

VIRGINIA HUMANITIES CONFERENCE

BY-LAWS

GENERAL

The Virginia Humanities Conference (VHC) is guided in its policies and activities by Delegates appointed annually by its member colleges and universities. Officers are elected by the Delegates from among their own numbers and typically assume a leading role in Conference activities and management.

Each member college or university appoints a single Delegate. (In the case where co-Delegates are appointed, they represent their institution with a single vote.) Membership dues for all colleges and universities are \$200 per year, billed by the Treasurer no later than mid-August with a follow-up reminder no later than mid-November each year.

The VHC may create up to five Delegate-at-Large positions for any given year. These positions will be open to former officers or long-standing Delegates of the VHC and will be elected annually at the Delegates' Meeting. The Delegates-At-Large shall share the same rights as regularly appointed institutional delegates.

The Conference is typically held on a Friday and Saturday during March or April each year. The President, whose institution will host the Conference, will select the time that best fits with his/her campus agenda and one that does not conflict with a religious holiday during those months.

DELEGATES

Delegates assume two responsibilities essential to the support of the Conference: 1) distribution of the Call for Papers (CFP) and Conference information to appropriate faculty on his/her campus through department chairs and/or mass email; 2) and attendance at the annual Delegates' Meeting each spring. In the event that a Delegate cannot attend this meeting, he/she should arrange to have a proxy appointed to attend. If an institution is not represented by its Delegate or a proxy, the Treasurer shall send the Delegate a reminder letter addressing the importance of attendance. If a member institution is unrepresented by its Delegate or appointed proxy at the Conference for two consecutive years, the Treasurer shall contact the appropriate Administrator (usually the Academic Dean or Provost) of that institution and ask that a new Delegate be appointed.

OFFICERS

The VHC has the following officers: President, Vice President, Secretary, Treasurer, Archivist-Website Coordinator, and Membership Secretary. The offices of President, Vice President, and Secretary are involved in the progression of chairs. The term of office for each position is one year. Tenure in office begins at the close of each Conference and runs through the Conference held the succeeding year.

The **President** serves as Conference Chair and is responsible for coordinating and planning the entire Conference. Each Conference has a “theme” that is determined by the Vice-President/President-Elect (Rising President) in consultation with the Delegates. The President is responsible for all of the activities listed in the “Conference Planning Document.” This individual also chairs the annual Delegates’ Meeting.

The **Vice President**, with approval of the Delegates, selects Conference dates and a Conference theme for his/her/their upcoming Presidency and submits them to the President in time to be announced in the current year’s Conference program. The Vice President also shadows the President as the President plans his/her/their conference. The President will share information with the Vice President on conference planning and other matters.

The **Secretary** is elected by the Delegates at each annual meeting and will take office pending confirmation by his/her/their Academic Dean, with the understanding that his/her/their institution must be willing to serve as host to the VHC when this/these individual(s) assume the role of President/Co-Presidents in three years. The Secretary takes Minutes of the Delegates’ Meeting the year following election to this position. No later than one month after the close of the Conference, the Secretary will distribute electronically a draft of the Minutes to all officers and to those Delegates who attended the Conference. Any corrections or revisions to the Minutes will be returned to the Secretary who will then electronically send a final draft copy to all Delegates no later than one month prior to the next Conference. A hard copy of the Minutes will be distributed at the Delegates’ Meeting for final and formal approval. Approved Minutes will be posted on a secured area of the VHC Website, accessible only to officers and Delegates.

The **Treasurer** serves a three-year term and is elected by the Delegates from their own membership. The Treasurer may be re-elected for one additional three-year term or may serve an additional one-year term in special circumstances. This individual should have a long-standing relationship with the VHC and be someone judged by the Delegates to be fiscally responsible, detail oriented, and possess good record-keeping ability. The Treasurer is responsible for sending membership renewal letters and forms with a copy of the Call for Papers for the upcoming conference to all colleges and universities within the state of Virginia by mid-August followed by a reminder letter no later than mid-November; depositing checks for membership dues payments and maintaining the checking account; making an Annual Report at the Delegates’ Meeting; paying all bills

relating to the Conference; and generally monitoring the organization's finances. Checks will be modified and reordered to reflect personnel changes in this position so that information reflected thereon will remain current. Since it contains sensitive financial information, the Treasurer's report will not be mounted on the Website.

The **Archivist/Website Coordinator** is selected from among the Delegates and serves a three-year term. This individual is responsible for preserving the history of the organization by maintaining all archives and files and coordinating all Website maintenance activity. For purposes of easy accessibility, the Conference will always seek to house its Archives in a member institution's library. Web-related activities involve working with the Webmaster to maintain the VHC site and insure that it stays current, mounting the names of new officers, the latest Programs, photographs, and any other items each year.

AMENDING BY-LAWS

Any Delegate may bring proposed amendments to the floor of the Delegates' Meeting for discussion and debate.

By-Laws may be amended by two-thirds vote of those Delegates present at any given Delegates' Meeting.

(Modified 4-05-08)