

BYLAWS of the CHIPLEY HISTORICAL CENTER OF PINE MOUNTAIN

ARTICLE I – NAME

This organization shall be known as the CHIPLEY HISTORICAL CENTER OF PINE MOUNTAIN

ARTICLE II – PURPOSE

The purpose of this organization shall be

- A. To amass and preserve information, photos and any and all papers or other material having a bearing on the history of the Pine Mountain area.
- B. To make this historical material available for public viewing, but at the same time to store and handle this material in such a way that it will be preserved for posterity.
- C. To use available resources to inform and educate residents of the surrounding area and visitors regarding the history of Chipley.
- D. To allow use of facilities for private events for donation, with the Chair of the Board having the authority to approve such use without the necessity of full board approval; however notification shall be given to the Board that such use has been authorized.

ARTICLE III – MEMBERSHIP AND DUES

Any person or persons interested in the purposes of the Center as stated in these bylaws and tenders the necessary fee shall be a member.

Section 1. Membership fees shall be paid annually, based on the calendar year. ~~A person joining the Center after the first of July may pay half of the annual fee to become a member for the balance of that year.~~

**Section 2. There shall be threefour classes of membership. They are: Individual, ~~Student~~, Family and Corporate.** Annual fees for each category shall be set by the board as deemed necessary.

Section 3. A meeting of all members of the Center shall be held annually. The membership shall be notified of the annual meeting by a posting on the Center door and by a posting on appropriate social media. The meeting shall be held by November, following the monthly Board meeting which is held on the 4<sup>th</sup> Monday of each month.

Section 4. The following criteria will be observed in all annual meeting voting matters:

- A. Dues must be current.
- B. Voting by proxy is prohibited.

ARTICLE IV – OFFICERS AND MANAGEMENT

Section 1. The management of the Center shall be handled by a group of people here after ~~after~~ referred to as the Board ~~of Directors~~.

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- A. The Board shall consist of not less than nine nor more than ~~seventeen~~ members, ~~twenty-seven members~~. Members serving at the adoption of these by-laws shall constitute the current Board. New members shall be recommended by a current Board member based upon interest shown, commitment to the mission of the center, and attendance at least three consecutive monthly meetings prior to nomination to the Board.
- B. The Board ~~of Directors~~ in place at the acceptance of these bylaws shall serve for one year from said acceptance date.
- C. The Officers of the Board shall be Chairman, Vice-Chairman, Secretary and Treasurer.

Section 2. The Board ~~of Directors~~ shall meet monthly on the fourth Monday and the meetings will be open to the public.

~~Section 3. The Board shall hold a general meeting of all members at least once a year, at which time the state of the Center will be made known to all members in attendance.~~

Section 3. A quorum of the Board shall be 51.66% of the total board members.

Section 4. ~~---In case of a vacancy on the Board, it shall be within the discretion of the Board to name a replacement member.~~

Section 5. General day-to-day management of the Center shall be conducted by the ~~Board Staff~~.

Section 6 Any Board member shall be removed for cause at the discretion of the Board.

Section 7 Unpaid staff shall consist of, at a minimum, Director and Curator or Curators and such other positions as needed to be determined by the Board

## ARTICLE V – DUTIES OF OFFICERS

All officers shall perform the duties prescribed in these bylaws and by the parliamentary authority adopted by the Center.

Section 1. The Chairman shall

- A. Preside at all meetings of the Center and ~~of the Board~~ Board of Directors;
- B. Have general and active management of the Center;
- C. Coordinate the work of the officers and committees in order that the purposes of the Center may be promoted;
- D. Appoint Chairmen of all committees and all committee members, or the Chairman may appoint a committee chairman and allow the committee chairman to select other members of that committee;
- E. Serve ex-officio on all committees, except the Nominating Committee; and
- F. Execute all contracts of the Center, along with the Secretary, with Board ~~of Directors~~ approval.

Section 2. The Vice-Chairman shall act as aid to the Chairman and shall perform the duties of the Chairman in the absence or inability of that officer to act and such other duties as may be delegated.

Section 3. The Secretary shall

~~A.~~ A. Record the minutes of all meetings of the Center and of the Board of Directors;

- B. Give notice of all meetings of the Center;
- C. Execute all contracts of the Center, with the Chairman, upon approval of the Board ~~of Directors;~~ and
- D. Perform other such duties as may be delegated to the Secretary.

Section 4. The Treasurer shall

- A. Pay expenses approved by the Board;
- B. Pay all bills keeping regular accounts showing all receipts and disbursements.
- C. Render monthly reports to the Board
- D. Keep a record of members who have paid their dues
- E. Be a member of the Finance Committee.

Section 5. The term of the Chairman and Treasurer shall be limited to no more than five consecutive years. The same individual may resume the position after at least one year out of the office

Section 6. The Executive Board shall consist of the four officers named above. The unpaid staff shall report to the /executive Board.

SECTION 7 Election of officers shall be held annually in November.

ARTICLE VI – COMMITTEES

Section 1. The standing committees of the Center are: others to be added?

- A. Buildings and Grounds Committee. A Building and Grounds Committee shall be responsible for the supervision of the Center and ~~grounds Garden.~~
- ~~B. Publicity and Membership Committee. The A Publicity Committee shall have the duty to prepare press releases, produce a monthly newsletter., and publicize the Center on social media. and~~
- ~~B-C. Membership Committee shall have the duty to increase membership, send renewal notices, and produce a quarterly newsletter.~~
- D. ~~Accessions-Reviewing~~ Committee. The ~~AccessionsReviewing~~ Committee shall be responsible for approving gathering of papers, books and information of historical value to be placed in the Center.
- ~~C-E. Deaccessions Committee. The Committee shall be responsible for removing items no longer appropriate for inclusion in the Center~~
- F. Program Committee. A Program Committee shall be appointed, whose duty it shall be to plan the programs of the Center.

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~~D.G. Fund Raising Committee. The Committee shall be responsible for implementing Board projects undertaken to raise funds for the Center.~~

Section 2. Standing committees shall consist of not less than three ~~nor more than seven members.~~

Section 3. Any member of the Center is eligible to serve on a committee.

Section 4. Special committees may be appointed from time to time and they will be assigned to a particular temporary committee.

#### ARTICLE VII – REVENUE

~~Section 1. Funds raised from membership dues, donations, or fundraising efforts shall go into the general treasury. Membership fees will go in the general treasury.~~

~~Section 2. Copies of documents, books, and CD's are available to the general public for a donation and these monies shall go into the operational fund.~~

~~Section 2.3. The members may conduct fund raising projects. Fund raising projects may be conducted.~~

Section 4. The Center is authorized to apply for grants from appropriate agencies and foundations.

~~Section 5. As deemed appropriate by the Board, funds in excess of those needed for operational purposes may be invested in certificates of deposit or other like instruments.~~

#### ARTICLE VIII – RULES OF ORDER

Section 1. "Roberts Rules of Order" shall be followed at all meetings.

Section 2. Freedom of expression shall prevail.

#### ARTICLE IX – AMENDMENTS

Any amendment to these bylaws may be adopted by a two-thirds vote of members present at the annual membership meeting or any general membership meeting.

Section 1. Notice of a proposed change in the bylaws must be posted on the door of the Center and on social media at least two weeks before the change is to be voted upon.

Section 2. Any member of the Center may express their feelings on proposed changes in bylaws either in person at the general membership meeting or in writing prior to such meeting.

#### ARTICLE X – DISSOLUTION

In the event of the dissolution of the Center, all of the assets, if any, not needed for the payment of its debts and expenses shall be given to the Town of Pine Mountain, Georgia and under no circumstances shall any of the assets of this Center be distributed upon dissolution to any of the members of this Center.

ARTICLE XI – REMITTANCE OF HISTORICAL ARTIFACTS

All items in the Chipley Historical Center ~~in the Old City Hall~~ shall be catalogued and complete records kept of each item and donor. A receipt shall be given to each donor listing the item or items and shall state whether a gift or a loan. All loaned items must be returned to the original donors or their heirs ~~if in~~ the Center is dissolved. Donors of gift items shall be notified publicly as to the disposition of such items. The Center is not responsible for damage or loss of any loaned items.

~~Changes:~~

~~These by-laws were approved by the Chipley Historical Center Board on Feb. 25, 2020 but the document was not updated that time. It was updated by Lou Brackett on Nov. 5, 2022, based on the minutes of the board meeting for Feb 25, 2020. Change: Quorum was then defined as “A quorum of the Board shall be 66% of the board members.”~~

~~April 2023 – annual meeting changed to “by November.” Article IV Section 3 deleted since it was a duplication of Article III Section 3.~~

PROPOSED CHANGES August 2024

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