

THE HEBRON HISTORICAL SOCIETY

OF HEBRON, NEW HAMPSHIRE

BY-LAWS WITH AMENDMENTS

ADOPTED FEBRUARY 2, 1993

REVISED FEBRUARY 3, 2003

REVISED SEPTEMBER 11, 2010

The name of the organization shall be, "The Hebron Historical Society of Hebron, New Hampshire."

PURPOSE:

1. To promote an understanding and appreciation of Hebron's history, both past and present.
2. To accumulate, organize, and preserve materials (documents, diaries, photographs, letters, maps, accounts, tapes, etc.) pertaining to Hebron's history and to make those materials available to the interested public.
3. To work toward obtaining a proper place to store, preserve, and secure materials and other artifacts relating to Hebron.

MEMBERSHIP:

1. Membership shall be open to all persons interested in the history of Hebron.
2. There shall be four categories of membership based on the amount of dues paid.

<u>MEMBERSHIP TYPE</u>	<u>DUES</u>
Individual	\$ 10.00 annually
Family	\$ 15.00 annually
Junior (under 18)	\$ 5.00 annually
Life Member	\$100.00 single payment
Family Life Membership	\$150.00 single payment
Life Patron	\$ 200.00 single payment
Life Benefactor	\$ 400.00 single payment

OFFICERS:

1. The officers shall consist of a President, Vice-President, Secretary, and Treasurer. The officers shall be elected for a two year term from a slate of people presented by the nominating committee or nominated from the floor at the annual meeting of the membership. No officer can serve more than three consecutive terms in the same office. All elections will be conducted in public by a show of hands or by a voice vote. If the result is contested, it will then be done by a paper vote.

2. There shall be at least three Members-at-Large elected for one year terms from the membership at the annual meeting. The Members-at-Large, along with the President, Vice-President, Secretary, and Treasurer, shall constitute the Executive Board.

3. An Auditor shall be appointed by the Executive Board to review the accounts of the Society and present a report at the annual meeting.

4. The Nominating Committee and other committees as needed shall be appointed by the Executive Committee.

#### EXECUTIVE BOARD MEETINGS:

1. The Hebron Historical Society shall meet at least four times a year, but may meet more often at the discretion of the Executive Board.

2. All meetings shall be open to the public, and all programs presented shall pertain to the history of Hebron.

3. The Annual Meeting shall be held the second week in September for the election of officers, report of the auditor, review of the past year's activities, and to transact any other necessary business. All members will be notified by mail as to the time and place at least two weeks before the actual date.

#### ACQUISITION AND ACCESSIBILITY OF HISTORICAL MATERIALS:

1. Any gifts accepted by the Historical Society shall relate to the Town of Hebron, shall be freely given without qualification as to use or eventual disposition, and shall be, appropriate considering the constraints of security, space, and preservation.

2. A form will be completed and signed by the donor and the Executive Board giving the Hebron Historical Society the gift to use and dispose of as it sees fit and releasing all claims to the gift. A copy shall be kept on file and a copy given to the donor.

3. No gift shall be accepted without authorization by the Executive Board and duly noted in the minutes of the next scheduled meeting. Each acquisition shall be catalogued.

4. No acquisition of the Society may be disposed of without approval of the Executive Board. A form telling of the action taken is to be kept on file and noted in the minutes of the next scheduled meeting.

5. Authorization by the Executive Board must be given for materials to leave the collection for any reason. A log, which will remain with the collection, must be maintained to record the date, name of person borrowing the material and the date material was returned.

AMENDMENTS TO THE BY-LAWS:

1. The By-Laws may be amended by a majority vote of the members present at a scheduled meeting after all members have been notified of the proposed changes in writing at least two weeks before the meeting.

These revised by-laws were adopted at the Meeting on October 3, 2003 in the Hebron Academy, Hebron, New Hampshire.

\_\_\_\_\_ Ronald Collins, President

\_\_\_\_\_ Barbara Brooks, Vice President

\_\_\_\_\_ Kathy Begor, Secretary

\_\_\_\_\_ Arthur Cummings, Treasurer

Members at Large

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Howard Oedel   Roger LaFontaine   Doug McQuilkin   Carol McQuilkin

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Willa Lucarelli   Bill Lucarelli   Alan Barnard

AMENDMENT A – CONFLICT OF INTEREST

1. Any possible conflict of interest on the part of any member of the Executive Board 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 specific issue before the Board.

2. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested directors is required.

3. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a 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 from voting, and the actual vote itself.

4. 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.

5. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

## AMENDMENT B – APPOINTMENT OF OPERATING SUPPORT

1. The Board by a simple majority may appoint from time to time people to perform operations for the Society. These operations include but are not limited to: Archivist, Auditor and Bookkeeper.

2. Appointments made by the Board under this amendment are for one (1) year from the day of appointment and will terminate automatically on the first anniversary date unless the individual has been re-appointed by the Board for the subsequent year.

3. The single limitation to these appointments is that the Treasurer of The Hebron Historical Society can not be appointed as Auditor of the Society books.

## AMENDMENT C – PROGRAMS

1. The majority of programs presented in any given year shall pertain to the history of Hebron, NH.

2. All other programs shall be of a historic nature and interest to the members of the Hebron Historical Society and the general public.

3. All programs shall be open to the general public.

## AMENDMENT D – ELECTIONS AND APPOINTMENTS OF OFFICERS AND MEMBERS AT LARGE

1. In the event that any Hebron Historical Society officer is unable to complete the responsibilities of his/her term of office, a replacement can be appointed by a majority vote of the Executive Board at any time.

2. The Hebron Historical Society Executive Board may add Members-at-Large at any time during the year by a majority vote.