

CONSTITUTION AND BY-LAWS

Article I Name and Purpose

Section 1 Name: The name of this organization shall be: Jefferson Township Committee for '76, dba The Jefferson Township Historical Society.

Section 2 Purpose:

- A. The purpose of this non-profit organization shall be the maintenance of the Chamberlain House, known as the Jefferson Township Museum, as a historic site for this and future generations.
- B. To preserve and promote the history of Jefferson Township.

Article II Membership

Section 1 This Organization shall consist of Business, Patron, Sustaining, Family, Individual and Life Members.

Section 2 The dues for each class of membership shall be:

A.	Business	100.00	per calendar year
B.	Patron	500.00	per calendar year
C.	Sustaining	75.00	per calendar year
D.	Family	25.00	per calendar year
E.	Individual	15.00	per calendar year
F.	Life	250.00	

Section 3 The acceptance of new members shall take place at any meeting of the organization.

Section 4 Every dues-paying member shall have the right to vote and hold office in the organization in accordance with the corporate charter. Each level of membership is entitled to one vote per membership.

Section 5 The membership year runs from January 1 through December 31. If a member fails to pay his/her dues by March 1st for the membership year, his/her membership shall cease.

Article III Meetings

Section 1 The regular meeting of the organization shall generally be held on the first Thursday of the month at a time and place decided upon at the previous meeting or announced publicly.

Section 2 The meetings shall be conducted under "Robert's Rules of Order" and the order of business shall be as follows:

- A. Reading of minutes
- B. Report of the Treasurer
- C. Reports of other officers
- D. Report of the Museum Director
- E. Report of the Curator
- F. Report of the Archivist
- G. Reports of Administrative and Special Committees
- H. Unfinished Business
- I. New Business
- J. President's message

Section 3 Special meetings may be called at any time by the President upon prior notification to all members.

Section 4 A quorum of seven members in good standing constitute a meeting.

Article IV Officers

Section 1 The officers of the organization shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section 2 In addition to the above officers, there shall be six trustees. The President, during his/her term of office, shall also be an ex-officio trustee.

Section 3 An elected officer cannot serve as a Trustee, nor can a Trustee hold an elected office.

Section 4 Only the President, the First Vice President and the Treasurer shall have authority to encumber Township funds on behalf of the organization.

Article V Duties of Officers and Trustees

Section 1 **President:** The President shall preside at all meetings and shall have authority to appoint, from members of the Organization, committees for the purpose of having charge of and carrying out any matters that may be considered for the betterment or advantage of the organization.

- A. In particular, he/she shall appoint in September of each year a nominating committee of three members to prepare a list of nominations of qualified and willing members for the various offices of the organization, for submission to the membership at the October meeting.
- B. The President shall appoint in December of each year, an ad hoc committee of three members to audit the books and report at the March meeting.

Section 2 **First Vice President:** In the absence of the President, it shall be the duty of the First Vice President to perform the duties of the President.

- A. He/she shall assume the role of the Organization's "Corresponding Secretary". He/she shall have charge of all letters and communications of the organization and shall report on same at each regular meeting.
- B. He/she shall prepare all letters connected with the business of the organization.
- C. He/she shall, at the end of each term year in office, deposit with the organization's Archivist, all original letters and communications received and copies of letters written on behalf of the organization, for the archives of the organization.

Section 3 **Second Vice President:** In the absence of the President and First Vice President, it shall be the duty of the Second Vice President to perform the duties of the President.

- A. He/she shall be responsible for the completion and reporting of an annual audit of the organization's books.
- B. He/she shall be responsible for the Public Relations of the Organization.
- C. He/she shall, at the end of each term year in office, deposit with the organization's Archivist, all records pertaining to the organization, for the archives of the organization.

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- Section 4 Secretary:**
 - A. He/she shall keep an accurate record of the proceedings of the organization in a book provided for that purpose.
 - B. At the end of his/her tenure in office, he/she shall transfer all documents to the incoming officer at the next public meeting of the Organization.
- Section 5 Treasurer:** The Treasurer shall have charge of the funds of the organization and shall deposit them in one of the banking institutions in the area approved by the organization.
 - A. All monies shall be deposited in an account in the name of the organization.
 - B. All disbursements exceeding five hundred dollars, and not considered standard operating budgeted expenses, must be approved by the finance committee and bear two signatures.
 - C. He/she shall keep an accurate record of the receipts and disbursements and report same at each regular meeting of the organization.
- Section 6 Trustees:** The Trustees shall be responsible for ensuring that the business of the organization is carried out in accordance with the objectives and purposes set forth in the Certificate of Incorporation and shall be responsible to the State for the actions of the organization.
 - A. Trustees are responsible for the health and welfare of the financial aspects of the organization.
 - B. Trustees should preferably be drawn from past presidents and/or current members in good standing with a history of long-time membership in the organization.
 - C. Trustees shall meet a minimum of once a year (annual meeting) after the election of officers has been held. At this time, the trustees shall elect a Chairman from their ranks.
 - D. Trustees shall meet if any situation arises within the organization which requires the oversight of the elected trustees.

**Article VI
Election and Terms of Officers**

- Section 1 Election:** The officers and trustees provided for in Article IV shall be elected at an annual meeting of the organization and shall assume office forthwith.
 - A. The method of balloting shall be by secret ballot of those members present and entitled to vote.
 - B. Election for any office shall be by simple majority of the votes cast.
- Section 2 Terms of Officers:** All officers shall be elected for a term of one year and shall be eligible for re-election.
 - A. The trustees shall be elected for a term of three years, two being elected each year.
 - B. In the event of a vacancy occurring in the complement of officers and trustees as a result of death, resignation or other cause, the President shall appoint a qualified member to take over the duties for the remainder of the term.

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Article VII Committees

- Section 1 Executive Committee:** The executive committee shall consist of the officers and the trustees of the organization.
- A. The President will act as Chair of the Executive Committee.
 - B. The Executive Committee will be responsible for conducting the business of the organization between the regular meetings.
- Section 2 Appointed Positions:** Appointed by the President upon advisement of the officers.
- A. **Museum Director**
 - a. The Museum Director is responsible for the programs and activities of the building, and the image represented by the Museum.
 - b. With approval of the Officers, the Museum Director may appoint an Assistant Director to aid in the fulfillment of the above during the Museum Director's appointment.
 - c. He/she shall, at the end of the appointed term, deposit with the organization's Archivist at the next regular meeting of the organization, all records pertaining to the Museum and the organization, for the archives of the organization.
 - B. **Curator**
 - a. The Curator shall receive all donations and gifts to the Organization, other than monetary, in accordance with the Organization's policies.
 - b. He/she shall keep an accurate record of all property of the organization and shall store such property only where designated by the organization.
 - c. With approval of the Officers, the Curator may appoint an Assistant Curator to aid in the fulfillment of the above during the Curator's appointment.
 - d. He/she shall, at the end of the appointed term, deposit with the organization's Archivist at the next regular meeting of the organization, all records pertaining to the organization, for the archives of the organization.
 - C. **Archivist**
 - a. The Archivist shall have charge of the By-Laws, corporate charter and minutes of the organization.
 - b. He/she shall oversee the preservation of manuscripts, documents, photographs and articles relevant to the purpose of the organization.
 - c. With the approval of the Officers, the Archivist may appoint an Assistant Archivist to aid in the fulfillment of the above during the Archivist's appointment.
 - d. He/she shall, at the end of the appointed term, deposit with the organization's President at the next regular meeting of the organization, all records pertaining to the archives of the organization. The President shall turn them over to the next appointed Archivist, for the archives of the organization.
- Section 3 Administrative Committees:** The following standing administrative committees shall be appointed each year by the President as soon as possible after he/she assumes office:
- A. Finance
 - B. Building & Grounds
 - C. Education
 - D. Research
 - E. Membership
- The Chair of each committee shall report at each meeting.

Section 4 Special Committees

- A. Special committees shall be appointed by the President at his/her discretion.
- B. Each Chair of a Special Committee shall report in writing with a summary of activities upon completion of the assignment.

**Article VIII
Disposition of Property in Case of Disbandment**

Section 1 In the event the organization shall hereafter disband, or for any reason go out of existence, all of its property of any kind shall be returned to the donor, if living, otherwise shall be turned over to an existing non-profit Jefferson Township organization.

**Article IX
Amendments to the Constitution and By-Laws**

Section 1 Amendments to this Constitution and By-Laws may be made at any regular meeting by two-thirds majority of those present and voting, provided notice of such proposed amendments shall have been provided in writing by the First Vice President to all members at least thirty days prior to the day of the meeting.

Article X

Section 1 The Constitution and By-Laws will become effective upon favorable passage by a two-thirds vote of the membership of the Jefferson Township Committee for '76 (dba The Jefferson Township Historical Society), present and voting.

Section 2 The present officers shall remain in office until the next annual meeting.

Section 3 Those present members and all others who have shown an interest in the organization shall, upon payment of dues on or before January 1, 1972, be considered charter and organizing members of this organization.

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