

BY-LAWS OF THE
SOUTHWESTERN HISTORICAL ASSOCIATION

1. The official name of this association shall be known as the:
SOUTHWESTERN HISTORICAL ASSOCIATION (hereinafter: SWHA).
2. SWHA is an affiliate of the Southwestern Social Sciences Association (SSSA). Membership in the SWHA is self-declared by the individual participant when registering for the SSSA annual conference. Voting privileges on all SWHA annual business meeting agenda items are granted to all registrants of the SSSA annual conference who register with the SSSA History affiliate and attend the business meeting.
3. The governance of the SWHA is comprised of an elected: President, Program Chair, Secretary and Treasurer. The terms of office for each of the positions are for a two-year term. Election of SWHA officers shall occur at the SWHA business meeting.
4. The **President** shall preside over the organization when it is in its annual session with the SSSA. The president shall maintain an open flow of communication with the members especially on matters relating to the annual meetings.
5. The **Program Chair** shall manage all facets of the program's annual meeting: panels, roundtables, student papers, annual dinner, or reception, etc., and any other duties requested by the president.
6. The **Secretary** shall record and distribute the minutes of the annual business meeting of the SWHA.
7. The **Treasurer** shall manage the funds of the organization, give an account of the funds to the members at the annual business meeting.
8. On matters that need to be discussed and voted upon when the organization is not in assembly, the **Executive Council** of the SWHA shall constitute the "membership." The council will consist of all elected office holders.
9. The council may meet by email or online if and when necessary, throughout the year.