

# BYLAWS of the RICHARD III SOCIETY NEW ENGLAND CHAPTER

Updated 10/28/2011

## ARTICLE I: NAME

The name of this organization is the New England Chapter of the Richard III Society (“New England Chapter” or “the Chapter”).

## ARTICLE II: PURPOSE

The purpose of the New England Chapter is to provide the public with information regarding the life and times of Richard III and his contemporaries.

## ARTICLE III: MEMBERSHIP

Section 1: Membership is open to all members of the Richard III Society and to all members of the American Branch of the Richard III Society residing in New England. Nonmembers interested in the New England Chapter may pay local dues and attend meetings for up to one (1) year prior to joining the national organization.

Section 2: Dues are assessed by the Chapter Officers (“Officers”) and are payable on or before March 31st of each year.

Section 3: An increase in dues must be approved by the majority of members present at a regularly scheduled meeting.

## ARTICLE IV: MEETINGS

Section 1: Meetings will be held three (3) times per year, ideally in February/March, June/July, and October/November.

Section 2: Business requiring member approval must be voted on by a quorum at a regularly scheduled meeting.

Section 3: Financial expenditures over \$20.00 will require the approval of the three (3) Officers. Expenditures of more than \$100.00 must be voted on by a quorum at a regularly scheduled meeting.

Section 4: Members selling goods at a regularly scheduled meeting will be required to donate 5% of all proceeds to the Chapter.

Section 5: A quorum for any meeting will be eight (8) members.

## ARTICLE V: OFFICERS

Section 1: Chapter Officers will consist of a Moderator, Secretary, and Treasurer. Additional offices may be created by the Chapter as deemed necessary.

### Section 2: Duties

A. The duties of the Moderator will be:

1. Presiding at meetings;
2. Reporting on activities of the chapter since the previous meeting;
3. Conducting elections and voting;
4. Dealing with incidental matters concerning the Chapter as they arise;
5. Reviewing minutes of regular meetings prior to distribution; and
6. Sending a quarterly report to the Branch Coordinator.

B. The duties of the Secretary will be:

7. Transcribing meeting minutes;
8. Providing minutes to the Moderator for review;
9. Retaining a copy of the minutes for the Archive;
10. Providing a copy of the minutes to the Chapter Coordinator of the American Branch or the Editor of the Ricardian Register;
11. Maintaining the membership list;
12. Distributing written communications; and
13. Presiding at meetings in the absence of the Moderator.

C. The duties of the Treasurer will be:

14. Collecting dues and donations;
15. Leading fund raising efforts;
16. Maintaining accurate records of the Chapter's financial transactions;
17. Presenting a financial report at each meeting;
18. Authoring an annual Treasurer's Report, which must be examined, approved, and signed by the Moderator prior to submission to the Society; and
19. Providing support to the Moderator and Secretary as needed.

#### Section 3: Election of Officers

Officers will be elected in fall meeting and begin their term at the start of the following year. Members who are unable to attend the fall meeting may mail or email in a ballot as provided by the Moderator, or may designate a proxy in writing (mail or email).

In the event there are no elections in the fall, and there are vacant offices, the Moderator may conduct elections via email and announce the results by email.

#### Section 4: Terms of Service

Term of service is two (2) years or until a successor is duly elected and installed. Officers may serve no more than two (2) consecutive terms in the same office. Should an unexpected vacancy arise a replacement will be nominated and a vote conducted at the next regularly scheduled meeting.

#### ARTICLE VI: AMENDMENT

Section 1: These bylaws may be amended by majority vote at any meeting for which intent to amend and thirty (30) days prior notice is given.

#### ARTICLE VII: DISSOLUTION

Section 1: In case of dissolution of the Chapter, any assets will be relinquished to the parent Society.