

Henniker Historical Society

By-Laws

ARTICLE I: Name

The name of this organization shall be the Henniker Historical Society [the Society].

ARTICLE II: Mission

The mission of the Society is to

- A. preserve the history of the town of Henniker, New Hampshire.
- B. act as a resource to promote Henniker history.

ARTICLE III: Purpose

The Society is a non-profit 501c-3 corporation established under the laws of the State of New Hampshire and exists to:

- A. obtain and maintain records, photos and objects related to the town of Henniker.
- B. promote the heritage and history of the town within the community.
- C. promote historical sites and buildings within the community.
- D. research and the publish historical data in print or electronically.
- E. collaborate with community organizations in educating citizens about Henniker history.

ARTICLE IV: Membership

- A. Any person, group or business interested in the history of Henniker may become a member with the payment of annual dues.
- B. Membership dues are set annually by the Governing Board.
- C. Membership is in effect from the time of dues payment for a period of twelve (12) months.
- D. Membership that is not renewed within three months of the due date may be terminated.
- E. The Governing Board may award honorary lifetime memberships.
- F. Each member is entitled to a single vote:
 - 1. when present at the Annual Meeting.
 - 2. when an electronic vote is requested by the Governing Board.

ARTICLE V: Governing Board

- A. The Governing Board directs the affairs of the Society.

B. The Governing Board consists of President, Vice-President, Secretary, Treasurer and three members At-Large.

C. A simple majority of the Governing Board shall constitute a quorum for the conduct of Society business.

D. Governing Board meetings may be attended in person or virtually.

1. At least one week notice is required to hold a Governing Board meeting.
2. There shall be at least six Governing Board meetings a year.
3. Special meetings of the Governing Board can be called by agreement of four Governing Board members with at least 3-day notice to all members of the Governing Board.

E. The Governing Board is responsible for the policies and procedures of the Society.

ARTICLE VI: Officers

A. The Governing Board includes the offices of: President, a Vice-President, a Secretary, and a Treasurer.

B. Officers are elected at the annual meeting for a one-year term by a majority of the voting members.

C. If an officer resigns or is unable to perform the activities of the office, the Governing Board will appoint a replacement during the next Governing Board meeting to serve until the next annual meeting.

D. Duties of Officers

1. The President shall:

- a. preside at all meetings.
- b. provide a written agenda for meetings of the Governing Board.
- c. provide a summary report of the year's activities at the annual meeting.
- d. be included as an authorized signer on all bank and investment accounts.

2. The Vice-President shall:

- a. act for the President in their absence or if unable to complete the term of office.

3. The Secretary shall:

- a. maintain the minutes of all meetings.
- b. oversee post-office mailings of Society documents.
- c. assist with general correspondence.

d. coordinate activities associated with Annual Giving Campaign.

4. The Treasurer shall:

a. maintain the financial records of the Society.

b. deposit all contributions and pay all obligations of the Society.

c. file all local, state, and federal financial forms.

d. be the primary signature on all bank and investment accounts.

e. provide monthly, quarterly, and annual financial reports at Governing Board meetings including income, expenses, assets, liabilities, and status of grants received.

f. prepare an annual budget for approval of the Governing Board prior to the beginning of the fiscal year each July 1.

g. coordinate applications for grants as directed by the Governing Board.

ARTICLE VII: At-Large Governing Board

A. There shall be three (3) At-Large members on the Governing Board. One shall be elected each year to serve a 3-year term.

B. If an At-Large Governing Board member resigns or is unable to complete their full term, the Governing Board shall appoint a replacement to fulfill their term.

C. The At-Large Governing Board member shall participate in all meetings of the Governing Board.

ARTICLE VIII: Election of Governing Board

A. A call for members interested in serving on the Governing Board is made in writing and posted electronically each year in May.

B. The secretary prepares the ballot for consideration at the Annual Meeting.

C. Nominations from the floor are accepted during the Annual Meeting.

D. Elections are held during the Annual Meeting.

ARTICLE IX: Annual Meeting

A. The Annual Meeting shall be held in June to conduct the business of the Society.

B. Notification of members of the Annual Meeting is made by the Secretary either in writing or electronically at least 10 days in advance.

C. The Annual Meeting is open to all interested individuals with voting rights for members in good standing.

ARTICLE X: Ad-Hoc Committees

- A. The Governing Board may appoint Ad-Hoc Committees as needed for a period no longer than one year from the date of appointment.
- B. The Ad-Hoc Committee is responsible for designating a chairperson.
- C. The Chairperson is responsible for reporting to the Governing Board.

ARTICLE XI: Amendments

- A. These by-laws may be amended at the annual meeting by a majority vote of members present. A written or electronic copy of the proposed changes must be posted on the Society website at least 10 days prior to a meeting with a written copy available at the Annual Meeting.
- B. Amended by-laws go into effect upon passage by a simple majority of the members present at the Annual Meeting.

ARTICLE XII: Dissolution

- A. Dissolution of the Society may occur upon:
 - 1. inability of the Society to maintain a Governing Board or;
 - 2. exhaustion of assets or;
 - 3. by a majority vote of the Governing Board and the consent of a majority of Society members present at a posted meeting.
- B. Upon dissolution, assets will be distributed as follows, subject to the terms of loans, bequests, or gifts:
 - 1. All collections, databases and fixtures housed by the Society will be given to the New Hampshire Historical Society.
 - 2. Financial assets will be managed in a Henniker Historical Society Trust fund to be created and managed by the Town of Henniker.
 - 3. The Henniker Historical Society Trust funds will be distributed for projects aligned with the mission of the Society including:
 - a. maintenance of Henniker historical sites.
 - b. supporting the teaching of history in Henniker schools.

Governing Board Approval April 21, 2022
Approved at Annual Meeting June 22, 2022