

# BY-LAWS

## Article I. Membership and Dues

1. Any person interested in the history of Afton, New York may become a member upon payment of prescribed dues.
2. Annual dues for individual members shall be determined at the annual meeting. Honorary voting memberships may be granted free of charge for a specified period by majority vote at a regular meeting.

## Article II. Schedule and Quorum for Meetings

1. The Annual Meeting for the Society shall be held at the scheduled June meeting. A budget shall be approved at the Annual Meeting. The fiscal year shall be ~~July 1 to June 30.~~ Jan. 1 - Dec. 31
2. There shall be regular monthly meetings of the Board.
3. Special meetings may be called by the President, or by a majority of the Board of Directors.
4. Special meetings of the Board of Directors may be called to conduct any business by order of the President.
5. The Town and Village Historians shall be present at all meetings possible. The Historians shall be consulted in respect to the Museum and artifacts.
6. All meetings will be governed by Roberts Rules of Order.
7. Meeting locations and times shall be designated by the President at least one week in advance.
8. All Meetings are open to the general public.
9. Affairs of the organization shall be dealt with in either of two ways: (a.) at a full meeting by majority rule of those present, OR (b.) at a meeting of the Board of Directors by a majority vote of that Board. It is the responsibility of the President to designate agendas for each meeting. Proxies will not be allowed.

## Article III. Officers

The Officers of the organization shall be a president, a vice-president, a museum curator, a secretary, and a treasurer and other such officers as the Board of Directors may appoint, all of whom shall be members of the Board. The membership shall elect all officers annually at the annual meeting.

## Article IV. Duties of Officers

1. The President shall have executive supervision over the activities of the society, preside at all meetings, report annually on the activities and condition of the organization, and with the approval of the Board of Directors, shall appoint committees. The President shall be an ex-officio member of all

committees except the Nominating and Finance committees. The President shall prepare an agenda at least one week in advance of all meetings, and have it available for inspection of the membership.

2. The Vice-President shall assume the duties of the President in the event of the absence of the President, including presiding on the Board of Directors, and any other assigned duties.
3. The Museum Curator is responsible for the historical collections, and for setting policies for accepting, identifying, and cataloging materials, and for their security and display. This shall include insurance for goods and buildings, including public liability.
4. The Secretary shall keep the minutes of the meetings of the Society and of the Board of Directors, and shall handle all communications.
5. The Treasurer shall be responsible for the safe-keeping of the Society's funds and accounting for their receipt and disbursement. The Treasurer shall deposit all monies in a FDIC insured banking institution in the name of The Afton Historical Society, Inc. within seven (7) days of receipt. After audit by the Board of Directors, the Treasurer shall pay all bills, with the following provisions:
  - a. proposed expenditures in excess of \$1,000.00 for a single payment must be approved in advance by a two-thirds vote of the Board of Directors.
  - b. purchases between \$50.00 and \$100.00 must be approved by a majority of the Finance Committee.
  - c. purchases of less than \$50.00 may be made by the President or Director at their sole discretion, the bills being audited by the Finance Committee for payment.
  - d. recurring bills and contractual payments may be designated by the Board of Directors without prior audit.
  - e. the Treasurer and President shall have signature power over funds. Suitable bonding may be obtained at the discretion of the Board of Directors.
  - f. the Treasurer may keep a petty cash fund not to exceed \$50.00 for the convenience of disbursing small amounts. An audit of the petty cash fund by the Finance Committee will occur semi-annually, and before or during the annual meeting.
6. The Treasurer may not be a member of the Finance Committee.
7. The offices of the Secretary and Treasurer may be combined in one person, or held by two persons, as directed by the Nominating Committee.

#### **Article V. Committees**

1. The Nominating Committee shall find candidates for all vacancies and submit a slate of officers at the annual meeting.
2. The Membership Committee shall maintain a membership list and attend to all business relating to membership.
3. The Ways and Means Committee shall be responsible for planning and

- conducting fund raising activities.
4. The Committee on Display shall be responsible for planning, arranging, and monitoring the permanent, rotating, and special displays; the Curator and Historian shall be members of this committee.
  5. The Finance Committee shall examine and audit the Treasurer's books annually and prepare a budget for approval at the annual meeting.
  6. The Building and Grounds Committee shall be responsible for the maintenance and care of Museum buildings and grounds. The Museum Curator shall be a permanent member of this committee.
  7. The Board of Directors shall constitute an *ad hoc* committee for any business not anticipated. Additional committees may be established by the President's appointment and Board of Directors' approval.

Approved by the Board of Directors, March 2, 2009