

THE MARIOLOGICAL SOCIETY OF AMERICA BYLAWS

Mission Statement

The Mariological Society of America (MSA) is a Catholic theological association dedicated to studying and making known the role of the Blessed Virgin Mary in the mystery of Christ and the Church and in the history of salvation. Through its Annual Meeting and its publications, the Society seeks to promote comprehensive and integrated study of the person and role of the Virgin Mary so as to foster a well-informed and theologically sound Marian devotion and spirituality.

Article I. Membership

Section 1. Professional Members are those who have a graduate degree in theology or religious studies or have longstanding academic interest and expertise in Marian studies.

Associates are those who share the aims of the Society and wish to be associated with its mission.

Section 2. The names and qualifications of those who have applied to be *members* or *associates* shall be presented at the annual meeting and shall be admitted by a resolution through a majority vote of those present.

Section 3. The annual dues for *members* and *associates* shall be proposed by the Administrative Council and approved by the members present at the Annual Meeting.

Section 4. Any *member* or *associate* who shall fail to pay dues for the period of two consecutive years shall lose his or her membership. A person may be reinstated to their former membership status when paying dues for the current year.

Section 5. The categories of Patron, Consecrated Life, Seminarian, Student, and Retired are not related to membership but a classification of dues.

Article II. Administrative Council

Section 1. The Society shall be directed by an Administrative Council which shall consist of the Officers of the Society, namely, the President, the Vice-President, the Secretary, and the Treasurer, as well as six Council Members, assigned in pairs to one of the three Offices—Program, Promotion, and Planning. The Council has the authority to establish committees (standing and short-term) and to appoint committee members (e.g., the Nominating Committee, the Clinton Fund Committee, a PAMI response committee).

Section 2. The Council shall meet for the transaction of business at such times and places as shall be designated by the President (e.g., in person, virtually, or by telephone conference), provided the President gives sufficient notice and provides an agenda with the items to be considered.

Section 3. A quorum shall consist of five (5) members of the Council, provided that either the President or Vice-President is present. A quorum shall not suffice for items which, according to the Bylaws, require the vote of the entire Administrative Council.

Section 4. If any vacancy shall occur on the Council by reason of death or resignation, such vacancy may be filled by the majority vote of the remaining members of the Council to select a *member* to serve in the vacated position for the remainder of the term.

Article III. The Administrative Officers (President, Vice-President, Secretary, Treasurer)

Section 1. The Officers shall consist of a President, a Vice-President, a Secretary, and a Treasurer. This shall be the order of succession of Officers in the case of absence or temporary disability.

Section 2. The President shall be responsible for animating and coordinating the work of the Three Officers as set forth in article four and of the Vice President, Secretary, and Treasurer, in the duties to which they have been assigned, and for presenting the recommendations of the Offices to the entire Administrative Council for final decision, and the proposals of the Administrative Council to membership for ratification. The President maintains contact with the Officers and Council Members, especially in matters related to planning future meetings. The President shall preside at meetings of the Society and at the meetings of the Administrative Council. The President, along with all other Administrative Council members, shall also monitor the expenditures of the Secretary and the Treasurer, who shall present to the Administrative Council annually an accounting of income and expenses of the previous calendar year. The President, Vice-President, Secretary, and Treasurer serve as signers for the MSA bank account. Additional responsibilities are listed in the Appendix.

Section 3. The Vice-President, at the request of the President, or in the event of the absence or disability of the same, shall perform the duties of the office of the President. The Vice-President maintains a “working relationship” to the Offices planning the meeting and shall assume a special responsibility for planning the two meetings which will occur after the current President completes his/her term. Additional responsibilities are listed in the Appendix.

Section 4. The Secretary shall perform the duties related to the role of Secretary, that is, the keeping of the minutes of the meetings of the Society and of the Administrative Council, along with the additional responsibilities listed in the Appendix.

Section 5. The Treasurer shall be responsible for maintenance of the membership lists, processing membership renewals, reception of monies given to the Society, and the payment of the Society’s expenditures. The Treasurer will make all the ordinary disbursements connected with the annual meeting, the publication of *Marian Studies*, and ordinary office expenditures (telephone, supplies, printing, etc.). Extraordinary disbursements—those not associated with the office, the meeting, or the publication—must be authorized by the Administrative Council. Additional responsibilities are listed in the Appendix.

Section 6. The terms of office shall begin at the conclusion of the Annual Meeting at which the Administrative Officers and Council members were chosen. The newly-elected may be invited to participate in any meetings of the Administrative Council which may occur during the Annual Meetings; however, the newly elected may not vote in the Administrative Council during the meeting at which they were elected.

Article IV. The Council Members (Program, Promotion, Planning)

The *Council Members* belong in pairs to one of the three following Offices:

- 1) Office for Program – Responsible for proposing themes or topics for future meetings; for evaluating both the proposals for papers to be delivered at the meetings and for serving on the Editorial Committee that oversees the peer-reviewing of the articles to appear in *Marian Studies*; for establishing and maintaining contacts with academic and religious organizations. Additional responsibilities are listed in the Appendix.
- 2) Office for Promotion – Responsible for promoting the annual meetings through publicity; for attracting and retaining members; for promoting *Marian Studies*. Additional responsibilities are listed in the Appendix.
- 3) Office for Planning – Responsible for recommending sites for future meetings; for planning and overseeing hospitality for the meetings; for making local arrangements, for working in collaboration with the Treasurer; or organizing the social and religious activities at the meetings. Additional responsibilities are listed in the Appendix.

Article V. Voting, Elections, Appointments, Terms of Office

Section 1. All voting for elections will be by ballot and motions shall be by voice-vote or by show-of-hands. Officers (Vice-President, and in cases of the resignation of the President) shall be elected at the Annual Meeting by a majority of the votes cast, provided, however, that if no candidate receives a majority vote after three rounds of votes have been taken, the candidate who receives the highest number of the votes in the third balloting shall be considered elected.

Section 2. A majority of the votes cast shall be sufficient to carry any motion or resolution presented at any meeting.

Section 3. All Professional Members present (in-person or virtual) at the Annual Meeting shall be eligible to vote in elections; Associate Members present may observe. Only those Professional Members who have attended at least three meetings shall be eligible to hold office. Voting by proxy shall not be allowed. In order to hold office (i.e., be a member of the Administrative Council), one must be a practicing Catholic in union with the Holy See.

Section 4. The person elected Vice-President shall serve for a term of two years as Vice-President. At the end of two years, provided the person receives an affirmative “vote of confidence” (i.e., a majority vote) from the Administrative Council and then approved by the Professional members present at the Annual Meeting (i.e., a majority vote), that person shall serve for two years as President.

Section 5. In addition to the Officers there are six Council Members, each of whom functions in one of the Three Offices. Council members serve four-year terms. Each Office shall have two members. Every two years, three members are elected, so that each Office will have a junior and senior member if possible.

Section 6. The Council Members are elected individually. The election of the three Council Members, every two years, is conducted in the following manner: Professional Members vote for one person from the list of candidates willing to serve on Council; the individual with the plurality of votes is elected.

Section 7. After an initial trial year for any individuals newly-appointed to the Secretary and Treasurer positions, their terms may be renewed annually at the Administrative Council Meeting in May. These renewals may continue for an indefinite amount of time.

Article VI. The Nominating Committee

The Nominating Committee shall consist of three members, each appointed for four years by the Administrative Council. All the members are invited to make nominations (as well as give their reason for the nomination) to members of the Nominating Committee. Approximately one month before the Annual Meeting, in consultation with the Administrative Council, the Nominating Committee shall determine candidates to fill the Office of Vice-President. (If the incumbent Vice-President chooses not to become President or has not received a “vote of confidence” from the Administrative Council, there shall also be an election for President.) At the Annual Meeting, the Nominating Committee shall then present a ballot or a “slate of nominees” for the elective offices as provided in the Bylaws. At that point, additional nominations from the floor must be seconded by three individuals.

Members of the Nominating Committee who are not on the Administrative Council do not have voting rights in the Administrative Council and will not participate in or be included in Administrative Council business discussions, in meetings or otherwise, nor communications about these, except with respect to Nominating Committee member duties.

Article VII. The Annual Meeting and Order of Business

Section 1. The Society shall have an Annual Meeting each year at a time and place to be designated by the Administrative Council. *Professional* and *Associate Members*, as well as all interested individuals, may attend the meetings.

Section 2. Notice of the Annual Meeting shall be given at least two months in advance thereof, distributed by the Promotions Office and mounted on the MSA website. This notice shall comprise the program and registration form—containing the date, place, and time of the meeting, as well as the costs and other practical information.

Section 3. At the annual meetings of the Society,

- 1) The sessions shall begin and end with a prayer or a song;
- 2) The Administrative Council shall approve an order of business for the annual meetings, so that the President can organize the program for each session.
- 3) The general program for each Annual Meeting shall provide time for the following activities:
 - a) The presentation and discussion of papers;
 - b) The meeting of the Administrative Council;
 - c) The reports of the Officers and Council Members;
 - d) The election of Officers and Council Members;
 - e) The admission of new members and associates;

Section 4. This regular order of business may be temporarily suspended by a majority vote of the members present.

Section 5. Robert's Rules of Order shall govern the deliberations of this Society in all cases where it does not conflict with a standing rule of this Society or with the Code of Canon Law.

Article VIII. Publications

Section 1. The official organ of the Society, bearing the title *Marian Studies*, should be published each year; contributions are subject to the peer-review process, and the editor keeps the Administrative Council apprised of the process.

Section 2. The editor of *Marian Studies* shall be appointed by the Administrative Council and may be assisted by other associate editors and peer reviewers. The editor (Chair) and Program Office members shall serve as the editorial committee for the volumes issued during their term of office.

Article IX. Amendments

These Bylaws may be amended at any annual meeting by a two-thirds affirmative vote of the *members* present, provided notice of such proposed amendment, with copy thereof, shall have been mailed to the entire voting membership not less than in one month in advance of such meeting. They may be amended by proposals approved by a two-thirds vote of all the members of the Administrative Council and then submitted for ratification by a two-thirds affirmative vote of the professional members present at the Annual Meeting.

Article X. Special Assistants to the Administrative Council

Section 1. The Administrative Council has the option to select an Episcopal Moderator to support and advocate for the Society's mission with brother bishops. Additional responsibilities are listed in the Appendix. The Episcopal Moderator is not a member of the Administrative Council and does not have voting rights in the Administrative Council and does not participate in nor included in Administrative Council business discussions, in meetings or otherwise, nor communications about these, except, if it chooses, the Administrative Council may include him on the distribution list for Administrative Council meeting minutes.

Section 2. The Administrative Council may select a Webmaster to provide the technological knowledge and services so necessary today. Detailed responsibilities are listed in the Appendix. The Webmaster is not a member of the Administrative Council and will not have voting rights in the Administrative Council and will not participate in or be included in Administrative Council business discussions, in meetings or otherwise, nor communications about these. The Administrative Council will inform the Webmaster of business decisions that will require updates to the website or other electronic communications.

Section 3. Special assistants to the Administrative Council are eligible to be elected to serve on the Administrative Council, into established roles of the Administrative Council, as described elsewhere in the Bylaws. In that case they will have the rights and responsibilities of a member of the Administrative Council member; a role as a special assistant to the Administrative Council is separate from a role on the Administrative Council.

Appendix

Secretary

- Bears overall responsibility for the operations of the Society.
- Responds to queries from members and non-members as appropriate or redirects communications to the Administrative Council to handle. (Often the MSA President, Vice President, and/or Treasurer receive questions from MSA members and respond.)
- Provides a small supply of MSA stationery to MSA President (or other Council members) upon request.
- Receives/collects materials for the MSA Archival Collection at the Marian Library (as approved by the MSA Council) and presents these to the Marian Library's archivist for processing.
- Obtains the MSA membership list and dues renewal notices from the Treasurer and distributes the membership renewal notice to members (sent along with the program for the annual meeting), if dues have not been paid by then.
- With the Treasurer and the Webmaster, maintains an e-mail address list, informing the others about any additions, deletions, revisions, restrictions requested, etc.
- Mails out or emails meeting program brochure to members, selected individuals, and groups.
- Prepares ballots/other materials for on-site elections (as needed), in collaboration with the Nominating Committee.
- Composes minutes of Council meetings and sees that they are emailed to Council members prior to the current year's meeting where they are read and approved.
- Prepares text of approved Council minutes for the MSA Archives.
- Sends a copy of Marian Studies to the Marian Library.
- With responsibility for vetting applicants for MSA membership, prepares list and folder with applications of those who apply for membership between one annual meeting and the next. (To build a full list of applicants, in cases in which applications are made electronically, the Webmaster will direct the applications to the Treasurer. The Secretary will scan and direct to the Treasurer mailed applications. The final list is read out by the Secretary at the annual meeting and the new members are approved by the members present there. Sometimes persons join at the meeting and this list needs to be revised afterwards for archival purposes.) Note: Using the Society's address on the application form should help reduce confusion and facilitate matters for the Secretary.
- Serves as member of the Clinton Scholarship and Award Committee. Also maintains minutes, records, and related correspondence. For the Clinton Fund, the physical monthly financial statement should be mailed to the Secretary who will file it with the MSA records and will send an electronic version to the Treasurer if needed.

— Ensures the MSA's continued inclusion, under National Organizations, in the Official Catholic Directory (basis for tax exempt status) and alerts the Treasurer when the incorporation renewal is due.

Treasurer

— In collaboration with the Secretary and the Webmaster, maintains MSA's operating files (online and paper) [e.g., financial records, communications, and correspondence (letter, email, telephone), mailing lists, official business matters (MSA incorporation, etc.)].

— Advises regarding the professional qualifications of applicants or other related matters.

— Maintains membership records (i.e., new members, changes of address, deletions, necrology).

— Prepares and distributes an electronic membership renewal notice to members at the beginning of each calendar year. (See the note above, under Secretary responsibilities, about dues notices that will be mailed with the annual meeting schedule and registration form to those who do not pay dues upon receipt of the electronic renewal notice and to those who do not have e-mail addresses.)

— With the Secretary and the Webmaster, maintains an e-mail address list, informing the others about any additions, deletions, revisions, restrictions requested, etc.

Note: The Clinton bequest funds are held by First Western Securities, and this money is kept completely separate from the MSA's operating accounts. The Clinton Committee receives the applications for scholarships and awards, studies them and the funds available, and decides on the distribution. The total amount is then requested and deposited in the MSA's account for distribution. In collaboration with the other members of the Committee, particularly the Treasurer, who heads the Committee, the Secretary prepares and sends the letters to the applicants (recipients and non-recipients), along with the checks, and maintains the related files. The MSA Administrative Council may be asked to decide about using Clinton funds for other Marian-related initiatives (e.g., support for the MSA's Marian art contest exhibit in 1999, support for the creation of the Asian Mariological Society).

— With the Webmaster, provides information for the Secretary to prepare list and folder with applications of those who apply for membership between one annual meeting and the next. (To build a full list of applicants, in cases in which applications are made electronically, the Webmaster will direct the applications to the Treasurer. The Secretary will scan and direct to the Treasurer mailed applications. The final list is read out by the Secretary at the annual meeting and the new members are approved by the members present there. Sometimes persons join at the meeting and this list needs to be revised afterwards for archival purposes.)

— Updates the MSA roster just before (and after, if necessary) the annual meeting and informs the MSA Webmaster of any needed revisions on the website. Sends a copy of the roster to the Secretary who will see that the requisite copies of this list are deposited in the MSA Archives at the appropriate time.

— Receives and records registrations and payments for the annual meeting. (Notes: This may involve mail, e-mails, telephone calls, banking, etc. The registration form must show clearly to whom/where payment should be directed, electronically and/or by regular mail.)

—Maintains the registration desk at the annual meeting and oversees receipts. May be assisted at the desk by the Planning Office (by overseeing distribution of name tags or any conference materials).

— Arranges/oversees all MSA banking and investments.

— Causes all monies and other valuable effects to be deposited in the name and to the credit of the Society, in such banks or trust companies as selected/approved by the Administrative Council.

— Collaborates with the Clinton Fund investment liaison, making necessary bank transfers.

— Maintains in collaboration with the Secretary, the MSA's incorporation in the United States as a religious/educational, tax exempt organization.

— Handles financial matters in collaboration with the MSA Secretary (i.e., maintains financial records and files [e.g., dues payments, meeting registration, meeting-related invoices, etc.]; makes deposits, transfers, withdrawals).

— Collaborates with the Webmaster in maintaining an online payment system for MSA annual dues.

— If a new mode of banking still recommends it, directs foreign members to use some form of electronic money transfer.

— Makes necessary expenditures (e.g., postage stamps, labels; mailing costs; orders for stationery, envelopes, etc.) or approves the Secretary doing so.

— Dispenses all extraordinary disbursements authorized by the Administrative Council, the Clinton Fund Committee, etc. (e.g., travel and stipend for invited speaker, gift to accompany MSA's Cardinal Wright Award, etc.)

— Keeps the account books belonging to the Society, which are at all times open to the inspection of the Administrative Council.

— At the annual meeting, makes a report of the receipts and disbursements of the year to that point.

— Once the Planning Office, in consultation with the entire Administrative Council, has chosen an annual meeting site, coordinates with the Planning Office and the staff at the site, handling contract, deposit, practical details, questions, etc. In collaboration with the Planning Office, shares the pertinent information with the Promotions Office for its preparation of the program and the registration form.

The Treasurer has the option of establishing a P.O. box to receive, locally, annual dues and annual meeting fees. Given the special duties of the Treasurer and the Secretary at the annual meeting, if necessary, those in these positions may apply to the Administrative Council (via written, itemized request, to the Administrative Council President and Vice President) for financial assistance for lodging, meals, and/or travel.

Note: A third signatory is an insurance and security measure for the MSA, so every other newly elected Vice President will become the MSA's fourth signatory, serving in this capacity during his/her four-year term (i.e., two as Vice President and two as President).

OTHER MSA ADMINISTRATIVE COUNCIL MEMBERS

President

- Responds to queries from members and non-members, or, when appropriate redirects communications to the Vice President, to the Secretary, or to other Administrative Council members to handle.
- Maintains communication (news and concerns) with the MSA Administrative Council members (individuals or entire group).
- Announces any important Council decisions that affect MSA members or makes arrangements with the Webmaster or other the Administrative Council members to do so.
- Coordinates, along with other Administrative Council members, with any member(s) interested in organizing a regional unit. (Any such group should inform the MSA Administrative Council of its gatherings in advance and prepare a report of activities for presentation at the annual meeting during the Business Meeting. This report may or may not be published in Marian Studies.)
- Coordinates with the MSA Episcopal Moderator.
- Leads the annual meeting, coordinating with various Administrative Council members to prepare an annual meeting procedural aid to ensure efficient running of the meeting.
- Sends letter (or sees that this is done) to the Ordinary of the meeting site, requesting permission to hold the annual meeting; includes projected program information.
- Asks Council members to volunteer to serve as introduction/discussion leaders for the speakers at the annual meeting and organizes the schedule for introductions.
- Arranges (in consultation with the Council) and emails to Council members the agenda for the annual Administrative Council meeting.
- Prepares, for publication in Marian Studies, an overview of the annual meeting or a Presidential Address (in consultation with the Editor).
- Coordinates quarterly virtual MSA gatherings planned by the Council (i.e., after consultation with the Administrative Council, invites speakers and coordinates with them, prepares invitations for distribution by the Webmaster, coordinates with Administrative Council members and the Episcopal Moderator on speaker introductions and opening and closing prayers, prepares agendas, leads the meetings, etc.); works with the Webmaster on technical aspects of the events.
- Coordinates quarterly virtual Administrative Council meetings, including preparing agenda and overseeing meeting follow-up.
- Coordinates MSA participation in PAMI programs and activities (e.g., coordinating the English/MSA section of PAMI congresses, including issuing Call for Papers and selecting and coordinating

with speakers, communicating PAMI news to the Administrative Council and where applicable to all MSA members, coordinating for the MSA PAMI projects such as surveys and reporting to PAMI as needed, etc.).

Vice President

—Replaces the President when the President is unable to carry out some presidential role.

—Observes carefully the planning involved for the annual meetings as preparation for taking over as President.

— Note: Every other newly elected Vice President would become the MSA's fourth signatory, serving in this capacity during his/her four-year term (i.e., two as Vice President and two as President).

Program Office

— Prepares annual meeting Call for Papers, submits it to other Administrative Council members for review and approval, and upon review and approval forwards it to the Webmaster for posting on the MSA website and for issuance by e-mail to all MSA members.

— After review of proposals, selects those to be included in the annual meeting schedule, notifies the Administrative Council of decisions, and notifies speakers of MSA decisions.

— Works with the Planning Office on the conference schedule, then informs the Promotions Office and the entire Administrative Council of the proposed conference schedule.

— In consultation with the MSA Administrative Council, selects an annual keynote speaker and coordinates arrangements with the annual meeting keynote speaker.

— Communicates to the Administrative Council any necessary changes to the annual meeting schedule (including those due to speaker considerations, on-site issues, etc.).

— Collaborates with the Treasurer for the payment of stipends and, when applicable, travel or other expenses for the keynote speaker.

—Serves on the Editorial Committee that oversees the peer-reviewing of the articles to appear in *Marian Studies*.

Promotions Office

— Once prepared by the Program Office and approved by the Administrative Council, issues, typically by e-mail, the annual Call for Papers to seminaries, theology departments of academic institutions, etc.

— After obtaining information on the meeting schedule from the Program Office and on meeting arrangements from the Planning Office, prepares in both paper and electronic formats the meeting program brochure (to include topics, speakers, prices of accommodations, maps, directions, etc.) and the registration form and submits the drafts to the Secretary and other Administrative Council members to check spelling of names, check times against schedule requirements of the site, etc.

— In consultation with the *Marian Studies* editorial staff, and with the approval of the Administrative Council prior to any final arrangements, selects the image to represent a particular annual meeting (for inclusion on annual meeting materials and on/in the corresponding Marian Studies edition). This may be accomplished either by submitting a research request to the Marian Library for a copyright-free image (or a selection of copyright-free images, if choices are desired) or by seeking an artist with whom to contract for an original image.

— Provides the files for the program brochure and the registration form, for the Secretary to print and include in the Secretary's mailing with the dues notice to members along with a cover letter or note to other recipients.

—Consults with the Administrative Council regarding the image for the brochure and the corresponding cover of *Marian Studies*.

— Prepares an e-mail about the annual meeting and forwards this and pdfs of the annual meeting program and registration form to the MSA Webmaster for mounting on the MSA website.

— Distributes by e-mail the annual meeting program and registration form to seminary rectors, theology departments of academic institutions, other Mariological societies, media, etc. Passes this list onto new Promotions Office members.

Planning Office

— Maintains list of the “Criteria to Discern Suitability of Sites/Accommodations for MSA Meetings” and the “Guidelines for the Planning Office” and hands these down to new members of the Planning Office.

— Communicates with the staff of the site of the meeting: clarifies details of arrangements (e.g., hymn books, technological equipment, etc.); prepares list of participants (indicating special needs, etc.); contacts the staff at the site with questions about exceptions (e.g., an early arrival or late departure) or other special needs. (Note: The Planning Office makes the initial contact, in communication with other Council members. Once the site is officially approved, the Treasurer will enter into collaboration with the Planning Office for the liaison relationship with the staff at the site, handling contract, deposit, practical details, questions, etc.). In collaboration with the Treasurer, shares the pertinent information with the Promotions Office for the preparation of the program and the registration form.

— Handles various details related to the meeting that are not directly related to the site. Note: Depending on Planning Office decisions and its initial contacts about group activities during the coming meeting, the Planning Office may need to handle details regarding restaurant (meal selection, serving identification means, parking, etc.) and transportation arrangements (travel schedule, costs, numbers, gratuity, parking, etc.).

— Prepares materials for the meeting (i.e., materials for the staff at the meeting site; comment sheet, handouts, bell for Planning Office use, various display materials, name tags, etc.); also ensures that suitable hymn books and Liturgy of the Hours materials will be available at the site or could be presented electronically which may require collaboration with the Webmaster.

— Coordinates with those who will lead prayer and the Eucharistic liturgies at the annual meeting,

forwarding names and other information to the President, who will coordinate any necessary introductions and prepare the Procedural Aid.

— In collaboration with the Treasurer, communicates meeting arrangements, financial details, etc. to the Promotions Office for its preparation of the meeting program brochure and the registration form.

Webmaster

— In collaboration with the Secretary and the Treasurer, maintains MSA's operating files (database) for communication with MSA members, maintaining an e-mail address list and informing the others about any additions, deletions, revisions, restrictions requested, etc.

— Maintains online MSA membership application system.

— Collaborates with the Treasurer in creating and maintaining an online payment system for MSA annual dues.

— With the Treasurer, provides information for the Secretary to prepare list and folder with applications of those who apply for membership between one annual meeting and the next. (To build a full list of applicants, in cases in which applications are made electronically, the Webmaster will direct the applications to the Treasurer. The Secretary will scan and direct to the Treasurer mailed applications. The final list is read out at the annual meeting by the Secretary and the new members are approved by the members present there. Sometimes persons join at the meeting and this list needs to be revised afterwards for archival purposes.)

— Receives and posts/distributes news relevant to MSA members and monitors information posted on the MSA's website to ensure that it is current/correct. (Postings include, but are not limited to, the annual meeting program/schedule and registration form, quarterly virtual meeting invitations, etc.)

— Handles technical aspects of MSA virtual meetings (e.g., registration for MSA quarterly virtual meetings, links for MSA quarterly virtual meetings and for quarterly Administrative Council meetings, etc.).

Episcopal Moderator

— Ensures that the MSA Administrative Council is attuned to activities of the United States Conference of Catholic Bishops (USCCB) that relate to the MSA mission.

— Enhances MSA communications with the USCCB generally.

— Assists the MSA with special projects that would benefit from episcopal involvement.

— Maintains presence at regular MSA general member events (to the extent that a bishop's schedule allows), when possible offering the annual meeting opening prayer and closing episcopal blessing, presiding at annual meeting liturgies (along with the local bishop, if he is available), and offering a closing episcopal blessing at any quarterly virtual meetings.

— Writes occasional pieces for the MSA newsletter (as time and inspiration permit), perhaps on timely

Marian events as well as on any USCCB activities related to the MSA's concerns.

— Permits the MSA to post on the MSA website a photo and/or a feature about the episcopal moderator.

— Offers a brief reflection upon each annual meeting for inclusion in Marian Studies.

***MARIAN STUDIES* EDITORIAL STAFF**

Editorial Committee: Includes the members of the Program Office and others appointed by the Editor in consultation with the Council.

Editor

--Bears overall responsibility for Marian Studies as an open-access online publication (now available on eCommons at the University of Dayton).

--Communicates with speakers on matters concerning the submission of their papers, deadlines, etc.

--Develops a style sheet for the authors based on the Chicago Manual of Style.

--Assigns reviewers for papers submitted for publication in *Marian Studies*. Reviewers can be suggested by the Associate Editors or members of the Editorial Committee. A second review can be requested if the first review recommends non-publication.

--Communicates with authors regarding necessary revisions, questions, other indications.

--Makes final decisions about the publication of papers submitted, reviewed, revised (as requested): approved or declined. The Associate Editors should be consulted in cases of doubt.

--Collaborates with the Associate Editors in copy editing the articles for the preparation of each volume.

--Insures that suitable abstracts are prepared for each article.

--Insures that there is a suitable preface for the volume. The preface could be written either by the MSA President of the year in which the volume papers were given or by the Editor.

--Determines the order of the Table of Contents and decides on the inclusion of any other materials for the volume (e.g., letter of the local bishop, report about MSA council, etc.).

--Collaborates with the Associate Editors in making a final review of all articles and other materials before having the files in template form sent to the Communications Manager for the UD Libraries for posting on eCommons.

--Writes a report on quarterly virtual meetings for inclusion in the appropriate *Marian Studies* volumes.

- Manages, in conference with the President and if needed the Secretary and the Administrative Council, matters related to back issues of *Marian Studies*. Such matters include:
- A) handling inquiries regarding *Marian Studies*,
- B) handling any requests for republishing or reprinting *Marian Studies* materials or for the posting of *Marian Studies* materials in advance of publication.

Associate Editors

- Collaborate (as needed) with the Editor and the Editorial Committee in making decisions related to *Marian Studies*.
- Collaborate with the Editor in the final editing of the articles and other materials (e.g., prefaces, abstracts). The Editor will send the article files after a preliminary review, and the Associate Editors will assist with the final copy editing in conformity to the *Chicago Manual of Style* and the style sheet developed by the Editor. The Associate Editors will inform the Editor of any corrections and revisions made to the articles. Any editorial changes made by the Associate Editors are subject to final review and approval by the Editor.
- Keep the Editor informed about any problems, progress, or lack of it.
- Work with the Editor on general image-related matters and the Communications Manager for the UD Libraries on any technical matters regarding the posting of the articles on eCommons. (With regard to the particular image chosen to represent a given annual meeting, works, in consultation with the Editor, with the Promotions Office, per the description above in the Promotions Office section.)