

THE CONSTITUTION AND BYLAWS
of the
WENONAH HISTORICAL SOCIETY
Wenonah, New Jersey

CONSTITUTION

ARTICLE I - Name

The name of the organization shall be the WENONAH HISTORICAL SOCIETY, hereinafter referred to as the "Society".

ARTICLE II - Objectives

The Society's mission is to inspire interest in our local history through educational and cultural programs, preserve the historical archives and collection as the stewards of shared historical knowledge, and foster a sense of community past, present and future through our programs and special events.

The objectives of this Society shall be:

Section 1: To acquire and preserve historic documents, records, artifacts, and memorabilia of the Borough of Wenonah.

Section 2: To locate and acquire a suitable place for the storage and display of such materials.

Section 3: To encourage the protection and preservation of historical landmarks and points of interest within the Borough of Wenonah.

Section 4: To encourage historical and genealogical research, and publication of its results.

Section 5: To encourage interest in history generally, and in Wenonah history in particular, among the youth of Wenonah.

Section 6: To make all information and acquisitions of the Society available to the public.

ARTICLE III - Membership

Any interested person or organization shall become a member of the Society upon application and payment of dues to the treasurer.

ARTICLE IV - Officers and Trustees

Section 1: The Officers of the Society shall be President, Vice President, Secretary, and Treasurer.

Section 2: The Board of Trustees shall consist of these four (4) Officers, two (2) Trustees, and the Chairperson of the Museum Committee, all of whom shall be members in good standing of the Society.

ARTICLE V - Election and Tenure of Officers and Trustees

Section 1: The members of the Board of Trustees shall be elected for terms of two (2) years which begin at the Annual Meeting. To be elected to office, a person must be a member in good standing of the Society.

Section 2: A Standing Nominating Committee appointed by the President shall consist of one person who has been a member of the Society for five (5) years or less, one person who has been a member of the Society for more than five (5) years, and one (1) former Board member. If no former Board member is available, a current Board member may be asked to serve.

Section 3: The Committee shall announce a slate of officer and trustee candidates at the November meeting. Any member in good standing may make additional nominations from the floor. At that time, the nominations will be closed and a vote will take place.

Section 4: The election shall be by voice vote, or if necessary, by secret ballot. A plurality of those present will determine the winners. New officers and trustees will be installed at the Annual Meeting.

ARTICLE VI - Meetings

- Section 1: The Annual Meeting of the Society shall be held in the month of January.
- Section 2: The organization of the Society shall be accomplished at the Annual Meeting.
- Section 3: The Society shall meet at least five (5) times each calendar year.
- Section 4: Special meetings of the Society may be called at any time by the President, following ten (10) days written notice to the dues-paying members, or at the written request of two (2) Board of Trustees members.
- Section 5: Twenty percent (20%) of the members of the Society present at any meeting shall constitute a quorum for official and binding actions of the Society.
- Section 6: Failure of any Board of Trustees member to attend at least four (4) meetings or events of the Society in a calendar year without good and sufficient reason shall constitute grounds for a majority of the membership to declare such office vacant. The Secretary or other designated member shall notify him or her, and the Nominating Committee shall, as soon as possible, fill the vacancy for the balance of the unexpired term.
- Section 7: The Board of Trustees will meet at least quarterly throughout the year.

ARTICLE VII - Amendments

This Constitution and these Bylaws may be amended or changed by a two-thirds (2/3) vote of the members present at any meeting of the Society, provided a quorum is present, and provided a copy of the proposed amendment(s) or change(s) shall have been sent to every member at least one (1) week before the meeting, together with notice of the date and place of the meeting where the action is to be taken.

ARTICLE VIII - Dissolution

In the event of the dissolution of this Society, all of its property and acquisitions shall become the property of the Gloucester County Historical Society.

BYLAWS

ARTICLE I - Duties of Officers

- Section 1: The President shall be the principal executive officer and shall perform all inherent duties of the office, and those as may be prescribed by the Board of Trustees.
- Section 2: The President shall preside at all meetings of the Society; be an ex-officio member of all committees except the nominating committee; cast the deciding vote on occasion of a tie; enforce all laws and regulations relating to the administration of the Society; and may sign any instrument where the execution thereof shall be expressly delegated by the membership.
- Section 3: The Vice President shall in the absence of the President have all the powers and prerogatives of the President. In the absence of both, the Board of Trustees shall appoint one of their members to preside.
- Section 4: The Secretary shall record the proceedings of the meetings of the Society and the Board of Trustees. He or she shall maintain a permanent file of all minutes and other records pertaining to the activities of the Society. The Secretary shall handle all correspondence – including sending thank you notes to donors of money and/or artifacts, and any other Society correspondence, excluding welcome letters to new members. (Welcome letters will be sent by the Chairperson of the Membership Committee.)
- Section 5: The Treasurer shall collect and keep accurate accounts of all dues and monies received by the Society; shall pay all bills approved by the President and/or the Board of Trustees; and shall report at the monthly and annual meetings the condition of the treasury. The Treasurer may be bonded if so decided by the Board of Trustees. The Treasurer will prepare and submit an annual budget to the Board of Trustees. The budget will be reviewed and approved by the Board of Trustees in November, for the coming year. The budget will be made available to all Society members. The Treasurer is responsible for ensuring compliance with non-profit filings as required by the Internal Revenue Service and State of New Jersey.

Section 6: The Trustees and Chairperson of the Museum Committee shall act in the best interest of the Society and be responsible for safeguarding the assets of the Society. The Trustees are responsible for ensuring activities are aligned with the Society's mission statement and the Society complies with its fiscal responsibilities.

ARTICLE II - Committee Chairpersons

Committee Chairpersons shall see that the functions of the Committee are properly and efficiently executed and shall report at meetings of the Society.

Standing Committees of the Society:

1. Museum
2. Programs
3. Hospitality - Meeting Refreshments
4. Special Events
5. Membership
6. Marketing and Publicity - Newsletter
7. Nominating
8. House Plaques

A request for volunteers to serve on all committees will be made at the Annual Meeting.

ARTICLE III - Dues and Membership

Section 1: Dues are payable on or before February 1 for the ensuing calendar year, ending December 31 of each year.

Section 2: Classes of membership shall be as follows:

1. Individual Member
2. Honorary Member

Section 3: Dues shall be reviewed annually and set by the Board of Trustees. Honorary memberships will be conferred on members who have served the organization for a significant period of time in an exemplary manner. Such memberships shall be proposed by the Membership Committee and approved by the Board of Trustees. Upon approval, the member shall enjoy a lifetime exemption from dues.

ARTICLE IV - Property

Section 1: All acquisitions presented to the Society shall remain the sole, unrestricted property of the Society, and shall be used, placed, or stored in a manner best fitting the needs and purposes and available storage area(s) as determined by the Board of Trustees.

Section 2: Acquisitions shall not be loaned without the approval of the Board of Trustees.

Section 3: All officers, trustees, and committee chairpersons shall be responsible for all records, tools, keys, materials, or anything belonging to the Society, and shall return same to the President upon leaving office.

ARTICLE V - Rules of Order

The rules of parliamentary procedure as laid down in Robert's Rules of Order - Newly Revised, shall govern all meetings and actions of the Society.

ARTICLE VI – Review of Constitution and Bylaws

The Constitution and Bylaws of the Wenonah Historical Society shall be reviewed every three (3) years.