

BY-LAWS AND ARTICLES OF ORGANIZATION OF THE D. H. LAWRENCE SOCIETY OF NORTH AMERICA

ARTICLE I: NAME

The name of the society shall be the D. H. Lawrence Society of North America (acronym is DHLNSA).

ARTICLE II: PURPOSE

The D. H. Lawrence Society of North America is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. As a non-profit organization, the DHLNSA defines specific charitable and educational purposes as follows:

- 1) To encourage the study of the life and works of D. H. Lawrence;
- 2) To sponsor meetings, seminars, and conferences dealing with D. H. Lawrence, not only in North America (primarily at national and regional MLA gatherings, as an MLA Allied Organization) but also internationally through formal affiliation with CCILC (Coordinating Committee for International Law Conference);
- 3) To assist in whatever way possible in the preservation of such buildings throughout the world as are associated with D. H. Lawrence, particularly the Kiowa Ranch in New Mexico (entered in 2004 on the U. S. National Register of Historic Places as the result of a DHLNSA nomination);
- 4) To maintain a vital online presence and to publish, distribute via the Society's listserv, and post on the Society's website a biannual newsletter, to serve as a means of communication among the Society's members;
- 5) To undertake, from time to time, additional non-profit projects that will support the purposes of the Society as listed in 1-4 above.

ARTICLE III: MEMBERSHIP

- Section 1. Classes of Membership
The membership of the Society shall be composed of the subscribers to its by-laws on the date of its organization and such other persons as shall have been thereafter admitted to membership. The membership shall be classified as follows: members and student/under-employed members.
- Section 2. Eligibility
a) Member: Any person who is interested in furthering the purposes of the Society may become a member of the Society. (See Article IX for various dues categories.)
b) Student/under-employed member: any person enrolled as a student in an accredited post-secondary educational institution shall be eligible for student membership in the Society; any person not earning at least the equivalent of a full-time assistant professor salary shall be eligible to self-select as an under-employed member of the Society.
- Section 3. Election
Members shall be admitted to the Society upon payment of the appropriate membership fee as stated hereafter.
- Section 4. Privileges
Members in all classes of membership may attend the annual general meeting of the Society and participate in the proceedings of such meetings. Members in good standing in any class of membership shall be entitled to receive agendas of the annual general meetings, membership lists, current issues of the newsletter, and such other publications as may be authorized by the Executive Committee. Members in good standing in any class of membership shall be entitled to vote and, after one year, to hold office in the Society.
- Section 5. Official Address and Primary Contact
The primary contact for the Society shall be the current President; the official address of the Society shall be the address of the current President, which shall be posted on the DHLNSA website.

ARTICLE IV: OFFICERS

- Section 1. Definition
The Officers of the Society shall be the Past President, President, President-Elect, Newsletter Editor, Secretary, Webmaster, Assistant Webmaster, Archivist/Social Media Coordinator, Listserv Moderator, and

Treasurer/Directory Editor.

- Section 2. President
The President is the chief executive officer of the Society and presides at all meetings of the Society and of the Executive Committee (electronic and otherwise), represents the Society to other organizations as well as to the public and to CCILC (see Article XI below), collaborates with the Webmaster/s on overall planning for (and coordinating of updates to) the Society website, and provides leadership for the Society in all of its activities. The President also writes the letter that opens each issue of the newsletter, as well as a summary of nominations (with brief bios of each nominee), proposed by-laws changes, and any other important election information in the fall newsletter issue.
- Section 3. President-Elect
The President-Elect, in addition to serving as requested by the President or by the Executive Committee, serves as liaison to the Modern Language Association and MLA Program Chair, issuing a call for papers and submitting timely proposals for DHLNSA annual sessions as an Allied Organization of MLA. The President-Elect shall also organize the annual virtual conference each spring, supplying the Webmaster/Assistant Webmaster with time-sensitive information about upcoming MLA sessions and calls for papers.
- Section 4. Newsletter Editor
The Newsletter Editor is responsible for collecting information and then publishing and distributing a newsletter to all members of the Society at least two times a year. The newsletter will be distributed electronically to members via the DHLNSA listserv to reduce waste and Society expense. After distribution via the listserv, the newsletter will be posted online in the Members Only section of the website. Within one year of its publication, each issue of the newsletter will be posted online as part of a continuous archive of past newsletters available to the public.
- Section 5. Secretary
The Secretary keeps minutes of all meetings of the Executive Committee, reports to the newsletter on the Society's panels at the Modern Language Association convention each year and collaborates with the Webmaster/s to maintain both online and hardcopy archives of the history, activities, and decisions of the Executive Committee and the membership. In particular, each January the Secretary gives the Webmaster/s a list of the Lawrence panel papers (titles and authors) presented at MLA; the Secretary also insures, as required by our non-profit status, that an accurate record of all existing versions of DHLNSA by-laws are posted on the DHLNSA website. As directed by the President and the Executive, the Secretary will coordinate the drafting of any necessary updates/changes to the by-laws in any given year and will submit clean copy of any proposed amendments no later than October to allow the President sufficient time to produce a summary of them for the Fall newsletter and for the December ballot. After the December election, the Secretary will incorporate any amendments approved by the membership into a clean, updated current version of the by-laws for posting on the DHLNSA website.
- Section 6. Treasurer/Directory Editor
This position may be shared between two members, with duties divided as follows:
a. Financial officer (this member must be a U.S. resident): The Treasurer (Financial Officer) maintains the financial and banking records of the Society, posts membership dues reminders to the listserv in January, oversees the PayPal account that allows for payment of dues and conference registration fees online, issues checks and deposits funds on behalf of the Society, and provides a one-page summary financial statement for the Executive Committee upon request (minimally once a year at the business meeting at MLA). The Treasurer ensures that the Society's non-profit tax-exempt status (501c) is maintained by filing a short tax return each April and supplying the Webmaster/s with an electronic copy of this return, along with the annual financial statement, to be posted on the Society's website. The Treasurer also monitors membership renewals or new members joining online, paying particular attention to those submitting membership forms without completing the process of dues payment. In such cases, the Treasurer will contact said member via email to offer assistance as needed and will keep the Webmaster/s, the Directory Editor, and the Listserv Moderator informed as soon as payment is received, via check or PayPal.
b. Directory Editor: The Treasurer (Directory Editor) shall, with Society-funded assistance if necessary, maintain and regularly back-up an accurate database (Microsoft Access) of members, with the membership status of each and with contact information and current DHL projects updated as needed from annual or biennial membership forms; once a year (usually in May) the Treasurer will send a current electronic print-out of this directory to the Webmaster/Assistant Webmaster for posting in the members-only section of the Society's website. The Treasurer (Directory Editor) will make sure that the Listserv Moderator receives the full name and all current email address(es) of each new and renewing member as they join or renew so they can be added to the listserv in a timely way.

Section 7. Past President

The Past President is responsible each year for collaborating with the President and President-Elect to solicit nominations for Executive Committee members/officers as needed (see **ARTICLE VII, Section 2** below); for submitting the proposed slate to the Executive for approval; for obtaining a brief biography from each candidate; for providing the full slate with biographies to the Webmaster/s and the Newsletter Editor; for preparing a ballot and conducting electronic elections during December of each year. The Past President may serve in additional ways as requested by the President or by the Executive Committee.

Section 8. Webmaster and Assistant Webmaster

This position may be shared between two members, elected in alternating years to ensure continuity. The Webmaster and Assistant Webmaster maintain the Society's webpages under the direction of the President. The Webmaster and Assistant Webmaster will ensure that the domain name "www.dhlsna.org" is renewed when necessary and will maintain and update the DHLSNA website as needed including the following (with responsibilities for various webpages to be determined between them): bios of current

officers/Executive Committee members; a continually updated roster of current members (with expired members highlighted in yellow as soon after January first as possible); nomination and election announcements; online forms for membership dues payment (to be tested before annual membership renewals in coordination with the Treasurer/Financial Officer); organizational information required by the IRS (such as current by-laws, an approved application for tax-exempt status, the annual tax return, and the most recent financial report); history pages; calls for papers on Lawrence, as well as information on upcoming Lawrence sessions at MLA and Lawrence conferences; CCILC pages and award pages to be updated after every International conference; an online, password-protected directory of current Society members (to be supplied each April by the Treasurer/Directory Editor after cross-checking against the online roster of current members); the two most recent Society newsletters (also password-protected in the Members Only section); links to the public Society archive of newsletters more than one year old; and a memorial list of past members, as well as such other links/pages of interest to Lawrence scholars as the Society may deem useful. The Webmaster and Assistant Webmaster depend on the vigilance of other Society officers and Executive Committee members to keep the website current and accurate. Whenever more than regular maintenance or updating of the DHLSNA webpages is required—such as the creation of a new website (as for a conference) or a major overhaul/re-creation of the current DHLSNA website—the Webmaster and Assistant Webmaster shall be compensated fairly by the Society for the additional labor.

Section 9. Archivist/Social Media Coordinator
The Society Archivist/Social Media Coordinator maintains both the public online archive of past newsletters and the Society's electronic social media, including its Facebook page and Twitter account, for publicizing Lawrence-related events and conferences. The Archivist will post each newsletter to the archive when it is one year old *and* the relevant subsequent newsletter (the Fall or Spring issue) has been distributed to members electronically. The Archivist will notify the Webmaster/ Assistant Webmaster as soon as each issue is posted so members can be alerted to new additions to the online archive. If users of the archive encounter problems (a missing page or issue, pages posted upside- down, mislabeled items, difficulty opening a file), they should email the Society Archivist/Social Media Coordinator directly for assistance.

Section 10. Listserv Moderator. The Listserv Moderator will oversee the Society's listserv, collaborating with the Treasurer/Directory Editor and the Webmaster/s to maintain the current and accurate email list of members necessary for electronic elections and for newsletter distribution. Only dues-paying members are entered into the listserv: members can neither subscribe nor unsubscribe themselves. The Listserv Moderator guarantees that the incoming, outgoing, and current President of the DHLSNA will have full posting rights to the listserv; will consult with the President about any unsolicited or accidental posts from members being approved; will discard spam posts and subscription attempts from non-members; and consults with the current President about any changes to automatic messages sent out from the listserv to new, renewing, or non-renewing members. The DHLSNA listserv is a moderated list, not an open discussion list, with a high value placed on distributing only those emails crucial to a majority of DHLSNA members and/or to the efficient running of the Society, such as the yearly AGM announcement or Call for Papers.

ARTICLE V: EXECUTIVE COMMITTEE

The affairs of the Society shall be managed by the Executive Committee which shall consist of the Past President, President, President-Elect, Newsletter Editor, Secretary, Treasurer/Directory Editor, Webmaster /Assistant Webmaster, Archivist/Social Media Coordinator, Listserv Moderator, Chair of CCILC, and five members to be elected from among the members of the Society. In addition, the designated Director(s) (see Article XI) of an upcoming International D. H. Lawrence Conference serve on the Executive Committee for the year preceding and the year following said Conference.

ARTICLE VI: SPECIAL COMMITTEES

The President, with the approval of the Executive Committee, shall appoint persons to chair special committees and designate the members of such committees. Special committees shall undertake such non-profit projects as the President and the Executive Committee shall request.

ARTICLE VII: ELECTION OF OFFICERS AND MEMBERS OF EXECUTIVE COMMITTEE

Section 1. Terms of Office
The term of office of the President shall be two years; as Past President, he or she shall continue as a member of the Executive Committee for an additional two years. The President-Elect shall be elected for a term of two years, and at the expiration of that term he or she shall succeed automatically to the office of President.

The Newsletter Editor, the Secretary, the Treasurer/Directory Editor, the Archivist/Social Media Coordinator, the Webmaster /Assistant Webmaster, and the Listserv Moderator shall be elected for periods of two years each; however, if they agree to continue to serve, unlike the President, they can serve multiple consecutive terms.

Of the five members to be elected to the Executive Committee, two shall be elected in even years and three in odd years. All terms are for two years. Since high value is placed on involving a wide range of members in the running of the Society, whenever possible, Executive Committee members will not serve consecutive terms. Ideally, nominations for officers of the Society would be made from those who have served on the Executive Committee and are thus familiar with the workings of the Society.

If a vacancy in the membership of the Executive Committee occurs before the expiration of any member's term, the Executive Committee shall appoint another member to serve out the remaining term of such a member.

Section 2.

Elections

Insofar as is possible, the election of the President-Elect, Archivist/Social Media Coordinator, Newsletter Editor, Assistant Webmaster, and Listserv Moderator will occur in even-numbered years, as will the election of Executive Committee Members whose terms have expired. The elections of the Treasurer/Directory Editor, Webmaster, and the Secretary will occur in odd-numbered years, as will the elections of Executive Committee Members whose terms have expired. If, however, an officer vacancy occurs in a staggered year, that position will simply be added to the immediately upcoming annual ballot, with the expectation that the elected official would attempt to serve a three-year term to re-establish the election schedule described above.

Presidents (present, elect, immediate past) are responsible for all Executive Committee nominations, soliciting suggestions from other Executive Committee members and from the membership as a whole in an attempt to involve as wide a range of members as possible. Once the presidents have provided nominees for candidacy and a majority of Executive Committee members have approved the slate, and once all nominees have read through the current by-laws posted online and have renewed for the following year, elections may proceed. Elections will be held by electronic ballot each December. All paid-up members of the Society are eligible to vote and to be nominated for offices or positions on the Executive Committee. Such nominations would be made only after one year of membership except when need necessitates, for a full slate of qualified candidates.

ARTICLE VIII: MEETINGS

General business meetings of the Society shall be held annually in conjunction with Modern Language Association (MLA) conventions and additionally in conjunction with international D. H. Lawrence conferences and other such conferences or at such time and place as the Executive Committee may from time to time determine.

ARTICLE IX: ANNUAL DUES

The Executive Committee shall recommend any needed changes in the amount of the annual dues in the spring of the year previous to these changes going into effect, subject to approval by majority vote of the membership. Dues are to be paid online to the Society whenever possible; an electronic receipt will automatically be provided to each member upon payment of dues; dues paid online will be deposited directly into the Society's account, with exchange rates being automatically calculated in the case of international payments. All dues shall be payable by the first day of February of each membership year (reminders of membership renewals will be circulated via the listserv early each January). Failure to renew within one month of the February first deadline will result in removal from the online membership roster and the Society listserv through which fall and spring newsletters are delivered. Reduced membership dues shall be available to students as well as to anyone self-identifying as under-employed (this category may include but is not limited to independent scholars, full- or part-time instructors in non-tenure-track positions, and the unemployed).

ARTICLE X: AMENDMENT OF THE BY-LAWS

Amendment of the By-Laws shall be made only upon recommendation of the Executive Committee and approval by a ballot of the general membership.

ARTICLE XI: INTERNATIONAL D. H. LAWRENCE CONFERENCES

The Society will collaborate with other Lawrence societies around the world in holding international Lawrence conferences at times and locations mutually agreed upon, preferably in sites of particular interest to Lawrence scholars. The Coordinating Committee for International Lawrence Conferences (CCILC), established at the Fifth International D. H. Lawrence Conference (held in Ottawa 1993), has the following members: (1) **Ex-officio**: representatives of duly constituted Lawrence societies (at present, UK, Japan, Korea, North America, Australia), of the DHL Centre at Nottingham University, and of any DHL societies that might be established in future; a representative editor of each Lawrence journal—including to date the *Journal of D. H. Lawrence Studies* (UK), the *D. H. Lawrence Review* (North America), *Études Lawrenciennes* (France), *Japan D. H. Lawrence Studies* (Japan) and *D. H. Lawrence Studies* (Korea); executive directors of recent past and immediately forthcoming international D. H. Lawrence conferences authorized by CCILC; and (2) One **representative each** (elected or appointed by the Chair) from countries not covered by (1). Minimally, the location of and directors for the immediately following International DHL Conference will be proposed to CCILC prior to any upcoming CCILC-approved International D. H. Lawrence Conference and voted upon at that conference. Directors of upcoming international Lawrence conferences shall supply the DHL SNA Webmaster/Assistant Webmaster with links to conference websites.

In May 2015, both CCILC and the DHLSNA agreed to become formally affiliated organizations, with the DHLSNA handling a Conference Reserve on behalf of CCILC (approved guidelines for the handling of this Conference Reserve are to be posted to the CCILC pages on the DHLSNA website, along with lists of all current and past members of CCILC— the CCILC Chair is responsible for submitting any necessary updates for the CCILC pages to the DHLSNA Webmaster/s). While members of CCILC are not required to become members of DHLSNA, the current Chair of CCILC (elected at each CCILC-approved International D.H. Lawrence Conference) serves on the DHLSNA Executive Committee and the current President of the DHLSNA will serve on CCILC.

ARTICLE XII: AWARDS

- Section 1. The Society has two established awards, to be determined by majority vote of the Executive Committee and awarded every other year (if warranted) and minimally at every CCILC-authorized International D. H. Lawrence Conference:
- The Harry T. Moore Award for Lifetime Achievement in and Encouragement of Lawrence Studies, established in 1984;
 - The Biennial Award to a Newly Published Scholar in Lawrence Studies, established in 2001 and revised in 2019 to two awards, one for a published article and one for a book publication.
- The first has no monetary value, apart from occasional contributions toward travel expenses if Society funds are sufficient and if the award winner agrees to deliver a keynote address at the International DHL Conference at which the award is to be presented; the second has a cash value of \$500 for each category. These awards can be presented to two recipients simultaneously, if warranted.
- Section 2. The Society has an honorary lectureship, The Mark Spilka Lecture, established in 2005. It has no monetary value, apart from occasional contributions toward travel expenses if Society funds are sufficient. The Mark Spilka Lecture is awarded only at CCILC-authorized International DHL Conferences and no less than once per decade.
- Section 3. Additional awards and honors can be determined by the Executive Committee as needed.

ARTICLE XIII: DISBURSEMENT OF FUNDS UPON DISSOLUTION OF THE SOCIETY

In the event of the dissolution of the Society, its remaining assets would be donated to the Taos Community Foundation, specifically to aid the Friends of D. H. Lawrence Ranch Preservation Project; the Taos Community Foundation is a not-for-profit organization working with the Friends of D. H. Lawrence to restore and preserve the Lawrences' Kiowa Ranch north of Taos. The mailing address of this organization is 114 Des Gorges Lane, P.O. Box 1925, Taos, NM 87571; its online address is www.taoscf.org. Taos Community Foundation is a 501(c)(3) organization meeting the public support test of IRS 509(a)(1).

If for any reason, the Taos Community Foundation no longer exists, remaining DHLSNA assets will go to a designated 501(c)(3) non-profit charitable organization that supports literary and educational purposes as close as possible to those of the DHLSNA, such organization to be determined by any remaining members of the DHLSNA Executive Committee.

By online vote of the full DHLSNA, the above became the official DHLSNA by-laws as of January 1, 2020.

The by-laws were amended 20 April 2011 by the Executive Committee (on behalf of the whole DHLSNA) as requested by the IRS for approval of application for 501(c)(3) status adding the first paragraph in **ARTICLE II: PURPOSE** and correcting 501(c) to 501(c)(3) in the second paragraph of **ARTICLE XIII: DISBURSEMENT OF FUNDS UPON DISSOLUTION OF THE SOCIETY**. Further amended by online vote of the full DHLSNA December 2011 to add the first two sentences of the 2nd paragraph of Section 2 of **ARTICLE VII: ELECTIONS**, describing the nomination process. See www.dhlsna.org for subsequent versions of the by-laws approved by vote of the full DHLSNA.

The above version took effect 1/1/2020.

Original DHLSNA By-Laws adopted 29 December 1975.