

# CONSTITUTION AND BY-LAWS OF THE HISTORICAL SOCIETY OF HAMMONTON, NEW JERSEY

## CONSTITUTION

**ARTICLE 1.** The name of this Society is and shall be the Historical Society of Hammonton, New Jersey.

**ARTICLE 2.** The Mission Statement of the Society is the preservation of the civil, political and religious history of the Town of Hammonton and its landmarks.

### **ARTICLE 3. MEMBERSHIP:**

All persons may become a member of this Society upon payment of annual dues set by the Society. Members of the Historical Society of Hammonton are encouraged to work and interact with other civic groups while keeping Historical Society of Hammonton an autonomous organization.

**ARTICLE 4. OFFICERS.** The officers of this Society shall be a President, a Vice-President, a Secretary and a Treasurer.

### **ARTICLE 5. TRUSTEES:**

**Section 1.** There shall be nine (9) Trustees.

**Section 2.** Trustees shall be elected each year for a term of three (3) years.

**Section 3.1.** Three (3) Trustees shall be elected each year for a term of three (3) years.

**Section 4.** Should a vacancy occur among the Trustees, the President shall, with the approval of the Executive Board, appoint a member to fill the vacancy until a successor is elected at the next annual election of the Society according to Article III, Section 3.1 of these by-laws.

**Section 5.** Any number of Honorary Trustees may be elected by the Executive Board at any time and shall hold such positions at the pleasure of the board. Honorary Trustees shall have no vote, required duties or liabilities of any kind.

### **ARTICLE 6. EXECUTIVE BOARD:**

**Section 1.** The Executive Board shall consist of the officers elected annually, trustees elected every three (3) years and the past president.

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**Section 2.** The Executive Board shall manage the affairs of the Society in the interval between meetings, shall fill vacancies until the next annual meeting of the Society and shall do all acts which the Society itself might do, except it shall have no power to amend the Constitution and By-Laws. Five (5) members shall constitute a quorum.

**Section 3.** Each outgoing President will serve as a member of the Executive Board until the completion of the sitting President’s term. If not already a member of the Executive Board, the Past President shall serve as a voting member of the Executive Board.

**ARTICLE 7. MEETINGS.** The annual meeting shall be held on the first Thursday in the month of November each year, and written reports will be presented in the month of January each year. The general meetings of the Society shall be held on the first Thursday of each month in which they fall. There shall be a minimum of four (4) meetings each year.

**ARTICLE 8. PARLIAMENTARY AUTHORITY.** The rules contained in Robert’s Rules of Order, Revised, shall govern this Society.

**ARTICLE 9. AMENDMENTS.** This Constitution may be amended by any regular meeting of the Society by a two-thirds (2/3) vote of the members present, provided that a copy of the proposed amendment has been sent to each member at least thirty (30) days prior to the meeting at which action is to be taken.

**BY-LAWS**

**ARTICLE I. DUTIES OF OFFICERS.**

**Section 1.** The President shall preside at all meetings of the Society and the Executive Board and shall sign leases and other contracts for the Society when authorized by the Society or Executive Board and shall be ex-officio member of all committees with the exception of the Nominating Committee and shall appoint all committees with the approval of the Executive Board.

The President shall appoint a minimum of five (5) and a maximum of seven (7) members to the Nominating Committee at the regular September meeting. The Nominating Committee shall consist of a minority of members of the Executive Board. The written report of this Committee shall be presented at the general meeting in November and the election will take place at the same November meeting.

The President shall appoint three (3) Curators and three (3) Historians. These appointments shall be approved by the Executive Committee.

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The President shall appoint up to a three (3) member Audit Committee to audit all Historical Society of Hammonton accounts. A written report shall be presented at the January meeting.

**Section 2.** The Vice-President shall have the power to perform all the duties of the President in his/her absence.

**Section 3.** The Secretary shall keep and publish the minutes of all General Membership meetings of the Society and have the custody of all record books and papers of the Society and perform all other acts incident to his/her office. The Secretary shall keep the minutes of all Executive Board meetings of the Society. The Secretary shall distribute an agenda prior to each meeting. It is the responsibility of the Secretary to gather and file all minutes of all Sub Committees.

**Section 4.** The Treasurer shall have charge of the funds of the Society and shall deposit the same in the name of the Society in bank accounts designated by the Executive Board. The Treasurer shall present at each regular meeting a written statement of the past month's receipts, expenditures and a balance of all accounts. The Treasurer shall present at the January meeting a year-end report, including a balance sheet, for the preceding year. The Treasurer shall receive dues and receipt for the same. The Treasurer shall disburse the funds as ordered by the Society or the Executive Board.

## ARTICLE I.I. DUTIES OF TRUSTEES

**Section 1.** Attend monthly meetings of the Society and Executive Board. Participate in museum open hours, as needed. Chair at least one committee and actively participate on other committees, when requested. Communicate with Officers and Executive Board members. Support program initiatives.

## ARTICLE II. MUSEUM COLLECTIONS COMMITTEE

**Section 1.** A Museum Collections Committee shall consist of the three (3) appointed Curators and the three (3) appointed Historians. This Committee shall report all pending collections to the Executive Committee for final vote. All final decisions on the Museum Collections Committee will be reported at every General meeting by the President.

**Section 2.** The three (3) Curators shall be responsible for the care, storage, maintenance and display of all present and new acquisitions of the organization. Acceptance of all objects, artifacts, photographs and archives offered to the museum will be based on a review by the Museum Collections Committee of which the three (3) Curators will be members. At least one Curator, who is not presently a member of the Executive Board in another capacity, must report

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monthly to the Executive Board and seek approval from the Executive Board for all upcoming displays and exhibits.

**Section 3.** The three (3) Historians shall be responsible for the historical research of all current holdings, new acquisitions and historical inquiries from the public regarding objects, artifacts, photographs and archives. The Historians shall seek historical knowledge about all relevant items pertaining to the Historical Society of Hammonton’s Mission Statement. Acceptance of all objects, artifacts, photographs and archives offered to the museum will be based on a review by the Museum Collections Committee of which the three (3) Historians will be members. At least one Historian, who is not presently a member of the Executive Board in another capacity, must report monthly to the Executive Board and seek approval from the Executive Board for all present and future historical research projects.

**ARTICLE III. MEETINGS AND ELECTIONS**

**Section 1.** At the request of the Executive Board the President shall call a special meeting of the Society. This request shall state the object for which the meeting is called, and no other business shall be considered at such special meeting.

**Section 2.** At any meeting of the Society, five (5) members shall constitute a quorum.

**Section 3.** The Officers shall be elected for a term of one (1) year. All Officers shall be eligible for re-election to a second and third consecutive term. At the end of a third term, and Officer will not be eligible for election to the same office for a period of one (1) year.

**Section 3.1** The Trustees shall be elected for a term of three (3) years. All Trustees shall be eligible for re-election to a second consecutive term. At the end of a second elected term, a Trustee will not be eligible for election to the same office for a period of one (1) year.

**Section 3.2.** Trustees will be divided into three (3) classes of equal size, with one-third (1/3) of the terms expiring each year.

**Section 4.** At least twenty-one (21) days before the November election, the Nominating Committee shall be chosen as specified in Article 1, Section 1, of the BY-LAWS. The report of this Committee shall be given at the time of the election.

**Section 5.** No Member shall be eligible for nomination or election to office, or to vote at any meeting, whose dues are in arrears.

**Section 6.** Newly elected officers and trustees shall take office on January 1<sup>st</sup> each year.

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## ARTICLE IV. DUES

**Section 1.** The annual dues shall be payable by February 1 of each year. Members whose dues are not paid by February 1 are considered to be in arrears.

**Section 2.** All those members with dues remaining unpaid for a period of two (2) years can be dropped from the mailing list of the Society.

## ARTICLE V. DISSOLUTION

**Section 1.** Upon the dissolution of the Historical Society of Hammonton, a corporation, its assets remaining after payment, or provision for payment, of all the corporation's debts and liabilities will be given to a non-profit organization selected by the final slate of foundation officers.

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**RECORD OF CHANGES**

DATE	REVISIONS
<b>5/4/2023</b>	<p><b>By Laws: Article I – Duties of Officers, Section 1, Paragraph 4</b>  <b>Current language:</b>                      The President shall appoint a three (3) member Audit Committee to audit all Historical Society of Hammonton accounts. A written report shall be presented at the Annual Meeting.  <b>Proposed language:</b>                      The President shall appoint <b>up to</b> a three (3) member Audit Committee to audit all Historical Society of Hammonton accounts. A written report shall be presented at the <b>January meeting</b>.  <b>Rationale:</b>                      It makes more sense for all reports to be presented after the full year has passed, as opposed to the November Annual meeting.</p>
<b>5/4/2023</b>	<p><b>By Laws: Article I – Duties of Officers, Section 4</b>  <b>Current language:</b>                      The Treasurer shall have charge of the funds of the Society and shall deposit the same in the name of the Society in bank accounts designated by the Executive Board. The Treasurer shall present at each regular meeting a written statement of the past month's receipts, expenditures and a balance of all accounts. The Treasurer shall present at the Annual Meeting a year-end report, including a balance sheet, for the preceding year. The Treasurer shall receive dues and receipt for the same. The Treasurer shall disburse the funds as ordered by the Society or the Executive Board.  <b>Proposed language:</b>                      The Treasurer shall have charge of the funds of the Society and shall deposit the same in the name of the Society in bank accounts designated by the Executive Board. The Treasurer shall present at each regular meeting a written statement of the past month's receipts, expenditures and a balance of all accounts. The Treasurer shall present at the <b>January meeting</b> a year-end report, including a balance sheet, for the preceding year. The Treasurer shall receive dues and receipt for the same. The Treasurer shall disburse the funds as ordered by the Society or the Executive Board.  <b>Rationale:</b>                      It makes more sense for the Treasurers year-end report to be presented after the full year has passed, and not in early November during the Annual Meeting.</p>
<b>5/4/2023</b>	<p><b>By Laws: Article III – Meetings and Elections, Section 6</b>  <b>Current language:</b>                      Newly elected officers and trustees shall take office on the day of their election.  <b>Proposed language:</b>                      Newly elected officers and trustees shall take office on <b>January 1<sup>st</sup> each year</b>.  <b>Rationale:</b>                      In order to allow time for a smooth transition and for the outgoing officer to brief the incoming officer, providing time between the annual meeting in November and January 1<sup>st</sup> makes more sense.</p>
<b>5/4/2023</b>	<p><b>Constitution: Article 7, Meetings</b>  <b>Current language:</b>                      The annual meeting shall be held on the first Thursday in the month of November each year at which time written committee reports will be presented. The general meetings of the Society shall be held on the first Thursday of each month in which they fall. There shall be a minimum of four (4) meetings each year.  <b>Proposed language:</b>                      The annual meeting shall be held on the first Thursday in the month of November each year, and written reports will be presented <b>in the month of January each year</b>. The general meetings of the Society shall be held on the first Thursday of each month in which they fall. There shall be a minimum of four (4) meetings each year.  <b>Rationale:</b>                      It makes more sense to have committee reports submitted after a full year has passed.</p>
<b>10/6/2022</b>	<p><b>Article III – Meetings and Elections, Section 3</b>  <b>Previous language:</b></p>

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	<p>The Officers shall be elected for a term of one (1) year. All Officers shall be eligible for re-election to a second consecutive term. At the end of a second term, and Officer will not be eligible for election to the same office for a period of one (1) year.</p> <p><b>New language:</b> The Officers shall be elected for a term of one (1) year. All Officers shall be eligible for re-election to a second <u>and third</u> consecutive term. At the end of a <u>third</u> term, and Officer will not be eligible for election to the same office for a period of one (1) year.</p> <p><b>Rationale:</b> In order to allow for program continuity, it was felt that allowing an officer to serve one additional year (if they were interested in doing so) would be beneficial for the organization. Every Officer would still need to be re-elected every year.</p>
<p><b>10/6/2022</b></p>	<p><b>New addition:</b> Article I.I – Duties of Trustees Attend monthly meetings of the Society and Executive Board. Participate in museum open hours, as needed. Chair at least one committee and actively participate on other committees, when requested. Communicate with Officers and Executive Board members. Support program initiatives.</p> <p><b>Rationale:</b> Add a new Article describing the duties of Trustees because there is no description of Trustee duties in the current document.</p>

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