



BY-LAWS OF THE Anderson Island Historical Society

ARTICLE I *Goals*

The goals of this Society shall be to document and preserve the history, heritage, and character of Anderson Island, Eagle Island, McNeil Island and the surrounding areas. The Society shall take such steps as are necessary and appropriate to inform and educate the public in these matters.

ARTICLE II *Membership and Fees*

Section 1: There shall be the following designations of membership in the society: Household, Sustaining, Honorary, Life, Complimentary, & Emeritus. All of the above membership categories have voting and all other privileges of membership.

A description of the above membership categories is as follows:

Household Membership: A family unit comprised of people living in the same household (includes parents, children, and live-in grandparents).

Sustaining Membership: Includes members who contribute additional financial support to the mission and goals of the AIHS. A gift of a minimum of \$100 per year will enable a member to qualify as a sustaining member.

Honorary Membership: This may be awarded to individuals who have made significant contributions to the AIHS. Honorary memberships are awarded for life. Recipients of this award requires a nomination by a member of the Board of Directors, and approved by the Board.

Life Membership: No new life memberships are being granted; however, existing life memberships will be honored.

Complimentary Membership: At the discretion of the Board president, a complimentary membership may be conferred for one year.

Emeritus Membership: Can be conferred to long-time members who have additionally given of their time and talents in volunteer work on behalf of the AIHS, but who are no longer able to be active in the work of the society,. Emeritus memberships are awarded for life.

Certificate of Appreciation: (Not a membership) may be awarded to recognize an extraordinary effort on behalf of the society. This may be conferred on either a member or non-member. It requires the approval of the Board of Directors.

Section 2

Dues shall be assessed for the period from January **1** through December **31** of each calendar year. Unpaid dues shall be in arrears on March **1** of the current year. No member in arrears for annual dues shall be entitled to vote or take part in the deliberations of meetings of the Society or its Board of Directors.

ARTICLE III *Officers, Their Election and Duties*

Section 1: The Board of Directors shall consist of five officers; President, immediate Past President, Vice President, Secretary, Treasurer, and four Directors. Except for the Past President, the Officers of the Society shall be elected by the membership to serve a two-year term. The terms shall be staggered in such a way that only two of the four elected officers will have their terms expire on any given year.

One Director shall be elected to the Board by the membership each year to serve a four-year term. Each board member shall have responsibility for one designated area of the Society.

All Elective Officers shall be members of the Society and shall hold office until their successors are elected. A majority of all ballots cast shall be necessary to elect.,

Officers and Directors shall be elected at an annual meeting of the Society and shall take office on January 1 of the year following their election.

Vacancies arising in any office shall be filled for the unexpired term by a person designated by the Board of Directors.

Section 2: The President shall serve as Chairman of the Board of Directors and as Chairman of the Executive Committee. He/she shall sign all deeds, leases, conveyances, and other instruments executed by the Society.

The principal duties of the Vice President shall be to discharge the duties of the President in the event of his/her absence or disability. The Vice President shall also serve as the chairperson of the Ways & Means committee which shall have responsibility for all financial planning and legal activities of the Society including Budgets, Insurance and issues of law.

The Secretary shall keep minutes of all meetings of the Society and its Board of Directors, maintain a roll of all members of the Society, and serve notice of all meetings of the Society.

The Treasurer shall have custody of the fees and dues of members and all subscriptions and donations of money; keep an account of the same and shall make a report thereof at the annual meetings of the Society or whenever required by the Society or Board; pay out the money of the Society only on the presentation of bills approved by the Board as attested to by the Secretary except that he/she shall have sole accountable custody of a petty cash fund not to exceed \$50.00; sign all deeds, leases, and other financial instruments executed by the Society.

Section 3: The Board of Directors shall be the Executive Authority of the Society. It shall: contract, regulate, and conduct the affairs of the Society in all matters and at all times; prescribe and regulate the manner and procedures of all elections; hold regular meetings for the transaction of business at least monthly; provide suitable quarters and equipment for the effects and property of the Society; establish and confer suitable honors on those who have distinguished themselves in the history of Anderson Island; select suitable persons to gather materials in all branches of the history of Anderson Island and the surrounding area, and designate necessary and competent historians and other such persons to formulate and organize materials obtained; approve all budgets.

Individual board members shall have the authority to approve budgeted expenses in their own area of responsibility, not to exceed the limit imposed by the budget. "Special projects" not included in the general budget, shall be approved by the board and expense limits established prior to starting the project.

The board shall audit and allow all claims against the Society; when necessary and practical, allow compensation to appointed officers and to employees of the Society for services rendered, although no elective officers shall be allowed compensation for service rendered as such, except traveling expenses incurred in connection with official business of the Society; perform such other functions and business as the objectives and interests of the Society may require.

Operations & Facilities Board Member.

The Director elected to this position shall be responsible for the operation of the Society facilities including but not limited to, the maintenance, restoration and improvement of all buildings and grounds.

Archives And Education Board Member.

The Director elected to this position shall have overall responsibility for accepting, maintaining and dispositioning all archives and collections of the Society and for promoting and facilitating opportunities for continued education of historical significance .

Public Information Board Member

The Director elected to this position shall be responsible for assuring proper and adequate publicity and publications of the Society including membership promotion and maintenance.

Events & Community Services Board Member

The Director elected to this position shall be responsible for the organization and conduct of all regularly scheduled Society events including but not limited to, annual fund raising and community events, food service for Society work parties and the coordination of events by other organizations using Society facilities.

The President of the Society shall call special meetings of the Board whenever the interests of the Society may require such meetings. The President may appoint an Executive Committee to meet on the call of the President or Vice President to advise on the administrative affairs of the Society. Five members of the Board shall constitute a quorum. A majority of the Board members present and voting shall approve an action. Meetings of the Board shall be open to all

members of the Society,. Special meetings of the Board shall be publicly announced at least twenty-four hours prior to the meeting.

Section 4: Any Officer or Director may be removed from office for disability, incompetence, or misconduct by two-thirds vote of the Board, provided that at least five days before the meeting of the Board, such action will be moved or initiated and notice be served upon such Officer or Member of the Board.

Any Officer or Director may be removed from office for the above reasons by three-fifths vote of a membership meeting of the Society, provided that at least 15 days before the vote is taken, notice of the intended action be served upon such Officer or member of the Board.

ARTICLE IV Special and Annual Meetings

Section 1: The annual meeting of the Society shall be held each year on a date and at a time established by a majority of the Board of Directors. The meeting will be held in the Lois Scholl Memorial Hall, Anderson Island Historical Society, Anderson Island, Washington, or at some other location upon consent of a majority of the Board. The financial year will begin the first of January,. i.e., January 1 to December 31.

Section 2: Announcement of annual meetings shall be given by the Secretary through notices mailed to the membership at least 15 days prior to the holding of the meeting, or by some other method approved by the Board.

Section 3: Special meetings of the Society may be called by order of the Board whenever it may deem such actions necessary for the interests of the Society, or upon written application of ten voting members of the Society for a specific object set forth therein. Ten voting members shall constitute a quorum for the transaction of business at any annual or special meeting of the Society.

Section 4: All meetings shall be conducted following Roberts Rules of Order.

ARTICLE V Committees

Section 1: The President of the Society shall appoint the chairperson of the following standing committees to serve at the pleasure of the Board: Historical Archivist, Membership and Acquisitions,

Section 2: The President shall also establish ad hoc committees as are necessary to serve the interest of the Society, and shall appoint the chairpersons of all ad hoc committees.

Section 3: Individual Board Directors shall establish committees as necessary within their area of responsibility and designate a chairperson for each committee. Directors shall have the responsibility for reporting committee activities at all Board meetings.

ARTICLE VI

Amendments to the By-Laws

Section 1: Amendments to these by-laws may be made at any meeting of the Society, providing that written notice of the proposed amendment be served by the Secretary to the membership at least 15 days prior to the meeting.

Section 2: Amendments to these by-laws shall become effective immediately upon a three-fifths affirmative vote of the members present.

Revised and approved by the membership Nov. 2011