

CONSTITUTION - BYLAWS

January 24, 2002

Revised March 23, 2011

Article I

Name

The name of this society shall be The Herndon Historical Society D/B/A
The Historical Society of Herndon, Virginia.

Article II

Purpose

The purpose of this society shall be to bring together those people interested in history, and especially in the history of the Herndon, Virginia, area. Understanding the history of our community is basic to our democratic way of life, gives us a better understanding of our state and nation, and promotes a better appreciation of our American heritage.

The society's major function will be to discover and collect any material that may help to establish or illustrate the history of the area; its exploration, settlement, development, and activities in peace and in war; its progress in population, wealth, education, arts, science, agriculture, manufacturing, trade, and transportation. It will collect printed material such as histories, genealogies, biographies, descriptions, gazetteers, directories, newspapers, pamphlets, catalogs, circulars, handbills, programs, and posters; manuscript material such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys, and field books; and museum material such as pictures, photographs, paintings, portraits, scenes, aboriginal relics, and material objects illustrative of life, conditions, events, and activities of the past and the present.

The society will provide for the preservation of such material and for its accessibility, as far as may be feasible, to all who wish to examine or study it, to co- operate with officials in insuring the preservation and accessibility of the records and archives of the town and of its institutions, and to undertake the preservation of historic buildings, monuments, and markers.

The society will disseminate historical information and arouse interest in the past by publishing historical material in the newspapers or otherwise; by holding meetings with pageants, addresses, lectures, papers, and discussions; by marking historic-buildings, sites, and trails; and by using the media to awaken public interest.

The society will co- operate with the county, State, and other nonprofit historical and educational groups to collect and preserve materials of area- wide significance so that these materials can be made available to students and scholars.

Article III

Membership

Membership shall be of five classes:

1. Individual active members - Any person interested in the purposes of the society shall be eligible.
2. Institutional members - Any organization, board, school, or library interested in the history of the Herndon area shall be eligible.
3. Contributing and sustaining members - A person, group, or firm offering special support to the objectives of the society shall be eligible.
4. Honorary members - Honorary membership may be conferred upon any person whose activities have contributed to the objectives of the society. Honorary members shall be elected by a three- fourths vote of members present at an annual meeting, upon nomination by the board of directors.
5. Life members (individual only).

Article IV
Annual Meeting

The annual meeting of the society shall be held in the month of January.

Article V
Officers and Board of Directors

Section 1. The officers shall be a president, a vice- president, and a secretary, who shall be elected for a term of one year; and a treasurer, and three directors, who shall be elected for a term of three years.

Section 2. The officers and directors shall constitute the board of directors.

Article VI
Election of Officers and Board of Directors

Section 1 All officers and directors shall be elected by a plurality of votes at the annual meeting.

Section 2. A committee on nominations appointed by the president, shall form a slate of candidates to be presented at the annual meeting.

Section 3. Nominations may also be made by any member of the society at any time prior to balloting at the annual meeting. Any nomination made after the deliberation of the committee on nominations shall be added to the slate of candidates upon affirmative vote of a majority of members present at the annual meeting. A candidate for election shall be an individual active member.

Section 4. Officers and directors shall be installed at the close of the annual meeting at which they are elected and shall serve until their successors have been duly elected and installed. In the event of resignation or incapacity of any officer except the president, the vacancy may be filled by a vote of the board of directors for the unexpired term of office.

Article VII

Amendment

This constitution may be amended at any regular or adjourned meeting by a two-thirds vote of those voting, provided notice was given at the previous meeting, or it may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote. All proposed amendments shall be submitted in writing.

BYLAWS

Article I

Membership and Dues

Section 1. Any person interested in the history of the Herndon area who

applies for membership in any classification of membership and who tenders the necessary dues shall thereby become a member.

Section 2. Annual dues for individual active members shall be \$10.00.

Section 3. Annual dues for contributing members shall be \$15.00.

Section 4. Annual dues for business, institutional, or professional members shall be \$25.00.

Section 5. Annual dues for sustaining members shall be \$50.00.

Section 6. Dues for active life members shall be \$100.00, in one payment.

Section 7. Annual dues shall be payable in advance, and members in arrears more than six months after payment is due shall be dropped from membership.

Section 8. Voting members shall be individual active members and active life members.

Article II

Schedule and Quorum for Meetings

Section 1. Regular meetings of the society shall be held on the 4th Wednesday in the months of January, May, July, and September.

Section 2. Special meetings may be called by the president.

Section 3. The board of directors shall meet at the discretion of the president.

Section 4. Ten percent of the active members of the society shall constitute a quorum.

Article III

Duties of the Officers and Directors

Section 1. The president shall have executive supervision over the activities of the society within the scope provided by these bylaws. He/she shall preside at all meetings. He/she shall report annually on the activities of the society. He/she shall appoint the members of committees not otherwise provided for.

Section 2. The vice- president shall assume the duties of the president in the event of absence, incapacity, or resignation of the president.

Section 3. The secretary shall keep the minutes of meetings of the society and of the board of directors, maintain a list of members, and render an annual report.

Section 4. The treasurer shall be responsible for the safekeeping of society funds and for maintaining adequate financial records. He/she shall deposit all monies received with a reliable banking company in the name of The Herndon Historical Society of Virginia. Monies shall be paid out by numbered checks signed by the treasurer and the president. The treasurer will collect dues, and shall render an annual report based on the calendar year.

Section 5. The board of directors shall have the power to conduct all affairs of the society. The board of directors shall decide questions of policy that for any reason cannot be acted upon at a meeting of the society and perform such other functions as designated in the bylaws or otherwise assigned to it.

Article IV

Committees

Section 1. The society may have the following committees:

1. Library Committee - responsible for collecting, cataloging, the care, arrangement, and repair of books, manuscripts, newspapers, and other historical source material.
2. Museum Committee - responsible for collecting, cataloging, cleaning, repair, and storage of historic objects; for arranging museum exhibits, and the correct historical interpretation of these exhibits; for the care and upkeep of museum quarters.
3. Publication Committee - responsible for finding ways and means for publishing joint or individual research studies; newsletter to members, a quarterly bulletin, or books; and for publicity.
4. Historic Sites Committee - responsible for establishing the historic validity for sites proposed for marking; for identifying historic sites; for arranging historical tours.

5. Program Committee - responsible for arranging suitable programs; for setting time, place, and date of meetings.

6. Membership Committee - responsible for membership drives and processing new candidates for membership.

7. Nominations Committee - responsible for making nominations for officers and members of the board of directors.

Section 2. The president shall appoint members and chairmen of the committees.

Section 3. Other committees may be appointed by the president as directed by the society or board of directors.

Article V

Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the proceedings of the society except in such cases as are governed by the constitution or the bylaws.

Article VI

Amendment to the Bylaws

These bylaws may be amended at any regular or adjourned meeting by a two-thirds vote of those voting, provided notice was given at the previous meeting. Or they may be amended at a special meeting called for that

purpose, with previous notice and a two-thirds vote. All proposed amendments shall be submitted in writing.