

BY-LAWS
OF
BRUNSWICK CIVIL WAR ROUND TABLE
a.k.a. (BCWRT)

ARTICLE 1

Name: The name of the organization is the Brunswick Civil War Round Table.

ARTICLE 2

Purpose: It shall be the mission of the Brunswick Civil War Round Table to promote interest in and disseminate knowledge of the American Civil War, through various speakers at regular Round Table meetings and other special events. It shall also be a goal of the Round Table to promote, encourage, and support Civil War Battlefield Preservation.

ARTICLE 3

Meetings: The regular meeting of the Roundtable shall be on the first Tuesday of the month at 7:00 pm or at such a place and time as may be announced by the President. All meetings are open to the public. There will be no meeting during July and August.

ARTICLE 4

Dues: Annual dues in an amount to be determined by the Board of Directors shall be due and payable in the anniversary month of the members joining or before. The fiscal year of the Round Table shall begin on July 1 and end June 30 the following year.

ARTICLE 5

Membership: Membership is open to anyone interested in the American Civil War and who has paid his or her dues as indicated in Article 4. Those who have not paid their dues will not be eligible to vote or receive the newsletter until such dues are paid.

ARTICLE 6

Quorum: A majority of the paid voting members present at any regular or called meeting shall constitute a quorum for purposes of transacting business. There shall be no proxy voting.

ARTICLE 7

Officers: There shall be five officers elected by the membership. They are: President, two Vice Presidents, Secretary, and Treasurer. The initial terms shall be through December 31, 2010 and thereafter for a term of one year. All officers must be dues paying members of the Round Table and must be willing and able to attend all board meetings. Failure to attend two consecutive board meetings, except for health reason, may result in the board appointing a replacement. Should a vacancy occur before their term has ended, the Board of Directors shall appoint a qualified member to fill out the un-expired term.

ARTICLE 8

Board of Directors: The Board shall consist of the five elected officers and up to four members, appointed at large, for a total of up to nine directors. The President shall appoint the at-large members, with the advice and consent of the Officers and Directors. The at-large members shall serve a one-year term. The Officers and Directors may also appoint up to three non-paid advisors who are not Board Members. The Board will conduct the business of the Round Table and will report to the membership as required. Meetings will be at the call of the President. The Board will meet at least quarterly, unless otherwise determined. A majority of Officers and Directors shall constitute a quorum for transaction of business.

ARTICLE 9

Committees:

A:

Standing Committees: There shall initially be three standing committees whose functions will be to assist the Board and the membership in the conduct of Round Table affairs. The President may serve as *ex-officio* member of any committee. Written reports concerning committee activities shall be presented as necessary at regular Board meetings. Each committee will have a minimum of two qualified members including the Chair but no more than four.

Program: This committee will be responsible for, but not limited to, providing ideas and recommendations for future goals, program development, and community activities including events and activities outside of regularly scheduled monthly meetings. This committee will also provide speakers for the meetings. It will be chaired by the Round Table Vice-President or a Director.

Communication: This committee shall be responsible for communication with members and potential members about programs and activities of the Round Table. It shall also maintain a list of active members and potential members. The committee shall also maintain a contact list of various media outlets and communicate frequently with them in order to promote the membership. This committee would be chaired by the Round Table Secretary or Director.

Finance: This committee would be responsible for making recommendations and developing plans aimed at insuring the financial health of the Round Table. Their responsibilities would include, but not be limited to, recommendations on dues and development of ways and means to raise money for Round Table activities. This committee will also be responsible for maintaining a current list of paid members. The committee would be chaired by the Round Table Treasurer or a Director.

These committees would meet at least twice a year, once during the summer if possible, in order to have recommendations ready for Board consideration in the fall. The committees would also meet at the call of the President if special circumstances warranted. Elected officers would not be precluded from serving on the committees.

B:

Special Committee: There shall initially be one special committee whose function is to annually nominate one or more candidates for the office of President, two Vice-Presidents, Secretary and Treasurer.

Nominating Committee: A nominating committee consisting of a chairperson appointed by the President and three members chosen by the committee Chair shall be organized in October. Said committee shall present a slate of officers to the membership at the November meeting. Election by the full membership will be held at the December meeting with new officers assuming duties at the January meeting.

C:

The President may appoint additional committees as need.

ARTICLE 10

Duties of the Officers:

President: The President shall preside at all regular meetings and Board meetings and shall generally coordinate and supervise the affairs of the Round Table.

Vice President: This Vice President will assist the president in matters as requested and shall preside in the absence of the president.

Vice President, Programs: This Vice-President shall be responsible in assisting the President in coordinating and arranging for speakers at the regular monthly meetings and such other duties as the President assigns. The Vice-President shall also chair or co-chair the Program Committee.

Secretary: The Secretary shall be responsible for recording the minutes of all regular meetings as needed and Board meetings, all Round Table correspondence as directed, and other administrative duties that may be assigned by the Board. The Secretary will also chair or co-chair the Communication Committee.

Treasurer: The Treasurer shall keep and maintain an accurate itemized accounting of all monies paid to the Round Table treasury and those monies paid out, and will provide to the Board a detailed report at its regular meetings, on the financial status of the Round Table. The Treasurer will be responsible for paying all debts approved by the Round Table and also maintain a current list of paid members. In addition to providing detailed reports to the Board at regular meetings, the Treasurer shall provide on a Periodic Basis, a report on the financial status of the Round Table, to be included in the membership newsletter. The Treasurer will also chair or co-chair Finance Committee.

ARTICLE 11

Fund Deposits: All funds received by the Round Table shall be deposited in accounts at a bank selected by the Board. All checks shall be prepared by the Treasurer and are to be signed by the President and another Director selected by the Officers and Directors. If such is determined by the Board to be necessary, a separate fund shall be established at a bank of the Board's choosing to hold funds for special projects that may be designated by the Round Table Board.

ARTICLE 12

Amendments: These articles may be amended, added to, or repealed, after a ten day written notice has been given to the membership and approved by a two-thirds vote of the paid voting membership present at any regular or special meeting.

These By-Laws were revised by general membership approval on December 7, 2010.