

**JANE AUSTEN SOCIETY OF NORTH AMERICA
NEW YORK METRO 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, New York Metro Region” (“JASNA, New York Metro”), hereinafter referred to as the "Region".

Section 2. Principal Office. The principal office shall be located at a 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. Corporate Status. The Region is an affiliate of JASNA, which is a non-stock corporation. 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.

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, paying national dues. All JASNA members are entitled to join the Region and may join multiple regions.

Section 2. Visitor Policy. Visitors may attend up to five consecutive regular meetings or programs as the guest of a Region before they are required to become a member of JASNA. (This policy does not pertain to visitors who are members of another JASNA Region.) This section does not preclude the Region from declaring a meeting or special event to be “open” to the public.

Section 3: Dues. National dues are determined by JASNA and are paid directly to JASNA. The New York Metro Region does not collect dues.

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 or Executive Committee. Notice of meetings shall be given to all members at least thirty (30) days prior to each meeting or as soon as practicable.

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.

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), Treasurer, and Secretary. 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.

Section 2. Term of Office. The Regional Coordinator and other elected officers shall serve for a term of two (2) years and may be reelected for one additional consecutive term. No officer shall be eligible to serve for more than two consecutive terms in the same office. The term of office shall commence on January 1st and end on December 31st two years hence.

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 may be elected to office. Nominations must be submitted to the Chair of the Nominating Committee in writing no later than sixty (60) days prior to the election of officers. At least thirty (30) days prior to the election, the Chair of the Nominating Committee shall submit to the Membership a slate listing all of the nominees who are members in good standing and eligible for election. The Executive Committee shall be responsible for conducting the election. Nominations may not be made from the floor.

Section 4. Election. The election of the Regional Coordinator and other officers shall be held at a meeting in the month of December for the term beginning on January 1st. 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 (i.e., the Regional Coordinator, Treasurer, and Secretary), the Program Chair and the Past Regional Coordinator (ex-officio). 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. The Executive Committee shall hold meetings as often as it deems necessary to diligently conduct business.

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 meeting while there. Presides over meetings and has general charge of the affairs of the Region. Maintains roster of current members. May delegate duties to Executive Committee members or to other Region members.

Section 7. Duties of the Treasurer. Has charge and supervision of the Region's finances, securities, and books of account. Has full authority to receive money and give receipts for all money due and payable, and to endorse checks. Prepares an annual budget and apprises 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 and distributes the minutes to members of the Executive Committee. Keeps copies of all minutes of meetings in the Region's record book. Maintains Region corporate documents and ensures they are kept current. Acknowledges all donations.

Section 9. Duties of the Discussion Group Leader. Organizes discussion group meetings and programs and ensures distribution of notices to members.

Section 10. Duties of the Program Chair. The Program Chair shall coordinate the development of program topics for the Region's general meetings, with input from the Regional Coordinator and Executive Committee.

Section 11. Regional Communications. Maintain the Region's website. Disseminate communications via different channels (web, email, postal mail). Maintain the Region's social media presence (e.g., Facebook, Twitter, etc.) Respond to queries from members and the public (e.g., media). Create and disseminate periodic Regional newsletter.

Section 12. Duties of the Past Regional Coordinator. Advises the Executive Committee and is an ex-officio member of the Executive Committee.

Section 13. Standing Committees. The Executive Committee has the authority to create standing committees as needed and to appoint members. The New Member Committee (a standing committee) welcomes and introduces new members.

Section 14. Vacancies. Vacancies shall be filled for the remaining unexpired term by a majority vote of the remaining Executive Committee members. The Regional Coordinator may make a temporary appointment to the vacancy until the Executive Committee votes on the permanent appointment.

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. Removal of Officers. The Executive Committee has the authority to remove an officer when, in the judgment of the Executive Committee, removal would be in the best interests of the Region.

ARTICLE 5 – AMENDMENTS TO BYLAWS

Section 1. Changing the Bylaws. Amendments to the bylaws may be made at any Executive Committee meeting. Proposed amendments must be submitted in writing to the Executive Committee. Adoption of an amendment shall require a vote of two-thirds of the Executive Committee.

Section 2. Effective Date. These bylaws are effective upon adoption by a two-thirds vote of the Executive Committee. Notice of adoption will be given to Region members.