

The Van Harlingen Historical Society of Montgomery, Inc

Restatement of Bylaws - 15 December 2019

Article I

The name of the Society shall be Van Harlingen Historical Society of Montgomery, Inc

Article II

Purpose

The purpose of the Society shall be to discover, collect, procure, and own such records, books, manuscripts, charts, maps and other material as may be deemed worthy of a place in its archives, together with articles of an historical or antiquarian value to be kept in a cabinet or museum department; to encourage historical research and to foster the preservation of documents and relics and to encourage the publication of historical, genealogical and antiquarian records; to purchase, lease, acquire by gift or other means, and to own and to preserve historical sites and buildings and to erect monuments or other signs; to conduct and sponsor programs of an historical nature and in other ways interest the community in its past.

Article III

Membership and Dues

1. Any person interested in the history of Montgomery Township and adjacent areas who applies for membership in any classification of membership and who tenders the necessary dues shall thereby become a member.
2. Membership shall be in the following classifications:
 - a. Individual
 - b. Family
 - c. Individual Patron
 - d. Family Patron
 - e. Senior or Student Individual and Family
 - f. Business Sponsor
3. The dues schedule shall be reviewed by the Board of Trustees annually. The membership shall be notified by mail of the dues schedule.
4. Annual dues shall be payable in advance by January 1. Members in arrears for two years may be dropped from membership after notification by the Membership Chairman or Treasurer.
5. Any new member joining after October 1 shall be considered as a paid-up member through December 31 of the following year.

Article IV

Society Year

The Society year shall run from January 1 through December 31.

Article V

Annual Meeting

The annual meeting of the Society shall be held in November or December, on a date to be selected by the Board of Trustees, with a notice to be mailed to all members at least 7 days prior to the meeting date.

Article VI

Nominations and Elections

1. The Board shall be composed of the President, Vice President, Corresponding Secretary and Recording Secretary, all of whom shall be elected for a term of one year; a Treasurer who shall be elected for a term of two years; and nine trustees who shall be elected for terms of three years of which not more than three of the terms shall expire in any one year.
2. The Nominating Committee shall prepare a slate of officers and trustees to be submitted to the Board of Trustees at least 30 days prior to the Annual Meeting. The membership shall be notified of the slate prior to the Annual Meeting.
3. Additional nominations may be made at the Annual Meeting by any member of the Society, subject to the nominee's approval.
4. No officer or trustee of the Society shall be nominated or elected to hold office for a third successive term. However, for exceptional reasons, this provision may be waived by a majority vote of the officers and trustees.
5. Nominees for the positions of officers and trustees shall have been members in the current year.
6. Vacancies in the offices of Vice President, Corresponding Secretary, Recording Secretary, Treasurer, or member of the Board of Trustees shall be filled by appointment made by the Board of Trustees until the next Annual Meeting, when an election to fill any continuing unexpired term shall be held.
7. The immediate past president shall automatically become a member of the Board of Trustees for a term of one year.

Article VII

Duties of the Officers and Trustees

1. The PRESIDENT shall have executive supervision over the activities of the Society within the scope provided by these bylaws; shall preside at all meetings; shall report annually on the activities of the Society; shall appoint the chairmen of Committees with the advice and consent of the Board of Trustees. The President shall serve as Treasurer in the absence of the Treasurer as the (other) signator
2. The VICE PRESIDENT shall assume the duties of the President in event of the absence, incapacity or resignation of the President, and perform such other duties as may be assigned by the Board of Trustees and the membership.
3. The RECORDING SECRETARY shall record the minutes of the meetings of the Society and of the Board of Trustees; shall assure that these records become a part of the Society archives; shall provide contact information for all officers, trustees, and committee chairmen for the Board of Trustees by the January meeting.
4. The CORRESPONDING SECRETARY shall take care of Society correspondence and provide copies for Society archives.
5. The TREASURER shall be responsible for the safekeeping of Society funds and for maintaining adequate financial records; shall deposit all monies received in a banking institution whose funds are insured by the Federal Deposit Insurance Corporation (or a recognized non-profit investment vehicle approved by the Board of Trustees) in the name of Van Harlingen Historical Society of Montgomery, Inc.; shall collect dues and render an annual report (based on the calendar year.)

Funds or accounts are to be established and maintained by the Treasurer:

- a. Current operating account (checking). Funds to be deposited in this account shall consist of annual dues and funds received.
- b. Regular savings account. All unrestricted funds not required for current operating expenses shall be deposited in an interest-bearing account.

The BOARD OF TRUSTEES shall have the power to conduct all affairs of the Society and perform such other functions as designated in the bylaws or otherwise assigned to it.

At any meeting of the Board of Trustees, eight members shall constitute a Quorum.

Article VIII

Committees

The Society shall have standing committees with chairmen appointed on an annual basis. The chairmen will report quarterly on their committee's activities and submit budget requests to the Board of Trustees for its approval. The committees are as follows:

- a. LIBRARY/ARCHIVES COMMITTEE - Responsible for collecting, cataloging and caring for books, manuscripts, newspapers, maps, photographs, Society documentation and publications, and other historical source material.
- b. FACILITIES COMMITTEE - Responsible for overseeing upkeep and maintenance of the society's buildings.
- c. PROGRAM COMMITTEE - Responsible for arranging suitable programs; for setting time, place, and date of meetings.
- d. MEMBERSHIP COMMITTEE - Responsible for membership drives and processing new candidates for membership; for maintaining the membership list.
- e. PUBLICITY COMMITTEE – Responsible for bringing activities of the Society to the attention of the public at large.
- f. NOMINATIONS COMMITTEE - Responsible for making nominations for officers and members of the Board of Trustees. This committee shall be composed of at least three active members, at least one of whom shall be an officer or trustee.
- g. FUND RAISING COMMITTEE - Responsible for raising funds for the activities of the Society.
- h. FINANCIAL COMMITTEE - Responsible for preparing an annual budget and review of insurance for the Society and for other financial matters. This committee shall be composed of five members of the Board of Trustees, two of whom shall be the President and the Treasurer.
- i. AUDIT COMMITTEE - Responsible for examining the financial records of the Society at the end of each calendar year and forwarding a report to the Board of Trustees. This committee shall be composed of three persons, at least one of whom shall be a member of the Society.
- j. WEBSITE COMMITTEE – Responsible for administration, maintenance, and updating of the Society's website www.vanharlingen.org
- k. FARM MUSEUM COMMITTEE – Responsible for overseeing Farm Museum collection and programming

Article IX

Parliamentary Authority

The rules contained in Roberts' Rules of Order shall govern the proceedings of the Society, except in such cases as are governed by the bylaws.

Article X

Amendment to the Bylaws

These bylaws may be amended at any general meeting by at least a two-thirds vote of the members present, provided that the membership was given two weeks' notice. They may also be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote of the members present. All proposed amendments shall be submitted in writing.