

## **The Mark Twain Circle of America By-laws**

### **Article I. Name**

*The Mark Twain Circle of America* will be the official name of the group.

### **Article II. Purpose**

The Circle will encourage interest in Mark Twain and those who surround him. The organization functions exclusively for charitable and educational purposes. It will foster the formal presentation of ideas about Mark Twain and his work as well as the informal exchange of information among Circle members. Annual meetings, special seminars, and publication of the *Mark Twain Annual*, the *Mark Twain Circular*, the Mark Twain Circle website, and social media accounts will furnish effective ways of achieving the purpose of the group.

### **Article III. Membership**

Those who share the aim of *The Mark Twain Circle of America* and pay annual dues may become members (membership dues shall be set by the Officers and Executive Committee, subject to approval by a vote of a majority of those attending the annual business meeting.

### **Article IV. Officers**

#### Section 1

1. The **President, Vice-president, and Executive Coordinator** will comprise the **Executive Board**.

a. The President and Vice-president are each elected to serve a two-year term and may not succeed themselves in the same office. The Executive Coordinator will be elected to a term of three years, and may be re-elected to successive terms.

b. The duties of the Executive Board are as follows:

i. The President and Vice-president are responsible for organizing panels for ALA and MLA and recommending priorities for the welfare and growth of the Mark Twain Circle, including cooperating with other Mark Twain sites and organizations.

ii. The Executive Coordinator's duties are those normally assigned to a secretary-treasurer but also extend to coordinating the activities of the group.

## Section 2

The **Executive Committee** will consist of the **Executive Board** (IV, 1) joined by the immediate **Past President** of the MTC, the **Editor** and **Associate Editor** of the *Mark Twain Annual*, the **Editor** of the Mark Twain Circular, and **two At-large members**, one of which will be designated as an office for an emerging scholar.

The Past President will serve for two years ex-officio. At-large members will be put forth by the Nominating Committee at the annual business meeting and elected by the membership. One At-large member will serve a two-year term, and the other member designated as the emerging scholar will serve a three-year term. Neither will succeed themselves in the same office.

The Editor and Associate Editor of the *Mark Twain Annual*, and the Editor of the *Mark Twain Circular* are ex-officio members and will serve on the Executive Committee for the duration of their editorial roles.

## Section 3

The *Mark Twain Annual* will be under the direction of an **Editor**, **Associate Editor**, and **Managing Editor**. The Executive Board will appoint a committee to choose the individuals to fill these roles. The term of these appointments will be determined by mutual agreement of the Editors and the Executive Board. The Editor will appoint a **Book Review Editor** and an **Editorial Board** to assist in various tasks related to the *Annual*. The Executive Board will authorize all expenditures related to the *Annual*.

## Section 4

There will be a **Nominating Committee** of no more than three members, which will be chaired by a **past President** of The Mark Twain Circle. The duties of this nominating committee will be to propose future candidates for the offices of The Mark Twain Circle.

## Section 5

If for any reason any officer of the Executive Board or the Executive Committee is unable to fulfill his or her duties, the Executive Board and Committee will by majority vote relieve this individual of his or her duties. The general membership will elect a candidate put forth by the Nominating Committee.

## **Article V. Use of Funds**

Funds belonging to the Circle shall be used only to support the charitable and educational purposes that define it. No part of the net earnings of the organization shall benefit any member, officer, or member of the executive committee. **A travel stipend will be provided for officers attending to the business of the Mark Twain Circle**, as authorized by the membership. The group may also pay reasonable compensation for services rendered, and it may spend its resources to further the tax-exempt purposes listed above.

## **Article VI. Meetings**

The Mark Twain Circle of America will meet at least once each calendar year. The officers and Executive Committee shall determine the time and place of the meeting. Normally, the annual business meeting will be held in the spring of each year during the American Literature Association annual conference. The election of Executive Committee members will take place at this meeting. Other business may also be introduced. Except for amending by-laws (see Section VIII), a majority vote of those present is all that is necessary for action. Legislation that falls outside the routine business of the group shall be submitted to the President at least seven days before the meeting so that it may appear on the agenda.

## **Article VII. Publications**

The *Mark Twain Annual*, the *Mark Twain Circular*, and the website and social media accounts of the Mark Twain Circle are the organization's official publications. The *Annual* publishes essays of critical scholarship on the life and works of Mark Twain, new pedagogical approaches to teaching Twain works, and reviews of recently published books on Mark Twain. The *Circular* and electronic platforms give timely information on conferences, calls for papers, and new publications on Mark Twain and related topics. Any financial decisions related to the support of the publication outlets will be brought to the general membership for approval.

## **Article VIII. Amendments to the By-laws**

Changes to the by-laws may be made by a two-thirds vote of the members present at any regularly scheduled meeting of the Circle; or the Executive Committee and Officers may solicit a change of by-laws by mail. Changes made at a meeting of the group must be submitted to the President of the Circle in writing at least seven days before the meeting at which they are to be considered. Changes requiring a mail ballot will be submitted to the President who will seek the approval of the Executive Committee. When the committee's approval is gained, ballots shall be mailed to every member of the group

with the adoption of the proposal depending on approval by two-thirds of the ballots returned within 30 days.