



# **Chester Historical Society**

**By-Laws  
Revised November 15, 2010**

## **ARTICLE 1- NAME**

This society shall be called the CHESTER HISTORICAL SOCIETY

## **ARTICLE 2- PURPOSE**

The purpose of this society shall be to promote the study of history of Chester and the preservation of that history through collection and protection of historical matter.

## **ARTICLE 3- MEMBERS**

Any person interested in the history of Chester who applies for membership and who tenders the necessary dues shall thereby become a member.

- A. Annual Dues for Individual Memberships shall be \$10. B. Annual Dues for Family Memberships shall be \$15. A family membership shall consist of a household and shall have two voting privileges.
- B. Dues for an Individual Lifetime Membership shall be \$100 in one payment.
- C. Honorary Membership may be offered to any individual for outstanding service to the community or society upon two-thirds majority vote of the membership at the annual meeting. Honorary members may hold office and shall be exempt from dues
- D. Memberships will run annually from January 1<sup>st</sup> through December 31<sup>st</sup> at which time membership renewals shall become due.
- E. Any member abusing or misusing the privilege of membership shall have the membership revoked by the officers.
- F. The society's fiscal year shall be January 1st through December 31st.

## **ARTICLE 4- OFFICERS**

- A. The officers shall be President, Vice-President, Secretary, Treasurer, Historian, and Librarian. They shall be elected annually and may be elected to any number of consecutive terms. The position of program director may be established and such positions filled by appointment of the officers.
- B. All officers shall be elected by a plurality of votes cast by (verbal vote, yea or nea) ballot at the annual meeting.
- C. At the September meeting, or prior to, nominations for the election of officers shall be submitted in writing to the secretary. A candidate for election shall be an active individual member.
- D. Elected Officers shall be installed at the beginning of the next fiscal year (January 1), after the annual meeting at which they were elected and shall serve until their successors have been duly elected and installed. In the event of resignation or incapacity of any officer except the president, the vacancy shall be filled by an appointment of the president for the, un-expired term of office.

## **ARTICLE 5 -DUTIES OF THE OFFICERS**

- A. The President shall have the executive supervision over the activities of the society within the scope provided by these by-laws.
  - 1. The president shall preside at all meetings.
  - 2. The president shall appoint members and committees and delegates not otherwise provided for.
  - 3. The president has the authority to fill any vacancy that may arise.
  - 4. The president shall report annually on the activities of the Society.
- B. The Vice President shall assume the duties of president in the event of absence, incapacity, or resignation of the president.
- C. The Secretary shall keep the minutes of the meetings, maintain a list of members, and render an annual report.
- D. The Treasurer shall be responsible for the safekeeping of the Society funds and for maintaining adequate financial records.
  - 1. The treasurer shall deposit all monies received with a reliable banking company in the name of the Chester Historical Society.
  - 2. Monies shall be paid out by numbered checks signed by the treasurer and authorized by the president.
  - 3. The treasurer shall collect dues and shall render an annual report based on the fiscal year.
- E. The Librarian shall be responsible for cataloguing all historical source information and keeping all legal records involved in the donations of historical materials.
- F. The Historian shall act as an advisor to the society.
- G. The officers shall have the Power to conduct all affairs of the Society; they shall decide questions of policy which for any reason cannot be acted upon at a meeting of the society when a quorum is present, and perform such other functions as designated in the by-laws or otherwise assigned to it. At any meeting of the officers three officers shall constitute a quorum.

## **ARTICLE 6 – MEETINGS**

- A. Regular meetings of the Society shall be held bi-monthly, e.g. January, March, May, July, September, and November.
- B. Special meetings may be called by the president or by special petition of five or more members, with not less than three days notice given.
- C. The annual meeting will be held in November, on the 3<sup>rd</sup> Monday, or on the Monday during the week prior to Thanksgiving.
- D. Seven Members of the Society shall constitute a quorum

## **ARTICLE 7 - STATEMENT AGAINST CONFLICT OF INTEREST**

- A. Each officer, prior to taking his/her position shall submit in writing a list of all business or other organizations of which he/she is an officer, director, trustee, owner (either as a sole proprietor or partner), share holder, employee or agent, with which the Society has or might reasonable in the future enter into, a relationship or a transaction in which that Officer would have conflicting interests.
- B. At such time as any matter comes before the Society in such a way as to give rise to a conflict of interest, the affected Officer shall make known the potential conflict, whether disclosed by this written statement or not, and after answering any questions that might be asked, shall withdraw from the meeting for so long as the matter shall continue under discussion. Should the matter be brought to a vote, neither the affected Officer nor any other Officer with a pecuniary benefit transaction with the Society shall vote on it.
- C. The society will comply with all the requirements of New Hampshire Law where conflicts of interest are involved, including but not limited to the requirements of a two-thirds vote where the financial benefit to the Officer is between \$500 and \$5,000 in a fiscal year, and to the requirement of a two-thirds vote and publication in the required newspaper where the financial benefit exceeds \$5,000 in a fiscal year. The New Hampshire statutory requirements are incorporated into and make a part the conflict policy.

## **ARTICLE 8- DISSOLUTION OF THE SOCIETY**

The Society may dissolve upon a vote of a two-third majority of the membership 'at any annual meeting. Notice of this intention must be given in writing to the secretary at the previous regular meeting. Upon dissolution the assets shall (managed by three trustees, to be elected by ballot vote of the Town of Chester to a three year term which will be staggered such that a new trustee is voted upon every year. Trustees will maintain the office and exhibits at Stevens Memorial Hall, maintain the artefacts, and manage the funds as they apply to the Society By-Laws).

## **ARTICLE 9- PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order shall govern the proceedings of the society.

## **ARTICLE 10- CHANGES IN THE BY-LAWS**

The by-laws of the Chester Historical Society may be amended at any Annual meeting by a two-thirds majority vote of all members, at which a quorum is present, provided notice of this intention was given at the previous regular meeting and this proposed amendment was submitted in writing to the secretary at the previous regular meeting.

Revised January 1999  
Revised January 2002  
Revised November 2008  
Revised November 2010