

THE VOLUNTOWN HISTORICAL SOCIETY (EST. 1970)

BY-LAWS REVISED
Approved May 16, 2018

I. NAME. The name of this organization shall be “The Voluntown Historical Society”, also known as VHS or the Society.

II. MISSION. The Voluntown Historical Society is a non-profit organization dedicated to promoting a better understanding of the unique heritage of Voluntown, Connecticut, by education, preservation, sharing of resources with the community, and establishing its relevance to the development of our country.

III. PURPOSE. The purpose of the Society shall be:

A. To perpetuate the history of Voluntown, Connecticut, to encourage the study of early history of the town, and to preserve documents, relics, historic sites, and records relating to that history.

B. To sponsor and/or participate in historical and civic projects which further the mission of the Society.

IV. MEMBERSHIP. There shall be five categories of membership.

A. Regular Membership: Open to adults (individuals greater than 18 years of age) interested in the mission and purpose of the organization. Entitled to vote and hold office.

B. Charter Membership: Those individuals who became members at the time of the founding of this Society.

C. Honorary Membership: Awarded by majority vote of Regular, Charter, Life and Student members to an adult for outstanding contributions to the Society. Honorary membership is limited to Regular and Charter members only. Entitled to vote and hold office.

D. Life: Open to regular members who are in good standing.

E. Student: Open to students up to the age of 18 years. Entitled to vote, but not hold office.

V. DUES.

A. Regular member dues shall be set by majority vote on a yearly basis at the annual meeting in May and then in effect for the Society’s business year from June of the current year through May of the next calendar year.

- B. Charter membership payment shall be the same as Regular membership.
- C. Honorary membership is exempt from dues.
- D. Life membership shall be in a one-time payment of \$100.00.
- E. Student membership payment shall be one-half the cost of regular member dues.

D. Annual dues collected after the annual member meeting will not be prorated for a portion of the Society business year.

E. Members in arrears of their dues will not be entitled to vote on any issue under consideration by the Society until dues for the current year are paid in full.

VI. OFFICERS.

A. The officers shall be President, Vice President, Secretary and Treasurer.

B. The Executive Board shall consist of the above officers and two Members-at-Large in good standing appointed by the President.

C. The officers shall perform such duties as are usually incidental to their positions. In lieu of maintaining standing committees, officers will provide oversight for the following incidental duties that support the mission and purpose of the Society.

i. President: Appointment of ad hoc committees to address issues of concern to the Society, support projects and events, and community outreach; liaison with town government and other local and state historical societies and organizations.

ii. Vice-President: Coordination, planning and oversight of fund-raising activities of the Society.

iii. Secretary: Maintenance of archival records of the Society.

iv. Treasurer: Maintenance of current membership lists.

D. The Executive Board shall have general charge of the affairs and property of the Society and of all invested funds and real property. It shall have the power to accept or reject gifts and to use them at their own best judgment with the approval of the donor.

VII. ELECTION OF OFFICERS.

A. Elections will occur at the annual members meeting in May.

B. Nominations will be made from the floor by attending members in good standing for each office in turn. Those nominated must accept or decline nomination before nominations

for an officer are closed. Paper ballots will be distributed to be marked by members with their choice of nominee. Ballots will be collected, counted and results announced before moving to the next nomination until all offices are filled. A majority vote of members present is necessary for election.

C. The term of service for elected officials shall be two years. Installation of officers shall follow immediately after all voting has been concluded. Outgoing officers are responsible for providing relevant information and records to the incoming officers prior to the first Executive Board meeting called after the annual members meeting.

D. Should an officer resign, or become unable to fulfill the duties of office, the Executive Board shall fill the office, by vote, within 30 days. Currently serving officers may not hold more than one position. The appointee shall serve until the next regular election.

IX. MEETINGS.

A. An Annual Meeting of Members will be held in May at the end of the Society's fiscal year as per the Society's tax-exempt status with the IRS.

B. The order of business at the annual meeting of members shall be:

- Call to Order/Pledge of Allegiance/Welcome (President)
- Approval of minutes of the prior year May meeting
- Election of Officers for a two-year term as needed
- Annual Financial Report (Treasurer)
- Year in Review Report
- Goals and Objectives for the new year (member open forum)
- Other business
- Adjournment

C. Subsequent meetings shall be scheduled quarterly for Summer (June/July/August), Fall (September/October/November) and Winter (December/January/February), weather and other factors permitting. The annual meeting of members shall serve as the meeting for the Spring quarter (March/April/May). The format for the Summer, Fall and Winter meetings will be announced in advance.

D. The Order of Business for the quarterly meeting shall be:

- Call to Order/Pledge of Allegiance/Welcome
- Announcements and Society Updates
- Treasurer's Report
- Old Business
- New Business
- Adjournment

E. Special Executive Board meetings shall be held as needed with a quorum of at least three of the four officers in attendance. Business conducted by the Executive Board shall be reported to the membership on the Society webpage at www.voluntownhistoricalsociety.org .

F. Robert’s Rules of Order shall be consulted to govern proceedings where conflicts arise.

X. AUTHORITY TO BIND. No member of this organization shall contract for, incur any debt, enter into any agreement, or otherwise obligate this organization except by authorization of the Executive Board.

XI. AMENDMENTS.

A. These By-Laws may be amended by presentation of recommended changes in writing to current members via email and publication on the Society’s webpage www.voluntownhistoricalsociety.org at least one week prior to the Annual Meeting of Members in May. A two-thirds majority of the current members present at the Annual Meeting of Members shall be necessary for adoption of any amendment.

B. If By-Law amendments are approved by the membership, a meeting of the Executive Board will be scheduled within 2 weeks of the Annual Meeting of Members in order that the updated version be signed and then posted on the Society’s webpage.

Submitted: _____
Secretary Sign/Date

Acknowledged: _____
Vice President Sign/Date

Approved: _____
President Sign/Date