

# Newport Historical Society Constitution

(Originally adopted October 1974; Incorporated February 1975; Amended Feb.2000, Nov. 2000, Feb. 2001, May 2005, October 2007, Feb. 2013, Nov. 2017)

## **Article 1. Name**

The name of this society shall be the Newport Historical Society (NHS).

## **Article 2. Mission**

The mission of the Newport Historical Society shall be to bring together those people interested in the history of Newport New Hampshire and Sullivan County New Hampshire. This mission includes: collecting, preserving and displaying objects of historical significance; providing educational programs; supporting historical research; fostering public interest; supporting the Society and the Newport Historical Society Museum.

## **Article 3. IRS Status**

The Newport Historical Society is organized exclusively for charitable, religious, educational and/or scientific purposes under section 501(c) 3 of the Internal Revenue Code. The Society is allowed to apply for state, federal and local grants and may accept gifts, materials and funds.

## **Article 4. Membership**

Membership shall be open to those persons interested in the work of the Society and shall be categorized as follows:

**1. Contributing Members** - persons who have paid dues during the fiscal year of October 1st to September 30th. New members who pay dues in August or September shall be considered contributing members for the following fiscal year.

**2. Board Members** – Contributing members who have general oversight and voting privileges of the NHS.

**3. Life Members** – persons who have made a significant contribution to the NHS. Membership is to be determined on an individual basis.

**4. Junior Members** – persons under the age of eighteen.

**5. Family Members** – two (2) or more members of the same family unit.

**6. Corporate/Business Sponsorship**

Membership dues shall be confirmed or changed at the annual meeting.

## **Article 5. Board Meetings/Annual Meeting**

**Section 1.** Board meetings shall be held on a monthly basis with additional meetings as needed. The public may contribute during the Public Forum section of the agenda.

**Section 2.** Special meetings of the Newport Historical Society(NHS) may be called by five contributing members of the NHS.

**Section 3.** Special meetings of the NHS Board may be called by the President or three Board members.

**Section 4.** The annual meeting of the NHS shall be held in October.

#### **Article 6. Board of Directors and Executive Committee**

**Section 1.** The Board of Directors shall consist of a minimum of five contributing members including the Executive Committee.

**Section 2.** The officers of the NHS shall be a President, Vice-president, Secretary, Treasurer and Museum Director and shall constitute an Executive Committee.

**Section 3.** New Board members will be appointed by the existing Executive Committee.

**Section 4.** The Executive Committee and Board of Directors shall have the general oversight of the Newport Historical Society.

#### **Article 7. Election of Executive Committee**

**Section 1.** The Executive Committee shall be elected by a plurality of votes cast at the annual meeting. Votes will be cast by written ballot.

**Section 2.** Nomination Requirements

A nominating committee, appointed by the President, shall select nominees no later than one week prior to the annual meeting. A written ballot with space for write-in votes shall be provided. Nominations may also be made by any contributing member of the NHS in good standing of no later than one week prior to the balloting at the annual meeting. A candidate for the Executive Committee must be a contributing member of the Newport Historical Society for at least one year prior to election.

**Section 3.** Terms of Office

Board members shall be elected annually. A person may be elected for unlimited terms for any office in the NHS. If the need to remove a member of the Executive Committee or Board should occur, it will be accomplished by a Special Meeting of the NHS. Documentation of the reasons behind such action shall be recorded and filed in the Executive Committee minutes.

**Section 4.** Installation

Executive Committee members take office at the close of the annual meeting and shall serve until their successors have been duly elected. In the event of a resignation or incapacity of any officer, the vacancy may be filled for the unexpired term of office by a vote of the Executive Committee.

#### **Article 8. Newport Historical Society Museum**

**Section 1.** The Society shall establish and maintain a Museum for the preservation, collection and interpretation of its historical material.

**Section 2.** The NHS Board shall appoint a Museum Committee of up to five (5) contributing members of the NHS.

**Section 3.** The duty of the Museum Committee is to oversee museum operation; establish and implement museum policies and procedures for NHS Board approval; inform the NHS Board of all museum activities; provide educational programs and be in charge of arranging museum displays.

**Article 9. Amendment**

This Constitution may be amended at any regular meeting by a two-thirds vote of the Board present provided that notice was given at the previous meeting by mail or email. The Constitution may also be amended at a special meeting with two weeks previous notice. The amendment requires a two thirds vote of the NHS Board. All proposed amendments to the Constitution must be submitted in writing.