

ARTICLE I - NAME

The name of this organization shall be:
THE RICHMOND CIVIL WAR ROUND TABLE (RCWRT)

ARTICLE II - PURPOSES

To discuss the events, customs, military actions and other activities pertaining to the Civil War (1861 - 1865). To encourage and stimulate interest in the objectives of all agencies interested in the preservation and protection of landmarks, earthworks, relics and collections of data pertinent to the above period for use by the general public.

ARTICLE III - MEMBERSHIP

Section 1: There shall be five (5) classes of membership:

- a. Member - individual who is in good standing continually from initially joining.
- b. Member couple - Two individuals, living at the same address, who are in good standing continually from initially joining.
- c. New Member - An individual who joins for the first time or renews after a 6-month lapse of membership
- d. New Member Couple - Two individuals, living at the same address, who join for the first time, add a spouse to the membership of an existing member or renews a couple's membership after a 6-month lapse of membership.
- e. Student - 13 years or older and enrolled as a full-time student.

Section 2: The Executive Committee may nominate members for Life Memberships in the RCWRT to the general membership. A two thirds majority will be required of that committee. A three-fourths (3/4) vote of the members present at any regular business meeting shall be required to approve the Life Honorary membership. To be eligible, the nominee must have made outstanding contributions to the knowledge and/or advancement of the Civil War period or the Round Table. There shall be no more than ten (10) Life Honorary members at any given time. Life Members shall not be subject to the payment of annual dues.

Section 3: The Secretary shall receive and process applications for all membership categories.

ARTICLE IV - OFFICERS AND GOVERNMENT

Section 1: The officers of The Richmond Civil War Round Table shall be:

- a. President, who shall preside over general and special meetings,
- b. First vice president, who shall act also as Program Chairman,

- c. Second vice president, who shall act as Chairman of Field Trips and arrange the following year's programs,
- d. Secretary, who shall maintain records of memberships and collect dues,
- e. Treasurer, who shall receive and assist secretary in collecting and depositing revenues, pay expenses, and report on finances, and
- f. Webmaster, who shall maintain and update the organization's website.

These officers shall be duly elected at the annual meeting and shall serve for the term of one (1) year. These officers shall be chosen from and by members in good standing.

Section 2: The duties of the offices shall be those described generally in Section 1 above and more specifically in position descriptions.

Section 3: The above-mentioned officers, the immediate Past President and three Past Presidents to be designated by vote of the membership at the annual meeting shall compose an Executive Committee.

- a. This governing body is empowered to transact any business of this organization except the election of officers, the Executive Committee, Life Members and the establishment of dues and initiation fees.
- b. Said Executive Committee may recommend policy and programs for ratification of the membership.
- c. A majority of the members of the Executive Committee shall constitute a quorum.

Section 4: The term of officers and committees shall be from January 1 through December 31 or until their successors are elected.

Section 5: Succession. In the event of the death, resignation, or disability (as determined by the Executive Committee) of any officer, occurring between annual meetings, the President may in his or her discretion appoint another member in good standing to fill such vacancy for the unexpired term. In the event of the death, resignation, or disability of the President, the First Vice-President shall become the President, and the Second Vice-President shall become the First Vice-President for the unexpired term. If deemed necessary, the new President may then appoint a new Second Vice-President. [9-14-2021]

ARTICLE V - MEETINGS

Section 1: The members shall meet once a year in the month of December at a business meeting; hereafter, called the Annual Meeting for the purpose of presenting the annual reports, budgets, fixing of the dues and election of officers.

Section 2: The regular monthly meetings of this organization shall be on the second Tuesday of each month with the exception of the Holiday meeting held in November.

Section 3: Robert's Rules of Order Newly Revised shall govern all matters before the organization where not otherwise specified.

ARTICLE VI - DUES

Section 1: Each member of The Richmond Civil War Round Table shall pay dues to the Secretary the amount voted by the membership at the annual meeting as the year's rate of dues.

a. Upon recording for active membership purposes, the Secretary will forward member's checks to the Treasurer or deposit them in agreement with the Treasurer.

b. Checks will be used as a document of payment by members and recorded in the yearly receipt book by the Secretary. Dues paid in cash shall be recorded in a receipt book.

c. Cash payments will be recorded in the yearly receipt book and a receipt will be given to the members for their records.

d. Payment of dues is on or before February 15 yearly.

e. Dues announcements are published in the December - February newsletters.

Section 2: Members, who pay on or after February 16, are required to pay a \$10 late fee to remain in continuing membership status.

Section 3: The Membership year is January 1 through December 31 and coincides with terms of RCWRT officers.

Section 4: Prorated dues schedule will be as follows:

a. January 1 - June 30 = full payment

b. July 1 - December 31 = one half (1/2) payment

Section 5: All new and rejoining members, as defined in Article III, shall pay a one-time Initiation Fee.

ARTICLE VII - E-Mail Voting: Voting may be conducted by E-mail, provided that a proposal may only be adopted if there is no objection from any member to the vote being held by this method. If this cannot be resolved and the person making the motion wishes to pursue the action, then it may only be introduced at a formal Executive Committee meeting. All votes should be copied to all members of the Executive Committee. If a committee member does not have E-mail, requests to not vote via E-mail, or has their request for vote returned as undeliverable or because he is out of office, an attempt to solicit their vote will be made by the President by telephone or in person. Their vote or the reason for not obtaining their vote will then be communicated to the other committee members. A committee member who fails to vote within three days shall be considered as an abstention.

ARTICLE VIII - COMMITTEES

Section 1: The Executive Committee (described in Article IV, Section 3 above) shall also constitute the Nominating Committee and shall solicit recommendations of candidates for officers from the membership and recommend the slate of officers at the Annual Meeting.

Section 2: Other committees may be named by the President. No such committee shall serve longer than the end of one year; although, this shall not prevent their re-appointment.

ARTICLE IX - GUESTS

Section 1: Any member in good standing may bring a reasonable number of guests to any regular business meeting of this organization, but no guest may attend more than two (2) meetings. This limitation shall be waived for any event requiring payment, such as banquets and field trips, although the Executive Committee may restrict attendance of guests to any function.

ARTICLE X - AMENDMENTS

Amendments may be made to this Constitution by a two-thirds (2/3) vote of the members present at a duly called business meeting. Proposed amendment changes will be made available to the membership in the RCWRT's monthly newsletter the month prior to the meeting's discussion and vote. The newsletter will be sent to each member as they have indicated their monthly preference for mailing through the U.S. Postal Service or electronic copy to the email address that the member has provided the Webmaster. It is the responsibility of the member to provide updated email address to the Secretary and/or Webmaster by email as listed in the monthly RCWRT newsletter.
