

BY-LAWS
THE CWRT of GREATER KINGSTON

Amended: October, 2013

(A) PREAMBLE:

The 'Civil War Round Table of Greater Kingston' (CWRT/GK) was inaugurated at a meeting in August 1993, and was a duly recognized affiliate of the 'Civil War Round Table Associates' when such was active. The "Civil War Roundtables" is now a loose association of local units:
<http://www.civilwarroundtables.com/index.htm>

The 'Civil War Round Table of Greater Kingston' (CWRT/GK) was inaugurated at a meeting in August 1993, and is a duly recognized affiliate of the 'Civil War Round Table Associates' headquartered in Little Rock, Arkansas, USA.

Its sole purpose is educational through the collection, exchange, presentation, and discussion of information of and about the American Civil War, 1861-1865. It neither holds nor expresses any official political bias, and members are encouraged to analyze and explore any and all sides of the conflict.

Its insignia is the crossed flags of the Union and Confederacy against the backdrop of Kingston's distinctive Martello Tower.

It is, and plans to remain, completely self-sufficient, relying solely on its membership for the development of program activity, the maintenance of adequate finances, and the provision of executive and administrative support.

Annually, efforts are made to collect donations from members towards one or two target properties identified by the Civil War Trust. Where possible, these donations are matched by the Club.

Its direction is given through an elected Executive Body whose duties are outlined in Section (B) below.

It gratefully acknowledges the contribution of its Founding President, Bob Villebrun, who served from its inceptions through 1997.

(B) EXECUTIVE BODY/RESPONSIBILITIES/POLICIES:

RATIONALE:

These bylaws have been compiled to create an efficient, simple executive process with annual auditing, without interfering with the initiative and continuity of leadership.

EXECUTIVE POSITIONS AND TERMS OF OFFICE:

Note: these positions may be combined as suits the abilities and interests of the incumbent officer(s).

- President: One year term; can hold the position for two consecutive terms.
- Vice-President: One year term: can hold the position for three consecutive terms.
- Past President: The ex-President.
- Secretary/Archivist: One year term; can hold the position for an unlimited number of terms.
- Treasurer: One year term; can hold the position for an unlimited number of terms.
- Programme Committee: One year term for three members (who select their own chair); can hold the position for an unlimited number of terms.
- Newsletter Editors: One year term for two members; can hold the position for an unlimited number of terms.
- Webmaster: One year term renewable without limit.

ELECTION OF THE EXECUTIVE BODY:

At the regular membership meeting in April of each year an ad hoc Nominating Committee of three (comprising the Past President and two members at large) will be selected. It will conduct/report the election of officers of the Executive Body at the regular membership meeting in June.

Those elected/re-elected by a simple majority of the members attending, including proxies, will serve terms running from election through election.

The executive may, from time to time, and without precedent, appoint a person or persons to work with it. Appointments will be reviewed, re-affirmed, or terminated by each in-coming executive.

EXECUTIVE RESPONSIBILITIES:

President:

- To co-ordinate the activities of the CWRT/GK.
- To preside at each regular membership meeting, and at any meeting of the Executive Body.
- To communicate executive plans, decisions, and concerns to the members at regular membership meetings, by mail/telephone or by e-mail.
- To arrange for accommodation for regular membership meetings.
- To assist the Programme Committee, the Newsletter Editors, the Secretary/Archivist, and/or Treasurer as required.

Vice-President:

- To assist the President as necessary.
- To replace the President in the absence of same as required.
- Past President:
- To assist the President and/or the Vice-President as necessary.
- Secretary/Archivist:

- To compile, send, receive, and maintain files of all correspondence dealing with CWRT/GK matters.
- To maintain a current membership list and a record of member attendance.
- To issue monthly newsletters to those not attending and not on e-mail.
- To record/issue minutes of Executive meetings.
- To collect and maintain a file of past records, newsletters, and any other pertinent historical data.
- To compile and present two "official record" copies of a written "History of the Civil War Round Table of Greater Kingston" at least every five years.

Treasurer:

- To develop and maintain official books of accounts and other supporting data.
- To collect membership dues, and to follow-up with members in arrears.
- To establish the CWRT/GK bank account requiring the joint signatures of either the President or the Vice-President and the Treasurer.
- To deposit funds and pay accounts as required.
- To prepare/issue a statement of income/expenses for the previous year, and a budget for the coming year, at the regular September membership meeting each year.

Programme Committee: (normally a committee of three)

- To select one of its members as Chair.
- To arrange for speakers and audio-visual equipment for each of the regular membership meetings.
- To develop/maintain a network of possible speakers; a list of potential topics of interest to the members; and a back-up list of speakers who are prepared to deliver a paper on very short notice.

Newsletter Editors:

- To develop and recommend to the Executive proposals for a CWRT/GK newsletter: including size, structure, content, and cost.
- To collect information from members and other research sources.
- To produce and distribute a regular newsletter to members.
- Webmaster:
- To maintain the web page with current announcements and up-to-date program information.
- To transcribe the newsletter into 'html' format, along with relevant pictures, and post on the web page.
- To transcribe the historical portion of each newsletter into an archival form, post it, and index it in the list of past topics for ready access to the public.
- To make payments regularly to pay for the web service and the site name (the url), being reimbursed from time to time by the club treasurer for these expenses.
- To set his or her personal email address as the link wherever webmaster occurs in the website and respond to all emails received via this link.

MEMBERSHIP:

- Membership in the CWRT/GK is open to any person who shares with its members a common interest in the military, economic, political or social facets of the American Civil War.
- Regular Member: Any person who attends scheduled membership meetings and maintains this right by the payment of Regular membership dues.
- Associate Member: Any person, not a Regular Member, who maintains a connection with the CWRT/GK by the payment of Associate membership dues.
- Honorary Member: (See Schedule A) Any person so named by the executive, who is granted full Regular Member privileges without payment of dues.

MEMBERSHIP DUES: (See Schedule B)

The amount of the annual Regular and Associate membership dues will be established by the Executive prior to the September regular membership meeting each year. The dues should be sufficient to cover expenses in the forthcoming year for the payment of (1) rental space, (2) publication of the newsletter, (3) postage, (4) stationery, and (5) honoraria, as required - see Item (8) below.

The Regular Membership dues become payable to the Treasurer at the September membership meeting each year; while the Associate Membership dues become payable upon receipt of notice from the Treasurer, which will be mailed during the summer.

EXECUTIVE DISCRETION - MEMBER HARDSHIP:

When, in the opinion of the Signing Authority (the President or the Vice-President and the Treasurer), a waiver of all or a portion of a member's annual dues is justified, this will be done without record or prejudice.

GUEST SPEAKERS/HONORARIA:

Guest speakers who are not CWRT/GK members may be on the programme from time to time. It is the CWRT/GK's policy to help offset their expenses. Guest speakers may be paid an honorarium based on the distance he/she has travelled from home to Kingston, (See Schedule

C). Consideration might also be given to the provision of public or private billeting or defraying the cost of rations.

Note: In the case of an extraordinary circumstance, on the recommendation of the Executive, a commitment of additional funds may be approved at a regular membership meeting by a two-thirds (2/3) majority of those attending.

MEETINGS:

Regular membership meetings will normally be held the first Thursday of each month (excluding the months of July and August) excepting the September and January meeting which

will typically be held on the second Thursday of those months. Other membership meetings may be scheduled as needed/desired.

Meetings of the Executive body may be called to conduct the business of the CWRT/GK, by any member of the Executive.

The regular membership meeting in June of each year will include a time allotment for the Nominating Committee to oversee the election of officers, as outlined above in item (3).

CHANGES TO THESE BYLAWS:

The Executive may propose an amendment to these bylaws. Additionally, a proposed amendment may be initiated by any three members, acting as a group, in writing to the Secretary who will present it to the Executive. If approved by the Executive, the proposed amendment will be presented for discussion at the next regular membership meeting. The notice of amendment will be sent out to the membership as soon as practicable, following this meeting, by email. At the next regular membership meeting, further discussion will be entertained, following which a vote will take place. Proxies will be allowed, the forms having been obtained from/returned to the Secretary prior to this meeting. The amendment will be considered accepted if passed by a majority of two-thirds (2/3) of the members attending, including proxies, and will be effected as quickly as possible thereafter.

Original Version: 2003 Revised: October 2013

SCHEDULE A:

Current Honorary Member:

Mr. Bob Villebrun.

SCHEDULE B: as of 2013

Regular Membership dues are \$25.00 per year, or \$5.00 per meeting to a maximum of \$25.00 per year. Associate Membership dues are \$10.00 per year.

SCHEDULE C: as of 2013

Honoraria rates:

Inside a 30k radius from City Hall=\$nil

Inside a circle radius from 31k-100k=\$25.00

Inside a circle radius from 101k-200k=\$50.00

Inside a circle radius from 200k-300k=\$75.00

Beyond a distance of 301k=\$100.00