

**CONSTITUTION AND BYLAWS
OF THE
MEDFORD HISTORICAL SOCIETY**

CONSTITUTION

ARTICLE I

Name

The name of this organization will be The Medford Historical Society.

ARTICLE II

Purpose of the Society

The mission of the Medford Historical Society is to collect and preserve information and artifacts of relevance to the history of Medford and Medford families; to make such collections readily available to the public; and to serve as an intellectual and educational resource by sponsoring lectures, exhibitions, and occasional publications pertaining to the history of Medford and its residents.

ARTICLE III

Membership

Any person can become a member of the Society by submitting a membership form along with the first year's dues to the Society. No person will be denied membership based on an inability to pay.

ARTICLE IV

Board of Directors

SECTION 1. The Board of Directors of this Society will consist of a President, Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, an Assistant Treasurer, a Director of Collection, and four Directors at Large.

SECTION 2. In the event that an office becomes vacant, the Board of Directors will fill it by appointment until the following election.

ARTICLE V

Meetings

SECTION 1. The Regular meetings of the Society will be held monthly from October through May inclusive at such time and place as the Board of Directors may arrange. Fifteen will constitute a quorum.

SECTION 2. All members of the Board of Directors will be elected at the Society's annual meeting in May.

SECTION 3. A special meeting of the Society or of the Board of Directors may be called by the President at any time.

ARTICLE VI

Elections

SECTION 1. At the March meeting the Board of Directors will appoint a nominating committee of three people.

SECTION 2. At each annual meeting the Nominating Committee will present a ballot containing a list of candidates for the Board for the ensuing year. The elections will be decided by a plurality vote. Only individuals whose memberships are current will be able to vote.

ARTICLE VII

Amendments

This Constitution may be amended by a two-thirds vote of the members present at two consecutive regular meetings of the Society, so long as all members have been given notice of the scheduled vote and of the proposed changes four weeks in advance of the first meeting and as soon as possible after that meeting but not later than two weeks prior to the second.-

BYLAWS

ARTICLE I

Duties of the Board of Directors

SECTION 1. The President will serve as the organization's primary contact person, coordinate the Society's internal operations, and preside over all meeting of the Board of Directors. The President will, on a regular basis, apprise the Vice-president of all Society business matters and actively seek input from the Board of Directors.

SECTION 2. The Vice-President, will counsel and advise the President on a regular basis and in the absence of the President, will assume the responsibilities of the President.

SECTION 3. The Recording Secretary will take minutes at all monthly and special meetings and present them to the Board of Directors for approval at the following meeting; preserve the minutes for the Society's permanent records and make copies accessible to Society members in a timely fashion. The Recording Secretary will also work as needed with the Corresponding Secretary to help prepare reports, outreach materials, and Society newsletters.

SECTION 4. The Corresponding Secretary will notify all members of monthly and special meetings, send to members acknowledgements of membership, receipt of dues and renewal notices, help maintain a membership database and conduct all correspondence of the Society not otherwise provided for. The Corresponding Secretary will work as needed to prepare – or cause to be prepared - reports, outreach materials, and a Society newsletter.

SECTION 5, The Treasurer will present a financial report to the Board of Directors and the membership at each monthly meeting, including the annual meeting, deposit membership dues and collect debts to the Society, preserve financial statements and receipts, and help prepare budgets and special financial reports as needed.

SECTION 6. The Assistant Treasurer will review all Society Financial statements at the close of each quarter and fiscal year, monitor contracts for compliance and assume responsibility for filing all financial information with municipal, state, and federal agencies as required by law or regulation and assist the Treasurer as needed. The Assistant Treasurer will assume the responsibilities of the Treasurer in the latter's absence.

SECTION 7. The Director of Collections will coordinate the development, preservation, maintenance, and cataloguing of the organization's collections. The Director of Collections will also develop and implement, or cause to be developed and implemented, standards for the collections, and oversee all lending activities between the Society and outside parties.

SECTION 8. Directors At Large will undertake projects and responsibilities as determined necessary by the Board of Directors.

ARTICLE II

Dues

Annual dues will be set by the Board of Directors prior to sending out renewal notices in January.

ARTICLE III

Amendments

These Bylaws may be amended by a two-thirds vote of members present at two consecutive regular meetings of the Society, so long as all members have been given notice of the scheduled vote and of the proposed changes four weeks in advance of the first meeting and as soon as possible after that meeting but not later than two weeks prior to the second.-