

THE CITRUS COUNTY HISTORICAL SOCIETY, INC.

BY-laws

ARTICLE I - NAME

The name of this organization shall be The Citrus County Historical Society, Inc.

ARTICLE II - PURPOSE

The purpose of this Society shall be to preserve and further the knowledge of the history and pre-history of Citrus County, Florida, and nearby areas.

ARTICLE III - MEMBERSHIP

Section 1 - Qualifications

The membership of this Society shall consist of all persons including all protected classes who

- a. are interested in and support the aims of the Society,
- b. abide by the rules thereof, and
- c. pay the necessary dues.

Section 2 - Dues

- a. The amount of dues shall be set by the Executive Board as needed.
- b. The annual dues shall be payable in October for the fiscal year.
- c. Dues shall be paid to the Treasurer or to the Treasurer's designated representatives.
- d. Written notice of arrears will be sent two (2) times to members.

ARTICLE IV - OFFICERS AND THEIR DUTIES

Section 1. - The Officers of this Society shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer and an Acquisitions Officer.

Section 2. - The officers shall be elected by majority vote of the active members who shall serve for a period of one year.

Section 3. - The **President** shall: preside at all meetings of the Society and of the Executive Board, shall appoint all chairpersons of standing committees and the Executive Board, shall appoint chairpersons of standing committees, shall appoint a Parliamentarian, shall serve as ex-officio member of all committees, may sign checks in the absence of the Treasurer, shall generally oversee the work of the Society and perform such other duties as pertain to the office of President.

Section 4. - The **Vice President**: shall perform the functions usually attributed to the office of the Vice President and shall work closely with those committees the President may suggest.

In the absence of the President, the Vice President shall assume the duties of the President.

Section 5. - The **Recording Secretary** shall: keep a full record of all the meetings of the Society and the Executive Board, report on each meeting, and deliver all pertinent material to the Registered Office.

_____Section 6. - The **Corresponding Secretary** shall: conduct the correspondence of the Society as directed by the President.

Section 7. - The **Treasurer** shall: have charge of all funds and disburse them as authorized by the Society, shall provide quarterly financial reporting, shall maintain budgets and have financial oversight, shall control the fixed assets, shall review the books and communicate with the Internal Audit Committee in preparation for the Internal Audit Committee Annual Review. He/she shall also be responsible for the collection of all dues and for keeping an accurate list of names and addresses of dues-paying members and keeping the Officers informed of the membership roll as seems essential in coordination with the Acquisitions Officer.

Section 8. The Acquisitions Officer shall: acquire historic resources as directed by policy and for the purpose of preservation will suggest repairs, restoration, stabilization and where necessary perform maintenance or other capital improvements to historic resources in accordance with the most current known standards as directed by the Board of Directors, shall catalog all artifacts, shall research as needed to confirm complete and accurate description of acquired artifact, shall maintain a database of all catalogued artifacts, shall prepare and present reports as needed, shall perform an annual inventory of each council and report assets to the Treasurer for the internal annual audit and shall assist and coordinate with the Treasurer on accurate membership lists.

ARTICLE V - DIRECTORS

THREE Directors shall be elected for terms of one, two and three years. They shall be elected one each year, as the senior Director retires, to provide continuity of overlapping terms.

ARTICLE VI - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of all of the Officers of the Society, the immediate Past President and the Three Directors.

Section 2. The Executive Board shall meet at the call of the President or any three members of the Executive Board at least quarterly.

Section 3. The Executive Board shall have general charge of the business of the Society and shall have the power to fill all vacancies for the Unexpired term of a vacant office.

Section. 4. The Executive Board shall appoint two (2) persons to audit the books of the Treasurer and submit a report in writing at the annual meeting.

Section 5. The Executive Board shall approve the committee Chairpersons appointed by the President, shall define the duties and responsibilities of such committees and shall require the Chairperson of each committee to keep records and to report at general meetings of the membership.

ARTICLE VII - MEETINGS

Regular monthly meetings of the Society shall be held, the Executive Board to designate the date and location. Special meetings may be called by the President or three Executive Board members. Annual meeting with election of Officers for the ensuing year shall be in September. Notice of meeting shall be by Telephone, Electronic Media and Printed Media.

ARTICLE VIII - QUORUM

A quorum for a Annual meeting of the Society shall consist of the majority in attendance who are entitled to vote.

A quorum for the Executive Board shall be a majority of its membership.

ARTICLE IX - STANDING COMMITTEES

Section 1. - Each Committee shall have a Chairperson appointed by the President.

Other members of the Committee shall be obtained from the general membership.

Section 2. - No committee shall take or make public any formal action or resolution or in any way commit the Society on a question of policy without approval of the Executive Board.

Section 3. - All committees shall keep written records of committee meetings. They shall be submitted to the Executive Board to to be filed with pertinent papers.

Section 4. - The Standing Committees Shall be appointed by the Board of Directors as necessary.

ARTICLE X - STANDING RULES

A list of Standing Rules shall be compiled from the Secretary's records, and may be added to as needarises by vote of the Board of Directors.

ARTICLES XI - GIFTS AND CONTRIBUTIONS

Gifts, donations and bequests may be made to the Society at any time. Such funds, shall be placed in a Designated Fund. Use of the Designated Fund shall be upon recommendation of the Executive Board, approved by a majority vote of those at the Board of Directors meeting.

ARTICLE XII - DISCONTINUANCE

In the event the Society is discontinued, none of its assets, including the Designated Fund, will be distributed to any member, Officer or Director of this Corporation per our Articles of Incorporation.

ARTICLE XIII - AMENDMENTS

These By-Laws may be amended at a Board of Directors meeting of the Society by 2/3 vote of those present if the amendment has been presented in writing and read at two (2) previous meetings.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, when not in conflict with these By-Laws, shall govern the conduct of the meetings of this Society.

Submitted by:

_____ Pres.

_____ Sec

_____ 1st Read

_____ 2nd Read

_____ Approval

Date

CitrusCountyHistoricalSociety

Corporation Name

By *Maria L. Beasley*
President or Vice President

By *Leiton Dickinson*
Secretary or Secretary