

Bylaws Of The Montgomery County Historical Society, Inc.

The Montgomery County History Museum's mission is to procure, preserve, exhibit and disseminate the history of our community.

I. Membership

a. Section 1 – Membership Classes

1. The membership shall be of two classes:
 - Individual Members – Any person interested in the Society shall be eligible
 - Family Members – Members of a single household who would otherwise be individual members

II. Officers and Committees

All who serve as officers of the Society and those who serve on committees shall be members of the Society. Officers shall be elected every 2 years, after nominations by a Society member and voting at the officer election during the November monthly meeting. All terms begin on the following January 1.

a. Section 1 – Officers

1. **President** – The President shall preside at all meetings of the Society and of the Board of Directors, see that the orders and resolutions of the Board of Directors are carried out, and sign all written documents as required.
2. **Vice President** – The Vice President shall act in the absence of the President. If the President is unable to complete his/her term, the Vice President shall assume the office of the President.
3. **Secretary** – The Secretary will be responsible for maintaining complete and accurate records of the Society and Board of Directors meetings and carry out the correspondence of the Society. These records shall be maintained for proper storage and accessibility of said records.
4. **Treasurer** – The Treasurer shall take charge of all monies and funds of the Society; establish and maintain accurate record of receipts, disbursements, funds, investments, and other assets and liabilities of the Society; maintain an accurate list of all Society members as well as collect and maintain accurate records on dues and notify members in arrears of dues; provide a written financial report at the annual membership meeting (which shall be audited and attested by a third party); provide a current financial report as required; deposit the funds of the Society in a bank depository. The Treasurer shall file quarterly sales taxes, yearly 990 forms as well as all state and legal forms necessary to the maintenance of the Society.

b. Section 2 – Board of Directors

The Board of Directors shall be comprised of the Officers and 3 other Society members in good standing, nominated by the President and approved by the other officers for a term of 3 years. The Board shall have regular quarterly meetings with special meetings called as needed.

c. Section 3 – Committees

1. Museum
2. Programs and Meetings
3. Membership and PR
4. Funding, Development and Budget

III. Meetings

- a. **Section 1** – A membership meeting shall be held on the fourth Monday of each month, excluding December, or as determined by the President
- b. **Section 2** – Parliamentary Rules – *Robert's Rules of Order Revisted* is the authority for parliamentary rule of procedure for all business meetings of the Society and of the Board of Directors except where there is a conflict with the Constitution, or these Bylaws. The Constitution shall take precedence over these By-Laws in the event of conflict within these documents.

IV. Finances

- a. **Section 1 – Budget** - The Board of Directors shall establish the annual budget for the Society to be approved in the December board meeting
- b. **Section 2 – Accounting Procedures** - All funds received for all purposes shall pass through the hands of the treasurer and be properly recorded on the books of the Society
- c. **Section 3 – Fiscal Year** – The fiscal year of the Society shall be the calendar year from January 1 through December 31.
- d. **Section 4 – Audit** – A third party internal audit of the records of the Society to be conducted annually.

V. Amendments

Changes in the Constitution and By-laws may be made in accordance with the following procedures at any regular or special called business meeting of the Board of Directors:

- a. Each amendment or change shall be read and may be discussed at one meeting of the Board of Directors. The amendment or change must be then tabled until the next regular or special called business meeting. The amendment or change shall then be brought to the table for further discussion and may be voted upon at that meeting.
- b. Amendments to the constitution shall be by two-third vote of those present. Amendments to the bylaws shall have a concurrence of most the Board of Directors present and voting.

These bylaws are hereby adopted in lieu of, supersede and take precedence over any previously existing rules, bylaws or any conflicting minutes of the Society, and shall become effective on the date of adoption or as stipulated. Nothing herein shall be construed to affect the validity of any previous financial obligation of this Society.

These bylaws were approved by action of the Board of Directors and shall be effective

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_____ Secretary

_____ President