

THE MASON HISTORICAL SOCIETY



ALVERTA GREEN MUSEUM
207 W. CHURCH STREET
MASON, OHIO 45040
513-398-6750

www.masonhistoricalsociety.org

CONSTITUTION & BYLAWS

ADOPTED FEBRUARY 24, 2015

CONSTITUTION

Article 1 - Name

The name of this organization shall be THE MASON HISTORICAL SOCIETY.

Article 2 - Membership

Any person or persons interested in the history of Mason and the surrounding area, the State of Ohio, and corresponding items of an historical and archeological nature, may become a member of this corporation on payment of the annual dues as specified by the Society.

Article 3 - Purposes

The purposes of this Society shall be:

To create, promote and preserve a continuing interest in the history and heritage of Mason and the surrounding area and the State of Ohio; to collect, preserve, and exhibit for educational and cultural purposes all types of historical artifacts, records, structures and matters as have particular interest to Mason and the surrounding areas; to maintain the Alverta Green Museum and any future facilities for exhibiting artifacts and records.

Article 4 - Executive Board

The membership of the Executive Board shall be the following:

President, Vice-President, Secretary, Treasurer, Historian, Membership Secretary, Publicity Editor, five Trustees and the Immediate Past President.

The President of the Society will serve as President of the Executive Board and will call a monthly meeting at the convenience of the Executive Board. The Executive Board shall have responsibility for the general operation and affairs of the Society and museum. The Secretary will serve as recording secretary of the Executive Board and the minutes of these meetings shall be open to the Society's membership.

Article 5 - Officers and Trustees

The Officers of this Society shall be a President, Vice-President, Secretary, Treasurer, Historian, Publicity Editor, Membership Secretary.

Election of Officers and Trustees shall be at the annual business meeting in November of each year and take office at the end of the December meeting. In the event an Officer other than the President resigns or cannot complete his or her term of office, the Executive Board shall appoint a successor to complete the unexpired term.

All Officers shall hold office for a period of one year. The five Trustees shall each serve for a term of three years. Every year, one or two Trustees are elected to serve a three year term.

Article 6 - Duties

The President, Vice-President, Secretary and Treasurer shall perform duties pertaining to their respective offices. In addition, the Vice-President shall also serve as Program Chairperson.

It shall be the duty of the Historian to preserve articles of the press and photographs pertaining to the Society's activities, events of Mason and the surrounding areas.

It shall be the duty of the Publicity Editor to inform the public of the Society's meetings and events by means of various types of media coverage.

The duties of the Membership Secretary shall be to keep records of all members and to hold a membership drive, whenever necessary, to be approved by the Executive Board.

Curator

The Curator shall be responsible for maintaining the amenities of the museum and keeping it in a presentable manner for visitors. The Curator shall be on the Acquisition Committee, attend Board meetings and assist the Executive Board by any means necessary. In addition, responsibilities shall always be at the discretion of the Executive Board to include, but not limited to, hours of operation, cataloging items in the museum, sending thank you notes for donations, retaining and training docents, and to make an annual report to include the condition of the Society's collections to the Executive Board at the end of the year.

Article 7 - Meetings

The times and places for this Society's meetings shall be determined by the Executive Board.

An annual business meeting shall be held in November.

Special meetings may be called by the President or by the Executive Board or shall be called upon the written request of any members of the Society with the purposes stated.

Article 8 - Acquisitions

The President shall annually appoint a committee on acquisitions composed of the Curator and two more members of the Society. All collections or items of historical interest donated to the Society shall first be submitted to this committee, together with full information and evidence as to their authenticity. Said committee shall report the acceptance of items to the Society.

Any item deemed disposable shall first be investigated as to its importance and followed with a majority vote by the Executive Board for disposal.

All gifts will be acknowledged.

It is the further responsibility of this committee to be on the alert for, and to seek out, any materials which may be acquired which coincide with the purposes of this Society as stated in Article 3.

Article 9 - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with this Constitution, its Bylaws, and any special rules or order which the Society may adopt.

Article 10 - Amendments

This Constitution may be amended by two-thirds of the Executive Board present at any board meeting or special meeting called for that purpose, after notification to the General Membership.

BYLAWS

Section 1 - Elections

A nominating committee shall be appointed by the President. A slate of Officers and Trustees will be presented at the annual business meeting in November of each year by the chairman of the nominating committee, who will then entertain other nomination from the floor. The officers and trustees will then be elected by majority vote of the membership present. Installation of officers will be held at the December meeting.

Section 2 - Treasurer

The Treasurer shall disburse funds on order of the Society or by the Executive Board and shall make a monthly report of expenditures, which shall be reviewed by the Executive Board.

Section 3 - Removals

Any Officer or Trustee may be removed from office for any just cause upon two-thirds vote of at least nine board members present at any board meeting or special board meeting, excluding the board member in question, having been previously announced by ten business days written notice to all board members via Certified Mail.

Section 4 - Committees

The President shall appoint such committees as are deemed necessary. All committees appointed shall be responsible to the President. The President shall be a member ex-facto of all committees, except nominating.

Section 5 - Membership Dues

The annual dues of this Society shall be set by the Executive Board.

Section 6 - Amendments

These Bylaws may be amended by a vote of two-thirds of the Executive Board present at any Board meeting or special meeting called for that purpose, after notification to the General Membership.