BY-LAWS

of the

Champaign County Historical Society

809 E. Lawn Ave., Urbana, Ohio 937-653-6721

[www.champaigncountyhistoricalmuseum.org](http://www.champaigncountyhistoricalmuseum.org)

Revisions proposed by the Board of Trustees to be voted on by membership January 21 , 2018

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 36 hours in advance. Special meetings may be called by the president or by written request of a board quorum and require at least 24 hours advance notice except in emergencies.

Section 3. Five members present at any board or membership meeting 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 nine and no more than twelve members of the society, a majority of whom must be residents of Champaign County. Trustees shall be elected to serve a term of three years with approximately one third being elected each year.

Section 3. The terms of officers shall be two 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 their 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 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 board members.

ARTICLE IV

**Curator**

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 have voting privileges.

ARTICLE V

**Membership Dues**

Membership dues shall be determined by the board of trustees and utilized for the operation of the society.

ARTICLE VI

**Conflicts of Interest**

All officers, trustees, staff, or volunteers of the society shall carefully avoid, either in reality or appearance, using information or access gained from their positions for personal gain. Should such a conflict arise, said person shall refrain from further discussion and, if applicable, voting.

ARTICLE VII

**Effective Date**

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

Dan Walter 11-15-2017

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ACCEPTED FOR THE BOARD OF TRUSTEES BY  **PRESIDENT DATE**