

# **Armada Area Historical Society By-Laws**

## **Article I: Finances**

### **Section 1: Fiscal Year**

The AAHS fiscal year shall begin on 1 January and end on 31 December.

### **Section 2: Membership dues**

Annual membership dues shall be \$10.00 per individual/year. Membership dues will generally be collected at the December meeting in preparation for Officers elections which will occur in the January meeting.

### **Section 3: Membership Period**

Yearly memberships expire on 31 December. Annual Dues cover the period from 1 January thru 31 December.

## **Article II: Officer Duties**

### **Section 1: President**

Duties of the president shall be:

- a. To preside at all general membership meetings.
- b. To perform such duties as are customary for the Office of President.
- c. To represent the Society to the community, either personally, thru the Vice President, or thru a person delegated by the President.

### **Section 2: Vice-President**

Duties of the Vice-President shall be:

- a. To perform the duties of the President in the event of the President's absence or inability to act in that capacity.
- b. To act as a Program Chairperson as required by the President.

### **Section 3: Treasurer**

Duties of the Treasurer shall be:

- a. To collect dues.
- b. To track annual obligations and pay expenses/bills as authorized by the Society thru member vote.
- c. Prepare and give monthly and annual financial reports.
- d. Prepare any special financial reports.

- e. Maintain financial records for a period of seven years; keep information on all special financial activities into perpetuity.

#### **Section 4: Secretary**

Duties of the Secretary shall be:

- a. To keep the minutes of all general membership meetings; special meetings as required.
- b. Keep an accurate roll of members in good standing and their contact information (contact information will be kept confidential).
- c. Manage all incoming and outgoing Society correspondence.
- d. Keep copies of meeting minutes, reports, records and files.
- e. Serve as membership Chairperson.

#### **Section 5: Collection Manager**

Duties of the Collection Manager shall be:

- a. To accept donations of historical items of relevance to the Armada Area.
- b. To keep a record (donation item, contextual information, date received, doner, and any special doner instructions) and permanently label all accessions to the Societies collection, including historical artifacts, photos, oral and written histories.
- c. To maintain, stabilize, and safeguard the collection using standard archival, best-practice conservation methods and techniques (as is practical in the Societies current environment). Requests for conservation funding as authorized by the Society thru member vote.
- d. To oversee Society collection activities, including workshops, displays/exhibits, and tours.

### **Article III: Meetings**

Meetings of the general membership shall be held on the second Thursday of the month starting at 7:00 pm. The monthly business meeting will be conducted from ~7:00-8:00 pm; an open discussion will be conducted after the business meeting for member discussions, member “show and tell”, and guest presentations. Meetings will generally conclude at 9:00 pm.

### **Article IV: Antique Appraisals**

It is the policy of the Society to not appraise or give estimates of value on any donation made to the permanent collection. Appraisals of value are the responsibility of the donor.

## **Article V: By-Law Amendment**

By-Laws may be amended, at any time, by a two-third (2/3) vote of members in good standing.

### **By-Law Change History**

AAHS By-Law – Revision of 8 July 2021

AAHS By-Law - Revision of 16 JAN 1995

Original AAHS By-Laws – Date TBD