

Malvern Historical Society

Appendix I Articles of Incorporation

Article I

The name of the corporation shall be Malvern Historical Society, Inc.

Article II

The location of the principal office shall be 108 E. Porter St. Malvern, OH 44644
The mailing address shall be P.O. Box 80 Malvern, OH 44644

Article III

The registered domain of the corporation shall be
www.malvernhistoricalsociety.org

Article IV

The Malvern Historical Society, a non-profit organization incorporated in 1995, exists to collect, preserve, interpret, and make available evidence of the area's irreplaceable past. Our goal is to make history as related to the Malvern area available for the life-long education of present and future generations.

Article V

The corporation shall pay no pecuniary profits whatsoever to its organizers or members. It may confer benefits upon members in conformity with its purpose and by laws.

Appendix II

BYLAWS

Article I

Membership and Dues

- Section 1. Any person interested in the history of Malvern, Ohio, who applies for membership in any classification of membership and who tenders the necessary dues shall thereby become a member.
- Section 2. Annual dues per individual active member shall be ten dollars (\$10.00).
- Section 3. Annual dues for a family shall be fifteen dollars (\$15.00).
- Section 4. Annual dues for a student shall be five dollars (\$5.00).
- Section 5. Annual dues for business, institutional, or professional members shall be fifteen dollars (\$15.00).
- Section 6. Dues for life members shall be one hundred dollars (\$100.00).
- Section 7. If deemed appropriate by the board of directors, honorary memberships may be given to deserving parties.
- Section 8. Each membership is entitled to one vote.
- Section 9. Annual dues shall be payable in advance, and members in arrears more than six months after payment is due shall be dropped from membership.

Article II

Schedule and Quorum for Meetings

- Section 1. Regular meetings of the Society shall be held monthly.
- Section 2. Special society meetings may be called by the president.
- Section 3. Meetings of the board of directors shall be held quarterly. Special meetings of the board of directors may be called by no fewer than 3 members of the board. All members must be notified of all special meetings within 48 hours.
- Section 4. All members may vote. Voting must be done in person; no proxy votes are accepted. A simple majority determines the outcome. The president will vote only in the case of a tie.

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 the committees and delegates not otherwise provided.
- 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 read minutes of the previous meeting and keep and record the minutes of meetings of the society and of the board of directors, maintain a list of members, render an annual report, and be responsible for all correspondence.

- Section 4. The treasurer shall read the previous month's report and be responsible for the safekeeping of society funds and for maintaining adequate financial records. He/she shall deposit all moneys received by him/her with a reliable banking company in the name of the Malvern Historical Society. Moneys shall be paid out by numbered checks signed by the treasurer. The treasurer will collect dues, and he/she shall render an annual report based on the calendar year.
- Section 5. Society officers and standing committee chairman shall constitute the board of directors. The board of directors shall have the power to conduct all affairs of the society. At any meeting of the board of directors, four members shall constitute a quorum.
- Section 6. Officers shall be elected at the November meeting and shall serve and shall serve a two year term. No one may serve more than two (2) consecutive terms in the same office, unless running unopposed.

Article IV

Committees

- Section 1. The society shall have the following standing committees:
1. 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.
 2. Public Relations Committee – responsible for publicity, news releases-in print and/or social media; will also create and oversee website and yearly newsletter to members.
 3. Program Committee – responsible for arranging suitable programs; for setting time, place, and date of meetings; will also plan events and fundraising activities.

4. Membership Committee –responsible for maintaining an up-to-date membership database; will also notify members of meetings, events, notices, etc., via email.
5. Building Committee-- responsible for upkeep of building and grounds. In an emergency, they have authority to spend up to \$500. Chairman of committee will request money from the board.

Section 2. Members may sign up for the committees of their choice each year. Individual committees shall choose their chairman to represent them on the board of directors.

Article V

Amendment to the Bylaws

These bylaws may be amended or deleted by a simple majority vote of members. All proposed amendments shall be submitted in writing one month prior to voting.