

THE CONSTITUTION AND BY-LAWS  
OF THE AMERICAN STUDIES ASSOCIATION OF TEXAS

(As Amended and Proposed for Approval at the 1991 Annual Meeting)

I. Name. The name of this organization shall be the American Studies Association of Texas.

II. Purpose. The object of the Chapter shall be to promote the study of American civilization, both in general and with particular reference to the area from which its membership is drawn, and especially in aspects which involve more than a single academic discipline.

III. Memberships. Membership in the Chapter shall be open to all residents of the area and may be obtained in three ways: 1). payment of dues to the national American Studies Association; 2). payment of \$15.00 membership dues to the Secretary-Treasurer of the Chapter or payment of \$7.50 for students and retired persons; and 3). payment of \$30.00 Sustaining Member dues to the Secretary-Treasurer of the Chapter. Each Sustaining Member will be listed in the Journal, and \$15.00 of the Sustaining Member dues will be placed in the Chapter's endowment fund.

IV. Institutional Memberships. Institutions in the area may support the Chapter by contributing \$30.00 or more per year. Such institutions will be listed in the Journal and will receive copies of the Journal for their libraries.

V. Officers. The officers of the Chapter shall be a President, a Vice President, a Secretary-Treasurer, and three Councilors. Elections shall be held annually; officers shall perform the duties regularly associated with the offices named and as further delineated by the Chapter's adopted list of officers' duties. No one shall serve as either President or Vice-President for more than two consecutive terms. The Vice-President shall be Program Chairperson and may appoint a committee of two members to assist him/her. The Secretary-Treasurer shall be elected for a three-year term and may be re-elected for consecutive terms. Councilors shall be elected for terms of three years, with one-third of the Councilors going out of office and one-third coming in annually. There shall be a Nominating Committee which shall present nominations for officers at the annual meeting, but any member present at the meeting may make additional nominations. In addition to the officers named above, the Nominating Committee shall also, when appropriate, nominate a candidate from the Chapter to the national Executive Council.

VI. Publications. Publications undertaken by the Chapter, by itself or in association with the American Studies Association or with other organizations, shall be in charge of an Editor appointed by the President.

VII. Amendments. This Constitution may be amended at any meeting of the Chapter at which ten or more members are present, by the vote of two-thirds of those present; or, on the initiative of the officers, by a mail poll of the entire membership. If a mail poll is taken, amendment shall require the vote of two-thirds of those members who respond.

## BY-LAWS

1. Meetings. The officers of the Chapter shall arrange for one meeting in the Fall Semester of each year and for such other meetings on special occasions, for special purposes, or in association with other organizations, as may seem desirable to them. Necessary business may be brought before other called meetings if ten or more members are present. Program meetings shall be open to non-members, but such non-members shall not participate in any business brought before the meeting of the Chapter.
2. Assessments. Membership assessments not to exceed two dollars per year, in addition to membership dues paid, may take the form of registration fees or special assessments to provide funds for Chapter business expenses. Assessments may be increased, but not by more than fifty percent, at any meeting at which ten or more members are present, by a majority vote. Reasonable registration fees for meetings shall be collected by the host institution to defray expenses. The host institution is responsible for all expenses of the meeting, including honorarium for guest speaker, if any.
3. Program Participation. With the exception of specially invited speakers, all persons presenting papers or participating in panels for Texas Chapter meetings will be expected to be members of the Association.
4. Best Paper Award. A prize of \$50.00 will be awarded to the member presenting the best paper at each annual meeting. Two prizes will be awarded if joint sessions are held.
5. Publication of Papers. All papers presented at Chapter meetings are to be offered to the Journal of the American Studies Association of Texas, for publication, but will be subject to review and approval by the Editorial Advisory Board. Additionally, members may submit papers not read at meetings to be considered for publication in the Journal.
6. Amendments. These by-laws may be amended at any meeting of the Chapter at which ten or more members are present, by the vote of two-thirds of those present; or, on the initiative of the officers, by a mail poll of the entire membership. If a mail poll is taken, amendment shall require the vote of two-thirds of those members who respond.

## DUTIES OF THE OFFICERS

### AMERICAN STUDIES ASSOCIATION OF TEXAS

#### PRESIDENT

(Elected annually for one year. A president may be elected for no more than two consecutive terms.)

The duties are as follows:

- 1) to preside at all meetings of the membership of ASAT.

- 2) to call together Councilors in advance of formal conference activity, as Thursday afternoon, for discussion, advice, and recommendations on matters of general and particular interest to ASAT.
- 3) to call and conduct an Executive Committee meeting in advance of the business session of the annual conference, as Friday afternoon, to discuss matters of general and particular interest to ASAT as well as to initiate changes in the constitution or amendments thereto, consider Councilors' recommendations, and prepare an agenda.
- 4) to conduct a formal business session at the annual conference.
- 5) to give a closing address (or remarks) at the conclusion of the business meeting, the extent of which is left to the discretion of the incumbent.
- 6) to initiate mail polls of membership concerning amendments or other matters of equal import, with cooperation of the Secretary-Treasurer.
- 7) to write for the Newsletter as appropriate.
- 8) to correspond with the national American Studies Association as instructed by the membership at its annual meeting.
- 9) to appoint chairpersons for committees inclusive of standing, ad hoc, and pro tempore committees, and to assist the chairpersons, if called upon, to name other committee members.
- 10) to serve as ex-officio member of all committees, at the discretion of the incumbent.

#### VICE-PRESIDENT

(Elected annually for one year. A vice-president may not serve more than two consecutive terms.)

The duties are as follows:

- 1) to serve as a member of the Executive Committee.
- 2) to meet with the Councilors as a member of the Executive Committee.
- 3) to serve as chairperson of the Program Committee for the year in which he or she is the incumbent, and to name two additional persons from the membership to serve on this committee, with the option of calling upon the President for advice.
- 4) to announce a theme for the following year's program and issue a call for papers at the annual meeting, if possible, or in the next Newsletter.
- 5) to process and select papers and to assume responsibility for all correspondence with participants.

6) to prepare copy for printed program and deliver it to printer (or person designated by Local Arrangements chairperson) at least six weeks in advance of meeting date.

7) to arrange time and place of program sessions in consultation with the Local Arrangements chair-person.

8) to appoint persons to chair sessions of program.

9) to ascertain that program presenters are ASAT members in good standing (i.e., have paid their dues for the current year) with the exception of specially-invited luncheon or dinner speakers.

## SECRETARY-TREASURER

(Elected for a term of three years. May be re-elected for consecutive terms.)

The duties are as follows:

1) to record minutes of the conference business session and report at the next meeting . The minutes may be published in the Newsletter.

2) to issue a Newsletter, preferably in January, May, and October.

3) to keep an account of memberships, inclusive of the number of national, sustaining, state, and institutional members.

4) to receive correspondence from national ASA, pass on via the Newsletter whatever is of importance to the membership in general, and refer other matters to the Executive Committee.

5) to keep an account of the rebate from national ASA headquarters.

6) to be responsible for all monies received by ASAT (with the exception of any monies sent directly to the editor of the Journal), and to establish a bank account at whatever bank he or she recommends, following approval of the Executive Committee.

7) to report assets and liabilities at the annual meeting, furnishing bank statements upon request of the membership.

8) to manage and report other assets of ASAT, as CD's.

9) to promote institutional membership by inviting institutions to join or renew membership in ASAT.

10) to initiate in Executive Committee changes in membership fees, all changes subject to vote of the membership.

11) to serve as a member of the Executive Committee.

12) to meet with the Councilors as a member of the Executive Committee.

## COUNCILORS

(Elected for a term of three years upon recommendation of the Nominating Committee, with one-third of the Councilors going out of office and one-third coming in annually.)

The duties are as follows:

- 1) to meet at the annual conference when called into session by the President.
- 2) to advise and recommend on matters pertaining to the meetings, both regular and special.
- 3) to advise and recommend the acceptance or rejection of proposed changes to the constitution and amendments thereto.
- 4) to deliberate on general policies.
- 5) to bring to the attention of the Executive Committee whatever matters they consider worthy of discussion.

## EDITOR OF THE JOURNAL OF THE AMERICAN STUDIES ASSOCIATION OF TEXAS

(Appointed by the President.)

The duties are as follows:

- 1) to appoint an editorial staff at the host institution.
- 2) to appoint, with the advice of the Executive Committee, an Editorial Advisory Board, composed of three persons each for American Studies, English, History, and Political Science, who will serve terms of three years.
- 3) to invite submission of manuscripts and assume responsibility for all ensuing correspondence.
- 4) to meet with the Councilors prepared to discuss whatever matters concerning the Journal they may initiate.

## COMMITTEES

(With the exception of the Executive Committee, all committees will have three members, a chairperson appointed by the President and two members chosen by the chairperson, with the advice of the President if requested.)

### Executive Committee

(Comprised on the President and Vice President, who hold one-year terms, and the Secretary-Treasurer, who holds a three-year term.)

The duties are as follows

1) to meet with the Councilors in advance of the formal activities of the annual meeting, as Thursday afternoon, to receive the recommendations of the Councilors, and, exercising the prerogative to accept or reject, authorize the President to make a full report to the membership.

2) to meet in advance of the business meeting of the annual conference at a time and place to be determined by the President for purposes of:

A) discussing matters of general and particular interest to ASAT, taking into consideration the advice of the Councilors.

B) to initiate changes in the constitution or amendments thereto.

C) to accept proposals for location of future meetings and determine the location and host for the next meetings.

3) to nominate student candidates for representation to the National Council.

4) to create a pro tempore committee for a specific temporal job or to accomplish a specified purpose.

5) to aid the President in choosing chairpersons for the committees, should the President so request.

#### Ad Hoc Committee for Nominations

(Composed of three persons, the chairperson named by the President, to serve one year.)

The duties are as follows:

1) to prepare a slate of officers, that is, president, vice president, secretary-treasurer (at the end of each three-year term).

2) to nominate one councilor to replace the outgoing councilor.

#### Ad Hoc Committee(s) for Best Paper Award

(Composed of three persons, the chairperson named by the President, to serve for one year.)

The duty is:

to judge the best paper delivered at the annual meeting and award the presenter \$50.00. Two prizes may be given (by two committees) if joint sessions are held.

#### Ad Hoc Committee for Resolutions

(Composed of three persons, the chairperson named by the President, to serve one year.)

The duties are:

- 1) to give proper commendations, acknowledgements, and exhortations.
- 2) to make note of matters of necrology.

Pro Tem Committee for Local Arrangements

(Serves as needed for one year. Chairperson will normally be the person who extends an invitation to ASAT on behalf of the host institution. Chairperson will arrange for local help.)

Local Arrangements Committees May Be Aided By

- 1) a report from the immediate past Local Arrangements Committee on such matters as making hotel arrangements, scheduling activities, transportation for guests, financial obligations, etc.
- 2) the cooperation of members who may find it convenient to be of assistance, prior to or during the conference.

## MEMBERSHIP

The Obligations for Members of ASAT are as Follows:

- 1) to accept responsibility for paying dues regularly, preferably at the time of the conference.
- 2) to participate in support of the program and the journal. All members have the privilege of submitting papers to be read and/or published, inclusive of incumbent officers.
- 3) to promote membership, inclusive of institutional memberships.
- 4) to send news items to the Secretary-Treasurer for inclusion in the Newsletter.
- 5) to voice their suggestions to officers, Councilors, or appropriate committees.