

Constitution of the Ohio Shakespeare Conference

Article I: Location & Name

The name of this organization is *The Ohio Shakespeare Conference*. The organization resides in the state of Ohio, and its administrative organization resides successively at each institution which leads in sponsoring each meeting of the Conference.

Article II: Definitions

1. "Conference" or "OSC" shall mean and refer to *The Ohio Shakespeare Conference*.
2. "Member" shall mean and refer to any undergraduate student, graduate student, scholar affiliated with an educational institution, independent scholar, or interested person who wishes to participate in any capacity in the planning, organization, and holding of the meetings of the Conference.

Article III: Purpose

1. The purpose of the OSC shall be to promote the study of the works and the cultural significance of William Shakespeare and other early modern dramatists, primarily by planning, organizing, and holding annually a significant regional meeting for the presentation and discussion of original research, workshops, pedagogical issues and techniques, for plenary addresses by major scholars in the field of Shakespeare or early modern studies, and for related selected dramatic and musical performances.
2. To operate and maintain the Conference exclusively for non-profit educational purposes.

Article IV: Membership of the Ohio Shakespeare Conference

1. The membership of the Ohio Shakespeare Conference shall consist of all persons who attended the conference in the Fall of 2004 at the University of Cincinnati. These persons do not have to pay membership dues for the 2006 calendar year.
2. Starting in January of 2006, additional members will be accepted upon receipt of a \$25 membership fee.
3. Beginning in January of 2007, the membership of the Ohio Shakespeare Conference will consist of all persons who have paid the appropriate membership

fee for that year as set by the Advisory Board. Fee levels are set for the following categories: tenured faculty, untenured faculty, graduate student or independent scholar, and undergraduate student. Membership must be renewed annually unless the member pays a one-time lifetime membership fee.

4. Members will receive a discounted rate on their registration fee for the Ohio Shakespeare Conference, that discount to be determined each year by the Conference Director in consultation with the Advisory Board.
5. Members will also receive a complimentary subscription to Shakespeare and the Classroom.
6. 15 years or more of paid membership will entitle the member to a complimentary lifetime membership.

Article V: Dues

1. Dues for the conference will be set yearly by the Advisory Board for individuals.
2. The Advisory Board shall determine several categories of institutional memberships to encourage institutions to donate regularly.
3. The membership year begins on January 1 of each year.
4. Dues will be accepted by check, money order, or cash and must be sent to the Treasurer for deposit and for recording purposes.
5. Individual members who have paid dues for 15 years will receive a lifetime membership.
6. The Advisory Board may award lifetime memberships to any Ohio Shakespeare Conference member (individual or institutional) who deserves special recognition for contributions made to the Ohio Shakespeare Conference or to its mission.

Article VI: The Advisory Board

1. Membership:

- a. The Advisory Board shall consist of the Webmaster, the Treasurer, and 5 elected members chosen from the general membership of the Ohio Shakespeare Conference, 2 of those members, at least, must be previous conference chairs. Terms are for three years, from January-January.
- b. Terms beginning in January of 2005 will be staggered to allow for regular turnover of members in each subsequent year. In January of 2005 only, members will be elected to 1 one year position, 2 two year

positions, and 2 three year positions. Determination of which members hold which positions will be determined by candidate preference, and if no preference is designated, by the number of votes received. Persons with the greatest number of votes will take the longer terms.

- c. The position of Webmaster and Treasurer are appointed by the advisory board and renewable yearly. Decisions about each year's appointment shall be made by the Advisory Board no later than February 1 of each year.
- d. The Advisory Board shall elect a Chair from among its membership by a simple majority vote.
 - i. That election shall take place by February 1 of each year.
 - ii. Votes will be counted by at least 2 advisory board members and a member of the Conference who is not a member of the Advisory Board and whose participation has been approved by the entire advisory board.
 - iii. The position of the Chair is for one year, but previous chairs may be reelected to the position by a 2/3 majority vote of the Advisory Board.
- e. Advisory Board members may remove a colleague from the board by a 2/3 majority vote of the other 6 members. Causes for removal will be non-attendance at Advisory Board meetings, unethical or illegal behavior, misappropriation of funds, or alienation of the membership or potential membership by any words or actions taken by the member being considered for removal.
- f. Advisory Board members who need to resign from the Board should alert the chair one month before the date of resignation so that the Advisory Board has time to solicit nominations and conduct elections to replace the person resigning.

2. Duties of the Advisory Board

- a. The primary duty of the Advisory Board is to recruit an Organizer and a Director (or an Organizer/Director) for each Meeting of the Conference and, if requested by the Organizer and the Director (or Organizer/Director), to recruit a Planning Committee for each Meeting.

- b. The Advisory Board is responsible for appointing the Webmaster and Treasurer
 - c. The Advisory Board is responsible for advising and supporting the Webmaster and for approving the Conference Web page.
 - d. The Advisory Board is responsible for maintaining a membership list for the Conference, including complete contact information, and for arranging the complimentary subscriptions to Shakespeare and the Classroom.
 - e. The Advisory Board is responsible for collecting dues, supporting and advising the Conference Treasurer and for maintaining the bank account and keeping accurate and legal accounting of Conference Funds.
3. Duties of the Webmaster and Treasurer
- a. The duty of the Webmaster is to participate in Advisory Board activities and to design and maintain the conference Website, keeping it current and attractive. The Website is subject to approval by the rest of the Advisory Board.
 - b. The duty of the Treasurer is to participate in Advisory Board activities, to maintain the Conference's treasury and bank account (s), and to work with the rest of the Advisory Board to collect dues and keep track of membership.
4. **Meetings of the Advisory Board**
- a. Meetings of the Advisory Board shall normally occur in the course of each Conference meeting; should such a meeting not be scheduled in the course of the Conference, the meeting shall take place within three weeks of the Conference
 - b. Meetings of the Board must be held at a time mutually convenient to all members of the Board. The Chair of the Advisory Board must email or speak to each member of the Board to solicit from them their schedules before setting a time for any Advisory Board meeting.
 - c. Advisory Board members are expected to attend each meeting of the Board. Failure to attend more than two consecutive meetings may result in removal from the Advisory Board.

Article VII: Conference Organizer & Director

1. Organizer

- a. The Organizer, in consultation with the Planning Committee, shall determine the focus or theme of each Conference, set the date and the site of the conference, prepare and distribute a call for papers and workshops for the Conference, and recruit plenary speakers and dramatic or musical performers in connection with the Conference.
- b. The Organizer shall also serve as the chief liaison with the Advisory Board of the Ohio Shakespeare Conference.

2. Director

- a. The Director, assisted by the Organizer and the Planning Committee, shall convene a Program Committee to schedule the events of the Conference.
 - b. The Director shall also, assisted by the Organizer and the Planning Committee, serve as the chief liaison between the conference and its sponsoring institution or institutions, reserving conference facilities and performance spaces, and making arrangements for on-site dinners, luncheons, receptions, and coffee service.
 - c. The Director, assisted by the Organizer and the Planning Committee, shall also serve as the Conference's chief business officer and fund raiser, negotiating and arranging for the payment of honoraria and travel expenses for plenary speakers and performers, securing group rates for Conference attendees at official Conference hotels, and setting Conference registration fees and negotiating ticket prices for dramatic and musical performances related to the Conference as well as the disposition of proceeds from any such performances.
3. The Organizer and Director may be the same person, although due to the heavy workload involved in organizing and directing the Conference, one person's undertaking both duties is discouraged.

Article VIII: Planning Committee

1. The Planning Committee shall consist of any convenient number of persons appointed by the Conference Organizer and Director. The Organizer and Director may also request the help of the Advisory Board in appointing members to the Planning Committee.
2. The Planning Committee shall assist the Organizer in determining the focus or theme of each Conference, setting the date and the site of the Conference, preparing and distributing a call for papers and workshops for

the Conference, and recruiting plenary speakers and dramatic or musical performers in connection with the Conference.

3. The Planning Committee shall also assist the Organizer and the Director in convening a Program Committee for the Conference, as well as raising funds to support the Conference.

Article IX: Program Committee

1. The Program Committee shall consist of any convenient number of persons appointed by the conference Organizer and Director in consultation with the Planning Committee. The Organizer and Director may also request the help of the Advisory Board in appointing members to the Program Committee.
2. The Program Committee, in consultation with the Organizer and Director, shall review all submissions and proposals for papers, sessions and workshops, and schedule the events of the Conference, including all paper sessions, workshops, plenary addresses, and performances, as well as setting the times for luncheons, dinners, and receptions and business and/or Advisory Board meetings.

Article X: Amendments

Any member may propose an amendment to this constitution with the co-sponsorship of a minimum of ten members of the Conference including the member initiating the proposal. Proposed amendments are submitted to the Advisory Board which then communicates them by mail to the membership at large. Amendments are adopted by affirmation of at least two thirds (2/3) of those voting upon the proposed amendment.