

**Proposed: Historical Society of Riverton Constitution and Bylaws**  
Board of Directors Reviewed and Approved, June 24 & November 18, 2014

**Constitution of the Historical Society of Riverton**

**Article II – Purpose**

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.

Explanation: The Board believes that the Constitution should specify that the Society's mandate include making the contributions of persons of local historic significance, which should be noted in the Constitution.

**Article III – Membership**

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

Explanation: There no longer exists the two remaining categories of membership, Senior Citizen or Honorary Member, so only General Membership remains.

**Article V – Directors and Officers**

Section 1. The Board of Directors of this Society shall not exceed **sixteen** members, no less than five of whom shall be elected each year at the Annual Meeting, to serve for a three-year term.

Explanation: The number of Board members was increased by four in order to facilitate the completion of the Society's mandate and work. Board members will rotate in three-year terms.

Section 2. The Officers of this Society shall be: President, **1st Vice President, 2nd Vice President, and 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. Terms for Officers shall be two years, or until their successors are elected.

Explanation: These new Officer positions will share special responsibilities with the President, noting the special work of planning and executing Programs, enhancing Membership in the Society, and ensuring Publicity of the Society's events. Due to the length of the Annual May meeting (Awards Program), the Society's Re-organization Meeting is now scheduled for June.

**Article VI – Election of Officers and Directors**

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

Explanation: The former slate of candidates numbered four, but not to limit choices, there is to be at least five candidates in the Nomination slate that can go before the General Membership for vote.

## **Bylaws of the Historical Society of Riverton**

### **Article 1 -- Membership**

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

Explanation: Dues used to become due on November 1<sup>st</sup>. In order to better plan and budget for upcoming programs and events, as well as conform to a calendar year, the date of membership is to be moved to January 1<sup>st</sup> and run until December 31<sup>st</sup>. Payment any date during that calendar year will be dues for that year, ending December 31<sup>st</sup>.

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

Explanation: If dues are not paid for a full year to the Society, that individual's membership would end by December 31<sup>st</sup>.

Section 4. Senior Citizen Membership is for those 65 years of age or more. – DELETE

Explanation: This membership category was closed years ago with the agreement of the General Membership.

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

Explanation: This membership category was closed years ago with the agreement of the General Membership, but may have several members still in this category who remain Honorary Members.

### **Article II – Meetings**

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

Explanation: The former bylaws noted that meetings were open to the public, then to the membership. The Board did not want to exclude either non-members or specify that the General Meetings were open to the public, hence, a more open statement.

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

Explanation: With sixteen members now on the Board, a quorum is now nine.

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

Explanation: With sixteen members now on the Board, a quorum is now nine. Board members are in good standing if they continue to be members of the HSR and maintain attendance at Board meetings.

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

Explanation: The Re-organization Meeting is to be moved to June as to allow for a less-rushed Awards program at May's Annual Meeting as well as ample time for the Board to begin its business for the new year. With sixteen members now on the Board, a quorum is now nine.

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

Explanation: The Board recognizes the importance of changing the terminology from Chairmen to Chairperson, which will be changed wherever used in its documents.

### **Article III – Duties of Officers and Directors**

Section 1. President: The President shall serve as chief executive officer, preside at all meetings, enforce 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.

Explanation: In order to facilitate emergency expenditures on a limited basis, the Board approved enlarging the President's discretionary expenditure from \$50 to \$150.

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

Explanation: As noted in the change, above in the Constitution, these new Officer positions will share special responsibilities with the President, recognizing the special work of planning and executing Programs, enhancing Membership in the Society, and ensuring Publicity of the Society's events. Due to the length of the Annual May meeting (Awards Program), the Society's Re-organization Meeting is now scheduled for June.

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 account; 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.**

Explanation: The Treasurer's financial books may be audited by a committee of the Board and/or audited by an outside agent. The annual tax filing report by the Treasurer will be submitted to the Board at its June Re-organization Meeting.

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.**

Explanation: The new term, as adopted by the Society and the Borough of Riverton is Town Historian. The Board felt it is essential and appropriate that the Town Historian be included in its meetings.

#### Article IV -- Committees

- Membership: Maintains accurate records of members; notifies President of new members and of those terminated; **produces mailing list of members for Newsletter editor or when requested by the Board.**

Explanation: Now that the Society's membership is automated into a database, the Chairperson is able to produce its membership list from that database rather than it being the responsibility of the Newsletter editor, as in the previous bylaws.

- 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, invites honorees to attend May's Preservation Award meeting, and encourages honorees to participate in presenting the work completed on their project; prepares commendation plaque. Keeps accurate records of all awards made.***

Explanation: The Society's awards have been enlarged to include two special awards, honoring two former members of the Society. The May's Annual Meeting is now the opportunity to honor those people or agents, who have restored or renovated a site in Riverton, recognizing the historical value of such work. Included in the Society's annual awards is an award In June to an outstanding 8<sup>th</sup> grade Riverton Public School student.

#### 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.

Explanation: Formerly listed at *Roberts Rules. Revised*.