

# **Bylaws**

of the

Wappingers Historical Society  
Wappingers Falls, New York

## **Mission Statement**

The Wappingers Historical Society preserves and promotes the history of the Town of Wappinger, Village of Wappingers Falls and neighboring communities. As part of its mission, the Wappingers Historical Society maintains custodianship of Mesier Homestead.

## **Vision Statement**

Preservation:

The Wappingers Historical Society collects documents and conserves local artifacts that meet the criteria of its Collection Policy.

Promotion:

The Wappingers Historical Society offers exhibits, events, and tours at Mesier Homestead to educate members and visitors

## **Article I**

### **Members**

The Society shall consist of persons who have evidenced an interest in the Society and in the purposes for which it was created and who shall have paid their dues as hereinafter provided.

## **Article II**

The Board of Trustees for the Society shall consist of five (5) Officers and six (6) Trustees.

### **Officers**

The Officers of the Society shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer who shall be elected by the members. All such Officers shall be members of the Society that are in good standing.

### **Article III**

#### **President**

It shall be the duty of the President to preside at all meetings of the Society; to see that the Bylaws are enforced; to appoint Chairpersons of all Committees and be a member ex-officio thereof; to call such meetings as are herein provided to be called by him/her, and to make a report at the Annual Meeting. The President, with the Treasurer shall sign all written contracts and obligations.

### **Article IV**

#### **Vice President**

In the absence of the President, his/her duties shall be performed by the Vice President. Assist the President as requested.

### **Article V**

#### **Secretaries**

The Recording Secretary shall mail notices and minutes of all meetings of the Society to the members. He/she shall keep minutes of all meetings of the Society, and at the direction of the President, be responsible for all other correspondences. A copy of all minutes and correspondences shall be kept in the Historical Society's office and be available to all members.

The Corresponding Secretary shall be responsible for retrieving and disbursing mail of the Society, as well as mailing cards of well wishes and condolences at the request of a Trustee.

### **Article VI**

#### **Treasurer**

The Treasurer shall collect all dues and receive monies belonging to the Society and shall disburse the same. A purchase of more than \$500.00 needs to be approved by the majority of the Trustees. He/she shall deposit the funds of the Society in the name of the Society in such bank(s) as designated by the Society. The Treasurer shall sign checks (without a counter signature) on all Society accounts in such bank(s). He/she shall submit a statement of the accounts at each meeting of the Board of Trustees. The Treasurer shall create an annual budget for the Society. The books and accounts shall be open to inspection by any member.

## **Article VII**

### **Board of Trustees**

The Board of Trustees shall be eleven (11), consisting of five (5) Officers and six (6) Trustees, who shall be elected at the March Meeting of the members of the Society. The Officers will serve a two year term, and the Trustees, a one year term.

The Trustees shall have general charge and direction of the affairs and business of the Society, the care and management of the Society's invested funds and other personal property, with the power to invest, reinvest and transfer the same at their discretion.

Each Trustee shall serve on at least one (1) Committee as the Chair and/or member.

Any Trustee, upon at least ten (10) days written notice, may be removed at a Board of Trustee's meeting by a two thirds (2/3) vote of the Trustees for illness, neglect, lack of interest, or other cause. Any Trustee who misses three (3) consecutive meetings in a year, without prior notification to the President, will be considered to have vacated the position and shall be replaced as herein provided by these Bylaws.

All Trustee vacancies shall be filled by the Board of Trustees at their next meeting. The term "vacancy", as used herein, shall include a vacancy caused by resignation, death or removal.

## **Article VIII**

### **Committees**

#### **Archives/Collections**

- Be responsible for carrying out the Wappingers Historical Society Collection Management Policy
- Determine whether a gift of an archive/collection is appropriate
- Accession and house archives/collections
- Care for archives/collections

#### **Communications/Public Relations**

- Report local events
- Disburse advertising information to local media and organizations/sites
- Create a list and schedule of locations to distribute adverting information

### Fund Raising

- Conduct fundraising drives
- Research and write grants
- Solicit donations

### Gift Shop

- Research items to be purchased for Gift Shop
- Purchase items for Gift Shop
- Ticket items for the Gift Shop
- Maintain an inventory

### Membership

- Conduct membership drives
- Maintain a record of membership
- Distribute membership cards
- Send membership renewal letters and applications

### Museum

- Schedule docents
- Create exhibits

### Publications

- Prepare newsletters, brochures, and flyers

### Technology

- Maintain website

Each Trustee shall Chair and/or be a member of at least one (1) Committee. Society members in good standing may also Chair and/or be a member of a Committee.

In addition to the above named Committees, the Board of Trustees may appoint such other Committees with duties as they may see fit and may delegate to such Committees any of their powers.

All Committees shall report directly to the Board of Trustees.

## **Article IX**

### **Meetings**

Each year the Annual Meeting of members of the Society shall be held at the Mesier Homestead on the 2<sup>nd</sup> Sunday in January at 2:00 p.m., and written notice thereof shall be mailed to all members in good standing of the Society at least ten (10) days in advance.

Monthly meetings of the Board of Trustees of the Society shall be held at the Mesier Homestead on the 2<sup>nd</sup> Sunday of February and March at 1:00 p.m., and the 2<sup>nd</sup> Thursday of each month, from April to December at 7:00 p.m. A quorum will consist of forty (40) percent of the Trustees.

The order of business shall be as follows:

- Pledge of Allegiance
- Approval of Minutes
- Reading and approval of Treasurer's Report
- Announcements and Correspondences
- Committee Reports
- Old Business
- New Business
- Adjournment

Meetings shall be conducted as prescribed in *Robert's Rules of Order*.

## **Article X**

### **Nominations and Elections**

A Nominating Committee will be appointed at the monthly Board of Trustees meeting in February of each year. The Committee shall consist of three (3) members of the Society, and at least one (1) of those members must be a Board Trustee. One (1) of those members shall be appointed Chair by the President, with the approval of a majority of the Board of Trustees.

Elections of Trustees shall take place at the monthly Board of Trustees meeting in March of each year. Members in good standing may vote and will be issued a paper ballot

## **Article XI**

### **Membership Categories and Dues**

There shall be the following classes and annual dues for membership:

Member	\$ 20.00
Family	\$ 35.00
Business/Corporate	\$ 75.00
Life Member	\$ 500.00
Benefactor	\$ 1,000.00

Dues shall be paid yearly in the month that membership began.

Any member in arrears for six (6) months shall be considered as having resigned from the Society, following notice in writing, at least twice before the end of the fifth (5<sup>th</sup>) month in which dues are in arrears.

## **Article XII**

### **Fiscal Year**

The fiscal year of the Society shall be from January 1 to December 31.

## **Article XIII**

### **Amendments**

These By Laws may be amended at any regular or special membership meeting of the Society by a majority vote of those present, providing a notice of the proposed amendment(s) shall have been made to the members at least thirty (30) days prior to the meeting at which the amendment(s) is to be voted upon.

### **Adopted March 4, 2010**

#### **Amendment Dates**

May 1981 - Change of meeting day

May 1983 - Change in term of President

March 1988 - Change in dues

December 1991 - Change in dues

July 2009 - Change in membership categories and dues

October 2011 – Change in membership dues

Title and Change in mission statement

Addition of Vision statement