



**CONSTITUTION OF THE RUSH HISTORICAL SOCIETY  
RUSH, NEW YORK**

**PREAMBLE**

We hereby organize the Rush Historical Society as a non-profit organization established under the laws of the State of New York, whose activities will include but not be limited to conducting public discussion groups, forums, panels, lectures, and trips that will educate members and their guests about the history of Rush and the surrounding area.

**ARTICLE I – NAME**

The name of this organization shall be **THE RUSH HISTORICAL SOCIETY**. All other names are abolished by this Constitution.

**ARTICLE II – PURPOSE**

The purpose of the organization is to educate the public about the history of the Town of Rush, New York, to promote an interest in this history and to help in the preservation of this history.

**ARTICLE III – MEMBERSHIP**

The Society will consist of members who wish to dedicate themselves to the above stated purpose of this organization. Membership dues will be collected annually. Membership will not be limited by gender, age, race, creed, color or national origin.

**ARTICLE IV – DUES**

Annual dues shall be set by the Executive Committee as approved by the general membership at the annual meeting.

Memberships offered: Individual, Family, Family Contributing, Family Supporting, Business/ Professional and Patron.

**ARTICLE V – EXECUTIVE COMMITTEE**

An Executive Committee shall be established to execute the administrative functions as are deemed necessary to carry out the purpose of the Society.

Executive Committee meetings shall be held no less than four times per year. Officers shall be required to attend at least three meetings. Executive Committee members are expected to maintain

current membership in the Rush Historical Society and shall receive no salary for serving as an officer of the organization. Executive meetings will be open to the public.

### **Section 1. Officers**

The Executive Committee shall be:

President (or Co-presidents), Vice-president (or in the event of Co-presidents, may be omitted), Secretary and Treasurer.

### **Section 2. Duties of Officers**

The duties of the officers shall be outlined in the by-laws.

### **Section 3. Terms of the Officers**

**A.** All officers shall be elected for one year. March 1 to February 28 shall be considered as one term.

**B.** Officers may serve three (3) consecutive terms in any one position. Terms in office may be extended beyond the three years by a majority vote (51%) of the membership. Officers may not hold more than one Executive Committee position simultaneously, except in the absence of people willing to assume vacant positions.

**C.** Officers must be a member of the Society at the time of election and must intend to remain in the Society for the duration of the term.

**D.** Officers shall be residents of Rush unless no residents are willing to serve in an officer position.

### **Section 4. Election of Officers**

**A.** The officers shall be nominated by a Nominating Committee. Elections shall be conducted through a mailed ballot to the current eligible members. Ballots shall include a provision for write - in candidates. Ballots may be returned to the Society by mail. Election by the general membership of the Rush Historical Society shall be by a majority vote (51%) of the membership. Paper ballots shall be retained by the Secretary for six (6) months following the election. Results shall be announced at the last meeting of the year.

### **Section 5. Quorum**

**A.** One fifth of the membership in good standing shall constitute a quorum.

**B.** Three officers shall constitute a quorum of the Executive Committee.

### **Section 6: Responsibilities of the Executive Board**

#### **A. Purpose**

To promote, sponsor or support any activity that follows the guidelines of the Society as stated in Article II.

#### **B. Responsibilities**

1. Provide the members with an annual financial report at the April meeting.
2. Develop and present programs for the general membership.

## **ARTICLE VII - MEETINGS**

In addition to the Executive Committee meetings, there shall be no less than one (1) general membership meeting each year. Additional meetings may be held at the discretion of the President.

## **ARTICLE VIII - IMPEACHMENT**

Grounds for removal of any officer will be negligence of duty, or any actions that are considered a direct violation of this Constitution. Upon notice of such improprieties, the remaining officers will

appoint an Impeachment Committee to study the charges and make recommendation to the Executive Committee. The Impeachment Committee shall consist of one member from the Executive Committee and two members from the Society. If the recommendation is for impeachment, a hearing must be held before the Executive Committee where the person or persons involved will have the opportunity to present their case. If at the end of the hearing the decision is for impeachment by a majority vote of the Executive Committee members present, the person or persons shall be removed from office.

#### **ARTICLE IX – ADOPTION**

This Constitution shall be adopted and become effective with the approval of a majority vote at a general membership meeting where at least a quorum of the general membership is present.

#### **ARTICLE X – AMENDMENTS**

This Constitution may be amended with a two-thirds vote of those members present and eligible to vote at a general membership meeting providing there is a quorum (one-fifth of total membership) of general members present. Notice of the amendment and pending vote shall be made at a previous meeting or by mail or phone.

#### **ARTICLE XI – NET EARNINGS**

No part of the earnings of the organization will inure to the benefit of any member, trustee, director, officer of the organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee or officer of the organization or any private individual will be entitled to share in the distribution of any of the organization's assets on the dissolution of the organization.

#### **ARTICLE XII**

##### **PROPOGANDA, INFLUENCING LEGISLATION, POLITICAL CAMPAIGNS**

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, (except as otherwise provided by the Internal Revenue Service Code 501[h]), 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.

#### **ARTICLE XIII – DISOLUTION**

The Rush Historical Society may be dissolved under the following circumstances: There are no funds available to carry out the purposes of the society, and/or there is no viable group of people who can carry out the activities of the group.

In the event of dissolution, all of the remaining assets and property of the organization will, after necessary expenses thereof, be given to the Town Board of Rush to be used to assist the Town Historian.

#### **ARTICLE XIV – INCORPORATION**

If in the future it is deemed necessary to incorporate under the laws of the State of New York, the Executive Committee may vote to do so. After approval by a majority vote of members of the Executive Committee, the Treasurer may prepare and apply for incorporation.

January 20



**BY - LAWS OF THE  
RUSH HISTORICAL SOCIETY**

**I. Duties of the Officers:**

**A. President (or Co-presidents)**

1. Preside at all meetings.
2. Appoint chairpersons of committees as necessary.
3. Recommend new officers, if necessary, to the membership. A majority (51%) of the members present and eligible to vote must approve the recommendation.
4. Shall authorize expenditures of up to \$100 from the Historical Society treasury. Expenditures over \$100 shall be approved by the Executive Committee.
5. Shall appoint a Nominating Committee each year.
6. Shall prepare an agenda for all meetings.
7. Shall represent the organization to the public.
8. Is authorized to sign checks in the absence of the Treasurer.

**B. Vice - president**

1. Shall assume all duties of the President in the event of absence.
2. Shall chair committees and provide assistance to the President when asked.
3. Shall chair the Nominating Committee.

**C. Secretary**

1. Compile and keep a current membership list with the assistance of the Treasurer.
2. Take and keep accurate minutes of all meetings and distribute as necessary.
3. Notify all members of any upcoming meetings or events and send a copy of the agenda with assistance from the President.
4. Prepare and type all materials requested by the officers.
5. Answer all correspondence as requested by the officers.

**D. Treasurer**

1. Keep clear, concise financial records of the Rush Historical Society according to generally accepted accounting procedures.
2. Receive all monies payable to the Rush Historical Society and make all payments with the approval of the President or the Executive Committee.
3. Submit a financial report at the meetings of the Executive Committee.
4. Submit a year - end financial report at the March Transitional meeting.

5. In conjunction with the President, sends written acknowledgement of all donations.
6. In conjunction with the President, represents the Society and Executive Committee when dealing with the State Attorney General's Office and the Internal Revenue Service.
7. Files all necessary documents required by the State Attorney General's Office and the Internal Revenue Service.

## **II. Committees**

- A. All committees shall be appointed by the Society President.
- B. Any committee will serve at the will of the Executive Committee.
- C. Committee chairs may be asked to attend an Executive Committee meeting or submit a written report.
- D. The Nominating Committee shall be chaired by the Vice-president with two members from the general membership.