

WALKERTOWN AREA HISTORICAL SOCIETY **BYLAWS**

MISSION STATEMENT

The mission of the Walkertown Area Historical Society, Inc. is to research, collect, organize and preserve the history of Walkertown and the surrounding areas. This Society will seek to communicate the story of Walkertown's rich history.

SCOPE

The scope of the Walkertown Area Historical Society, Inc. (WAHS) is to research, collect, organize, display and preserve the oral history of long-time citizens, historical documents, written records and artifacts/relics relating to the Walkertown area. The Society will encourage and seek residents to donate or lend items defined by the Society as historical or of special interest. WAHS is incorporated and shall be established as a 501(c)(3) non-profit organization. The Society shall participate neither in political activities nor in religious activities.

ARTICLE I **Membership and Dues**

Section 1. Any person interested in the history of the Walkertown area who applies for membership in any classification of membership and who tenders the necessary dues shall thereby become a member.

Section 2. Members who join by the end of the second regular meeting, which is scheduled for September 16, 2008, shall be designated Charter Members of the Walkertown Area Historical Society.

Section 3. Annual dues for individual active members shall be ten dollars (\$10.00).

Section 4. Annual dues for families shall be twenty dollars (\$20.00). A family membership shall consist of all family members living in the same household, and shall have a maximum voting power of two.

Section 5. Annual dues for business or organization members shall be thirty-five dollars (\$35.00). A business or organization membership shall have a voting power of one.

Section 6. Dues for life members shall be one hundred dollars (\$100.00).

Section 7. Member in Memory is a continuing memorial membership honoring a deceased family member or friend. (Requires a minimum donation of \$100.00.)

Section 8. Annual dues shall be payable by July 1st of each year and members in arrears more than three months after payment is due shall be dropped from membership. Dues apply July 1 through June 30.

Section 9. Any person joining the Society for the first time and paying the annual dues between January and June will be considered "paid in full" for the following year beginning July 1st.

ARTICLE II

Schedule and Quorum for Meetings

Section 1. Regular meetings of the Society shall be held bimonthly on the third Tuesday beginning with July. By action of the Board of Directors, field trips or special events may be substituted for regular meetings. At any meeting of the general Society membership, 15 shall constitute a quorum.

Section 2. The Board of Directors is encouraged to meet prior to each regular meeting. Special meetings of the Board of Directors may be called by the President and/or any two other Directors. (A quorum will consist of those members present at any Board meeting after proper notification.)

ARTICLE III

Duties of the Officers and Directors

Section 1. The President shall have executive supervision over the activities of the Society within the scope provided by these Bylaws. The President shall:

- (1) Preside at all meetings;
- (2) Appoint the members of committees and delegates not otherwise listed in the Bylaws; and
- (3) Report on the activities of the Society.

Section 2. The Vice-President shall assume the duties of the President in the event of absence, incapacity or resignation of the President.

Section 3. The Secretary shall record the minutes of meetings of the Society and of the Board of Directors. The Secretary shall also prepare and submit the Society's official annual report.

Section 4. The Assistant Secretary shall assume the duties of the Secretary in the event of absence, incapacity or resignation of the Secretary.

Section 5. The Treasurer shall be responsible for the safekeeping of the Society funds and for maintaining adequate and accurate financial records.

The Treasurer shall:

- (1) Deposit all money received with a reliable banking company in the name of the Walkertown Area Historical Society, Inc.

- (2) Pay approved expenditures by numbered checks signed by the Treasurer, Assistant Treasurer or President;
- (3) Collect dues for memberships and other income sources; and
- (4) Render an annual report based on the Fiscal Year which shall be January 1 through December 31.

Section 6. The Assistant Treasurer shall assume the duties of the Treasurer in the event of absence, incapacity or resignation of the Treasurer.

Section 7. Until such time as the first officers of the Walkertown Area Historical Society, Inc. (WAHS) are elected, the Board of Directors shall be the Incorporators listed in the Articles of Incorporation filed with the Secretary of State of North Carolina on June 11, 2008. During the first year after the election of the first set of officers the Board of Directors shall consist of the above-mentioned Incorporators and the President, Vice-president, Secretary, and Treasurer. After that initial first year, the Board of Directors shall consist of the President (who shall be the presiding officer), Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, the Immediate Past President and Chairs of all standing committees except the Nominating Committee. The President and/or two other members of the Board of Directors shall have the power to call regular and special meetings of the Directors. The Board of Directors 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 otherwise assigned to it.

Section 8. The terms of the elected officers shall be for one year - July through June. The President may be re-elected to a consecutive term only one time.

ARTICLE IV Committees

Section 1. The Society shall have the following Standing Committees:

- (1) Program Committee:
Responsible for arranging suitable programs for the meeting and special events in cooperation with the other elected officers, and for sending "thank you" notes to speakers.
- (2) Membership Committee:
Responsible for membership drives and processing new candidates for membership. The Membership Chair shall maintain an accurate and up-to-date record of the membership at all times including name, category of membership, address, zip code and telephone number.
- (3) Archives Committee:
Shall be responsible for assembling and categorizing historic records.
- (4) Publicity Committee:
Shall be responsible for all media relations for the Society; i.e

newspaper, radio and television, and for special notices to membership when deemed appropriate by the Board of Directors. Communications to the membership by emails and the Society website are preferred.

(5) Nominating Committee:

The Nominating Committee shall be the Board of Directors. A slate of officers will be presented in May at which time the Officers will be elected and installed. The new officers will take over in July, the beginning of the next Membership Year.

Section 2. The President, in consultation with the Board of Directors, has the authority to:

- (1) Appoint the Chair and membership of standing and ad hoc committees;
- (2) Establish and terminate ad hoc committees;
- (3) Appoint someone to complete the term of an elected officer should a vacancy occur.

ARTICLE V
Financial Authority

Section 1. Treasurer, Assistant Treasurer or President is authorized to reimburse "out of pocket" expenses not to exceed fifty dollars (\$50.00) to members for Society business items. Reimbursements must be approved by two members of the Board of Directors (the Treasurer, Assistant Treasurer or President and any other Board member). A receipt must be presented before payments can be made.

Section 2. The Board is authorized to approve expenditures not to exceed \$300.00.

Section 3. All expenditures above \$300.00 must be approved by the membership. An exception is that the Board of Directors may approve reorder of fundraising items in excess of \$300 without general membership approval or vote.

ARTICLE VI
Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order shall govern the proceedings of the Society.

ARTICLE VII
Amendment to the Bylaws

These Bylaws may be amended (and/or revised) at a regular meeting of the Society by a two-thirds vote of those present. Proposed revisions of the Bylaws shall be presented at one meeting and shall be voted on at the next regularly scheduled meeting.

History of Amendments

Article V, Financial Authority. The following sentence was added on September 23, 2008. "Reimbursements must be approved by two members of the Board of Directors (the treasurer, assistant treasurer or president and any other Board member)."

Article I, Membership and Dues. Memorial Membership added as Section 7 on November 18, 2008.

Article IV, Committees. Section 1. subsection (6), Fundraising Committee. Added May 19, 2009.

Article V, Financial Authority, Section 3. The Board of Directors may approve reorder of fundraising items in excess of \$300 without general membership approval or vote. Added September, 2010.

Article IV, Committees, Section 2. Clarified President's authority to appoint, in consultation with the Board, committees, committee chairs and elected officers. Revised July, 2011.

Article III, Section 3. Duties of Officers and Directors. Removed responsibility of general meeting program planning from the Vice President's duties, and;
Article IV, Committees, Section 1, Subsection (1). Removed Vice President as Chair of Programs Committee. Revised May, 2012.