

CONSTITUTION OF THE EARLY CARIBBEAN SOCIETY

I. NAME.

The Society shall be known as the Early Caribbean Society.

II. PURPOSE.

- A. The purpose of this Society shall be to further the exchange of ideas and information among scholars of all nations and of various disciplines who study the literature, history, and culture of Caribbean region from the period of the earliest written records until the abolition of slavery. The Society shall promote the exchange of ideas and information among its members through meetings, electronic and print publications, joint research projects, and any other means the Society might deem appropriate.
- B. The Society shall be a general not-for-profit organization as described in the appropriate sections of the Internal Revenue Code of the United States of America and shall meet requirements set forth in that Code.

III. MEMBERSHIP.

Membership in the Society shall be open to any person or institution interested in its purposes, upon payment of one year's dues. The Dues Structure is outlined in the Bylaws of the Society. Only members in good standing shall have the right to vote on Society matters, and only regular members can be elected to positions on the Executive Council. A regular member is an individual dues-paying member.

IV. AFFILIATION.

The Society shall maintain affiliation with appropriate scholarly societies such as the American Society for Eighteenth-Century Studies and the Society of Early Americanists.

V. OFFICERS.

- A. The Society shall have an Executive Council composed of a President, Vice President, Secretary-Treasurer, and Immediate Past President. As outlined below, the members of the Executive Council hold elected posts. The Society shall also have Advisory Officers consisting of regular members appointed by the Executive Council to serve in roles such as Editor of the Newsletter of the Society, Coordinator of the Electronic Bulletin Board, and At Large Representative. The latter person, appointed discretion of the President with the consent of the rest of the Executive Council, shall serve for the period of the term of the President.
- B. Terms of office of the members of the Executive Council shall be two years. The Secretary-Treasurer shall be elected every two years from among members in good standing. The existing Secretary-Treasurer shall automatically become the Vice President, the Vice President shall automatically become the President, and the President shall automatically become the Immediate Past President upon the election of a new Secretary-Treasurer.
- C. The Immediate Past President is ineligible for election to the office of Secretary-Treasurer for three years following his or her two-year term as Immediate Past President.

- D. With the exception of the At Large Representative, who serves only during the two-year term of the President who appoints him or her, the Advisory Officers serve for renewable three-year terms.
- E. The Executive Council shall meet at least once a year at a time as it may determine. Duties of the members of the Executive Council are designated in the Bylaws of the Society.
- F. If at any time a member of the Executive Council or an Advisory Officer cannot complete the term of office, the remaining members of the Executive Council may appoint a member of the Society in good standing to serve that officer's function until the election of the new Secretary-Treasurer shall take place. At the time of this election, there shall be an open election for the replacement of any member of the Executive Council who shall not have completed his or her term.

VI. ELECTION OF OFFICERS.

The Society shall conduct an election for a new Secretary-Treasurer every two years by mail or e-mail ballot and under the direction of its existing Secretary-Treasurer. Any member in good standing can make one nomination for the post, and individuals may nominate themselves for election. All nominations must be in writing, directed to the existing Secretary-Treasurer. Elections to the post of Secretary-Treasurer shall require a simple majority of the members participating in the election.

VII. COMMITTEES AND ADDITIONAL APPOINTIVE POSITIONS. The Executive Council may, at their discretion and for such terms as they deem appropriate, appoint any individual members who are in good standing to hold particular service posts for the organization. The Executive Council may also appoint standing or ad hoc committees to serve at the will of the Executive Council. Members so appointed may serve as consultants to the Executive Council, but they shall have no vote at meetings of the Executive Council, and they shall stand in advisory rather than executive functions to the Society.

VIII. PUBLICATIONS.

Members in good standing shall have access, whether in print or via electronic media, to the Society's publications.

IX. MEETINGS.

The Society shall hold meetings as stipulated in the Bylaws of the Society.

X. AMENDMENTS TO THE CONSTITUTION.

Written proposals to change the Constitution of the Society must carry at least ten signatures of Society members in good standing. Proposals for changes shall be submitted to the President at least sixty calendar days prior to a public business meeting. Proposed changes shall be announced to the members at least thirty calendar days prior to the public meeting. Changes thus proposed and announced shall be discussed by members present at the meeting, but any changes to the Constitution shall be made by mail or e-mail ballot, after consultations shall have taken place at the Society's business

meeting. The institution of changes to the Constitution shall take place upon a two-thirds majority of the members voting.

XI. BYLAWS.

Written proposals to amend or change the Bylaws of the Society may be presented by individuals to the President of the Society. Such proposals shall then be considered by the Executive Council. If the Executive Council so wishes, voting on emendations or changes of the Bylaws shall take place by mail or e-mail ballot, under the direction of the Secretary-Treasurer. The institution of changes to the Bylaws shall require a two-thirds majority of the members voting.

XII. PROVISION FOR DISSOLUTION.

In the case of the dissolution of the Society, any assets remaining after the obligations of the Society have been paid shall be distributed to such not-for-profit, exempt organizations under Section 501 of the Internal Revenue Code of the United States of America (or as it may then be amended), available in the United States for scholarly or educational purposes similar to those of the Society, as the then-existing Executive Council shall deem appropriate.

Thomas W. Krise, Chair, Organizing Committee

BYLAWS OF THE EARLY CARIBBEAN SOCIETY

I. DUES STRUCTURE

Dues paid by members of the Early Caribbean Society (hereafter “the Society”) shall cover the costs of newsletter publication and of convention programming. The dues structure follows: dues for scholars employed in academic or other professional institutions, \$15; graduate students, independent scholars, and retired scholars, \$5; foreign members (those outside of the United States), \$15; secondary school teachers and staff at historic sites, \$10. Dues are payable in U.S. currency only.

II. MEDIA

The Society shall publish *The Early Caribbean Society Courant (ECSC)*, which shall serve as the main organ of information for the Society. The Editor of the *ECSC* is appointed by the Executive Council. Editorial policies shall be determined by the Editor and the Executive Council of the Society. The Society shall sponsor whatever electronic media it deems useful for the promotion of its mission of furthering the exchange of ideas and information among scholars of early Caribbean studies. The Executive Council shall approve the moderators of electronic venues and provide general guidelines for their operation.

III. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

- A. Executive Council is made up of the elected officers of the Society. They serve the Society in an executive capacity.
1. **President.** The President of the Society shall preside at the annual business meeting and chair any other meetings of the Executive Council of the Society. Duties shall include oversight of any proposals for change or alteration to the Constitution and/or Bylaws of the Early Caribbean Society. The President shall foster cordiality and fellowship among all members of the Society.
 2. **Vice President.** The Vice President shall substitute for any functions of the President in the absence of the President. Duties of the Vice President shall include responsibility for recording and distributing among the members of the Executive Council the minutes of the annual and any other meetings of the Society, as well as those from the meetings of the Executive Council of the Society. The Vice President shall also be chiefly responsible for the Society’s participation in affiliate societies’ activities.
 3. **Secretary-Treasurer.** The Secretary-Treasurer, in charge of the central business office of the Society, shall keep the records of the Society’s members, have custody of Society’s funds, and generally oversee the Society’s obligations to members. The Secretary-Treasurer shall also oversee the balloting in elections to the post of the new Secretary-Treasurer, as well as any other elections that should become necessary during the course of the Secretary-Treasurer’s term. The Secretary-Treasurer shall work with the Vice President to facilitate the balloting for any proposed changes or alterations to the Constitution and/or the Bylaws of the Society. In the case of the absence of the Vice President from the

annual business meeting and the meeting(s) of the Executive Council of the Society, the Secretary-Treasurer shall record and distribute minutes of the meetings.

4. **Immediate Past President.** The Immediate Past President of the Society shall serve as a member of the Executive Council for one term following his or her service as President of the Society.
- B. The Executive Council shall determine the time and place of the meetings of the Society and are empowered to act for the Society between meetings on matters that do not require a general mail or e-mail ballot. The formal actions of the Executive Council, whether in electronic session or at regularly stated meetings of the Society, shall be recorded in the Society's records and publicized at the annual business meeting of the Society, published in the *ECSC*, and posted on the Society's website.
- C. **Advisory Officers.** Advisory Officers are persons appointed to serve the Society in a specific duty or in an advisory capacity. Advisory Officers include, but are not limited to, the following:
1. **Editor** of *The Early Caribbean Society Courant (ECSC)*.
 2. **Coordinator** of the Electronic Bulletin Board (EBB). The Electronic Bulletin Board shall provide a means of communication between members.
 3. **At-Large Representative.** The President may, with the consent of the Executive Council, appoint, for the two-year term of his or her presidency, a regular member in good standing to serve in an advisory capacity to the organization. It shall be the responsibility of this member to consider the interests of the membership at large in any matters that should arise.
 4. **Program Chair.** The President may, with the consent of the Executive Council, appoint, for the two-year term of his or her presidency, a regular member in good standing to serve as Program Chair. The Program Chair shall be responsible for organizing the any conference programs of the Society, as well as the Society's participation in meetings of affiliate societies. The Program Chair shall oversee the Program Committee, the local meeting arrangements, and preparation of calls for proposals and calls for papers, publicity, and the preparation of the printed program and registration materials.

IV. MEETINGS AND CONFERENCES

The Society shall announce, via print or electronic means, all meetings of the Society at which business is to be conducted or votes of the membership taken at least sixty days before said meetings. The Society shall sponsor a meeting of its membership at least once every two years. Site selection and the appointment of Program Chairs and Committees shall be determined by vote of the Executive Council. At least one member of the Executive Council shall participate as a member of the program committee. The President and the Secretary-Treasurer shall serve as signatories to all contracts requiring the commitment of the Society's funds. The financial record of the proceeds and expenses of the meeting shall be published in the annual minutes of the Society's business meeting. Those minutes shall be posted on the Society's website. The Society

shall sponsor annual sessions at the meetings of appropriate affiliate societies, such as the American Society for Eighteenth-Century Studies and the Society of Early Americanists. The Vice President, or a committee appointed by the Vice-President, shall determine the content of these sessions and oversee the publicity and logistics of the Society's participation in these affiliated organizations. The Vice-President shall also introduce to the Executive Council all proposals for formal affiliation with scholarly organizations for the Council's approval.

V. AWARDS AND RECOGNITIONS

The Society reserves the right to honor the Society's members and distinguished contributors to the field of early Caribbean studies by awarding plaques, certificates, medallions, or other symbols bearing the Society's name and seal. These recognitions shall be awarded at the Society's regular meeting and publicized in the Society's publications.

Thomas W. Krise, Chair, Organizing Committee