

BYLAWS OF THE LATIN AMERICAN JEWISH STUDIES ASSOCIATION

(Revised and approved by Board of Directors on 7-4-2017)

Approved by unanimous vote of LAJSA membership October 2017)

I. MISSION STATEMENT AND OVERVIEW

The Latin American Jewish Studies Association (LAJSA) is a non-profit organization dedicated to the promotion of scholarship concerning the Jewish experience in Latin America and the Caribbean through research, publication and teaching at universities, colleges and other research institutions. LAJSA also aims to develop the comparative study of the experience of Latin American Jews within the broader context of Latin American, Latino and Judaic studies as well as world Jewish diaspora studies. As an intellectual network of scholars, LAJSA strives to engage the interest of graduate students and scholars by providing professional meetings at regular intervals, the periodic dissemination of news and announcements, support in the form of travel fellowships, an electronic clearinghouse for information, and prizes and awards for outstanding scholarship. LAJSA's overriding scholarly mission is to advance the understanding of the history and presence of Jewry in Latin America as well as the impact of Latin American Jews on other groups and parts of the world.

II. MEMBERSHIP

Section 1. Any person or organization interested in the mission of LAJSA may become a member upon payment of the annual dues as provided for in the Bylaws.

III. OFFICERS AND EXECUTIVE BOARD

Section 1. Officers. The officers of LAJSA shall be the Co-Presidents, the Secretary, the Treasurer, the LAJSA list-serve manager, and the Editor (or co-editors) of the Latin American Jewish Studies publication and Book series, and the Social Media Coordinator. Only individual members whose association dues are current shall be eligible to hold office.

Section 2. Executive Board. The Co-Presidents, and the Treasurer, shall constitute the Executive Board of LAJSA and shall have the responsibility to exercise administrative measures when appropriate, as well as other duties as specified in the Bylaws.

Section 3. Duties of Officers. The Co-Presidents, Secretary, and Treasurer shall perform the duties pertaining to their respective offices and such other duties as may be approved by the Board of Directors.

a) Co-Presidents. The Co-Presidents shall be elected by the LAJSA membership to serve a three-year term with a possible three-year renewal period. Renewal requires a majority vote of the Board of Directors and Executive Board members, excluding the Co-Presidents. Upon concluding the terms, they shall remain as members of the Board of

Directors for one year. Co-Presidents may run for re-election separately or jointly after their regular term and renewal are over.

b) Secretary. The Secretary shall maintain membership records, create and update the membership directory, conduct elections, and perform other duties as assigned by the Executive Board and the Board of Directors. S/he shall present activity reports at LAJSA Board Meetings. The Secretary shall be appointed by the Co-Presidents with the approval of the Executive Board and the Board of Directors for a term of three years and may be reappointed for subsequent terms.

c) Treasurer. The Treasurer, under the direction of the Executive Board and the Board of Directors, shall be the custodian of the funds and financial matters of LAJSA and shall carry out such other duties as are specified in the Bylaws. The Treasurer shall be appointed by the Co-Presidents with the approval of the Executive Board and the Board of Directors for a term of three years and may be reappointed for subsequent terms.

d) LAJSA List-serve Manager: The Manager of the LAJSA List-serve platform shall be appointed by the Co-Presidents with the approval of the Executive Board and the Board of Directors and shall serve for a period of time mutually agreed upon by the Manager and the Boards.

e) The Editor(s) of the Latin American Jewish Studies publications shall be appointed by the Co-Presidents following an established selection process approved by the Executive Board and the Board of Directors and shall serve for a period of time mutually agreed upon by the Editor(s) and the Boards.

Section 4. Vacancies. If an elected officer is unable to complete his/her term, replacement shall be made in accordance with the provisions of the Bylaws.

Section 5. Appointments. The Co-Presidents, with the advice and majority consent of the Executive Board and Board of Directors, shall appoint individuals to serve on committees of the organization as specified by the Bylaws or assign other service duties as appropriate from time to time. Only individual members whose association dues are current shall be eligible for appointment to a committee.

IV. BOARD OF DIRECTORS

Section 1. The Board of Directors shall administer the affairs of the organization, and for corporate purposes is considered to be its Board of Directors. All members of the Board of Directors must maintain their membership annually.

a) The Board of Directors shall be composed of: six members-at-large who are elected from among the membership. In addition, the immediate past co-presidents shall serve for one year on the Board of Directors upon the conclusion of their presidency.

b) The term of the elected members-at-large shall be three years. Reelection for a subsequent terms or terms is possible.

Section 2. Duties of the Board of Directors.

The Board of Directors shall be responsible for: (1) administering, directing, and managing the affairs and property of LAJSA; (2) carrying out the mission of the organization; and (3) implementing the agreements and resolutions adopted at the conferences and meetings of the members. It shall control and manage all real and personal property belonging to LAJSA and shall receive gifts, grants, and donations and approve and implement annual budgets.

Section 3. Meetings. The Board of Directors shall convene with the Executive Board, and LAJSA officers, and other guests invited at the discretion of the co-presidents, at research conferences and at least once a year where possible, or as frequently as necessary. They, shall meet in person or through electronic means to conduct the business of the association. Notice of the meeting at research conferences shall be included in the conference schedule.

Section 4. Quorum and Voting. The Board of Directors shall reach its decisions by a simple majority of the members present and voting. A quorum shall be constituted by a majority of those present. When the Board is unable to meet, its members may be consulted electronically or by telephone through the Co-Presidents or Secretary.

Section 5. Special Projects, Task Forces, and Working Groups. The Board of Directors may determine the nature and procedure to be followed regarding special projects, Task Forces, and Working Groups recommended during the course of the year or at the meetings by its constituents or by the membership at large.

V. MEETINGS

Section 1. General and specialized meetings of LAJSA will be held in accordance with the provisions of the Bylaws.

VI. BYLAWS

Section 1. All proposals for amending the Bylaws shall be referred to the Board of Directors. Bylaws may be adopted, suspended and amended by a majority vote of the individual members present at a research conference of LAJSA or by casting ballots in an electronic vote sent by the Secretary (or somebody else appointed in their place) within 60 days of a request for such a vote.

VII. MEMBERSHIP

Section 1. The membership of LAJSA shall consist of individual members and institutional members with currently paid dues, and honorary? members as approved by the Board of Directors.

a) Individual Members

1. Regular members are scholars, specialists, librarians and others who have responsibility for or interest in the research and scholarship of Latin American Jewish studies.

2) Student members shall be students enrolled at least half-time in a program of higher education in or outside the United States. Five years is the maximum term of this membership.

3) Honorary members shall be elected by the regular members of LAJSA for distinguished work in the field of Latin American Jewish studies and research.

b) Institutional members shall include schools, universities, libraries, institutions, associations or societies, government agencies and international organizations, and other organizations interested in Latin American Jewish studies.

c). Special members shall be individuals and agencies, public and private, which contribute to sustaining the regular or special programs and activities of LAJSA and which aid it in the achievement of its objective, and who are invited by the Board of Directors to special membership. They may be exempted from dues.

Section 2. Dues, Rights, and Privileges.

Only individual members in good standing (i.e., membership dues current) shall be eligible to vote, to be officers, and to serve on the Board of Directors and on standing committees. All classes of members in good standing shall equally receive general communications of LAJSA.

To maintain current membership dues shall be payable on January 1 each year. Dues shall be proposed by the Board of Directors upon recommendation of the Treasurer. Members whose dues are unpaid by March 31 of each year and who shall continue such delinquency for one month after notice of the same has been sent, shall be dropped from membership. Lapsed members may rejoin LASJA upon payment of dues for the current year.

Section 3.

a) Fiscal Year. The fiscal year of the organization shall be January 1 to December 31. The fiscal year shall govern all business and activities of the organization except as otherwise provided in the Bylaws.

b) Membership Year. The membership year for LAJSA shall begin on January 1 and end on December 31. Membership payments made after our International Conferences (if held between June-August) will apply to the following calendar year.

VIII. MEETINGS

Section 1. LAJSA shall hold a Research Conference every 2-4 years at a time and place determined by the Executive Board and Board of Directors through a competitive selection process. All members shall be notified of the holding of the conference at least nine months in advance.

Section 2. Special and Regional Meetings. Special and regional meetings of LAJSA, such as one held during an international congress of the Latin American Studies Association, may be called by the Board of Directors. At least four months' notice need be given through LAJSA-List serve and website.

Section 3. Quorum and Voting. A simple majority of those individual members present shall constitute a quorum. Resolutions, recommendations, and decisions of the meetings shall be adopted by a simple majority of those voting. Electronic votes may be cast at the discretion of and in the manner prescribed by the Board of Directors.

Section 4. Conference Planning Committee. The Conference Planning Committee shall be composed of the Co-Presidents, the Secretary, the Treasurer, the members of the Program Committee, and any additional persons appointed to assist with program development or local planning for the meeting. The Conference Planning Committee shall have responsibility for all matters concerning local arrangements.

Section 5. Registration Fees. The Executive Board will determine the basic registration fee for the Research Conference upon review of the budget submitted by the host institution.

IX. NOMINATIONS AND ELECTIONS

Section 1. The Secretary shall send out to the membership a call for candidates to the following positions: Co-Presidents and Members-at-Large of the Board of Directors. After collecting nominations, the list of candidates is presented to the membership. The Secretary may not be a candidate for office. The election shall be by electronic ballot.

Section 2. For the election of Co-Presidents, the pair of candidates receiving the majority of votes shall be elected; for members-at-large of the Board of Directors, the six candidates receiving the most votes shall be elected. In the case of a tie vote, the successful candidate shall be determined by lot conducted by the secretary.

X. VACANCIES

Section 1. Co-Presidents. In the event that one vacancy occurs in the office of the Co-Presidents, their duties shall fall upon the remaining Co-President, who shall serve as single President through the current and succeeding year(s) of the term. If neither Co-President is able to serve, the Board of Directors shall elect one of its members to serve as Acting President. When a regular election is held, new Co-Presidents shall be elected, and this term of office will be considered a new term.

Section 2. Board of Directors. Vacancies on the Board of Directors shall be filled upon the recommendation of the President by the Board of Directors for the unexpired term of the member(s) in question.

XI. COMMITTEES

Section 1. All standing and special committees, Task Forces and Working Groups of LAJSA as a whole shall be authorized and dissolved by the Board of Directors, except as otherwise provided in the Bylaws. Their names, function, size, composition, manner of selection, and terms of appointment shall be established by the Board of Directors.

XII. FINANCIAL MATTERS

Section 1. Annual Budget. The Treasurer shall prepare an annual financial statement, which upon the approval of the co-presidents will be shared with the Board of Directors before every bi-annual meeting.

Section 2. Financial Obligations and Disbursements.

a) No officer or member may incur a financial obligation or receive, solicit, or disburse funds in the name of LAJSA unless authorized to do so by two members of the Executive Committee or by the Board of Directors.

b) Disbursements shall be substantiated by receipts which shall be retained by the Treasurer.

c) Expenditures beyond the normal operating budget shall be authorized by The Board of Directors.

Section 3. Annual Audit. At the discretion of the Board of Directors, an annual audit may be made by a commercial auditor. An annual report of the expenditures and of the fiscal status of LAJSA shall be made to the membership.

XIII. HEADQUARTERS AND LANGUAGES

Section 1. LAJSA is incorporated and approved as a non-profit organization for US Federal tax exemption. Its Secretariat shall be domiciled in whatever institution the Board of Directors shall designate.

Section 2. The official languages of LAJSA shall be English, Portuguese, Spanish.

Section 3. The working languages of LAJSA shall be English, Portuguese, and Spanish.

Section 4. Research papers and contributions to the *Latin American Jewish Studies* journal may be submitted in English, Portuguese, and Spanish. Proposals and Manuscripts to the Research in Latin American Jewish Studies book series shall be submitted in multiple languages (including Jewish languages), aligning with the Latin American Jewish Studies Association's (LAJSA)

XIV. DISSOLUTION

Section 1. In the event of the dissolution of LAJSA, any assets remaining after payment, satisfaction, and discharge of any existing liabilities or obligations, and after lawful provisions for the administration and disposition of any property held in trust by or for LAJSA, and all other acts required to adjust or wind up its business and affairs having been done, shall be collected and distributed entirely to or among one or more organizations devoted exclusively to educational purposes addressing the study of Jews in Latin America and exempt from Federal taxation. No private member or individual shall have any right, title, or interest to any remaining assets of the organization. No distribution of assets shall go to any organization any part of whose net earnings inure to the benefit of any private individual shareholder; nor shall any assets be distributable to any organization, a substantial part of whose activities is carrying on propaganda, or otherwise attempting to influence legislation, or which participates in or intervenes in any political campaign on behalf of any candidate for public office.