

By-Laws of the Ashville Area Heritage Society

The board of trustees shall have the power and authority over the management policies, acquisition of properties, maintenance and sale of same, legal and financial affairs of the corporation.

Meetings of the board shall be held at the call of the board chairperson, unless otherwise requested by three or more board members. At least seven (7) days notice shall be given. The officers of the corporation shall be notified on all board meetings, and if attending, shall serve in an advisory capacity.

Types of memberships and dues:

Individual	\$20.00 per year
Family	\$25.00 per year
Lifetime	\$200.00 per person
Lifetime	\$250.00 per family
Organizations	\$25.00 per year
Small Business	\$25.00 per year
Corporate	\$200.00 per year

* **Lifetime Family Memberships do not include children when they reach adulthood.**

Honorary This type of membership is reserved for those individuals or organizations performing outstanding service to the Ashville Area Heritage Society, and is to be designated and bestowed upon the recipient at the discretion of the Board of Trustees.

There will be one vote for each membership issued (except for business and organization memberships). All dues renewals will become due payable during January of each year. New memberships will be pro-rated on a second year basis.

Regular membership meetings will be held the second Monday of each month at the Youkin Branch of the Pickaway County Library at 7:30 PM, or at such other place as may be designated by the President.

The officers of the society shall be elected by secret ballot at the November meeting each year, and installed at the January meeting. Nominations may be made by either a nomination committee appointed by the PRESIDENT, or from the floor. Members of the nomination committee must be nominated from the floor to be eligible for election.

The **President** of the society shall have general direction of the affairs of the society during his term in office. He shall preside at all general membership meetings of the society, and shall be an ex officio member of all committees of the society.

The **Vice President** shall have all the powers and duties of the President in case the President is unable or unwilling to function as President. He shall be in charge of the education of members.

The **Secretary** shall have charge of all records of the society. He shall record the proceedings of the meetings of the society, and when requested by the President or on his own volition shall send notices of the meetings to all members of the society and to any other person(s) whom the President or Board may designate. He shall carry on correspondence of the society and keep on file copies of all such correspondence. The record of the meetings of the society shall be approved at the next meeting. The secretary may ask that a motion be put in writing.

The **Treasurer** of the society shall receive and have custody of the funds of the society, and shall make all transactions as directed by the Board of Trustees. He shall make a report at each meeting of the society stating the condition of the treasury and the number of members who are in good standing by having paid their dues. No bond shall be required for the Treasurer, but the financial accounts shall be audited at the end of each calendar year and upon change of office of the Treasurer by persons appointed by the President.

A vacancy in any office of the society, other than the Presidency, or a vacancy of the Board of Trustees may be filled by the Board of Trustees by appointment for the unexpired term of such officer or trustee.

The society shall have the following standing committees, or any other designated by the President. The President will appoint the committee chairpersons, who will then choose their committee members.

The **Legal and Finance Committee** whose chairman shall be the Treasurer, shall assist the Treasurer in planning for the raising of funds for the society. They shall also prepare and present the society for action plans and ways of keeping the funds of the society ample for the purpose of the society. The committee shall be appointed by the incoming President early enough to present a budget at the January meeting. They shall also be responsible for researching and bringing to the attention of the Board of Trustees any legal actions or responses to which the society needs to attend.

The **Membership Committee** shall have the responsibility of securing new members and keeping the membership active and growing. The committee shall secure applications, collect the membership fee of a particular applicant, and turn this over to the Treasurer.

The **Program Committee** shall arrange for educational programs for each meeting or special events.

The **Historical Research Committee** shall be responsible for initiating any special projects pertaining to the historical data of the Village of Ashville and the surrounding area, (South Bloomfield, Millport, Duvall, etc.).

The **Acquisition Committee** will be responsible for the collection and care of items loaned, donated to or purchased by the society, which are of historic value to this area.

The **Public Relations Committee** will be the society's liaison with the public and in that capacity, promote the society and its goals, through the media.

The **Newsletter Committee** will be responsible every year to organize the annual newsletter to be distributed to each paid member of the society or to any non-member for a small fee.

The **Refreshment Committee** will be responsible to have members of the society provide refreshments for monthly meetings or special meetings.

The **Museum Store Committee** will be responsible for developing items to be sold in the museum. The items should be representative of or commemorative of historic material in the museum.

The **Museum Guide Committee** will be responsible for recruiting and training individuals to guide groups through the museum. This committee will outline the general information guides will impart to visitors.

Artifacts Policy

From time to time, individuals and organizations may wish to make donations of locally relevant artifacts to the Society. It shall be a general principle that no artifacts larger than 1 ft. x 1 ft. x 1 ft. shall be accepted on behalf of the organization, unless the Board of Trustees accepts the item.

Changing the By-Laws

These By-Laws may be altered at any regular meeting of the society by a majority vote of those active members present, providing prior notice of the proposed change was given to all active members of the society.
