

RUSH HISTORICAL SOCIETY

BYLAWS

ARTICLE I: NAME

The name of this society shall be the Rush Historical Society (hereinafter referred to as the Society) located at: 5977 East Henrietta Road, Rush, New York 14543 c/o the Rush Town Historian.

ARTICLE II: PURPOSE

The purposes of this Society shall be:

- To educate the citizens of the Town of Rush, New York and the general public about the history of the Town and surrounding area.
- To provide educational resources for, and work in cooperation with, local schools and other educational organizations.
- To collect, preserve, display and make available for study: artifacts, books, manuscripts, papers, photographs and other records and materials relating to the history of the Town of Rush and surrounding area.
- To encourage the suitable marking of places of historic interest.

ARTICLE III: MEMBERSHIP AND DUES

Membership shall be conferred upon any person, business or organization interested in the history of the Town of Rush; who applies for membership in an appropriate classification of membership and who pays the necessary dues. Membership will not be limited by gender, race, creed, color or national origin.

The categories of membership, annual dues for members and the membership year shall be established by the Board.

To be considered a member in good standing, the member must be current in the payment of dues. Annual dues shall be payable in advance. Members in arrears for more than 6 months after payment is due shall be dropped from membership.

The membership year is the calendar year January through December.

ARTICLE IV: OFFICERS AND BOARD

Section 1. Officers

The Board shall include:

President or Co-Presidents

Vice President (in the event of Co-Presidents, may be omitted)

Secretary

Treasurer

Section 2. Board Members

The Board shall be made up of a combination of:

Officers

Committee Chairs

Founding Members

Members in good standing

Section 3. Duties of Officers

A. President (or Co-Presidents)

1. Preside at all meetings
2. Appoint chairpersons of committees as necessary.
3. Shall authorize expenditures of up to \$100 from the Society Treasury.
4. Shall appoint a Nomination Committee each year at least three months prior to the annual meeting
5. Shall prepare or review agendas for all meetings.
6. Shall present the organization to the public.
7. 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.

C. Secretary

1. Maintain a current membership list with the assistance of the Treasurer and Chair of the Membership Committee.
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/s.
4. Prepare and type all materials requested by the President/s
5. Answer all correspondence as requested by the Board
6. File the annual report for the Society with the NYS Education Department annually

D. Treasurer

1. Keep clear, concise financial records of the Rush Historical Society according to general 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 Board.
3. Submit a financial report at the meetings of the Board.
4. Submit a year-end financial report at the Annual Meeting.
5. In conjunction with the President/s, sends written acknowledgement of all donations.
6. In conjunction with the President/s, represents the Society and Board when dealing with the State Attorney General's Office and the Internal Revenue Service.
7. File all necessary documents required by the State Attorney General's Office and the Internal Revenue Service.

Section 4. Terms of Officers/Board

- A. All officers shall serve a three year term. Calendar year (January 1 - December 31).
- B. Officers may serve two (2) consecutive terms in any one position. Terms may be extended one additional year by a majority vote (51%) of the membership. Officers may not hold more than one Executive position simultaneously, except in the absence of people willing to assume vacant positions.

- C. Board Members (not officers) will serve a three year term.
- D. Officers/board members must be a member of the Society at the time of election or appointment and must intend to remain a member in good standing in the Society for the duration of the term.
- E. Officers/board members shall be residents of Rush, unless no residents are willing to serve in an officer/board position.

Section 5. Election of Officers

- A. All Officers shall be nominated by a Nominating Committee.
- B. The Nominating Chair should be a past president or outgoing board member not seeking a new term.
- C. Elections shall be conducted through a mailed ballot to the current eligible members. Ballots shall include provision for write-in candidates. Ballots may be returned to the Society by mail by the specified due date.
- D. Election by the general membership of the Rush Historical Society shall be by a majority vote (51%) of the membership voting
- E. 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 6. Appointment of Board Members

- A. Members of the Historical Society may request to be on the Board.
- B. Prospective Board members will complete a brief questionnaire to be reviewed and voted on by the Current Board.

Section 7. Responsibilities of the Board

- A. The board shall consist of the board members of the Rush Historical Society and the Officers as elected by the membership at the annual meeting, with a non-voting town liaison, currently the Town Historian.
- B. The Board is responsible for all Society functions and reporting requirements.
- C. Officers are elected by the membership and sworn in at the annual meeting.
- D. The Board shall consist of no less than 5 members and no more than 11.

Section 8. Committees

- A. All committees shall be appointed by the Board.
- B. Any committee will serve at the will of the Board.
- C. Committee chairs will be asked to attend Board Meetings or submit a written report.

ARTICLE V: MEETINGS AND QUORUM FOR MEETINGS

- A. Annual meetings of the Society shall be held once a year, as determined by the Board.
- B. Special meetings of the Society may be called by the President/s.
- C. One fifth of the members in good standing of the Society shall constitute a quorum for all meetings of the Society.
- D. The Board shall generally meet monthly on a day determined by the Board.
- E. Special meetings of the Board may be called by the President/s.
- F. 51% of the members of the Board shall constitute a quorum for meetings of the Board.

ARTICLE VI: ANNUAL MEETING

The annual meeting of the Society shall generally be held during the month of October. At this meeting, the President/s and the Treasurer shall present an annual report of the Society for the preceding fiscal year including the following detail:

1. assets and liabilities, including any trust funds
2. principal changes in assets and liabilities, including trust funds.
3. revenue or receipts, both unrestricted and restricted to particular purposes, expenses and disbursements for both general and restricted purposes.

This report shall be filed with the records of the Society and attached to the annual meeting minutes.

ARTICLE VII: REMOVAL FROM OFFICE/BOARD

1. Failure to attend three or more board meetings without accepted excuse will be considered resignation from the board
2. Failure to remain a Society member in good standing will remove a board member from the board.
3. Failure to have any public communications approved by the (Co-) Presidents and Historian before distributing such comments to social media or any other organization (this includes any type of print or electronic media) will remove a board member from the board.
Once a person is appointed as a board member, they must bear in mind that they serve as a representative of RHS; all office/board member comments/conversations related to RHS reflect upon our organization and should be carefully considered.
4. A board vacancy may be filled by the board for the balance of an unfilled term.

ARTICLE VII: ADOPTION

These By Laws 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 VIII: CONFLICT OF INTEREST POLICY

In compliance with NYS law for non profits, each board member will be required to sign a conflict of interest statement to be filed with the Secretary.

ARTICLE IX: PROPAGANDA, INFLUENCING LEGISLATION, POLITICAL CAMPAIGNS

No substantial part of the activities of the Society 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 publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE X: DISSOLUTION

The Society may be dissolved under the following circumstances:

There are no funds available to carry out the purposed 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 or revocation of charter, all of the remaining assets and property of the society shall be distributed in accordance with Section 220 of NYS Education Law.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules in the latest version of Robert's Rules of Order shall govern the Board where these bylaws are silent.

ARTICLE XII: ELECTRONIC COMMUNICATION

The board may conduct business by electronic communication provided that at least 24 hours notice is provided. Motions made by email must be voted on and accepted unanimously by the board within the time limitations of the original motion. Votes may be taken by phone if verified in writing. Actions taken by electronic communications shall be verified and included in the minutes of the next board meeting.

ARTICLE XIII: AMENDMENTS

The By Laws 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 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.