



THE COLUMBIA HISTORICAL SOCIETY, INC.

BY-LAWS

Article I – Name and Location

The name of this organization shall be The Columbia Historical Society, Incorporated, located in the Town of Columbia, Tolland County, Connecticut. It is hereinafter called the “Society”.

Article II – Purpose

The purpose of this Society shall be:

1. To encourage historical research, and make results available to members of the society and to the public;
2. To hold meetings on historical subjects for members and the public;
3. To discover, collect, and preserve whatever pertains to the history of Columbia, Connecticut.

Article III – Membership and Dues

1. Any person interested in participating in the activities of the organization may become a member by application to the Society and payment of dues. Honorary members may be selected by the Executive Board in recognition of outstanding work in historical research or other activities of the Society.
2. Dues for individual, family and life members will be recommended by the Executive Board and approved by the members. A family shall include a domestic household such as husband and wife and dependent children.
3. The dues year will run from annual meeting to annual meeting, or a consecutive twelve month period ending in March.

Article IV – Officers and Executive Board

1. The officers shall be President, Vice-President, Secretary, and Treasurer.
2. The Executive Board shall include the officers, and a total of three to eight elected Directors, and the immediate Past President. It shall have general charge of the affairs of the Society except that decisions on major expenditures shall be referred to the whole Society.
3. The Board shall appoint an Auditing Committee prior to the annual meeting each year, and shall advise the President on other committee appointments.
4. Duties of Officers:
 - A. The President shall preside over all meetings of the Society and of the Executive Board, serve as consultant in all matters important to the work of the Society, and appoint the chairman of all committees except Nominating and Program, in consultation with the Executive Board.
 - B. The Vice-President shall preside over all meetings of the Society and the Executive Board in the absence of the President, perform all other duties of the President in the event he/she is incapacitated or unable to serve, and serve as chairman of the Program Committee.
 - C. The Secretary shall keep records of the meetings of the Society and of the Executive Board, and conduct the correspondence of the Society.
 - D. The Treasurer shall have charge of the funds and any securities of the Society, deposit moneys in the bank or banks designated by the Executive Board to the credit of The Columbia Historical Society, Inc., pay all bills as approved by the Executive Board, submit an audited report at the annual meeting, and issue receipts to members on payment of dues. The Treasurer shall be bonded in an amount to be determined by the Executive Board.
 - E. The Society shall operate in a manner consistent with the laws of the State of Connecticut and successive IRS letter rulings as a section 501c (3) tax-exempt organization, as described in sections 509(a) (1) and 170(b) (1) (A) (vi) of the revenue code or successor letter rulings.

Article V – Committees (Method of appointment under IV. 3. A.)

1. Standing Committees. The Chairman of each will choose other members.
 - A. Program – responsible for planning the program for all regular membership meetings.

- B. Ways & Means – responsible for fund-raising activities of the Society.
 - C. Membership – concerned with increasing the membership of the Society.
 - D. Newsletter & Publicity – prepares the periodic newsletter and submits publicity to newspaper correspondents. Frequency of publication will be recommended by the Newsletter and Publicity Chair to the Executive Board.
2. Special Committees shall be appointed as the need arises.
 3. A Nominating Committee Chair shall be elected from the floor at the meeting prior to the annual meeting. His duty shall be to nominate a slate of officers and directors to present at the annual meeting, and to nominate to fill any vacancies which occur during the following year.
 4. The Auditing Committee shall audit the Treasurer’s books prior to the annual meeting or at the request of the Executive Board.

Article VI – Terms of Office and Elections

1. The President, Vice President, Treasurer, and Nominating Committee Chair shall be elected for a two-year term, and other officers and all directors for a one year term or until their successors are elected. Any officer or director may serve more than one term.
2. Elections shall take place at the annual meeting. Vacancies may be filled by election at any regular meeting.

Article VII – Meetings and Quorums

1. There shall be at least four regular membership meetings a year, held at the call of the President.
2. The annual meeting will be held in April.
3. Special meetings may be held at the call of the President or three Executive Board members.
4. A quorum at any membership meeting of the Society shall consist of ten members.
5. The Executive Board shall meet at least four times a year, and five members shall constitute a quorum. Electronic vote by means of telephone or timely e-mail correspondence shall be recognized in extraordinary circumstances when on-site meetings cannot be conducted.

Article VIII – Funds and Other Assets

1. The Society may receive, hold, or dispose of gifts or legacies as it devides for its purposes unless stated differently by and negotiated with the gifter or donor.
2. Said Society may own, acquire, buy, sell, or mortgage real estate and any interest of any kind whatsoever therein, and may purchase, lease, or otherwise acquire or dispose of all kinds of real and personal property which the Society may deem necessary or convenient for the purposes of the Society.
3. All funds of the Society shall be used exclusively for the purposes of the Society or the operations thereof, and no officer, member, agent or employee of the Society shall receive any pecuniary profit or benefit from the earnings or funds of the Society except reasonable compensation for services in effecting one or more of the Society’s purposes.
4. In the event of the dissolution of the Society, at any time after the payment of all liabilities of the Society, all assets, funds, collections, or property remaining shall be conveyed to a Connecticut not for profit organization whose mission is consistent with that of the Society. First consideration would be given to the Saxton B. Little Library, for safekeeping within the Archives of the Saxton B. Little Free Library, Inc., Columbia, Tolland County, Connecticut.

Article IX – Fiscal Year

The Fiscal year for the Society shall be January 1 through December 31 of the calendar year.

Article X – Amendments

These By-Laws may be amended by a two-thirds vote of those present at any regular meeting, provided that the proposed amendments have been presented at a previous meeting and a copy sent to each member at least five days before the meeting at which action is to be taken.

Article XI – Parliamentary Authority

Robert’s Rules of Order, Revised, shall be the Society’s parliamentary authority when they are not inconsistent with these By-Laws.

Effective date: November 11, 2012.