

**SALISBURY HISTORICAL SOCIETY
BYLAWS**

ARTICLE I

Name

The name of this organization shall be the Salisbury Historical Society, Incorporated.

ARTICLE II

Objectives

To promote the interest in and the understanding of the history of the town of Salisbury and the state of New Hampshire.

To collect and preserve objects, facts and information of historical significance to the area and to make them available to all who wish to examine and study them.

ARTICLE III

Membership and Dues

Sec. 1 Any person who is interested in the aims of this Society is eligible for membership upon payment of dues.

Sec. 2 There shall be seven classes of membership: Friend of the SHS, Student, Single, Family, Contributing, Life and Honorary.

- A. Friend of the SHS: Awarded to person new to the Society who has participated in a project sponsored by the Society. This is a one time only offer, good for 1 year. Does NOT pay dues. Has voting privileges with project only.
- B. Student: Under the age of 18 yrs. Has participated in a community project with some historical significance. Has permission of parent(s). Does NOT pay dues. Does NOT have voting privilege.
- C. Single: Individual membership. Pays dues. Has voting privileges.
- D. Family: One or two adults plus their children living in the same household. Pays dues. Each adult has voting privileges.
- E. Contributing: Same as single or family, but has donated more money than specified dues.
- F. Life: Same as single, but dues are paid in one sum. Has voting privileges.
- G. Honorary: Member nominated by another member or Executive Board and approved by majority vote of quorum. Does NOT pay dues. Has voting privileges.

Sec. 3 The amount of dues for each class of membership shall be determined by the Executive Board and approved at the annual meeting of the Society. Dues shall be payable at the beginning of the fiscal year, January 1st.

Sec. 4 If any member is in the arrears for more than one fiscal year, the membership shall be canceled.

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ARTICLE IV

Officers and Trustees

- Sec. 1 The officers of the Society shall be: President, Secretary, Treasurer and Curator. A. The president shall have the executive supervision over the activities of the Society, shall preside at all meetings, and shall report annually on the activities of the Society. This is an elected position.
- A1. In the absence of the President, the Secretary shall perform these duties.
- B. The Secretary shall keep minutes of all meetings of the Society and of the Executive Board. Minutes will be read, approved and submitted in hard copy at the next meeting. This is an elected position. The Corresponding Secretary shall attend to the correspondence of the Society.
- C. The Treasurer shall receive all the funds of the Society and shall deposit them in the name of the Society in such accounts as may be chosen by the Executive Board and keep a true account of the receipts and disbursements as well as being custodian of deeds, contracts, and other documents relating to the Society, taking proper measures for their safety. The Treasurer shall make an annual report. This is an elected position.
- D. The Curator shall be responsible for all Society holdings and shall keep the Acquisition Book up to date and set the standards for the acceptance of appropriate gifts. This is an appointed position.
- Sec. 2 The officers shall be elected at the annual meeting by a majority of those present and shall serve a term of two (2) years. The President may serve two (2) terms consecutively, each term being for two (2) years, the Treasurer and Secretary may serve three (3) terms consecutively, each term being for two (2) years. Officers must be members in good standing, their dues must be current and they must attend at least 80% of Business and Executive Board meetings unless excused.
- A. In the event of the absence of a suitable candidate for any office at the Annual Meeting, the Executive Board will assume the role of that office and will locate and appoint an interim officer to hold that office until an election can be held at the next business meeting.
- B. Family members may not serve on the Board at the same time.
- Sec. 3 Three Trustees shall be elected for three years, one at each election to provide overlapping terms. A Trustee must be a member in good standing, their dues must be current and they must attend at least 80% of Business and Executive Board meetings

unless excused. An elected Trustee who has served a full term may succeed himself for an additional three-year term. In the event of a vacancy, the Executive Board shall appoint a member to serve the unexpired term.

A. The Trustees are responsible for overseeing finances, which also includes development of the budget.

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ARTICLE V

Executive Board

Sec. 1 The Executive Board shall consist of the officers and the trustees. Unless elected to another office, an outgoing President shall serve as an ex-officio member of the Executive Board for one year.

Sec. 2 The Executive Board shall be responsible for the overall administration of the Society.

Sec. 3 Meeting of the Executive Board may be called at any time by the President or any two members of the Board. Four members shall constitute a quorum.

ARTICLE VI

Committees

Sec. 1 Standing Committees shall be: Membership, Program, Publicity, Hospitality, House, Merchandising, Scholarship, Museum, Old Home Day and Round Robin.

A. Membership: Actively seek new members, especially among Salisbury residents. Shall work with Treasurer to keep an up to date list of current members.

B. Program: Identify and arrange speakers for meetings of Society. Work within approved budget.

C. Publicity: Place information and announcements in the public media and place posters in public places. Keep current listing of possible media for advertisement.

D. Hospitality: Arrange for refreshments at regular meetings and special events.

E. House: Make recommendations for major maintenance. Arrange for periodic cleaning inside and outside. Insure adequate supply of firewood and heat when required.

F. Merchandising: Coordinate ordering and sale of profit-making items e.g. ornaments, books mugs, etc.

G. Scholarship: In consultation with high school authorities, review academic

records and other data for Salisbury students in senior class. Committee will select recipient of Scholarship Award.

- H. Museum: The chairperson shall see to the running of the Museum including coordinating docents to keep the Museum open during summer hours.
- I. Old Home Day: Organize the SHS tables which may include White Elephant, Raffle and Membership along with the Cemetery Walk and docents for the museum and meetinghouse.
- J. Round Robin: Organize the bus schedule, activities, refreshments, docents and Cemetery Walk.

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Sec. 2 The Executive Board shall appoint the chairperson of the standing committees and the Curator for a term of two years. The Chairpersons must be members in good standing, their dues must be current and they must attend at least 80% of Business and Executive Board meetings unless excused. The Board may form additional committees as necessary and shall appoint a Nominating Committee by June 1 of the election year to draw up a slate of officers and a trustee and present this slate at the annual meeting for a vote.

ARTICLE VII

Meetings

Sec. 1 There shall be four meetings each year, one of which will be the annual meeting in September. All members shall be notified of the time and place of each meeting.

Sec. 2 Special meetings may be called any time by the President or by majority of the Executive Board.

Sec. 3 Twelve members shall constitute a quorum to conduct business.

Sec. 4 Members must be present at the meeting to vote.

ARTICLE VIII

These bylaws may be amended, altered or repealed at any meeting by a two thirds vote of the members present and voting, providing the membership has been given at least ten days notice in writing of the meeting and the nature of the proposed changes.

These bylaws must be reviewed at a minimum of 5 years for possible amendments and then ratified by the general membership. The bylaws will be marked with the date of the approval on the top of each page.

Submitted and approved September 20, 2022