

1                   **JANE AUSTEN SOCIETY OF NORTH AMERICA**  
2                   **METROPOLITAN ST. LOUIS REGION BYLAWS**  
3                   **ADOPTED UNANIMOUSLY 3 JUNE 2017**



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6                   **ARTICLE I – NAME, PRINCIPAL OFFICE, AND AFFILIATION**

7                   **Section 1. Name.** The name of this organization shall be “The Jane  
8                   Austen Society of North America, Metropolitan St. Louis Region” (“JASNA – St. Louis”),  
9                   hereinafter referred to as the “Region.”

10                  **Section 2. Principal Office.** The principal office shall be located at the Regional Coordinator’s  
11                  address.

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

15                  **ARTICLE II – PURPOSE AND MISSION**

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

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

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

29                  **ARTICLE III – MEMBERSHIP AND MEETINGS**

30                  **Section 1. Qualifications.** To be a member of the Region, a person must be a member of JASNA in  
31                  good standing, paying national dues. All JASNA members are entitled to join the Region and may  
32                  join multiple regions.

33                  **Section 2. Visitor Policy.** Visitors may attend up to two regular meetings annually as the guest of a  
34                  Region before becoming a member of JASNA and the Region. (This policy does not pertain to  
35                  visitors who are members of another JASNA Region.) This section does not preclude the Region  
36                  from declaring a meeting or special event to be “open” to the public.

37                  **Section 3: Dues.** Annual dues are determined by JASNA and are paid directly to JASNA.

1 **Section 4. Regular Meeting.** Meetings and/or programs will be held at least quarterly. Meetings shall  
 2 be held on dates, at times, and at locations established by the Executive Committee. Notice of  
 3 meetings shall be given to all members at the beginning of the Region’s calendar year or at least  
 4 thirty (30) days prior to each meeting.

5 **Section 5. Fiscal Year.** The fiscal year of the Region shall be the same as JASNA’s fiscal year,  
 6 beginning on September 1 and ending on the following August 31.

7 **Section 6. Reporting Requirements.** By November 1, the Region’s Treasurer shall complete and  
 8 return the Financial Report Form provided by the JASNA Treasurer. By November 1, the Regional  
 9 Coordinator shall complete and return the Region Report Form provided by the JASNA Vice-  
 10 President of Regions.

11 **ARTICLE IV – REGION OFFICERS**

12 **Section 1. Designation of Officers.** The Region’s officers shall be the Regional Coordinator (all  
 13 references to Regional Coordinator shall hereinafter include Regional co-Coordinators),  
 14 Treasurer/Membership Coordinator, Recording Secretary, Program Coordinator, Publicity  
 15 Coordinator/Newsletter Editor, Website Manager, Hospitality Coordinator, and  
 16 Historian/Librarian. The officers shall manage the affairs of the Region and exercise all the duties  
 17 and powers of the Region as set forth in these bylaws.

18 **Section 2. Term of Office.** As required by JASNA Bylaws, the Region shall hold elections for  
 19 Regional Coordinator at least every two years. The Regional Coordinator may be re-elected to two  
 20 subsequent terms of office (six years’ total). The term of office for the Regional Coordinator shall  
 21 commence on January 1 and end on December 31 two years hence.

22 Elections for other Regional officers shall also be held every two years, and officers may be re-  
 23 elected to two subsequent terms of offices (six years’ total). The term of office for such officers shall  
 24 commence on January 1 and end on December 31 two years hence. *If necessary, election cycles and term*  
 25 *limits for these officers may vary, based on the Region’s volunteer pool. Also, if necessary from time to time, and at the*  
 26 *direction of the Executive Committee, duties of regional officers may be combined or shared based on the Region’s*  
 27 *volunteer pool. In such cases, the Executive Committee shall notify the membership of the temporary change and its*  
 28 *anticipated duration. Any such change shall not extend past the next regular election cycle.*

29 If the Region is unable to meet JASNA’s Regional Coordinator (RC) term-limit requirement, the  
 30 current RC must inform and consult with JASNA’s Vice-President for Regions.

31 **Section 3. Nomination of Officers.** Region members may nominate other members or themselves  
 32 for office by submitting an individual’s name for the ballot. Only individuals who are members in  
 33 good standing of JASNA and the Region may be elected to office. Nominations may not be made  
 34 from the floor. Nominations must be submitted to the Regional Coordinator in writing no later than  
 35 sixty (60) days prior to the election of officers. At least thirty (30) days prior to the election, the  
 36 Regional Coordinator shall submit to the Membership a slate listing all of the nominees who are  
 37 members in good standing and eligible for election. The Executive Committee shall be responsible  
 38 for conducting the election.

39 **Section 4. Election.** The election of the Regional Coordinator and other officers shall be held at a  
 40 meeting in the month of December for the term beginning on January 1. A quorum consisting of at  
 41 least 20 percent of the members of the Region must be present for the election to be conducted. If a  
 42 quorum is not present, the election shall be held at a special meeting called for that purpose or at the

1 next regular meeting of the members at which a quorum is present. A member is elected to office by  
 2 a majority vote of the members at the meeting. No member shall vote or be represented by proxy.

3 **Section 5. Executive Committee.** The Executive Committee shall consist of all elected officers of  
 4 the Region, including the Past Regional Coordinator. This group will manage the affairs of the  
 5 Region and exercise all the duties and powers of the Region as set forth in these bylaws. The  
 6 Executive Committee shall hold meetings as often as it deems necessary to diligently conduct  
 7 business.

8 **Section 6. Duties of the Regional Coordinator.** Serves as the representative of the Region to JASNA  
 9 and of JASNA to the Region by informing JASNA of programs, meetings, and regional activities,  
 10 and by disseminating information received from JASNA and other regions to regional members.  
 11 Attends the JASNA Annual General Meeting if possible and participates in the Regional  
 12 Coordinators meeting while there. Presides over meetings and has general charge of the affairs of  
 13 the Region. Reviews the bank accounts and reports of the Treasurer. May delegate duties to  
 14 Executive Committee members or other Region members.

15 **Section 7. Duties of the Treasurer/Membership Coordinator.** (1) Follows the financial guidelines  
 16 set forth in the *JASNA Regional Coordinators' Handbook* (RC Resource Center). Has charge and  
 17 supervision of the Region's finances, securities, and books of account. Has custody of all funds of  
 18 the Region. Has full authority to receive money and give receipts for all money due and payable, and  
 19 to endorse checks. Prepares an annual budget and apprises Executive Committee members of the  
 20 Region's financial status. Renders any financial reports required by JASNA. (2) As Membership  
 21 Coordinator, maintains the roster of members. Keeps accurate and up-to-date records of members'  
 22 names, status of membership, and current mailing addresses. Updates records prior to mailings.  
 23 Coordinates with Publicity Coordinator/Newsletter Editor regarding publication of membership  
 24 renewals and applications. Coordinates mailings regarding membership issues.

25 **Section 8. Duties of the Recording Secretary.** Records the minutes of all meetings and distributes  
 26 the minutes to members of the Executive Committee. Keeps copies of all minutes of meetings in  
 27 the Region's record book.

28 **Section 9. Duties of the Program Coordinator.** Coordinates the development of program topics for  
 29 the Region's general meetings, with input from the Regional Coordinator, Executive Committee,  
 30 and membership. Publishes an annual slate of topics. With input from the Executive Committee,  
 31 recruits program leaders/speakers. Coordinates with program leaders/speakers prior to each  
 32 meeting. Arranges for meeting locations.

33 **Section 10. Duties of the Publicity Coordinator/Newsletter Editor.** (1) As Publicity Coordinator,  
 34 coordinates the dissemination of information about the Region within the local community to help  
 35 attract new members. Duties include notifying the local media of upcoming meetings and events,  
 36 coordinating press feature coverage when appropriate, and developing and coordinating (with input  
 37 from the Regional Coordinator, Executive Committee, and membership) promotional activities that  
 38 will help raise awareness of the Region. (2) As Newsletter Editor, keeps members apprised of  
 39 region activities and oversees all regional publications. (3) Works closely with the Website Manager  
 40 in disseminating information. The Publicity Coordinator/Newsletter Editor receives Treasurer's  
 41 authorization on budget needs and may delegate duties to other Region members or nonmembers.

42 **Section 11. Duties of the Past Regional Coordinator.** Advises the Executive Committee and is a  
 43 voting member of the Executive Committee.

1 **Section 12. Duties of the Website Manager.** Oversees the production and maintenance of the  
 2 Region website, Facebook page, Twitter account, and other social-media platforms if such exist.  
 3 Works closely with the Publicity Coordinator/Newsletter Editor in disseminating information.  
 4 Receives Treasurer’s authorization on budget needs.

5 **Section 13. Hospitality Coordinator.** Works with the Program Coordinator to ensure that  
 6 refreshments are available at public meetings. When required, accepts reservations for members-only  
 7 luncheons/meetings. Coordinates meeting refreshments and other activities provided/offered by  
 8 hospitality volunteers.

9 **Section 14. Duties of the Historian/Librarian.** Keeps copies of newsletters, programs, and other  
 10 materials published by the Region. Keeps copies of other materials, articles, and memorabilia  
 11 pertaining to JASNA and Jane Austen.

12 **Section 15. Standing Committees.** From time to time, the Executive Committee may establish such  
 13 Standing Committees as it deems necessary. It shall also appoint members to such committees,  
 14 determine and describe the duties of such committees, and specify the duration of their work.

15 **Section 16. Vacancies.** Vacancies shall be filled for the remaining unexpired term by a majority vote  
 16 of the remaining Executive Committee members. The Regional Coordinator may make a temporary  
 17 appointment to the vacancy until the Executive Committee votes on the permanent appointment.

18 **Section 17. Resignation of Officers.** Any Officer may resign at any time by giving written notice to  
 19 the Regional Coordinator. The Regional Coordinator may resign at any time by giving written notice  
 20 to the Executive Committee. Notice of intent to resign should be given a reasonable time prior to  
 21 the date of resignation, if possible.

22 **Section 18. Removal of Officers.** The Executive Committee has the authority to recommend to the  
 23 Region that an officer should be removed when, in the judgment of the Executive Committee,  
 24 removal would be in the best interests of the Region. The recommendation shall be voted upon by  
 25 Region members at the next general meeting at which a quorum is present and will be determined  
 26 by a vote of two-thirds of the members at the meeting. No member shall vote or be represented by  
 27 proxy.

28 **ARTICLE V – AMENDMENTS TO BYLAWS**

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

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

