

Interdisciplinary Nineteenth-Century Studies

BYLAWS (revisions approved unanimously, 3/22/24, Cincinnati)

Article I. Name and Purpose.

Article I Sec. 1. This society shall be known as Interdisciplinary Nineteenth-Century Studies (INCS).

Article I. Sec. 2. The society shall meet to discuss and exchange knowledge concerning philosophy, history, literature, art, and science in the nineteenth century.

Article I. Sec. 3. The society is a non-profit organization and shall neither engage in nor support any venture for profit.

Article II. The INCS Board.

Article II Sec.1. The INCS Officers.

II.1a. The Society shall have four officers: The President, First Vice-President, Second Vice-President, and Treasurer. The Second Vice-President shall be elected by the general membership for a six-year term of succession during which, after two years, the Second Vice-President shall become First Vice-President for two years and the First Vice-President shall succeed to the Presidency, which shall last two years. The Treasurer shall serve a three-year term and is chosen according to the procedure in II.2.a.

II. 1b. The President will be responsible for presiding over the annual meeting of the Board and the members' business meeting during the conference and for assuring the smooth running of the society and its projects throughout the year. The First Vice-President will serve as secretary, will run annual elections, and will advise the President. The Second Vice-President will organize the Richard Stein prize and will advise the President.

Article II. Sec. 2. Non-voting Ex-officio Board roles

II.2.a. There shall be a Treasurer who will manage all financial matters related to the running of the society and its prizes. The Treasurer is not responsible for managing the budget of the annual conference; nor is the Treasurer responsible for the financial management of *Nineteenth-Century Contexts*. If there is a voting Board member with the skills and interest to serve as Treasurer, the Board shall appoint that person to serve in that role while they are on the Board. If no Board member is able to serve as Treasurer, the Officers, in consultation with the Board, shall appoint another INCS member to serve as Treasurer in an ex-officio, non-voting capacity. It is permissible for an elected Board member to serve as Treasurer during their three-year elected term and then be reappointed as Treasurer in an ex-officio capacity.

II. 2.b There shall be an Editor or Co-Editors responsible for all aspects of the INCS-affiliated journal, *Nineteenth-Century Contexts*. The Editors shall be appointed by the previous editors in consultation with the INCS Officers and INCS Board and approved by the press where applicable.

II.2.c There shall be a Webmaster responsible for all matters related to keeping the webpage updated. If there is a voting Board member with the skills and interest to serve as Webmaster, the Board shall appoint that person to serve in that role while they are on the Board. If no Board member is able to serve as Webmaster, the Officers, in consultation with the Board, shall appoint another INCS member to serve as Webmaster in an ex-officio, non-voting capacity. It is permissible for an elected Board member to serve as Webmaster during their three-year elected term and then be reappointed as Webmaster in an ex-officio capacity.

II.2.d. There shall be a Conference Liaison responsible for guiding the organizer of the annual INCS conference. If there is a voting Board member with the skills and interest to serve as Conference Liaison, the Board shall appoint that person to serve in that role while they are on the Board. If no Board member is able to serve as Conference Liaison, the Officers, in consultation with the Board, shall appoint another INCS member to serve as Conference Liaison in an ex-officio, non-voting capacity. It is permissible for an elected Board member to serve as Conference Liaison during their three-year elected term and then be reappointed as Conference Liaison in an ex-officio capacity.

II.2.e. The President and Vice President of the Graduate Student Caucus shall each serve one-year terms on the board.

II. 2.f. The past-President of INCS shall serve on the Board for one year in a non-voting, ex-officio capacity.

Article II Sec. 3. Members of the Board

II.3. a There shall be a Board composed of the President, the First Vice-President, the Second Vice-President, the Treasurer, ex-officio members, and nine elected voting members. One of the nine seats shall always be an early-career faculty (6 years from the PhD).

II.3.b. The nine elected members of the Board shall be elected for three-year terms with three members elected each year. Duties for INCS Board members include weighing in on issues, voting on changes, publicizing INCS CFPS, conferences, and prizes, and when possible, recruiting future conference organizers. Board members may also do things like organize/serve on prize committees, nominate new board members, help conference organizers read abstracts, etc. and other tasks.

II.3. c. The ex-officio members of the Board shall be appointed by the Board.

II.3. d. Elections will be run by the First Vice President, annually, in January via email ballot. The Officers will select nominee(s) for Second Vice President from among current and past Board members. Nominations and self-nominations for open seats on the Board shall be sought from among all active (dues paying) members. Election results shall be announced to the general membership at the business session of the annual conference.

II.3. e. Officers and Board members may not be re-elected to succeeding terms. The Treasurer, Editor(s), Webmaster, and Conference Liaison may be re-appointed.

Article III. Members.

Article III Sec. 1. Anyone interested in nineteenth-century studies may become a member of the Association upon application to the Treasurer and payment of the first year's annual dues.

Article III Sec. 2. The amount of the annual dues shall be determined by the Board.

Article IV. Conference.

Article IV. Sec. 1. Normally there shall be an annual meeting (conference) of the society. The location of the annual meeting will be determined by the conference organizer of that meeting in consultation with the Board. Ideally, conference locations will be confirmed at least a year or two in advance. The local conference organizer will assemble an organizing team and will be supported by the conference liaison who sits on the INCS Board. INCS may furnish seed money; when possible this will be returned after the conference is over. Additional funding will come from registration fees, monies from the host institution and any institutional co-sponsors, and where applicable, funding sources like grants, endowments, and gifts. It is advisable for the conference organizer to keep the INCS President and Conference Liaison informed about the organizing process, throughout.

Article IV. Sec 2. Normally, registered conference attendees must be current (dues paying) members of INCS.

Article IV. Sec. 3. Keynote and plenary speakers at the annual meeting of the society will be determined by the local conference organizer (generally with the assistance of their organizing team). It is prudent for the organizer to discuss honoraria for guest speakers with the Conference Liaison before a commitment is made.

Article IV Sec 4 Business meetings during the annual conference.

IV. 4.a There shall be a Board meeting at each annual conference. The Officers shall present an annual report on the activities of the society, the Treasurer will report on the budget and the membership, and the ex-officio members will report on their duties. Past, present and future conference organizers may be requested to provide reports, as may other guests, as appropriate.

IV. 4.b. Action on any item at the Board meeting, including resolutions or changes in the operating procedure, will require a quorum equal to a simple majority of the Board membership, and a majority vote on that action. For action where a vote from the entire membership is deemed prudent, the Board may decide to poll the membership via email.

IV 4.c. There shall be a general business meeting for the entire membership at each annual conference. The Officers will preside. The main purpose of the business meeting will be to share pertinent information from the Board meeting, to present prizes, and to inform the members about future conferences.

Article IV. Sec. 4. Special meetings and votes of the INCS Board may be held at the call of the Officers, to be held via an electronic platform.

Article V. Papers and Publications.

Article V. Sec. 1. All papers presented at the annual conference must be approved in advance by the conference organizer and/or their designated Program Committee. INCS strives to create panels that reflect a diversity of disciplines and career stages.

Article V. Sec. 2. Excepting keynote speakers, plenary sessions, and roundtable, normally all full-length papers must be uploaded to an online platform so that participants can read them prior to the meeting. Normally, in order to foster extended conversation, 5-7 minute summaries shall be delivered in lieu of presenting full length papers at the annual conference.

Article V. Sec. 3. Publications of the society, of whatever kind, shall be made only under the authorization of the Officers/Board.

Article VI. Prizes (see also <https://incsscholars.org/competitions-and-prizes/>)

Article VI. Sec 1. Richard Stein Prize. The annual Richard Stein prize recognizes excellence in interdisciplinary scholarship on any nineteenth-century topic. INCS members may submit their own work and/or nominate essays written by other scholars of the nineteenth-century. To be eligible for the prize, authors must be current members of INCS. If potential contestants are not current members of INCS, they may become members at the time that they apply for the prize. Membership is always for the calendar year.

The competition takes place annually after that year's meeting (usually in the summer) and recognizes essays with a publication date (or appearing in print) from the previous year. The winner is announced during the next year's conference, and by electronic communication. The second Vice President assembles a judging committee comprised of a Board member (judging committee chair) plus two nineteenth-century specialists (full-time faculty) not on the Board, preferably from differing disciplines. The Second VP then solicits nominations for the prize and organizes all the entries so that the judging committee can choose the prizewinner.

Article VI. Sec 2. Susan Morgan Prize. The annual Susan Morgan prize recognizes the best graduate student paper presented at the conference. The judging committee is comprised of three members of the board, preferably from differing disciplines.

Article VI. Sec 3. Chris Vanden Bossche Graduate Student Travel Award provides a limited number of small grants for graduate students to attend the annual INCS conference. The INCS Treasurer manages this award, in consultation with the INCS Officers.

Article VII. Amendments.

Article VII. Sec. 1. These bylaws will replace and supercede the previous Constitution and the “Standard Operating Procedure” document.

Article VII. Sec. 2. Amendments to these bylaws may be made by a two-thirds vote of the Board.

Article VII. Sec. 3. An updated copy of these bylaws shall be available on the INCS website.