

DUXBURY HISTORICAL SOCIETY, INC. BYLAWS

Originally Adopted: February 12, 2008
Last Amended: November 10, 2009

Mission & Purpose

The Duxbury Historical Society's mission is to discover, preserve, and disseminate knowledge regarding the history of Duxbury, Vermont.

The society is dedicated to community enrichment by collecting, preserving, conserving, interpreting, and exhibiting materials related to the town's history.

Article I. Membership & Dues

Section 1. Any person interested in the history of Duxbury, VT who applies for membership and tenders the necessary dues shall thereby become a voting member for the current calendar year.

Section 2. Annual dues for membership shall be ten dollars (\$10.00). Membership shall run from January 1 to December 31 inclusive.

Section 3. Current members will be billed in November for the ensuing membership year. Any member whose dues are not received by January 31 shall be dropped from the membership.

Section 4. Members in good standing will be responsible for decisions made by the society and may approve expenditures of funds less than five hundred dollars (\$500.00).

Article II Schedule & Quorum for Meetings

Section 1. Regular society meetings shall be held on the 2nd Tuesday of the month in Feb., May, Aug. and Nov.

Section 2. Special society meetings may be called by the President or the Trustees.

Section 3. A majority of members present at any society meeting shall constitute a quorum.

Section 4. Three Trustee members will constitute a quorum of the Board of Trustees.

Article III
Eligibility & Term Limits of Officers & Trustees.

Section 1. Any member in good standing shall be eligible to hold the office of president, vice president, secretary, treasurer or trustee. No individual shall hold more than one office during a given year.

Section 2. Terms of the offices of President, Vice President, Secretary and Treasurer shall be for 1 year and elections for these offices will be held at the regularly scheduled society meeting in February.

Section 3. The Board of Trustees will consist of Five (5) members. Terms for the Trustees will be as follows:

One (1) Three year term
One (1) Two year term
Three (3) One year terms

Elections for these offices will take place at the regularly scheduled Society meeting in February. Each year three terms will need to be refilled; one term for three (3) years and two terms of one (1) year each.

Section 4. If for any reason an individual is unable to complete the term of office for which they have been duly elected the officers may appoint another individual to fill the unexpired term.

Article IV
Duties of Officers and Trustees

Section 1. The President shall have executive supervision over the activities of the society within the scope provided by these bylaws. The president shall preside at all society meetings. The president shall appoint the members of committees and delegates not otherwise provided for.

Section 2. The Vice President shall assume the duties of the president in the event of absence, incapacity, or resignation of the president. The vice president will be a member of the annual bylaw review committee.

Section 3. The secretary shall keep the minutes of meetings of the society and the trustees. The secretary in conjunction with the treasurer shall maintain a list of names and addresses of members. The secretary will render an annual report.

Section 4. The treasurer shall be responsible for the safekeeping of society funds and for maintaining financial records. The treasurer shall deposit all monies received in a reliable banking institution in the name of Duxbury Historical Society. Monies shall be paid out by numbered checks signed by the treasurer. If the treasurer is not available the president is authorized to sign the checks. The treasurer shall collect dues and send out bills annually to the current membership. The treasurer will be responsible for keeping a current list of paid-up members and provide said list to the secretary of the society. The treasurer will render an annual report based on the calendar year.

Section 5. The trustees shall have oversight duties of the society. The trustees shall select their own chairperson and shall meet at least once per calendar year. The trustees shall 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 bylaws or assigned to it.

The trustees shall be required to approve any expenditure by the society of five hundred dollars (500.00) or more.

The trustees shall be responsible for the annual review of the society bylaws to be held on the second Tuesday of October and present any changes to the membership at its November meeting for approval.

Article V Committees

Section 1. The society shall have the following standing committees:

1. Program Committee: responsible for arranging suitable programs at regular society meetings.
2. Bylaws Review Committee: Responsible for the annual review and changes to society bylaws. The committee will be comprised of the board of trustees, the vice president and two (2) individuals from the membership at large.
3. Refreshment Committee: Responsible for providing refreshment at society meetings and if requested at public historical displays and functions.
4. Publications Committee: Responsible for publishing newsletters, bulletins, books, radio and TV/video programs.
5. Library & Museum Committee: Responsible for collecting, cleaning, cataloging, caring, arrangement, and repair of books, manuscripts, newspapers, photos, and objects owned by the society.

6. Historical Site Committee: Responsible for establishing the historical validity for sites proposed for marking; for marking historical sites, and for arranging historical tours.

Section 2. The president shall appoint members of all committees unless otherwise provided for by these bylaws.

Section 3. Each committee shall take minutes of any meeting held and provide such minutes to the society secretary within one week to be filed with all other documentation relevant to the official meetings of the society.

Article VI Parliamentary Authority

Section 1. The rules contained in Roberts' Rules of Order shall govern the proceedings of the society except in such cases as are governed by the statutes of the State of Vermont or the bylaws.

Article VII Dissolution of the Society

Section 1. If at any time the Duxbury Historical Society ceases to remain viable as a functional organization for whatever reason all monies, historical documents, memorabilia, and artifacts held by said society shall be donated to the Vermont Historical Society to be used and preserved by their (VHS) membership and staff for future generations to enjoy.

Article VIII Amendment to the Bylaws

Section 1. The bylaw review committee shall meet annually to review the bylaws on the second Tuesday in October and submit proposals of changes to the society membership for approval at the regularly scheduled November meeting.

Section 2. If at any time a two-thirds majority of the society membership submits in writing proposed bylaw amendments to the officers or trustees, a special meeting shall be called for such purpose.

Nothing follows.