

# BYLAWS OF THE SOUTH CAROLINA HISTORICAL ASSOCIATION

Date of Ratification: [Will Vote on March 1, 2025]

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## ARTICLE I: NAME AND PURPOSE

### Section 1. Name

The name of this organization was established by the Constitution in 1931 as the "South Carolina Historical Association" hereby referred to as "the Association."

### Section 2. Purpose

The purpose of the Association is to further the teaching and understanding of history:

1. Promote historical research, scholarship, and education;
  2. Foster the exchange of knowledge and ideas among historians;
  3. Support professional development and ethical standards within the field of history;
  4. Advocate for the field of historical study and for the preservation of records;
  5. Promote, grow, and maintain its own organization to advance the field of history.
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## ARTICLE II: MEMBERSHIP

### Section 1. Eligibility

Membership is open to any individual with an interest in history who meets the requirements set forth in these bylaws and the policies of the Association.

### Section 2. Categories of Membership

- *Regular Member*: Open to amateur historians, professional historians, and scholars engaged in historical research.
- *Student Member*: Open to individuals currently enrolled in an academic institution studying history or related fields.
- *Lifetime Member*: Open to retired Association members after ten years of membership and the payment of \$500. Annual membership dues are waived for Lifetime Members.
- *Honorary Member*: Granted to individuals who have made exceptional contributions to the Association or to the field of history. Annual membership dues are waived for Honorary Members.

### Section 3. Membership Dues

Membership dues for each category shall be established annually by the Executive

Committee. Dues may be paid at any time during the year; annual membership coincides with the fiscal year, April 1 to March 31.

#### **Section 4. Rights of Members**

A member:

1. Has the right to vote in elections and on issues presented to the membership;
2. Supports the Association, which in turn has supported historical research since 1931;
3. Receives a copy of *The Journal of the South Carolina Historical Association*, the institution's refereed journal;
4. Receives notification of the Annual Meeting and other updates from the Association;
5. Presents, if desired, at the Annual Meeting (One must be a member of the Association to present, moderate, or commentate at the annual conference.);
6. Enjoys discounts and partnerships with other organizations as arranged by the Executive Committee;
7. Experiences valuable opportunities to network, practice, contribute, and lead within a long-standing, non-profit, academic organization.

#### **Section 5. Termination of Membership**

Membership is terminated by non-payment of dues, voluntary resignation, or actions deemed detrimental by the Executive Committee.

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### **ARTICLE III: EXECUTIVE COMMITTEE**

#### **Section 1. Composition**

The Executive Committee shall consist of the offices of President, Vice President, Secretary, and Treasurer; and six at-large members, all elected by the membership of the Association, and the Director of Communications, appointed by the Executive Committee.

#### **Section 2. Nominations**

1. Nominations Committee:
  - a. Shall nominate one person for Secretary, Treasurer, Vice President, and each expired at large seat. The Vice President shall be the automatic nominee for President.
    - i. Nominations should arise from the current membership of the Association before recruiting new members to serve on the Executive Committee.
    - ii. The Executive Committee shall review, approve/disapprove, and present the slate of candidates for vote at the Annual Meeting.
    - iii. Nominations for any office may also be made from the floor at the Annual Meeting.

- b. Shall nominate one member in good standing of the Association as the representative to the South Carolina Commission on Archives and History.
  - i. The Executive Committee shall review, approve/disapprove the nominee who will serve on the SCCAA for one term, renewable.
  - ii. The appointed SCCAH representative must pay annual dues to the Association during their appointment and provide a brief report each year at the Annual Meeting.

### **Section 3. Term of Office**

The President and Vice President serve non-renewable one-year terms. The Treasurer and Secretary serve renewable two-year terms. At large members of the Executive Committee are appointed to terms of up to three years which are determined at the time of nomination; at large terms should be staggered to preserve organizational structure.

### **Section 4. Duties of Officers**

1. **President** represents the Association and oversees its general operations.
  - a. Annual Meeting - Works with Executive Committee to ensure the Vice President has the support needed to identify and set the location of the Annual Meeting (a year in advance is best); recruits the keynote speaker, and provides the agenda for the Business Meeting.
  - b. Leads the organization, including recruiting new members from across the state.
  - c. Ensures a diverse, equitable, and inclusive membership and Executive Committee.
  - d. Chairs Membership Committee
  - e. Coordinates with the Secretary to schedule Board Meetings, sets agendas, and presides over meetings
2. **Vice President** assists the President and presides in their absence; is the manager and first point of contact for the Annual Meeting.
  - a. Sets Annual Meeting location, budget, catering arrangements, recommended hotels, supplies shopping, Friday evening social,
  - b. Working with Treasurer and Communications Director, updates Association CFP email list and drafts/sends/posts CFP
  - c. Processes Annual Meeting proposals, recruits session chairs, sets up sessions/panels, drafts, publishes and prints program, prints nametags (using registration list), and coordinates on-site set- up and clean-up
  - d. Chairs the Program Committee
3. **Secretary** maintains meeting records, manages logistics for meetings of the Executive Committee, and consults on the Association's communications.
  - a. In consultation with the President, works with board members to schedule all meetings, creates virtual meeting links, and issues reminders in advance of board meetings
  - b. Takes minutes of the Association's meetings and maintains digital records of the Association's minutes and other official documents in the drive of the official Gmail account

- c. Backs up the office of Treasurer
  - d. Maintains current digital copies of the Association's Bylaws and serves as the officer who interprets the bylaws for the Executive Committee
  - e. Provides the Editor/Editorial Board with current materials necessary for the front and back matter of the Journal
  - f. Assists to prepare correspondence of the Association as requested
  - g. Chairs the Nominations Committee
4. **Treasurer** manages finances, including operational expenses and revenue from memberships and journal subscriptions.
- a. Manages financial accounts, portals, and records
  - b. Processes memberships and maintains official membership list
  - c. Manages publication subscriptions
  - d. Provides an annual financial statement to the Board and membership
  - e. Provides a financial report at meetings of the Executive Committee
  - f. Monitors treasurer's email account
  - g. Member of the Nominations Committee
5. **At Large Members** serve as representatives of the general membership, provide logistical support at the Annual Meeting, and contribute to the initiatives of the Executive Committee.
- a. Be members in good standing of the Association
  - b. Actively serve on at least one committee
  - c. Work to promote and grow the Association
  - d. Attend Executive Committee Meetings and the Annual Meeting

## Section 5. General Duties of the Executive Committee

The duties of the Executive Committee shall be:

1. Fix the date and place of the Annual Meeting
2. Prepare a program for the Annual Meeting
3. Supervise the organization's finances, including fundraising initiatives
4. Accept, on behalf of the Association, any contribution, bequest, or devise
5. Attend to the publication of *The Journal of the South Carolina Historical Association*
  - a. The Association shall publish annually its peer-reviewed journal, known as *The Journal of the South Carolina Historical Association*. Each annual edition of *The Journal* shall include a copy of the Association's Bylaws, minutes of the Annual Meeting, and other materials as determined by the Executive Committee.
  - b. The Executive Committee, by two-thirds vote, shall have the authority to appoint or remove an Editor(s). In consultation with the Editor(s), the Executive Committee shall have the authority to appoint or remove an Associate Editors(s) and the authority to create or dissolve an Editorial Board.
    1. The duties of the Editor shall be to:

- a. Be a member in good standing of the Association
  - b. Report to the Executive Committee
  - c. Chair the Editorial Board
  - d. Manage the peer-review process, including communications with scholars who submitted papers and reviewers
  - e. Coordinate with vendors for the publication of *The Journal*
  - f. Chair the Awards Committee
2. Editorial Board:
- a. Comprised of up to 10 members
  - b. Provides advice and consultation regarding peer review and other issues as determined by the editor and associate editor
  - c. Editorial Board appointees must be members in good standing of the Association
3. All papers published in *The Journal* shall become the property of the Association except as otherwise may be approved by the Executive Committee.
6. Oversee communications: the website, social media, surveys, and other channels
- a. The Executive Committee appoints a Director of Communications:
    - i. The Director of Communications is a member of good standing in the Association and serves on the Executive Committee;
    - ii. Will oversee the website, social media sites, and administer surveys;
7. Approve and present the slate of nominations for the offices and other elected members of the Executive Committee provided by the Nominations Committee
8. Establish Partnerships
9. Attend to the maintenance and growth of the Association's membership
10. Such other duties as may from time-to-time be assigned to them by the membership of the Association

## **Section 6. Vacancies**

If the President leaves the Association or is unable or unwilling to continue their duties, the Vice President shall assume the role until an election of the general membership can be held. If another officer or member of the Executive Committee leaves the Association or is unable or unwilling to continue their duties, the President shall appoint a replacement until an election of the general membership can be held.

## **Section 7. Resignations**

Any officer or member of the Executive Committee may resign at any time by giving written notice of resignation to the President.

## Section 8. Meetings

The Executive Committee shall meet four times a year, traditionally in June, August, November, and January. Special meetings of the Executive Committee may be called by the President or by a majority of the Executive Committee. Meetings may be held in person or by electronic means.

- 1. Participation.** The President may authorize participation by absent committee members at in-person meetings by telephone, videoconferencing, video chat or any other electronic means, so long as each committee member can hear, or be advised of the discussion of business, and other committee members can hear, or be advised of the absent committee member's votes or comments. A committee member participating by telephone may count toward a quorum.
- 2. Adjournment.** A meeting of the Executive Committee may be adjourned. Notice of the reconvened adjourned meeting or of the business to be transacted there, other than by announcement at the meeting at which the adjournment is taken, shall not be necessary. At a reconvened adjourned meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting originally called.
- 3. Informal Action.** If all the members of the Executive Committee severally or collectively consent in writing to any action taken or to be taken by the Association, the action shall be as valid as though it had been authorized at a meeting of the board.

## Section 9. Compensation of Executive Committee Members

No member of the Executive Committee shall receive any salary or compensation for their services. No member of the Executive Committee shall receive any service or benefit not provided to the general membership.

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## ARTICLE IV: COMMITTEES

### Section 1. Standing Committees

The Association shall have the following standing committees comprised of members in good standing:

- 1. Membership Committee:* Chaired by the President, focuses on recruitment, retention, and membership benefits.
- 2. Program Committee:* Chaired by the Vice President with the Communications Director as a member, responsible for the logistics of the Annual Meeting and other events and workshops.

3. *Nominations Committee*: Chaired by the Secretary with the Treasurer as a member, responsible to present nominations for the slate of elected officers and at large members of the Executive Committee as well as the representative to the South Carolina Commission on Archives and History.
4. *Awards Committee*: Chaired by the Editor, responsible for evaluating papers and selecting award winners for prizes established by the Association.

## **Section 2. Other Committees**

The President may establish ad hoc committees or other committees as needed or may be petitioned to establish a committee by 10% of the membership of the Association.

## **Section 3. Committee Chairs**

Chairs for other committees shall be appointed by the President.

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# **ARTICLE V: MEETINGS OF MEMBERSHIP**

## **Section 1. Annual Meeting**

The annual meeting of the Association shall normally be held in March at a time and place determined by the Executive Committee.

## **Section 2. Special Meetings**

Special meetings of the membership may be called by the President or upon the written request of at least 10% of the membership.

## **Section 3. Quorum**

A quorum for conducting business at any membership meeting shall be a majority of the voting members in good standing.

## **Section 4. Notice of Meetings**

Notice of meetings shall be sent to all members at least five months in advance for the Annual Meeting and 10 days for special meetings.

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# **ARTICLE VI: ELECTIONS**

## **Section 1. Voting**

Voting may be conducted by mail, email, online, or in person at the annual meeting. Each member of the Association in good standing is entitled to one vote. In unusual circumstances such as a pandemic or weather event, the terms of the existing Executive Committee members will be extended until the election is complete.

## **Section 3. Election Results**

A plurality of votes cast shall determine the election. In case of a tie, the Executive Committee shall hold a run-off vote.

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## **ARTICLE VII: FINANCIAL ADMINISTRATION**

### **Section 1. Fiscal Year**

The fiscal year of the Association shall be April 1 through March 31.

### **Section 2. Financial Reporting**

The Treasurer shall work with the Vice President to prepare a budget to host the Annual Meeting, which must be approved by the Executive Committee. The Treasurer will prepare a report on accounts for meetings of the Executive Committee and provide account statements to the Executive Committee at the request of any member of the committee. The Treasurer will prepare an annual report for presentation to the membership at the Annual Meeting.

### **Section 3. Audit**

The Executive Committee shall arrange for and cooperate with an independent audit by a certified public accountant of the Association's finances every 3 to 5 years or as requested by 10% of the Association membership.

### **Section 4. Financial Authority**

All checks, drafts, or orders for the payment of money shall be signed by the Treasurer or another authorized officer. The Treasurer and the Secretary will jointly be named on, have access to, and receive account statements from any financial holdings of the Association.

### **Section 5: Fiscal Policy**

The Executive Committee in coordination with the Treasurer shall adopt and from time to time review a fiscal policy setting out a formal procedure that shall govern internal controls, the signing of checks; the obligation of funds; approval of contracts, leases, deeds, and mortgages; and other significant aspects of the organization's fiscal operation. The fiscal policy shall assure that the Association shall have sound financial controls that are appropriate, under generally accepted accounting principles, to its size and purpose.

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## **ARTICLE VIII: AWARDS**

### **Section 1: Daniel Hollis Prize**

1. The organization annually awards the Daniel Hollis Prize, which is announced at the annual meeting.
2. In even numbered years of the meeting, a graduate student may be awarded the prize for the best article published in *The Journal* in the last two years (current and previous year).
3. In odd numbered years of the meeting, a professional historian may be awarded the prize for the best article published in *The Journal* in the last two years (current and previous year).



4. The President and Editor annually appoint an awards committee to review all eligible articles.
  5. In the event of a tie, the Executive Committee will choose the prize winner.
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## **ARTICLE IX: AMENDMENTS**

### **Section 1. Amendment Procedure**

These bylaws may be amended by a two-thirds vote of the membership present at the Annual Meeting, provided notice of the proposed amendment is given at least 30 days in advance.

### **Section 2. Submission of Amendments**

Amendments may be proposed by the Executive Committee or proposed by any member in good standing, with the support of at least 9 additional members. Amendments must be consistent with the purpose of the Association.

### **Section 3. Prohibited Amendments**

No amendment shall be made to these bylaws which would cause the Association to cease to qualify as an exempt corporation under Section 501 (c) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

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## **ARTICLE X: PARLIAMENTARY PROCEDURES**

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.

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## **ARTICLE XI: STATEMENT OF NONDISCRIMINATION**

The Association shall not discriminate against any person in the hiring of personnel, election of board members, provision of service to the public, the contracting for or purchasing of services or in any other way, on the basis of race, color, sex, national origin, disabling condition, age, or any other basis prohibited by law. This policy against discrimination includes, but is not limited to, a commitment to full compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, and any subsequent amendments to these statutes.

## **ARTICLE XII: DISSOLUTION**

### **Section 1. Dissolution of the Association**

Upon dissolution, the assets of the Association shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or shall be distributed to a non-profit organization that shares a similar purpose as the Association which has been selected by the majority of the Executive Committee.

**Section 2. Distribution of Assets**

No member shall be entitled to any distribution of the Association’s remaining assets.

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**CERTIFICATION**

These bylaws were approved at a meeting of the Board of Directors on January xxxx and ratified by the membership on [March 1, 2025].

**President’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Secretary’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_