Rocky Hill Historical Society, Inc.

Est. 1962

Constitution
and
Bylaws

Revised April 2019

Constitution of the Rocky Hill Historical Society

Article I - Name

The name of this society shall be the Rocky Hill Historical Society, Inc. ("Society")

Article II – Mission Statement & Purpose

Mission: To Protect, Preserve and Promote the History of Rocky Hill, CT.

The purpose of this Society shall be to provide an assembly of people who are interested in the history of the Town of Rocky Hill so that through their cooperative efforts there may be a better understanding and appreciation of the town, as well as our State, Nation and American heritage.

Article III - Function

Sec. 1. The function of this Society is to discover and collect materials of historical significance, including but not limited to printed materials, manuscripts, art work, photographs and other material objects illustrative of life and activities in the town, both past and present.

Sec. 2. The Society shall provide for the preservation of any collected artifacts and encourage the preservation of historic town buildings, monuments and markers.

Sec. 3. The Society shall make efforts to make any collected artifacts accessible to those who wish to examine and study them.

Sec. 4. The Society shall make efforts to disseminate historical information through meetings, events and publications.

Article IV – Membership

The Society shall offer Individual, Family, Sustaining and Lifetime memberships.

Article V – Annual Meeting

The Society shall conduct an Annual Meeting during the month of May.

Article VI - Officers and Executive Committee

Sec. 1. The Officers shall consist of President, Vice President, Secretary, and Treasurer.

Sec. 2. The Executive Committee shall consist of the elected Officers and the Chairpersons of the Standing Committees: Finance, Membership, Program, Building, Publicity and Museum Committees.

Article VII – Amendments

This Constitution may be amended at the Annual meeting of the Society by a two-thirds (2/3) vote, provided proper notice and a quorum of 25% of all active members in good standing are present.

Bylaws of the Rocky Hill Historical Society Inc.

Article I - Membership and Dues
Sec. 1. The Society shall offer Individual, Family, Sustaining and Lifetime memberships.

Sec. 2. Each member shall be entitled to one (1) vote at any General Membership Meeting of the Society, with Family memberships entitled to one (1) vote each for the unit represented.

Sec. 3. Applications for membership shall be made on the Society's standard application form and signed and dated by the applicant or authorized representative.

Sec. 4. Applications for membership shall be accompanied by the proper annual dues and presented to the Membership Committee for action.

Sec. 5. Annual dues shall be paid on or about the first of June.

Sec. 6. The payment of annual dues shall constitute a condition of membership, the eligibility to vote and be elected to any office or committee. The neglect or refusal to pay annual dues by Dec 1st of the year in which they are due, shall be deemed a withdrawal from the Society.

Sec. 7. The amount of annual dues shall be set at the Annual Meeting.

Article II - Meetings and Quorum
Sec 1. General Membership Meetings will be held quarterly, with the Annual Meeting being held in May.

Sec 2. Special Meetings of the General Membership may be called by the President or at the request of three (3) members of the Executive Committee.

Sec. 3. A quorum of 10% of active members in good standing is required to transact Society business at a General Membership or Special meeting.

Sec. 4. Notice of seven (7) days, including time and location, must occur for all General Membership meetings, Special Meetings and Executive meetings.

Sec. 5. A quorum of five (5) members is required for an Executive Committee.

Sec. 6. Standing Committee meetings may be called at the discretion of the individual committee's Chairperson.

Sec. 7. A simple majority of members is required as a quorum for a Standing Committee meeting.

Sec. 8. Society meetings shall be governed by the latest published version of *Robert's Rules of Order*, except in those instances where the Constitution or these Bylaws prevail.

Article III - Eligibility and Election of Officers

Sec. 1. The Officers of the Society shall consist of the President, Vice-President, Secretary, and Treasurer.

Sec.2. Any member in good standing per Article 1, Sec. 6 of the Bylaws is eligible for election as an Officer of the Society.

Sec. 3. The election of Officers shall be governed by the following rules:

a. The Nominating Committee shall present a slate of recommended Officers to the Executive Committee for their approval at their last regularly scheduled meeting preceding the Annual Meeting.

b. The Nominating Committee Chairperson shall present the slate of recommended Officers at the Annual Meeting.

c. Following the presentation of the slate of recommended Officers, the President shall call for Nominations from the membership for each Officer position.

d. Officers shall be elected by a plurality of votes cast at the Annual Meeting and serve for a term of two (2) years or until successors are elected.

Article IV - Duties of Officers

Sec. 1. President: The President shall carry out the day-to-day business of the Society, not otherwise designated to Committee Chairs. The President shall preside at all Society meetings, set the agenda, serve as Chairperson of the Executive Committee, regularly report to the membership on activities of the Society and represent the Society in public forums. The President shall, with the approval of the Executive Committee, appoint the Chairpersons of the Standing Committees. The President has the privilege to serve as an *ex-officio* member of the Standing Committees. With the approval of the Executive Committee, the President may call together Special Committees to conduct the business of the Society.

Sec. 2. Vice-President: The Vice-President shall assist the President in carrying on the business of the Society. In the event of the President's absence, incapacity or resignation, the Vice-President shall assume the duties of the President until the election of a replacement.

Sec. 3. Treasurer: The Treasurer shall 1. be responsible for the maintenance of Society financial records and the safekeeping of Society funds, 2. collect annual membership dues and donations, 3. render quarterly financial reports to the Executive Committee, 4. prepare a written report for presentation during the Annual Meeting, and 5. also make payments on behalf of the Society with the authority of the Executive Committee.

Sec. 4. Secretary: The Secretary shall 1. keep the minutes of the meetings of the Society and the Executive Committee, 2. maintain a current list of the Society membership, including current list of the Society membership, including lists of committee members, 3. be responsible for notifying the membership of Society meetings, and 4. carry on all the general correspondence of the Society.

Article V - Executive Committee

Sec. 1. The Executive Committee shall consist of the four (4) elected Officers of the Society together with the six (6) Chairpersons of the, Finance, Membership, Program, Building, Publicity, and Museum Standing Committees.

Sec. 2. The Executive Committee shall have the general charge of the affairs and activities of the Society, including the approval of disbursements of the Society funds and the disposition of Society property, with such disbursements requiring a minimum of five (5) votes. Disbursements of funds up to $150 require only the approval of the President and the timely notification of the Executive Committee.

Sec. 3. Upon the vacancy of an Officer position, except for President, the Executive Committee shall appoint a replacement until the next election at the Annual Meeting.

Sec. 4. Upon the vacancy of the office of the President, the Executive Committee shall call for a Special Meeting for the express purpose of electing a President.

Sec. 5. Pursuant to this Section, the Executive Committee shall have the authority to authorize the purchase or disposition of printed materials, manuscripts, pictures, photographs and material objects for inclusion or dispersion from the Society collection.

Sec. 6. The Executive Committee shall have the authority to authorize the payment of expenses necessary to conduct the routine business of the Society.

Sec. 7. In the case of the need to remove an Officer, member of the Executive Committee or Committee member, due to a conflict of interest, failure to follow the Constitution and Bylaws, and/or unethical behavior, there shall be a unanimous vote of the Executive Committee.

Article VI - Standing Committees

Sec. 1. Finance Committee: The Finance Committee shall be comprised of the Treasurer and at least two (2) additional members both of whom have financial background that are appointed by the President and approved by the Executive Committee The Finance Committee shall make recommendations regarding the fiscal affairs, including insurance matters, of the Society to the Executive Committee for action. The fiscal affairs that the committee shall consider include the acceptance, acquisition, administration, investment and/or reinvestment of donations, gifts, bequests, endowments and grants of money and property to the Society. The goal is to

look for investments with growth as well as preservation of principal based on the Society's investment risk. The Chairperson shall prepare a written report for the Annual Meeting.

Sec. 2. *Membership Committee*: The Membership Committee shall be comprised of members that are appointed by the President and approved by the Executive Committee. The Membership Committee shall be responsible for the processing and approval of membership applications. The Membership Committee shall also be responsible for the increase and retention of Society membership, which may include membership drives, direct solicitation and public awareness initiatives. The Chairperson shall prepare a written report for the Annual Meeting.

Sec. 3. *Program Committee*: The Program Committee shall be comprised of members that are appointed by the President and approved by the Executive Committee. The Program Committee is charged with creating and facilitating a yearly calendar of programs and events. The Program Committee shall save all program materials, digitally and/or hard copy. The Chairperson shall prepare a written report for the Annual Meeting.

Sec. 4. *Building Committee*: The Building Committee shall be comprised of members that are appointed by the President and approved by the Executive Committee. The Building Committee shall be responsible for facilitating building maintenance and providing recommendations for construction, stabilization and/or renovation. The Chairperson shall prepare a written report for the Annual Meeting.

Sec. 5. *Publicity Committee*: The Publicity Committee shall be comprised of members that are appointed by the President and approved by the Executive Committee. The Publicity Committee is charged with the preparation of public announcements, the Society newsletter and website updates, with ultimate approval for the aforementioned residing with the President of the Society. The Chairperson shall prepare a written report for the Annual Meeting.

Sec. 6. *Museum Committee*: The Museum Committee shall be comprised of members that are appointed by the President and approved by the Executive Committee. The Museum Committee shall arrange museum exhibits and collaborate with the Building, Program and Publicity Committees, as necessary. The Museum Committee shall also set compensation structure for the Museum Custodial Staff. The Chairperson shall prepare a written report for the Annual Meeting.

Article VII - Additional Committees & Positions

Sec. 1. *Audit Committee*: The Audit Committee shall be comprised of two (2) members who are are appointed by the President and approved by the Executive Committee. The Audit Committee shall regularly review and approve the Treasurer's records and reports.

Sec. 2. *Nominating Committee*: The Nominating Committee shall be comprised of three (3) members who are appointed and approved by the Executive Committee. The Nominating

Committee is charged with presenting a slate of recommended Officers Committees to the Executive Committee at their last regularly scheduled meeting preceding the Annual Meeting. (Bylaws Article 3 sec 3.a.) In addition, the Nominating Committee shall make recommendations to the President for Chairpersons of the Standing Committees at the last regularly scheduled Executive Committee meeting preceding the Annual Meeting.

Sec 3. *Collections Committee*: The Collections Committee will be comprised of the Museum Chairperson, the Librarian and at least one another Society member that is in good standing. Other Collections Committee members are appointed by the President and approved by the Executive Committee. The Collections Committee is charged with processing and maintaining collections, objects, print and images, according to the Society's current Collection Policy.

The Librarian is appointed by the President and approved by the Executive Committee. The duties of the Librarian are 1. inventories and cares for the museum archival and rare books holdings, 2. assists with records retention, 3. leads digitization projects, 4. enhances access to collections through the innovative application of technologies, 5. responds to historical requests, 6. assists with primary research, and 7. conducts tours of library collections

Sec. 4. *Volunteer Committee*: The Volunteer committee is appointed by the President and approved by the Executive Committee. The Volunteer Committee, working with other Chairpersons, is charged with recruiting, providing orientation and training for all volunteer needs at the Society, included but not limited to Hosting, and other program support.

Article VIII - Financial Benefit

Sec. 1. No member of the Society shall receive any financial benefit from the Society, except as noted in Section 2 below.

Sec. 2. The Executive Committee may approve the reimbursement of expenses incurred in connection with Society business, including payment for services rendered by the Museum Custodial Staff.

Sec. 3. Should the Society dissolve by a two-thirds (2/3) vote of the Executive Committee, all Society assets shall be donated to an appropriate historical non-profit organization.

Article IX - Amendments

These Bylaws may be amended by submitting any proposed amendments, in writing, to the President at a regularly scheduled and duly noticed meeting of the Society. Proposed amendments shall be added to the agenda of the next regularly scheduled meeting of the Society where it may be adopted by a two-thirds (2/3) vote.

Rocky Hill Historical Society

Organization Chart

May 2019

Executive Committee (10 Voting Members)

The Executive committee consists of the elected officers and the appointed chairs of the Standing Committees.

Officers

Selected by the Nominating Committee, elected by a plurality of votes cast at the Annual Meeting and serve for a term of two (2) years or until successors are elected.

1.	President	Ed Chiucarello	*(Since 2016 2nd 2-year term ends May 2020)* (Programs, Collections, Volunteers, Publicity, Technology)
2.	Vice President	Maureen Mullen	*(1st term 2019-2021)* (Library, Museum, Collections)
3.	Secretary	Nancy Bertwell	*(Since 2010)*
4.	Treasurer	John Serra	*(Since 1993)*

Standing Committees

Appointed by President. Vacancy is appointed by the Executive Committee.

5.	Finance	Chair: Vacant _____ Members: Leslie Kerz, Sandee Brown
6.	Membership	Chair: Leslie Kerz *(Since 2016)* Members: Gail Tine
7.	Program	Chair: Vacant _____ Ed Chiucarello ex-officio Members: Gail Tine, Maureen Mullen
8.	Building	Chair: Lorrie Wallace *(Since 2019)* Members: John Serra, Ed Chiucarello
9.	Publicity	Chair: Vacant _____ Members: Gail Tine, Ed Chiucarello
10.	Museum	Chair: Gail Tine *(Since 2019)* Members: Nancy Bertwell, Ed Chiucarello, Maureen Mullen

Non-Voting Standing Committees

1.	Audit	Chair: Sandee Brown
2.	Nominating	Co-Chairs: Leslie Kerz and Lorrie Law

Non-Voting Special Committees

(Appointed by President and approved by the Executive committee)

1.	Collections	Co-Chairs: Ed Chiucarello, Maureen Mullen
2.	Volunteer	Chair: Vacant
3.	Library	Chair: Maureen Mullen Member: Lorrie Wall
4.	Photo	Co-Chairs: Ed Chiucarello, Maureen Mullen Members Bob Herron, Mike Martino
5.	Technology	Chair: Ed Chiucarello

Members: Leslie Kerz