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## Bowling Green Civil War Round Table (Bylaws Revised)

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## Bylaws

### The Bowling Green Civil War Round Table

#### Article I: Name

The name of this organization will be The Bowling Green Civil War Round Table, hereinafter referred to as the BGCWRT

#### Article II: Purpose

The purpose of the BGCWRT is to promote public interest in the history of the American Civil War through the sponsorship of presentations, tours, events, etc. open to the public.

#### Article III: Members

**Section 1: Eligibility for membership.** Persons who are interested in the purposes of the BGCWRT shall be eligible for membership.

**Section 2: Members in good standing.** Members in good standing shall be those who are active in the programs of the BGCWRT and who have paid dues according to these bylaws. They shall have all the rights of membership.

**Section 3: Dues.** Dues are \$20 for individuals; \$10 for students; \$30 for families payable at the time of becoming a member. Dues cover the current membership year.

The membership year starts in January of each year.

Members shall pay their dues by January of each membership year. Members who have not paid their dues by January are considered delinquent and lose voting rights until such time as dues are paid.

**Section 4: Voting.** A member in good standing shall be entitled to one vote at meetings. There shall be no voting by proxy.

#### Article IV: Officers

**Section 1. Officers.** The elected officers of the BGCWRT shall be a president, a vice-president, a secretary, a treasurer, and a program director. They shall be elected by

members in good standing during the January meeting of the BGCWRT. Officers shall serve for a term of one year or until successors have been elected.

## **Section 2. Duties of Officers.**

### **A. President**

The resident shall:

1. be the chief executive officer of the BGCWRT.
2. serve as chairman of the board of directors.
3. have the power to appoint special committees subject to the approval of the board of directors.

### **B. Vice President**

The vice-president shall:

1. assume the duties of president in the absence of the president.
2. serve as assistant to the president in his efforts for the good of the organization.
3. chair meetings of the board of directors in the absence of the president.
4. assume the office of president in the event of resignation or disability of the president.

### **C. Secretary**

The secretary shall:

1. keep accurate minutes of the meetings of the organization.
2. send notices of meetings to members.
3. be in charge of the preparation and distribution of the monthly newsletter of the BGCWRT.
4. distribute newsletter to members by the first week of each month.
5. maintain an accurate list of addresses (both regular and email) of all members in good standing.
6. notify members of upcoming meetings by the first week of each month.

### **D. Treasurer**

The treasurer shall:

1. be responsible for the collection of dues.
2. be responsible for the deposit of dues, contributions and income into bank account for the BGCWRT.
3. keep accurate records of monies received and expended.
4. make a financial report at monthly meetings and at board meetings.
5. maintain an accurate list of members in good standing.

### **E. Program Director**

The program director shall:

1. arrange for monthly speakers for each meeting of the BGCWRT by contacting those speakers, finalizing the speaker's travel plans and any overnight accommodations (i.e. making reservations at a local hotel, etc.) and confirming the speaker's understanding of all plans made for his or her appearance.

2. coordinate with the President each invitation to a potential speaker.
3. coordinate with the Treasurer the reimbursement of travel expenses to the speaker.
4. coordinate with the Recording Secretary the proper information to be inserted in the monthly newsletter about the upcoming speaker's credentials and presentation topic.

**Section 3: Vacancies in Office.** Except for the office of president, vacancies in office shall be filled by the board of directors for the remainder of an officer's term. For a vacancy in the office of president, the vice-president will assume those duties.

An office will be declared vacant when:

1. an officer resigns or is incapable of fulfilling the duties of the office.
2. the board of directors determines by majority vote that an officer is not fulfilling the responsibilities of the office.

## **Article V: Meetings**

**Section 1. Regular Meetings.** Regular meetings shall be held on the third Thursday of the month, August through May (excluding December).

The secretary shall notify members of the upcoming regular meeting during the first week of each month.

**Section 2. Board of Directors Meetings.** The board of directors shall meet monthly, at least two weeks prior to the BGCWRT monthly meeting at a place determined by the president. Members and nonmembers may be invited by the board of directors to appear for purposes of reports and receipt of other information but shall not be entitled to participate in the meeting during the conduct of business. A quorum of the board must be present to conduct business.

**Section 3. Special Meetings.** By a majority vote of the board of directors, special meetings of the members in good standing may be scheduled. Notice of the time, place, and purpose of the special meeting shall be sent to the members at least seven days prior to the date of the meeting.

## **Article VI: Board of Directors**

**Section 1. Composition.** The board of directors shall consist of the BGCWRT officers and either the director of Western Kentucky University's Institute for Civil War Studies or a member of the WKU History Department designated by the head of the Institute.

**Section 2. Responsibilities.** The board of directors shall be responsible for the management and administration of the BGCWRT in all respects and for all purposes. The board of directors shall have the power to conduct the business of the organization

except that which is retained by the membership in these bylaws. Meetings of the board of directors shall be as provided in Article V, section 2.

**Section 3. Presiding Officer.** The president of the BGCWRT will be the presiding officer of the board of directors. In the event the president resigns or the office of president is declared vacant, the vice-president will be the board's presiding officer until a new president of the BGCWRT is elected by the regular members.

**Section 4. Quorum.** Four members of the board of directors shall constitute a quorum.

### **Article VII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order* shall govern the BGCWRT in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the BGCWRT may adopt.

### **Article VIII: Amendments**

**Section 1: Amendments.** These bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting provided that notice of the proposed amendment has been given to the membership at least 30 days prior to the meeting. The notice shall include the complete text of the proposed amendment.

**Section 2. Effective date of amendments.** Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.