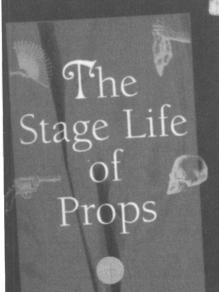
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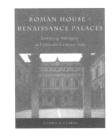
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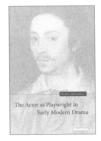
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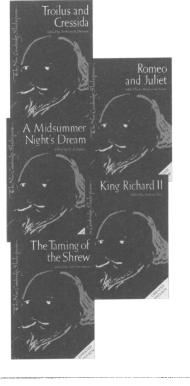
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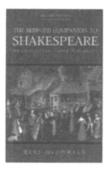
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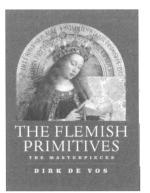
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Renaissance Society of America

2002 FINANCIAL STATEMENT

William Bregman Certified Public Accountant 575 Lexington Avenue, Suite 410 New York, NY 10022 212-572-9626

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANT

Members of the Executive Board And Advisory Council The Renaissance Society of America

I have audited the statements of financial position of The Renaissance Society of America (a New York nonprofit organization) as of December 31, 2002 and 2001, and the related statements of activity and cash flows for the years then ended. These financial statements are the responsibility of the Society's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audits in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Renaissance Society of America as of December 31, 2002 and 2001, and the results of its activity and cash flows for the years then ended, in conformity with generally accepted accounting principles.

New York, New York March 11, 2003

[1385]

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED DECEMBER 31.

	2002	<u>2001</u>
ASSETS		
Cash	\$ 20,705	\$ 64,620
Deferred annual meeting costs	9,334	17,456
Prepaid salaries and benefits	31,000	-
Investment securities	1,373,288	1,806,432
Deposits	-	4,329
Property and equipment, net	8,965	11,341
Total Assets	1,443,292	1,904,178
LIABILITIES		
Accounts payable and accrued		
expenses	5,900	13,104
Deferred memberships	65,150	38,979
Deferred subscriptions	76,788	69,960
Deferred conference registration	73,930	75,918
Total Liabilities	221,768	197,961
NET ASSETS		
Unrestricted	1,176,709	1,661,402
Temporarily restricted	-	-
Permanently restricted	44,815	44,815
Total Net Assets	1,221,524	1,706,217
Total Liabilities and Net Assets	<u>\$ 1,443,292</u>	<u>\$ 1,904,178</u>

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED DECEMBER 31,

	2002	<u>2001</u>
UNRESTRICTED NET ASSETS		
Support:		
Memberships and subscriptions	\$ 231,715	\$ 235,914
Use of donated facilities	36.000	18,000
Contributions	10,615	23,295
Grants	5,500	220,000
Investment return	(290,843)	(218,838)
Total Support	(7,013)	278,371
Revenue:		
Annual Meetings	88,260	82,923
Advertising	9,200	11,550
Air Freight	390	540
Publication	15,781	29,563
Mailing list rental	2,133	4,070
Cranz microfilm corpus		7,000
Other	129	1,491
Total Revenue	115,893	137,137
Net assets released from restrictions	-	-
Total Support and Revenue	108,880	415,508
Expenses:		
Program Services		
Renaissance Quarterly	132,691	100,302
Newsletter publication	9,567	16,045
Publication subsidies	4,000	-
Renaissance text series	3,335	•
Cranz microfilm corpus	-	6,350
Grants	25,000	203,800
Iter	39,000	24,000
Web page	6,156	22,341
Other program services	82,575	88,278
Total Program Services	302,324	461,116
Supporting services	291,249	260,725
Total Expenses	\$ 593,573	<u>\$ 721,841</u>

STATEMENTS OF ACTIVITIES (Continued)

FOR THE YEARS ENDED DECEMBER 31,

	2002	2001
Increase (Decrease) in Unrestricted Net Assets	\$ (484,693)	\$ (306,333)
TEMPORARILY RESTRICTED NET ASSETS		
(Decrease) Increase in Temporarily Restricted Net Asset	-	-
PERMANENTLY RESTRICTED NET ASSETS Endowment investment return	2,200	1,600
Endowment expenses: William Nelson Prize Bennett Memorial Prize	(600) (1,600)	(600) (1,000)
Total endowment expense	(2,200)	(1,600)
Increase in Permanently Restricted Net Assets	-	-
TOTAL INCREASE IN NET ASSETS	(484,693)	(306,333)
NET ASSETS, beginning of year	1,706,217	2,012,550
NET ASSETS, end of year	<u>\$ 1,221,524</u>	\$ 1,706,217

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED DECEMBER 31,

Deferred memberships and subscriptions 32,999 257 Deferred conference registration (1,988) 11,211 NET CASH PROVIDED BY OPERATING ACTIVITIES (148,015) (33,786 CASH FLOWS FROM INVESTING ACTIVITIES (148,015) (33,786 Purchase of investment securities (832,617) (516,120 Proceeds from redemptions and sales of investments 938,817 558,233 NET CASH USED BY INVESTING ACTIVITIES 104,100 40,434 INCREASE (DECREASE) IN CASH (43,915) 6,644		2002	2001
Increase (decrease) in net assets\$ (484,693)\$ (306,333Adjustment to reconcile increasein net assets to net cash used by operationsDepreciation4,4765,556(Gain) loss on sales of investments46,550(25,480Unrealized (gain) loss on investment securities280,394285,576Decrease (increase) in operatingassets:Prepaid expenses(31,000).Deposits4,329(2,531Deferred annual meeting costs8,122(5,148Increase (decrease) in operating.Iabilities:Accounts payable and accrued.expenses(7,204)3,104Deferred conference registrationNET CASH PROVIDED BY OPERATINGAccuisitions of property and equipment(2,100)(1,675Proceeds from redemptions andsales of investmentsAcquisitions of property and equipmentProceeds from redemptions andsales of investmentsAcast USE DEY INVESTING ACTIVITIESAcquisitions of property and equipmentProceeds from redemptions andsales of investmentsSales of investmentsSales of investmentsActivitiesINCREASE (DECREASE) IN CASHINCREASE (DECREASE) IN CASH<			
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CASH, end of year \$ 20,705 \$ 64,620	CASH, end of year	<u>20,705</u>	<u>\$64,620</u>

49th Annual Meeting of the Council of the Renaissance Society of America

Toronto, Canada Friday, 28 March 2003 12:30 PM Lakeview Room Colony Toronto Hotel

The Council Meeting was attended by the RSA Executive Board, current and past discipline representatives, affiliate representatives, and other distinguished members of the Society.

Ronald G. Witt called the meeting to order at 12:30 PM.

There was a moment of silence for our departed members.

The reports were presented by the chairs of the individual committees:

John Monfasani, Executive Director, reported for the Treasurer, George Labalme, Jr. The Society's endowment has continued to decline, especially because of 11 September 2003 and the war in Iraq. John Monfasani as Executive Director in his report reiterated the same point. He also advised that the Society is making certain internal economies that will not impact programs in any way.

Anne Lake Prescott, Chair of Invested Funds, reported on her meeting with Joan Farr, our Bank of New York portfolio manager. Ms. Farr indicated to Professor Prescott that we need to hang in for the long haul. Professor Prescott announced her resignation as Chair of Invested Funds and informed the Council that the Board had appointed John W. O'Malley to replace her.

Sheila ffolliott, Chair of Capital Endowment, reported that individuals con**s**inue to contribute to the fund. She suggested a drive for the 2004 year as it is the fiftieth anniversary of the Society.

Martin Elsky and Janet Cox-Rearick, both from the Graduate Center of the City University of New York, reported that exciting events will be taking place at the New York 2004 Conference, namely, a repeat of the Renaissance costume show that was such a large success at Florence 2000

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and a special performance of John Milton's Samson Agonistes by Lark Ascending.

John Monfasani announced that the meetings for 2005 in Cambridge, 2006 in San Francisco, and 2007 in Miami are on track.

Eckhard Bernstein, Chair of Publications, reported that the Board had approved a \$2,000 subsidy for Professor Betty Travitsky's *Bibliography of English Women Writers*. He also announced his resignation from the Executive Board.

William R. Bowen, Chair of Electronic Media, reported that *Renaissance Quarterly* is available online and the new website would be live by the end of April 2003.

Nancy G. Siraisi, Chair of Constitution and Bylaws, reported on the changes suggested to the Constitution and Bylaws by the Executive Board and proposed that they be approved by the Council.

The version of the Constitution and Bylaws referred to in this report is "Constitution and Bylaws of the Renaissance Society of America as amended April 12, 2002 at the 48th Annual Meeting held in Scottsdale, Arizona" (*Renaissance Quarterly* 55 [2002]: 1517-26).

1) Proposal for amalgamating two of the seven standing committees:

John Monfasani has suggested that we amalgamate two of the seven standing committees, namely, the Committee on Affiliate Societies and the Committee on International Cooperation, into a single "Committee on Affiliates and International Cooperation." The rationale is that the tasks of the two committees are often similar or overlapping. The Constitution would have to be amended as follows, and I shall propose an amendment to that effect.

Article IV.2:

- i) "the seven standing committees" to read "the six standing committees."
- ii) "Committee on Affiliate Societies" to read "Committee on Affiliates and International Cooperation."

- iii) "5. Committee on International Cooperation" to be dropped.
- iv) renumber Committee on Publications as five, and, Committee on Electronic Media as six.

Article V.14.3 to be changed to read:

"3. Committee on Affiliates and International Cooperation. The Chair of this committee shall be responsible for promoting the interests of affiliate groups and societies and for facilitating their relations with each other and with the Society's Executive Board and Council. The Chair of this committee shall also be empowered to propose corresponding members abroad who are not members of the Society and to recommend honorary members among distinguished foreigners. He/she shall negotiate affiliation with foreign groups and societies. He/she is not empowered to commit the Society without consulting the Executive Board. Decisions of the Society shall be submitted to the Council."

The former Article V.13.5 to be omitted.

Article V.14.6 to be renumbered Article V.14.5.

Article V.14.7 to be renumbered Article V.14.6.

2) At its October 2002 meeting of the Executive Board of the RSA the following proposal for electing the Vice President of the Society was approved for submission to a vote by the Council at the annual meeting in Toronto:

"The Vice President of the Society shall be elected by the Council of the Society on the basis of candidates named by a nominating committee. The nominating committee consists of five members and the Executive Director, who chairs the meeting but does not vote. Three of these members are to be elected by the Council and two by the Executive Board. The Council chooses its three members at the annual meeting in alternate years. The Executive Board chooses its two members in the subsequent October meeting of the Executive Board. The nominating committee is charged with preparing a slate of three candidates for Vice President. The election will be held early in the following February by mail ballot. The results of the election will be announced at the next annual meeting when the Vice President assumes office."

If approved by the Council, this proposal will require the insertion of a new clause in the Constitution of the RSA with the above wording. Presumably it should be Article IV.4 and the present articles IV.4-12 should accordingly be renumbered IV.5-13.

Both changes were approved by the Council.

Deborah W. Parker, Chair of Membership, reported that membership declines in the first half of the year, and then, by autumn, it reaches its maximum. Many have taken advantage of the multiple-year membership. Professor Parker will be contacting the various heads of the Affiliates for their mailing lists.

David R. Marsh, Chair of International Cooperation, reported that he was elected to the board of FISIER. Max Engammare, President of FISIER, commented on the good relationship of FISIER and the RSA and their participation in the RSA annual meetings.

Konrad Eisenbichler, Chair of Affiliate Societies, reported that the Board had approved the application of The Medici Project, The Malone Society, and The Sydney Society for affiliation.

He requested that the Council do the same. The motion was seconded and approved.

Craig E. Harline, ACLS Delegate - no report.

David R. Marsh, Chair of the Research Grants Committee, reported that it was relatively easy to evaluate the applications since the process went online. There was a decrease in the number of submissions from the previous year.

Paul F. Grendler and Sheila J. Rabin, Coeditors of *Renaissance Quarterly*, presented their respective reports. Professor Rabin requested short CVs of those interested in reviewing or who knew outstanding graduate students whom she could consider as reviewers.

Professor Grendler announced his retirement, and that the Board has appointed Professor Jeffrey Chipps Smith to replace him as Articles Editor as of 1 October 2003.

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Nominations for the nominating committee were taken from the floor:Angelo MazzoccoFrançois RigolotElizabeth CohenThomas DaCosta KaufmannJane PhillipsKatherine GillPaula FindlenMary Thomas Crane

The Council was asked to vote (written ballot) for three. The results reported. (The three top vote-getters were Angelo Mazzocco, François Rigolot, and Mary Thomas Crane. They therefore are the Council's appointees to the nominating committee.)

Since the International Cooperation and Affiliates Committees, had been combined into one, the Council elected Konrad Eisenbichler as the Chair of the new combined committee and elected David R. Marsh to replace Eckhard Bernstein, who retired as of the Toronto meeting, as Chair of Publications.

The meeting ended at 1:20 PM.

SUBMITTED BY LAURA SCHWARTZ, OFFICE MANAGER

Constitution and Bylaws

of the Renaissance Society of America as amended 28 March 2003 at the 49th Annual Council Meeting held in the Colony Toronto Hotel, Toronto, Canada

CONSTITUTION

ARTICLE I. NAME.

The name of this Society shall be THE RENAISSANCE SOCIETY OF AMERICA. The Society shall be a corporation.

ARTICLE II. PURPOSE.

SECTION 1.

The purpose of this Society shall be the advancement of learning in the field of Renaissance studies, and especially the promotion of interchanges among the various fields of specialization, such as art, architecture, bibliography and the book arts, the classical and modern literatures, history, music, medicine, law, philosophy, religion and theology, the sciences, and any other fields of learning which can deepen or broaden understanding of the Renaissance period.

SECTION 2.

It shall be the purpose of the Society to effect this advancement of learning and these interchanges between the disciplines by sponsoring or initiating suitable projects, both of research and of bibliography; and by publication; and by assisting and encouraging discussion groups, especially affiliate societies and local groups; and, where possible, by helping to arrange exchanges of speakers between these groups.

SECTION 3.

The promotion of interchanges shall not be limited to the United States of America, but shall be extended to include co-operation with individuals and groups abroad, both to increase the effectiveness of American scholarship and to promote understanding through development of common interests. The Society purposes, where convenient, to affiliate with foreign groups and societies.

ARTICLE III. MEMBERSHIP.

SECTION 1.

The Society shall consist of individuals and institutions that have paid current dues to the Treasurer of the Society. Individual members shall be considered full members with voting privileges whether they be regular, dual, retired, student, patron, or benefactor members. Institutional members shall have all privileges except that of voting. Provision for non-dues-paying members (honorary, corresponding, etc.) may be made in the bylaws, but they shall not be voting members.

SECTION 2.

FOUNDERS. Those members who signified their intention of joining the Society, and paid their dues, before March 1, 1954, shall be known as FOUNDERS.

SECTION 3.

CHARTER MEMBERS. Those members who joined the Society within the first calendar year, i.e., before January 1, 1955, or who paid dues from the first year, shall be known as CHARTER MEMBERS.

SECTION 4.

No special rights or privileges shall derive from the status or designation of FOUNDER, or that of CHARTER MEMBER.

SECTION 5.

Each dues-paying member of the Society shall be entitled to receive one annual subscription to any regular periodical publication issued by the Society. Occasional and special publications which may be issued from time to time will be distributed as the Executive Board determines.

ARTICLE IV. ORGANIZATION.

SECTION 1.

The governing body of the Society shall be an Executive Board assisted by a Council. The Executive Board shall be the Board of Directors of the Corporation.

SECTION 2.

The Executive Board shall consist of the President, the Vice President, the Executive Director, the Treasurer, the following *ex officio* members: the trustees, the ACLS delegate, and the ex-president in the two years succeeding his or her term of office; and the Chairs of the six standing committees, as follows: 1. Committee on

Constitution and Bylaws; 2. Committee on Membership; 3. Committee on Affiliates and International Cooperation; 4. Committee on Development; 5. Committee on Publications; 6. Committee on Electronic Media.

SECTION 3.

The Vice President shall be elected to serve for two years after which he/she shall become President, in which capacity he/she shall serve for two years and shall not succeed himself/herself.

SECTION 4.

The Vice President of the Society shall be elected by the Council of the Society on the basis of candidates named by a nominating committee. The nominating committee consists of five members and the Executive Director, who chairs the meeting but does not vote. Three of these members are to be elected by the Council and two by the Executive Board. The Council chooses its three members at the annual meeting in alternate years. The Executive Board chooses its two members in the subsequent October meeting of the Executive Board. The nominating committee is charged with preparing a slate of three candidates for Vice President. The election will be held early in the following February by mail ballot. The results of the election will be announced at the next annual meeting when the Vice President assumes office.

SECTION 5.

The Executive Director shall be elected for three years, but may be re-elected.

SECTION 6.

The Treasurer shall be elected for three years, but may be re-elected.

SECTION 7.

The Chair of the Electronic Media Committee shall be *ex officio* the director of Iter with no term limit as chair of the Electronic Media Committee.

SECTION 8.

The Chairs of the six standing committees shall be elected for three years, but may be re-elected for one additional term to the same chair.

SECTION 9.

The Council shall meet at least once a year and shall consist of two representatives from each affiliate society and one from each local group, representatives of disciplines representing as many specializations, or disciplines, as appropriate, and the members of the Executive Board.

SECTION 10.

The affiliate societies and local groups shall choose their own representatives and fix terms of office.

SECTION 11.

The representatives of disciplines shall be nominated by the Executive Board and elected for three years by vote of the individual members of the Society. The Executive Board shall nominate, by disciplines, at least twice as many candidates as are to be elected. Representatives of disciplines may be re-elected.

SECTION 12.

Members of the Council may be represented at annual meetings by substitutes with voting power.

SECTION 13.

A group of Trustees, between three and six, who shall administer the endowment and permanent funds of the Society, shall be elected by the Executive Board for three years, except as provided in the bylaws. Trustees may be re-elected.

ARTICLE V. DUTIES OF THE OFFICERS.

SECTION 1.

The President of the Society shall be *ex officio* Chair of the Council and of the Executive Board. The Executive Director shall serve as Secretary of both the Council and the Board.

SECTION 2.

The President of the Society shall call meetings of the Executive Board, and of the Council, and of the Society as a whole, or shall authorize the Executive Director to do so.

SECTION 3.

The Executive Board shall prepare the agenda for meetings of the Council.

SECTION 4.

In the absence of the President, the Vice President shall preside at Council and Board meetings. In the absence of both, the Executive Director shall preside at these meetings.

SECTION 5.

The Executive Board shall be responsible for the general policies of the Society between meetings of the Council and shall report on its activities at the annual meeting of the Council. A summary of the proceedings of the annual meeting of the Council shall be published in *Renaissance Quarterly*.

SECTION 6.

The Executive Board shall have authority to undertake projects in the name of the Society and to act for the Society in establishing relationships with other societies or institutions when such relationships fall within the avowed purposes of the Society.

SECTION 7.

The Executive Board shall control disbursements and shall order an annual audit of the Treasurer's accounts.

SECTION 8.

The Executive Board shall not have power to incur a debt in excess of the current resources of the Society, nor shall it have the power to commit any future resources of the Society, except insofar as contracts for the publication of a newsletter, journal, online bibliography, or book shall constitute such a forward commitment.

SECTION 9.

The Executive Director shall keep the minutes of all meetings of the Council or arrange for keeping them, and all decisions of the Executive Board shall be recorded and the record distributed to all members of the Executive Board before the next regularly scheduled meeting of the Board.

SECTION 10.

The Executive Director shall keep, in duplicate, a record of all actions taken by the Executive Board, and of all recommendations and proposals received from the Council, and these records shall be available for consultation by any member of the Society at the headquarters of the Society. One set shall not be taken out of the headquarters office. Both sets must be turned over, intact, by the retiring Executive Director to his successor, and must be preserved by each and every succeeding Executive Director.

SECTION 11.

In order to preserve records, all outgoing officers, including Editors and Chairs of standing committees, shall deposit their records in the office of the Society, and their successors shall have access to records so filed, with power to abstract any necessary

papers, but with the understanding that anything so abstracted shall be returned to the file at the end of their terms of office, or sooner.

SECTION 12.

The Treasurer shall perform the usual duties of a Treasurer and shall ensure the keeping of adequate accounts. The Treasurer shall be responsible for relations with the authorities who regulate non-profit corporations.

SECTION 13.

The Executive Board shall designate the signers of checks and withdrawal orders on the Society's bank accounts, with the provision that two signers shall be required of each instrument, unless those empowered to sign singly are bonded.

SECTION 14.

Duties of the Chairs of the six standing committees.

1. Committee on Constitution and Bylaws: The Chair of this committee shall be responsible for the formulation of amendments and bylaws, and shall serve the Executive Board as a consulting body with regard to the constitutional affairs of any society or group in the formation of which our Society may take part or of which it may become a member.

2. Committee on Membership: The Chair of this committee shall be responsible for increasing the membership of the Society.

3. Committee on Affiliate Societies International Cooperation: The Chair of this committee shall be responsible for promoting the interests of affiliate groups and societies and for facilitating their relations with each other and with the Society's Executive Board and Council. The Chair of this committee shall be empowered to propose corresponding members abroad who are not members of the Society and to recommend honorary members among distinguished foreigners. He/she shall negotiate affiliation with foreign groups and societies. He/she is not empowered to commit the Society without consulting the Executive Board. Decisions of the Society shall be submitted to the Council.

4. **Committee on Development:** The Chair of this committee shall represent the Society in all dealings with individuals or foundations, for the purpose of securing funds for the projects and activities of the Society, including capital funds.

5. Committee on Publications: The Chair of the Publications Committee should identify important out-of-print material, encourage the translation and edition of Renaissance writings in the classical languages, and report potential publications to the Board for approval.

6. Committee on Electronic Media: The Chair will be responsible for the online bibliography. The Chair of this committee shall oversee the creation of a "homepage" for the RSA on the World Wide Web and shall periodically update this page with pertinent information about the Society and its affiliated organizations. He/she shall seek out ways of using e-mail and the Web to enhance communication among members of the Society and to bring information about the Society's activities to potential members around the world.

7. The slates of the committees' Chairs shall be subject to the approval of the Executive Board.

ARTICLE VI. PUBLICATIONS.

SECTION 1.

The Executive Board shall constitute a Committee on Publications with final responsibility for publications issued in the name of the Society.

SECTION 2.

No part of the Society (section, conference, group, or individual) shall be entitled to issue publications in the name of THE RENAISSANCE SOCIETY OF AMERICA without formal permission of the Executive Board.

SECTION 3.

The Society shall publish a journal, the content of which shall be as the Executive Board deems appropriate.

SECTION 4.

The Executive Board may undertake any publication which it considers suitable and for which it has the funds available. It may undertake long-range projects, involving future commitments, only after consulting the Council at an annual meeting.

SECTION 5.

The Executive Board may sponsor projects recommended either by ad hoc committees or by permanent committees that may be created as new areas requiring expertise and attention emerge. These projects may be sponsored in conjunction with other learned societies. The Executive Board may accept funds for special purposes, provided the Board has approved those purposes and has consulted with the relevant committees.

SECTION 6.

The Editor or Editors of *Renaissance Quarterly*, or any other periodical, or any series published by the Society shall be *ex officio* members of the Executive Board.

ARTICLE VII. AFFILIATE SOCIETIES AND LOCAL GROUPS.

SECTION 1.

The existing affiliate societies shall be entitled to representation on the Council of this Society so long as they remain active, that is, so long as they hold meetings at least once in every two-year period (except where suspension of activities is due to war or other national emergency) and send duly elected or appointed delegates to the annual meeting of the Council.

SECTION 2.

New affiliate societies may secure representation on the Council by applying to the President of the Society for such representation. The Council will vote at its next meeting on the application. The new group may send one or two observers who are members of the Society, to represent it before the Council.

SECTION 3.

No one who is not a member of the Society may be a member of the Council, including members of affiliated societies.

ARTICLE VIII. AMENDMENTS.

SECTION 1.

Adoption of a new constitution, or of amendments to the existing constitution, proposed by the appropriate committee, must be notified to the members of the Council at least six weeks in advance of the annual meeting and shall require for adoption a two-thirds majority of the voting members present at the meeting.

SECTION 2.

Except as otherwise provided in this section, bylaws proposed by the appropriate committee must be notified to the members of the Council at least six weeks in advance of the annual meeting, but shall require for adoption only a simple majority of the voting members present at the meeting.

SECTION 3.

Voting by proxy shall be permitted.

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SECTION 4.

In any procedure left in doubt by the constitution, Robert's *Rules of Order* shall govern the Society.

ARTICLE IX. DISSOLUTION OF THE SOCIETY.

The Society may be dissolved only at a special meeting called for the purpose, and in the manner prescribed by the laws of the State of New York, by vote of three-fourths of the members. Subject to compliance with the applicable provisions of such laws, upon any such dissolution of the Society, all its property remaining after satisfaction of all its obligations shall be distributed to such one or more organizations, funds, or foundations, organized and operated exclusively for charitable, scientific, literary, or educational purposes (no part of the net earnings of which inures to the benefit of any private shareholder, member, or individual, and which does not carry on propaganda or participate or intervene in any political campaign), as the Executive Board of the Society may elect.

BYLAWS

TO ARTICLE III. MEMBERSHIP.

SECTION 1.

Categories of individual membership shall be regular, retired, student, dual, patron, and benefactor. Membership shall be regarded as beginning with the 1 January preceding admission. Annual dues shall be payable each January, and any member in default thereof after 1 March shall be considered delinquent in dues. A delinquent member shall be dropped from the membership. Reinstatement may be effected by payment of current dues plus dues of any unpaid-for publications received. Changes in these provisions may be made by the Council as provided in Article VIII, Section 2. Annual dues of individual and institutional members as at present fixed may be changed by action of the Executive Board.

SECTION 5.

A new member shall receive periodical publications by the calendar year.

TO ARTICLE IV. ORGANIZATION.

SECTION 2.

A quorum shall consist of five voting members of the Board, at least one to be the President or the Executive Director.

SECTION 3.

In the first year, the nominating committee shall be appointed by the Executive Board at least four months before the annual meeting.

SECTION 4.

Vacancy in the presidency shall be filled by the Vice President. Should vacancies occur in both offices during the year, the presidency shall be filled by election by the Executive Board until the next Council meeting.

SECTIONS 5-6.

Vacancies shall be filled by the President with the consent of the Executive Board until the next Council meeting.

SECTION 7.

A. The annual meeting of the Council shall be held during the annual spring meeting of the Society.

B. By the term "local group" is meant any inter-university seminar, institute, or colloquium, or any group formed about museums, libraries, or similar cultural institutions, meeting regularly at intervals of once a month or more often.

C. The specializations or disciplines to which consideration shall be given are: History of Art; Church History and Theology; Bibliography, Paleography, and Printing; History of Classical Tradition; Emblem Studies; Hebraica; History; History of Law and Political Thought; History of Medicine; History of Science; English Literature; French Literature; Hispanic Literature; Germanic Literature; Italian Literature; Comparative Literature; Music; Performing Arts and Theater; Philosophy; Rhetoric; and such other disciplines as the Executive Board may from time to time decide. To fill vacancies among the representatives of disciplines between elections, the Executive Board shall call upon the person(s) who received at the last election the next highest vote for the vacant post(s).

SECTION 9.

When a member of the Council cannot fill his or her term, the Executive Board shall call upon the person(s) received at the last election the next highest vote for the vacant post.

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TO ARTICLE V. DUTIES OF THE OFFICERS.

SECTION 2.

Notices of annual meetings of the Council shall be mailed six weeks in advance of each meeting.

TO ARTICLE VI. PUBLICATIONS.

The editors of all publications shall be appointed by the Executive Board.

Renaissance Society of America Reprint Texts (RSART)

DESIGNED TO KEEP IN PRINT VALUABLE WORKS FOR YOUR COLLEGE CLASSROOM AND FOR YOUR BOOKSHELF

- 1. The Treatise of Lorenzo Valla on the Donation of Constantine, text and translation by Christopher B. Coleman. \$21.95
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- 4. *The Ash Wednesday Supper (La Cena de la ceneri)*, by Giordano Bruno, edited and translated by Edward A. Gosselin and Lawrence S. Lerner. \$22.95
- 5. Vittorino da Feltre and Other Humanist Educators, by William Harrison Woodward, with a forward by Eugene F. Rice Jr. \$17.95
- 6. *Habits of Thought in the English Renaissance*, by Debora Kuller Shuger. \$19.95
- 7. *The Vespasiano Memoirs*, by Vespasiano da Bisticci, translated by William George and Emily Waters, with an introduction by Myron P. Gilmore. \$22.50
- 8. *The Society of the Renaissance Florence*, edited by Gene Brucker. \$19.95
- 9. On Assistance to the Poor, by Juan Luis Vives, translated with an introduction and commentary by Alice Tobriner, SNJM. \$12.95
- 10. *Dolce's* Aretino *and Venetian Art Theory of the Cinquecento*, by Mark W. Roskill. \$27.95
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13. Jews in the Canary Islands, translated from the Spanish and edited
with an introduction and notes by Lucien Wolf. \$24.95 (pbk), \$65 (cl).

14. Soldiers of Christ: Preaching in Late Medieval and Reformation France, by Latissa J. Taylor. \$24.95

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ARTICLES

1. INITIAL MANUSCRIPT SUBMISSION

Three paper copies of the manuscript and the abstract (100 words or less) are required. Please do not send an electronic copy at this point. On a separate sheet, include:

author's name, email address, home and institutional addresses, and phone and fax numbers. The author's name should not appear on the title page or elsewhere in the manuscript/abstract to ensure blind readings from referees.

Referees expect to read manuscripts that conform to the RQ Style Sheet. Manuscripts should be DOUBLE SPACED, including abstract, text, quotations, endnotes (NOT footnotes), and bibliography. A bibliography of printed sources is required. For initial submission, photocopies of illustrations rather than originals are preferable.

2. SUBMISSION OF ACCEPTED MANUSCRIPTS

The Articles Editor will contact authors of accepted manuscripts about content, format, and style issues. After completing revisions, the author sends to the RSA office (The Renaissance Society of America, Inc., The Graduate School and University Center, The City University of New York, 365 Fifth Avenue, Room 5400, New York, NY 10016-4309) one paper copy and one electronic copy as an email attachment (rsa@rsa.org) to serve as the basis for copyediting. Authors lacking email may send a paper copy and an IBM compatible high-density 1.44mb diskette. The diskette should be labeled with the author's name, article title, and the word processing program/version. On the paper copy, the author's name should appear on a separate line after the title, with the author's institutional affiliation or geographic location placed at the end of the text. Illustrations are submitted with the revised manuscript; they should be unmounted glossy prints. Copies of the publishing permissions as well as captions are required. Samples of caption format are in 3.F below.

[1407]

3. Style

RQ uses the Chicago Manual of Style, 14th edition (CMS), with modifications as noted. For example, the plural possessive of names ending in s is always s' (Demosthenes', Erasmus'), a simplification of CMS recommendations. Spelling should be American. Please avoid the use of "I," "me," and "my" in the text of articles. Throughout, avoid gender-specific language and chronologically vague terms like "early modern." As an aid to reader comprehension, provide life dates for historical figures and publication dates for works discussed.

A. NUMBERS AND DATES

The numbers one through ninety-nine are spelled out in the text, except in dates, page numbers, and parts of books: "one chapter deals with" vs. "chapter 1 deals with." Roman numerals should be converted to arabic, except for introductory materials, legal citations, personal titles, or original page numbers. Inclusive page numbers are written as follows: 66-67; 100-09; 115-508.

Dates are written European style: 1 January 1400. Numbers that identify centuries are spelled out. A century name is hyphenated when used as an adjective (sixteenth-century art). Italian century names are capitalized (Quattrocento). Inclusive dates are written as follows: 1560-74.

B. ITALICS

Italics are used for foreign words/phrases not directly quoted and for English words when they are discussed as words. Italics are NOT used for foreign place names (Mont St. Michel), foreign proper names (François), or direct quotations from foreign languages.

C. QUOTATIONS IN GENERAL

Long quotations: More than ten typed lines of prose or three lines of verse are set off in a block and double spaced. As needed, briefly cite within parentheses the source, the page, or line numbers quoted.

Have men beheld the Graces dance, Or seen the upper orbs to move? So did these turn, return, advance, Drawn back by doubt, put on by love.

(265-68)

Short quotations "are placed between quotation marks in the text" (Source, page). Lines of poetry also need slashes (/) between lines and double slashes (//) between stanzas.

Ellipsis: use within the body of a quote to indicate omission (. . . or if the omission includes a period). Avoid beginning and closing ellipsis.

D. QUOTATIONS FROM FOREIGN LANGUAGES

A word or short passage is immediately followed by a translation in parentheses the first time it appears; for example, *coram papa* (in the presence of the pope), or "fare quattro fiche" (to make four figs). Do not italicize or place quotation marks around the translation.

Longer passages are translated in the text and the original given in the notes. Very long passages will be converted to appendices. In the notes, quotations in non-Roman alphabets should not be transliterated. Latin abbreviations and contractions should be spelled out and modern conventions followed for u/v, w/vv, etc. Use modern punctuation and capitalize proper names.

E. CITATIONS

Acknowledgments are indicated by an asterisk after the article's title. Double-spaced numbered endnotes should start in the text. As an alternative to endnotes, short in-text citations may be used (Jones, 27; Jones, 1969, 27; or Jones, 1969b, 27, as needed).

Examples of endnotes:

- 1. King, 98-144.
- 2. Ibid., 79. (same publication cited immediately above, different page)
- 3. R.L. Stevenson, 81. (more than one Stevenson in the bibliography)
- 4. Kristeller, 2:73. (a multi-volume work)

5. Kristeller, 1952, 37. (more than one work by the author cited in the article)

6. Monfasani, 1980a, 51. (more than one work published the same year)

To clarify a complex work, explain its divisions the first time it is cited. For works divided into sections, separate the elements by periods. For example, 3.3.12-24 could indicate act 3, scene 3, lines 12-24; or book 3, canto 3, lines 12-24. A multi-volume work needs a colon; for example, 1:2.7, 101-02, could indicate volume 1, book 2, chapter 7, pages 101-92. Both "verso" and "recto" are used when printed works and manuscripts are so numbered; for example: 18v; 18r-v; 18r-19v; or, fol. 18v, etc.

Abbreviate as follows: chap. for chapter; bk. for book; pt. for part; vol. for volume; n., nn., for note, notes. Do not use: idem, op. cit., loc. cit., cf., f. and ff.; instead, supply pages or other information as needed.

F. CAPTIONS

Examples of caption format:

FIGURE 1: Facade of convent church of Santa Maria delle Vergini in Venice. Venice, Biblioteca del Museo Correr, cod. Correr 317, fol. 10r.

FIGURE 2: Title page of first edition of Pietro Pomponazzi, *Tractatus de immortalitate animae.* Bologna, 1516. Annenberg Rare Book and Manuscript Library, University of Pennsylvania.

FIGURE 3: Girolami Tower, Florence, 12th century. Alinari/Art Resource, New York.

FIGURE 4. Sandro Botticelli. *Mystic Nativity*, 1501. London, The National Gallery.

G. BIBLIOGRAPHY

The bibliography includes all printed works and manuscripts cited in the article organized alphabetically in a single list. Authors making substantial use of manuscripts may list them separately; see, for example, Carlson, RQ 55:3, 901-03. While archival records are not normally included in a bibliography, the first note in the text to an archival document can list frequently cited repositories, series, and their abbreviations. In addition to the examples below, authors should consult *CMS* 16.1-29, 637-99. *RQ* differs in omitting the names of publishers, except when authors prefer to include them for early imprints. Complex figures with a distinct bibliographic tradition, such as Erasmus, may also merit presentation that varies from *CMS*.

List multiple works by an author chronologically. The second and subsequent works begin with a line five spaces long followed by a period. Clarify identical American place names by using US postal style for states: Durham, NC or NH. Clarify identical European/American place names: Cambridge (England, no identifying location) but Cambridge, MA, for the US city. Give foreign place names in English; Venice, not Venezia. List no more than two places of publication.

Examples of bibliographic entries:

Basic author entry; note that the second author's name is not inverted.

Macmillian, Scott and Sally-Beth Maclean. 1998. The Queen's Men and their Plays. Cambridge and New York.

Basic title entry; note that Ed. (or Trans. or Comp.) follows a period, begins with a capital.

Acts of the Privy Council. 1890-1907. Ed. J. R. Dasent. 32 vols. London.

1410

Basic editor entry: note that the editors' contribution is substantial.

De Bujanda, J. M. et al., eds. 1984. Index de l'inquisition espagnole 1551, 1554, 1559. In *Index des libres interdits*, 6. Geneva.

<u>Multi-author work with editor, often a collection of related articles;</u> note that entry is by title.

Preachers of the Italian Ghetto. 1992. Ed. David B. Ruderman. Berkeley.

A single selection from an edited book.

Owens, Jesse Ann. 1995. "Was there a Renaissance in Music?" in *Language and Images of Renaissance Italy*, ed. Alison Brown, 111-26. Oxford.

<u>Multiple selections from an edited book</u>. The edited book gets its own entry; each selection's author, title, and pagination is given in full, but the monographic information is brief. The examples are presented alphabetically, as they would appear in a bibliography.

Davis, Robert C. 1998. "The Geography of Gender in the Renaissance." In *Gender and Society*, 19-38.

Gender and Society in Renaissance Italy. 1998. Ed. Judith C. Brown and Robert C. Davis. London and New York.

Kuehn, Thomas. 1998. "Person and Gender in the Laws." In *Gender and Society*, 87-106.

Edition/series.

Shakespeare, William. 2000. *The Merry Wives of Windsor*. Ed. Giorgio Melchiori. (The Arden Shakespeare, 3rd ser.) Walton-on-Thames.

Reprint/facsimile.

Tomasini, Jacopo Filippo. 1986. *Gymnasium Patavinum*. 1654. Reprint, Sala Bolognese.

Multi-volume work.

Brecht, Martin. 1985-93. *Martin Luther*. Trans. James L. Schaaf. 3 vols. Philadelphia (vol. 1) and Minneapolis (vols. 2, 3).

Journal article.

Steinberg, Leo. 1973. "Leonardo's Last Supper." Art Quarterly 36:297-410.

Garin, Eugenio. 1967. "Dante nel Rinascimento." *Rinascimento* 7. n.s.:3-28.

Book review.

Prescott, Anne Lake. 1986. Rev. of *Vulgar Rabelais* by Carol Clark and *Rabelais in Glasgow*, ed. James A. Coleman and Christine M. Schollen-Jimack. *Renaissance Quarterly* 39:552-55.

REVIEWS

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Italics are preferable to underlining.

Quotations within the text from the book under review should be followed by a page number in parentheses: "The history of the text" (132). References to other works should be made by parenthetical citations: "The history of the text" (Thomas Writer, *The Book Cited* [1997]). *Renaissance Quarterly* does not print footnotes to reviews.

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