

Article IV — Committees

Section 1. Standing Committees: The President shall appoint, with approval of the Board of Directors, committee chairpersons from the Board of Directors, noting that Programs and Publicity may be chaired by the 2nd Vice President, and Membership by the 3rd Vice President. Committee chairpersons may appoint committee members.

- A. Program: Arranges suitable programs for regular meetings, and for any special meetings, if appropriate.
- B. Membership: Maintains accurate records of members; notifies President of new members and of those terminated; produces mailing list of member for Newsletter editor or when requested by the Board.
- C. Publicity: Prepares newspaper releases prior to general meetings, special meetings or events, or other activities of the Society.
- D. Plaques: Keeps a supply of plaques on hand; accepts and reviews applications for Plaques, notifies Board of approvals; has lettering done; keeps an accurate list of those awarded or rejected.
- E. Awards: The Society's awards, which include The Daniel Campbell Riverton Preservation Award and the Betty B. Hahle Award; Prepares lists of properties within Riverton that meet or exceed the criteria established for this award for renovation or restoration of a building, structure or site within or outside Riverton's historic district; reviews applications for the award; with Board approval, invited honorees to attend May's Preservation Award meeting and encourages honorees to participate in presenting their work completed on their project; prepares commendation plaque. Keeps accurate records of all awards made.
- F. Hospitality: Greets and introduces guests and members at meetings; plans for refreshments, when included.
- G. Ways and Means: Plans fund raising activities for the Society.

Section 2. Committees may be added or dissolved as deemed advisable, with Board approval. Committee chairs may be appointed from the Board of Directors, but members of same may be from the general membership. Terms are for one year.

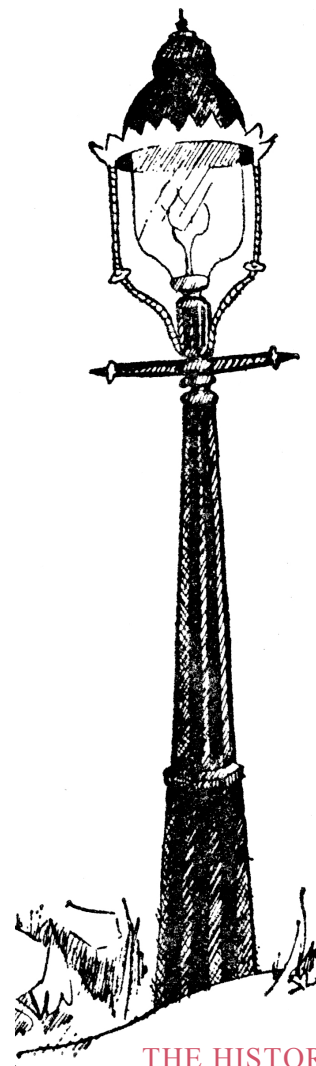
Article V — Authority

The conduct of business will be as normal good sense dictates. Where conflicting views arise, parliamentary practice as outlined in *Roberts Rules of Order, Revised*, will be referred to for guidance in resolving the issue.

Article VI — Amendments

Amendments to the Bylaws can be proposed by any member at a regular or special meeting of the Board of Directors of General meeting, provided the general membership shall be notified in writing at least 30 days in advance when proposed amendments are to be considered. The notification is to contain the date, time, and place of the general meeting to consider and vote on the proposed amendments. An affirmative vote of the majority of all members present and voting shall be required for adoption of an amendment. If it has been approved by the Board of Directors, a simple majority of members present and voting is sufficient for adopting the amendment or amendments. If it has been disapproved by the board of Directors, a two-thirds majority vote by members present and voting shall be required.

THE HISTORICAL SOCIETY OF RIVERTON



CONSTITUTION AND BYLAWS 12 FEBRUARY 2015

THE HISTORICAL SOCIETY OF RIVERTON
P. O. BOX 112
RIVERTON, NJ 08077

CONSTITUTION

Article 1 — Name

The name of this Society shall be The Historical Society of Riverton, a non-profit organization.

Article II — Purpose

The purpose of the Society shall be to bring together those people who are interested in history and especially in the history of the Borough of Riverton but not limited thereto. The Society's major function will be to create an awareness of our heritage, to recognize persons of local historic significance to discover, restore and preserve local objects and landmarks, and to continue to expand our knowledge of the history of the area.

Article III — Membership

General Membership is open to all who are interested in the purpose and functions of this organization.

Article IV — Annual Meeting

The Annual Meeting shall be the last scheduled meeting in May. The fiscal year shall be from June 1st to May 31st.

Article V — Directors and Officers

Section 1. The Board of Directors of this Society shall consist of sixteen members, four of whom shall be elected each year at the Annual Meeting, to serve for a three-year term.

Section 2. The Officers of the Society shall be President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary and Treasurer, and shall be elected by and from the Board of Directors at the Board's Re-Organization meeting in June, following the annual Meeting.

Section 3. The Board of Directors shall have the power to fill any vacancy within its own body.

Section 4. The Board of Directors shall be the primary governing body of the Society, and shall have the power to conduct business between regular meetings of the Society.

Article VI — Elections of Officers and Directors

Section 1. In March, a Nominating Committee, consisting of three members in good standing, shall be appointed by the President, with approval of the Board of Directors.

Section 2. The Nominating Committee shall present a slate of no less than four candidates for election to the Board of Directors to the membership two weeks before the Annual Meeting.

Section 3. Nominations from the floor may be made at the Annual Meeting, provided the nominee is present, or has agreed, in writing to accept the nomination.

Section 4. Election of Directors shall take place at the Annual Meeting. Newly elected Directors assume their duties at the beginning of the fiscal year.

Section 5. Members of the Historical Society of Riverton who are in good standing are entitled to vote.

Article VII — Dissolution of Assets

In the event of the dissolution of this organizations, all assets of the organization shall be transferred only to organizations that enjoy exempt status, including any other organization having purposes similar to those of this corporations in accordance with the provisions of Section 501, (c) (3) of the Internal Revenue code of 1954, its supplements, and amendments.

Article VIII — Amendments

Section 1. Any amendment to the Constitution can be proposed by any member at a regular or special meeting of the Board of Directors or General Membership, provided the general membership shall be notified in writing at least 30 days in advance when proposed amendment (s) are to be considered. The notification is to contain the date, time, and place of the general meeting to consider and vote on the proposed amendment(s).

Section 2. An affirmation vote of the majority of all members present and voting shall be required for adoption of an amendment. If it has been approved by the Board of Directors, a simple majority of members present and voting is sufficient for adopting the amendment or amendments. If it has been disapproved by the board of Directors, a two-thirds majority vote by members present and voting shall be required.

BYLAWS

Article 1 — Membership and Dues

Section 1. Dues and fees for membership in this Society are established by the Board of Directors, with approval by the general membership.

Section 2. Dues of this Society shall be payable to the Treasurer, with renewal notices to be sent out on or before November 1st of each year for membership in the following January 1st to December 31st calendar year.

Section 3. If dues have not been paid by December 31st, membership will be considered terminated.

Section 4. The Society no longer confers Honorary Membership, but continues to respect the membership of those who currently hold this designation. These Honorary Members are exempt from paying dues and includes all privileges and rights of membership except voting or holding office.

Article II — Meetings

Section 1. General Meetings: a minimum of four shall be held each fiscal year.

Section 2. Special meetings may be called by the President, or by nine members of the Board of Directors.

Section 3: General meetings of this Society shall be announced through its Newsletter, both online and paper formats; special meetings by notification from the Board of Directors.

Section 4. A quorum at a general or special meeting shall consist of at least nine members in good standing.

Section 5. The Board of Directors shall meet prior to each scheduled general meeting, or special meeting, and in May, following the Annual Meeting for re-organization. A quorum shall consist of nine Board members

Section 6. Removal of an elected Director must have a two-thirds vote of the Board of Directors; said Director to then be notified in writing of the Board's action.

Section 7. Chairpersons of Committees may attend meetings of the Board of Directors, but do not have the right to vote.

Section 8. An officer or director may resign by written notice to the Board of Directors in care of the Secretary, and at that time return property belonging to the Society.

Article III — Duties of Officers and Directors

Section 1. President: The President shall serve as chief executive officer, preside at all meetings, enforces strict observance of the Constitution and Bylaws; shall countersign all checks drawn by the Treasurer for disbursement of funds; may call special meetings when deemed necessary, and serve as an ex-officio member of all committees except the Nominating Committee. Expenditures by the President of any sum beyond \$150.00 requires Board approval before action.

Section 2. Vice President: The 1st Vice President shall assist the President and assume the duties of the office in the President's absence. The 2nd Vice President may serve as Program and Publicity Chairperson, and the 3rd Vice President may serve as Membership Chairperson.

Section 3. Secretary: The Secretary shall keep accurate records of all business and action taken at all meetings of the Society, and handle such correspondence as directed by the Board of Directors.

Section 4: Treasurer: The Treasurer shall be responsible for the safe-keeping of the Society's funds, shall maintain proper financial records, and with the President, sign all checks drawn on the Society's accounts; shall be responsible for the safe-keeping of legal documents, as directed by the Board; shall present the Society's books for auditing each year prior to the Annual Meeting, which may be audited each year by an outside agent; shall present tax filing documents to the board at the annual Re-organization Meeting.

Section 5. Curator: The Curator shall collection, catalog, and store articles acquired by the Society, exercising reasonable care for their safe-keeping. All donations become the property of the Society, and are to be acknowledged as such. Items on loan must be so stipulated, in writing, by person making the loan and by the Curator.

Section 6. Town Historian: The Town Historian shall keep historical records, including printed documents, and shall direct such research as is necessary to assure proper information to all persons concerning the history of the area served by this Society. The Town Historian is an ex officio, non-voting member of the Board.

Section 7. The Immediate Past President shall be an ex-officio member of the Board of Directors for one year, following the end of term.