**By-Laws**

of the

Champaign County Historical Society & Museum

***809 East Lawn Avenue, Urbana, Ohio 43078 – 937.653.6721***

***www.champaigncountyhistoricalmuseum.com***

Article I

**Meetings**

Section 1. The January meeting shall be the annual membership meeting. Regular board meetings will occur on the fourth Wednesday of each month unless changed by board agreement. Exceptions are November when the board shall meet on Wednesday the week prior to Thanksgiving and January when the board shall meet the Wednesday prior to the annual membership meeting.

Section 2. All meetings will be held at the museum unless otherwise specified. Notice of regular board meetings and annual membership meetings shall be given by publication at least thirty-six (36) hours in advance. Special meetings may be called by the president or by written request of a board quorum and require at least twenty-four (24) hours advance notice except in emergencies.

Section 3. Fifty-one (51%) percent of the current board member shall constitute a quorum to enable business to be conducted; a majority of those voting shall be necessary to pass motions.

Article II

**Elections**

Section 1. Members of the Society shall elect the Officers and Trustees at the annual meeting. The Officers of the society shall include the President, Vice President, Secretary, Treasurer, and the Trustees.

Section 2. The board of trustees shall consist of the officers and no fewer than eight and no more than twenty members of the society, a majority of whom must be residents of Champaign County. Trustees shall be elected to serve a term of two (2) years with approximately half being elected each year.

Section 3. The terms of Officers shall be two (2) years with the President’s and Secretary’s terms commencing January 2016, and the Vice President’s and Treasurer’s terms commencing January 2017, and staggered accordingly thereafter.

Article III

**Duties of Officers and Trustees**

Section 1. The President shall preside over meetings of the Society and the Board of Trustees and carry out its policies. Also he or she shall appoint committees, both standing and special, and shall be an ex-officio member of each.

Section 2. The Vice President shall assist the President, and, in the absence of the President, perform all duties of that office. Should the office of president become vacant for any reason, the Vice President shall serve as President for the remainder of the term.

Section 3. The Secretary shall keep minutes of the meetings the Society and Board of Trustees and submit said minutes to the Board of Trustees at the direction of the President.

Section 4. The Treasurer shall oversee all receipts, deposits, investments, and distributions and shall report to the Board of Trustees at each meeting.

Section 5. The Trustees and Officers, as a group, shall comprise the Board of Trustees, which is responsible for setting the policies of the Society. The Board of Trustees shall meet on a regular basis on predetermined dates, at the call of the President, or upon the request of three (3) board members.

Article IV

**Curator**

Section 1. The Curator is charged with overseeing and managing the Society’s collection of artifacts and documents. He or she shall be appointed by and is subject to supervision by the Board of Trustees. The Curator shall be a society member but does not serve on the Board of Trustees and therefore does not enjoy voting privileges.

Article V

**Membership Dues**

Section 1. Membership dues shall be determined by the Board of Trustees and utilized for the operation of the Society.

Article VI

**Conflict of Interest**

Section 1. All Officers, Trustees, staff, or volunteers of the Society shall carefully avoid, either in reality or appearance, using information or access gained from his or her positions for personal gain. Should such a conflict arise, said person shall notify the Board, refrain from further discussion and, if applicable, voting.

Article VII

**Effective Date**

Section 1. These By-Laws shall be effective upon adoption by the society membership.

ACCEPTED FOR THE BOARD OF TRUSTEES BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1/24/2021

Gregory L. Harvey, Esq., *President* Date