

Town of Horicon Historical Society By-laws

Article I

Name: The name of the organization shall be The Town of Horicon Historical Society.

Article II

Mission: The mission of this society is to restore and preserve the history of the Town of Horicon.

Article III

Purpose: The purpose of the Town of Horicon Historical Society shall be:

- To promote and encourage original historical research of the Town of Horicon.
- To disseminate and encourage a greater knowledge of Horicon's history.
- To gather, preserve, display, and make available for study, the materials and records relating to the Town's history.
- To provide public education on Horicon's history.
- To acquire by purchase or gift, the title to or custody of documents and artifacts that represent the history of the Town of Horicon.

Article IV

Membership:

A. There are five categories of membership available. Categories 1 - 4 have voting rights.

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|------------------------|--|
| (1) Individual | 16 years of age and older (1 vote) |
| (2) Family | Available to a single family living in the same dwelling (2 votes) |
| (3) Corporate | Available to businesses, organizations, Boards, schools and libraries (1 vote) |
| (4) Life Member | Available on an individual basis with a one-time fee paid in full (1 vote) |
| (5) Student | Available to all students through High School (no votes) |

B: Dues

- (1) The amount of annual membership dues shall be determined by majority vote of the Board of Directors at the Annual Meeting.
- (2) Membership dues shall be paid at the time of joining the Society. Renewals are expected within the first (1st) quarter of each succeeding calendar year.
- (3) There shall be no dues for student members.

Article V

Annual Meeting: The Annual Meeting of the Society shall be held during the month of December. The meeting, location, and time shall be posted on the Society's Website and published in the newspaper of record two weeks prior to the date of the Annual Meeting. .

Article VI

Officers and Trustees:

The officers and trustees shall constitute the Board of Directors and must be members in good standing of the Society.

- (1) Officers shall consist of President, Vice President, Secretary, and Treasurer. There shall be three elected Trustees. All positions shall be elected for two years.
- (2) A Board Member cannot serve more than two consecutive two-year terms. If a Board Member leaves before the term is finished, a replacement shall be appointed by the Board of Directors to cover the remainder of the current year.

Article VII

Election of Officers and Trustees:

- (1) The Town of Horicon Historical Society shall hold elections for Board offices at its Annual Meeting. There will be overlapping Board terms for the Board positions to provide management continuity (e.g., President, Secretary and one Trustee position would hold positions starting on odd years).
- (2) At the beginning of the fourth (4th) quarter, the Secretary initiates the election process by notifying the Board and membership of the open offices for the upcoming election.
- (3) Those officers and trustees who have served for two consecutive terms (4 years), shall not be nominated to the same office unless there has been a one-year lapse since the end of their second term. If necessary, these terms may be extended by majority vote at the Annual Meeting.
- (4) Elected officers and trustees will begin their new two-year term on January 1.
- (5) If the Annual Meeting cannot be held in December due to unforeseen circumstances (e.g., weather conditions), the term of the current Board members shall be extended until the Annual Meeting can be held.
- (6) Names of Board Members (Officers and Trustees) and Town Historian shall be posted at the Town of Horicon Historical Society Museum, the Adirondack 1881 Annex, the Heintzelman Library, the Horicon Historical Society Website, and the Town of Horicon Website.

Article VIII

Duties of Officers and Trustees:

- (1) The President shall preside at all meetings and shall be the Chief Executive Officer of the Society. A monthly report by the President shall be presented to the Town Supervisor, Town Board and Society membership.
- (2) The Vice President shall assume duties of the President in his/her absence.
- (3) The Secretary shall handle all correspondence, keeping meeting minutes for the society, and will work closely with the Treasurer to maintain a current membership list.
- (4) The Treasurer shall:
 - Maintain accurate financial records.
 - Deposit all funds received into the Town of Horicon Historical Society bank account(s).
 - Submit payables via numbered Society checks signed by the Treasurer for amounts of \$500 or less. Amounts over \$500 require two signatures (Treasurer and either President or Vice President).
 - Prepare a monthly Treasurer's report to be reviewed at the monthly meeting.
 - Maintain a current membership list with the status of all Town of Horicon Historical Society members.

- (5) The President, Treasurer and Secretary shall present end of year reports at the Annual Meeting.
- (6) The Board shall have the power to raise funds through membership dues, fundraising events and by seeking grants consistent with the Society's mission.

Article IX

Standing Committees:

All members of committees shall be appointed by the President.

Facilities: Responsible for working with the Town to ensure buildings and grounds are maintained and to preserve historical items in the Museums, arranging exhibits and displays with appropriate historical interpretation, and assessing all items being accepted in the Museums. Items accepted or disposed of require Board and membership approval.

Public Outreach/Membership: Responsible for maintaining the Society's website and conducting public relations, including but not limited to promoting the Society via social media formats.

Nominating: Responsible for presenting nominations for elected officers and trustees and running elections at the Annual Meeting. This includes soliciting candidates from membership and the Board prior to the Annual Meeting; presenting a slate of candidates at the Annual Meeting; requesting any additional nominations at the Annual Meeting which are added to the slate of candidates; conducting a secret ballot and announcing the results at the Annual Meeting.

Special Committees: The President, in consultation with the Board of Directors, may establish special committees on an "as needed" basis. The purpose, size and composition of special committees are determined by the President.

Article X

Amendments:

- (1) By-laws may be amended at a regular meeting, Annual Meeting or at a special meeting called for that purpose. Two readings are necessary, with no changes, before adoption by a majority vote of members present.
- (2) All proposed amendments must be submitted in writing.

Article XI

Meetings:

- (1) Regular meetings of the Society will be held on the second Monday of each month. The meetings may take place in person, virtually or a combination of both.
- (2) Special meetings may be called by the President.
- (3) Unless otherwise provided herein, the proceedings of this Society shall be governed by Robert's Rules of Order.

Article XII

Dissolution:

Should this organization dissolve, the assets shall be distributed within the Town of Horicon, exclusively for religious, charitable or educational purposes, as described in Section (a)(4) of the New York State Tax Law.

Board and Membership By-laws Record:

First Reading and Vote February 10, 2025

Voted and accepted this day

Ayes _____

Nays _____

Abstain _____

Second Reading and Vote March 10, 2025

Voted and accepted this day

Ayes _____

Nays _____

Abstain _____

Adopted on March 10, 2025 and immediately in effect

Secretary: _____

Date: _____