

JANE AUSTEN SOCIETY OF NORTH AMERICA EASTERN PENNSYLVANIA REGION BYLAWS

ARTICLE 1 – NAME, PRINCIPAL OFFICE, AND AFFILIATION

Section 1. Name. The name of this organization shall be “The Jane Austen Society of North America, Eastern Pennsylvania Region” (“JASNA-Eastern Pennsylvania”), hereinafter referred to as the “Region”.

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

Section 3. 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 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 recognized by the IRS as a 501 (c)(3), i.e. 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. The Region is not recognized by Pennsylvania as a 501(c)(3), i.e. a nonprofit organization, and subsequently is subject to state tax when conducting events.

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. To be a member of the Region, a person must be a member of JASNA in good standing by paying JASNA dues. A JASNA member living in the Region’s geographic area is considered a member of the Region and welcome to participate in all regional events and activities. All JASNA members are entitled to join the Region and may join multiple regions.

Section 2. Visitor Policy. Visitors may attend up to two regular meetings as the guest of a Region member before they are required to become a member of JASNA and the Region in order to attend additional meetings. This policy does not pertain to visitors who are members of another JASNA Region nor to spouses and partners of Region members. This section does not preclude the Region from declaring a meeting or special event to be “open” to the public.

Section 3: Dues. U.S. annual JASNA dues are determined by JASNA and are paid directly to JASNA. The Region collects no dues from its members.

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 and the Executive Committee. Notice of meetings shall be given to all members at the beginning of the calendar year and at least thirty (30) days prior to each meeting.

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. By November 1, the Region's Treasurer shall complete and return the Financial Report form provided by the JASNA Treasurer. By November 1, the Regional Coordinator shall complete and return the Region Report form provided by the JASNA Vice President of Regions.

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-Coordinators), Secretary, and Treasurer. 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. The Executive Committee may create other offices required to manage the Region. The Board of Directors will serve as the Region's Executive Committee.

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. The terms of office for Regional Coordinator, Secretary, and Treasurer shall commence on the spring meeting date and end on the spring meeting date two years hence. The term of office of the Secretary and Treasurer shall commence in odd years; the term of office of the Regional Coordinator shall commence in even years. The Regional Coordinator shall not be eligible to serve for more than three consecutive terms. All other terms of office, elected or appointed, shall be for two years.

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 and the Region may be elected to office. Region members who hold offices in other JASNA regions may not be nominated. Nominations may not be made from the floor. A Nominating Committee appointed by the Executive Committee and composed of three (3) Region members shall accept nominations from the general membership in writing no later than forty-five (45) days prior to the election of officers. The Nominating Committee shall consist only of members who are not running for office or for reelection. At least thirty (30) days prior to the election, the Nominating Committee shall submit to the membership a slate listing one nominee for each position, each of whom must be a member in good standing of JASNA and the Region. Members shall be notified of the slate of nominees and the election time and place by publication in a newsletter, or some other type of written or electronic notice. The Nominating Committee shall also be responsible for conducting the election.

Section 4. Election. The election of the Regional Coordinator and other officers shall be held at the spring meeting. A quorum consisting of at least ten (10) percent of the members of the Region must be present for the election to be conducted. If a quorum is not present, the election shall be held at a special meeting called for that purpose or at the next regular meeting of the members at which a quorum is present. A member is elected to office by a majority vote of the members at the meeting. No member shall vote or be represented by proxy.

Section 5. Executive Committee. The Executive Committee shall consist of all elected officers of the Region, including the Regional Coordinator, Secretary, Treasurer and Previous Regional Coordinator and

three appointed Members At Large. The three At Large Members will be nominated by the Regional Coordinator and approved by a two-thirds vote of the Executive Committee. This group will manage the affairs of the Region and exercise all the duties and powers of the Region as set forth in these bylaws and in “JASNA-Eastern Pennsylvania Procedures and Processes.” The Executive Committee shall hold meetings as often as it deems necessary to conduct business in a diligent manner. Proposals concerning significant Region business require the approval of a majority of the Executive Committee. Significant business shall be interpreted to mean a major change in procedure and/or an expenditure of \$250 or more.

Section 6. 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’ business meetings while there. Presides over meetings and has general charge of the affairs of the Region. May delegate duties to Executive Committee members or other Region members.

Section 7. 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 Executive Committee members of the Region's financial status. Renders any financial reports required by JASNA.

Section 8. Duties of the Secretary. Records the minutes of all meetings, i.e. general meetings and Executive Committee meetings, and distributes the minutes to members of the Executive Committee upon approval of the Regional Coordinator.

Section 9. Duties of the Past Regional Coordinator. Advises the Executive Committee and is a voting member of the Executive Committee.

Section 10. Duties of the Reading Group Coordinator. Organizes reading group meetings and advises groups on programs. Prepares a budget for meetings and programs, if applicable, and receives Treasurer's authorization on budget needs. Arranges for the rental of facilities if required. Prepares notices of meetings and disseminates notices to Editor for publication. May delegate duties to other reading group members. May be an officer or any other member of the Region.

Section 11. Duties of the Editor. Oversees all regional publications. May delegate duties to other Region members or non-members. May be an officer or any other member of the Region.

Section 12. Duties of the Web Site Manager. Oversees the production and maintenance of the Region web site. Proposes updates to Regional Coordinator prior to implementation. Receives Treasurer’s authorization on budget needs. May or may not be a Region member.

Section 13. Standing Committees. The Executive Committee has the authority to create and to disband Standing Committees and appoint and remove members of those committees at will. Members of the committee may be an officer or any other member of the Region.

Finance Committee shall consist of the Regional Treasurer, the past AGM Treasurer, the Regional Coordinator, the past AGM Coordinator and one Member At Large. The committee will meet at times designated by the Regional Coordinator and will advise the Executive Committee on long-range financial plans and Regional expenditures.

Community Outreach Committee shall determine methods of fulfilling the mission and purpose of

JASNA within the Region's community. The committee shall present proposals to the Regional Coordinator and Executive Committee to review and approve. This committee shall coordinate with the Student Affairs Committee in order to avoid outreach redundancy. Members of this committee shall be appointed by the Executive Committee.

Student Affairs Committee shall determine methods of alerting the Region's student population to JASNA and the Region. Shall create and maintain programs geared to student members and students in the Region. The committee shall submit proposals to the Executive Committee for review and adoption. Members of this committee shall be appointed by the Executive Committee.

Section 14. Vacancies. Vacancies shall be filled for the 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 the Executive Committee can vote on the permanent replacement. A two-thirds vote of the Executive Committee is required. If the Regional Coordinator position is vacant, the remaining Executive Committee may make an appointment for the remainder of the term.

Section 15. 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 Executive Committee. Notice of intent to resign should be given a reasonable time prior to the date of resignation if possible.

Section 16. Reassignment of Duties. The Executive Committee has the authority to reassign or redistribute tasks associated with any officer's and each committee chairperson's tasks should that person be deemed incapable of performing tasks associated with the office or committee assignment or when such assumption or reassignment is considered to be in the best interest of the Region. In the case of incapacity, the Executive Committee will perform or reassign these duties until the officer or committee person is able to resume work for the Region. A two-thirds vote of the Executive Committee is required for the reassignment of duties of any officer or committee chairperson.

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 at which a quorum is present.

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