MISSION STATEMENT OF THE MONROVILLE HISTORICAL SOCIETY

The Monroeville Historical Society is a community organization of volunteers dedicated to the preservation of Monroeville’s past. It is organized as a non-profit group, consistent with Federal Internal Revenue Code 501 c. The Monroeville Historical Society has two general missions: (1) to help preserve our community’s heritage and (2) to educate the public as to our common history.

BYLAWS OF THE MONROEVILLE HISTORICAL SOCIETY

ARTICLE I: Membership
A. The members of this society will be designated either as active or associate.
   1. Active members will be those dues-paying persons serving as officers, on the Board of Directors, on standing or special committees, or assisting in the work of the society by attendance at meetings or participation in the projects of the society.
   2. Associate members will be those dues-paying persons who maintain an interest in the objectives of the society, but who do not take an active role in the ongoing work of the society.
B. Both active and associate members will have the right to vote and hold office; however, no associate member will be nominated for and elected to office without first demonstrating an active interest in the work of the society by serving on a committee or a project of the society.
C. Special memberships will include:
   1. Business/Group memberships that would permit a community organization to support the work of the society through a stipulated dues and by designating one of their members to represent them at society meetings.
   2. Contributing member will be an individual who chooses to contribute a membership fee beyond that of the regular stipulated annual dues.
   3. Life membership will be given to individuals and/or families who choose to contribute a membership fee of $300.
   4. Honorary members may be elected by the Board of Directors upon recommendation or petition of at least 10 percent of the active membership. Honorary membership will be the highest form of recognition by the society of the contributions made by the individual to the objectives of the society.
   5. Youth membership will be open to persons under 18 years of age by payment of the stipulated dues.
   6. Junior membership will be open to persons under 18 years of age who, because of their contributions, have been voted by the Board of Directors to membership for a period of one year.
D. Application Process
   1. All persons desiring membership on the society must submit a completed application with accompanying dues for the category of membership of their choice.
   2. The Board of Directors may review any or all applications for approval as needed.

ARTICLE II: Dues
A. The annual dues will be payable for the fiscal and program year (March 1 through the end of February) between January 1st and the end of February.
B. Changes in the annual dues for the succeeding year will be recommended to the membership by the Board of Directors for action by the membership at the regular November meeting, provided that a 30-day notice has been given the membership. The approval by a majority of those present at the November meeting is required to effect a change in the annual dues.
C. The treasurer will bill and receive all dues payments, will maintain records, and, with the assistance of the recording secretary, will determine the voting eligibility of any member.
D. Any member or group who fails to pay their annual dues prior to the end of February will be considered inactive. Failure to pay dues for a second year will result in loss of membership. Restoration to membership may occur upon full payment of annual dues.

E. The current annual dues will be:
   - Active -- $15 for a family/$10 for an individual
   - Associate -- $15 for a family/$10 for an individual
   - Group -- $50
   - Contributing – More than $15 for a family or more than $10 for an individual
   - Life -- $300
   - Honorary – None
   - Youth -- $5
   - Junior – None

ARTICLE III: MEETINGS

A. Monthly meetings will be held on the third Tuesday of the month except when (1) the president, with the consent of the Board of Directors, designates a program or activity for the membership as a substitute meeting or the president has to cancel and reschedule due to weather or safety.

B. When deemed advisable, the Board of Directors, by a two-thirds vote, may call a special meeting of the society to consider special business, provided notice has been sent to the membership at least 30 days prior to the meeting. No business shall be transacted at this special meeting except that for which notification has been given.

C. When the membership considers a special meeting necessary or desirable, a vote of one-third of the board will be the basis for the president to call such a meeting.

D. The Board of Directors will meet as a board no less than six (6) times a year.

E. The Annual Meeting will be held on the third Tuesday of March.

ARTICLE IV: Duties of Officers

A. President
   1. The president of the society will act as presiding officer at the meetings of the society and the Board of Directors and will perform such duties as ordinarily pertain to the office.
   2. Unless otherwise decided by the Board of Directors, the president or his designee will control the access to the physical properties.
   3. The president will submit narrative and financial reports of the preceding year of the work of the society to the Annual Meeting. A copy will be submitted to the Municipality of Monroeville.
   4. The president will be authorized to sign checks.

B. Vice President
   1. The vice president will assist the president in his duties when called upon and will perform the duties of the president during the absence of the president.
   2. The vice president will be chairman of the Program Committee.

C. Recording Secretary
   1. The recording secretary will be legal custodian of all society business records, including membership lists.
   2. The recording secretary will take minutes of all meetings.
   3. Upon retirement from office, the recording secretary will immediately turn over all property, books, and records to the new recording secretary.

D. Corresponding Secretary
   1. The corresponding secretary will conduct the correspondence of the society.
   2. The corresponding secretary will be responsible for the distribution of the newsletter.
   3. The corresponding secretary will develop and maintain relationships with other historical and preservation groups on a local, state, and national level.
E. Treasurer
   1. The treasurer will receive all monies due the society, will maintain a bank account and an
      income expense ledger, and will present a financial report at each Board of Directors meeting
      and membership meeting.
   2. The treasurer will present an annual written financial report to the membership at its Annual
      Meeting.
   3. The treasurer will be authorized to sign checks for the society.
   4. The treasurer will turn over all books and records to the succeeding treasurer upon leaving
      office.

F. Board of Directors
   The Board of Directors will consist of the elected officers, two (2) active members at large, the
   immediate past president, and the chairpersons of the standing committees.

ARTICLE V: Committees

A. Chairpersons of the standing committees will be chosen from the active membership.
B. Standing committees will include:
   1. Membership and Social
      It will be the duty of this committee to develop a continuing effort to attract and maintain a
      strong and interested membership. This committee will recommend, as it deems appropriate,
      classifications of membership and methods to encourage membership.
   2. Public Relations (Publicity)
      It will be the duty of this committee to promote the work and activities of the Monroeville
      Historical Society and to develop a consciousness among the citizenry of the importance of our
      heritage.
   3. Wedding Coordination
      It will be the duty of this committee to oversee all applications for use of the Old Stone Church
      and to schedule such usage. The committee will open and close the church for events, and
      report to the membership any repairs or improvements needed at the site. Note: Groups
      wishing to rent the church on a regular basis must meet with the Board and present both their
      request and basic details of the purpose for the rental (purpose must be non-political).
   4. Tours
      It will be the function of this committee to schedule and provide volunteers for field trips and
      tours of the historic sites in the care of the Monroeville Historical Society.
   5. Special Events
      It will be the duty of this committee to plan for special activities at the historical sites. The
      committee will schedule events and the volunteers needed to carry them out.
   6. Archives
      It will be the duty of this committee to keep records of the history of the society, maintain the
      society's Web site, maintain an inventory of items displayed on sites overseen by the society,
      and make recommendations to the board as to the suitability of any proposed gift to the society.
   7. Maintenance
      It will be the duty of this committee to develop and execute a three-year maintenance plan for
      the Historical buildings.
C. Other committees, standing or special, may be appointed by the president as directed by the society
   or the Board of Directors.
ARTICLE VI: Parliamentary Authority

A. All parliamentary business not covered by these bylaws will be governed by the current issue of Roberts Rules of Order.

B. For the purpose of transacting the business of the society, five (5) board members will constitute a quorum.

C. If a quorum is present at any meeting, business of the society can be approved by a majority vote of the membership present at that meeting. Business can only be discussed if a quorum is not present at any meeting.

D.

ARTICLE VII: Amendments

These bylaws may be amended by a two-thirds vote of the membership present and voting at any meeting of the society provided all members have been given written notification of the pending vote. Such notification shall be sent to the membership at least five (5) days prior to the meeting.

ARTICLE VIII: Administration of Property

The Monroeville Historical Society shall have the power to acquire, hold, administer, sell, lease, invest, reinvest, retain, or otherwise dispose of or deal with any assets or property of the society, real or personal, including securities or income thereof, as the membership or the board may from time to time determine, except as may otherwise be required by the instrument of transfer.

ARTICLE IX: Election of Officers and Directors

A. A nominating committee consisting of three (3) members shall be appointed by the president, with the approval of the Board of Directors, two months prior to the Annual Meeting (March meeting).

B. This committee shall submit nominees for the officers and two (2) directors to the Board of Directors prior to the March meeting.

C. Nominations may be made from the floor at the Annual Meeting, providing prior agreement of the nominee is demonstrated at that time.

D. Officers and directors shall be elected by ballot at the regular March meeting by the majority of the membership present.

E. Officers and directors shall be installed at the close of the Annual Meeting.

F. In the event of resignation or incapacity of any officer, the Board of Directors will elect a replacement to fill the unexpired term of the officer or director at the first meeting of the board subsequent to notification of the resignation or incapacity of the officer or director.

Approved: April 19, 2016