

BY-LAWS OF THE PALATINE HISTORICAL SOCIETY

Article I Membership and Dues

Section 1. Any person or family may become an active member of the Society upon enrollment with the Second Vice-President and the payment of dues.

Section 2. The annual dues, shall be determined by the Officers and Board of Directors, hereafter called the Board. The amounts for each membership category are subject to change by the Board. Membership categories include: Individual, Family, Student, Senior, Life, and Business.

Article II Meetings

Section 1. In addition to the annual General Membership meeting normally held on the third Wednesday of May each year, at least one additional membership meeting will be held, as designated by the Board.

Section 2. Special meetings of the Board may be called by the President on 10 days notice to all Board members.

Section 3. The Board will meet at least quarterly and at other times as required to transact the business of the Society.

Section 4. A majority of the Board members shall constitute a quorum at any Board meeting.

Section 5. Four members of the Board and 15 other members shall constitute a quorum for any regular and special Society meeting.

Article III Elections

Section 1. A nominating committee of three members, at least one of whom is a Board member, shall be selected by the Board two months prior to the annual General Membership meeting. This committee shall present a slate of candidates at the May Board meeting. The Board shall approve the nominated slate of candidates at the May Board meeting.

Section 2. Members shall be notified of the slate of candidates at least ten days before the annual General Membership meeting.

Section 3. The nominating committee shall present the slate of candidates for election at the May General Membership meeting. Additional nominations may be made from the floor. If there is only one candidate for an office, the vote may be by voice, unless objections are made. If there is more than one candidate for an office, the vote shall be by ballot, and the majority vote shall elect.

Section 4. Uncontested officers and directors shall be installed at the May General Membership meeting. The winner(s) of contested positions will be installed at the next meeting of the Board of Officers and Directors.

Sections 5. Officers and directors shall be elected to serve a term of three years. At the completion of a term, officers and directors may run for re-election, or run for another position.

Section 6. No officers or director shall hold more than one office at a time.

Article IV Duties of the Officers

Section 1. The Board of Officers and Directors shall have the power to conduct all affairs of the Society. In case of the incapacity of any officer or director, except the President, the interim vacancy may be filled by the President's recommendation and a vote of the Board until the next annual meeting.

Section 2. The President shall have executive supervision over the activities of the Society within the scope provided by these by-laws. The President shall preside at all meetings, and shall render a report at the annual meeting of the activities of the Society. The president shall appoint committee chairs, an Auditor of the books, members of committees, and delegates not otherwise provided for, with approval of the Board.

Section 3. The First Vice-President shall assume the duties of the President in the event of the absence, incapacity or resignation of the President. The First Vice-President shall assist the President in the discharge of all duties, and shall serve as program chair.

Section 4. The Second Vice-President shall assume the duties of President in the event of the absence, incapacity, or resignation of both the President and First Vice-President. The Second Vice-President shall be the membership chair.

Section 5. The Recording Secretary shall keep a record of the proceedings of the Society's Board meetings, and present them at each succeeding meeting.

Section 6. The Corresponding Secretary shall conduct the correspondence of the Society, send all notices ordered by the President, notify new officers of their election, notify committee members of their appointments. Other responsibilities include thank you notes for contributions and services, as well as, courtesy cards.

Section 7. The Treasurer will be responsible for the safekeeping of Society funds and for maintaining financial records. The Treasurer shall deposit all moneys received in reliable banking companies in the name of the Palatine Historical Society. Society funds shall be expended by numbered checks signed by an authorized signatory: Treasurer, President, and an individual designated from time to time by the Board. Checks over \$500 need two signatures. Checks over \$1500 need board approval.

A budget committee consisting of the Treasurer, and two Board members appointed by the President, will meet in August to formulate the annual budget. The proposed budget, once approved by the Board, will serve as the basis of the Treasurer's monthly report to the Board.

The Treasurer will submit the books for an annual internal audit. The audit committee shall consist of three current Board members. An external audit of the books shall be conducted every three years.

Article V Duties of the Directors

Each director shall be a chair of one of the following standing categories and may create a committee to aid in the work of that group.

COMMUNICATIONS TEAM:

1. **WAYS AND MEANS:** Chair will be responsible for the raising of funds necessary to carry out the annual budgeting needs, and submit suggestions at Board meetings.
2. **LONG RANGE GOALS:** Chair will be responsible for developing programs and activities of community-wide interest, and may suggest physical improvements to the Clayson House Museum Campus.
3. **PUBLICITY:** Chair will be responsible for gathering publicity and news releases and will support the committees in fund raising events.
4. **PALAVER AND SOCIAL MEDIA:** Chair will be responsible for the Society's publication, the *Palaver*. This includes gathering articles of interest, laying out the publication, printing, and distribution to the Society's members and other historical

organizations. Chair will be responsible for the social media content on the Society's Facebook Page.

5. **WEBMASTER:** Chair will be responsible for maintaining the security of the Palatine Historical Society's website, and be responsible for the social media content on the Website. Other responsibilities include: publicizing upcoming events; monthly updating content to include new articles and pictures; and, moving, or removing outdated materials.

HISTORICAL COLLECTIONS TEAM:

1. **COLLECTIONS AND INVENTORY:** Chair shall oversee the acquisition of donated or purchased items; inventory said items into the Past Perfect museum software program, and when necessary, oversee the deaccession and removal of any duplicate or otherwise inappropriate materials.

2. **EXHIBITS:** Chair shall be responsible for the planning and display of items in the Society's collection within the Clayson House Campus, and at locations, or events, within the Palatine Community.

3. **TEXTILES:** Chair will be responsible for the preservation and semi-annual exhibit of items in the textile collection in accordance with the Collections Policy. Chair will be responsible for accessioning new items, and deaccessioning duplicate or damaged items, as well as maintaining an inventory of the collection.

4. **LIBRARY:** Chair shall be responsible for all items in the Florence Parkhurst Memorial Library. This includes cataloging, adding and removing items, and an inventory of the collection.

5. **ARCHIVES:** Chair shall be responsible for indexing and cataloging all written materials, photos, slide collections, maps, and other audio or visual resources in the Frank Regan Memorial Archives Collection. Chair will be responsible for scanning documents and pictures, and maintaining an inventory of the collection.

6. **HISTORY:** Chair shall be responsible for collecting local and oral history items which will be placed in the Archives. The History Chair shall work with the Archives Director to inventory accessioned items, and remove any deaccessioned items from the inventory.

Article VI
Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the proceedings of the Society except in such cases as are governed by the Constitution or By-laws.

Article VII
Amendments

These By-laws may be amended at any regular or adjourned meeting of the membership by a two-thirds vote provided notice was given at the previous meeting. Or they may be amended at a special meeting called for that purpose, with previous notice and two-thirds vote. All proposed amendments shall be submitted in writing.

Amended March 1987
Amended March 1989
Amende November 1995
Amended May 1996
Amended May 2000
Amended 2022

