

# **ARDSLEY HISTORICAL SOCIETY BYLAWS**

## **Article I**

### **Name and Purpose**

The name of the Society shall be the Ardsley Historical Society (hereafter the "Society") The Society is organized as a non-profit educational and historical society and shall exist for the purposes stated in the Constitution of the Society.

## **Article II**

### **Membership and Dues**

Section 1. Any person interested in the history of Ardsley, New York and the area known as the Ardsley School District, who applies for membership in an appropriate classification of membership and who tenders the necessary dues shall thereby become a member.

Section 2. Annual dues shall be payable upon commencement of membership, and thereafter at the beginning of each fiscal year. The fiscal year shall run from July 1st to June 30th.

Section 3. Any member who has failed to renew membership by the date three (3) months after the beginning of the fiscal year shall be deemed to have resigned. Any privileges and courtesies of membership shall cease. Any office or committee position held by said person shall be considered vacant and shall be filled by appointment of the Board of Directors pursuant to Article VI, Section 6 of the Constitution.

Effective July 1, 2021, membership dues shall be as follows:

Section 4. Annual dues for individual membership shall be \$20.00.

Section 5. Annual dues for family membership shall be \$25.00.

Section 6. Annual dues for senior (i.e., 65 years or older) membership shall be \$12.00.

Section 7. Annual dues for student membership shall be \$5.00.

Section 8. Annual dues for sponsor membership shall be \$50.00 up to and including \$99.00

Section 9. Annual dues for patron membership shall be \$100.00 or more, or the equivalent in merchandise, material or services.

Section 10. Annual dues for honorary membership shall be \$00.00.

Section 11. Annual dues for a business supporter membership shall be \$50.00

Section 12. The Society's dues and membership categories may be amended by a majority vote of the Board of Directors.

## **Article III**

## Schedule and Quorum for Meetings

Section 1. The annual meeting of the Society shall be held in the month of May (unless changed by the vote of a majority of the Board). At the annual meeting, the Board of Directors shall present an Annual Report to the members which shall include the accomplishments of the previous year and the plans for the coming year.

Section 2. The Board of Directors shall meet on the 3rd Tuesday of each month, except July and August.

Section 3. Regular/social and/or special meetings of the Society shall be held at such times (and in such manner) as a majority of the Board of Directors may determine.

Section 4. Special meetings of the Board of Directors may be called by the President(s) at his/her own request or at the request of any member of the Board of Directors. No special meeting of the Board shall be held except upon no less than 48-hour notice of its time, manner and place.

Section 5. A quorum for the Board of Directors shall be a majority of the members of the Board of Directors.

Section 6. Directors shall be required to attend all 10 of the Board of Directors' monthly meetings. Three absences annually may be excused with advance notice to the Board President(s). More than three excused absences will subject Director's appointment to review by two-thirds vote of the other members of the Board.

Section 7. If action by the Board is required between scheduled meetings, the President is authorized to solicit such action by e-mail vote, allowing forty-eight hours for response, and such action shall be majority votes and reported as official action by the President at the next regular meeting.

Section 8 A Director may participate in a meeting of the Board of Directors by means of a telephone or similar communication equipment enabling all Directors participating in the meeting to hear one another, and participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

## Article IV

### Duties of Officers. Editor. Historian and Directors

Section 1. The President(s) shall have executive supervision over the activities of the Society within the scope provided by these Bylaws and shall preside at all meetings. The President(s) shall report annually on the activities of the Society and shall appoint the members of committees and delegates not otherwise provided for. The President(s) shall appoint the Editor of the Society's publications and the Society's Historian. The President(s) shall also be an

ex-officio member of all committees except the nominating committee.

Section 2. The Vice President shall assume the duties of the President(~~s~~) in the event of absence, incapacity, or resignation of the President(~~s~~).

Section 3. The Secretary shall keep the minutes of meetings of the Society and \_\_\_\_\_ of the Board of Directors, maintain a list of members including their mailing \_\_\_\_\_ address, email address, and phone number(s).

Section 4. The Treasurer shall be responsible for the safekeeping of Society funds, for maintaining adequate financial records, and for depositing all monies with a \_\_\_\_\_ reliable banking institution in the name of the Society. The \_\_\_\_\_ Treasurer shall collect dues and shall render an annual report. Monies shall be \_\_\_\_\_ paid out by numbered checks signed by either the Treasurer or the

President(s) or by electronic or other means approved by a majority of the Board \_\_\_\_\_ of Directors in each instance except that no Board of Directors' approval shall \_\_\_\_\_ be required for an expenditure of \$500.00 or less.

Section 5. The Editor shall be in charge of the Society's official publications (currently, the newsletter and the calendar). The Editor shall have power to appoint his/her \_\_\_\_\_ own staff of assistants. Any change of the name of the newsletter shall require \_\_\_\_\_ approval by a two-thirds vote of the Board of Directors.

Section 6. The Historian shall keep a record of the activities of the Society. The Historian \_\_\_\_\_ shall be a member of the Board of Directors.

Section 7. The Board of Directors shall have the power to conduct all business of the Society. The Board of Directors shall decide questions of policy and perform \_\_\_\_\_ such other functions designated in the Bylaws or otherwise assigned to it. The \_\_\_\_\_ Board of Directors shall receive the list of recommendations for officers from the \_\_\_\_\_ nominating committee.

Section 8. Officers and Directors shall be installed at the annual meeting.

Section 9. No member shall hold more than two Officer positions unless such limitation is overruled by a vote of two-thirds of the Board of Directors.

## Article V

### Committees

Section 1. The Society shall have the following standing committees:

1. Membership Committee — responsible for membership drives and processing new candidates for membership.
2. Program Committee— responsible for arranging suitable programs and setting the time, place, manner, and date of the programs.
3. Archives Committee— responsible for collecting, cataloging, caring for, digitalizing, promoting, and storing historic material.

4. Budget and Finance Committee—responsible for planning yearly fiscal spending of the Society based on requests from committee chairpersons on a case by case basis. The Treasurer shall chair the budget and finance committee.

Budget for the fiscal year shall be submitted by the budget committee to the Board of Directors for approval before the start of the fiscal year.

The Budget and Finance Committee shall engage in fundraising efforts for the Society in conjunction with all Committees, Officers, Directors and appointees.

5. Planning Committee—responsible for planning long- and short-range goals of the Society.

6. Publicity Committee—responsible for publicizing programs and activities of the Society.

7. The Website Committee — responsible for developing, maintaining, and updating the Society's website. In the creation of website content, the Committee will abide by all copyright and fair-use laws of the United States and will fairly credit and obtain any necessary permissions from all sources to the best of its ability. The Website Committee will carefully and wisely use the Society's collection to produce features and exhibits and to connect a global audience to the Society's website and to Facebook, Twitter, Instagram, and other social media platforms. The Website Committee will work with an outside web developer and server host for technical maintenance and hosting of the site.

Section 2. The President(s) shall appoint standing, special ad hoc or temporary committees for specific purposes as necessary.

The Nominating Committee shall present the slate of officers and new or reappointed members to the Board of Directors at the April meeting of the Board of Directors. The approved slate shall be presented to the general membership and voted upon by the membership at the annual meeting in May.

## Article VI

### Parliamentary Authority

Section 1. The rules contained in [Robert's Rules of Order as newly revised] shall govern the proceedings of the Society except in such cases as are governed by the Constitution or the By-laws.

## Article VII

### Amendment and Review of Bylaws

Section 1. The Board of Directors shall have the power to amend these Bylaws by a vote of two-thirds of the members of the Board of Directors. The President (s) shall appoint a special committee to review the Bylaws and report any proposed changes in accordance with this Article VII.

Section 2. The Bylaws of the Society shall be reviewed by the special Bylaws committee every 3 years.

#### Article VIII

#### Dissolution

In the event of dissolution, the assets of this Society shall be disbursed as directed by the Constitution of the Ardsley Historical Society.

Revised and adopted: February 16, 2021