

BY-LAWS OF THE LEDYARD HISTORICAL SOCIETY, INC.

(Adopted by the membership, May 3, 2002)

ARTICLE I

NAME

This organization shall be called the Ledyard Historical Society, Inc.

ARTICLE II

PURPOSE

The purpose of the Society shall be the collection and/or preservation of objects, buildings, and places related to the history of Ledyard and the study of historical and genealogical subjects of the town and surrounding area, and the dissemination of this information through programs, assisting research related to the town history and funding educational opportunities considered to further the interests of the Society.

ARTICLE III

MEMBERSHIP AND DUES

Section 1. The membership of the Society shall consist of six classes: active, family, patron, senior, life and honorary life members.

Active members shall be those who are interested in participation in the projects of the Society and shall be eligible to vote and to hold office.

Family members shall consist of members of a family residing in the same household who are interested in participation in the work of the Society. Each member of the family shall be entitled to attend meetings of the Society and family members 18 years of age or older shall be entitled to vote and hold office.

Patron members shall consist of those members interested in participating in the work of the Society and provide financial support by the payment of the dues designated for said class. They shall be entitled to the privileges of active membership.

Senior members shall consist of those members 62 years of age and older who are interested in participating in the work of the Society. They shall be entitled to the privileges of active membership.

Life members shall be members who make substantial gifts of money or property to the Society and are designated as such by the Executive Board. They shall be entitled to the privileges of active membership for life.

Honorary Life members may be selected by the Executive Board and shall be persons who have rendered important services in historical research or other projects of the Society. They shall be entitled to the privileges of active membership.

The annual dues for Active, Family, Patron, and Senior members and the minimum contribution for Life Membership shall be determined by the Executive Board, subject to the requirement that, prior to the adoption of any increase in the schedule of dues, the Executive Board shall report to the meeting of the members immediately preceding the Annual Meeting. The approval of a majority of those members voting at said meeting shall be required to enact said increase. Active membership shall be awarded annually to the Mayor of the Town of Ledyard.

Section 2. Membership shall be by application to the Society and by payment of dues.

Section 3. A copy of the by-laws shall be presented to each member upon admission to the Society. In case of delinquency in payment of dues, the Membership Chair shall notify the member in arrears. Membership shall cease once a member is in arrears for twelve months.

ARTICLE IV
OFFICERS AND STANDING COMMITTEES

Section 1. The officers of this Society shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. Executive Board: The Executive Board shall consist of the elected officers, the immediate past President, the chairs of standing committees, and up to four members-at-large. It shall have general charge of the affairs and properties of the Society. It may fill vacancies in any office until the next annual meeting of the Society.

Quorum: Six (6) members of the Executive Board at a meeting shall constitute a quorum.

Committees:

The Program Committee shall plan programs for the four regular meetings of the Society.

The Ways and Means Committee shall have charge of the fund-raising activities of the Society.

The Public Relations Committee shall be responsible for keeping the public informed of the activities of the Society.

The Membership Committee shall endeavor to increase the membership of the Society. The Membership Chair shall maintain records of individual dues status, receive dues from each member and deposit the. dues with the Treasurer. The Membership Chair shall send members receipts for payment of their dues; in case of applicants, this receipt and a copy of the By-laws shall formalize their membership. The Membership Chair shall send reminders of dues-delinquent members immediately after the fall meeting.

The School House Committee shall be responsible for operation and maintenance the of the Second District school house owned by the Society.

The Newsletter Committee shall gather news of the Society and keep the membership and interested friends informed of the Society activities through periodic newsletters. The newsletter preceding the Annual meeting shall contain notice that dues are due and payable at the Annual meeting.

The Hospitality Committee shall be responsible for planning for and serving refreshments.

The Education Committee shall have charge of the educational programs, scholarships and other educational endeavors undertaken by the Society. If a scholarship is to be awarded, the committee shall determine the criteria for its award, solicit applicants and choose the recipient. The amount of the scholarship shall be determined by the Executive Board.

The Publications Committee shall oversee the Society's publication efforts. This includes printing and reprinting of books, maps, pamphlets and other printed materials and distribution and selling of these items.

Curator: The Curator shall accession all properties of the Society and be responsible for their maintenance. The Curator shall also bring to the attention of the Board items that should be purchased, sold or returned. The Board may authorize discretionary authority for the Curator to purchase items for the Society with the oversight and approval of the President and Treasurer.

Historian: The Historian shall be the Society's principal point of contact for matters of local history, history of the Society itself, and liaison with other organizations, such as the Historic District Commission and other town and regional agencies. The Historian shall also be the focal point for queries from citizens on historic matters.

Research Facility Chair: The Research Facility Chair shall have charge of the Society's research facility, including scheduling, staffing and operations. The chair shall accession all documents, books and photographs belonging to the Society and insure their safekeeping.

ARTICLE V
DUTIES OF OFFICERS

President: The President shall preside at all meetings of the Society and of the Executive Board and shall have general charge of the affairs and property of the Society, and shall be a member ex-officio of all committees, except that of the nominations.

Vice President: The Vice President shall preside in the absence or disability of the President.

Secretary: The Secretary shall keep a record of the proceedings of the Society, including the Executive Board, and shall perform such duties as pertain to the office. A copy of the minutes of every meeting shall be given to the President promptly after each meeting.

Treasurer: The Treasurer shall have charge of the funds and securities of the Society and shall deposit them in such bank or banks as the Executive Board may designate to the credit of the Ledyard Historical Society. The Treasurer shall disperse these funds for payment of bills, as approved for payment by the Executive Board. The Treasurer shall present a statement at every meeting of the Society and of the Executive Board and shall render in the September newsletter a fully itemized and audited report from July 1 through June 30 (the fiscal year). The Treasurer shall be bonded, when deemed necessary by the Executive Board, in an amount set by the Board, the cost to be borne by the Society. The Treasurer shall be responsible for filing any returns required by local, state or federal authorities regarding the Society's funds and assets. In the absence or disability of the Treasurer, the President shall perform the duties of the Treasurer.

ARTICLE VI
NOMINATIONS AND ELECTIONS

Nominations: The Executive Board shall appoint a Nominating Committee consisting of three (3) members at the Board meeting prior to the March meeting. The Nominating Committee shall prepare and present a list of officers and chairs of the Standing Committees and Members-at-Large to be voted on at the May annual meeting. A majority vote of the members attending the annual meeting shall be necessary for election.

Elections: The officers, members at large and chairs of standing committee shall be elected at the Annual Meeting. All except the treasurer shall take office at the conclusion of the annual meeting. The Treasurer shall take office at the beginning of the fiscal year following the annual meeting.

Terms of Office: All officers shall be elected for two-year terms. Members at large and committee chairs shall be elected annually. Officers shall be limited to serving two consecutive terms.

ARTICLE VII
MEETINGS

Section 1: There shall be at least four regular meetings of the Society each year: usually in October, December, March and May. Notice of meetings shall be given in the Newsletter.

Section 2: Twelve (12) members of the Society present at any meeting shall constitute a quorum.

Section 3: The annual meeting shall be the May meeting. At this meeting, officers and committee chairs shall present written reports of the year's work, when requested by the Executive Board.

Section 4: Special meetings shall be called at the request of the President or upon written request of five members, the business of the meeting to be stated on the call, and no other business shall be transacted except as specified on the call. Members shall be notified of special meetings in the same manner as for regular meetings.

Section 5: The Executive Board shall meet at least four times annually, no less than ten days prior to any regular meeting of the Society. Additional meetings may be held at the call of the President or the written request of any four members of the Board.

Section 6: If urgent action is needed by the Board, the President may authorize an electronic or telephone vote of the members of the Board. Seventy-five percent (75 %) must be reached to make it a legal vote and a two-thirds (2/3) majority of those reached, to pass the item.

ARTICLE VIII
FISCAL MATTERS

Fiscal Year: The fiscal year of the Society shall run from July 1 until June 30 of the following calendar year.

Budget and Expenditures: At each annual meeting, the Society shall adopt a budget for the following fiscal year. A proposed budget shall be presented to the Executive Board by the Treasurer and President no later than the Board meeting prior to the annual meeting. This budget, as amended and voted by the Board, shall be presented to the membership for action at the annual meeting. Any expenditure that would raise the budget more than 25 percent for any given category shall require approval by the Executive Board. Excess expenditures greater than 50 percent of the budgeted amount shall be submitted to the membership for action at a meeting.

Audits: The Executive Board shall appoint an auditor or auditing committee prior to the annual meeting. The auditor or committee shall audit the Society's books at the conclusion of the fiscal year and report to the membership. The audit report shall be published in the autumn newsletter.

No part of the net earnings of the Society shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these By-Laws, the Society shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or corresponding section of any future tax code.

ARTICLE IX
AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote of the members present and voting at a regular meeting of the Society, provided that the proposed amendment has been presented at a previous regular meeting of the Society and a copy of the proposed amendment sent to each member at least five days before the date of the meeting at which it is to be acted upon.

These By-Laws shall go into effect immediately upon their adoption. Robert's Rules of Order, Revised, shall govern the Society.

ARTICLE X
TERMINATION

In the event of the liquidation, dissolution, or winding up of the Society, its assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Society is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated for such purposes.

* By-Laws amended 1/83, 5/86, 10/89, 5/93, 3/94, 3/98 and 5/02