

# BYLAWS OF THE CHELMSFORD HISTORICAL SOCIETY, INC.

As Approved on 9/22/2020

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## ARTICLE I - NAME

The name of this organization shall be The Chelmsford Historical Society, Inc.

## ARTICLE II - PURPOSES OF THE SOCIETY

- A. To stimulate interest in the history of Chelmsford.
- B. To show the manner of living during the town's development by collecting and preserving Chelmsford-related objects and records.
- C. To exhibit and make available the collections for research, education, and enjoyment.
- D. To receive, administer or dispose of funds and properties, real, personal, or mixed, in pursuance of the purposes of the Society.
- E. To raise funds for the furtherance of the purposes of the Society.

## ARTICLE III - MEMBERSHIP AND DUES

- A. Any person aged 18 or over who signifies an interest in the Society, completes a membership application and pays dues in a timely manner may become a member.
- B. Classes of membership:
  1. Senior Citizens and Full Time Student
  2. Individual
  3. Life Membership per Person
  4. Family: Adults and Children under 18
- C. The Board of Directors may bestow Honorary Membership upon anyone who has given outstanding service to the Society or to the Community.
- D. Annual dues, determined by the Board of Directors, shall be payable by the first of May. Any changes voted on by the Board become effective the following fiscal year.
- E. The fiscal year of the Society will be May 1st through April 30th.
- F. The responsibility of Members is to willingly serve and support the Society.

## ARTICLE IV - MEETINGS OF THE SOCIETY

- A. All meetings shall be conducted according to Roberts Rules of Order.
- B. The Society may hold meetings at various times of the year. An Annual Meeting will be held in May. Meetings will be held at the Barrett-Byam Homestead unless announced otherwise.
- C. The President upon written request of at least eleven (11) members specifying the purpose thereof may call special meetings. All members of the Society shall be given five (5) days written notice of any special meeting and the purpose of the meeting. No business shall be transacted except that for which the meeting was called.
- D. The President will send notice of the Annual Meeting in writing to each member at least thirty (30) days prior to the meeting.

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## ARTICLE V - QUORUM

- A. For the conducting of business at Board of Directors meetings, a simple majority (one half) of the active Directors shall constitute a quorum.
- B. For the conducting of business at the Annual and Special meetings of the Society, a quorum shall consist of one-third of the membership.
- C. For approval of amendments to the Bylaws, a quorum shall consist of two-thirds of the active Directors.

## ARTICLE VI - VOTING

All matters shall be determined by vote with a quorum as defined in Article V above. Each member present in person shall be entitled to one (1) vote.

## ARTICLE VII - NOMINATING COMMITTEE AND COMMITTEES

- A. The Nominating Committee shall consist of a minimum of three (3) members appointed by the President annually prior to the April meeting of the Board of Directors.
  1. This committee provides a slate of candidates for positions on the Board of Directors consistent with the needs of the board.
  2. Elections will be held at the following Annual Meeting.
- B. A committee should consist of a Chairperson and volunteers.
- C. The Nominating Committee may present a nominee to the Board of Directors for appointment if a vacancy occurs on the Board during the year.

## ARTICLE VIII - OFFICERS

The society has eight (8) officers serving terms of two years duration each. The President and Vice President are limited to two terms each, but the Clerk, Corresponding Secretary, Treasurer, Curator, Chairperson of Accessions, and Museum Manager are not term limited.

### President

- A. Presides over all meetings of the Society, meetings of the Board of Directors and any special meetings deemed necessary.
- B. Is ex-officio member of all committees except the Nominating Committee.
- C. Is Chairperson of the Executive Board.
- D. Shall appoint an auditor, with approval of the Board of Directors, to examine the Treasurer's books and all books and records of the Museum Trust.
- E. Shall write two newsletters annually: one by April 1st including notice of the Annual Meeting, and one in October including the program for the coming year. These newsletters shall be provided for distribution by the Membership chairperson.
- F. Upon leaving office, the President will serve as a floating member of the Board of Directors at will, primarily to assist the incoming President.

### Vice President

Serves in the absence of the President and performs any other duties assigned by the President.

### Clerk

- A. Shall keep a record of the minutes of all regular and special meetings of the Society's

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Board of Directors.

- B. Shall keep an up-to-date list of committees.
- C. Shall keep a record of attendance at meetings of the Board of Directors.
- D. Shall render a report at each meeting of the Board of Directors.

## Corresponding Secretary

- A. Is responsible for all external correspondence as directed by the President or other member of the Board of Directors.
- B. Shall report at each meeting of the Board any correspondence since the last meeting.

## Treasurer

- A. Is responsible for all monies of the Society and shall see to the disbursing of all such monies. The monies will be deposited in an account having two (2) names - the President's and Treasurer's.
- B. Shall keep accurate records, which shall be open to examination or audit at any time.
- C. May pay bills up to \$250.00 with the approval of the President; bills over \$250.00 with approval of the Board of Directors.
- D. Is responsible for submitting bank statements every 6 months to the Society's accountant for filing local, state, and federal tax forms.
- E. Shall render a report at each regular meeting of the Board of Directors.

## Curator

- A. Is Chairperson of the Museum Committee, a member of the Accessions Committee and is responsible for the care, use, preservation and storage of all accessions and records of The Chelmsford Historical Society, Inc.
- B. Shall oversee all exhibits.
- C. Shall report at each regular meeting of the Board.

## Chairperson of Accessions

- A. Shall be responsible for receiving accessions, inspecting them, and voting with the Accessions Committee on recommending to the Directors that they be accepted. Articles to be recommended should be primarily Chelmsford related.
- B. Shall ensure that all accepted articles are recorded in the archival management system.
- C. Shall report at regular meetings of the Board of Directors.

## Museum Manager

- A. Is responsible for the overall management, administration, and everyday operation of the Barrett-Byam Homestead Museum.
- B. Presents problems of policy and makes recommendations regarding the use of the physical plant, equipment, and grounds.
- C. Shares responsibility for exhibits, both permanent and temporary, with the Curator.
- D. Is responsible for maintenance and repairs to the museum's physical plant and grounds.
- E. Is responsible for security of the buildings, grounds, and collections.
- F. Organizes, plans, and oversees construction and alteration projects.
- G. Shall report at each regular meeting to the Board of Directors.

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## ARTICLE IX - BOARD OF DIRECTORS

- A. Shall be composed of eight (8) officers as described in Article VIII, plus a variable number of Committee Chairpersons and Members-at-Large who shall carry out the purposes of the Society to the best of their ability. They shall transact the business of the Society in accordance with all Bylaws duly adopted by the membership of the Society.
- B. Shall hold regular meetings on the third Tuesday of each month from September through June. The Board may cancel or move future regular meeting dates as necessary at any regular meeting by majority vote of those in attendance.
- C. The President may call special meetings of the Board of Directors.
- D. At its discretion, the Board of Directors may remove any member by a two-thirds vote of the Board at a regularly scheduled or special meeting.

## ARTICLE X - EXECUTIVE BOARD

- A. The Executive Board shall consist of four (4) members as follows: The President, the immediate Past President, the Vice-President, and the Museum Manager.
- B. May conduct emergency house or safety related business between meetings of the Board and report to the next meeting of the Board of Directors of actions taken, which shall be subject to ratification.
- C. May hold a meeting without prior notice, provided the President contacts all members personally.

## ARTICLE XI - COMMITTEES AND THEIR DUTIES

The Board of Directors will determine the chairpersons and their duties. The following list of committees and duties may serve as a guide. Each chairperson will give a report to the Board of Directors at each regular meeting of the Board.

### Ways and Means

- A. Oversees merchandising and general sales for the Society.
- B. Is responsible for managing, overseeing, or designating responsibility for the Society sales booth at 4th of July Country Fair, town activities, Farm Fair, and any other special Society events.

### Hospitality

Provides refreshments at meetings of the Society and any special event or program the Society conducts and may involve other members of the Society to help.

### Publicity

- A. Provides press releases on our upcoming events to newsprint, websites, and social media outlets.
- B. Creates and places posters around town to advertise any event we sponsor.
- C. Makes information about events available to our local TV channel.

### Education

Is responsible for providing communication between the Society and educational institutions.

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## Membership

- A. Plans ways to increase our membership.
- B. Keeps membership lists current.
- C. Sends statements for annual dues along with the President's April newsletter announcing the Annual Meeting.
- D. Sends out the October newsletter provided by the President.
- E. Sends reminders at the end of May to members who are late with their dues.
- F. Sends out a welcome letter and other membership materials as dues are paid.

## Program

Plans and coordinates special events for the coming year.

## Horticultural

Is responsible for the maintenance of all flower gardens on the property.

## IT Coordinator

- A. Is responsible for maintaining and updating the Society's website.
- B. Is responsible for maintaining and upgrading electronic systems:
  - 1. Digital archival management system
  - 2. Anti-virus protection and secure backup for all digital data
  - 3. Copying, printing, scanning, and audio-visual presentation equipment
  - 4. Telephone system

## Farm Fair Coordinator

- A. Serves as coordinator for all activities and events associated with the Farm Fair, a community-based event highlighting Chelmsford's agricultural heritage.
- B. Works with the Board of Directors to set the time and date of the fair and proposes budget for related expenses.
- C. The Farm Fair will encompass use of the Museum, Ralph Parlee Agricultural Center, and the museum grounds.

## Orchard Manager

Maintains the society's orchards and interfaces with professional arborists when needed, reports the condition of the trees to the Board, and recommends methods of care.

## Member-at-Large

- A. Does not have a specific role unlike other executive board leadership such as a President, Clerk, or Treasurer.
- B. Duties change as needed to fulfill board requirements to address organizational goals.

## Past President

- A. Provides insight and experience to Board conversations during Board meetings and can impart knowledge and understanding about interactions with other groups during their tenure.
- B. Provides continuity to the organization by providing historical context for issues.

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## ARTICLE XII - MUSEUM TRUST

- A. The Museum Trust is a maintenance fund managed by seven (7) trustees who are recommended by the President and approved by the Board of Directors. The Trust Fund checking account must have two (2) names but the signature of only one is required on checks.
- B. Trustees shall at all times use the realized proceeds of this Trust Fund as necessary for the purpose of preserving, maintaining, improving and equipping the Museum property known as "THE BARRETT-BYAM HOMESTEAD", said property having been the property donated for the purpose of a Museum to the Donor (The Chelmsford Historical Society, Inc.) by Albert L. Murray, or may from year to year re-invest any unexpended proceeds of the Trust as part of the Trust Corpus.
- C. Trustees may accept any other property, real or personal, conveyed, assigned, transferred, or gifted over to them by the Donor (The Chelmsford Historical Society, Inc.) or any other person to constitute a part of the Trust Fund hereby created and to be held, invested, managed and disbursed by the Trustees in accordance with the provisions hereof.

## ARTICLE XIII - RESTRICTED FUNDS

- A. Restricted funds shall be managed by the Board of Directors of The Chelmsford Historical Society, Inc. and used for purposes stated in the donor's restriction or will.
- B. Funds used to pay for special projects that meet the restriction shall be transferred to the operating account upon the approval of the Board of Directors.
- C. Funds shall be invested in a money market account, certificates of deposit and/or treasury bonds in short terms, not to exceed three (3) years.
- D. The money market account, certificates of deposit and/or treasury bonds shall be in the name of The Chelmsford Historical Society, Inc. The President and the Treasurer shall be signatories on the accounts. One signature only will be required for any transaction.
- E. The Treasurer will report on the status of any restricted funds at each meeting of the Board of Directors.
- F. The Board of Directors will maintain a list of each restricted fund with the details of the applicable restriction.

## ARTICLE XIV - UNRESTRICTED FUNDS

Unrestricted funds shall be used for the good of the Chelmsford Historical Society as determined by majority vote of the Board of Directors.

## ARTICLE XV - AMENDMENTS AND REVISIONS

- A. These Bylaws may be amended at any special meeting of the Board of Directors with approval by a two-thirds majority of the full Board.
- B. Following approval, the Bylaw document shall be posted on the Home page of the Chelmsford Historical Society website.
- C. The revised Bylaw document shall be brought to the attention of the general membership in the next available newsletter along with a brief explanation of the reasons for the revision.