

YORKVILLE HISTORICAL SOCIETY, INC.
BYLAWS

P.O. Box 1122, York, SC 29745

ARTICLE I

NAME

The name of this organization shall be the YORKVILLE HISTORICAL SOCIETY, INC. hereinafter referred to as the Society.

ARTICLE II

PURPOSE, MISSION, AND VISION

The focus region of this Society includes the city of York, SC and its surrounding area.

The purpose of this 501(c)(3), nonprofit Society is to:

Section 1. Collect and disseminate accurate historical data through educational events, speakers, and other community activities.

Section 2. Promote historical research which will record accurate, detailed, and permanent records of our history.

Section 3. Place suitable markers at historical sites with appropriate information and descriptions thereon.

Section 4. Develop or have developed books, brochures, articles, etc. related to history, and to offer for sale such written documents to the public and to provide same to schools, libraries, and other historical organizations.

Section 5. Encourage the preservation of historical buildings, and objects.

Section 6. Encourage the participation of our diverse community members to take interest and pride in our history.

Section 7. Promote our focus region as a historic destination.

ARTICLE III

MEMBERSHIP

Section 1. Membership in the Society is open to all who have paid the annual dues. A member shall be removed from the rolls for nonpayment, resignation, or death.

Section 2. Dues shall be set by the Board of Directors.

Section 3. The membership year of the Society shall be January 1 through December 31.

Section 4. Dues should be paid before February 1 of the membership year. A previous member who has not paid dues by March 1 will be ineligible to vote. The member shall be restored to active membership upon payment of the yearly dues.

Section 5. If a new member joins the Society prior to October 1 of the membership year, payment will be applied to the current year. If a new member joins on or after October 1, membership shall also carry over to the following year.

Section 6. One-fourth of the active membership shall constitute a quorum for the transaction of business, including voting on items which require general membership approval. Any votes by the general membership require a simple majority of those present once a quorum is established.

ARTICLE IV

EXECUTIVE COMMITTEE

Section 1. The Executive Committee of the Society shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2. The President shall preside at all meetings of the Society, the Board of Directors, and the Executive Committee. All committees deemed necessary shall be appointed by the President with the consent of the Executive Committee.

Section 3.

(a) The Vice President shall have duties as assigned by the President and shall assume the duties of the President in the President's absence or inability to perform.

(b) The Vice President shall maintain a list of all board members including their position, terms of service and when their term expires.

Section 4.

(a) The Secretary shall be responsible for taking minutes at any meeting of the Board or the Executive Committee and furnish a copy of those minutes to the President.

(b) The Secretary shall work closely with the Treasurer and shall be responsible for the maintenance of the membership list and shall submit the membership list to the Executive Committee upon their request.

Section 5.

(a) The Treasurer shall be responsible for the financial management of the funds of the Society as required by these bylaws and as directed by the Board. The Treasurer shall make and keep a record of all monies of the Society and all transactions involving the money of the organization.

(b) The Treasurer shall report the financial affairs of the Society to the Board and membership when requested by the Board and shall prepare and distribute a written financial report to the Board not less than quarterly. The Treasurer shall furnish the Board these records for review before Executive Committee elections.

(c) The Treasurer shall be responsible for the completion and submission of all required State forms and Federal forms, such as the annual South Carolina Secretary of State Public Charities Annual Financial Report, the South Carolina Registration Statement for a Charitable Organization - Public Charities Division, and federal Form 990-N.

Section 6. To elect the next set of members to the Executive Committee, the current Executive Committee, in consultation with the Directors, shall nominate prospective Executive Committee members and shall submit such nominees to the Board and general membership for a vote. New Executive Committee members shall be elected at the January meeting and assume their office immediately. Each Executive Committee member shall be elected for a two-year term and shall serve no more than two consecutive terms but shall be eligible again after a one-year retirement. All records of the outgoing Executive Committee members, including official correspondence, shall be presented to the applicable incoming Executive Committee members.

Section 7. The Executive Committee shall have the power to fill the vacancy of the unexpired term of any Executive Committee member who resigns or is no longer willing or able to serve.

ARTICLE V

BOARD OF DIRECTORS

Section 1. The Society shall be governed by the Board of Directors, hereinafter referred to as the Board, and shall consist of no fewer than eight (8) nor more than sixteen (16) Board members—four (4) Executive Committee members and twelve (12) Directors. This Board shall have authority over routine management of the property, affairs, and business of the Society. When new policies and projects that are not routine are considered, they must be reported to the general membership for approval and ratification. The Board transacts routine business between general membership meetings and acts in emergencies.

Section 2. Directors shall be nominated by the Executive Committee and submitted to the Board and to the general membership for a vote at the annual January meeting.

Section 3. The term of a Director shall be four years. A Director shall serve no more than two consecutive four-year terms but shall be eligible again after one year of retirement.

Section 4. No more than one person from a household shall serve on the Board.

Section 5. Any Board Member failing to attend three (3) consecutive Board meetings without excuse shall be contacted by the President or a designee to discern the member's ability or willingness to continue to serve on the Board.

Section 6. The Executive Committee shall have the power to fill the vacancy of the unexpired term of any Director who resigns or is no longer willing or able to serve.

Section 7. The Board shall meet prior to each regular meeting or as called by the President.

Section 8.

(a) The presence of a simple majority of the Board members shall constitute a quorum for conducting business. Any votes by the Board require a simple majority of those voting once a quorum is established.

(b) Voting by the Executive Committee or by the Board via email and/or text messaging shall have the same force and effect as voting in person. The President or a designee shall be responsible for recording and reporting all votes made in such a manner.

ARTICLE VI

MEETINGS

Section 1. The general membership meetings of the Society shall be held as designated by the Executive Committee, typically on the last Thursday of the designated month. Meeting dates may be changed at the discretion of the Executive Committee. Special meetings or social gatherings may also be announced by the Executive Committee.

Section 2. Unless otherwise agreed upon by the Board members, the Board shall meet monthly, generally on the last Thursday of the month, and prior to all general membership meetings.

ARTICLE VII

AGREEMENTS, CONTRACTS, AND EXPENDITURES

Section 1. No agreement or contract shall be entered into or signed without the knowledge and consent of the Board beforehand; otherwise, the agreement or contract shall be null and void and shall not be honored by the Board.

Section 2.

(a) There shall be an invoice for all expenditures. Expenditures previously approved by the Board, such as recurring or expenditures below an approved limit, may be paid by the Treasurer with subsequent disclosure to the Board. Other invoices shall be submitted to the Board for approval prior to payment being made. To expedite this process, such approval may be received via email or text messaging.

(b) Expenditures, such as those for special projects, shall be submitted in a budget format to the Board for pre-approval. If expenditure is beyond the amount of the pre-approved budget, then it shall require prior approval by the Board before payment can be made.

(c) Invoice submissions requesting reimbursement shall be signed and dated by the requester prior to payment being made.

ARTICLE VIII

PARLIMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the authority for deciding all points of order and procedure when not in conflict with these bylaws.

ARTICLE IX

AMENDMENT PROCEDURE

To amend, modify, or revise these bylaws, the proposal shall be submitted by the Board to the membership of the Society at a regular meeting, receive approval by a vote of the membership, and be resubmitted at the next regular meeting for a second approval prior to being adopted.

ARTICLE X

DISSOLUTION OF THE SOCIETY

In the event this organization shall be dissolved for any reason, any remaining assets shall be distributed for purposes within the scope of the IRS Section 501(c)(3).

Revised August 2023