Trumbull County Historical Society

By Laws
As Revised April 16, 2009

Mission Statement

From: ***Articles of Incorporation, Article III***

"The purpose or purposes for which said corporation is formed are: The investigation, collection, acquisition, and preservation of interesting historical information, facts, documents, real and personal property having historical value, and especially such as relate to the early history of the Connecticut Western Reserve;

"And the publication and dissemination of historical data, the collection of moneys, the receiving of gifts and bequests for historical purposes, and the doing of all things necessary and incident thereto, including but not limited to purchasing, acquiring, holding, conveying, leasing, mortgaging, or borrowing money and issuing, selling, or pledging bonds, promissory notes, indebtedness, payable at a specified time(s), or payable upon the happening of specific event(s), whether secured by mortgage, pledge or otherwise, or unsecured."

Article I
Membership & Dues

A. Any person interested in the history of the Connecticut Western Reserve, especially that area included in what is now designated Trumbull County, may apply for membership in any classification of membership, and, on tendering the applicable dues, shall become a member.

B. The annual dues structure shall be set and adopted by the Board of Trustees.

C. Membership categories shall be:
   a. Individual
   b. Family
   c. Student
   d. Business & Organizations
   e. Life
   f. Patron Contribution

D. Annual dues for the succeeding year shall be payable in advance by December 31st. A dues notice shall be sent to each member by November l5th with a second notice to be mailed on January 1st, if necessary. If an individual's dues remain unpaid by the end of March, membership will be forfeited.

Article II
Trustees: Qualifications, Powers & Duties

A. The government of the Society and the preservation, care and management of its property shall be vested in the Board of Trustees, which shall be twenty-five (25) members of the Society.

B. The Board of Trustees shall be elected by the membership, giving representation to as wide an area of the county as possible.

C. Said Trustees shall serve a term of three (3) years and until their successors are elected or appointed, and qualified. The Board of Trustees may fill any trustee vacancy by appointing a successor to serve the remainder of a term.

D. Any trustee missing three (3) consecutive board meetings without being excused may have his/her membership on the Board of Trustees terminated by letter for the remainder of that term.

E. A trustee may serve for two successive terms, and then be ineligible for re-election for one (1) year. An officer shall be exempted from the two-term limit so long as the officer is re-nominated for such office prior to the end of such officer's current term. The exemption period shall be limited to a maximum of three (3) years.

F. The Board is responsible for maintaining a policy handbook for the effective operations of the Society.

Article III
Schedule, Quorum & Voting for Meetings

A. The annual meeting of the membership shall be held at a date each year determined by the Board of Trustees, preferably during the month of April.

B. Special meetings of the membership may be called by the President or they may be called jointly by the President and the Board of Trustees.

C. Active members in attendance at an annual or special meeting of the membership shall constitute a quorum.

D. Each member shall have one (1) vote.

E. The Board of Trustees shall hold not less than nine monthly meetings each year at a time and place to be agreed upon. Special meetings may be called by the President, or at the

written request of any three (3) members of the Board, Three (3) days notice of each meeting shall be mailed by the Corresponding Secretary, or notice of meeting may be waived by the Trustees present.

F. The board members present at a board meeting shall be considered a quorum and a majority of those present will suffice to pass a motion.

G. The Board of Trustees may provide for the voting by proxy at any of its meetings, by including with the notice of meeting a form of proxy, and specifying to whom and by what time it must be returned to be effective.

Article IV
Election & Duties of Officers & Trustees

A. At the first (1st) meeting of the Board of Trustees following the annual membership meeting the Trustees shall elect from their membership a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer & Assistant Treasurer, to serve a term of one (1) year and until their successors are elected and qualified. Any officer may serve successive terms without limitation so long as be or she is a member of the Board of Trustees.

B. The President shall have executive supervision over the activities of the Society within the scope provided by these By-Laws. The President shall preside at all meetings; shall report annually on the activities of the Society; shall appoint committees and delegates not otherwise provided for and shall be an ex-officio member of all committees except the Auditing Committee and the Nominations Committee; and shall perform other duties in regard thereto as from time to time may be determined by the Board of Trustees.

C. The Vice President shall assume the duties of the President in the event of the absence, incapacity or resignation of the President, and perform such special duties as assigned by the President, and shall perform such other duties in regard thereto as may front time to time be determined by the Board of Trustees.

D. The Recording Secretary shall keep the minutes of the meetings of the Society and the Board of Trustees, maintain a list of members and render an annual report, and shall perform such other duties in regard thereto as may from time to time be determined by the Board of Trustees.

E. The Corresponding Secretary shall carry on all correspondence for the Society as specified by the Board of Trustees, and shall perform such other duties as may from time to time be determined by the Board of Trustees.

F. The Treasurer shall be responsible for the safekeeping of Society funds; maintain adequate financial records; and shall deposit all monies received by him or her with a

reliable banking company in the name of The Trumbull County Historical Society. Monies shall be paid by numbered checks signed by the Treasurer or any other authorized officer. The Treasurer shall collect dues, contributions, and all other monies; shall render an annual report based on the calendar year; shall file all required government forms; shall file a Subsequent Appointment of Statutory Agent, should the statutory agent cease, resign, or fail for any reason to act as the statutory agent; and shall perform other such duties as may from time to time be determined by the Board of Trustees. The Treasurer shall furnish bond as determined by the Board of Trustees. The position of assistant to the treasurer shall be established with the duties to be the same as the treasurer in his or her absence.

G. The Executive Committee shall consist of the six (6) elected officers and the Immediate Past President. A majority of the Executive Committee shall constitute a quorum for the transaction of business. This committee is empowered to act for the Trustees and the Society in case of any emergency.

H. The Immediate Past President shall serve a term of one year on the Board of Trustees with a full vote and a voice in the deliberations of said Board.

Article V
Committees

A. The Society shall have the following standing committees, all of which, except for the Publications and Publicity committees, shall meet a minimum of four times per year:

   a. Membership Committee: Responsible for maintaining current membership rolls. Conducts regular campaigns to increase membership.

   b. Museum Committee: Responsible for the collecting, cataloging, exhibiting, care, cleaning, repair, and storage of furniture, clothing, household items, tools, and other artifacts in the Society's collection; train and schedule docents; recommend and review annually a collection development policy for Board consideration and adoption.

   c. Library Committee: Responsible for the collecting, cataloging, and preservation of books, manuscripts, photographs, multimedia Items, newspapers, and related materials in the Society's collection; recommend and review annually a collection development policy for Board Consideration and adoption. Also responsible for organizing these holdings for research use and the reference needs of visitors.

   d. Program Committee: Responsible for arranging a yearly schedule of four (4) to six (6) program meetings at Trumbull County/Western Reserve locations, and also responsible for historical travel tours.

e. Education Committee: Responsible for speaker's program materials; traveling exhibits for schools; and maintain the Society's Web site.

f. A list of available speakers shall be maintained for use by clubs and organizations. Materials and visual aids for program speakers shall be developed.

g. Publications Committee: Responsible for publishing the newsletter, Trump of Fame, four (4) to six (6) times annually, with appropriate notice for membership meetings.

    i. In addition to the newsletter, this committee may publish individual research studies, a quarterly bulletin, or books, which are related to the Society’s activities.

h. Publicity Committee: Responsible for all media coverage related to Society activities.

i. Finance Committee: Responsible for setting the annual budget, including routine and planned capital expenditures, to be submitted for approval by the Trustees; Raising money, including applications for grants; routine and capital fund raising solicitations, sales and raffles. The Treasurer and Assistant Treasurer are de facto members of this committee, but shall not be required to chair it.

j. Historic Sites Committee: Responsible for historic preservation projects, including the historical markers program, the recognition awards for historic preservation, and consultation on conservation of buildings and sites.

    i. This committee shall be responsible for the century marker program for Trumbull County buildings and the marker program for notable structures that are at least fifty years of age.
    ii. The Historic Preservation Awards program shall be conducted to provide recognition for notable achievements in Trumbull County preservation efforts.
    iii. This committee will serve as a consultant to all Society committees working on preservation projects and to community projects where appropriate.

k. Property Management Committee: Responsible for maintaining all buildings and or land owned by the Society in the best possible condition at all times.

    i. This committee shaft arrange for the procurement of necessary property repairs as well as the procurement of equipment for repairs of buildings and round maintenance according to applicable Society rules

and regulations.

ii. This committee shall be responsible for the rental of Society properties and the management of leased properties.

l. Nominations Committee: Responsible for nominating candidates for the Board of Trustees to be elected at the annual meeting, with provisions for nominations from the floor to be maintained. The Nominations Committee shall also prepare a slate of officer candidates for election at the first meeting of the Board of Trustees following the annual meeting.

m. Auditing Committee: Responsible for conducting an annual audit of the Treasurer*s records and the monies deposited in various accounts. The Audit Committee shall give a report at the annual meeting.

B. The President shall appoint members and chairpersons of the standing committees. The President shall also appoint members and chairpersons of special committees as may be authorized from time to time by the Board of Trustees to carry on the necessary work of the Society.

Article VI
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation and By-Laws and any special rules of order the Society may adopt.

Article VII
Disposition of Collections

A. In the event of the dissolution of The Trumbull County Historical Society, after payment, or provision for payment, of all liabilities of the Society, the Trustees shall dispose of the assets of the Society to the Warren Library Association, the Trustees of the Warren-Trumbull County Public Library and/or to other appropriate historical societies or museums.

B. Any assets of the Society not so disposed of shall be disposed of by the Court of Common Pleas, Probate Division, of the county in which the principle office of the Society is then located, exclusively for the purposes set forth in the Articles of incorporation of the Society and these By-laws, to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purpose.

Article VIII
Affiliation

The Society may enroll as an institutional member of any state, county or other historical association or society upon the vote of the Board of Trustees, and make reports to these societies or associations. Whenever feasible, the Society may send a one or more delegate(s) to represent it at meetings of state or other historical societies or associations.

Article IX
Amendment to the By-Laws

A. These By-Laws may be amended at an annual or special meeting of the membership by a majority vote of the members present, provided that a written notice of the proposed amendment shall have been mailed not less than ten (10) days prior to the date of said meeting, or publication of notice may be made in a paper of general circulation in Trumbull County by one (1) insertion ten (10) days prior to the meeting.

B. The By-Laws Committee shall be responsible for publishing any newly amended and approved By-Laws on the Society's website.