

Constitution of the Canadian Society of Medievalists

Société canadienne des médiévistes

Effective 1 December 2019

I. Name

The name of the organization shall be the Canadian Society of Medievalists/Société canadienne des médiévistes, hereafter referred to as CSM/SCM.

II. Object

The purpose of the CSM/SCM is to foster medieval studies in Canadian universities and colleges, and to encourage a wider knowledge in Canada of the Middle Ages.

III. Membership

1. **Members:** Individuals who share the objectives of the CSM/SCM are invited to become members. Members of the society must be in good standing to make, second, or vote on motions in general meetings, to serve as officers or members of the Advisory Board, and to receive issues of the CSM/SCM's journal.
2. **Honorary Members:** the CSM/SCM at any general meeting may, by a two-thirds majority of the votes cast, elect a person to be an honorary member of the CSM/SCM and the resolution shall set out the privileges of an honorary member. Honorary members are not entitled to move or second motions or to vote.
3. Persons may be admitted as members by the Secretary-Treasurer in accordance with procedures established by the general meeting for members or by the Executive.
4. The personal liability of all members is limited to the amount of their annual subscription, which amount shall be set at a meeting of the general membership.

IV. Governance

1. Executive Committee:

a. There shall be an Executive Committee of the CSM/SCM which shall, subject to the plenary power of the general meeting of members, manage the affairs of the CSM/SCM between meetings of members. A member of the Executive Committee can be removed by a simple majority vote during a meeting of the Advisory Board following a unanimous recommendation by the remaining four members of the Executive Committee. If a member of the Executive Committee becomes unable to serve due to resignation, illness, death, or other reason, then the other four members of the Executive Committee shall arrange to cover the position's duties temporarily until the vacancy is filled at the next general meeting of members.

b. Membership of the Executive Committee:

The Membership of the Executive Committee shall consist of the following:

1. President: The President shall assume office for a two-year term by virtue of having served a term as Vice-President and shall serve an additional two-year term as Past President. The President shall represent the CSM/SCM's interests in the academic community. In consultation with the other members of the Executive Committee and with the Local Arrangements Co-Ordinator, the President shall arrange the programme for the annual conference and meeting of members. In consultation with the Secretary-Treasurer, the President shall determine the agenda for the annual general meeting of members.
2. Vice-President: The Vice-President shall be elected at the annual general meeting for a two-year term and shall succeed to the presidency. The Vice-President shall be responsible for announcements of the CSM/SCM, both external and internal.
3. Past President: The Past President shall continue on the Executive Committee for two years after completing a term as President. The Past President shall serve as liaison to the Canadian Federation of Humanities and Social Sciences.
4. Secretary-Treasurer: The Secretary-Treasurer shall be elected at the annual general meeting for a two-year term. The Secretary-Treasurer shall manage the finances of the CSM/SCM, keep the books and membership lists, provide reports to the Annual General Meeting and at other times at the request of the Executive Council, and record the minutes of meetings for the Executive Committee and the general meetings of members.
5. Editor of *Florilegium*: The Editor of *Florilegium*, the official journal of the CSM/SCM, shall be elected for a five-year, renewable term at an annual

general meeting and will serve throughout that period on the Executive Committee. The Editor will be responsible for the day-to-day operation of the journal and for implementing the general policies governing the journal as directed by the Society. The Editor will have final editorial and administrative responsibility for the journal and will report regularly to the CSM/SCM.

2. The Advisory Board:

- a. Purpose: The Advisory Board shall assist the President and Vice-President when required in determining the programme for the annual conference and annual meetings of members and shall advise the officers and the Executive Committee on matters of general policy and advise as to the issues to be brought before the members of general meetings. Members of the Advisory board shall be called upon by the President to serve on committees of the CSM/SCM.
- b. Membership: The Membership of the Advisory Board shall consist of eight persons elected at the annual general meeting for staggered two-year terms and should reflect the geographical and disciplinary diversity of the CSM/SCM. Seven shall be members-at-large who are teachers at Canadian universities and colleges interested in medieval studies or Canadians with a professional interest in medieval studies. In addition to the seven members at large, there shall be one graduate student who is enrolled at a Canadian university or a Canadian citizen enrolled at a university abroad.

3. Nominating Committee:

- a. Appointments: The Executive Committee annually shall appoint a Nominating Committee which shall be responsible for presenting nominations for a slate of officers to be elected at the annual general meeting and to nominate persons to fill any vacancies on the Executive Committee or Advisory Board.
- b. Membership: The Nominating Committee shall consist of at least one member of the Executive Committee and two members of the Advisory Board.
- c. Nomination Procedures:
 1. The Nominating Committee shall solicit from the membership suggestions for nominations for vacant positions on the Executive Committee and the Advisory Board.
 2. The slate of nominations shall be given to the members along with a notice of the annual general meeting, provided however that nominations may be made from the floor at the annual general meeting if the proposed nominee has consented to stand for election.

V. Committees

The Executive Committee and any general meeting of members are each empowered to establish from time to time such committees as may be deemed advisable and to appoint the membership thereof.

VI. Meetings

1. Meetings of the Executive Committee:

- a. Meetings of the Executive Committee may be called at any time by the President or by any two other members of the Executive Committee. The length of the notice required shall be set by the Executive Committee.
- b. A meeting may be held by teleconference.
- c. A quorum for a meeting of the Executive Committee shall consist of the President or, in case of the inability of the President to act, the Vice-President, and any two other members.

2. Meetings of the Advisory Board:

- a. Meetings of the Advisory Board may be called by the President or by any three members of the Advisory Board.
- b. A meeting of the Advisory Board may be held by teleconference.
- c. A quorum for a meeting of the Advisory Board shall consist of five members.

3. Meetings of Members:

- a. There shall be an annual general meeting of members to be held in conjunction with the annual conference. A special meeting of the members may be called by the Executive Committee and may be conducted by teleconference.
- b. The agenda for meetings of the members shall be distributed to the membership at least 14 days prior to the meeting.
- c. A quorum for meetings shall be fifteen members. Proxy votes and absentee votes shall not be permitted.
- d. Meetings of members shall be conducted in accordance with Robert's Rules of Order.

4. Minutes shall be kept of all meetings.

VII. Amendment of the Constitution

Amendments to the Constitution may be proposed in writing by the Executive, the Advisory Board, or by any member of the CSM/SCM. Amendments shall be submitted to the Secretary-Treasurer by 15 March next preceding the annual general meeting and shall be circulated with the agenda for that meeting.

At the meeting of members a motion shall be made for an electronic ballot in respect of any duly proposed amendment and, if the motion for the ballot passes by a simple majority of those present and voting, then an electronic ballot in respect of the proposed amendment shall be conducted. The ballot shall be taken between September and May and if the amendment is passed by a two-thirds majority of the votes cast, the amendment shall be adopted and the constitution shall be amended accordingly. The result of the vote shall be communicated to members and shall also be announced at the next following general meeting.

(This Constitution supersedes the Constitution of May 1998.)

Signed:

Brandon Alakas

Secretary-Treasurer