

Helsinki Society for Historical Lexicography, Suomen historiallisen leksikografian seura ry

Bylaws

§ 1 Name and domicile

The name of the Association is the *Helsinki Society for Historical Lexicography, Suomen historiallisen leksikografian seura ry*, and its domicile is the City of Helsinki.

§ 2 Purpose

The purpose of the Association is to promote scholarly and professional activities relating to historical lexicography, lexicology and the history of dictionaries.

§ 3 Functions

The Association will carry out its purpose by organizing lectures, seminars and symposia, by international visits, book projects, helping translate Finnish and Swedish lexicographical articles into English for a wider audience, encouraging research projects, various publications and by any other appropriate means.

The Association may provide grants for research relating to historical lexicography, lexicology and the history of dictionaries.

§ 4 HEL-LEX symposia

The Association will further carry out its purpose by fostering and co-ordinating the continuation of the *New Approaches in English Historical Lexis* (HEL-LEX) symposia.

§ 5 Donations

The Association may accept donations to carry out its functions as set out in § 3.

§ 6 Membership

Membership is open to any person interested in the purpose of the Association. The categories of membership are Regular, Student, Life and Institutional.

Regular, Student and Life members are natural persons. Institutional members are legal entities who wish to support the purpose and functions of the Association.

Student membership is open to any person actively pursuing an academic degree. In all other respects Student members are as Regular members.

Any natural person may become a Life member upon the one-time payment of a sum determined by the Board. In all respects except annual dues payments Life members are as Regular members.

Persons seeking membership in the Association must provide the Board of the Association with an application containing a recommendation from one member. The Board decides on acceptance of the application.

All Regular, Student and Life members shall have one vote in the general annual meeting or an extraordinary meeting of the Association. Institutional members have the right of attendance and speaking rights.

§ 7 Membership fees

Regular, Student and Institutional members shall pay an annual membership fee to the Association. Membership fees are set at the annual meeting of the Association. The Life membership fee is set by the Board.

§ 8 Resigning and removal of membership

A member may resign from the Association by informing the Board of their intention in writing, by letter or e-mail. A member who has not paid their membership dues for two years can be removed from the Association by the Board.

§ 9 Honorary members

The annual meeting of the Association can grant honorary membership in the Association to persons having contributed significantly to the function or purpose of the Association.

Honorary members do not pay annual dues and have one vote in the general annual meeting or an extraordinary meeting of the Association.

§ 10 Board of Directors

The Association is governed by a Board of Directors, whose members are elected by the annual meeting. The Board shall be composed of a Chairperson and a minimum of four and a maximum of nine other members. The Board shall choose the Deputy Chairperson and the Secretary from its members. The Treasurer can be chosen from within or from outside the Board. The Board has a quorum when at least half of its members are present and one of these is the Chairperson or Deputy Chairperson.

The Chairperson and other members of the Board shall serve a term of three years. At least two members of the Board shall resign each year. In the first two years this shall happen by lot, then by turn.

The Board convenes at the invitation of the Chairperson, or the Deputy Chairperson if the Chairperson is unable to do so.

The Board makes decisions by a majority vote. In the case of a tie, the Chairperson has the casting vote. The Deputy Chairperson has the casting vote when the Chairperson is not present.

The Secretary shall keep the minutes of the meetings of the Board.

The Board may appoint committees and necessary officials. The Board may invite experts to its meetings at its own discretion.

§ 12 Signing for the Association

The Chairperson, Deputy Chairperson, Secretary and Treasurer can sign on behalf of the Association. Two signatures are required.

§ 13 Meetings of the Association

The annual meeting of the Association is held once a year, on a date set by the Board. When necessary, the Board may call the members of the Association to an extraordinary meeting. The Board must call an extraordinary general meeting if at least ten members, or 1/10 of the members entitled to vote, ask the Board to call a meeting to handle a specific matter. Members can participate in the meetings by post, e-mail or other suitable means by permission of the Board or the meeting.

§ 14 Decisions

The decisions of the meetings of the Association are made by a majority vote, unless stipulated elsewhere in these bylaws. In the case of a tie, the chairperson of the general meeting has the casting vote, except in elections, where a tie is resolved by lot.

§ 15 Annual meeting of the Association

The following items are considered at the annual meeting of the Association:

1. a chairperson, a secretary and two inspectors of the minutes, and when necessary two tellers, are chosen for the meeting,
2. the meeting is declared lawful and quorate,
3. the agenda of the meeting is approved,
4. the annual report of the Board is presented,
5. the final accounts and the inspectors' report are presented,
6. the decision whether to approve the final accounts of the fiscal year and whether to absolve the members of the Board from liability for the said fiscal year is made,
7. the annual plan of the Board for the coming year is presented,
8. an election of the Chairperson of the Board is held every third year,
9. the size of the Board is decided,
10. an election of Board members to replace those who are due to resign is held,
11. one or two inspectors/auditors and their deputies are chosen for the current fiscal year,
12. the membership fee for each category is determined,

13. other items mentioned in the invitation to the meeting are discussed,
14. other business is discussed.

§ 16 Notice of meetings

The notice of the meeting of the Association shall be delivered by letter or e-mail to members at least four weeks before the meeting. The agenda for the meeting shall be delivered two weeks before the meeting.

§ 17 Items for the annual meeting

Items to be discussed or decided on at the annual meeting must be sent to the Board in writing, by letter or e-mail, in time to be included in the agenda for the meeting.

§ 18 Fiscal year, final accounts and audit

The fiscal year is identical to the calendar year. The final accounts, the annual report of the Board and other necessary documents are to be submitted to the inspectors for inspection one month before the annual meeting, at the latest. The inspectors must provide the Board with the inspectors' report two weeks before the annual meeting.

§ 20 Amendments to the bylaws and dissolution of the Association

The decision to amend the bylaws or to dissolve the Association must be made at two separate meetings. There must be at least one month between the meetings. The decision must be made at both meetings with a 2/3 majority. The amendment or dissolution proposal must be included in the notices of the meetings. In the case of dissolution the assets of the Association shall be dispensed in a manner to be decided at the final meeting and to fulfill the purpose of the Association.