

The Seymour Historical Society, Inc.
Seymour, Connecticut

By-laws

Revised: 2014, 2011, 2006, 2002, 2000, 1995, 1994, 1993, 1992, 2091, 1983, 1980

ARTICLE I

NAME

The name of this Society shall be The Seymour Historical Society, Inc.

ARTICLE II

MISSION STATEMENT

The mission of The Seymour Historical Society is to preserve the history of the town of Seymour, Connecticut for future generations. To fulfill this mission the Society collects and preserves records and objects that illustrate Seymour's rich past, and maintains the Katharine Matthies Homestead as a museum and historical resource center. By providing significant historical and educational programs the Society will maintain an active relationship with the community.

ARTICLE III

MEMBERS

Section 1: Any person who shall subscribe to the mission of the Society shall be eligible for membership. A person shall be declared a member of the Society upon payment of their annual dues, which are renewable during the month of January. If a new member joins during the months of August through December no payment will be required for the following year. Society membership shall run from January 1 through December 31.

Section 2: The dues shall be in the following classifications: individual-life membership; annual dues shall be individual, senior- (over 62 years), **junior member (under 18 years), and Corporation/Business sponsorship.** Amounts for each shall be reviewed periodically.

Section 3: Only adult members (eighteen (18) years of age and above) in good standing are allowed voting privileges and are eligible to hold a position as an officer of the Society.

Section 4: The honorary position of Director Emeritus may, with Board approval, be offered to a resigning board member who has actively served for a period of at least four years and provides the opportunity to be present at board meetings and participate in discussions. It does not include the right to vote on motions.

ARTICLE IV

EXECUTIVE BOARD

Section 1: The Executive Board of the Society shall be President, Vice-president, Recording Secretary, Treasurer, Corresponding Secretary, Curator, Historian, and six (6) Directors. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Society.

Section 2: The President shall appoint at the April Executive Board meeting a Nominating Committee consisting of at least three (3) members. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in June.

Section 3: The Officers and Directors shall be elected annually by a majority of the members attending the annual meeting, and will serve for one year. Their term shall begin at the close of the annual meeting at which

they are elected. Should the occasion arise when a candidate cannot be secured to fill a position, the previous officer or director may continue to be nominated for the same position.

Section 4: Vacancy or disability occurring in the term of an officer or director shall be filled by a majority vote of the Executive Board.

Section 5: The Executive Board shall have general supervision of the affairs of the Society between its business meetings, fix the hour and place of meetings, make recommendations to the Society, and shall perform such other duties as are specified in these by-laws.

Section 6: Executive Board members must contact the **Corresponding Secretary (changed to President)** in advance if they are unable to attend the monthly meeting. Failure to do so for three (3) consecutive monthly Executive Board meetings **shall** be grounds for dismissal. The created open position shall be filled by the Executive Board decision.

ARTICLE V

DUTIES OF THE EXECUTIVE BOARD

Section 1: The President shall preside at all meetings; call Executive meetings and special meetings; appoint committees, and be member ex-officio of all committees, except the Nominating Committee; and have a general supervision of the Society.

Section 2: The Vice-President shall perform the duties of the President in the absence of that officer.

Section 3: The Recording Secretary shall keep a record of all minutes of the Society and the Executive Board, all annual reports, including committee reports that are presented, and a list of all board members that attend meetings.

Section 4: The Corresponding Secretary shall maintain a complete mailing list of Society members; attend to all correspondence to said members, and write such other Society correspondence that might be required.

Section 5: The Treasurer shall collect dues and have charge of all the funds of the Society, **Unbudgeted expenditures over one hundred fifty dollars (\$150.00) must be approved for payment by a majority vote of the Executive Board unless approval is granted within the Society's budget.** The Treasurer will render a statement at each monthly meeting and prepare a tentative budget for the coming fiscal year to be discussed and approved at the January meeting. A report of the Society's financial activity for the previous year will be presented at the annual meeting.

Section 6: The Historian shall keep a written history of the Society including newspaper articles and provide an annual report for the June meeting highlighting its major accomplishments for the year. These shall be posted in the Historian's Book.

Section 7: The Curator shall have the sole responsibility for the care of all objects given to the Society and to record them properly. The Curator shall follow the guidelines set-up by the Executive Board and chair the Collections Committee.

Article VI

STANDING COMMITTEES

Section 1: The Society shall have permanent working committees. Each member of the Executive Board will actively serve as chairperson on at least one of these. These committees will meet and function on an as needed or warranted regular basis throughout the Society's calendar year.

Section 2: Permanent standing committees and their responsibilities:

- A. **Museum Maintenance: This committee shall be responsible for the general conditions of the museum, including a regular check of security, heating, plumbing, and other mechanical functions involving the house and grounds.**
- B. **Museum Docents:** Members shall staff the Society museum during open operating hours (i.e. public openings, special programs and events). Communication should be maintained with the museum curator for knowledge of changing displays and special exhibits. Handbooks will be available so that questions regarding the museum or Seymour's history can be referenced.
- C. **Programs:** This committee shall schedule pertinent programs, speakers, and special events of historical, educational, and social interest. Any and all programs, speakers, or special events being planned must be **(coordinated and)** approved by the Executive Board at least one month prior to the event.
- D. **Education:** This committee shall prepare and present a program on Seymour's rich history in the museum to third grade students. This program shall be presented to and approved by the Executive Board at least one month prior to the event.
- E. **Fund Raising:** This committee shall be responsible for overseeing the establishment of various Society fund raising activities. The Society Executive Board will keep this committee informed of fundraising needs and any and all events and activities being planned must meet with the Executive Board approval.
- F. **Collections:** Committee members shall meet and decide with the Curator, as needed, which donated items shall be accessed and/or deaccessed, following the guidelines established in the policy. The itemized report shall be presented to the Executive Board for final approval.
- G. **Nominating:** It shall be the responsibility of this committee through its chairperson and the Executive Board to maintain a consistent awareness of Society members so as to be prepared to nominate candidates for the offices and present the slate to the Executive Board at the May monthly meeting for approval. Election will occur at the Society's annual meeting in June.
- H. **Grants:** This committee shall be responsible for researching and applying for available grants that match the needs of the Society.
- I. **Publicity and Technology:** This committee shall be responsible for writing news releases for the media (i.e. newspapers, T.V.) as well as historical society websites including our own. A flyer shall be designed, when needed, to provide information on an upcoming program or event. Members shall also be aware of new technology that could be beneficial to the Society.
- J. **Membership:** This committee shall be responsible for compiling and printing the president's letter, membership form, and address labels to be mailed in January. Recipients will be the names on the membership and mailing lists. Members will also be responsible for mailing informational flyers for programs and events when they occur.
- K. **Interior Museum Maintenance:** This committee shall be responsible for the general appearance of the interior of the museum. This includes cleaning (dusting, floors, bathrooms), and arranging chairs before programs and events.
- L. **Grounds Maintenance: This committee will make arrangements for hiring a company, or companies, to mow the lawn and remove snow, (schedule and notify members of the "clean up"- added to Letter K) days, and general gardening care such as watering, spreading mulch, and removing broken branches, etc. from the lawn as needed. [Combined with Letter A]**

New letter L. Exhibit Committee: This committee will be responsible for updating exhibits and rotating the artifacts in the museum displays as well as creating temporary exhibits in the museum.

ARTICLE VII

MEETINGS

Section 1: A meeting of the Society membership shall be held in June of each year. This shall be known as the *annual meeting* and shall be for the purpose of electing officers, receiving reports of officers and committees and/or any other business that may arise. Other regular membership meetings of the Society shall be regulated by the Executive Board when deemed necessary.

Section 2: Special meetings can be called by the President, the Executive Board or upon written request of ten (10) members of the Society. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

Section 3: Requested tours and meetings at the museum being planned for outside groups must be coordinated and approved by the Executive Board one month prior to the event.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*; shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules or order the Society may adopt. Robert's defines by-laws as, "A document adopted by an organization which contains the basic rules for governing itself." Therefore, since by-laws are the foundation of an organization, repeated failure to abide by them shall result in a special meeting being called for the purpose of discussion by the Board concerning possible sanctions for just cause at said special meeting.

ARTICLE IX

AMENDMENT OF BY-LAWS

Revised by-laws shall be discussed at a special meeting of the Executive Board. These by-laws can be approved at a subsequent monthly meeting by a majority vote of the Executive Board members present. Amended by-laws can be approved at a special meeting of the membership by a $\frac{2}{3}$ vote of members present. All Society members will be notified in writing of the purpose of the special meeting.