



THE SOCIETY FOR REFORMATION RESEARCH

CONSTITUTION

PREAMBLE

The specialization of historical studies, the importance of the Reformation, broadly interpreted as the various religious movements of the sixteenth and seventeenth centuries and their impact on society, and the significance of the Reformation for subsequent centuries have prompted the formation of this organization and its incorporation on 23 July 1947 under the “General Not for Profit Corporation Act” of the State of Illinois.

Article I: NAME

The name of this organization is THE SOCIETY FOR REFORMATION RESEARCH (hereinafter referred to as “the Society”).

Article II: OBJECTIVES

This Society has been established in order

1. To promote the study of the Reformation,
2. To foster research in all aspects of the Reformation period,
3. To assist in the dissemination of the results of such research through publications, lectures, conference, annual meetings, and any other suitable media, and
4. To promote cooperation with organizations having objectives similar to those of this Society.

Article III: MEMBERSHIP

Any person who is in sympathy with the objectives of this Society and who is ready to promote them shall be eligible for membership.

Article IV: Officers and Management

1. The officers of this Society shall be a president, a vice president, a recording secretary, and a treasurer.
2. Management of this Society shall be vested in an Executive Council which shall consist of at least fourteen members: the above-named officers, the program chairs, the membership

secretary, the North American editor(s) of the *Archive for Reformation History*, the immediate past president, the chairperson of the nominating committee, and four members of the Society elected by the membership of the Society.

3. The nominating committee shall consist of three members elected by the membership of the Society.

Article V: AMENDMENTS AND CHANGES IN THE CONSTITUTION

Amendments and changes in this constitution or its by-laws may be proposed by the Executive Council or through a petition signed by at least twenty per cent (20%) of the membership. Proposed changes must be mailed either by post or electronically to the membership at least (60) days prior to the business meeting at which they are to be discussed. Within thirty (30) days after the business meeting, all members will receive a mail ballot either postal or electronic concerning the proposed changes. All ballots must then be returned to the membership secretary within sixty (60) days. A simple majority of all votes cast shall be necessary to change or amend the constitution or by-laws of this Society.

Article VI: DISSOLUTION

Dissolution of this Society shall be pursuant to a vote of the members present at a business meeting of the Society provided that prior notice was given to the membership at least sixty (60) days before the date of the meeting. Absent members of the Society may vote by mail ballot either postal or electronic. A two-thirds majority of all ballots cast shall be necessary for dissolution. In the event of the dissolution of this Society, the manner of disposition of the Society's assets, after all legal liabilities have been satisfied, shall be proposed by the Executive Council and voted upon by the membership by mail ballot either postal or electronic. A simple majority of votes cast shall determine the matter.

BY-LAWS

Section I: Categories of Membership

1. Any person eligible under Article III of this constitution shall become a voting member of this Society upon payment of the annual dues as set by the Executive Council of this Society.
2. Members whose dues remain in arrears at the time of any election shall not be sent ballots for said election.
3. The Executive Council of this Society may grant honorary membership for life to individuals who have made significant contributions to Reformation studies, or who have promoted the objectives of this Society in outstanding ways. Members in this category shall have voting rights in this Society but shall not be required to pay dues.

4. Institutions and/or libraries subscribing to the Archive for Reformation History or any other publication or services of this Society shall be designated as “subscribers,” and shall not be franchised.

Section II: Elections and Terms of Office

1. The president shall serve for a two-year term, and shall not be eligible for re-election.
2. The vice-president shall be elected for a two-year term, and shall succeed automatically to the office of president upon completion of retiring president’s term.
3. The recording secretary and treasurer shall be elected for four-year terms and shall be eligible for reelection.
4. The program chairs shall be appointed for three-year terms and the membership secretary shall be appointed for a five-year term by the president upon consultation with the vice-president and the Executive Council. They shall be eligible for re-appointment for one additional term.
5. The four Executive Council members-at-large shall be elected for four-year terms in such a way that one member shall be elected each successive year. They shall not be eligible for re-election until five years after the completion of their terms of office.
6. The members of the nominating committee shall be elected for three year terms in such a way that one member shall be elected each successive year. The member in his or her third year of service shall serve as the chairperson. The president shall be as ex-officio member of the nominating committee. Its member shall not be eligible for re-election.
7. The nominating committee shall make one nomination for each elective position of the Society. It shall forward its nominations to the membership secretary no later than September 15 of any calendar year. Nominees to the offices of VP and President shall be persons who have shown substantial interest in the affairs of the Society. Nominees must be members of the Society in good standing at the time of their nomination.
8. The names of nominated officers shall be presented to the members of the Society for approval at the business meeting held in conjunction with the Sixteenth Century Society and Conference. Members shall be notified by the membership secretary of the results of all elections in the issue of the Society’s newsletter following the election, or by any other method that the membership secretary chooses. Following the election, the outgoing nominating committee chair shall notify all successful candidates.
9. Officers, members of the Executive Council, and members of the nominating committee shall assume their duties on January 1 following their election.

Section III: Duties of Officers

1. The president shall be the chief executive officer and spokesperson of the Society, and normally shall preside over all its meetings and those of the Executive Council and prepare agendas for such meetings. The president shall maintain and promote contacts with other learned societies, in particular with the *Verein für Reformationgeschichte*. He or she after consultation with the vice president and program secretary shall be responsible for the scholarly programs of the Society. The president shall have the power, upon consultation with the vice president, to make interim appointments to fill any vacancies in the elective offices of the Society until the next regular election.
2. The vice president shall preside over all meetings of the society or of the Executive Council in the absence of the president. He or she shall consult with the president and the program secretary regarding the scholarly programs of the Society, and shall assist the president in any manner which the president and the Executive council deem necessary and proper.
3. The recording secretary shall be responsible for the Society's records and correspondence, keep minutes of all meetings of the Society and the Executive council, function as the parliamentarian, and at the request of the presiding officer render authoritative interpretations of the constitution and by-laws of the society.
4. The membership secretary shall be in charge of all elections, and shall notify the members of the results as stipulated in Section II, 8 of the by-laws. He or she shall be responsible for maintaining and updating the membership rolls of the Society in accordance with Section I, 2 of the by-laws, and of sending notices of membership renewal to all members in conjunction with renewal notices for the *Archive for Reformation history* and the *Literature Review* for the year.
5. The program committee, consisting of the program chair for the spring meeting, the program chair for the fall meeting, and the North American editor(s) of the *Archive for Reformation History*, shall assist the president and vice-president in the planning of the Society's programs. [DELETE: He or she shall be aided by a committee appointed by the president as stipulated in Section IV, 3 of the by-laws.] The program chairs shall provide the recording secretary with a record of all the programs of the Society.
6. The treasurer shall be responsible for the collection, safeguarding, and expenditure of the funds of the society. He or she shall be responsible for financial planning in furtherance of the Society's current objectives as outlined by the Executive Council. The treasurer shall be empowered to make investments on behalf of the society, to except cash or endorse checks made out to the society, and write checks for the society. He or she shall report annually to the Executive Council and to the business meeting on the financial condition of the society.

Section IV: The Executive Council

1. The Executive Council shall meet at least once a year. Six members of the Executive Council and the president or, if he or she is unable to attend, the vice president shall constitute a quorum. The agenda for meetings shall be prepared by the president and circulated to the members of the Executive council at least thirty days before the meeting.

2. Upon written request of at least four of the members of the Executive council the president shall, with due notice as stipulated in Section IV, 1 of the by laws, call the Executive council into session.
3. The Executive council shall appoint or authorize the president to appoint such standing and/or ad hoc committees as it deems necessary for the carrying out of the business Society.
4. The Executive Council shall by simple majority vote appoint the North American editor(s) of the *Archive for Reformation History*, whose term of office shall be six years, and who shall be eligible for re-appointment for one additional term.
5. In case there is no quorum at the annual meeting of the Executive Council, the president shall conduct the business of the society in consultation with the members of the Executive council until the next regularly scheduled business meeting of the society.
6. The Executive council shall report to the members through the president at the annual business meeting of the society.
7. The Executive Council shall be responsible for the general oversight of the financial affairs of the society. It shall review the treasure's annual financial report and make appropriate budgetary and financial recommendations to the membership at the annual business meeting of the society.
8. The executive council shall have responsibility for the general operation of the society during the period between the business meetings of the society.

Section V: Meetings

1. Normally the Society shall meet for scholarly purposes three times a year, in conjunction with the Sixteenth Century Society and Conference in the fall, with the American Historical Association in the winter, and with the International Congress of Medieval Studies in the spring.
2. Although the responsibility for and final decision concerning the scholarly programs of the Society rest with the president after consultation with the vice-president and the program committee as stipulated in Section III, 1 and 2 of the by-laws, the programs shall be prepared on the basis of suggestions or proposals made by the membership at large, in order to involve the members, both established and younger scholars, as much as possible.
3. A business meeting of the Society shall be held at least once a year. Members of the Society shall be informed of such a meeting at least thirty (30) days before its date. Its time and place shall be determined by the president in consultation with the Executive Council.

Section VI: Correspondence and Records

1. All correspondence and records generated in the service of this Society are the Society's.

2. Such correspondence and records, upon completion of any officer's term in office, shall be transmitted to that officer's successor, who in turn shall have the responsibility of transmitting them to Hope College or a subsequently designated depository no later than the expiration of his or her own term of office. Thus each officer shall have the obligation of transmitting his or her own records to the successor, and the predecessor's records to Hope College or a subsequently designated depository, where officers are also to send copies of important Society documents.

3. Archives of the Society shall be established at Hope College or a subsequently designated depository. Written permission to consult them for scholarly purposes may be given by the president of the Society upon consultation with the Executive Council.