

BYLAWS

The Southeastern Renaissance Conference

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ARTICLE 1. PURPOSE

The Southeastern Renaissance Conference (SRC) is a regional conference of the Renaissance Society of America (RSA) that advances interdisciplinary scholarship in the period 1300-1700. The SRC achieves this goal through three primary activities: 1) the annual publication of the journal *Renaissance Papers* (see Article 2); 2) the Annual Meeting, which brings together a diverse array of scholars from across North America and around the world (see Article 3); and 3) sponsored sessions at the RSA's annual conference (see Article 4).

ARTICLE 2. RENAISSANCE PAPERS

Renaissance Papers is the annual journal of the Southeastern Renaissance Conference. The journal collects scholarly essays from among those submitted for the Annual Meeting (see Article 3).

ARTICLE 3. ANNUAL MEETING**3.1 Purpose of Annual Meeting**

The SRC's Annual Meeting prioritizes collegial and invigorating discussion of all things early modern. The Annual Meeting consciously brings together scholars from all stages of professional life – from graduate students to senior faculty – and welcomes interdisciplinarity.

3.2 Structure of Annual Meeting

The Annual Meeting is chiefly devoted to the reading of papers by members of the SRC, with time for discussion at the conclusion of panels. Complete papers are submitted in advance, generally 3-4 months before the Annual Meeting, and undergo a peer review process by the President and Vice President before being accepted for presentation at the Annual Meeting (see Article 6.6). Word limits for submissions (2500 words maximum) and reading time for presentations (20 minutes maximum) are strictly observed.

3.3 Occurrence of Annual Meeting

The SRC holds its Annual Meeting each fall, rotating meeting locations each year (see Article 3.4).

3.4 Location of Annual Meeting

In odd-numbered years, the SRC meets on the campus of one of its four sponsoring institutions: the University of North Carolina at Chapel Hill, Duke University, North Carolina State University, and the University of South Carolina at Columbia. In even-numbered years, the meeting is hosted by another college or university in the Southeast. The host institution provides a meeting place, refreshments, and dinner for members and their guests.

When appropriate, the Annual Meeting may take place in a virtual or a hybrid format.

3.5 Business Meeting

The Annual Meeting includes a Business Meeting for SRC members (see Article 5). This meeting generally includes annual reports from current officers (see Article 6) as well as

the opportunity for members to elect new officers and vote on organizational changes as needed.

Voting in the Business Meeting should follow these general procedures adopted from Robert's Rules of Order: a motion and second to introduce a proposed issue for a vote; time for discussion or amendment; and a vote of aye/nay, vocally or by a show of hands, by eligible voting members present at the meeting.¹

ARTICLE 4. SRC AT RSA

4.1 Description of SRC at RSA

As an Associate Organization of the Renaissance Society of America (RSA), the Southeastern Renaissance Conference hosts 4 sponsored sessions at the RSA's annual conference. SRC-sponsored sessions are open to scholars from all disciplines across the arts and humanities.

4.2 Membership for SRC at RSA

All SRC at RSA participants must be members of both the SRC (see Article 5) and the RSA at the time of the RSA session.

ARTICLE 5. MEMBERSHIP

5.1 Qualifications for Membership

The SRC is open to scholars from all disciplines across the arts and humanities and welcomes new members.

5.2 Benefits of Membership

Membership in the SRC includes the following benefits: receipt of all organizational mailings, a subscription to *Renaissance Papers*, the opportunity to be elected to office or appointed to committees (see Article 6), and the right to vote at the annual Business Meeting (see Article 3.5).

5.3 Cost of Membership

Since 2019, the SRC collects membership fees on a sliding scale model:

Tier	Income	Membership Fee
Tier 1	\$30,000 or less	\$20
Tier 2	\$30,000 – \$60,000	\$35
Tier 3	\$60,000 – \$90,000	\$50
Tier 4	\$90,000 – \$120,000	\$65
Tier 5	\$120,000 +	\$80

¹ Secretary's note – The following sources were consulted to provide this summary of voting procedures: *Robert's Rules Online*, Part 1, Articles 4-9, <http://www.rulesonline.com/rror-01.htm#4>; "Parliamentary Procedure for Meetings," *ULM Staff Senate*, <https://www.ulm.edu/staffsenate/documents/roberts-rules-of-order.pdf>. Both sources accessed 22 Feb. 2022.

5.4 Duration of Membership

A membership year is January 1st to December 31st.

ARTICLE 6. OFFICERS AND BOARD OF DIRECTORS

6.1 Summary of Officer Positions

The SRC has five Primary Officer positions (President, Vice-President, Treasurer, Secretary, and *Renaissance Paper* editor[s]) and five Secondary Officer positions (Immediate Past President, SRC Associate Organization Representative, Director of Social Media and Marketing, Website Director, Membership Director).

6.2 Board of Directors Defined

The Board of Directors includes all current Primary and Secondary Officers. The purpose of the Board of Directors is to achieve the SRC's purpose (Articles 1-4) and to promote the continued flourishing of the SRC as an organization.

6.3 Primary and Secondary Officers Defined

Primary Officer positions are those requiring a regular time commitment—generally, monthly meetings with ongoing tasks. Secondary Officer positions require a smaller time commitment (roughly 12 hours annually) and meet independently on an as-needed basis, although they may join monthly officer meetings if desired.

When appropriate based on membership needs or officer inclination, a Primary and a Secondary Officer position, or two Secondary Officer positions, may be held by the same person (for example, the Vice President and the Associate Organization Representative). One person should not hold two Primary Officer positions.

6.4 Nomination and Election of Officers

New officers are elected at each Annual Meeting (see Article 3) and voted on by members who are present at the Business Meeting (see Article 3.5). Officer candidates may nominate themselves or may be nominated by another SRC member.

If an officer position remains vacant after a Business Meeting, the other officers (see Article 6.6) may appoint an interim officer to the vacant position.

6.5 Membership of Officers

Officers should maintain membership in the SRC by paying annual dues (see Article 5).

6.6 Officer Positions and Terms

A. President (1-year term)

This position involves leading the organization in all respects. Two areas of leadership are particularly important: first, organizing the Annual Meeting (securing the conference venue, completing peer-review for conference paper submissions, and leading the Business Meeting [see Article 3]); and second, leading monthly officer meetings.

B. Immediate Past President (1-year term)

This position serves as the “memory” of the organization from the previous year, to aid in the transition of officers. It involves assisting the new officers with the transition and providing advice or guidance as needed.

C. Vice-President (1-year term; becomes President in following year)

This position involves assisting the President with tasks related to the Annual Meeting, particularly peer-review for conference paper submissions and attending the Business Meeting (see Article 3).

In addition, the Vice President attends monthly officer meetings.

The Vice President moves to the President position after 1 year, so the Vice President also serves as the “memory” of the organization from the previous year, to aid in the transition of officers.

D. Treasurer (3-year term)

The Treasurer serves the SRC in financial matters, including collecting membership dues, keeping records of all SRC income and expenditures, filing the organization’s taxes, and communicating with the publisher of *Renaissance Papers*. The Treasurer should expect to work closely with the Membership and Website Directors (see below).

The Treasurer also attends monthly officer meetings.

E. Secretary (2-year term)

This position serves the SRC through managing member communication and file organization. Examples of such tasks include the following: checking SRC’s email inbox for member issues and questions, maintaining email contact lists, taking minutes at SRC Business Meetings, collecting “Member News” and forwarding it to the Website and Social Media Directors, and sending out member mailings 4-5 times per year.

In addition, the Secretary updates the SRC Bylaws in accordance with discussion and voting in SRC Business Meetings.

The Secretary also attends monthly officer meetings.

F. Website Director (1-year term)

The Website Director serves the SRC through website management, including updating the web page with member news and after each conference, dealing with glitches, and retrieving membership or payment data from the website. The Website Director should work closely with the Treasurer and the Membership Director as information needed for both roles is collected via the SRC website.

G. Membership Director (1-year term)

This position serves the SRC through managing membership information, primarily collecting and updating member addresses for the *Renaissance Papers* mailing list; the

Membership Director may also assist other officers in tracking “Member News,” membership dues payment, etc. The Membership Director should work closely with the Secretary and the Website Director.

H. *Renaissance Papers* Editor[s]

Traditionally held by two co-editors, this position involves the following tasks: inviting submissions for each year’s journal at or following the Annual Meeting; selecting high-quality papers for each year’s volume; editing the annual volume and arranging for printing, binding, and distribution; managing any questions relating to copyright or reprinting articles; and, in conjunction with the SRC Treasurer as needed, managing the fiscal affairs of *Renaissance Papers*.

I. SRC Associate Organization Representative

This position involves the following tasks: collecting abstract submissions for SRC at RSA (see Article 4), organizing the chosen submissions into SRC at RSA panels, communicating with the presenters, uploading information for our panels to the RSA website, and attending the Associate Organization Luncheon at the RSA conference.

J. Director of Social Media and Marketing (1-year term) – Committee Chair

This position serves SRC through social media updates and monitoring. Ideally, the Chair will organize a committee of 3 to 5 members. Members of this committee share the responsibility of posting the following items on the organization’s social media pages (Facebook, twitter, Instagram, etc.): CFP’s; “Member News” from the website; and interesting Renaissance news articles and links. The Director should also post the yearly Call for Papers to pertinent web pages (such as UPenn). This committee also generates and implements ideas for growth and fundraising initiatives (marketing), with approval from the Primary Officers.

ARTICLE 7. DOCUMENTS AND FINANCES

7.1 Official SRC Documents

The SRC does not have a permanent office and thus does not store its documents in a physical location. However, SRC officers should have regular, unimpeded access to documents and files relating to the operation of the SRC, including a copy of these Bylaws, minutes for past Business Meetings, contact information for current members, invoices, and other financial records.

While SRC officers may wish to access SRC documents from personal email addresses or individual accounts, copies of SRC documents should always be stored and shared primarily in locations accessible to all SRC officers, such as a shared/official email account or an SRC-specific file location.

7.2 Fiscal Year

The fiscal year of the SRC begins July 1st and ends June 30th.

7.3 Reserve Fund

The SRC has a reserve fund to maintain the solvency of the organization. \$2500 should remain in this fund for emergencies.²

7.4 Fiscal Responsibility

SRC Officers should ensure that the SRC's funds are stored in a bank account accessible to officers (particularly the Treasurer) but unrelated to any officer's personal finances. Officers should not be expected to hold SRC funds in personal accounts.

ARTICLE 8. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the vote of a majority of SRC members (see Article 5), ordinarily at an annual Business Meeting (see Article 3.5). Whenever possible, changes to Bylaws should be presented to both the Board of Directors and SRC members for review in advance of the Business Meeting where voting takes place.

The foregoing Bylaws were adopted by the Board of Directors on

October 1, 2022

and by the SRC members as a whole on

October 1, 2022

Rachel Roberts,

Secretary

² Secretary's Note: A reserve fund for the SRC was first established in 1975 and called The Gilbert Fund after Dr. Allen Gilbert, its major contributor and one of SRC's founding members.