

Constitution and Bylaws
of
The Columbia Historical Society

Constitution

Article I - Name and Principal Office

The organization shall be known as The Columbia Historical Society, a not for profit organization, located at 13648 West River Road, Columbia Station, Ohio 44028.

Article II - Purposes

The purposes of this organization are:

The collection, preservation, restoration, acquisition by purchase or by gift and ownership of historical objects, materials, records, articles of memorabilia arising out of and relating to the Township of Columbia and vicinity.

To preserve, collect and disseminate knowledge of the history of Columbia Township and surrounding areas.

To own, lease, occupy, acquire and use buildings, lands and rooms for the storage, preservation, and display of historical articles and to operate or own a museum for that purpose.

To publish books, bulletins, brochures and pamphlets for the purpose of recording and disseminating the history of Columbia Township and vicinity.

To collect, preserve and maintain accurate records in the future of memorable events relating to the development, progress and history of Columbia Township.

To receive and accept donations for these purposes of money, objects, articles, personal or real property, and the proceeds of trust funds established for that purpose; to act as trustee for property of any kind donated, loaned, bequeathed or devised to this society by will, conveyance or by deed or gift.

All of the above purposes are to be for the benefit of the inhabitants, both present and future, of Columbia Township, Ohio, and for the purpose of providing ready reference thereto.

The organization is organized exclusively for the purposes set forth in this Constitution, subject to the provisions of Section 501(c)(3) of the Internal Revenue Service Code. The organization will not carry on any activities not permitted to be carried on by an organization with tax exemption under Section 501(c)(3).

Article III - Membership and Membership Meetings

SECTION 1. Membership is available to any person who subscribes to the aims and purposes of the Society as stated in the Constitution and Bylaws.

SECTION 2. Categories of membership, dues, and voting rights shall be established and reviewed annually by the Executive Board. Their revisions shall be given to the membership.

SECTION 3. Unless otherwise ordered by the Executive Board, the first regular meeting of the Society in January of a calendar year shall be known as the first monthly meeting of the Society and shall be for the purpose of receiving reports and acting on any business brought before the Society. Each monthly meeting thereafter will be held for similar purposes. The Society will conduct its affairs on a calendar year basis.

SECTION 4. Special meetings may be called by a majority of members of the Executive Board or by petition to the President by not less than eight (8) members. No business other than that specified in the petition shall be considered.

SECTION 5. Notice of meetings including the potential agenda, if known, shall be given to members before such meetings.

SECTION 6. A simple majority vote of the members present and voting shall be sufficient to approve an action of the Society. An exception to this voting requirement is to amend the Constitution and Bylaws as provided in Article VIII.

Article IV - Elections - Officers - Duties of the Officers

Officers of the Society shall be elected by a majority vote of the membership, and shall each serve a one year term on the Executive Board.

1. President

The President shall preside at all meetings of the Society and shall perform generally all duties incident to such office.

2. Vice President

The Vice President shall assist the President and shall be familiar with all affairs of the Society so that he or she may be able to preside at any meeting in the event the President is absent.

3. Recording Secretary

The Recording Secretary shall keep an accurate record of all business conducted at each meeting. The record will be read at the following meeting and, if approved, shall be entered into and will become part of the permanent records of the Society.

4. Corresponding Secretary

The Corresponding Secretary shall be responsible for notifying each member of the Society of each meeting and for conducting such correspondence as may be requested by the President.

5. Treasurer

The Treasurer shall administer all funds of the Society and shall keep a permanent record of all receipts and disbursements. The Treasurer shall maintain a current membership list. A brief report of finances and membership will be given at each regular monthly membership meeting.

Article V - Management

Management of the affairs and property of the Society shall be conducted by the Executive Board. The Executive Board shall be composed of the Five Elected Officers.

Article VI - Committees

Chairpersons of all Committees shall be appointed by the President. Each Committee Chairperson shall appoint two other members to the Committee and shall report briefly on the activities of the Committee at each regular monthly membership meeting.

Article VII - Quorums

A quorum of the Society shall consist of eight or more members present. A quorum of the Executive Board shall consist of three or more officers present. All quorums must consist of members of good standing.

Article VIII - Amendments

This Constitution may be amended by a two-thirds (2/3's) vote of the members present at any meeting or at a meeting called for this purpose, providing a quorum is present. Amendments and revisions shall take effect at the close of the meeting at which they are adopted.

Article IX - Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised, shall govern this Society in all cases in which they are not inconsistent with the Constitution of the Society.

Article X - Dissolution

Upon the dissolution of the Society, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the Society, dispose of all of the assets of the Society exclusively for the purposes of the Society in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine.

- * Mary K. Melnyk, President
- x Robert D. MacEntyre, Vice President
- v Helen B. Stone Secretary
- x Frank O'Brien Treasurer
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