

The Bylaws of The C.S. Lewis and Inklings Society (CSLIS)

I. Title and Purpose

1. The name of this organization shall be the C.S. Lewis and Inklings Society (CSLIS).
2. The purpose of the Society shall be the advancement of scholarship, teaching, writing, and other professional activities, related to the life and works of the Inklings and related authors. In addition, the annual meetings have the purpose of bringing together "Mere Christians" and others who have an affinity for these authors' writings.

II. Home Office

1. The original home office of the Society was at Oklahoma City University. It moved to Oral Roberts University. At present the society has its own website at www.cslis.org

The Executive Board of the Society is authorized to change the home office and main address from one location to another.

2. The official records of the Society shall be kept online on the Society website. These records shall include proceedings of the Executive Board, records of all elections held by the Society, these Bylaws, and other materials specified by law. These records shall be kept open to the inspection of all members of the Society.

III. General Membership

1. Members shall be individuals who pay dues as prescribed by these Bylaws. They shall have the right to vote on issues presented to the membership. The annual dues shall be payable in advance on or before the date of the CSLIS conference each year.
2. Individual dues shall be determined annually by the Executive Board.
3. Especially deserving members who have been supporters or leaders in the Society may be granted honorary memberships by the Executive Board, requiring no payment of dues. Honorary members will be announced at the annual Business Meeting.
4. A list of current and past members of the Society shall be collected in a Master CSLIS Members Database maintained by the President. A list of current members (i.e., of the current and past year) shall be collected in a Current CSLIS Members Database maintained by the Secretary of the Society and given to the President to enter in the Master Database at the end of the Society's fiscal year in spring. Any request to use the databases must be made to the Secretary and approved by the Executive Board.

IV. Executive Board

1. The Executive Board of the Society shall consist of no fewer than six (6) nor more than nine (9) members; three (3) members are elected by the members of the Society as provided by these Bylaws and six (6) officers are elected by the Executive Board.
2. Officers and members of the Executive Board shall hold office for one year, but any individual may be re- elected for multiple terms.

3. Nominations for election to the Executive Board shall be made by a Nominating Committee. The Nominating Committee, which shall consist of at least three (3) general members, only one of whom may be an officer or member of the Executive Board, shall be appointed by the Executive Board at least 60 days prior to the annual meeting of the members of the Society.
4. Nominations for election to the Executive Board may also be presented from the floor at the meeting of the general members when the election occurs. Nominated candidates shall be members of the CSLIS in good standing, supporters of the Society and its affairs, and regular attendees of all meetings of the Society.
5. Regular meetings of the Executive Board shall be held at such times and places as have been established by the Executive Board and published to all members of the Executive Board.

There will be “electronic meetings” when needed in the year between conferences to ensure that the members have the opportunity to discuss and vote on issues that come up.

All meetings, of the Executive Board and the members of the society, shall be conducted according to the bylaws which are based on Robert’s Rules of Order.

A quorum for all meetings of the Executive Board shall consist of two-thirds of the members of the Executive Board.

6. If a vacancy arises on the Executive Board by reason of death, resignation, retirement, disqualification or removal, the Board may by majority vote elect a person to fill such vacancy, and such person shall hold office during the full unexpired term of the member to whose position such person is elected.

V. Executive Officers

1. The Executive Officers of the Society shall be a President, a Vice-President, a Secretary, a Treasurer, a Webmaster, and a Monitor of the Society’s Facebook. The officers may be elected from the members of the Executive Board.
2. The Executive Board shall elect the Executive Officers and shall also designate honorary members of the Society
3. The President shall have general supervision and direction of the affairs of the Society, subject to the authority of the Executive Board. The President shall preside over the annual business meetings and electronic ones and work with the Executive Board to set meeting/event agendas and dates. The President shall ask for a vote on issues of the agenda if necessary. The President shall represent the Society at all conferences.
4. In the absence or disability of the President, the Vice-President shall perform the duties and exercise the powers of the President and shall perform such other duties as the Executive Board shall prescribe. The Vice President may take over the duties of the President at any time the President resigns before the term limit is over.
5. The Secretary shall be subject to the supervision of the President. The Secretary shall attend all meetings of the Board and shall keep a detailed record of all business transacted or action taken. The Secretary shall present a report of the minutes of the previous Board meeting at the annual conference Board business meetings. The Secretary shall also be responsible for

compiling the *CSLIS Newsletter*, emailing it to current members of the CSLIS (current and past year), and uploading it on the CSLIS website in October of each year before the annual conference.

The Secretary shall further have charge of such books, documents and papers as the Board may determine. The Secretary will keep all records, minutes, and attendance records. The Secretary will also be responsible for all correspondence, written and electronic, for the Society as determined by the Executive Board.

6. The Treasurer shall be subject to the supervision of the President. The Treasurer shall have general supervision and direction of the financial and accounting affairs of the Society. The Treasurer shall keep regular books of account which shall be open at all times to any member of the Executive Board. The Treasurer shall present an annual report to the CSLIS Executive Board members at the annual conference Board business meetings.

The Treasurer's duty is to collect dues and other payments from the members. The Society will make funds available, if the budget allows, for academic projects (e.g., publishing the society's annual proceedings or an anthology of selected papers presented at the CSLIS). Applicants for said funds to reimburse publications should be members in good standing whose publications are related to the works of the Inklings. Requests for these funds shall be made in writing and sent to the Secretary before the date of the annual CSLIS conference. They shall then go to the Executive Board for approval. With agreement of the majority of the Board, the Treasurer may disburse amounts for the Society's professional expenses. The Treasurer shall also dispense monetary awards for the first prize and honorable mention winners in the creative writing as well as the academic writing contests in the Society's annual conferences. The latter contests include three categories: undergraduate, graduate, and faculty/independent scholar papers. Awards are to be presented at the annual conference, as determined by a committee of three jurors from the Executive Board Members.

6. The Webmaster of the Society shall maintain the website and attempt to implement the suggestions of the Executive Board members and the website guidelines agreed upon.
7. The Monitor of the Society's Facebook shall see to it that participants do not abuse their privilege in using this medium in such ways as over posting and using inappropriate language.
8. In addition to the foregoing specially enumerated powers, the six officers of the Society shall perform and exercise such other duties as may be prescribed by the Executive Board or may be imposed on them by law.
9. If a vacancy arises in any of the offices by reason of death, resignation, retirement, disqualification, or removal, the Board may by majority vote elect a person to fill such vacancy, and such person shall hold office during the full unexpired term of the officer to whose position such a person is elected.
10. The President, Vice President, Secretary, Treasurer, Webmaster, and Facebook Monitor or any other Board member may be removed with or without cause by a majority vote of the members of the Executive Board at any meeting of the Executive Board.
11. The six elected officers of the Society shall serve for one year but can serve multiple terms.

VI. Meetings of General Members of the Society

1. An annual meeting of the general members of the Society for the election of the Executive Board and the transaction of such other business as may properly come before the meeting shall be held each year in spring during the Society's annual conference if at all possible. The Executive Board shall provide notice of each annual meeting to all members in good standing at the addresses shown in the Society's databases at least 60 days prior to the date of such meeting.
2. Local arrangements for the annual conference shall be the responsibility of the director of the conference and local committee of the host institution acting in consultation with appropriate officers of the CSLIS. All students, faculty, and independent scholars must pay both registration and membership fees (as designated by the conference director), even students and faculty from the host university if the director so decides, in order to present papers. Papers submitted to the conference should be original and not published previously.
3. A special meeting of the members may be called at any time by the Executive Board. Members shall be notified by delivery of a notice setting forth the time, date, place, and business to be transacted at such meeting to the members' email addresses shown in the Society's records at least 60 days prior to the date of such meeting.
4. A quorum for the transaction of business at any meeting of members shall be two-thirds of the members of the Society present in person or by proxy.
5. At any meeting a member may vote by proxy delivered to the Secretary of the Society prior to the date of the meeting.
6. All matters shall be decided by a majority of votes cast except as otherwise provided in the bylaws or by law.

VII. Local Chapters

1. The national C.S. Lewis and Inklings Society has the power to recognize local chapters. Local chapters do not have to be affiliated with one or more colleges or universities. Only recognized chapters are permitted to be called "Chapters of The C.S. Lewis and Inklings Society." Each local chapter shall notify the Secretary of the national CSLIS of a contact person for the local chapter. Each local chapter shall abide by the bylaws and the mission of the national Society, and shall elect its own executive board members and officers. Members of local chapters shall become members of the national CSLIS upon payment of dues equal to \$10.00 for students and university retirees and \$20.00 for faculty and independent scholars. Each chapter shall set its own dues for chapter membership (if required). Each chapter Secretary shall report on the chapter's activities annually to the Secretary of the national Society. The report must be received by the Secretary before the date of the annual conference of the Society which is usually in spring. The local chapter members should promote the mission statement of the CSLIS.

VIII. Liabilities

1. No member of the society shall be liable to its creditors for any indebtedness or any other liability, and all creditors shall look only to the assets of the society for payment.
2. The Society shall have the power to indemnify all its officers and members pursuant to the fullest extent then permitted by the laws of the State of Oklahoma including, without limitation,

the provision of 18 Okla. State. Section 1031 (1991), or its successor statute, so long as such provisions provide for indemnity at least as broad as that permitted as of the date hereof.

IX. Amendments

1. These bylaws may be amended by a majority vote of the Executive Board and the affirmative vote of two-thirds of the general members of the Society.

X. Dissolution

1. The Society may be dissolved by a vote of two-thirds of the members in good standing of the Society.