CONSTITUTION AND BY-LAWS

PACIFIC COAST BRANCH OF THE AMERICAN HISTORICAL ASSOCIATION

CONSTITUTION

Article I

The name of this organization shall be the Pacific Coast Branch of the American Historical Association.

Article II

The purposes of the organization shall be the advancement of the interests of the American Historical Association, and the promotion of the historical interests of the membership with special emphasis on the western United States, western Canada, Mexico, the Pacific Rim, and their interrelationships.

Article III

Section 1: All members of the American Historical Association who reside in states, provinces, or territories of the United States or Canada that lie wholly or in part west of the Mississippi River, or subscribers to the *Pacific Historical Review*, notwithstanding their geographical location, will be members of the organization. Such members of the Association shall not pay dues to the Branch, but the Association shall remit to the Executive Director of the Branch a share of the dues that they pay to the Association.

Section 2: Universities, colleges, libraries, historical societies, and other organizations may become patrons or institutional members of the Branch. Institutional members shall have no vote, but (unlike individual members) shall be entitled to one subscription to the *Pacific Historical Review* without additional payment. The AHA Council shall fix classes of institutional membership, dues, and other terms and conditions.

Article IV

Section 1: The officers shall be a President, a President-Elect, an Executive Director, and a Council consisting of the foregoing officers and thirteen other members. Nine councilors shall be elected for terms of three years, one-third being elected each year. One seat on the Council will be reserved for a graduate student representative, and one seat on the Council will be reserved for a representative whose primary employment is non-professorial. Each past President shall continue as a voting member of the Council for three years following his or her term of office. The Editor of the *Pacific Historical Review* shall be an *ex officio* and non-voting member of the Council. The Council shall be charged with the general interests of the Pacific Coast Branch, including the calling and conduct of the meetings, and the association of non-members with the historical activities of the Pacific Coast Branch.

Section 2: An Executive Committee consisting of the President, the President-Elect, the immediate past President, and an elected member of the Council selected by Council for a two-year term (with the Executive Director as *ex officio* member) shall be charged with transacting business between annual meetings. Decisions requiring the consent of the Council shall be made via electronic ballot.

Article V

The Council shall appoint the Executive Director, who shall be *ex officio* a member of all appointed committees. The Council may also choose to appoint an Investment Counselor, who will advise the Executive Director on investment strategies for the Branch's endowment. The Council shall also appoint the Editor of the *Pacific Historical Review*, which is the official publication of the Pacific Coast Branch. A Board of Editors of nine members shall advise him or her. They shall serve three-year terms, with three members being appointed by the Council each year on recommendation of the Editor.

Article VI

Section 1: An election shall be held annually for the President-Elect and for the appropriate vacancies on the Nominating Committee and the Council. The President-Elect elected the preceding year shall automatically succeed to the office of President.

Section 2: A Nominating Committee consisting of three persons elected by members of the Branch shall make the nominations. Each Nominating Committee member shall serve a three-year term, with the senior member of the Nominating Committee serving as chair. The committee shall report its nominations to the Executive Director not later than six months before the annual convention. The nominations shall include one candidate for President-Elect and two candidates for each vacancy on the Council and on the Nominating Committee. The Nominating Committee shall solicit suggestions for candidates for office for the following year.

Section 3: Candidates for any office open for election may also be nominated by petition signed by 50 voting members for each candidate. The Executive Director must receive such petitions no later than four months before the annual convention. The names of these candidates shall be added to the list of the committee's nominees, but they shall be identified as nominees by petition.

Section 4: The Executive Director of the Branch must receive ballots two months before the annual convention in order to be counted, and the results of the election shall be announced at the annual business meeting.

Section 5: The PCB-AHA vests the Nominating Committee with full responsibility and authority for constructing the ballot and administering both the nominating and election processes.

Article VII

Amendments to the Constitution may be proposed by the Council or by a motion passed at the annual business meeting. Such amendments shall be submitted to the members by mail ballot prior to the next annual business meeting, but all amendments shall be subject to the veto of the Council of the American Historical Association.

Article VIII

By-Laws, changes in By-Laws, and resolutions presented by the Council at the business meeting shall become effective if approved by a majority vote of those voting members present. Other proposed By-Laws, changes in By-Laws, and resolutions voted at the business meeting shall take effect only after approval by the Council, or in the event of disapproval, after a favorable vote of the membership by mail ballot.

Article IX

The President or his or her appointee shall attend each annual meeting of the American Historical Association. He or she shall report to its Council on the condition and problems of the Pacific Coast Branch. He or she shall have the privilege of sitting and participating (without vote) in all meetings of the Council of the American Historical Association and shall report to the Pacific Coast Branch.

BY-LAWS

1. The President shall preside at meetings of the Pacific Coast Branch and at meetings of the Council. He or she shall fill interim vacancies among the officers and elected committees of the Pacific Coast Branch. The President-Elect shall appoint members of the standing committees and of such special committees as may be authorized by vote of the members of the Pacific Coast Branch or by the Council, except in the case of such committees and boards whose members may be elected.

2. In the event of the death, resignation, or disability of the President, the last to be determined by majority vote of the Council, the President-Elect shall assume the duties and functions of the President.

3. The Executive Director shall maintain a record of the meetings of the Council of the Pacific Coast Branch. He or she shall carry on general correspondence for the Pacific Coast Branch and shall receive and expend funds as authorized by the Constitution, By-Laws, or by vote of the Council. The Council shall review his or her accounts annually.

4. The Investment Counselor, when appointed by the Council, will serve for a term of three years. Chosen for his or her demonstrated skills in financial management, the counselor will advise the Executive Director and Council on investment strategies that will maximize and enhance the Branch's endowment. The Investment Counselor, when appointed, will be a member of the Finance Committee as well.

5. The President-Elect shall appoint annually a Chairman and other members of the Program Committee to be charged with the selection of papers to be presented at the annual meeting when he or she is President. Members of the Program Committee will serve for a term of three years, with terms staggered and approximately one-third of the committee being appointed each year.

6. The President-Elect shall also appoint a Committee on Local Arrangements, which shall have the responsibility for making the necessary preparations for the annual meeting when he or she is President.

7. All awards committees established by the Council shall consist of three members. Each member shall serve for three years, with one member being appointed by the President-Elect each year. Each committee shall report the outcome of its deliberations to the Executive Director at least six weeks before the annual meeting.

8. Funds derived from patron or institutional members in the Pacific Coast Branch shall be used for the support of the *Pacific Historical Review*.

9. The Council shall set the registration fees for the annual meeting after consultation with the Committee on Local Arrangements. The registration fees shall be paid into the treasury of the Pacific Coast Branch. The Executive Director shall pay necessary expenses for the annual meeting.

10. In the event that the Pacific Coast Branch of the American Historical Association should cease to exist (e.g. by an act of the elected council, or by its failure to hold a convention for three consecutive years), its financial assets less any just debts shall pass to the control of the American Historical Association, Washington, D.C.

11. Formal reviews of the PCB-AHA's appointed positions (the Executive Director and the Editor of the *Pacific Historical Review*) will be implemented on a regular and predictable schedule. Formative reviews will occur annually and will be conducted by the Executive Committee. Summative reviews will occur two years prior to the end of the appointee's contract and/or memorandum of understanding with a focus on potential reappointment if the appointee, the PCB-AHA Council, and the host institution concur.

12. The terms of all officers and committee members will begin on September 1 of the year of election and/or appointment.