



HOWLAND STONE STORE MUSEUM

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BOX 124 AURORA, NEW YORK 13026
www.HowlandStoneStore.org

CONSTITUTION AND BY-LAWS

The update to the Constitution and By-Laws [Vision Statement and Mission Statement] was approved by unanimous vote at the ANNUAL Meeting of the Howland Stone Store Museum on Sunday, May 16, 2010 at 7:00 pm at the Museum.

Vision Statement: Share the historic contributions of Sherwood's past to inspire current and future generations.

(approved May 16, 2010)

Mission Statement: The Howland Stone Store Museum promotes an interest in, and appreciation of the cultural heritage of Southern Cayuga County, with particular interest in Sherwood and its environs, for the education and enjoyment of the public. To accomplish its purposes, the organization shall preserve and maintain (an) historic site(s) and structure(s), preserve and make available for study objects of material culture, and sponsor and encourage programs and exhibitions reflecting the scope of its nationally significant collections related to abolition, women's rights, and education.

(approved May 16, 2010)

CONSTITUTION

OF THE HOWLAND STONE STORE MUSEUM

(approved 5/16/2010)

ARTICLE I **Name**

Section 1. The name of this Organization shall be the Howland Stone Store Museum.

ARTICLE II **Objectives**

Section 1. The purpose of this Organization shall be:

- A. *To promote and encourage original historical research;*
- B. *To disseminate and encourage a great knowledge of the history of the State of New York and particularly of Sherwood and its environs;*
- C. *To gather, preserve, display and make available for study artifacts, relics, books, manuscripts, papers, photographs, and other records and materials relating to the history of the State of New York and particularly of Sherwood and the surrounding area;*
- D. *To encourage the identification and suitable marking of places of historic interest; and*
- E. *To acquire by purchase, gift, devise and otherwise, the title to or the custody and control of historic sites and structures, and preserve and maintain such sites and structures, particularly those in and around the surrounding area.*

ARTICLE III **Membership**

Section 1. Qualification for membership shall be the payment of yearly dues.

Section 2. The Board of Trustees shall set the levels of membership—if more than one—and the yearly dues for each. Provision shall also be made for donations beyond the amount of membership dues.

ARTICLE IV **Annual Meeting**

Section 1. The Annual Meeting of the Organization shall be called by the Board of Trustees to meet during May of each year.

ARTICLE V **Management**

- Section 1: The Organization shall be governed, and all of its officers, business, and property shall be managed by the Board of Trustees, composed of nine Trustees to be elected by the membership.
- Section 2. All trustees must be members of the Organization.
- Section 3. Trustees shall be elected for a three-year term. No trustee may be elected to more than two three-year terms without a lapse of at least one year off the Board.
- Section 4: Vacancy in any Board position shall be filled for the unexpired term by the Board of Trustees. Board members serving 18 months or less may be eligible for two complete terms in addition to a partial term (maximum of 7 years plus 6 months).
- Section 5: No Trustee or officer, as such, shall receive compensation from the Organization.
- Section 6: A President, Vice-President, Secretary and Treasurer shall be elected at the organizational meeting of the Board of Trustees, which shall be the first Board meeting following the Annual meeting. They shall each serve for one year.
- Section 7. The officers must be members of the Board of Trustees. They shall perform the usual duties of such offices and such *other duties* as may be set forth in the Organization By-Laws and prescribed by the Board of Trustees.
- Section 8. A person who has been elected as President, Vice-President, Secretary, or Treasurer for three consecutive one-year terms, cannot be nominated to the same office again unless one year elapses between the end of his or her last term and the beginning of the term for which he or she is nominated.

ARTICLE VI Distribution of Assets Upon Dissolution

- Section 1. In the event of the dissolution, all of the remaining assets and property of the Organization shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501 c (3) of the Internal Revenue Code of 1954, as amended, or to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of New York will best accomplish the general purposes for which the Organization was formed. Organizations to which such assets and property are distributed, if such assets of property are in the nature of scientific or cultural material, shall have collections management policies similar to those of the Organization.

Article VII Amendment

- Section 1. This constitution may be amended at any regular or special meeting of the Organization by a two-thirds vote of members present, provided written notice

was sent to all members. Such notice shall include the complete text of the proposed changes as well as the text of the original document, and shall be sent to all members at least ten days in advance of such meeting.

BY-LAWS

OF THE HOWLAND STONE STORE MUSEUM

ARTICLE I Membership and Dues

- Section 1. Qualification for membership shall be the payment of yearly dues.
- Section 2. The Board of Trustees shall set the levels of membership—if more than one—and the yearly dues for each. Provision shall also be made for donations beyond the amount of membership dues.

ARTICLE II Schedule and Quorum for Meetings of the Organization

- Section 1. The Annual Meeting of the Howland Stone Store Museum and the election of the Board of Trustees shall be held in May.
- Section 2. Fifteen members of the Organization shall constitute a quorum.
- Section 3. Special meetings of the Organization may be called by the President or at the request of five Board members.
- Section 4. Notice of the Annual Meeting of the Organization shall be sent to all members at least ten (10) days in advance of the meeting.

ARTICLE III Schedule and Quorum for the Board of Trustees

- Section 1. The Board of Trustees shall set up a schedule of meetings with at least one meeting per quarter.
- Section 2. Special meetings of the Board of Trustees may be called by the President or at the request of five Board members.
- Section 3. At any meeting of the Board of Trustees, five members shall constitute a quorum.

ARTICLE IV Duties of the Officers and Trustees

- Section 1. The President shall have executive supervision over the activities of the Organization within the scope provided by these by-laws and shall preside at all meetings of the Howland Stone Store Museum and of the Board of Trustees. The President shall report annually on the activities of the Organization and shall appoint the members of the committees and delegates not otherwise provided for.
- Section 2. The Vice-President shall assume the duties of the President in the event of absence, incapacity, or resignation of the President.
- Section 3. The Secretary shall keep the minutes of all meetings of the Organization and of the Board of Trustees-and shall manage all correspondence of the Organization.
- Section 4. The Treasurer shall be responsible for the safekeeping of Organization funds, for maintaining adequate financial records, and for depositing all monies with a reliable banking company in the name of the Howland Stone Store Museum. The Treasurer will collect dues, and shall render an annual report based on the calendar year. The Treasurer shall maintain a list of current members.
- Section 5. The Board of Trustees shall have the power to conduct all affairs of the Organization, in accordance with the Constitution and by-laws.

ARTICLE V Committees

- Section 1. Committees, standing or special, may be appointed by the President, as directed by the Organization or Board of Trustees.

ARTICLE VI Parliamentary Authority

- Section 1. The rules contained in Robert's Rules of Order shall govern the proceedings of the Organization except in cases as are governed by the Constitution or the By-Laws.

ARTICLE VII Amendment to the By-Laws

- Section 1. These By-Laws may be amended at any regular or special meeting by a two-thirds vote of those present. Notice shall be sent to all members at least ten days in advance of such meeting, and shall include the complete text of the proposed changes as well as the text of the original document.