

## BYLAWS OF THE MIDWEST VICTORIAN STUDIES ASSOCIATION

### I. OBJECTIVE

The Midwest Victorian Studies Association is organized to promote the interest and activity of scholars in the study of Victorian Britain and the Empire.

### II. MEMBERSHIP

1. Membership is open to all those who are interested in the study of Victorian culture and society.
2. Each member is required to pay such annual dues as may be set by the Association. The amount of dues is set or revised by the Executive Board and approved by the members of the Association present at a duly-called meeting.

### III. OFFICERS

1. The officers of the Association shall be a President, a Vice-President who shall succeed the President, an Executive Secretary, and a Treasurer.
2. The President of the Association shall serve for one two-year term. Should a President die or resign, he or she shall be succeeded by the Vice-President.
3. The Vice-President of the Association shall be elected for one two-year term by the members of the Association present at that meeting. The Nominating Board shall present nominations. Members may make other nominations from the floor at the spring meeting. Should a Vice-President resign or succeed the President because of the latter's death or resignation, the Executive Board shall appoint an Acting Vice-President to serve the unexpired portion of the term. The Vice-President shall additionally perform duties specified hereinafter with respect to the Walter L. Arnstein Fund (Bylaw VII).
4. No two successive Vice-Presidents shall be drawn from the same academic discipline.
5. The Executive Secretary shall be chosen by the Executive Board and will serve for a four year term which may be renewed. The Executive Secretary shall be responsible for mailing announcements of meetings (including the text of any proposed amendments to these bylaws), ballots, and dues notices to the members, at times specified by the Executive Board. The Executive Secretary, with the advice of the Treasurer, shall keep an accurate list of dues-paying members and provide them upon request to any member of the Association. The Executive Secretary shall perform any other duties delegated to him or her by the Executive Board or the President.

6. The Treasurer shall be elected for one four-year term and may be re-elected. The Treasurer, under the supervision of the Executive Board, shall keep a full and accurate record of the financial transactions of the Association and the payment status of members, and shall make such disbursements as are authorized by the officers. The Treasurer shall also assume responsibility for all necessary reporting to the Internal Revenue Service on the affairs of the Association as a S01(c)3 organization and to any other external agencies under whose purview the Association may fall.

#### IV. EXECUTIVE BOARD

1. The Executive Board shall be composed of the President, the Vice-President, the Executive Secretary, the Treasurer, the two immediate past presidents, and four or more members elected by the membership and representing at least two academic disciplines. One or more of these elected members may be a graduate student, and unlike other members, these will serve two-year renewable terms.

2. The Executive Board members elected by the Association shall be elected by an e-mail ballot of all members of the Association distributed no later than one month following the spring meeting, to be returned by a date specified. If any vacancy is uncontested, the election of the nominee shall take place at the spring meeting among the members of the Association present at that meeting. Nominees elected will serve for a four-year term with staggered terms so that no more than two are elected in any given year. The two persons elected in the same year shall not represent the same academic discipline. If the persons with the two highest numbers of votes represent the same discipline, only the first shall be deemed elected, and the person representing another discipline receiving the next highest number of votes shall be deemed elected to the second position. The Nominating Committee shall present nominations. Members may make other nominations from the floor at the spring meeting. Should a member of the Executive Board die or resign, the Executive Board shall appoint a member of the Association to serve for the unexpired portion of the term.

3. The Executive Board shall reach decisions by a majority vote of its membership.

4. The President of the Association shall serve as Chairperson of the Executive Board and shall call all meetings of the Board on his or her initiative, or at the request of the Executive Board or of any three Board members.

5. The Executive Board shall appoint members of the Nominating Committee which shall report nominees for any vacant office at the annual spring meeting.

6. The Executive Board may from time to time appoint such additional committees or subcommittees as may be necessary for the functioning of the Association.

7. If one or more of the two immediate past presidents is unable or willing to serve, the Executive Board may appoint a replacement.

## V. MEETINGS

1. The Association will meet in the spring of each year.
2. To conduct business at a duly-called meeting, the quorum will be members of the Association who are present, but no fewer than ten persons will constitute a quorum. When there is not a quorum, the members will be polled by e-mail ballot on any substantive question requiring a vote, such ballot to be distributed no later than one month following the spring meeting to be returned by a date specified.
3. The Executive Board will decide when to call and where to hold the annual spring meeting of the Association, as well as any additional meetings deemed necessary.

## VI. AMENDMENTS

Members of the Association in good standing, including members of the Executive Board, may submit proposed amendments to the Executive Board no less than sixty days in advance of any duly-called meeting. Action on amendments proposed from the floor of the meeting must be deferred until the next duly-called meeting. When the Executive Board concurs with the submission of a proposed amendment to the membership, it shall distribute an exact text and accompanying explanation of the proposed amendment before the meeting at which the amendment is to be discussed and voted upon. Amendments shall require a two-thirds majority of members present and voting for approval.

## VII. THE WALTER L. ARNSTEIN FUND

1. The Walter L. Arnstein Fund for Dissertation Research in Victorian Studies is established by MVSA to provide grants-in-aid to doctoral students pursuing programs in Victorian studies in accredited American and Canadian universities.
2. The Governing Board of the Fund shall consist of no fewer than three and no more than five members of the MVSA in good standing, appointed by the President with the advice and consent of the Executive Board and representing at least two academic disciplines. The Vice-President shall be responsible for the promotion and coordination of all matters concerning the Arnstein Fund and award.
3. The term of membership on the Board of the Fund shall be three years, without prejudice to reappointment.

4. The Board of the Fund shall be responsible for the establishment and oversight of internal rules of procedure, deadlines, and any other matters pertinent to the administration of the Fund. Subject to final authorization of the Executive Board, it shall also set the stipend to be awarded. It shall review applications for assistance within the review cycle and reach a decision on the award which shall be announced to the membership.

5. Appointments to the Governing Board of the Fund shall be made for three-year terms, staggered to provide rotation when feasible.

*Adopted November 18, 1977; Amended April 17, 1993; April 22, 1995; May 2012; April 2013*