

CONSTITUTION OF THE BRANDYWINE VALLEY

CIVIL WAR ROUND TABLE

Article I - NAME

The Name of this organization shall be the Brandywine Valley Civil War Round Table.

Article II - PURPOSE

The purpose of the Brandywine Valley Civil War Round Table shall be to provide a congenial medium through which persons having a common interest in the events of the American Civil War-its causes and effects, engagements, personages, units, armaments and other things pertaining thereto- may satisfy the interest and broaden individual knowledge through discussion, lectures, field trips and the exchange of books, papers and other data. The purpose is also to support the preservation and protection of the battlefields, sites, landmarks, relics and collections of the period.

ARTICLE III - MEMBERSHIP

The membership of this organization shall be nondiscriminatory. Such membership shall be granted, renewed and terminated according to the procedures prescribed in the bylaws.

ARTICLE IV - OFFICERS AND ELECTIONS

Section 1 - Elective officers - The elective officers of the Round Table will be the President, Vice-President, Secretary, and Treasurer. They will be elected at the Annual Meeting and will serve for a term of one year, commencing with their election at the annual meeting.

Section 2 - Duties - The elective officers will perform all of those duties that are customary for their respective offices and

that are stated in the bylaws. The President is the principal officer of the round table.

Section 3 - Nomination- Elective officers will be chosen from and elected by the members in good standing. A list of nominees for the offices will be proposed by the nominating committee and announced to the membership prior to the annual meeting.

Section 4 - Election - Candidates will be elected by a simple majority of the votes cast. If no candidate receives a majority, the winner will immediately be chosen by paper ballot in a run-off election between the two candidates who received the highest number of votes.

Section 5 - Vacancies - If the Presidency becomes vacant, the Vice-President succeeds to the office. If the Vice-President is unable to succeed, or if any other elective office becomes vacant, the Executive Board, by a majority vote of those present, may fill said vacancy by appointment until the next annual meeting. In an emergency which prevents regular elections, the officers and the Executive Board shall continue to perform their duties until elections can be held.

Section 6 - Recourse - If an elected officer does not perform the duties of his office, the Executive Board shall take appropriate action, which may include removal from office.

ARTICLE V - COMMITTEES AND APPOINTMENTS

Section 1 - Executive Board - The Executive Board shall consist of all duly elected officers and four directors at large and the immediate past president. The President may invite other members of the Round Table to attend meetings of the Board in an advisory role. The President shall appoint from the four at large directors one to chair the Program Committee, one to chair the Field Trip Committee, one to chair the Nominating Committee and one to chair the Auditing Committee

The Board will advise and assist the President in planning and conducting the business and activities of the Round Table. Meetings of the Board may be called by the President or by a majority of the Board provided all members have been given adequate notice. This being interpreted as being at least 14 days notice. Bylaws will define the Board's quorum.

Section 2 -Standing Committees - Within one month following the annual meeting committee chairman shall select from among the members in good standing the remainder of their committees. Committees shall consist of not less than two people.

Section 3 -Ad Hoc Committees - When any item of business or program of the organization may, in the judgment of the President, be most suitably handled by an Ad Hoc Committee, he shall appoint such a committee from among members in good standing and shall designate one member as chairman.

Section 4-Ad Hoc Appointments - The President may appoint, from members in good standing, persons to fulfill special functions as he may deem necessary.

ARTICLE VI - BYLAWS

Section 1 -Robert's Rules of Order shall be the parliamentary authority for all matters of this Round Table and its committees not covered by this constitution and bylaws

Section 2-The Board may propose new bylaws and procedures as are necessary. These shall be printed in the newsletter prior to the annual meeting and voted on by the members present.

ARTICLE VII - MEETINGS

Section 1-Annual Meeting - The Round Table shall hold a business meeting designated "the annual meeting," once each year. At this meeting action shall be taken upon the following items of business:

- a. Annual report of officers and committees
- b. Election of President, Vice-President, Secretary and Treasurer
- c. Other business and activities

Section 2- Regular Meetings - The members shall meet on a regular basis on a schedule determined by the Executive Board for the primary purpose of conducting a planned program. A minimum of necessary business may be conducted at such meetings.

Section 3-Quorum - The bylaws will define a quorum for meetings.

ARTICLE VIII - DUES AND INCOME

Section 1-Annual Dues - The annual dues shall be determined by a majority vote of the members in good standing present at the annual meeting. If no such vote is taken, the dues will continue for the upcoming year at the same level as for the current year. No change in dues may be voted unless said change is specified in the newsletter announcing the annual meeting. The Executive Board may recommend changes in dues to the membership based on the projected needs of the Round Table.

Section 2- Income - All income from dues, raffles, donations and all other sources will be placed in the general treasury for such purposes as the round table may see fit.

ARTICLE IX - AMENDMENTS

This constitution may be amended by a two-thirds vote of approval by members in good standing present at any meeting, provided that each member has had a copy of the proposed amendment mailed to his

address of record by the secretary at least fourteen days prior to the date of said meeting.

BYLAWS

ARTICLE I - MEMBERSHIP

Section 1- Eligibility - Any person interested in the purposes of the Round Table may be considered for membership. An applicant becomes a regular member upon payment of appropriate dues.

Section 2- Renewal- All members in good standing are automatically eligible to renew their membership upon payment of dues unless the membership committee specifically recommends to the Executive Board that a person's membership not be renewed. The Executive Board may then take appropriate action.

Section 3- Duration- For new members , membership begins with the date of payment of dues. For continuing members, membership for a new year begins January 1. All memberships automatically terminate December 31. Members in good standing from one year who have not renewed their memberships by March 31 will be continued as provisional members with all the rights of full membership until May 31. The newsletter sent them in that month will contain a final notice for dues and arrears. Prior to the June meeting the Treasurer will inform the President of all members who are in arrears. All those who have not paid dues will be removed from the rolls prior to the September meeting. The Secretary will also drop from the rolls at any time any person for whom authoritative notice is provided that the person cannot or will not continue as a member.

ARTICLE II - OFFICERS AND ELECTIONS

Section 1-Duties - Additional duties of the officers are as follows:

a. President

Appoints all Ad Hoc Committees

Edits the newsletter and be a member of all committees and is an alternate host for speakers and special guests. Serves as spokesman for the organization.

b. Vice-President

Shall perform all the duties of the President in his or her absence. Serves as chairman of the membership committee. Performs other duties as requested by the President.

c. Secretary

Keeps minutes of meetings and handles any and all correspondence pertaining to the organization. Also, to provide reports of meetings for the newsletter. Reimbursed for necessary expenses. Performs other duties as requested by the President.

d. Treasurer

Pays all bills approved by the Board and Committee Chairmen. The Treasurer presents to the Board no later than September 1 a budget for the year. Performs other duties as requested by the President.

ARTICLE III - COMMITTEES AND APPOINTMENTS

Section 1-Two directors at large shall be elected to two year terms and two shall be elected to one year terms.

Section 2-A quorum of the Executive Board will consist of a majority of regular members serving on the Board-Five.

Section 3-Standing Committees - Duties of the standing committees:

a. Program Committee- Submit a preliminary program schedule for Board approval by August 31 of each year.

b. Field Trip Committee- Submit a preliminary schedule for

Board approval by August 31 of each year.

- c. Membership Committee-May recommend to the Board the review of any membership where there is a question as to whether it should be renewed.

Section 4-Special committees-Membership and duties of special committees.

- a. Nominating Committee- shall consist of three members with the chairman being one of the Board's Directors at large. Will select a slate of candidates for President, Vice-President, Secretary, Treasurer and for Directors at large. The Chairman will nominate these candidates for election at the annual meeting. Other nominations made from the floor.
- b. Auditing Committee- Within one month of the annual meeting, the auditing committee will audit the financial records of the Round Table covering the period since the terminal date of the most recent audit. The committee has full authority to secure all financial records of the Round Table. The chairman, one of the at large directors on the board, will report the results of his audit at the annual meeting.

ARTICLE IV - MEETINGS

Section 1-The current schedule of general meetings for the membership shall be as follows:

September through May-regular meetings
June-Annual Meeting
July and August-No meetings

Section 2-Annual and Regular Meetings - A quorum for transacting business at the annual and regular meetings will consist of one-sixth of the regular membership as of the date of the meeting.

ARTICLE V - DUES

Section 1-Dues shall be paid each year according to the following schedule:

Regular Membership \$10.00
Seniors (over age 65) \$5.00
Students (under age 21) \$5.00

Such dues shall be collected in the following proportions:

- a. January 1-June 30, 100 per cent
- b. July 1-December 31, 50 per cent

Section 2-Payment of Expenditures:

The Treasurer and President are authorized to sign checks for the following:

- a. Programs
Program expenses include all travel expenses of the speaker for not more than two days transit and one nights lodging. An honorarium will be paid if appropriate.
- b. Field Trips
Field trip expenses may include meals, lodging travel expenses and payment for outside experts who serve as guides or speakers
- c. Secretary
Secretarial expenses include postage, stationary, badges, and clerical supplies
- d. Members
Members who spend their own money in the course of official Round Table business may be reimbursed for that amount.
- e. Ad Hoc Expenses
The President or the Executive Board may authorize expenses for such other purposes as they deem

necessary and proper for the well-being of the Round Table.