



# **BY-LAWS**

## **OF THE CRAWFORD COUNTY HISTORICAL AND GENEALOGICAL SOCIETY, INC.**

### **ARTICLE I.**

#### **NAME.**

The name of this Society shall be the Crawford County Historical and Genealogical Society, Inc.

### **ARTICLE II.**

#### **OBJECT.**

The object of this Society shall be to collect and preserve the material of the local history of Crawford County; to secure and document the recollections of those who have helped build the County and its communities; to promote the study of Crawford County history; to mark historical sites; to stimulate public interest in the vital and historical facts of Crawford County's past and present.

### **ARTICLE III.**

#### **MEMBERS.**

**Section 1.** Membership in this Society shall be open to all persons, businesses, organizations, and corporations interested in the purposes of the organization and willing to assist in its promotion.

**Section 2.** Membership shall be divided into the following classes: single, family, organizational, and honorary. Single membership is for an individual and has the privilege of one vote. Family membership is for a household and has the privilege of two votes, which must be assigned at the time of joining. Organizational membership is for businesses, organizations, and corporations and has the privilege of two votes, which must be assigned when joining. Honorary membership is a free lifetime membership and has the same privileges as a single membership. All memberships receive a single newsletter quarterly.

**Section 3.** Dues shall be set by the Crawford County Historical and Genealogical Society at the Annual Meeting of the membership. Dues shall be paid before the first day of July. Members whose dues are not paid in thirty days thereafter shall be automatically dropped from membership in this Society.

**Section 4.** Upon the signed recommendation of one member seconded by another member, and by three-fourths vote by ballot at the Annual Meeting, honorary life membership can be conferred upon any current or former residents of Crawford County who shall have rendered notable service to the Society. An honorary member shall have none of the obligations of membership in the Society, but shall be entitled to all of the privileges.

**Section 5.** Any additional assessments shall be determined by a majority vote of members of the Society present at a regular or specially called meeting.

## **ARTICLE IV.**

### **OFFICERS.**

**Section 1.** The officers of this Society shall be a President, a Vice-President, a Secretary, a Treasurer, and four Directors. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the Society.

**Section 2.** At the regular meeting held on the second week of May, a Nominating Committee of at least three members shall be appointed by the President, with approval by the Society. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in June. Additional nominations from the floor shall be permitted.

**Section 3.** Four Directors shall be elected one from each County Commissioner District and one at-large. In the event that no Director can be secured from a district, that Director shall be elected from the County at-large. Directors shall meet and plan activities that are especially pertinent to their districts, such as the preservation of cemeteries, old schools and other historic sites or materials.

**Section 4.** The officers shall be elected by ballot for one year or until their successors are elected, and their term of office shall begin at the close of the Annual Meeting at which they are elected.

## **ARTICLE V.**

### **MEETINGS.**

**Section 1.** The regular meetings of this Society shall be held on the second week of each month unless otherwise ordered by the Society or by the Executive Board.

**Section 2.** The meeting on the second Monday in June shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, amending the By-Laws and for other business that may arise.

**Section 3.** The hour and place of regular meetings shall be determined by this Society at the last regular meeting.

**Section 4.** Special meetings can be called by the President or by the Executive Board and shall be called upon the written request of ten members of the Society. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

**Section 5.** At the June Annual Meeting of the membership a quorum of ten (10) members shall be required. At all other regular meetings of the Society, the members present shall constitute a quorum.

## **ARTICLE VI.** **EXECUTIVE BOARD.**

**Section 1.** The Officers of the Society, including the Directors, shall constitute the Executive Board.

**Section 2.** The Executive Board shall have general supervision of the affairs of the Society between its business meetings, make recommendations to the Society, and shall perform such other duties as are specified in these By-Laws. The Board shall be subject to the orders of the Society, and none of its acts shall conflict with action taken by the Society.

**Section 3.** Meetings of the Board can be called by the President or shall be called upon the written request of three members of the Board.

**Section 4.** The Executive Board shall be responsible for the financial management of the Society. This shall include the functions of investing and budgeting.

## **ARTICLE VII.** **COMMITTEES.**

**Section 1.** A Membership Committee shall be appointed by the President. Its duties shall be to actively interest as many persons as possible in every aspect of the history and genealogy of Crawford County, and shall keep and maintain the records of membership.

**Section 2.** An Auditing Committee shall be appointed by the President and shall report at the June Annual Meeting of the membership.

**Section 3.** A Program Committee shall be appointed by the President promptly after the Annual Meeting, whose duty it shall be to plan the monthly and annual programs of the Society. The Vice-President shall serve as the chair of the Program Committee.

**Section 4.** A Research and Publication Committee shall be appointed by the President. Its duties shall consist of the planning and the supervising of historical research relating to the history of Crawford County and publication of all material deemed necessary by the Society.

**Section 5.** A Donations, Acquisitions and Gifts Committee of no less than 3 persons shall be appointed by the President. The first person listed shall be the chairman. The Committee's duties shall consist of inventorying all historical items owned by the Society and/or received through donation or gift, of tagging all such items, and of identifying the location of each item. If an item is in the possession of a member or another party, a document identifying the item and the right of ownership of the Society shall be prepared and signed by the possessor and the Society. Historical materials shall be preserved as directed by the Society. All gifts shall be acknowledged by a letter of Thanks and Appreciation from the Society. Other duties may be assigned as thought necessary by the Society.

**Section 6.** Such other committees, standing or special shall be appointed by the President as the Society or the Executive Board shall from time to time deem necessary to carry on the work of the Society.

**Section 7.** The President shall be ex officio a member of all committees except the Nominating Committee.

## **ARTICLE VIII.**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Society may adopt.

## **ARTICLE IX.**

### **AMENDMENT OF BY-LAWS.**

These By-Laws can be amended at any Annual Meeting of the Society by a two-thirds vote, PROVIDED that the amendment has been submitted in writing to the membership at least 30 days prior to the Annual Meeting.

Adopted: **May 17, 1974**  
Last Amended: **June 9, 2015**