

# Buxton-Hollis Historical Society

## By-Laws

### ARTICLE 1. NAME

The name of the organization shall be the "Buxton-Hollis Historical Society".

### ARTICLE 2. PURPOSE

The purpose of this organization shall be to furnish an opportunity for united thought and action in collecting preserving and publishing whatever may be related to the early and late history of the towns of Hollis and Buxton and to preserve such articles or relics of the early settlers of the country and such records as may be of interest to the society.

To further its purpose and implement its mission, the Society shall review and adopt a Strategic Plan at least every three years and shall present the current plan to the membership at a regular meeting annually.

### ARTICLE 3. MEMBERS

Section 1. Membership in this Society shall be open to all persons interested in the purpose of the Society who are willing to aid and assist in promoting and encouraging its work.

Section 2. There shall be three kinds of membership:

- A. Honorary Life Members may be proposed by the Board of Directors and elected by the Society in recognition of their contributions to the Society. They shall have the rights of Active Members. They shall not be required to pay dues.
- B. Memorial membership may be granted by the Board of Directors upon recommendation of a dues paying member.
- C. All other members of the Society shall be Active Members. Paid Life Members shall be one of several classes of Active Members.

### ARTICLE 4. DUES

Section 1. Dues shall be payable on a calendar year basis. The amount and classes of dues of the Active Members shall be established by the Board of Directors.

Section 2. The annual dues of the Active Members shall be payable by the April meeting of each year.

Section 3. If any Active Member does not pay dues for two consecutive years the membership shall be terminated at the end of the second year.

### ARTICLE 5. OFFICERS - THEIR ELECTION AND DUTIES

Section 1. The officers of the Society shall be a President, two Vice Presidents, (one from each of the towns of Buxton and Hollis), a Secretary and a Treasurer. They shall be elected at the annual Fall Meeting and they shall serve for one year or until their successors are elected or appointed. The Board of Directors shall consist of the Officers, the immediate Past President, the Curator and the Chairpersons of all standing committees.

Section 2. The President shall preside at all meetings and have the general and active management of its business and affairs. The President may call a meeting of the Board of Directors or of the members at his/her discretion. The President shall perform such other duties as may be from time to

time prescribed by the Board of Directors. The President shall appoint such committees as seem advisable to carry on the business of the Society.

Section 3. The Vice Presidents shall act as assistants to the President and shall perform the duties of the President in the absence of that officer.

Section 4. The Secretary shall keep the records of the meetings of the members and records of the Directors' meetings in a book or books kept for that purpose. The Secretary shall also attend to all correspondence of the Society and shall, in general, perform all such other duties as are incident to the office.

Section 5. The Treasurer shall keep all monies of the Society and disburse same under the general supervision of the Board of Directors. The Treasurer shall also have custody of all funds and securities belonging to the Society and shall sign all promissory notes or other obligations of the Society required, in the regular course of its activities and shall have authority to sign checks on the bank accounts or deposits of the Society.

At each annual meeting of the members the Treasurer shall submit a written statement of the accounts for the past year with the proper vouchers in support thereof. All books and papers of the Treasurer shall be at all times open to the inspection of the Board of Directors.

Section 6. The auditor or Finance Committee shall examine the financial records of the Society and shall make such reports as the Board of Directors shall require.

Section 7. The Curator shall have charge of all articles or real or personal property belonging to the Society or loaned to the Society, subject-to the control of the Board of Directors.

Section 8. The Board of Directors shall have the power:

- a. To incur such indebtedness as they deem necessary on behalf of the Society.
- b. To purchase, lease or otherwise acquire property whether real or personal, and any interest thereunder, whenever in their judgment they shall deem it expedient of the purpose of the Society.
- c. To fill all vacancies in any office of the Society whenever such vacancies may occur.
- d. To cause to be audited at least once each calendar year all books of account and financial records of the Society.
- e. A majority of the members of the Board of Directors shall constitute a quorum.

#### ARTICLE 6. MEETINGS

Section 1. Regular meetings will primarily be held on the second Tuesday of each month from April to November inclusively, except that the June meeting will be the first Tuesday.

If it is deemed advisable to change the date of a meeting this may be done by a majority vote at the preceding meeting or by the Board of Directors.

Section 2. Special meetings of the membership may be called upon written application of five or more members. Notice of any special meeting must be issued three days in advance of such meeting.

Section 3. A quorum shall consist of fifteen members of the Society.

#### ARTICLE 7. AMENDMENTS

These By-laws may be altered or amended or an entirely new set of By-laws substituted therefore at any annual or regular meeting of the members called for any purpose upon the affirmative vote of two-third of the members present and entitled to vote at the meeting provided notice of the proposed alteration, amendment or substitution is presented at a regular or annual meeting of the Society and laid upon the table until the next regular or annual meeting when it shall be acted upon. The notice of such proposed action shall be set forth in the call for the meeting at which the vote on the proposal shall be acted upon.

#### ARTICLE 8. FEDERAL TAX STATUS

This organization is organized exclusively for religious, charitable or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

Upon the dissolution and winding up of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code and which has established its tax-exempt status under that section.

#### Article 9. N. C. WATSON SCHOOL COMMITTEE

Section 1. The purpose of the N. C. Watson School Committee shall be to raise and expend funds for the ongoing educational programs of the school and to maintain the school in good condition. It shall not incur any debt except as it has cash in its accounts.

Section 2. The Committee shall consist of the President of the Buxton-Hollis Historical Society and four (4) other Active Members of the Society.

Section 3. The four (4) other Committee members shall be elected at the annual Fall Meeting of the Society. They shall serve four (4) year terms with the initial election in four classes for initial staggered terms of one, two, three and four years each. They shall serve their term until resignation or until their successors are appointed for the balance of a term or elected for a new term at the next annual meeting, whichever comes first.

Section 4. All monies raised and dedicated for the N. C. Watson School educational and maintenance program shall be held in a separate account by the Treasurer of the Society and shall be expended by authorization of a majority of the Committee.

Section 5. The Committee shall meet and organize as soon as is practical after each annual Fall Meeting. It shall elect a N. C. Watson Committee Chairperson and Secretary from the Committee members. The Secretary shall record the minutes of the Committee meetings. The Chairperson shall call meetings of the Committee. Special Committee meetings may be called upon application of fifty percent of the members with at least three days written notice. The Committee shall recommend and report a Watson School budget to the Society for the Society's budget year.

Amended November 3, 2018