

Article I: Name

Section 1. The name of this organization is the Historical Society of Islip Hamlet.

Section 2. The Hamlet of Islip shall be defined as the jurisdiction of the Islip Public School system.

Article II: Purposes

Section 1. **The Society's purpose is to** preserve and work for the preservation of historical buildings, landmarks, documents, records, photographs, artifacts, oral histories, media, memorabilia and other items of historical interest regarding the hamlet of Islip.

Section 2. The Society is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Sections 501(c)(3) of the Internal Revenue code or corresponding section of any future Federal tax code.

Article III: Basic Policies

Section 1. The mission of this Society is to collect, catalog, preserve, display and to make available at the discretion of the Society's executive board, to interested groups and individuals artifacts of Islip hamlet's history as stated in Article II, Section 1.

Section 2. The Society shall acquire and hold by purchase, gift, grant, devise, or bequest, real or personal property in relation to the other general purposes of the Society. The Society shall promote and encourage historical research, to foster and promote public knowledge of and interest in Islip Hamlet's history.

Section 3. The Society shall encourage student interest in Islip hamlet's history or history in general by sponsoring such activities as history fairs, research opportunities, essay contests and/or a scholarship fund.

Section 4. Notwithstanding any other provisions of these articles, the organization shall not carry on any activities inconsistent with the meaning of Sections 501 (c)(3) of the Internal Revenue code.

Section 5. The **society** shall archive all society records and reports, including financial records, records of award recipients, and communications of the society.

Section 6. Dissolution: In the event of the dissolution of the Society all residual assets shall be offered to the **Suffolk County Historical Society and then to an equivalent accredited museum**. All such distributions shall be made in accordance with applicable New York state and federal statutes.

Article IV: Officers and Elections

Section 1. Each officer shall be a member of the Society.

Section 2. The officers of the Society shall be a president, vice president, recording secretary, treasurer, and corresponding secretary.

Section 3. The term of each office shall be one year beginning on January 1.

Section 4. No officer shall hold the same position for more than three (3) consecutive terms.

Section 5. No officer shall be a member of the executive board for more than eighteen (18) consecutive terms.

Section 6. Nominations

- a) The President shall appoint the nominating committee from among the members of the Society. This committee is a standing committee responsible for nominating members to fill vacancies on the executive board.
- b) The nominating committee shall recommend one candidate for each office to be filled.
- c) The nominating committee shall report at the annual meeting at which time nominations may be made from the floor.

Section 7. In the event of a vacancy on the executive board, the president, after consultation with the nominating committee and subject to the approval of the majority of the remaining members of the

executive board, shall appoint another member to fill such vacancy until the next general election. This appointment term is not to be included in the sequential term limit for office term or board service.

Article V: Duties of the Officers

Section 1. The president shall preside at all meetings of the Society and the executive board, supervising affairs and activities and shall both appoint and replace standing and ad hoc committee chairpersons. At the end of each calendar year all records shall be turned in to the audit committee for review and then be placed in the archival repository.

Section 2. The vice president shall assist the president of the Society in the performance of his/her duties and officiate in the president's absence.

Section 3. The recording secretary shall keep and archive the records of all regular, executive and special meetings. At the end of each calendar year all records shall be turned in to the audit committee for review and then be placed in the archival repository.

Section 4. The treasurer shall make all collections and disbursements and keep accurate records thereof. A current financial report shall be given at each general membership meeting and executive board meetings. All disbursements of the Society must be accompanied by a bill or receipt. Expenditures in excess of \$150 must be approved by the board and shall be paid by check signed by either the treasurer or the president. An annual fiscal financial report shall be presented to the general membership in writing no later than November 15. The treasurer shall maintain the scholarship fund and keep a record of each year's recipient. The treasurer provides financial information for the Society's investment accounts and manages the Society's other funds. At the end of each calendar year all records shall be turned in to the audit committee for review and then be placed in the archival repository.

Section 5. The corresponding secretary shall conduct correspondence for the Society as directed by the President. At the end of each calendar year all records shall be turned in to the audit committee for review and then be placed in the archival repository.

By-Laws

Article I: Membership and Dues

Section 1. Any person, eighteen (18) years or older, interested in the purposes of the Society shall be eligible for membership and shall become a member upon completion of the Society's application form and payment of the full amount of annual dues.

Section 2. No memberships may be obtained on the day of a general membership meeting until the general membership meeting is adjourned.

Section 3. No person shall be denied membership in this Society because of sex, race, color, ethnic origin, religion, political beliefs, age, or disability.

Section 4. The membership year shall be defined as a calendar year beginning in January.

Section 5. Dues shall be payable at the time of application and in accordance with Section 3 of this article. Dues and membership categories shall be determined by the board of directors.

Section 6. Membership carries with it the right to speak and vote at all general meetings. Persons desiring to address the executive board must submit a written request a minimum of two weeks before a board meeting.

Article II: The Executive Board

Section 1. The Executive Board shall consist of the officers of the society, members-at-large, and chairs of standing committees. (Appendix A) These chairs are appointed or replaced by the president. One person may hold dual positions of both board position and Chairman. **In such case, such person will count as only one (1) vote.**

Section 2. The members-at-large shall be nominated and elected in the same manner and for the same terms of office as the officers of the Society. They may number no fewer than three (3) and no more than twelve (12).

Section 3. The executive board shall transact necessary business between meetings of the Society and any business referred to it by the Society.

Section 4. The executive board shall meet at least six (6) times each calendar year. Board members are required to attend a minimum of six (6) board meetings and two (2) general meetings each calendar year. **A quorum of the executive board shall consist of at least a simple majority.**

Section 5. Special meetings of the executive board may be held upon the call of the president, The purpose of the meeting shall be set forth in the notice at least twenty-four hours prior to the special meeting.

Article III: Meetings

Section 1. The general membership of the Society shall meet at least twice a year. The first such meeting shall take place no later than May 30 and the second such meeting shall take place in the fall, no later than November 15.

Section 2. The last fall meeting of each calendar year shall be known as the annual meeting, and shall serve for the purpose of electing officers, receiving annual reports and conducting any other business as may arise.

Section 3. Special Meetings of the Society may be held upon the call of the President, the Executive Board or upon the written request of any twenty members of the Society. The purpose of the meeting shall be set forth in the notice. The notice shall be made in writing to each member of the Society, postmarked at least fifteen days prior to the special meeting, unless two-thirds (2/3) of the executive board waives these requirements.

Section 4. **A quorum of the general meetings shall consist of at least ten non-board members and a quorum of board members.**

Article IV: Parliamentary Authority

The rules contained in the current edition of **Robert's Rules of Order** shall be the governing rules of this Society in all cases to which they are applicable and not inconsistent with the constitution of the Society.

Article V: Amendment

This Constitution, and its By-Laws may be amended at any regular or special meeting of the Society by a two-thirds vote of the members present. Previous notice must be given in writing at least twenty-one (21) days in advance.

Approved and adopted for immediate usage on this day of _____

Executive Board: approved by vote on **June 6, 2017**

General Membership: approved by membership vote on _____

Signed: Electronic signature, **Madeline Hanewinckel, June 6, 2017**

President: **Madeline Hanewinckel**

By-laws Chairperson: John White

Respectfully presented by the By-Laws Committee:

Victoria Berger, **Madeline Hanewinckel**, Nancy Porta-Libert, **Catherine Romano**, John White

Appendix A – Declaration of HSIH Standing Committees

Auditing: A committee of three members must conduct an annual review of the financial records of the Society and provide an audit letter to the board and membership. This committee must be independent of the president and treasurer.

Curating: The curator, as chair of the committee, is steward of collection, curator of exhibits, and maintains NY State collections management policy. Under direction of curator, the committee assists with documenting, inventorying, and cataloging all artifacts of historic value. The committee may also assist the curator with production of exhibits. Provide content for mailing and public relations committees.

Fund Raising: Oversees operations of large fund raising events, such as the Holiday House Tour and The Garden Walk. The committee chair will report on all fund raising events. At the end of each calendar year all records shall be turned in to the audit committee for review and then be placed in the archival repository.

Governance/by-laws Committee: Annually review the governing documents of the Society (constitution, by-laws), annual board member agreement, conflict of interest agreement, oversee charter renewal when needed. At the end of each calendar year all records shall be turned in to the audit committee for review and then be placed in the archival repository.

Mailing: Assist with all mailing tasks to our general membership and mailing list throughout the year.

Membership: Keep a computerized, updated record of our members. Produce labels for all membership mailings that go out throughout the year. Maintain updated fund raising mailing list.

Nominations: Seek and nominate candidates for all term-limited positions on the executive board. Generates an annual list of the executive board that includes contact information and their last full year in that position.

Programs: Seek and book four programs per year to be presented at general membership meetings. Provide content for mailing and public relations committees.

Public Relations/Press: Promote all upcoming Society activities and work to the general public, membership, and the media. Send press releases to news media outlets. Subcommittees include the Web site, social media, *Quahog*, and other media placement. The society's newsletter must be distributed at least twice per year. The chair must maintain an archive of all press materials. At the end of each calendar year all records shall be turned in to the audit committee for review and then be placed in the archival repository.