

## **BY-LAWS**

### **Article I. Duties of Officers**

Section 1. Duties of the President shall include but not be limited to the following: preside at every meeting of the Society and of the Council, serve on the Program Committee for the annual meeting, serve as chair of the Committee on Nominations and Personnel for the year following his or her term of office, appoint special committees as needed with the approval of the Council, represent the Society faithfully during his or her term of office, and such other responsibilities as are normally incumbent on the president of a scholarly society.

Section 2. Duties of the President-Elect shall include but not be limited to the following: preside in the absence of the President at meetings of the Society and of the Council, preside at the session of the annual meeting in which the presidential address is given, and oversee arrangements for the next annual meeting (i.e., appoint and chair a Program Committee, issue a "Call for Papers," negotiate joint sessions with other professional groups, etc.).

Section 3. Duties of the Executive Secretary shall be those normally incumbent upon the chief executive officer of a scholarly society and other specific duties as determined by the Council. They may include, but need not be limited to the following: record and preserve the minutes of all meetings of the Society and of the Council, submit a copy of such minutes along with a copy of the program of the Society's meeting to Church History for publication in the next issue, carry on the correspondence of the Society under the direction of the President and the Council, preserve a permanent file of the publications and important papers of the Society, supervise the storage and marketing of all publications of the Society other than the current issue of Church History, maintain an accurate list of subscribers to Church History, register with the U.S. Copyright Office each issue of Church History, see that adequate facilities are available for the meetings of the Society, maintain a register of persons attending the meetings of the Society, maintain a current list of all members of the Society, arrange for the printing of the Society's programs and the mailing of same to the members as provided by the Constitution (Article V, Section 2), send to all members annually notices of dues payable, have charge of the funds of the Society and disburse them under the direction of the Council, keep the financial records of the Society and furnish an annual statement of the accounts to the Council and to the Society, and make the financial records available for an annual audit as directed by the Council. The Council shall appoint the Executive Secretary for a term not to exceed five years and may reappoint the incumbent following a performance review conducted in the penultimate year of the appointment or reappointment.

Section 4. The Council may from time to time appoint an Assistant Secretary whose duties shall include but not be limited to the following: assist the Executive Secretary in any or all of the functions described in Section 3 above, and perform any of the said functions in the event of the Executive Secretary's absence or incapacity, under the direction of the Council.

Section 5. Duties of the editors of Church History shall include but not be limited to the following: manage the journal under the direction of the Council, maintaining standards of scholarly publication and fiscal responsibility commensurate with the traditions and character of the Society, designate with the approval of the Council an advisory board to assist them as they see fit, and work with the Council as needed on other publication projects of the Society.

### **Article II. Duties of the Council**

Section 1. The Council shall meet at the time of each meeting of the Society and at such other times as it

or the officers of the Society may determine, for the transaction of business and the fulfillment of its responsibilities according to Article IV of the Constitution. Five members shall constitute a quorum. No member shall be represented by proxy.

Section 2. The Council may make such rules for its own action as it deems wise, provided these are not inconsistent with the Constitution or the By-Laws.

Section 3. The Council shall report to the Society at each of the Society's annual meetings, and at other meetings in its discretion, concerning essential actions of committees and business of importance transacted by it.

Section 4. The Council may in its discretion extend the privilege of life membership in the Society to any person either in recognition of distinguished service to the Society and the church historical profession or in consideration of an appropriate financial contribution.

### **Article III. Committees**

Section 1. The Committee on Nominations and Personnel shall be composed of the five retiring members of the Council, with the retiring President as chair. The Committee shall have the responsibility at the next annual meeting of nominating, subject to the approval of the Council, the officers of the Society, five new members of the Council, and the standing committees named in Section 2 below. The Committee shall also review the compensation paid to employees of the Society and recommend for approval by the Council and action by the Society salary adjustments as needed.

Section 2. Upon recommendation of the Committee on Nominations and Personnel, with the approval of the Council, the committees described below shall be elected by the Society for terms of three years.

1) The Committee on Membership shall have the responsibility of recruiting new members, especially younger scholars, for the Society.

2) The Committee on Investments shall assist the Executive Secretary in the prudent management of the Society's endowment and other funds.

3) The Research Committee shall seek to advance the church historical enterprise by encouraging original research, fresh interpretations, and scholarly publication in every area of church history. It shall conduct the various contests sponsored by the Society by making appropriate announcements, evaluating entries, and awarding prizes as authorized by the Council.

Section 3. The committee(s) on local arrangements and program for the Spring meeting shall be appointed by the President, subject to approval by the Council, in consultation with members of the Society in or near the host institution.

Section 4. Special committees may be appointed by the President, with the approval of the Council, as they are needed. When their responsibilities have been fulfilled, they shall be discharged. Likewise, the

President, with the approval of the Council, may appoint individuals or committees as delegates or as representatives of the Society to other scholarly societies as appropriate.

Section 5. All committees shall report regularly to the Council, which in turn shall report their essential actions to the Society at its annual meeting.

#### **Article IV. Publication and Awards**

Section 1. The journal of the Society, Church History, shall be published quarterly and sent to every member of the Society whose dues are not in arrears.

Section 2. The income of the Frank S. and Elizabeth D. Brewer endowment fund shall be used to assist authors in publishing meritorious manuscripts on church history according to the following stipulations:

- 1) The Brewer Prize shall be awarded as often as a suitable sum of money shall have accumulated as income from the invested funds, but in no case more often than once per year.
- 2) All prize manuscripts must be published in a manner acceptable to the Society, and have printed on the title page, "The Frank S. and Elizabeth D. Brewer Prize Essay of the American Society of Church History."
- 3) If competing essays are otherwise of equal quality, preference will be given to those relating to the history of Congregationalism.
- 4) The conduct of the Brewer Prize contest shall be the responsibility of the Research Committee.
- 5) The Council shall have power to make such changes in the administration of the Brewer Prize as it deems necessary from time to time.

Section 3. The Philip Schaff Prize shall be awarded as funds are available to the author of the best book originating in the North American scholarly community and presenting original research or interpretation in the history of Christianity for any period thereof. The conduct of the Philip Schaff Prize contest shall be the responsibility of the Research Committee.

Section 4. The Council, at its discretion, may authorize other contests to reward the authors of meritorious writings, published or unpublished. All such contests shall be conducted by the Research Committee.

Section 5. The Council may authorize other publications of the Society, such as pamphlets, papers, symposia, newsletters, and monographs of significance to the church historical enterprise.

Section 6. The Council shall determine the price at which the publications of the Society shall be sold,

including the cost of institutional subscriptions to Church History.

#### **Article V. Procedure in Meetings**

Section 1. The procedure in business meetings of the Society and of the Council shall be governed by Robert's Rules of Order.

Section 2. The order of business in the Council shall follow an agenda prepared by the Executive Secretary in consultation with the President and distributed to the members of the Council at least two weeks prior to the date of the meeting.

Section 3. The order of business in the meetings of the Society shall be determined by the Council in accordance with generally established procedure.

Section 4. Any member of the Society may attend meetings of the Council and may speak when recognized by the presiding officer.

#### **Article VI. Interest Groups**

Section 1. Scholars with a common interest in a particular area of church history may petition the Council for recognition as an interest group. The petition shall include the name of the proposed interest group, a statement of purpose, the particular area to be stimulated and developed, bylaws or some other statement of organization (including provisions for the selection of officers), and a statement of how formation of this interest group will benefit the American Society of Church History.

Section 2. Interest groups will determine their own criteria for membership, which need not include membership in the American Society of Church History.

Section 3. An interest group may assess dues for its own activities and may have the entire management and control of said funds.

Section 4. Interest groups will be entitled to a minimum of one session at the annual meeting. Additional sessions at the annual meeting and at the spring meeting will be at the discretion of the respective Program Committees.

Section 5. Interest groups must be open to all interested members of the American Society of Church History and must restrict their activities to the scholarly pursuit of knowledge.

Section 6. Council may withdraw recognition from an interest group for good and sufficient reasons.

#### **Article VII. Amendments**

These By-Laws may be amended at any duly constituted business meeting of the Society by a two-thirds majority of the members present and voting.

ACT OF INCORPORATION -- LAWS OF NEW YORK, CHAPTER 82

AN ACT to incorporate the American Society of Church History.

[became law 30 March 1916, with the approval of the Governor]

The People of the State of New York, represented in the Senate and Assembly, do enact as follows:

Section 1. John Alfred Faulkner, Edward Payson Johnson, William Walker Rockwell, Henry James Weber, Robert Hastings Nichols, Francis Albert Christie, Joseph Cullen Ayer, junior, James Isaac Good, David Schley Schaff, Henry Bradford Washburn, Frederick William Loetscher, James Coffin Stout, Austin B. Keep, William A. Schwarze, and George Edwin Herr and their successors in office chosen from time to time are hereby incorporated and are declared to be a body corporate of the state of New York by the name of the American Society of Church History, Incorporated, and by such name shall be known and shall have perpetual succession with the powers, limitations and restrictions herein contained.

Section 2. The objects of the corporation shall be to promote and stimulate historical study and research generally, but particularly in the department of church history; to discover, collect and preserve historical manuscripts; to print, publish and cause to be distributed, papers, books, writings, reports, articles and data bearing on or in anywise relating to church history or containing the results of the researches or other activities of its members; to establish and maintain traveling fellowships to carry out or to maintain any of the foregoing purposes; to hold conventions or meetings of its members; to establish and maintain a library; to establish and maintain endowments for any of the foregoing purposes; to acquire by purchase, gift, devise or otherwise, and to hold real and personal estate so far as may be necessary in carrying out its lawful purposes; and to mortgage, sell, lease or otherwise dispose of any real or personal estate according to law.

Section 3. The corporation hereby created shall have all the powers and be subject to all the restrictions which now or hereafter may pertain by law to membership corporations in so far as the same are applicable to and not inconsistent with the provisions of this act.

Section 4. The acts done by the above named persons on the twenty-seventh day of December, nineteen hundred and fifteen, in adopting by-laws, electing officers and passing resolutions so far as they are consistent with this act are hereby ratified and declared to be valid.

Section 5. This act shall take effect immediately.