

**ARTICLE XIV
Amendment to the By-Laws**

These *By-Laws* may be amended at any regular or adjourned meeting by a two-thirds vote of those voting, provided notice was given at the previous meeting. Or they may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote. All proposed amendments shall be submitted in writing to the President.

Rev. and voted on, January, 2008

STANDING RULES

1. Three (3) and six (6) month's notices to be sent to members in arrearage of their dues. If, after these notices, no dues are sent, then the member in arrearage shall be dropped from the membership rolls.
2. Active members:
 - a. Dues must be current.
 - b. Having attended at least a minimum of four (4) meetings during the year, except for emergency elections to fill vacancies.
3. The Board of Directors shall be able to fill vacancies to the unexpired term of office.

The Ashford Historical Society, Inc.

By-Laws



**THE ASHFORD
HISTORICAL SOCIETY, INC.
ASHFORD, CONNECTICUT**

MISSION STATEMENT

The mission of The Ashford Historical Society Inc. is to promote appreciation of and interest in Ashford history by educating the public and advocating for the preservation of significant historic resources.

- F. keep records of the purchases, along with the Treasurer,
- G. keep documentation of all acquisitions for future reference

Section 13: NOMINATING COMMITTEE

- A. The Nominating Committee shall be chosen by the Board of Directors.

ARTICLE XI

Schedule and Quorum for Meetings

- Section 1.** Regular meetings of the Society shall be held monthly.
- Section 2.** Special meetings may be called by the President.
- Section 3.** Seven (7) members of the Society shall constitute a quorum effective immediately.
- Section 4.** No vote on any budgetary expenditures of the Society shall be taken without the presence of at least three (3) officers of the Society.

ARTICLE XII

Parliamentary Authority

The rules contained in *Robert's Rules of Order* shall govern the proceedings of the Society, except in such cases as are governed by the *By-Laws*.

**ARTICLE XIII
BUDGET**

The Society's Annual Operating Budget shall be presented at the March meeting and voted on at the annual April meeting. *Note:* The dollar amount for the upkeep of the Ashford Academy is a part of the municipal budget for the town of Ashford and is granted to The Ashford Historical Society, Inc. annually.

- D. be responsible for recording the current history of the town of Ashford for the use and benefit of future generations,
- E. be responsible for the preparation, publication and dissemination of documents and pamphlets relating to such records, facts, and materials,
- F. carry on all activities appropriate to the position.

Section 10: The **COMMUNICATIONS CHAIRMAN** shall:

- A. be appointed by the President, along with the approval of the membership, for a term of two (2) years,
- B. maintain an up-to-date contact list of local media, to include newspapers, television and radio stations, as well as area historical societies,
- C. issue news releases upon approval of the President,
- D. work closely with the Vice-President and Curator.

Section 11: **MEMBERSHIP COMMITTEE** shall:

- A. have the Chairman appointed by the President, along with the approval of the membership, for a term of two (2) years,
- B. work with the Vice President and Curator to increase interest in The Ashford Historical Society, Incorporated, to help the membership rolls grow.

Section 12: The **ACQUISITION COMMITTEE** shall:

- A. have the Chairman appointed by the President, along with the approval of the membership, for a term of two (2) years,
- B. have a committee of at least two (2) persons,
- C. have the authorization to purchase any item(s), which is of historical value to the town of Ashford or its inhabitants, be in the form of a motion from the membership;
- D. store items purchased in the Ashford Academy to be made available for inspection/viewing whenever the Ashford Academy is open to the public,
- E. have documentation to the article acquired;

BY-LAWS

ARTICLE I NAME

The name of this organization shall be The Ashford Historical Society, Incorporated.

ARTICLE II PURPOSE

The purpose of the Society shall be:

- Section 1.** To bring together people who are interested in the history of the town of Ashford, Connecticut.
- Section 2.** To collect materials which illustrate the history of Ashford, especially the settlement and development both in peace and in war.
- Section 3.** To provide for the preservation of such material and to make it available to all who may wish to study the same.
- Section 4.** To cooperate with public officials to insure the preservation of historic buildings, markers and monuments.
- Section 5.** To create interest in and provide materials for the study of family groups and genealogical exploration.
- Section 6.** To arouse interest in the past and to disseminate historical information.

ARTICLE III MEMBERSHIP

- Section 1.** The Society shall be composed of such classes of membership as the Board of Directors shall from time-to-time designate and with such privileges as it may determine and under such rules and regulations, including the payment of such annual dues as the Board of Directors shall from time to time adopt, provided that nothing in this *By-Law* shall affect nor change the status of life members or honorary life members existing at the date of the adoption hereof.

- Section 2.** Regular membership shall be open to all individuals interested in the purposes of the Society.
- Section 3.** Termination of Membership: Termination of membership shall occur when a member does not pay his/her dues within one (1) year of the expiration of the previous year's membership.
- Section 4.** Membership Categories
- A. Individual active members (1 year)** – any person interested in the purpose of the Society shall be eligible.
- B. Institutional members (1 year)** – any organization, board, school or library interested in the history of Ashford shall be eligible.
- C. Contributing members** – A group or firm offering special support to the objectives of the Society shall be eligible for an annual membership.
- D. Honorary members** – Honorary lifetime membership may be conferred upon any person whose activities have contributed to the objectives of the Society. Honorary members shall be elected by a three-fourths vote of members present at an annual meeting, upon nomination by the Board of Directors.
- E. Life members** (Individual only).

ARTICLE IV INCORPORATION

- Section 1.** The Society shall be duly incorporated but there shall be no capital stock.
- Section 2.** The Society shall be governed by such *By-Laws* and amendments, thereto, as are adopted by the membership.
- Section 3.** In the event of dissolution of said Society at any time after the payment of all liabilities of said corporation, all assets, funds or property owned by The Ashford Historical Society, Inc. remaining shall be placed in trust with a trustee to be designated

- C. constitute a quorum of five (5) members at any meeting of the Board of Directors.
- D. The Board of Directors shall meet quarterly.

Section 7. The **CURATOR** shall:

- A. be appointed by the President of the Ashford Historical Society, along with the approval of the membership, for a term of three (3) years.
- B. report on a regular basis to the Ashford Historical Society as to the needs and usage of the building,
- C. be responsible for the upkeep of the Ashford Academy along with the development of programs of usage for the building,
- D. not operate independently and shall work within the rules and *By-Laws* of the Ashford Historical Society.

The Ashford Historical Society shall make final decisions as to the Ashford Academy upkeep and usage.

Section 8: The **ARCHIVIST** shall:

- A. be appointed by the President of the Ashford Historical Society along with the approval of the membership for a term of three (3) years.
- B. be responsible for sorting and cataloging all the historical material belonging to the Society,
- C. report on a regular basis to the Society as to any new donations,
- D. along with the town officials, attempt to make information available to researchers.

Section 9: The **HISTORIAN/GENEALOGIST** shall:

- A. be appointed by the President, along with the approval of the membership, for a term of two (2) years,
- B. be responsible for the collection and preservation of records, facts and materials pertaining to the history of the town of Ashford and its citizens. This shall include any information dating before 1847 concerning that part of Ashford that is now Eastford.

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to serve in the Secretary's place. In case of emergency, the President shall appoint a temporary Secretary,

- H. have available at each meeting a copy of the latest version of the *By-Laws* of the Society and shall provide for a new printing of the *By-Laws* when amended or revised, stating the date of the revisions,
- I. work with the Communications chairman to insure publication of meeting notices and Society activities in a timely fashion.

Section 4. The **TREASURER** shall:

- A. be responsible for the safekeeping of the Society's funds,
- B. maintain financial records of the Society,
- C. deposit all monies received by him/her with a state or federally chartered institution in the name of The Ashford Historical Society, Inc.,
- D. pay out monies by numbered checks signed by both the Treasurer and the President in accordance with the approved budget, and/or as approved by the Board of Directors and regular meetings,,
- E. collect the dues,
- F. render both a monthly and annual report based on the fiscal year.

Section 5. The **MEMBERS-AT-LARGE** shall have voting powers and be a part of the Board of Directors.

Section 6. The **BOARD OF DIRECTORS** shall:

- A. have the power to conduct all affairs of the Society,
- B. decide questions of policy that, for any reason, cannot be acted upon at a meeting of the Society and perform such other functions as designated in the *By-Laws* or otherwise assigned to it or to keep in compliance with the statutes of the State of Connecticut for non-profit corporations.

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by the Board of Directors of the corporation in a perpetual trust to carry out one or more of the purposes of the Society.

ARTICLE V

The said Society is located in the town of Ashford, County of Windham and State of Connecticut, and, the location of its principal office in said state is at Ashford, Connecticut and the name of the agent or person in charge, thereof, on whom process against it may be served, is Attorney JoAnn Paul.

**ARTICLE VI
DUES**

- Section 1.** Annual dues for individual active members shall be \$15.00.
- Section 2.** Annual dues for a family membership shall be \$25.00.
- Section 3.** Dues for life members shall be \$100.00, in one payment.
- Section 4.** Annual dues shall be payable in advance, on or before the annual meeting, and members in arrears more than one year after payment is due shall be dropped from membership.

**ARTICLE VII
FISCAL YEAR AND ANNUAL MEETING**

- Section 1.** The fiscal year of the Society shall be the same as the corporation year — May 1-April 30.
- Section 2.** The annual meeting of the Society shall be held within the first 15 days of April.

**ARTICLE VIII
OFFICERS AND BOARD OF DIRECTORS**

- Section 1.** The officers of the Society shall be a President, Vice-President, Secretary who shall be elected for a period of two (2) years, and a Treasurer, who shall be elected for a term of three (3) years and a Curator and Communication Director, appointed by the President for a term of three (3) and two (2) years respectively.
- Section 2.** There shall be two (2) members-at-large. One who shall be elected for a term of one (1) year and one (1) shall be elected for a term of three (3) years.

Section 3. The officers and members-at-large shall constitute the Board of Directors.

Section 4. No director of the Historical Society shall hold multiple concurrent director positions within the Society. The exception to this By-Law shall be for ad hoc committees.

ARTICLE IX ELECTION OF OFFICERS, BOARD OF DIRECTORS, AND MEMBERS-AT-LARGE

Section 1. All officers and elected directors shall be elected by a majority of votes cast by secret ballot at the annual meeting.

Section 2. Nominations shall be made by a Nominating Committee appointed by the President and Board of Directors, and the slate of candidates presented at the Annual Meeting.

Section 3. Nominations may also be made by any member of the Society at any time prior to balloting from the floor of the annual meeting. A candidate for election shall be an active member.

Section 4. Officers and members-at-large shall be installed at the close of the annual meeting at which they are elected and shall serve until their successors have been duly elected and installed. In the event of resignation or incapacity of any officer except the President (who would be succeeded by the Vice-President), or any director, the vacancy may be filled by a vote of the Board of Directors for the unexpired term of office as described by the Standing Rules.

ARTICLE X DUTIES OF THE OFFICERS AND DIRECTORS

Section 1. The **PRESIDENT** shall:

- A. have executive supervision over the activities of the Society within the scope provided by these *By-Laws*,

- B. preside at all meetings,
- C. report annually on the activities of the Society,
- D. establish the agenda,
- E. appoint committee chairmen, delegates and other representatives of the Society that are not otherwise provided for,
- F. serve as ex-officio member of all committees.

Section 2. The **VICE-PRESIDENT** shall:

- A. prepare to assume the Presidency in the event of the President's absence
- B. along with the curator, be responsible for the development of programs of public interest, education and entertainment,
- C. report on a regular basis to the membership concerning results of past events and upcoming events,
- D. attend meetings upon request of the President and assist the President when needed.

Section 3. The **SECRETARY** shall:

- A. record the minutes of all meetings of the Society and of the Board of Directors. The minutes and agendas shall be kept in a central location where any member of the Society could refer to them, i.e. library, town clerk's office,
- B. advise members of upcoming meetings,
- C. maintain a list of members,
- D. render an annual report,
- E. be responsible for typing, posting and recording the agendas and minutes,
- F. manage all written correspondence on behalf of the Society,
- G. in the event of the Secretary's absence, make provisions to have the minutes available and have someone