

BY-LAWS

ARTICLE I - NAME

The name of this Association shall be the Ramapogue Historical Society. The Society is a 501(c)(3) non-profit corporation duly established under the laws of the Commonwealth of Massachusetts on July 1, 1903 (Chapter 125).

ARTICLE II- OBJECT/MISSION

Section 1 The object/mission of the Society shall be the maintenance of the building and premises known as the Josiah Day House in West Springfield, MA which shall be open to the public for the reception and exhibition of articles of historical interest.

Section 2 The Society shall participate in civic and historical matters as decided by the Board of Directors (voted by a simple majority of Board members present).

Article III – MEMBERSHIP AND DUES

Section 1 Membership in the Society shall be open and available to those persons interested in historic preservation regardless of race, gender, sexual orientation, religion, political affiliation, or ethnic background.

Section 2 Each member of the society shall pay yearly dues, the amount of such dues to be determined by a simple majority vote by Board members present. Two consecutive years of unpaid membership dues will result in cancellation of a membership.

Section 3 In addition to a regular annual membership (individual or family), there shall also be a Life Membership (individual or family) and Honorary Membership (annual or life, individual or family). An annual membership shall be an annual payment of \$10.00 for an individual or \$25.00 for a family. A life Membership shall be a one-time payment of \$100 for an individual or \$150 for a family. Annual, life, and honorary family memberships will be limited to four members maximum. A life family membership will last as long as the lifetime of each of up to the four registered members and is not transferable. An honorary family membership will last as long as determined by the board and is not transferable unless approved by the board.

An Honorary Membership shall be by election of the Board (by simple majority vote of board members present). Honorary Members shall be exempt from the payment of dues.

Honorary Members will be entitled to vote and/or hold elective office in the Society.

Section 4 All memberships follow the fiscal year that the Society operates on, beginning on May 1st and ending on April 30th. Should a new member sign on over halfway through the fiscal year, their membership fee will count towards the following fiscal year as well.

ARTICLE IV – MEETINGS

Section 1 There shall be at least three regular meetings of the Board held during each year, and the time and place of such meetings to be determined by the President.

Section 2 The annual meeting of the Society for the election of officers and trustees and for such other business as shall properly come before it shall be held in May (or another month if necessary due to extenuating circumstances) at a date and time to be set by the President.

Section 3 Special meetings may be called at the discretion of the President.

Section 4 Should the President or the Vice President not be available to conduct a meeting, it is the duty of the officers to come together and determine if an officer can conduct a meeting, or if the meeting should be canceled. Meetings should not be postponed more than twice.

ARTICLE V – OFFICERS AND THEIR ELECTION

Officers of the **Board of Directors** shall be a President, Vice President, Secretary, Treasurer, Assistant Treasurer, Curator and Assistant Curator, to be elected at the annual meeting for a term of two fiscal years or until their successors shall be elected.

ARTICLE VI – MISSION OF THE BOARD

Officers and Trustees on the Board should understand that a position on the Board holds a lot of responsibility. The people in these positions should be proud to be a part of the organization and thus be proud to be a part of the Board. The mission of anyone on the Board should be to achieve the mission of the Ramapogue Historical Society, connect the Josiah Day House back to the community, ensure the preservation of the Josiah Day House, and ensure the preservation of the Day Family history.

Should an Officer or Trustee not fulfill the duties of their roles as specified in the articles below, the President or Vice President will meet with them to discuss the issue. Lack of improvement (or a plan to improve the fulfillment of their role) and communication over the course of two months' time following the meeting will result in a discussion regarding the issue at the next board meeting with those who attend.

ARTICLE VII – TRUSTEES

There shall be nine trustees appointed by the Board of Directors for terms of three fiscal years, three trustees to be appointed each year following the annual meeting. Trustees are required to attend seven out of ten meetings, and if they are not able to attend more than three, they are required to tell the President or Vice President. At each meeting, the trustees must participate and vote as matters arise. It is expected that trustees will make their best effort to assist with projects or events as they arise. Should the Secretary not be able to attend a meeting, it is the duty of a Trustee to act as the Secretary and record the minutes.

ARTICLE VIII– DUTIES OF OFFICERS

Section 1 It shall be the duty of the President to preside at all meetings of the Society unless with notice to the Vice President. The President shall meet annually with the Treasurer to review and approve the financial statements. The President must also be able to participate in a majority of projects and events, unless with notice to the Vice President and Treasurer. It is the duty of the President to ensure that all committees, events, and projects follow the mission of the Ramapogue Historical Society and Board. It is expected the President and Vice President will take a walk through the interior and exterior of the house quarterly to ensure that any damage is receiving the necessary repairs in a timely manner.

Section 2 The Vice President shall act as an assistant to the President and shall perform the duties of the President in the absence or disability of that officer to act. The Vice President must not only attend every meeting (unless with notice to the President) but must also participate and vote in every meeting. The Vice President must be able to participate in a majority of projects and events. The Vice President should work with the President to ensure that all committees, events, and projects follow the mission of the Ramapogue Historical Society. It is expected the President and Vice President will take a walk through the interior and exterior of the house quarterly to ensure that any damage is receiving the necessary repairs in a timely manner.

Section 3 The Secretary shall keep a record of all the proceedings of the Society and shall perform such other duties as may be required by virtue of this office. The Secretary must attend all meetings of the Society. If the Secretary cannot attend a meeting, they should give notice to the President or Vice President. For any event with a paid ticket, the Secretary will act as the admissions collector under the guide of the Treasurer.

Section 4 The Treasurer shall collect all dues and receive and pay out all moneys under the direction of the President. The Treasurer must not only attend every meeting (unless with notice to the President or Vice President) but must also participate and vote in every meeting. The Treasurer shall keep an exact account of all receipts and expenditures and render such reports from time to time as the President shall request. The Treasurer shall keep a list of all members of the Society with the date of all payments of dues made by members. The Treasurer will prepare an annual financial report (income/expense, cash flow, and balance sheet) to be presented to the Board of Directors. Ramapogue Historical Society financial and membership information is proprietary and accessible only to active members of the current Board of Directors. The Treasurer shall also ensure all annual regulatory financial reports as required by the Commonwealth of Massachusetts and the IRS are filed on time and the nonprofit status of the Society is never endangered. The Treasurer shall perform all duties as shall be required by virtue of the office.

Section 5 The Assistant Treasurer shall act as an aide to the Treasurer and shall perform the duties of the Treasurer in the absence or disability of that officer. The Assistant Treasurer must not only attend every meeting (unless with notice to the President or Vice President) but must also participate and vote in every meeting. The Assistant Treasurer shall be provided with all relevant information that they should need in the event they need to fill in for or replace the Treasurer. The Assistant Treasurer must assist with one program, event, and/or committee. The Assistant Treasurer should keep in regular communication with the Treasurer to assist as needed with responsibilities that could include maintaining the membership file, collecting and recording dues, and sending yearly thank you letters to sponsors and significant donors.

Section 6 The Curator's duties shall be to maintain an accurate and complete inventory of all articles found in the Josiah Day House. The Curator must not only attend a minimum of seven out of ten meetings but must participate and vote in all seven meetings (unless with notice to the President or Vice President). It is the duty of the Curator to ensure the safety and preservation of the artifacts within the Josiah Day House. The Curator should rotate the exhibits and store artifacts as necessary to ensure proper preservation. The Curator is also responsible for not only fielding and managing physical (not monetary) donations but also ensuring that the proper process for accepting donations is being followed. The Curator is not allowed to keep any artifacts in their home without going through the proper approval process as noted in Article XIII. The Curator should also participate in at least one program, event, and/or committee in a calendar year.

Section 7 The Assistant Curator shall not only act as an aide to the Curator as required throughout their time as Assistant Curator, but also in the absence or disability of that officer to act. The Assistant Curator must not only attend a minimum of seven out of ten meetings but must participate and vote in all seven meetings (unless with notice to the President or Vice President). The Curator should also participate in at least one program, event, and/or committee in a calendar year. The Assistant Curator will organize one historically accurate article for each newsletter in the year, whether they write it or find someone else to write it.

ARTICLE IX

There shall be a Memorial Fund, to be known as The Josiah Day House Memorial Fund which shall receive gifts in memory of the donor or a designee of the donor. Gifts to the Memorial Fund shall be used as specified by the donor. The Memorial Fund shall be under the general supervision of the President and the Treasurer.

ARTICLE X – HISTORICAL PAPERS

The President in cooperation with the Curator may authorize to be published for file or circulation any paper of historical interest, especially any paper of West Springfield history presented before a meeting of the Board of Directors.

ARTICLE XI – AMENDMENTS

These by-laws may be amended by a simple majority vote of board members present and voting, at any meeting of the Society, provided that seven days' notice of such proposed change shall be given. Notice of such proposed change in the by-laws cannot be waived.

ARTICLE XII – ARTIFACT ACQUISITION POLICY

Any article offered to the Ramapogue Historical Society by donation, sale or loan should:

- (a.) fit into the designated time period of the occupancy of the House, anything prior to 1902
- (b.) be in a condition suitable and appropriate for display
- (c.) be examined by two or more board members, then presented to the Board for approval or rejection by simple majority vote of Board members present
- (d.) if authenticity is questioned, be subject to verification by a knowledgeable person before acceptance
- (e.) once accepted, the artifact becomes the sole property of the Ramapogue Historical Society, with right to display, publicize, market, and dispose of, with the approval of the Board by way of simple majority vote of Board members present
- (f.) after approval of the artifact, the Curator will get the most current artifact form filled out detailing the date of approval, name of the item, name of the person/organization the item is from, and any other pertinent details.
- (g.) after acquiring the artifact, it must go straight to the Josiah Day House.

ARTICLE XII – DISPOSITION OF ARTIFACTS

Any artifact in possession of the Ramapogue Historical Society may be disposed of by sale, donation, or discard by simple majority vote of Board members present if the artifact:

- (a.) does not fit into the designated time period of the Day family occupancy, 1754 -1902
- (b.) is in such physical condition that it is not appropriate for display or repair
- (c.) is a duplicate artifact
- (d.) is inappropriate for display

ARTICLE XIII – ARTIFACT LOAN POLICY

Artifacts must not leave the Josiah Day House without approval by the President, a proper loan sheet, and notice to the Board via electronic communication. Artifacts should not go to someone's personal home for longer than one week without Board approval.

