

CONSTITUTION  
OF  
PHILLIPSBURG AREA HISTORICAL SOCIETY

ARTICLE I NAME

The name of this Society shall be "PHILLIPSBURG AREA HISTORICAL SOCIETY, INC."

ARTICLE II PURPOSE

The purpose of this Society shall be to discover, collect, publish, and/or preserve anything deemed to be of historical significance to the Society or the Phillipsburg area.

ARTICLE III AREAS OF OPERATION

- Section 1. The usual place of business for this Society shall be the town of Phillipsburg, in the County of Warren, in the State of New Jersey.
- Section 2. \* The Society shall have a list of all possessions in the Secretary's book and in the front of the primary file in the historic center.
- Section 3. All materials filed shall be cross indexed whenever possible.
- Section 4. A local genealogical file shall be cross indexed.
- Section 5. For purposes of research and expenditures, the Phillipsburg area shall be defined as the town of Phillipsburg, the boroughs of Alpha and Bloomsbury, and the following townships: Pohatcong, Harmony, Lopatcong, and Greenwich.

ARTICLE IV MEMBERSHIP

- Section 1. The Society shall consist of five types of memberships: Life, Individual, Family, Junior, Senior Citizen.
- Section 2. Anyone, regardless of geographic residence, may become a member of this Society.
- Section 3. The Society shall encourage students through high school to become members at a reduced fee and encourage their involvement in the activities.
- Section 4. The Society shall offer Life Memberships for a fee set by the Bylaws. This fee shall be paid within one year. The Life Member shall have all the rights of the Society until his death. The Society may confer Life Membership on a member for special recognition.
- Section 5. Guests are welcome at meetings and they may address the membership if approved by the presiding officer.

ARTICLE V OFFICERS

Section 1. The officers of this Society shall be: President, Vice President, Secretary and Treasurer. With a majority vote of the membership other officers may be added if the Executive Committee recommends it.

Section 2. The President shall preside at all regular and Executive meetings and report to the membership through the newsletter.

The President shall represent the Society or designate an alternate for any function that relates to the activities of the Society.

The President shall appoint all Committee Chairmen by the first meeting of the year and will consult with these chairmen before committees are formed. The President is an ex officio member of all committees but the Nominating Committee.

The President may sign bank transactions.

Section 3. The Vice President shall preside or perform other presidential duties in the absence of the President.

The Vice President shall work with the Curator and the Historian to assure that an accurate listing of properties is filed in the secretary's book and in the primary file.

The Vice President shall notify all members of the Executive Committee of all meetings to be held by the Society.

The Vice President may be in charge of special events assigned by the President.

The Vice President may sign bank transactions.

Section 4. \*The Secretary shall have accurate minutes of all meetings of the Society or the Executive Committee and shall either read them at the Society meetings or, have them published in the Newsletter. At the end of each calendar year the secretary's reports for the year shall be filed in the primary file. This should also include:

- Complete membership list
- Type of memberships,
- Address and phone numbers
- Budget and Financial Reports
- Copies of the year's newsletter

Section 5. The Treasurer shall collect all monies and place the same in depositories as designated by the Bylaws. A written report shall be submitted at each regular and Executive Committee meeting. These reports shall be filed for audit.

The Treasurer shall be Chairman of the Budget Committee. Once the budget is accepted the treasurer shall be able to issue checks that are within the budget. Individuals must submit bills in writing.

The Treasurer shall report when the budget must be adjusted.

The Treasurer shall sign all checks and complete all bank transactions when she is available. The Treasurer may ask for another officer to do this in any emergency.

The Treasurer must work closely with the Membership Chairman.

#### ARTICLE VI EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall consist of the elected officers and at least the following committee chairmen: Publicity, Hospitality, Membership, Nominating, Auditing, Historian, Curator, Special Events.
- Section 2. The Executive Committee shall be empowered to enact Society business. This group shall have at least four meetings a year.
- Section 3. The Executive Committee shall act as the Finance Committee.
- Section 4. The Executive Committee shall fill any vacancy in an elected office. This appointed officer shall act until the new officers are installed in January.
- Section 5. The Executive Committee may ask for a resignation of an officer if the person is not performing the duties of the office. If no resignation is received, the Executive Committee may declare the office vacant and fill the vacancy.
- Section 6. \*For the purposes of continuity, there will be a meeting of the new and previous Executive Committee before the January meeting.
- Section 7. At a regular meeting decisions made by the Executive Committee may be discussed and the majority of the regular membership may reverse the decision of the Executive Committee.
- Section 8. Under new business, at a regular meeting any subject may be discussed.

#### ARTICLE VII STANDING COMMITTEES

- Section 1. The President shall appoint all committee chairmen and all standing committee chairmen shall become members of the Executive Committee.
- Section 2. The Budget Committee shall prepare the annual budget. The Treasurer shall be the chairman and at least 3 members who have served on the Executive Committee shall be members of the committee.
- Section 3. The Finance Committee shall be the Executive Committee. It shall plan money making projects and appoint a chairman for each event. It shall discuss inventments and appoint a chairman to recommend procedures to the Executive Committee.
- Section 4. The Hospitality Committee shall make arrangements for refreshments as directed by the Executive Board. A hostess shall be assigned for each general meeting. Members and guests will sign an attendance sheet. This committee will consist of a chairman and persons selected by the chairman.
- Section 5.\* The Publicity Committee shall notify the Express-Times, the Free Press, the Morning Call, and all local radio stations of regular meetings and special events. Other publicity may be used as it is deemed necessary. This committee shall consist of a Chairman and other members appointed by the chairman. A scrapbook shall be maintained by this group and the Historian.

- Section 6. \*The Membership Committee shall consist of a Chairman and other members appointed by the chairman. They shall maintain an accurate record of membership including: name, type of membership, address, phone number and dues status. This committee shall annually conduct a membership drive in the Phillipsburg area.
- Section 7. \* The Historian shall be appointed by the President. The Historian shall write a history of the Phillipsburg Area Historical Society and write a synopsis of each year's activities to add to that history. The Historian shall collect and record historical information regarding the Society's activities. The Historian will work with the Curator and the Publicity Chairman to keep the records of the Society, current and in a bound book.
- Section 8. The Program Committee shall plan the programs for the regular meetings. The Chairman may select the committee.
- Section 9. The Cultural Activities will be planned by the Executive Committee and a chairman will be selected by the President.
- Section 10. The Curator shall be appointed by the President. The Curator shall direct the filing activities and the Phillipsburg Area Historical Society Library. When older pieces of furniture and other older objects are collected, another Curator may be appointed to direct these activities.
- Section 11. (Section 11 combined with Section 7)
- Section 12. \*A Nominating Committee Chairman shall be appointed by the President. Two other members shall be selected by the Executive Committee. If a member of the Society wishes to suggest a member for the Nominating Committee, the suggestion must be given to the President by September 1. The Nominating Committee shall present a slate at the September meeting.
- Section 13. \*The Auditing Committee shall be appointed by the President. The books shall be audited each year before March 1.
- Section 14. The Executive Committee shall act as a committee to recommend any changes in the Constitution or Bylaws. The Bylaws and Constitution must be reviewed by a special committee every three years. This committee should consist of at least three members of the Society.
- Section 15. All Standing Committee Chairmen, plus any special chairmen, are members of the Executive Committee.
- Section 16. The President is an ex-officio member of all committees except the Nominating Committee.

#### ARTICLE VIII GOVERNING RULES

- Section 1. This Society shall be ruled through the Constitution and the Bylaws of the Society as well as Robert's Rules of Order.
- Section 2. There shall be five regularly scheduled meetings and at least four Executive meetings per year.
- Section 3. The Executive Committee shall be empowered to pass any motion by a majority. If at a regular meeting a motion of the Executive Committee is challenged a new vote must be taken and the general membership may over-rule the previous motion.
- Section 4. Minor changes of the Constitution and Bylaws voted on by the Executive Committee shall be printed in the Newsletter and voted on by the membership at the next regular meeting.
- Section 5. Major changes of the Constitution and Bylaws shall be voted on by the Executive Committee. Copies will be available at the following general meeting and the membership shall vote on the document as a whole at the following meeting.
- Section 6. At any meeting any member may bring up for discussion any procedure or rule of the society.
- Section 7. Any member may have a copy of the Constitution. They will be available at each meeting.