

THE LANCASTER HISTORICAL SOCIETY BY-LAWS

August 2018

I. NAME

The name of this organization is The Lancaster Historical Society [hereinafter "LHS"].

II. MISSION STATEMENT

"The mission of The Lancaster Historical Society is to maintain and promote Lancaster's heritage through the acquisition and care of our rich collections of artifacts, documents and other information of historic value and to make these resources available to others researching our heritage. We also serve as an educational resource through public presentations and lectures, printed information, exhibits and special events."

III. PRINCIPAL PLACE OF BUSINESS

The principal place of business shall be at Lancaster, County of Coos, and State of New Hampshire.

IV. SEAL

The seal of this organization shall be a flat-faced circular die reading "The Lancaster Historical Society, 1963, New Hampshire".

V. MEMBERSHIP

A. Signers of the original By-Laws shall be the charter members of LHS.

B. The membership shall consist of individuals who pay annual dues in accordance with a payment schedule determined by the Board of Directors. Membership shall be on a calendar year basis except that new individuals paying dues on or after October 1st will be deemed members for the calendar year.

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C. Membership categories will be:

1. Individual
2. Business
3. Youth

D. Annual dues for the following year will be determined by the Board at the annual meeting. Annual dues shall be payable in advance, and members in arrears more than three [3] years after payment is due shall be dropped from membership.

E. Each member is entitled to one vote on matters requiring a vote at the annual meeting of the LHS.

VI. BOARD OF DIRECTORS

A. The Board of Directors shall consist of no more than twelve members.

B. The elected members of the Board of Directors shall be actively participating members of the LHS. Directors shall be elected from a slate submitted by the nominating committee and/or accepted from the floor at the annual meeting.

C. Five members shall be elected each year for a term of three years at the annual meeting. The Board of Directors shall fill an unexpired term.

D. Any Director who misses three consecutive meetings without notifying the Secretary and/or President [excluding seasonal only residents] shall be subject to removal from the Board.

E. The Board of Directors shall perform all powers, duties and functions of the LHS. Hire or contract, fix and pay all operating expenses.

F. The President or a majority of members of the Board shall call all meetings. No additional notice is needed of regular meetings that Directors have been informed. All others, seven days prior to meeting by mail, four days by phone or email.

G. A quorum of the Board shall consist of half of the number of the Board plus one for the transaction of business.

H. Each LHS member is entitled to one vote in person, by email, phone or in written proxy. The Board may take action without the necessity of a meeting.

VII. OFFICERS

A. The officers of the LHS shall be a President, Vice President, Secretary, Treasurer, and Assistant Treasurer. All officers will be elected from the Board of Directors. The nominating committee shall submit a slate of officers. Officers shall be elected for one-year terms. Terms shall commence upon election at the annual meeting.

B. Duties:

1. The President is the chief executive, presides over meetings and the Board of Directors. Signs all documents on behalf of the LHS, and appoints committee chairpersons.
2. The Vice President, in the absence of the President, performs the duties of the President and shall have other powers and duties as may be assigned to him/her by the Board.
3. The Secretary issues notices, keeps the minutes of the meetings of members and the Board of Directors. Handles correspondence and maintains the records of the Society.
4. The Treasurer has responsibility for all fiscal assets of the Society, keeps accurate accounts of all financial transactions, gives written account of transactions of prior month for each Board member at the next meeting.
5. The Assistant Treasurer assists the Treasurer and in the absence of the treasurer, performs the duties of the Treasurer.

6. Officers of the Society shall hold office until their successors are chosen and qualify. Any officer elected or appointed by the Board of Directors may be removed by it at anytime, with or without cause.

7. LHS shall secure bond covering Treasurer and Assistant Treasurer.

C. The Board of Directors may fill a vacancy for the unexpired term in any office.

D. Expenditures greater than \$100.00 must be approved by a vote of the Board of Directors.

VIII. MEETINGS

A. The annual meeting of the Society shall be held on the 2nd Wednesday of November of each year, and notice of time and place will be given by publication in a local newspaper at least fourteen[14] days prior. [amended 11/10/2021]

B. Special meetings of LHS shall be held whenever the President or a majority of Board of Directors deems necessary, or by written petition of ten members of LHS. Fourteen [14] days written notice to all members is required for all special meetings.

C. At any annual or special meeting of LHS, those present and voting shall constitute a quorum.

IX. COMMITTEES

A. Standing Committees shall consist of the following:

1. **Library Committee:** responsible for collecting, cataloging, the care, arrangement, and repair of books, manuscript, newspapers, and other historical source materials.

2. **Collections Committee:** responsible for collecting, cataloging, cleaning, repair, and storage of historic objects; for arranging museum exhibits, and the correct historic interpretation of these exhibits; for the care and upkeep for museum quarters.

3. **Publications Committee:** responsible for finding ways and means for publishing joint or individual research studies; newsletter to members, a quarterly bulletin, or books; for publicity; for staging radio and television programs.

4. **Program Committee:** responsible for arranging suitable programs; for setting time, place, and date of meetings.

5. **Membership Committee:** responsible for membership drives and welcoming new members.

6. **Nominating Committee:** responsible for making nominations for officers and members of the Board of Directors.

7. **Fundraising Committee:** responsible for finding ways and means for raising money for special projects as designated by the Board of Directors. Applications for grants must be approved by the Board and signed by the President or Vice. President.

- B. Standing Committees shall be designated as needed at the annual meeting.
- C. The President shall appoint members and chairperson of any Standing Committees and special committees.
- D. Other committees, Standing or Special, may be appointed by the President as directed by the Board of Directors.

X. MANAGEMENT

- A. The fiscal year of LHS shall be from November 1 to October 31.
- B. Money shall be deposited in the name of LHS in such bank, banks or trust companies as designated by the Board of Directors and drawn out only by checks signed by the Treasurer or Assistant Treasurer.
- C. The Board of Directors shall hold, use, manage, and administer the land and buildings of the Society. No portion may be disposed of by sale or other considerations.
- D. Board of Directors may refuse to accept any things they feel are not in the best interest or consistent with the purpose of the LHS
- E. The LHS shall keep an accession record of each gift, bequest, devise or gift in trust.

XI. CONFLICT OF INTEREST

Any possible conflict of interest on the part of any member of the Board, officer or employee of the LHS, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a special issue before the Board. When the transaction involving a board member or officer exceeds Five Hundred Dollars [\$500.00] but is less than Five Thousand Dollars [\$5,000.00] in a fiscal year, then two-thirds vote of the disinterested directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention of voting and the actual vote itself. Every new member of the board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of and agreement to this policy. The Board shall comply with all requirements on New Hampshire law in this area and the New Hampshire requirements are incorporated into and made part of this policy statement.

XII. PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert's Rules of Order shall govern the LHS in all cases where they are applicable and not inconsistent with these by-laws.

XIII. DISSOLUTION

In the event of dissolution all remaining assets and property of the LHS shall, after payment of necessary expenses thereof, be distributed to a successor with similar purposes as the LHS that shall under Section 501[C][3] of the Internal

Revenue Code of 1954 as amended. Should a private and qualified successor organization not be available, remaining funds and property shall be distributed to the Town of Lancaster, New Hampshire.

IX. Revise and AMENDMENTS OF BY-LAWS

These by-laws may be amended at the annual meeting or any general membership meeting of the LHS by a simple majority vote of those present and voting provided written notice of any proposed change[s] has been made available to members at least 14 days prior to that meeting. The by-laws should be reviewed at least every five [5] years by the Board of Directors.

Policies can be added as needed with the LHS Board of Directors' approval