

**JANE AUSTEN SOCIETY OF NORTH AMERICA  
PUGET SOUND REGION BYLAWS**

**ARTICLE 1 – NAME, PRINCIPAL OFFICE, AND AFFILIATION**

**Section 1. Name.** The name of this organization shall be “Jane Austen Society of North America” (JASNA), "Jane Austen Society of North America, Puget Sound” (JASNA-PS) hereinafter referred to as the "Region".

**Section 2. Principal Office.** The principal office shall be located at the 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, provide fellowship, 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. Nonprofit Status.** The Region, by virtue of its affiliation with JASNA, is a nonprofit organization. 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 an active member of the Region, a person must be a member of JASNA in good standing, paying national dues and any applicable regional dues. All JASNA members are entitled to join the Region and may join multiple regions. Active members are members of JASNA who attend the Region’s meetings and participate in the Region’s programs and activities.

**Section 2. Visitor Policy.** Visitors may attend up to two regular meetings as the guest of a Region before becoming a member of JASNA and the Region. (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.** Annual Region dues payable by members are fixed at \$10 per year and are collected in August. This amount will be reviewed annually by the Executive Committee and modified as needed. National dues are determined by JASNA and are paid directly to JASNA.

**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 the beginning of the Region's year or at least thirty (30) days prior to each meeting. The Region's meetings are generally held on alternating months on the second Sunday of the month. The months are February, April, June, August, October and December. Changes to any program will be communicated via email and on our region website.

At least one of the Region's regular meetings shall feature a discussion of one of Jane Austen's books.

**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.** The Region's Treasurer shall complete and return the Financial Report form provided by the JASNA Treasurer by the date specified 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, Co-Treasurer, Program Director(s), Newsletter Editor, Membership Coordinator, Past Regional Coordinator who shall be responsible for recording Executive Committee meeting minutes. 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 up to two additional terms. No officer shall be eligible to serve for more than three consecutive terms in the same office. The term of office shall commence on January 1 and end on December 31 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 and the Region may be elected to office. Nominations may not be made from the floor. Elections to be held in the month of December.

A Nominating Committee appointed by the Executive Committee and composed of three (3) Region members shall accept nominations from the general membership in writing. The Nominating Committee shall consist only of members who are not running for office or for reelection. At least thirty (30) days prior to the election, the Nominating Committee shall submit to the membership a slate listing one nominee for each position, each of whom must be a member in good standing of JASNA and the Region. Members shall be notified of the slate of nominees and the election time and place by publication in a newsletter, email, or some other type of written notice. The Nominating Committee shall be responsible for conducting the election.

**Section 4. Election.** The election of the Regional Coordinator and other officers shall be held at the meeting or via email during the month of December for the term beginning on January 1. A quorum consisting of at least twenty (20) percent of the members of the Region must vote for the election to be conducted. If a quorum does not participate, 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 or voting by email. 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, including the Regional Coordinator, Program Coordinator(s), Treasurer, Co-Treasurer, Past Regional Coordinator, Newsletter Editor, Publicity Coordinator, Membership Coordinator. 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.

The Web Site Manager and Librarian are appointed positions and may participate as non-voting members of the Executive Committee.

**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. Sends email reminders for upcoming region meetings. May delegate duties to Executive Committee members or other Region members. Qualifications for Regional Coordinator shall include a minimum of two (2) years membership in JASNA and JASNA-PS.

**Section 7. Duties of the Treasurer.** Has charge and supervision of the Region's finances, securities, and books of account. Has custody of all funds of the Region. 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.

It is desired that the Treasurer has some accounting or bookkeeping experience, but it is not necessary. Treasurer to prepare for JASNA the annual income statement and IRS required paperwork. Treasurer will maintain records on the investment and checking accounts, including balancing the statements upon receipt and submitting monthly statements to the RC, along with any supporting detail. Qualifications for Treasurer shall include a minimum of two (2) years membership in JASNA and JASNA-PS.

**Section 8. Duties of the Co-Treasurer.** The co-treasurer will assist the treasurer, as needed, and serve in his/her place when absent.

**Section 9. Duties of the Membership Coordinator.** Maintains the roster of members. Keeps accurate and up-to-date records of members' names, status of membership, and current mailing addresses. Updates records prior to mailings. Coordinates with Editor regarding publication of membership renewals and applications. Coordinates mailings regarding membership issues. The Membership Coordinator shall conduct a periodic survey of members and keep the results for the region records.

**Section 10. Duties of the Program Coordinator(s).** The Program Coordinator(s) shall coordinate the development of program topics for the Region's regular meetings. Such development shall include soliciting volunteers for food, tea, note taking and/or locations hosts. Program topics shall be solicited from the members. The Program Coordinator(s) shall develop the list of programs for the following year no later than October 31 and shall be submitted to the Executive Committee for review and approval. The list shall include budget estimates. The list of programs for the following year shall be provided to the membership at the December meeting and published in the first region newsletter of the following year. The Program Coordinator(s) shall ensure that there is information provided to the Newsletter Editor prior to the meeting. Program Coordinator(s) shall confirm with all meeting participants/volunteers prior to the meeting. They shall also thank the volunteers after the meeting.

The Program Coordinator(s) shall arrange for at least one of the Region's regular meetings each year to be

a discussion on the work(s) of Jane Austen.

**Section 11. Duties of the Past Regional Coordinator.** Advises the Executive Committee and is a voting member of the Executive Committee. The Past Regional Coordinator shall take minutes at the Executive Committee meetings.

**Section 12. Duties of the Newsletter Editor.** Coordinate submissions and edits the Region's newsletter, which is published six (6) times a year and distributed electronically.

**Section 13. Duties of the Publicity Coordinator.** The Publicity Coordinator shall coordinate the dissemination of information about the Region within the local community to help attract new members. Duties include raising awareness of the Region's upcoming meetings and events and developing and coordinating (with input from the Regional Coordinator, Executive Committee and membership) promotional information and activities that will help raise awareness of the Region utilizing social media, local media and other methods, as appropriate.

**Section 14. Duties of the Web Site Manager.** Oversees the production and maintenance of the Region web site.

**Section 15. Duties of the Librarian.** Keeps copies of newsletters, programs, and other materials published by the Region. Keeps copies of other materials, articles, and memorabilia pertaining to JASNA and Jane Austen. Makes Region library materials available to region members.

**Section 16. Vacancies.** Vacancies shall be filled for the remaining unexpired term. Members shall be notified of vacancies in any office resulting from any cause other than expiration of the term. The Regional Coordinator may make a temporary appointment to the vacancy until members can vote on the permanent replacement. If the Regional Coordinator position is vacant, the remaining Executive Committee may make a temporary appointment until members can vote on the permanent replacement. Nominations will be taken prior to the next meeting of members. The election shall be held at the next meeting, and the candidate receiving a majority of the votes shall be elected.

**Section 17. 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 18. Removal of Officers.** The Executive Committee has the authority to remove an Officer from their position if they are not fulfilling the duties of the role.

## **ARTICLE 5 – AMENDMENTS TO BYLAWS**

**Section 1. Changing the Bylaws.** Amendments to the bylaws may be made at any regular meeting. Proposed amendments must be submitted in writing to the members at least thirty (30) days prior to the meeting at which they will be considered. Adoption of an amendment shall require a vote of two-thirds of the members at a meeting at which a quorum is present.

**Section 2. Effective Date.** These bylaws are effective upon adoption by a two-thirds vote of the members present at the time of their passage.

## ARTICLE 6 - FINANCIALS

**Section 1. Usage of funds.** Our operating funds, initially created by the profits from our 2001 AGM, shall be invested at a financial institution (insured under the FDIC) chosen by the Executive Committee, in either a money market account or a short-term certificate of deposit ("CD"), whichever gives a higher rate of return on investment.

Any requests for reimbursement for items or services purchased on behalf of the region must be approved in advance by the Treasurer and/or RC. Receipts shall be furnished to the Treasurer within six (6) months.

The **principal balance** of the Proceeds shall remain invested unless authorized by the Executive Committee and approved by vote on by the Membership. The principal balance of the Proceeds shall be utilized for, but not limited to, the following:

- A. To earn income for JASNA-PS (in the form of interest).
- B. To pay for special programs.
- C. To rent exhibits or presentations, or to schedule a special showing of art or artifacts of interest to the Members.
- D. To maintain an Internet web page for JASNA-PS.

Account signature requirements: Two signatures shall be required on all disbursements. (Regional Coordinator ("RC") and Treasurer, Co-Treasurer shall have signing authority on all accounts.)

Proposals for the use of the principal for a project meeting the criteria may be made by any member in good standing. The proposal should be made first to the Executive Committee and then, assuming their approval, to the membership for vote.

Approval will be by simple majority of those present for the vote. Voting to be facilitated by the RC.

The **annual interest** earned on the Proceeds shall be utilized for, but not limited to, the following:

- A. To establish and/or maintain an Internet web page for JASNA-PS. The web page would contain information about JASNA-PS, a schedule of meetings, topics, etc.
- B. To pay for special programs.
- C. To pay for guest speakers/presenters at our regular meetings.
- D. To rent exhibits or presentations, or to schedule a special showing of art or artifacts of interest to the Members.
- E. To subsidize attendance of the Members at a performance (such as a musical concert, dance recital or theatre performance).

If there is no annual interest earned to create funds for an annual budget, the Executive Committee should discuss whether a proposal to the general membership will be made to use funds from the capital account to fund that year's programs.

**Section 2. Program Budgeting.** As the six programs for each year are being planned, the Program Coordinator(s) should analyze if any monies are needed to complete the programs. A budget proposal should be made in advance (before the final annual program is published in the newsletter) to the Executive Committee for discussion and approval.

---

1 - A member is defined as someone having membership in both JASNA and JASNA-PS.