

BYLAWS
for
The Annisquam Village Hall Association
(Revised 2022)

I. The Annisquam Village Hall Association (AVHA)

The object of this Association (AVHA) is to act as the agent for the Annisquam Association to:
Promote the interests of this unique community
Enable our various groups and organization to keep in touch
Maintain the Hall, Schoolhouse (Exchange) and Firehouse (Historical Society).

11. Membership

Any person is eligible for membership in the AVHA who subscribes to its purposes and who pays the annual fee for membership.

III. The Board of Directors shall consist of the following:

A. The Executive Committee

President, Vice President, Treasurer, Secretary
Immediate past President, President of Annisquam Assoc.

B. Standing Committee Heads (appointed or confirmed by Exec. Comm.)

The House Committee
Property Systems Committee
Grounds Committee
The Art Gallery
The Exchange
Historical Society
Nominating Committee
Annisquam Village Library
Annisquam Sewing Circle
The Farmers Market

C. Directors at Large (9)

D. Heads of autonomous Village Organizations

Good Neighbor Program
The Leonard Club
Mt. Adnah Cemetery
Annisquam Village Players

IV. Terms of Office

- A. Term of office for President and Vice-President shall be five years. Additional time may be served, subject to approval of the Executive Committee.
- B. Term of office for Secretary and Treasurer shall be three years, They may serve longer, subject to the approval of the Executive Committee.
- C. Standing Committee Chairs may succeed themselves by confirmation of the Executive Committee.
- D. Directors at Large shall serve for three years, on a revolving basis: three to be replaced each year. A Director at Large may not succeed him/herself except by express request from the Executive Committee.
- E. Chairs of Village organizations shall serve as Directors during their Chairmanship.

V. Operation of Board of Director

The Board of Directors shall hold regular meetings. It shall discuss and decide on policies introduced by the Executive Committee and in general, plan and carry forward such measures and appoint such committees as will best coordinate and develop this work.

VI. Duties of Officers.

- A. The President shall preside at all meetings of the AVHA.
- B. The Vice-President shall attend all meetings and be ready to step in for the President
- C. The Secretary shall keep the records of the AVHA, minutes of its meetings, receive applications for membership, maintain a mailing list, prepare mailings and notify the Board members of upcoming meetings.
- D. The Treasurer shall receive and disburse all monies. He/she shall keep full financial records and submit an annual report to the AVHA.
- E. The immediate past President heads the Nominating committee.

VII. Duties of Board Members

- A. The Executive Committee shall direct the policy of the Village Hall Association and manage all its affairs and call special meetings as necessary.
- B. Standing Committee heads shall oversee their specific charge, report at meetings and have full voting rights.
 - 1 The House Committee shall be responsible for the cleanliness and safety of the Village Hall, Firehouse (Historical) and Schoolhouse (Exchange) and shall have the authority to make necessary small repairs, to engage a janitor and other helpers when needed.
 - 2. The Property Systems Director shall oversee the smooth functioning of the heating, air-conditioning, sprinkler system and the like, with full authority to request professional assistance. Major capital improvements and repairs are subject to the approval of the Executive Committee.
 - 3. The Grounds Committee shall be responsible for the exterior grounds of the three buildings (Village Hall, Firehouse and Schoolhouse) in regard to landscaping and beautification.
 - 4. The Art Gallery Committee shall have the responsibility of maintaining and preserving our permanent collection, in both the Art Gallery and the Village Hall, and for showing and exhibiting the work of various local artists..
 - 5. The Exchange Committee oversees the running of the Exchange, maintains separate financial records and reports to the AVHA.
 - 6. The Historical Committee shall have the responsibility to maintain, preserve and make available to the public historical records, photographs, memorabilia and artifacts pertaining to Annisquam and its citizens, past and present.
 - 7. The Nominating Committee prepares the slate for the Board each year, and, in consultation with the Executive Board, fills any sudden vacancy.
 - 8. The Annisquam Sewing Circle shall promote the furtherance of friendship, congeniality and the performance of acts of benevolence.
 - 9. The Annisquam Village Library raises funds for Library maintenance and the enrichment of its collection, sponsors presentations by local authors, hosts lectures, poetry evenings, children's story hour and teas during the winter months.
- C. Directors at Large shall assist Officers with projects and have full voting rights.
- D. Heads of Village organizations shall report on their group's activities and have full voting rights.

VIII. Annual Meeting

There shall be an Annual Meeting of the members of the Village Hall Association, the exact date to be determined by the Executive Committee each year. Annual reports will be given by Officers, Chairs of Committees and of Village Organization. Any new or necessary business may be proposed.

IX. Fiscal Year

The Fiscal Year of the AVHA shall begin on July 1st of each year and end on June 30th of the following year.

X. Amendments

These By-Laws may be amended by a two-thirds vote of those present at the Annual Meeting, provided that notice of the amendment proposed shall have been filed with the Secretary at least five days before the Annual Meeting.