabulate the result and make them available to the members through postal and electronic mail, on the web site, and on social media. A member is elected to office by a majority vote of the voting members.

Section 5. 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 the Regional Coordinators meeting wherever. Presides over meetings and has general charge of the affairs of the Region. Sends email reminders for upcoming chapter meetings. May delegate duties to Steering Committee members or other Region members. Qualifications for Regional Coordinator shall include a minimum of two (2) years membership in JASNA and JASNA Massachusetts.

Section 6. 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 appraises Steering Committee members of the Region's financial status, through a budget update at each Steering Committee meeting.

Treasurer to prepare for JASNA the annual income statement and IRS required paper work. Treasurer will maintain records on the investment and checking accounts, including balancing the statements upon receipt and submitting monthly statements to the RC, along with any supporting detail. Qualifications for Treasurer shall include a minimum of two (2) years membership in JASNA and JASNA Massachusetts.

Section 7. Duties of the Co-Treasurer. The co-treasurer will assist the treasurer, as needed, and serve in his/her place when absent.

Section 9. 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 mailing addresses and email addresses. Updates records prior to mailings. Coordinates mailings regarding membership issues. The Membership Coordinator shall conduct a periodic survey of members and keep the results for the chapter records.

Section 10. Duties of the Secretary. The Secretary shall take minutes at the Steering Committee meetings and email them to the other members before the next meeting.

Section 11. Duties of the Web Site Manager. Oversees the production and maintenance of the Region web site.

Section 12. Duties of the Social Media Coordinator. The Social Media Coordinator is responsible for creating, maintaining, overseeing, and updating on a regular basis the JASNA MA presence on social media chosen by the steering committee.

Section 13. 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 Regional Coordinator may make a temporary appointment to the vacancy until members can vote on the permanent replacement. If the Regional Coordinator position is vacant, the remaining Steering Committee may make a temporary appointment until members can vote on the permanent replacement. Nominations will be taken prior to the next meeting of members. The election shall be held following the customary procedure, and the candidate receiving a majority of the votes shall be elected.

Section 14. 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 Steering Committee. Notice of intent to resign should be given a reasonable time prior to the date of resignation if possible.

Section 15. Removal of Officers. The Steering Committee has the authority to remove an Officer from their position if they are not fulfilling the duties of the role.

ARTICLE 5 - AMENDMENTS TO BYLAWS

Section 1. Changing the Bylaws. Amendments to the bylaws may be made at any regular meeting. Proposed amendments must be submitted in writing to the members at least thirty (30) days prior to the meeting at which they will be considered. Adoption of an amendment shall require a vote of two-thirds of the members at a meeting.

Section 2. Effective Date. These bylaws are effective upon adoption by a two-thirds vote of the Steering Committee members present at the time of their passage.

ARTICLE 6 - FINANCIALS

Section 1. Usage of AGM funds. JASNA MA's designated funds shall be invested at a financial institution (insured under the FDIC) chosen by the Steering Committee, in either a money market account or a short-term certificate of deposit ("CD")

The principal balance of the Proceeds shall remain invested unless authorized by the Steering Committee. The principal balance of the Proceed shall be utilized for, but not limited to, the following:

- A. To earn income for JASNA Massachusetts (in the form of interest).
- B. To pay for special programs.
- C. To rent exhibits or presentations, or to schedule a special showing of art or artifacts of interest to the Members.
- D. To subsidize attendance of the Members at a performance or event (such as a musical concert, dance recital or theatre performance).

Any requests for reimbursement for items or services must be presented to the Treasurer. Receipts shall be furnished to the Treasurer at the time of reimbursement or within one (1) month.

Account signature requirements: Regional Coordinator ("RC") and Treasurer, Co-Treasurer shall have signing authority on all accounts.

Section 2 Usage of Operating Funds

The annual operating revenues from contributions and attendance to the regular meetings shall be utilized for, but not limited to, the following:

- A. To establish and/or maintain an Internet web page for JASNA Massachusetts. The web page would contain information on JASNA MA, a schedule of meetings, topics, etc.
- B. To pay for special programs up to the amount equal to ticket revenues
- C. To pay for guest speakers/presenters at our regular meetings.

If there is not enough annual operating revenue to create funds for an annual budget, the Steering Committee may discuss and decide on the need to use funds from the capital account to fund that year's programs.

- D. To pay for refreshments served at meetings and events.

Section 3 Usage of the Avery Fund

The Harriet Avery Fund was established in 2000 to honor Harriet Avery, the first Regional Coordinator of JASNA Massachusetts. The funds are commingled with the regular funds of the region, but a separate record is kept.

The use of this money is restricted and is to be used to pay for one speaker a year, called 'The Harriet Avery Speaker'

Section 4. Program Budgeting. As the program for each year is being planned, the Treasurer should analyze if any monies are needed to complete the programs. A budget proposal should be made in advance to the Steering Committee for discussion and approval.