

BYLAWS AND CONSTITUTION OF THE CHESTER HISTORICAL SOCIETY

(Amended 2012-01-15)

I NAME

The Society shall be known as **THE CHESTER HISTORICAL SOCIETY**.
(References herewith to "Society" shall be understood as meaning "Chester Historical Society. ")

II OBJECTIVES

- A.. The marking and preservation of historic places, the discovery, collection, preservation and publication of the history, historical records, genealogies, biographies and topographical information relating to the Town and Village of Chester, in the County of Orange, State of New York, and neighboring localities.
- B. To acquire and own by purchase, gift or legacy, historical buildings, properties, items of household furniture and equipment, clothing, tools and equipment used in pursuit of hobbies, crafts, agriculture, business and any other items of historical value.
- C. To preserve all of the above in the best condition possible, in as near original form as feasible, and to arrange for the use and exhibition of the research papers, items and properties for the tree benefit and education of the general public.
- D. To vigorously endeavor to impress on the members and residents of the town the importance of keeping alive Chester's heritage.
- E. No one shall have an individual interest in any of the Society's possessions or properties.
- F. No use shall be made of the possessions or properties that does not contribute to the Society's purposes.

III MEMBERSHIP

The Society shall be made up of regular, life and honorary members. Regular membership is open to anyone interested in the history of Chester. A regular member may be an individual, a family and/or an associate/commercial. A life member shall be one who contributes a cash amount to be determined by the Board of Trustees. Memberships shall be open to all persons, businesses and other organizations sharing in the objectives of the Chester Historical Society as mentioned above and those as set forth in the charter. An honorary member shall be one who is elected at a regular meeting of the Society in recognition of service to the Society performed either as a member, or outside the membership.

IV DUES

Membership dues shall be fixed by the majority of the membership at an annual meeting or one specially called for the purpose. They shall run for the calendar year from January 1st through December 31st. A dues paying member, in arrears for two years, shall be automatically dropped from membership unless a satisfactory reason can be given. The dues of a new member joining after July 1 st shall be credited to the following fiscal year. The Board of Trustees shall review membership fees each year before October 31st.

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V

MEETINGS

- A. The Society shall hold its annual meeting during the month of January at a date fixed by the Board of Trustees, at the beginning of the membership year. A general election of officers shall be held by ballot at the annual meeting, and a majority of the votes cast shall constitute an election.
- B. The regular Board of Trustees' meetings shall be held at least nine (9) times a year. These meetings shall be opened to the public. The dates are to be set by the President at the annual meeting. Other and special meetings shall be called by the President or the Board of Trustees, or on petition of ten (10) members. After receiving the petition, the President shall call a special meeting within sixty (60) days. The place of holding meetings shall be designated by the President.
- C. There shall be at least three program meetings per year for the total membership.

VI

OFFICERS

- A. The officers of the Society shall be a president, two vice presidents, a corresponding secretary, a recording secretary and a treasurer. All shall be chosen by ballot and hold offices for one year or until successors shall be chosen. In case of a vacancy, it will be filled by the Board of Trustees. *(Amended 2012-01-15)*
- B. The president, or in his absence an officer in the order of their listing in Section VI A, shall preside at all meetings of the Society and shall have the deciding vote in the event of a tie. The president shall follow Robert's Rules of Order. The president shall make an annual report of the state of the Society and the accomplishments made during the year. The president shall appoint all committee chairmen unless otherwise provided for and shall serve as an ex-officio member of all committees with exception of the Nominating Committee. He shall serve as Chairman of the Board of Trustees.
- C. One of the vice presidents shall assume the duties of the president in case of his absence or incapacity.
- D. The recording secretary shall keep the minutes and records of the Society, and discharge such other duties as may be required by the Society or the Board of Trustees.
- E. The corresponding secretary; shall conduct such correspondence as may be desirable, and any other business the Society or the Board of Trustees request.
- F. The treasurer shall collect, receive, keep and payout such funds as may come to the Society, subject to the control of the Board of Trustees, keep an account of the receipts and disbursements and render a statement thereof at the annual meeting. The treasurer's books are to be audited once a year either by a Certified Public Accountant or by a qualified person from within the Society.

VII

BOARD OF TRUSTEES

- A. The Board of Trustees will consist of officers of the Chester Historical Society, chairmen of standing committees and anyone else the Society would care to add. The Board of Trustees are to meet at regular intervals to plan meetings and programs. They shall meet quarterly, or at other times on notice of the president.
- B. The Board is charged with the duty of encouraging, soliciting and receiving donations; receiving the proceeds of legacies and encouraging the inclusion of the Society in wills; recommending plans for

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promoting its objectives; digesting and preparing business; authorizing the disbursement of the Society's funds and generally to supervise and guard the interests of the Society.

- C. To perform such other duties as may be stated in other sections of this Constitution.
- D. At all meetings, votes are to be decided by a simple majority of those members present.
- E. Trustees, shall serve one-year terms; *(Amended 2012-01-15)* Any Trustee absenting himself/herself from more than three (3) consecutive meetings of the Society without sufficient reason, as decided by the Board of trustees, shall forfeit his/her position, and his/her office shall automatically be considered vacant, to be filled in the designated manner.

VIII COMMITTEES

- A. The committee chairmen selected by the President or as provided for in the Constitution shall select the members of their committees in consultation with the president if deemed desirable or helpful. Committee chairmen shall make reports when called on by the president, and at least once a year at the annual meeting.
- B. There shall be the following standing committees:
 - 1. Membership This committee is responsible for issuing membership cards and accounting for the payment of dues and may be part of the newsletter editor's responsibilities.
 - 2. Publicity This committee shall arrange for newspaper notices and educational items, and other means of publicity to create interest in the Society and the area's heritage.
 - 3. Nominating This committee is to be appointed by the president at least two (2) months prior to the annual meeting. The nominations shall be included with the notice of the annual meeting.
 - 4. All other committees shall be designated annually by the president.

IX ANNUAL MEETING

At the Annual meeting of the Society, the following order of business shall be observed:

- 1. Welcome by the president and call to order.
- 2. President's state of the Society report with the accomplishments during the year.
- 3. Recording secretary's minutes of previous annual meeting.
- 4. Communications.
- 5. Treasurer's report.
- 6. Resolutions.
- 7. Committee and other reports.
- 8. Old business.
- 9. New business.
- 10. Election of officers.
- 11. Program
- 12. Adjournment

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X

PRINCIPLES OF PURCHASING

It is the goal of the Society to purchase competitively, without prejudice or favoritism.

Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$10,000 and public works contracts involving an expenditure of more than \$20,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids.

For purchases or labor under \$10,000, alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except for procurements under any grant funding with specific bid requirements.

The Society's purchasing activity will strive to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Society's Board of Trustees. The Society will provide justification and documentation of any contract awarded to an offer or other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the Society

The Society President, with the Board's approval, has the authority to prepare, advertise and open bids for all purchase contracts and contracts for public work, if formal competitive bidding is required. No contracts for services or materials shall be made by individuals or committees which involve expenditures without first securing approval for such contract from the Society's Board of Trustees.

The Chester Historical Society shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal.

XI

SAFEKEEPING

Deeds, insurance policies and any other papers or items of value shall be kept in a safe place to be determined by the Board of Trustees. Access to these records shall be made by any of the following: President, Secretary, Treasurer.

XII

DISSOLUTION PROVISION

In case of the dissolution of the Society, all the remaining assets and property of the corporation shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under section 501 (c) (3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws, or to the federal government or to a state or local government, for a public purpose, or to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of New York will best accomplish the general purposes for which this corporation was formed.

XIII

ALTERATIONS and AMENDMENTS

Alterations and amendments to this Constitution may be made by a majority of the members present, provided two weeks notice of the change proposed has been given in writing to every member.

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XIV

RESTRICTIVE LEGISLATION PROVISION

No substantial part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation, except as otherwise provided by Internal Revenue Code section 501 (h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Unanimously approved at the Annual Meeting of January 15, 2012.

Unanimously approved at the Annual Meeting of January 16, 1996.