

COLCHESTER HISTORICAL SOCIETY BYLAWS

Amended June 9, 2025

Article I

Membership and Dues

Section 1. Any person interested in the history of the Town of Colchester, Vermont, who applies for membership in any classification of membership and who tenders the necessary dues shall thereby become a member.

Section 2. Annual dues for individual members shall be fifteen dollars (\$15.00), or such other amount as determined by the Board of Directors.

Section 3. Annual dues for student members shall be five dollars (\$5.00), or such other amount as determined by the Board of Directors.

Section 4. Annual dues for a family membership shall be twenty-five dollars (\$25.00), or such other amount as determined by the Board of Directors.

Section 5. Dues for a life member shall be a one-time payment of two hundred fifty dollars (\$250.00), or such other amount as determined by the Board of Directors.

Section 6. Annual dues shall be payable in advance, and members in arrears more than 12 months shall be dropped from membership.

Article II

Schedule and Quorum for Meetings

Section 1. Regular meetings of the society shall be held quarterly or more frequently as determined by the Board of Directors.

Section 2. The annual meeting of the society shall be held in the month of June.

Section 3. Special meetings may be called by the Board of Directors.

Section 4. The Board of Directors shall meet quarterly. Special meetings of the Board of Directors may be called by the Chair of the Board.

Section 5. Twenty-five percent of the voting members of the society shall constitute a quorum for regular meetings of the society.

Article III

Duties of the Officers and Directors

Section 1. The President shall preside at all meetings of the society and of the Board of Directors. The President shall report annually on the activities of the society.

Section 2. The Vice-President shall assume the duties of the President in the event of the absence, incapacity, or resignation of the President.

Section 3. The Secretary shall keep the minutes of meetings of the society and of the Board of Directors in electronic format archived on the society website, maintain a list of members, and render an annual report.

Section 4. The Treasurer shall be responsible for the safekeeping of the society funds, for maintaining adequate financial records, and with the approval of the Board of Directors for making all required financial and legal filings. The Treasurer shall expeditiously deposit all monies received with a reliable banking company in the name of the Colchester Historical Society. Monies shall be paid out, upon authorization by the Board of Directors, by numbered checks signed by the Treasurer or other board authorized signatory. The Treasurer shall expeditiously report all such payments and purchases to the Board of Directors. The Treasurer will collect dues and report to the Board of Directors those members in arrears on their dues. In advance of each meeting of the Board of Directors and in advance of the annual meeting the Treasurer shall submit a written financial report on the budget to the Board of Directors. The Treasurer shall render an annual report at the annual meeting.

Section 5. The Board of Directors shall have the power to conduct and manage all affairs and activities of the society. The Board of Directors shall appoint the members of the standing and special committees of the society. It shall draft a proposed annual budget for adoption at the annual meeting. It shall select candidates for office pursuant to the constitution. The Board of Directors shall decide questions of policy that for any reason cannot be acted upon at a meeting of the society and shall perform such other functions as designated in the bylaws or otherwise assigned to it.

Section 6. At any meeting of the Board of Directors, four members shall constitute a quorum. The President of the society shall serve as Chair of the Board of Directors. The Board of Directors, through the Chair, shall render an annual report at each annual meeting.

Article IV

Committees

Section 1. The society may have the following standing committees:

1. Library and Museum Committees – Responsible for collecting, cataloging, the care, arrangement, and repair of books, manuscripts, newspapers, and other historical source material. Responsible for collecting, cataloging, cleaning, repair, and storage of historic objects; for arranging museum exhibits, and the correct historic interpretation of these exhibits; for the care and upkeep of museum headquarters.
2. Communications Committee – Responsible for internal and external communication; for finding ways and means for publishing joint or individual research studies; newsletters to members, a quarterly bulletin, or books; for publicity; for staging radio and television programs; and for maintaining the society website.

3. Historic Sites Committee – Responsible for establishing the historic validity for sites proposed for marking; for marking historic sites; and for arranging historical tours.
4. Program Committee – Responsible for arranging suitable programs or events throughout the year, including a member appreciation event, such as a picnic or barbecue, at the annual meeting in June. The committee shall meet in the summer to develop the programs for the year. As much as possible, program topics should reflect Colchester or Vermont history and be of broad interest to the community. The committee shall solicit help in providing refreshments at all programs. The committee shall report its progress in writing to the Board of Directors each time it meets.
5. Membership Committee – Responsible for membership drives and processing new candidates for membership.
6. Garden Committee – Responsible for maintaining the seasonal beds around the Parsonage, soliciting donations of annual plants for the beds, arranging volunteers to water and weed as needed, and identifying heritage plants requiring special care. The committee shall provide seasonally appropriate wreaths for the front door and inside of the Parsonage as needed. The committee shall provide a report to the Board of Directors of garden volunteers so that their contributions can be acknowledged.
7. Log Schoolhouse Committee - Responsible for operation and maintenance of the schoolhouse, including recruiting and training volunteers for duty Friday through Monday each week that the schoolhouse is open. The committee shall clean the Schoolhouse in preparation for opening and remove shutters which shall be replaced at the end of the season. The committee shall make sure the schoolhouse remains in good physical condition. A report shall be made to the Board of Directors within two months of the end of the season.

Section 2. The Board of Directors shall appoint members of the standing committees.

Section 3. Other committees, standing or special, may be appointed by the Board of Directors.

Article V

Parliamentary Authority

Section 1. The rules contained in Robert's Rules of Order Informal Procedure for Small Boards shall govern the proceedings of the society except in such cases as are governed by the constitution or bylaws.

Article VI

Amendment

Section 1. These bylaws may be amended at any regular meeting or adjourned meeting by two-thirds vote of those voting, provided notice was given to the membership at the previous meeting, or it may be amended at a special meeting called for that purpose by the Board of Directors with a notice to the membership at least thirty days and not more than 45 days prior to the meeting and by a two-thirds vote of those present and voting. All proposed amendments shall be in writing and submitted to the Board of Directors for presentation to the membership in the manner prescribed in this article.