

ROCKY POINT HISTORICAL SOCIETY BYLAWS
Approved January 19, 1999

ARTICLE I
Membership and Dues

- Section 1.** Any person interested in the history of Rocky Point who applies for membership in an appropriate classification of membership and who tenders the necessary dues shall thereby become a member.
- Section 2.** Active Member: (a) an individual or family member for at least three months and (b) membership dues are current.
- Section 3.** Annual dues for Individual Members shall be Ten Dollars.
- Section 4.** Annual dues for Family Members shall be Fifteen Dollars.
- Section 5.** Annual dues for Contributing and Sustaining Members shall be One Hundred Dollars.
- Section 6.** There shall be no annual dues for Honorary Members.
- Section 7.** Annual dues shall be payable in advance, in the month of January and members in arrears more than six months after payment is due shall be dropped from membership.

ARTICLE II
Schedule and Quorum for Meetings

- Section 1.** Regular meetings of the Society shall be held on the second Thursday of each month.
- Section 2.** Special meetings of the Society may be called by the President.
- Section 3.** The Board of Trustees shall meet quarterly. Special meetings of the Board of Trustees may be called by the President.
- Section 4.** At least 10% of the members of the Society shall constitute a quorum for a regular meeting.
- Section 5.** One-half of the members of the Board of Trustees shall constitute a quorum for a Board of Trustees Meetings.

ARTICLE III
Duties of the Officers and Trustees

- Section I.** The President shall:

(A) Preside at all meetings of the Rocky Point Historical Society and the Board of Trustees at which the President may be present.

(B) Be an ex-officio member of all committees except the Nominating Committee;

(C) Appoint committee chairpersons and delegates not otherwise provided for;

(D) Coordinate the work of the Officers and Committees of the Association in order that the goals of the Society are promoted;

(E) Call special meetings;

(F) Sign with the Treasurer all orders for money approved by the Society;

(G) Report annually on the activities of the Society and shall verify the annual report of the Treasurer and the Board of Trustees.

Section 2. The Vice-President shall:

(A) Assume the duties of the President in the event of absence, incapacity, resignation, or removal of the President;

(B) Sign with the Treasurer all orders for money approved by the Society;

(C) Assist the President.

Section 3. The Recording Secretary shall:

(A) Record the minutes of all meetings of the Society and the Board of Trustees;

(B) Maintain a permanent file of the minutes, committee reports, membership lists, and records pertaining to the work of the Society;

(C) Read minutes to the Society members present at the next regular or special meeting.

Section 4. The Corresponding Secretary shall:

(A) Conduct the correspondence of the Society under the direction of the President;

(B) Maintain a file of all correspondence pertaining to the work of the Society;

(C) Send notices of meetings as required.

Section 5. The Treasurer shall:

(A) Receive all dues and such other funds and deposit same with a reliable banking institution;

(B) Keep an accurate account of all receipts and expenditures;

(C) Present a financial statement at every meeting of the Society and at other times when requested by the Board of Trustees;

(D) Pay all bills approved by the President with numbered checks endorsed by the President or Vice President and the Treasurer;

(E) Prepare an annual financial report for presentation at the November meeting.

(F) Prepare and present bills to the Audit Committee.

Section 6. The Board of Trustees shall:

(A) Have the power to conduct all affairs of the Society;

(B) Decide questions of policy that for any reason cannot be acted upon at the meeting of the Society;

(C) Perform such other functions as designated in the Bylaws or otherwise assigned to it.

Section 7. The Immediate Past President shall:

(A) Be an honorary member of the Board of Trustees for a period not more than one year;

(B) Shall have no voting privileges on matters to be voted upon by the Board of Trustees.

Section 8. Parliamentarian:

(A) The Parliamentarian is a consultant named by the President who advises the President and other officers, committees, and members on matters of parliamentary procedure.

(B) The Parliamentarian's role during a meeting is purely an advisory and consultative one, since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

ARTICLE IV
Committees

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

1. **Library Committee** - responsible for collecting, cataloging, caring for, arranging, and repairing books, manuscripts, newspapers, and other historical source material.

2. **Exhibit Committee** - responsible for collecting, cataloging, cleaning, repairing, and storing historic objects, for arranging museum exhibits, and the correct historic

interpretation of these exhibits; for the care and upkeep of museum quarters.

3. **Publications Committee** - responsible for finding ways and means for publishing joint or individual research studies; newsletter to members, a quarterly bulletin, or books; for publicity; for staging radio and television programs.
4. **Historic Sites Committee** - responsible for establishing the historic validity for sites proposed for marking; for marking historic sites; for arranging tours of the sites.
5. **Program Committee** - responsible for arranging suitable programs; for setting time, place, and date of meetings.
6. **Membership Committee** - responsible for membership drives and processing new candidates for membership.
7. **Audit Committee** - There shall be an Audit Committee consisting of three members; one member thereof shall be appointed by the President and two members thereof shall be elected by the members. The Audit committee shall select one member thereof to be its chairperson. The Audit committee should be formed in September of each year. The audit should be presented at the annual meeting.

Section 2. Other committees

Other committees, standing or special, may be appointed by the President.

ARTICLE V **Parliamentary Authority**

The rules contained in Robert's Rules of Order shall govern the proceedings of the Society except in such cases as are governed by the Constitution or the Bylaws.

ARTICLE VI **Amendment to the Bylaws**

These Bylaws may be amended at any regular meeting by a two-thirds vote of those voting, provided notice was provided to the entire membership postmarked at least 30 days prior to such meeting. All proposed amendments shall be submitted to the Board of Trustees in writing 60 days prior to any scheduled vote.

ARTICLE VII **Removal from Office**

Officers and trustees may be censured, suspended or removed from office, for incompetence, for inattention to the duties of their office, for conduct unbecoming their office in the Society or deemed detrimental thereto, or for absence from two successive meetings of the Board of Trustees unless officially excused. Action under this section may be taken by the Board of Trustees at a Board of Trustees meeting.

Suzanne M Johnson
President
December 26, 2021