

The Swansea Historical Society Inc. (SHS)

Bylaws 2025 Revisions

Article I

Name and Place

The name of the corporation shall be known as The SHS, a non-profit organization founded January 23, 1941. The principal office in the Commonwealth of Massachusetts shall be located at 160 Old Warren Road, Swansea Massachusetts.

Article II

Purpose

The purpose of The SHS is to collect, preserve, protect, share and educate the public on the history of the Luther Store and the Town of Swansea. Through our exhibits and educational programs, promoting a deeper understanding of the past and its relevance to the present and future. The SHS may acquire, hold, sell or convey real or personal property for the use and the benefit of The SHS.

Article III

Corporation Seal

The corporation shall have a seal consisting of circular die with the following inscription-THE SWANSEA HISTORICAL SOCIETY, INC. MASSACHUSETTS 1941

Article IV

Membership

Any person may be elected to membership at any meeting of The SHS's Executive Board and may become an active member when dues are paid. Dues will be as follows: family membership \$30.00 per year for those living in the same residence and an individual membership \$20.00 per year. Any member neglecting to pay their dues for two (2) consecutive years forfeits their membership in The SHS. A member may resign their membership by giving the secretary of The SHS ten (10) day notice in writing of their intentions to do so (no refunds will be administered). All paid members of The SHS are able to vote for executive board members and officers at the annual meeting. There is to be **NO** more life time membership granted from this point on. Any officer or executive board member who neglects to pay their yearly dues for two (2) consecutive years forfeits their seat as an officer or executive board member and their membership in The SHS.

Article V

Executive Board

The SHS executive board (hereafter called The Board) is responsible for the governing direction of affairs, care and management of the property of The SHS. The Board will consist of four (4) officers -president, vice president, treasurer and secretary with no less than five (5) and no more than nine (9) executive board members. All officers of The Board shall hold a specific office no more than three (3) consecutive years (vice president, once voted in, can fill a vacancy for secretary or treasurer until a new candidate for the position has been secured). Any vacancy which occurs between annual meetings may be filled by The Board at that such time is needed. The Board, subject to the restrictions imposed by these bylaws, shall exercise all of the powers of The SHS under the provisions of chapter 155 (section 7: content of bylaws) of the Massachusetts General Laws. The Board shall be responsible for the carrying out of the regulations, policies and activities of The SHS. The president is to include The Board in **ALL** decisions made affecting The SHS, the Luther Store, it's contents and grounds. All executive board members must participate in no less than two (2) events and programs per fiscal year. Executive board members and officers must attend 50% of The SHS's executive board meetings within each fiscal year. Each executive board member and all officers of The SHS **MUST** pay their yearly dues to remain on The Board and a member of The SHS.

Article VI

Officers

All persons (including all current officers) wanting to hold an officers position must submit an application for the position they would like to hold. This application must be submitted to the nominating committee and reviewed by The Board no less than **one (1) month** before the annual meeting. All officers and executive board members shall be elected by majority vote of those members, those who have paid their yearly membership dues, present at the annual meeting. Each officer's position can be held for one (1), two (2) or three (3) year terms. **No one** will be grandfathered in for an officers or executive board member position. Each officers position will be held for the term elected and they will not be able to resubmit for that seat for three (3) consecutive years. The four (4) officer positions are: president, vice president, secretary and treasurer. Duties of these officers are as follows:

Roles of the president: The president is responsible for providing overall leadership and guidance to the organization, ensuring its effective operation and progress towards its goals. The Board shall be included in the decision making processes of the president. The president's duties are listed below:

The president will work with the executive board to develop and implement the SHS's goals.

The president will be responsible for representing The SHS in all programs and events.

The president ensures The SHS operates within the bylaws as well as the Federal, State and local laws

The president is responsible for presenting an annual report to the membership at the annual meeting.

The president will be responsible for all thank you notes and responses to correspondences that have to do with The SHS and the Luther Store.

The president will inform the vice president and treasurer when s/he will be out of the State of Massachusetts.

The president and the treasurer will **both** sign for payment over \$1,000 **(if one of them is away the vice president will be the signee)**. The president and vice president will be contacted for electronic and reoccurring payment for their approval.

The president will report to The Board on these transactions at monthly board meeting.

The president will return all information pertaining to The SHS and Luther store. That includes all bank statements and any copies of any records or statements.

2-Role of the vice president: The vice president assists the president in running The SHS. Takes on special duties as assigned and assumes the president's responsibilities when the president is absent or unavailable. Vice President primary duties are listed below:

The vice president works closely with the president to ensure the smooth running of The SHS.

The vice president will assume presidential duties in the absence of the president due to hospitalization, vacation or any other reasons that s/he are leaving the state of Massachusetts.

The vice president can be involved in representing The SHS at programs and events.

The vice president will be responsible for signing checks over \$1,000.00 along with the president or treasurer in either one of their absences

3- Role of the treasure: The treasurer's duties are listed below: The primary job is to manage The SHS's finances under the guidance of The Board. The treasurer is responsible for overseeing all financial transactions, ensuring accurate recordkeeping,, developing and monitoring budgets and reporting on The SHS's financial status to The Board at monthly and annual meetings.

The treasurer also ensures compliance with financial regulations from the Federal, State and Local governments

- . The treasurer that is responsible for the overseeing of The SHS's bank accounts, investments and other financial assets including the Commonwealth of Massachusetts endowment fund. The treasurer **must** maintain accurate and up to date records of all financial transactions to include but not limited to income, expenses and investments
- . The treasurer is responsible for the development and management of The SHS's annual budget, working with other board members to align it with The SHS's goals.

The treasurer ensures The SHS is compliant with all Federal, State and Local governmental regulations, reporting and recording requirements

- . The treasurer will be responsible for helping The Board make informed decisions about The SHS's financial future.

The treasurer at the end of their term, will hand over all records, to include banking statements, check books as well as the key to the P.O. Box, mail box and Luther Store. The treasurer is **NOT ALLOWED** to keep any information that includes copies of any records, or statements including bank statements.

The treasurer will inform the president and vice present when s/he will be out of the state of Massachusetts and give the checkbook to the president.

4- Role of the secretary: The secretary **MUST** live in the Town of Swansea (in accordance with federal laws).The secretary of The SHS handles the recording of meeting minutes, records and issuing meeting minutes. The secretary ensures that all SHS members are properly notified of all upcoming SHS meetings, events, programs etc. The secretary will hand over **ALL** paperwork, meeting minutes and any information, articles and artifacts at the end of their term that has to do with The SHS and the Luther Store. This will include any keys that may have been obtained during their term.

Article VII

Meetings

The annual meeting of The SHS shall be held yearly in October of every year place and time to be determined. Notice of the annual meeting shall be given by the secretary no less than one (1) month in advance. The SHS's executive board shall meet no less than nine (9) times during each fiscal year.

Special meetings of The SHS to be called by the executive board or not less than **fifteen (15) members** of the SHS. Written notice of a special meeting will be the secretary's responsibility and shall be no less than seven (7) days prior to the special meeting.

Legally we can have no less than is three (3) members on the executive board that would include the president, vice president and secretary, Maximum amount of executive board members will be seven (7) to nine (9) members along with four (4) officers

Article VIII

Meetings of the Executive Board

Meetings of The Board will take place at least nine (9) times out of the year. An executive board meeting can be called at any time by the president or by any two (2) members of The Board. Written notice of such meeting should be no less than two (2) days to all board members by the secretary. A quorum at any given meeting is half (1/2) plus one.

Article IX

Committees

Committees will have no more than five (5) to seven (7) members not including the president or vice president. Committee chairs must have no less than 1 year in The SHS as an active paying member. Committee members will not be allowed to be members of more than two (2) committees at one time. Each committee chair will be responsible for reporting to The Board monthly by attending The Board's monthly meetings or by an email.

The building and maintenance committee will be responsible for the care and upkeep of the Luther store and its grounds.

The finance committee will be responsible for The SHS's budget and billing paying. Only the treasurer can have the position of chairman of the finance committee.

The membership committee is responsible for the yearly mailing and emailing of yearly membership dues to All members.

The hospitality committee is responsible for making sure The SHS has an adequate amount of refreshments available at annual meetings and monthly meetings.

The nominating committee is made up of board members that will review all applicants for the position of officers, board members and new SHS members. The nominating committee will review all applications and make the decision on which applicants will be presented to The Board for consideration.

The following committees will work together social media, website, newsletter and publication.

These committees are responsible for the getting The SHS's meetings, programs and events out to our active members and the public.

The Archives committee is responsible for all historical information on the Town of Swansea and its founding families and all materials pertaining to Swansea's history

Members

The SHS is a member driven society established January 23, 1941 by Marian Riley. The members of The SHS are expected to help with the following duties but not limited to these duties mentioned in these bylaws. Supporting The SHS's mission statement, volunteering for programs and events, attending programs and events, to help with tasks such as fundraising, serve on committees, assists in tours of the Luther store etc.. The SHS members can serve on no more than two(2) committees at a time and cannot become the chairman of a committee or be considered for The Board until they have been an active paying member of The SHS for at least one (1) year.

Article XI

Amendments and Alterations

The SHS's bylaws can be amended, altered or added to by two-thirds (2/3) vote of the SHS members present at any meeting of The SHS. Due notice of the proposed changes having been incorporated in the call of the meeting. Bylaws need to be visited / revised yearly before the annual meeting so they may be voted on at such meeting. Every two (2) years the bylaws need to be reported to the IRS, submitted and signed by the president and treasurer.

Current Officers- January 1, 2025- September 21, 2025

President- Carl Becker

Vice President- Cheryl Bogle

Treasurer- Robert Alford II

Acting Secretary- Cheryl Bogle

Currant Executive Board Members- January 1, 2025- Spetember2025

Karen Bowen

Paul Cote

Carol Gafford

Kathleen Leblanc

Pat Redfearn

Diane Luther Silvia