

**BYLAWS  
OF  
THE SUFFIELD HISTORICAL SOCIETY**

Revised bylaws approved by the Society Board of Trustees on January 20, 1987.  
Approved by vote of the Society membership on March 18, 1987.  
[Chapter IV, article 1 amended December 4, 1991.]

**CHAPTER I. PURPOSE OF THE SOCIETY**

To provide a means of education for increasing the concern for history and the realization of its value to the present and future of each individual and the community and to acquire and preserve for the benefit of the people of Suffield and their posterity real and personal property having historical or literary interest to the public, all with particular emphasis on the history of Suffield and Connecticut.

**CHAPTER II. MEMBERSHIP**

ARTICLE 1. The Society shall be composed of persons who, subscribing to the purpose of the organization, make application for membership and pay their dues.

ARTICLE 2. All applications for membership shall be signed by the applicant and submitted to the Membership Chairman, who shall be appointed by the President. The Membership Chairman shall maintain an accurate membership list and shall send dues notices to the members.

**CHAPTER III. DUES**

ARTICLE 1. The dues for membership shall be established by vote of the membership on recommendation of the Board of Trustees.

ARTICLE 2. Yearly dues shall be payable one month after the annual meeting. Membership dues collected by the Membership Chairman shall be forwarded to the Treasurer.

ARTICLE 3. Any member who shall fail to pay his dues within six months after the same shall become due, notice of failure having been given, shall cease to be a member of the Society.

ARTICLE 4. The Board of Trustees may determine a date after the expiration of which payments of new members may be applied to the ensuing year as well as the unexpired portion of the current year.

## **CHAPTER IV. MEETINGS AND QUORUM**

ARTICLE 1. The Annual Meeting of the Society shall be held in Suffield on the third Monday of each year, or within the week preceding the third Monday, notice of which, containing the list of nominations for officers, Trustees, and Trustees of the King Property, shall be sent to the members by the Secretary not less than seven days in advance of the date of the meeting.

ARTICLE 2. The Society shall hold a minimum of three regular meetings a year.

ARTICLE 3. Special meetings shall be called by the Secretary upon direction of the President, on the written request of three or more members, or, in the case of the President's death, absence, or disability, upon the direction of the Vice President or Board of Trustees.

ARTICLE 4. Ten members shall constitute a quorum for all purposes.

## **CHAPTER V. BOARD OF TRUSTEES**

ARTICLE 1. The Board of Trustees shall have a general oversight of the affairs of the Society; shall determine its own quorum; establish rules for the transaction of its business; fix all salaries; and approve budgets for income and authorized expenditures. It may appoint editors of publications and all subordinates and agents, prescribe their duties, and fix their compensations.

ARTICLE 2. The Board of Trustees shall meet as such times as its standing rules may provide, and at such other times as the Chairman shall appoint, or upon the written request of three of its members.

ARTICLE 3. It shall make rules and regulations for admission to any of the Society's real estate, and my establish admission fees for non-members.

ARTICLE 4. At the Annual Meeting it shall make a report which shall include a statement of its doings during the past year and recommendations as to the future.

ARTICLE 5. It shall exercise for the Society all powers for acquiring real and personal property and may accept gifts and bequests on behalf of the Society.

ARTICLE 6. The records of the meetings of the Board of Trustees shall always be open to the inspection of any member of the Society.

## **CHAPTER VI. OFFICERS**

ARTICLE 1. The officers of the Society shall be: President, who shall be ex-officio Chairman of the Board of Trustees; Vice President; Secretary, who shall be ex-officio Clerk of the Board of Trustees; Treasurer; Historian; and Curator. The officers shall be elected at each Annual Meeting and serve for one-year terms or until their successors are duly elected.

ARTICLE 2. the President, Vice President, the Secretary, the Treasurer, the Historian, the Curator, the Trustees of the King Property representing the Society, and twelve other members of the Society to be elected at large, shall constitute the Board of Trustees of the Society. Each individual member of the Board of Trustees shall have one vote at meetings of the Board, and should the Society elect one person to more than one office, that person shall nevertheless have one vote at meetings of the Board. Of the twelve elected members, four shall be elected at each annual meeting for the term of three years, in place of the four whose term shall then expire.

ARTICLE 3. Not less than six weeks previous to the Annual Meeting, the President shall appoint from among the members of the Society a Nominating Committee of three persons, two of whom are not members of the Board of Trustees. This committee shall, not less than three weeks previous to the Annual Meeting, report to the Secretary a list of candidates for officers, Trustees, and Trustees of the King Property, all of whom shall be members of the Society.

Additional nominations may be made from the floor at the Annual Meeting.

ARTICLE 4. Until the next Annual Meeting, the Board of Trustees may fill any vacancies on its own Board and among the officers of the Society.

ARTICLE 5. No officers, person, or committee shall incur any debt or liability in the name of the Society, unless in accordance with the budget approved, or a vote taken, by the Board of Trustees.

## **CHAPTER VII. THE PRESIDENT AND VICE PRESIDENT**

ARTICLE 1. The President shall be the chief executive officer of the Society. In the President's absence or incapacity the Vice President may act.

ARTICLE 2. The President, or in the President's absence, the Vice President, shall preside at all meetings of the Society and the Board of Trustees. In the absence of these officers, a Chairman Pro Tem shall be chosen.

ARTICLE 3. Unless otherwise ordered, all committees shall be appointed by the presiding officer as defined in Article 2, above, subject to the confirmation of the Board of Trustees.

## **CHAPTER VIII. THE SECRETARY**

ARTICLE 1. The Secretary shall send notice of meetings of the Society and of the Board of Trustees and shall notify all members of committees of their appointment. In the case of the Secretary's absence or disability, the Board of Trustees may appoint an Assistant Secretary, who shall perform the duties of the Secretary during the absence or disability of that individual.

ARTICLE 2. The Secretary shall keep a record of all meetings of the Society and the Board of Trustees.

ARTICLE 3. All books and papers in the Secretary's official custody shall be the property of the Society, open to the inspection of any member.

## **CHAPTER IX. THE TREASURER**

ARTICLE 1. The Treasurer shall receive all money due the Society and shall make such payments as are authorized by the budget approved by the Board of Trustees. The Treasurer shall keep in books belonging to the Society a faithful record of the operating accounts of the Society.

At the conclusion of each quarter of the Society's fiscal year, which shall be the period from April 1 to March 31, the Treasurer shall prepare a written report to the Executive Committee and the Board of Trustees on actual vs. budgeted income and expenditures of the operating accounts. At the Annual Meeting of the Society, the Treasurer shall provide a written statement of the overall financial activities and condition of the Society, listing income and expenditures of the fiscal year, and financial assets.

ARTICLE 2. The Treasurer shall administer the operating funds of the Society, in accordance with Executive Committee guidelines.

ARTICLE 3. The Treasurer shall notify the Secretary whenever any member is in arrears of dues.

ARTICLE 4. Prior to the beginning of each fiscal year the President shall appoint an auditor not a member of the Board of Trustees to examine the Society's operating accounts and the securities in the Treasurer's hands for the Society's fiscal year, and the President shall report thereon at the Annual Meeting. Said auditor may, with the assent of the Executive Committee, employ appropriate professional assistance.

## **CHAPTER X. THE HISTORIAN**

The Historian shall respond to inquiries about Suffield history received by the Society. It shall be the Society's policy to answer all such inquiries in some helpful manner, within reasonable limits of effort.

## **CHAPTER XI. THE CURATOR**

ARTICLE 1. The Curator shall supervise and screen all acquisitions of the Society, shall catalog them, and shall maintain a record of all inventory.

ARTICLE 2. The Curator may arrange exhibits on the Alexander King Property with the cooperation of the President of the Society and the King House Hostess. The Curator may also arrange exhibits elsewhere or lend items to other institutions, with the approval of the Executive Committee. The Curator shall be responsible for proper storage and protection of acquisitions and inventory.

ARTICLE 3. The Curator shall be responsible for recommending necessary repair of the inventory to the Society Trustees and may authorize minor repairs when necessary.

ARTICLE 4. All expenditures shall be made in accordance with the budget approved, or a vote taken, by the Board of Trustees.

## **CHAPTER XII. TRUSTEES OF THE KING PROPERTY**

NOTE: On September 29, 1960, Samuel R. Spencer deeded the King Property to the Suffield Historical Society "...to better enable said Society to carry out the purposes for which it is organized..."

Subsequently, by the February 11, 1961, First Codicil to his will, Mr. Spencer left a trust fund of \$75,000, whose income, after the use of up to \$10,000 of the principal for repair and restoration in preparation for public display, was to be expended for maintenance of the property by a board of trustees, of who three were to be appointed annually by the Society.

ARTICLE 1. Three Trustees of the King Property shall be elected annually for one-year terms at the Annual Meeting of the Society. They shall consist of the President and two other members.

ARTICLE 2. The Trustees of the King Property shall represent the Society on the board of trustees established by Samuel R. Spencer to expend the income of the Spencer Trust Fund for the maintenance of the King Property.

### **CHAPTER XIII. THE EXECUTIVE COMMITTEE**

ARTICLE 1. There shall be an Executive Committee of the Board of Trustees, which shall consist of the President of the Society, the Vice President, the Treasurer, and the Curator, plus two Trustees elected by the Board of Trustees on the recommendation of the President and the Nominating Committee. The election of these two Trustees to the Executive Committee shall take place at the first meeting of the Board of Trustees following the enactment of these Bylaws and subsequently at their first meeting each year following the annual meeting of the Society. They shall serve until the next such election.

ARTICLE 2. Prior to the beginning of each fiscal year, the Executive Committee shall prepare annual income and expense budgets for the Society, and the Committee shall recommend these budgets, or revisions thereto, to the Board of Trustees for approval. The Executive Committee, whenever appropriate, shall make recommendations to the Trustees as to the allocation and transfer of the Society's financial assets among the endowment funds under the control of the Investment Committee and the Treasurer's operating accounts.

ARTICLE 3. The Executive Committee shall investigate appropriate insurance coverage and make recommendations to the Board of Trustees concerning the same.

ARTICLE 4. During the intervals between the meetings of the Board of Trustees, the Executive Committee shall have and may exercise any and all of the powers of the Board of Trustees.

ARTICLE 5. The Executive Committee shall name one of its members as Clerk, who shall keep a full account of its meetings and report all transactions to the Board of Trustees in writings.

### **CHAPTER XIV. THE INVESTMENT COMMITTEE**

ARTICLE 1. There shall be an Investment Committee of the Society, which shall consist of three members, at least one of whom is also a member of the Board of Trustees. The members of the Investment Committee shall be elected by the Board of Trustees on the recommendation of the Executive Committee, such election taking place at the second meeting of the Board of Trustees following the enactment of these Bylaws and subsequently at their first meeting each year following the annual meeting of the Society. The three members of the Investment Committee shall at first be elected for terms of one, two, and three years respectively, plus the time between the first such election and the first meeting of the Board of Trustees following the next annual meeting of the Society. One member of the Investment Committee shall be elected for a three-year term each year thereafter, as each of the previous terms expires.

ARTICLE 2. The Investment Committee shall manage the investment of the endowment funds under the Society's control, in accordance with the objectives established by the Board of Trustees. The Investment Committee shall also act as liaison with the Trustees for the Spencer Trust Fund established by Samuel R. Spencer's will.

ARTICLE 3. The Investment Committee shall report to the Executive Committee on the management and current condition of these funds annually or more frequently as necessary, with a similar report in writing submitted annually to the Board of Trustees.

ARTICLE 4. Prior to the beginning of each fiscal year, the President of the Society shall appoint an auditor, who is not a Trustee of the Society or of the King Property, to examine the funds under the management of the Investment Committee for the Society's fiscal year. The Treasurer shall report thereon in writing at the Annual Meeting of the Society. Such auditor may, with the assent of the Executive Committee, employ appropriate professional assistance.

#### **CHAPTER XV. KING PROPERTY COMMITTEE**

ARTICLE 1. There shall be a King Property Committee, which shall consist of up to four members of the Society appointed by the President with the approval of the Executive Committee.

ARTICLE 2. The King Property Committee shall administer the maintenance and upkeep of the buildings and grounds of the Society, in accordance with the budget approved, or a vote taken, by the Board of Trustees.

#### **CHAPTER XVI. AMENDMENTS TO THE BYLAWS**

These Bylaws may be amended by a majority vote of those present at any meeting of the Society, provided the proposed amendment shall have been sent to the membership at least two weeks in advance.