

**BY LAWS OF THE  
ASHBURNHAM HISTORICAL SOCIETY INCORPORATED**

**I. NAME**

The name of this organization shall be the **Ashburnham Historical Society Incorporated.**

**II. PURPOSE**

The purpose of the Society shall be to:

- a. Cultivate and encourage interest in the Ashburnham Historical Society, the history of Ashburnham, its citizens, historic structures, sites, and artifacts.
- b. Preserve and maintain the Meetinghouse and its grounds.
- c. Preserve and exhibit historical materials relating to Ashburnham's past for the enrichment of present and future generations.
- d. Promote the writing and publication of significant elements of the history of the town
- e. Promote the observances of relevant historical anniversaries
- f. Promote historical research.

**III. ORGANIZATION**

**A. Officers and Terms**

1. The officers of this organization are President, Vice President, Recording Secretary, Corresponding Secretary, and a Treasurer.
2. Any society Member in good standing who resides in the Town of Ashburnham is eligible to serve as an officer. An Executive Board shall be elected by the membership of the Society at the Annual Meeting. Officers and members of the Executive Board shall be residents of Ashburnham.

3. The officers will be elected at the Annual Meeting of the Society, to serve one two-year term or until their successors are elected or appointed.

## **B. EXECUTIVE BOARD**

The Executive Board shall consist of the officers of the Society, the immediate past president, and three members at-large elected by the membership for a term of three years.

With the approval of these bylaws, the members of the initial Board shall be one member chosen for one year, one for two years, and one for three. Thereafter, the term shall be for three years.

The Board shall provide advice and general oversight of the policies and welfare of the Society and its property.

The Board shall have full power and authority over the affairs of the Society and shall perform such other duties as are specified in these by-laws.

In the event of a vacancy within the elected officers, the Executive Board shall designate a member to fill the unexpired term until the next annual meeting at which time the position will be filled by election of the membership.

## **C. ELECTIONS**

The nominating committee shall consist of not less than three members to be appointed by the Executive Board no later than April 30.

The nominating committee shall present a slate of candidates for consideration at the annual elections, which shall be at the Annual Meeting

Officers of the Society will be elected by a simple majority of voting members present at the Annual Meeting. Officers will be elected for a two-year term and terms of office will begin at the completion of the Annual Meeting at which they are elected. A person must be a member of the Society and resident of the Town of Ashburnham to be eligible to serve as an officer.

## **D. DUTIES OF OFFICERS AND BOARDS**

The President:

Is the chief executive officer of the Society.

Will in general supervise and control all the business and affairs of the Society.

Will preside at all meetings of the Society and Executive Board.

Appoints chairs of ad hoc committees.

Is the Society's representative at functions or appoints a member(s) to so act.

With authorization of the Executive Board the President may sign, with the Secretary or any other officer authorized by the Executive Board deeds, mortgages, bonds, contracts, or other instruments which the Board has the authority to execute.

The Vice President will:

Serve in the absence or incapacity of the President.

Chair the Nominating Committee.

Assist the Programs Committee.

The Recording Secretary will:

Make certain that all notices of meetings are given in accordance with the provisions of these by-laws.

Keep minutes of the membership meetings of the Society and the Executive Board in one or more books provide for such purpose.

Prepare a list of the Executive Board and committees each year.

Ensure that all meeting minutes of the Society are open to inspection by any and all Society members.

The Secretary at the expiration of the term of office shall turn over to the successor all books and papers belonging to the Society.

The Corresponding Secretary will:

Collect the Society's mail communications at least weekly and distribute mail to appropriate personnel

Acknowledge all donations and answer all communications.

The Treasurer will:

The Treasurer shall have custody of the funds of the Society and of all securities and papers representing or relating to its financial records.

Shall file all required local, state, and federal tax and financial documents.

Shall disburse the funds of the Society as authorized by the Executive Board.

Shall keep in the books of the Society a correct record of receipts and expenditures, and present a report thereof in writing to the membership at the annual meeting.

Shall keep a record of the membership in conjunction with the Membership Committee.

Keep accurate and current records.

Have charge and custody of and be responsible for all Society funds, and securities.

Receive membership dues, deposit into designated Society accounts, and provide reports to the Executive Board.

Be responsible for the deposit of monies in the name of the Society in such banks, trust companies or other depositories as the President and or Executive Board may select.

Furnish a written financial statement for Board meetings, membership meetings, and for the Annual Meeting of the Society, or as requested by the President.

And shall at the expiration of the term of office turn over to the successor all books and papers belonging to the Society.

The Executive Board shall:

Shall serve as the administrative arm of the Society and shall have charge of all matters relative to the general interest of the Society. The Board shall make such rules and regulations consistent with these Bylaws for the governance and welfare of this Society as they may deem expedient and necessary. The Board shall be authorized to approve the expenditure of Society funds for expenses and projects approved by the Board, provided that any expenditure in excess of \$5000 shall have been ratified by a vote of the membership at a regularly scheduled or special meeting. The Executive Board shall be authorized to hire persons in the employ of the Society and set the rate of compensation.

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## **E. CURATOR**

The Curator will:

Be appointed by the Executive Board

Be the Chair of the Collection Committee.

Be responsible for the cataloging of all artifacts and collections belonging to the Society.

## **F. STANDING COMMITTEES**

### **1. The Collection Committee**

The Collection Committee:

Shall along with the Curator, be responsible for accepting all materials received by the Society artifactual and ephemeral, establishing their historical significance and historic value.

Shall be responsible for cataloging, preserving, and presenting the holdings of the Society.

Shall be responsible for Accession and Deaccession of artifacts in full accordance with the Ashburnham Historical Society's Collection Policy.

Deaccession of any item in the collection may only be done with the recommendation of the Curator and approval of the Executive Board.

### **2. The Building and Grounds Committee**

The Building and Grounds Committee will:

Be responsible for the maintenance and repair of the Society's building and grounds.

Be responsible for the development of a master plan to effect major repairs and/or renovations required by the holdings of the Society.

### **3. The Nominating Committee**

The Nominating Committee:

Shall consist of three members, shall be responsible for providing the slate of officers for the annual meeting.

Shall, in the event of a vacancy among the Officers or members of the Executive Board, recommend to the Executive Board a member to fill that vacancy on an interim basis. If the vacancy occurs in the presidency, the Vice President shall succeed to that post, and the Executive Board shall designate a new Vice President.

### **4. The Program Committee**

The Program Committee:

Shall consist of three members and the Vice President, and shall be responsible for developing programs for the ensuing year.

Publicize programs in conjunction with the Publicity Committee well in advance of the actual date.

### **5. The Membership Committee**

The Membership Committee:

Shall consist of up to five members, shall be responsible for the recruitment of new members.

### **The Publicity Committee**

The Publicity Committee:

Shall consist of up to three people, and shall be responsible for the publicizing of Society Activities, and shall see that the membership is made aware of the forthcoming meetings through the appropriate media.

### **The Budget and Finance Committee**

The Executive Board shall serve as this committee.

## **The Auditing Committee**

An Auditing Committee of one or more persons shall be appointed by the Executive Board, whose duty it shall be to audit/review the books and accounts of the Society at the end of the fiscal year, and to render a written report to the Executive Board, which shall be read at the annual meeting.

## **Ad Hoc Committees**

The President shall, with the approval of the Executive Board, appoint the members of any other committee that shall be established for any other specific purpose.

## **IV. MEETINGS AND QUORUMS**

Regular meetings of the Society shall be held quarterly, with the time and place determined by the Executive Board.

The **Annual Meeting** shall be held in the third week of September, at which time elections shall be held.

Special meetings may be called by the President at any time, with the approval of the Executive Board, and at least a ten day notification to the membership.

The Executive Board shall meet monthly, at a time established by the Board, and at other times, if required by the President.

At a regularly scheduled meeting the no quorum rule shall be in force.

At a Special Meeting the quorum shall be twelve members.

## **V. MEMBERSHIP AND DUES**

Membership in the Society shall be open to any individual or organization interested in the history of Ashburnham, who indicated such interest by paying the dues specified by the Executive Board.

Dues shall be established periodically by the Executive Board with approval by the vote of the membership at a regularly scheduled meeting. Memberships shall be renewed prior to the end of the fiscal year for the ensuing year. The fiscal year shall end April 30<sup>th</sup> of each year. Members who are not paid by July 1<sup>st</sup> shall lose the privileges of membership, and shall forfeit all offices and benefits until such time that the dues have been paid.

## **Honorary Memberships**

The Society may, acting through the Executive Board, in recognition of outstanding service to the Society or to the history of Ashburnham, confer Honorary Membership on any individual. Such membership is non-contributory and non-voting.

## **VI. AMENDMENTS TO THE BYLAWS**

Amendments to these Bylaws may be made, provided that the membership has been notified of any proposed changes at a regular meeting or special meeting of the membership at least thirty days prior to the meeting of ratification. Ratification of bylaw changes shall require that two-thirds of the members present and voting affirm the proposed change.