

European History Section of the Southern Historical Association

MISSION

The European History Section (EHS) of the Southern Historical Association (SHA) is the oldest professional association of historians focusing on European History in the United States. Founded in 1955 to advance the knowledge of European history in the South of the United States and to serve European historians, graduate students, and faculty in the South, the European History Section is today an affiliate society of the Southern Historical Association. It welcomes European historians, graduate students, faculty, independent researchers, public historians, and patrons of historical understanding throughout the United States and the globe. In addition to its historic focus on the study of the European past, the European History Section actively encourages scholars and students whose teaching and scholarship addresses transcultural, transnational, comparative, and global history. The EHS has three primary emphases: it seeks to actively encourage innovative approaches to European historical pedagogy in comparative and global context; it promotes outreach to the American historical profession, and to the wider public, on issues of contemporary and professional concern to the discipline of history; and it seeks to provide support, encouragement, and a forum for the presentation of original research on European History in its global context by historians who study or work in throughout the South.

The European History Section is recognized as a non-profit organization under Section 501 (c) (3). All contributions are tax-deductible.

HISTORIC GEOGRAPHICAL FOCUS

The core of EHS Members study, work, and teach in public and private institutions of higher learning, and public history organizations throughout the South of the United States and immediately adjacent states. For organizational purposes, the “South” is defined as all of the following: Florida, Georgia, Alabama, Mississippi, Louisiana, Arkansas, Texas, Tennessee, Kentucky, West Virginia, Virginia, North Carolina, and South Carolina. “Adjacent areas” include the states of Oklahoma, Kansas, Missouri, Illinois, Indiana, Ohio, Maryland, Delaware, and the District of Columbia.

I. Terms of Office, Elections, Composition of the Section, Activities

I. 1. Terms of Office

EHS or Section Chair: The Chair’s term starts at the adjournment of the EHS annual Business Luncheon held at the SHA’s annual meeting (most often in November) and concludes with responsibility for presiding at the luncheon during the following year. Following his/her term of office, the Chair serves a 2-year term on the Executive Committee as Past Chair.

Vice-Chair and Chair-Elect: The Vice-Chair and Chair Elect’s term starts at the adjournment of the EHS

annual Business Luncheon held at the SHA's annual meeting (most often in November) and concludes with the luncheon during the following year. Following his/her term of office, the Vice-Chair becomes Chair. The Vice Chair is confirmed by vote of the Executive Committee, pursuant to nomination by the Nominating Committee.

Secretary: The Secretary is elected by the Executive Committee for a 5-year term. The term dates from annual meeting cycle that begins immediately following the annual meeting in which s/he was elected and ends five annual meetings after the one in which s/he was elected. For example, a Secretary nominated and elected at the annual meeting in 2018 would serve until the conclusion of the annual meeting in 2022. The Secretary is nominated by the Vice Chair. It is the responsibility of the Secretary to notify the Chair and the Vice Chair if he or she wishes to step down before the expiration of the five-year term so that the Vice Chair can nominate, and the Executive Committee, elect his/her replacement with all decent haste to ensure continuity of office.

Treasurer: The Treasurer is elected by the Executive Committee for a 5-year term. The term dates from annual meeting cycle that begins immediately following the annual meeting in which s/he was elected and ends five annual meetings after the one in which s/he was elected. For example, a Treasurer nominated and elected at the annual meeting in 2018 would serve until the conclusion of the annual meeting in 2022. The Treasurer is nominated by the Vice Chair. It is the responsibility of the Treasurer to notify the Chair and the Vice Chair if he or she wishes to step down before the expiration of the five-year term so that the Vice Chair can nominate, and the Executive Committee, elect his/her replacement with all decent haste to ensure continuity of office.

Executive Editor of the European History Section Newsletter: The Executive Editor is elected by the Executive Committee and his/her term is indefinite at the discretion of the editor, himself/herself. The Executive Editor is responsible for notifying the Vice Chair and Chair of the Section if s/he chooses to step down. In the event of a vacancy, the Vice Chair is responsible for nominating a new Executive Editor in advance of the next annual meeting following the Executive Editor's resignation. Duties of the Executive Editor may begin upon nomination by the Vice Chair, acceptance by the nominee, and formal vote of the Executive Committee conducted via e-mail or in person at the Executive Committee Meeting during the next available annual meeting. To ensure continuity, it is advisable to vote upon prospective nominees as soon as possible.

Standing Committees: Members of standing committees serve for three years. During their third and final year, they chair the committee they serve on. If a standing committee member wishes to forego their duties as Chair, it is the responsibility of the standing committee member to notify the Chair and the Vice Chair before the commencement of their term so that a new chair can be nominated by the Vice Chair of EHS and voted upon by the Executive Committee of EHS. To ensure continuity, it is advisable to vote upon prospective nominees as soon as possible.

The EHS Representative to the SHA's Executive Council: EHS Representative to the SHA Executive Council is appointed to a three-year term (meaning a term that comprises three annual meetings, e.g. 2016, 2017, 2018). Following consultation with the Executive Committee and/or the membership of EHS, nominees are presented by the Nominating Committee to the Executive Committee at the annual meeting that occurs in the last year of the previous EHS Representative's term. Pursuant to the recommendation of the Nominating Committee, the Executive Committee is responsible for approving the nomination of the EHS Representative to the SHA Executive Council, and the duties of the aforementioned office commence immediately following election by the Executive Committee, and

confirmation at the EHS Annual luncheon meeting.

EHS Web Coordinator: The EHS Web Liaison maintains the EHS webpage on the SHA website, and does so in frequent consultation with all relevant stakeholders, committee chairs, officers, and officers of SHA charged with maintaining the SHA website. The EHS Web Liaison serves for a term of three years but is eligible to serve up to three consecutive terms subject to reapproval by vote of the Executive Committee at the Annual Executive Committee Meeting. (See for further details under II.7.)

I. 2. Executive Committee

The Executive Committee is the policy-making body of the Section. It meets annually on the first day of the Southern Historical Association's meeting and is comprised of the following Section officers:

- § Section Chair
- § Section Vice-Chair
- § Immediate past Section Chair and the second past Section Chair
- § Secretary
- § Treasurer
- § Newsletter Editor
- § EHS Web Liaison
- § Section Representatives to the SHA Executive Council
- § EHS Historian (ex officio, non-voting member).

I. 3. Elections

All officers nominated by the Vice-Chair and Chair-Elect are approved by the Executive Committee at its annual meeting and announced to the membership at the Annual Business Luncheon meeting.

Nominations may be made from the floor of said same meeting, but after nominations cease, the membership takes a vote to elect the slate of nominees.

The Executive Committee of EHS is responsible for confirming all members and chairs of standing committees nominated by the Vice Chair of EHS and is also responsible for confirming nominations of officers presented by the Nominating Committee. But the members of EHS are formally responsible for electing all officers, standing committee members, and standing committee chairs.

Under ordinary circumstances, and for the duration of the EHS annual meeting, those members present at the EHS Annual Business Luncheon are understood to constitute a subcommittee of the whole, the vote of which is understood to represent the vote of EHS membership as a whole.

In the event of a vacancy of office or standing committee membership/chairship, or in the event of chronic dereliction of duties recognized at the Section Chair's discretion, the Chair of EHS, in consultation with all relevant members of the Executive Committee, is empowered to constitute the Executive Committee as a subcommittee of the whole body of EHS Membership for the purpose of nominating and electing an interim replacement in order to ensure continuity of office. Duties of the interim officer begin immediately upon the election of the Executive Committee, but the interim officer

or committee member/chair must then be confirmed by election at the Annual Business Luncheon convened at the next consecutive annual meeting.

I. 4. Standing Committees

All standing committees are composed of three members. The committees are: Program; Nominating; Membership; Snell Prize; Parker, Schmitt, and Simpson Prize; Baker-Burton and Smith Prize; and Rupprecht. All standing committee chairs are invited to sit on the Executive Committee, as are the immediate past Program Committee chair and all the members of the Membership Committee. The Executive Committee (by majority vote) is empowered to create whatever additional standing and/or ad hoc committees as may be necessary and proper. Ad hoc committees may be proposed, voted upon, and enacted by the authority of the Executive Committee and do not require majority consent of the EHS Membership. Ad hoc committees may also be proposed by motion from the floor during an EHS Annual Business Luncheon, and enacted at the behest of the EHS Membership as expressed by majority consent of those members present at the Annual Business Luncheon.

Standing Committees may be enacted by majority consent of the Executive Committee and pending ratification by the EHS Membership as expressed by majority consent of those members present at the Annual Business Luncheon.

I. 5. Attendance at the Annual Meeting

I. 5. 1. Executive Committee Meeting

The Executive Committee at its annual meeting gathers the members of the Executive Committee as well as the immediate past Program Committee Chair, the current Program Committee Chair, the Immediate Future Program Committee Chair, the Membership Committee Chair, and the chairs of the Awards and Prizes Committees. At its session, the Executive Committee:

- § approves the Vice-Chair's nominations for the new standing committee members;
- § approves the Nominating Committee's recommendation for Vice-Chair and Chair-Elect;
- § approves the Secretary-Treasurer's report, the Newsletter Editor's report, and all reports made by standing committee chairs and the EHS representative to the SHA;

I. 5. 2. Business Meeting and Luncheon

Traditionally, "EHS Luncheon" includes a served lunch and a brief Business Meeting, conducted while dessert is being served. At this time, members of the Executive Committee and Committee chairs present their reports. Chairs of the Prize and Awards Committees present the Section's prizes and awards. Nominations for EHS officers are presented, then voted on by the members. Any other extraordinary measures or votes may be discussed and voted upon as well at this time.

Under ordinary circumstances, as well as for the duration of the EHS annual meeting, those members present at the EHS annual business luncheon are understood to constitute a subcommittee of the whole, the vote of which is understood to represent the vote of EHS members as a whole.

In the event of a vacancy of office or standing committee membership/chairship, or in the event of chronic dereliction of duties, the Chair of EHS, in consultation with all relevant members of the Executive

Committee, is empowered to constitute the Executive Committee as a subcommittee of the whole to nominate and elect an interim replacement to ensure continuity of office. The interim officer or committee member/chair must then be confirmed by election at the annual business luncheon at the next consecutive annual meeting. (See also I.3 "Elections" above).

At the conclusion of the business meeting, the Mathews-Weinberg Address takes place. The chairperson or a designee may introduce the lecturer. At the conclusion of the Address, there may be time for questions and/or discussion. When time has run out, and any urgent announcements have been made for the good of the order, whenever the annual business lunch is complete, the presiding chair is considered to have conferred the office upon the new chair elect by introducing her/him. The new chair elect is henceforth considered chair and declares the meeting adjourned.

I. 6. Activities

As an integral part of its mission, the European History Section publicizes activities of interest and concern to the Section and its members in various formats and it actively seeks further membership. EHS sponsors at least one annual lecture (the Mathews-Weinberg Address, delivered at the Business Luncheon), seeks to provide complimentary one-year memberships to selected graduate students (Kele Award), and rewards the most promising and professional conference paper prepared and delivered by a graduate student seminar in the form of the Snell Prize. EHS also gives several awards for professional achievement (Smith Award, Simpson Award, Baker-Burton Award, Parker-Schmitt Award, Snell Prize, Rupprecht Prize), and awards the Enno Kraehe Distinguished Service Award to a deserving Section officer. EHS also actively seeks to preserve a record of its history.

II. Executive Committee Members Duties and Responsibilities

II. 1. Chair of the Section

- § As soon as possible after the first of January in the calendar in which the next annual meeting is to be held, the Chair is responsible for contacting to each of the new standing committee members, and to the Vice-Chair outlining their responsibilities.
- § The Chair sends the final list (including institutional affiliation and e-mail addresses) of all current standing committee members, Executive Committee members, and any other officers to ALL Executive Committee Members, officers, and standing committee members listed, as well as to the SHA office, Program Committee, or any other SHA officer as necessary and proper.
- § The Chair plans and make arrangements for the Executive Committee meeting; and prepares the agenda in consultation with the Secretary, Treasurer, and other Executive Committee members as relevant and proper.
- § Approximately 3-6 weeks before the annual meeting in early October, the Chair confers with the Secretary as necessary about the agenda, and e-mails the agenda to the members of the Executive Committee, to the standing and ad hoc committee chairs, and to all members of the Program Committee.
- § The Chair confers with the relevant officers and/or organizers of SHA in late August about the menu, room setup, and any other matters relevant for the annual business luncheon.
- § The Chair makes arrangements for the luncheon speaker who delivers the Mathews-Weinberg

Address as soon as conveniently possible by the middle of the spring semester before the annual meeting and then reports this information to SHA Program Committee Chair and any other relevant officers and organizers of SHA.

- § The Chair sends to the Secretary and the Treasurer the name of the speaker and his/her presentation title.
- § The Chair oversees and coordinates the agenda of the luncheon meeting.
- § The Chair orders luncheon ticket for speaker and his/her spouse.
- § The Chair meets with the SHA on the day of the luncheon to discuss set up and placement of head table.
- § The Chair ideally should provide at least 2 copies of the written agenda for the annual business meeting for each table, and for all members of the Executive Committee.
- § The Chair makes sure (along with the Secretary and Treasurer) that all committees are functioning as they should.
- § The Chair mentors the Vice-Chair.
- § The Chair responds to member questions and correspondence.

II. 2. Immediate Past Chairs

- § Are prior chairs who continue to serve on the Executive Committee for two years following their term of office as full voting members.
- § In so far as their institutional and professional constraints permit, they should attend the Executive Committee meeting and the Business Luncheon each of these two years.
- § They must provide guidance to the current Chair and Vice-Chair on an ad hoc basis at the discretion of the current Chair and Vice-Chair.

II. 3. Vice Chair

- § The Vice Chair nominates Section members to serve on the standing committees as follows: the Program Committee, the Nominating Committee, the Membership Committee, and all prize and award committees; members of the Prize and Awards committees should represent an appropriate range of historical subspecialties, regions, and approaches most relevant to the purview of EHS.
- § The Vice Chair nominees' names and addresses should be forwarded to the Chair of the Section and the Secretary by no fewer than two full weeks before the annual meeting.
- § The Vice Chair is also responsible for making all necessary arrangements for the EHS cocktail reception at the annual meeting, must and arrange for the appropriate room in the conference hotel or outside venue, as necessary. Arrangements for the reception are made in consultation with the EHS Treasurer and the SHA officers in charge of liaison with the conference hotel's catering office; if the conference venue does not provide affordable catering, Vice Chairs of EHS are empowered to make arrangements with another restaurant or facility conveniently accessible to members. Vice Chairs are responsible for publicizing the reception both before and during the Annual Meeting by the most appropriate possible means, and this publicity should be done in consultation with the EHS Web Liaison and EHS Newsletter Editor;

II. 4. Secretary

II. 4. 1. Membership

- § The Secretary works with all relevant members of the Executive Committee (Membership Committee, Program Committee, Executive Editor of the EHS Newsletter, and Web Liaison) to update the EHS Section promotional materials online or in print.
- § The Secretary maintains and updates mailing and e-mail lists of history department chairs, graduate coordinators, faculty, and students who have participated in EHS throughout the past five annual meeting cycles (five years) and is responsible for attaining this information from, and referring the most current information to the Membership Committee, the Program Committee, and/or other members of the Executive Committee as needed for membership, donation, and recruitment purposes.
- § The Secretary provides (in both oral and written form) a Secretary's Report to be presented at the EHS Executive Committee meeting; the oral report must also be delivered at the luncheon business meeting.
- § The Secretary also sends a copy of the Secretary's Report to the EHS Newsletter Editor, and to the EHS Web Liaison for publication in the newsletter, online, and in any other appropriate format to be decided at the discretion of EHS members.

II. 4. 2. Correspondence

- § The Secretary writes letters of appreciation to outgoing Section officers.
- § The Secretary sends appropriate materials and news to the European History Newsletter editor and to the Web Liaison as needed.
- § The Secretary sends immediately after the annual meeting the names of the new Section officers and those of the winners of the EHS prizes and awards to the editor of the Journal of Southern History for inclusion in the next issue of the journal.

II. 4. 3. Annual meeting

Executive Committee Meeting

- § The Secretary takes minutes and sends these, first to the members present at the Executive Committee meeting to check for accuracy, and then to the EHS newsletter editor to be published in the spring newsletter, and/or to the Web Liaison for publication on the website.

Luncheon meeting

- § The Secretary presents his/her annual report orally.
- § The Secretary and/or the Treasurer (by the mutual consent of the occupants of these offices) assist in overseeing award committees to ensure that winners of the awards are chosen at least 4-5 weeks before the meeting to enable winners to attend; by similar mutual consent to their respective divisions of labor, the Secretary and/or Treasurer further confers with the Chair of the Section, and Vice Chair of the Section to insure timely completion of awards committee process.
- § If the Kraehe Award is to be presented, the Secretary shall order the plaque as early as prudently possible in order to bring it to the meeting.

EHS flyer distribution

- § The Secretary is responsible for insuring that EHS flyers should be left at a table near registration to recruit new members (check to see which table would be appropriate), and in so far as possible, at the back table in meeting rooms where European sessions are held.

Attendance

- § The Secretary is responsible for tracking attendance at the EHS panels and Business Luncheon.

Record-keeping and Archives

- § The Secretary is responsible for keeping the records of the Section, including documents from the Section's inception, legal documents, membership lists, Executive Committee meeting minutes, as well as Secretary and Treasurer reports. The Secretary should work closely with the EHS Historian and the Section Chair to insure historic preservation of most significant artifacts and documents of the Society's history.
- § The Secretary is responsible for conferring the aforementioned documents to his/her successor in so far as such documents may be necessary to the smooth and effective operational continuity of EHS. The EHS Historian and the EHS Chair should be made aware of such document transfers.

II. 5. Treasurer

- § After consultation with the Executive Committee, the Treasurer establishes non-profit organization savings, checking, and CD accounts.
- § The Treasurer deposits membership checks and keeps accurate records of amount paid.
- § The Treasurer pays the expenses allowed by the Section, which include, but are not limited to: membership mailings, all affiliate dues to SHA, printing of promotional flyer, clerical supplies, annual reception, Mathews Luncheon speaker honorarium and travel expenses, all expenses associated with the awards, and Newsletter expenses.

II.5.1 Membership

- § The Treasurer collaborates with the Membership Committee in recruitment of new members as needed, but the primary responsibility for recruitment of new members falls to the Chair of the Membership Committee.
- § The Treasurer maintains (in close collaboration with the Chair of the Membership Committee and the Secretary) lists of affiliate members, life members who are not affiliates, and institutions; these lists are to be shared with the Chair of the Membership Committee and the EHS Secretary at regular intervals and upon request. (the Membership Committee Chair is responsible for assisting the Treasurer in compiling the master list of members and life members and ensuring that the Secretary, Treasurer, Program Committee Chair, Chair of the Section, and Vice Chair of the Section are in possession of the most current list compiled at the time of the annual meeting each year.)
- § The Treasurer sends membership renewal notices at the beginning of both the spring and fall semesters (no later than a month into each semester) to all regular members who have not renewed membership, and to life members who have not renewed their affiliate status.

- \$ The Treasurer directs the Chair of the Membership Committee to send Max Kele Memorial Graduate Student membership (henceforth "Kele Award") nomination forms in January to History Graduate Coordinators, Chairs, EHS Members, and/or other relevant contacts in the Southern United States. Deadline for response should be April 1 for annual meetings held the subsequent fall. Nominations are the responsibility of the Chair of the Membership Committee, but evaluating nominations to the Kele Award and conferral of the award money is the responsibility of the Treasurer.

II.5.2 Correspondence

- \$ The Treasurer sends the Treasurer's Report to the EHS newsletter editor for publication in the spring newsletter, and/or to the Web Liaison, as necessary.
- \$ The Treasurer is responsible for informing the Program Committee, at regular intervals, concerning conference presenters who have yet to pay their membership dues.
- \$ The Secretary and/or the Treasurer (by the mutual consent of the occupants of these offices) assist in overseeing award committees to ensure that winners of the awards are chosen at least 4-5 weeks before the meeting to enable winners to attend; by similar mutual consent to their respective divisions of labor, the Secretary and/or Treasurer further confers with the Chair of the Section, and Vice Chair of the Section to insure timely completion of awards committee process.

II.5.3 Annual Meeting

Executive Committee Meeting

- \$ The Treasurer creates both a written and oral Treasurer's Report to be presented at the EHS Executive Committee meeting.

Luncheon Meeting

- \$ The Treasurer creates an oral report for the luncheon business meeting.
- \$ The Treasurer speaks with award committee chairs to see if winners will be attending the luncheon.
- \$ The Treasurer writes award checks and mails or brings them to meeting as appropriate.

II. 6. European History Newsletter Editor

- \$ The Editor maintains frequent liaison with Membership Committee, Program Chair, Secretary, and Treasurer to acquire updated mailing lists, announcements and relevant information.
- \$ The Editor coordinates with EHS Web Liaison to insure efficiency and consistency of EHS communications.
- \$ The Editor publishes two Newsletters a year.
- \$ The Editor includes dues notices in all Newsletters, and other professional news submitted by EHS officers or members.
- \$ The Editor includes invitations for nominations to the Kele Award and all publicity to the

Section's prizes.

II.7 EHS Web Coordinator and Social Media Coordinator

The EHS Web Coordinator maintains the EHS webpage on the SHA website, and does so in frequent consultation with all relevant stakeholders, committee chairs, officers, and officers of SHA charged with maintaining the SHA website. Information published on this webpage includes a list of Section officers, the membership of Section committees, details regarding prizes and awards, membership information, newsletters, and an annual call for papers. The Web Coordinator is responsible for ensuring that this information is complete and current, and pursuant to this latter responsibility, the EHS Web Liaison confers with the Editor of the EHS Newsletter, the Secretary, Treasurer, the Chair of the Membership Committee, the Chair of EHS, the Vice Chair of EHS, and the Chair of the Program Committee, and the Chairs of all prize and awards committees to ensure that the EHS website is up to date. The EHS Web Coordinator is nominated by the Vice Chair of EHS, and s/he serves for a three-year term but is eligible to serve up to three consecutive terms subject to reapproval by vote of the Executive Committee at the Annual Executive Committee Meeting.

The EHS Web Coordinator may serve as Social Media Coordinator, or may delegate the duties of Social Media Coordinator to another EHS members. The Social Media Coordinator serves at the pleasure of the Executive Committee, and maintains frequent contact with officers, committees, the EHS Newsletter Editor, and the Web Coordinator to insure timely, engaging, and up-to-date postings on any social media sites managed by EHS for the purposes of furthering the mission of EHS.

II.8. EHS Representative on SHA Executive Council

- § The EHS Representative attends the three annual SHA meetings of his term of office. The representative is a full voting SHA Executive Council member and as such his/her input and good judgment is valued.
- § The EHS Representative attends the all-day meeting of the SHA Executive Council each year the day before the beginning of the SHA annual meeting.
- § The EHS Representative attends the EHS Executive Committee meeting and the Business Luncheon each year of his/her term of office.
- § The EHS Representative promotes and is empowered to suggest scholarly links between relevant scholars and students in southern universities, EHS, and wider issues of concern to the American Historical profession in society which may bear upon the interests of the Section's stakeholders and constituents.
- § The EHS Representative represents the interests of the Section to the SHA Council.
- § The EHS Representative relays any information of note to the membership of the EHS made by the SHA Executive Council at the meeting of the EHS Executive Committee.
- § The EHS Representative encourages collaboration by EHS with SHA and its other affiliates by suggesting themes, topics, and panels which may be of interest to the entire organization.

III. Executive Committee Members Duties and Responsibilities

III. 1. Program Committee

Note: The current year's Program Committee Chair is responsible for the program of the EHS

Annual Meeting in the year after his/her election (e.g., the Chair of the 2018 Program became chair effective at the Annual Meeting in 2017 and served out her duties from November 2017 to November 2018). The current chair is responsible for forwarding to the next chair all relevant materials at the conclusion of his/her term of office.

The Program for the EHS Annual Meeting must be completed by the time of the prior year's annual meeting.

III.1.1 Advertisements

- § The Chair of the Program Committee is responsible for drafting and distributing the "Call for Papers" with the assistance of the whole of the Program Committee. For example, the Program Committee for 2019 should complete and begin distribution of the Call for Papers for the 2019 annual meeting no later than April, and preferably in March 2018.
- § The Program Committee, as directed by the Chair, should publicize the CFP throughout late spring and early summer of the calendar year preceding the annual meeting in their purview (e.g. Spring and Summer 2018 for the 2019 Annual Meeting). Advertising the CFP is the discretion of the Program Committee using the most current and cost-effective venues likely to achieve maximum possible distribution. The goal is comprehensive distribution of the Call for Papers by whatever means and venue necessary subject to the needs of the society, the location of the annual meeting, the budgetary constraints of EHS, and the best practices of the American Historical profession.

III.1.2. Correspondence

- § At regular intervals before, during, and/or immediately following the annual meeting as needed, the Program Committee Chair (or a Program Committee member delegated at the discretion of the Program Committee Chair) sends reminders to presenters to join the EHS if they have not paid their dues. (Treasurer is responsible for informing the Program Committee of which presenters have yet to pay their membership dues.)
- § Chair sends a copy of the "Call for Papers" and any updated "Guidelines for Presenters" to the Secretary, the Chair of EHS, the Editor of the EHS Newsletter, and the Web Liaison for inclusion on the Section's web page, for inclusion in the EHS Newsletter, or for any further use by the Section Chair or the Secretary.
- § The Program Committee is responsible for soliciting chairs and commentators/discussants where necessary. Recruitment of chairs and discussants should proactively sought as part of the Call for Papers' distribution.
- § The Chair of the Program Committee, with advice and consent from the Chair of the Section and the Program Committee Members, sets the deadline for submissions of sessions/papers on any date between August 15 and October 15, pending the date of the annual meeting, and depending upon the quantity and quality of proposals received.
- § The Program Committee decides upon sessions and papers to include.
- § The Program Committee Chair may decide to extend the deadline in order to insure maximum possible submission of paper and session proposals.
- § The Chair of the Program Committee types a list of sessions comprising the EHS Annual Meeting

Program, as these will appear in the master program of SHA. The room number is assigned by SHA.

§ The chair compiles a master list of the names, contact information, and affiliation of all Session Chairs, Discussants/Commentators, and Presenters, complete with AV Requests.

§ The chair of the Program Committee sends the list of presenters, chairs, and commentators/discussants to the Chair of the Membership Committee and to the Treasurer for EHS membership verification (presenters must be EHS members).

§ Members of the Program Committee are responsible for notifying all panelists, chairs, and discussants/commentators of the acceptance; they are also responsible for e-mailing confirmations of their session title, presenters/presentations, and AV equipment requests.

§ In preparation for the Annual Meeting the year before the Annual Meeting being prepared by the Program Committee (e.g. 2018 Annual Meeting for the program of the 2019 Annual Meeting), the chair must send (electronically): (1) the provisional EHS Program for the next Annual Meeting; and (2) the list of participants, chairs, commentators/discussants, AV, and their contact information to the Chair of EHS to be confirmed by the Executive Committee. Both items (1) and (2) should be conferred electronically to the Chair of the SHA Program Committee following approval of the EHS Program by the EHS Executive Committee.

§ In the summer before the annual meeting under her/his purview, the Program Committee Chair proofreads SHA Annual Program's EHS pages in consultation with the SHA's designee before the program goes to print and is published online.

§ Upon publication of the final SHA Program for the Annual Meeting in their purview, the Chair of that year's Program Committee is responsible for sending the link to the SHA website containing the link to the published SHA Program.

III.1.3. Annual Meeting

§ The Chair of the immediate past year (responsible for the current year's program) attends the EHS Executive Committee meeting and reports on the state of the EHS panels. Chair of the Program Committee for the subsequent year's annual meeting (the program most recently constructed for the following year) must also attend the EHS Executive Committee meeting for approval of the program under his/her purview.

§ The Chair of the program most recently approved by the Executive Committee is responsible for conveying the EHS Program to the SHA Program Committee for incorporation into the SHA program for the next year's Annual Meeting.

§ The Program Committee chair attends the Business Luncheon to report on the following year's program.

§ All immediate past Program Committee Chairs are responsible for mentoring their immediate successors who will be responsible for next year's program;

§ The Program Committee monitor presenters' and moderators' attendance, and confers the names of those who do not show up and did not RSVP in a timely and professional manner to the next two program chairs; delinquent presenters and moderators will not be permitted to submit again for two years;

§ The Program Committee may send letters to delinquent presenters and moderators to inform them of this policy.

III. 2. Nominating Committee

§ The chair of the Nominating Committee attends the EHS Executive Committee meeting and the

Business Luncheon.

- \$ The committee nominates the Vice Chair of the Section in consultation with members of the Executive Committee.
- \$ The committee nominates (every three years) the EHS Representative to the SHA in consultation with members of the Executive Committee.
- \$ As a rule, nominees for both of these forestated positions should have served first on other committees.
- \$ The chair of the Nominating Committee sends his/her report to the Chair of EHS and the Secretary and Chair of EHS no fewer than two weeks prior to the annual meeting.
- \$ The chair is responsible for forwarding to the next chair all relevant materials at the conclusion of his/her term of office.

III. 3. Membership Committee

- \$ The chair of the Membership Committee works closely with the Treasurer to assist in compiling the annual list of EHS membership for distribution to all relevant EHS and SHA officers and committees (including but not limited to EHS Chair, Treasurer, and Secretary, and the SHA Membership Committee).
- \$ Primary responsibility for recruitment of new members belongs to the Membership Committee.
- \$ Membership Committee members are responsible for compiling the master list of members, life members, and institutions from the preliminary information gathered by the Treasurer.
- \$ The chair attends the SHA Membership Committee, where he/she represents the Section.
- \$ The chair attends the Section's Executive Committee meeting and the Business Luncheon.
- \$ The committee helps the Treasurer with the annual membership drive and remains in frequent communication with the Treasurer and Secretary all on relevant matters.
- \$ The committee invites European history professors and departments in the South to join EHS; it sends invitations, as early and as frequently as possible, at the discretion of the Membership Committee chair in consultation with the Program Committee Chair and the EHS Chair, to those institutions most likely to promote the attendance of faculty and students.
- \$ The chair is responsible for soliciting nominations for the Kele membership awards in consultation with the rest of the committee and with the Treasurer. Kele Award nominations should request a current C.V., and a writing sample (preferably a conference paper). If the Kele Award nominee is presenting at the next annual meeting of EHS, a copy of the EHS paper in question should serve as the writing sample. Calls for nominations to the Kele Award should be sent to the Treasurer and to the EHS Historian.
- \$ The Membership Committee as a whole holds primary responsibility for soliciting memberships, and reaching out to prospective members, especially in cities where the next two meetings will be held;
- \$ The Membership Committee works closely with the Executive Editor of the Newsletter, the Web Liaison, and any other members of EHS as necessary and proper, to promote membership, and to prepare and disseminate materials promoting membership, in EHS. The Membership Committee Chair is empowered to exercise discretion in publicizing EHS, and in soliciting members by any appropriate means necessary and proper, in consultation with the committee, the Chair of EHS, and other members of the Executive Committee.
- \$ The current Membership Committee chair is responsible for forwarding to the next Membership

Committee chair all relevant materials at the conclusion of his/her term of office.

III. 4. Baker-Burton-Smith Committee

- \$ The Chair is responsible for publicizing the Baker-Burton and the Smith Awards in relevant publications and sending a notice to relevant presses that publish works of history relevant to the purview of Section.
- \$ The chair is responsible for soliciting the committee members' evaluations and rankings, and for announcing the Awards at the annual meeting;
- \$ If the Committee concludes that no entry is of sufficient quality to be worthy of the Award, it is free to decide not to confer the Award in that year;
- \$ The Baker-Burton Award is conferred on odd years for best first book in European history; the Smith Award is conferred on even years for best book in European history.
- \$ The chair sends his/her report to the Secretary and to the Chair of the Section no later than seven business days before the Annual Meeting;
- \$ The chair attends the EHS Executive Committee meeting and the Business Luncheon, at which he/she presents the Award.
- \$ The chair notifies the award recipients and invites them to the Business Luncheon.
- \$ The chair is responsible for forwarding to the next chair all relevant materials at the conclusion of his/her term of office.
- \$ The chair is also responsible for drafting a press release regarding the prize winner's name, institution, rank (as applicable), and title. This press release should be conferred to the Web Coordinator, the Social Media Coordinator (if not the former), and the Editor of the EHS Newsletter.

III. 5. Parker-Schmitt-Simpson Committee

- \$ The chair is responsible for publicizing the Parker-Schmitt and Simpson Awards in relevant publications.
- \$ The chair is responsible for seeking submissions for the Simpson Award from panelists and/or panel chairs of past EHS conference programs.
- \$ The chair is responsible for seeking nominations for the Parker-Schmitt Award from EHS members, and faculty and graduate students at relevant institutions.
- \$ The chair is responsible for soliciting the committee members' evaluations and rankings.
- \$ If the Committee concludes that no entry is of sufficient quality to be worthy of the Award, it is free to decide not to confer the prize that year.
- \$ The Simpson Award is conferred during odd years for best paper presented at an EHS panel; the Parker-Schmitt Award conferred during even years for best Ph.D. Dissertation in European history.
- \$ The chair sends his/her report to the Secretary and to the Chair of EHS no later than seven business days before annual meeting.
- \$ The chair attends the EHS Executive Committee meeting and the Business Luncheon, at which he/she presents the Award.
- \$ The chair notifies the award recipients, and invites them to the Business Luncheon.
- \$ The chair is responsible for forwarding to the next chair all relevant materials at the conclusion of his/her term of office.
- \$ The chair is also responsible for drafting a press release regarding the prize winner's name, institution, rank (as applicable), and title. This press release should be conferred to the Web

Coordinator, the Social Media Coordinator (if not the former), and the Editor of the EHS Newsletter.

III. 6. Snell Prize Committee

- \$ The chair is responsible for publicizing the Snell Prize in relevant publications and seeking submissions from graduate directors and faculty.
- \$ The chair is responsible for soliciting the committee members' evaluations and rankings.
- \$ If the Committee concludes that no entry is of sufficient quality to be worthy of the Award, it is free to decide not to confer it that year.
- \$ The Snell Prize is given for the best paper written and delivered by graduate students of any member of the European Section.
- \$ The chair sends his/her report to the Secretary and to the Chair of EHS no later than seven business days before the beginning of the annual meeting.
- \$ The chair attends the EHS Executive Committee meeting, and the Business Luncheon at which he/she presents the Award.
- \$ The chair notifies the author of the winning paper and invites her/him to the Business Luncheon. The prospective award recipient should be notified at least 60 days prior to the annual meeting in the year in which the award is to be conferred. Such a practice allows for the award recipient to plan to be present to receive the award, and invites him/her to the Business Luncheon.
- \$ The chair is responsible for forwarding to the next chair all relevant materials at the conclusion of his/her term of office.
- \$ The chair is also responsible for drafting a press release regarding the prize winner's name, institution, rank (as applicable), and title. This press release should be conferred to the Web Coordinator, the Social Media Coordinator (if not the former), and the Editor of the EHS Newsletter.

III. 7. Nancy Rupprecht Memorial Graduate Student Essay Prize Committee

- \$ The chair is responsible for publicizing the Rupprecht Prize in relevant publications.
- \$ The chair is responsible for seeking submissions for the Rupprecht Prize from panelists and/or panel chairs of past EHS conference programs.
- \$ The chair is responsible for seeking nominations for the Rupprecht Prize from EHS members, and faculty and graduate students at relevant institutions.
- \$ The chair is responsible for soliciting the committee members' evaluations and rankings.
- \$ If the Committee concludes that no entry is of sufficient quality to be worthy of the Award, it is free to decide not to confer the prize that year.
- \$ The Nancy Rupprecht Memorial Graduate Student Essay Prize is awarded annually for the best graduate student paper in the field of European Women's History (not gender studies).
- \$ The chair sends his/her report to the Secretary and to the Chair of EHS no later than seven business days before annual meeting.
- \$ The chair attends the EHS Executive Committee meeting and the Business Luncheon, at which he/she presents the Award.
- \$ The chair notifies the award recipients, and invites them to the Business Luncheon.
- \$ The chair is responsible for forwarding to the next chair all relevant materials at the conclusion

of his/her term of office.

§ The chair is also responsible for drafting a press release regarding the prize winner's name, institution, rank (as applicable), and title. This press release should be conferred to the Web Coordinator, the Social Media Coordinator (if not the former), and the Editor of the EHS Newsletter.

IV. Section Historian

The position of Section Historian is a Life position with the duties to seek every year from committee chairs and members of the Executive Committee the documentation most pertinent to their work, in order to update the Section's history in a format to be determined at the discretion of the Section Historian, at an interval to be determined at the discretion of the Section Historian, but always with the advice and consent of all members of the Executive Committee and officers of the Section. Further duties may also include writing obituaries and sending, at appropriate intervals at the discretion of the Section Historian in consultation with the Executive Committee, archival documents pertaining to EHS to the University of North Carolina at Chapel Hill. If an irresolvable dispute arises between the Section Historian and any member of the Executive Committee over the historicity of a source, the Chair of the Section shall bring the disputed matter to the attention of the Executive Committee which shall draft a proposed resolution to be voted upon by the membership at the next available annual business meeting. Transparency, ethical impartiality, and the professional standards, as well as best practices, of the historical profession are to be the foundational principles governing the preservation of the history of the EHS.

The Section Historian is an ex officio member of the Executive Committee of EHS who may attend meetings but does not vote unless a tie-breaking vote on any measure is required for any reason.

V. Revision Procedure

The bylaws may be revised at the instigation of (a) the EHS Chair subject to a 2/3 majority vote of the Executive Committee, or (b) a 2/3 majority vote of the members assembled at the annual business meeting. Once the vote for revision is carried, the chair may select a subcommittee of the Executive Committee to revise the bylaws, or may take on the responsibility as an additional part of her/his duties during his/her term, provided the Executive Committee agrees to this procedure by a simple majority vote.

At the year following the decision to revise, the draft of the revised bylaws shall be presented to the Executive Committee for a vote to recommend passage of the bylaws as revised. If the Executive Committee approves the existing draft at its annual meeting by a simple majority vote, it recommends approval of the revised bylaws at the annual business meeting. If the proposed draft revisions do not pass the Executive Committee, then the task of revising the bylaws shall be abandoned or continued into the year following the failed vote, provided a second vote of the Executive Committee pursuant to either of the aforementioned possible options passes by a simple majority vote.

If by simple majority vote the members assembled for the annual Business Luncheon (empowered to act on behalf of the membership as a whole [see above I.5.2]) agree to the Executive Committee's recommendation, then the bylaws are considered approved pending any further suggestions proffered by the SHA counsel. If the latter suggestions amount to a substantive change to the bylaws (decided at the discretion of the Chair of the Section), then the new Chair of the Section will undertake the

suggested revisions and repeat the voting procedure at the business meeting during the following EHS Annual meeting.

Revised bylaws passed by unanimous consent of the Executive Committee on 8 November 2018 and ratified by the membership assembled at the EHS Business Meeting on 10 November 2018 at the Annual Meeting in Birmingham, AL Jeffrey D. Burson, Georgia Southern University and 2017-2018 Chair of EHS presiding.

Subsequently revised in 2022 to incorporate the bequest from Nancy Rupprecht that endowed a new graduate paper prize. Revisions passed by unanimous consent of the Executive Committee on 10 November 2022 and ratified by the membership assembled at the EHS Business Meeting on 12 November 2022 at the Annual Meeting in Baltimore, MD Sharon A. Kowalsky, Texas A&M University-Commerce and 2021-2022 EHS Chair, presiding.