

**LONG HILL TOWNSHIP
HISTORICAL SOCIETY**

**BY-LAWS
LONG HILL TOWNSHIP HISTORICAL SOCIETY, INC.**

**ARTICLE I
ORGANIZATION**

SECTION 1 The name of the organization shall be:

LONG HILL TOWNSHIP HISTORICAL SOCIETY, INC.

**ARTICLE II
PURPOSE**

SECTION 1. The corporation is a nonprofit corporation organized exclusively for charitable and educational purposes, including the following purposes:

1. To collect and preserve artifacts, relics and data of historic and cultural interest relating to New Jersey, Morris County and Long Hill Township,
2. To provide a venue where such material can be regularly viewed by the public.
3. To provide informational and educational programs accessible to members of the organization and the general public where historic and cultural matters may be presented and discussed,
4. To arrange for the location, identification and marking of historic sites within Morris County,
5. To arrange for guided visits to historic sites,
6. To encourage the study of local history in local educational institutions
7. To publish and distribute literature and other media relating to the historic and cultural heritage of New Jersey, Morris County and Long Hill Township.
8. To promote a general public awareness of the history, culture and art of New Jersey, Morris County and Long Hill Township.
9. To promote discussion of the foregoing matters in public discussion groups,
10. To do all things necessary and proper to achieve said goals for which non-profit organizations may be organized under the "New Jersey Non-Profit Corporation Act," N.J.S. 15A:1-1, et seq.,
11. To conduct its business in such a manner as will qualify it as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and

12. To provide for the distribution of its funds for such purposes, including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding Section of any future federal tax code.

13. to provide for the distribution of its funds for such purposes.

ARTICLE III MEMBERSHIP

SECTION 1. Any person interested in the efforts of Long Hill Township Historical Society as they pertain to history in general and to Long Hill Township in particular, who applies for membership, except Class C in SECTION 2 below, and tenders the necessary dues shall thereby become a voting member.

SECTION 2. Classes of membership shall be:

- A. Per Household
Annual dues shall be \$10.00
- B. Business, Institutional or Professional
Annual dues shall be \$25.00
- C. Life Membership
Dues shall be \$150.00 in one payment

SECTION 3. Annual dues for the year shall be payable at the last regular meeting of the prior year.

SECTION 4. Dues shall be used solely for programs and projects of the society and expenses pertaining thereto.

ARTICLE IV SCHEDULE AND QUORUM FOR MEETINGS

SECTION 1. There shall be four (4) regular program meetings of the society per year, usually on the second Thursday of March, May, September, and November, except where otherwise ordered by the Executive Board.

There shall be four (4) business meetings of the society per year usually on the second Thursday of April, June, October, and December or January, except where otherwise order by the Executive Board.

The last regular meeting shall be the Annual Meeting at which time officers will be elected and annual reports heard.

SECTION 2: Special meetings may be called by the President.

SECTION 3: One third of the active paid members of the society shall constitute a quorum at any meeting of the society.

**ARTICLE V
BOARD OF TRUSTEES**

- SECTION 1. The Board of Trustees will consist of three (3) members elected by a majority of the members present at the annual meeting which will be the last regular meeting of the year. Trustees shall serve for three (3) years, but not more than two (2) consecutive terms.
- SECTION 2. Two (2) members of the Board of Trustees shall constitute a Quorum.
- SECTION 3. Each Trustee shall have one vote and such voting may not be done by proxy.
- SECTION 4. The annual meeting of the Board of Trustees shall be held on the third Wednesday of January in each year. The Secretary shall mail every Trustee a notice stating the time and place of the annual meeting.
- SECTION 5. Monthly meetings of the Board of Trustees shall be held on a date designated by the chairman upon notice to the members of the Board of Trustees.
- SECTION 6. The chairman shall nominate candidates to replace vacancies in the Board of Trustees for approval by a majority of the active paid members at the next succeeding meeting of the members.

**ARTICLE VI
OFFICERS**

- SECTION 1. The Officers of the society shall be selected by a majority of the active paid members present at the annual meeting which will be the last regular meeting of the year.
- SECTION 2. The principal officers of this organization shall be a president, a vice president, a recording secretary, a corresponding secretary, and a treasurer. Additional officers may be nominated and approved by the Board of Trustees if and when the need occurs.
- SECTION 3. The President shall have executive supervision over the activities of the society within the scope provided by these by-laws. He/She shall report annually on the activities of the society. He/She shall appoint the members of committees, except the Nominating Committee, and delegates not otherwise provide for, and shall be an ex-officio member of all committees, except the Nominating Committee.
- SECTION 2. The Vice President shall assume the duties of the President in the event of absence, incapacity or resignation of the President. The Vice President will assist the President in carrying out any necessary activities.
- SECTION 3: The Secretary shall keep the minutes of meetings of the society, handle correspondence, maintain a list of members, and render an annual report.
- SECTION 4: The Treasurer shall be responsible for the safekeeping of the society funds and for maintaining adequate financial records. He/She shall deposit all moneys received by him/her with a banking company in the name of the Long Hill Township Historical Society. Moneys shall be paid out by

numbered checks signed by the Treasurer or the President with the exception of checks over \$250 which require signatures of both the Treasurer and the President. The Treasurer shall collect dues, furnish a financial report at each regular meeting, and shall render an annual report based on the calendar year. He/She shall keep the Membership Chairman informed of the status of the membership with regard to dues.

SECTION 5: Officers shall serve for two (2) years, but shall not serve more than three (3) consecutive terms.

SECTION 7: The Executive Committee shall have the power to conduct all affairs of the society. This committee shall consist of the officers, Chairmen of Standing Committees and the Trustees.

SECTION 8 The Board of Trustees shall fill vacancies in officer positions.

ARTICLE VII STANDING COMMITTEES

SECTION 1. The Society shall have the following standing committees:

Library/Artifacts Committee:

Responsible for collecting, cataloging, the care, arrangements and repair of books, manuscripts, newspapers, maps, and other historical material.

Program Committee:

Responsible for arranging suitable programs.

Publicity Committee:

Responsible for providing the public information on the society's activities via newspapers, flyers, radio announcements or other valid means.

Hospitality Committee:

Responsible for refreshments at regular as well as special meetings where requested by the Executive Board.

Membership Committee:

Responsible for Membership drives; Work closely with the Secretary and Treasurer in keeping membership lists and dues current; prompt members to keep dues current and notify orally or in writing those in danger of becoming over six (6) months in arrears.

SECTION 2. The President shall appoint members and chairmen of standing committees.

SECTION 3. Other committees, standing or special, with the exception of the nominating committee, may be appointed by the President as directed by the society.

SECTION 4. Nominating Committee:

At the regular meeting held in September, a nominating committee of two (2) members shall be elected by the society. It shall be the duty of this committee to nominate candidates for the offices to be filled at the last regular annual meeting of the year usually November. Additional nominations may be made from the floor.

**ARTICLE VIII
RULES OF ORDER**

SECTION 1. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the by-laws or by special rules of procedure adopted by the society.

**ARTICLE IX
FINANCIAL MANAGEMENT**

SECTION 1 No officer, member of the Board of Trustees or a Committee shall have the authority to obligate the organization financially, contractually or withhold funds due or expended, except for amounts not to exceed \$50.00., without the express approval of the Board of Trustees. Expenditures other than normal and customary must be approved by the Board of Trustees.

SECTION 2 The organization shall establish the following accounts:

- A. General Account: For the operation of the organization and for Committee budgets.
- B. Special Account: For special projects and charities.
- C. Financial Accounts: For savings, CD's, checking any other account deemed necessary by the Board.

SECTION 3 The Treasurer will sign checks for normal and customary obligations incurred by the organization.

SECTION 4 Two signatures will be required for any disbursements other than normal and customary. The signatures of the Treasurer and either the Secretary or President will be required for such disbursements...

SECTION 4 Any officer or member of the Board of Trustees or a Committee who has an interest in a financial transaction with the organization shall disclose that interest to the Board of Trustees. Before approving the transaction or arrangement, the Board shall determine whether a conflict of interest exists and what procedures should be followed to assure that the transaction is fair and is the most advantageous arrangement that the organization can obtain.

SECTION 5 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, Trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on a. by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding Section of

any future federal tax code, or b. by an organization, contributions to which are deductible under Section 170©(2) of the Internal Revenue Code, or corresponding Section of any future federal tax code.

ARTICLE XIII DISSOLUTION

SECTION 1. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding Section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

SECTION 2. If the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or organization organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code, or corresponding Section of any future Federal tax code.

ARTICLE XIV AMENDMENT TO BY-LAWS

SECTION 1. These by-laws may be amended at any regular or adjourned meeting by a two-thirds 2/3 vote of voting members present, provided notice of proposed amendment was given in writing at least one month prior to the meeting. Or they may be amended at a special meeting called for that purpose, with previous notice and a two-thirds 2/3 vote of voting members present. All proposed amendments shall be submitted in writing and signed by two members.

May, 2007