

# Constitution of the Arlington Historical Society

## ARTICLE I. NAME

This organization shall be called the Arlington Historical Society.

## ARTICLE II. OBJECTIVES

Its objectives shall be the discovery, collection, perservation, restoration, and dissemination of knowledge of everything relating to the history, antiquities, art, and literature of the County of Arlington and the State of Virginia. This shall include the promotion of historical research and the preservation of records.

## ARTICLE III. MEMBERSHIP

(1) Membership shall be open to all persons interested in the objectives of the Society and shall consist of the following classes: regular, sustaining, life, honorary, and junior (up to 18 years of age); junior members shall have the privilege of attending all meetings but shall have no vote.

(2) New members shall be asked to execute membership forms for the Secretary's information upon payment of their first year's dues to the Treasurer. The Secretary shall mail a form for this purpose with a letter of invitation to prospective new members proposed by the membership committee.

(3) The dues shall be: \$2.00 a year for regular members; \$10.00 a year for sustaining members; \$0.50 a year for junior members; and \$50.00 for life members.

(4) The annual dues shall be payable in advance of the date of the annual meeting. Members failing to pay their dues for six (6) months after they become payable, shall be dropped from the rolls one month after the mailing of a notice.

(5) Any person may, in recognition of achievement or for services rendered to the Society, be elected an honorary member by two-thirds of the membership present at any regular meeting. Honorary members shall not be required to pay dues.

## ARTICLE IV. OFFICERS

(1) The officers of the Society shall be: a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer.

(2) The officers shall be elected by ballot at the annual meeting each year and shall hold office until their successors have been elected. In case a vacancy arises in any office, it may be filled for the unexpired term at any meeting of the Society, except when a vacancy occurs in the office of the presidency or first vice presidency, in which case the First and/or Second Vice Presidents shall automatically advance in that order and the office of Second Vice President shall be filled as herein provided. No individual shall serve as President for more than one consecutive term.

## ARTICLE V. BOARD OF DIRECTORS

The Board of Directors shall be composed of the officers and six (6) other members. Of the six members of the Board other than the officers, at the organization meeting, two (2) shall be chosen for a three (3) year term, two (2) for a two (2) year term, and two (2) for a one (1) year term. At each annual meeting thereafter, two (2) members shall be elected for a three (3) year term to succeed the two (2) members whose terms expire that year.

This Board shall manage the affairs of the Society subject to such regulations and restrictions as shall be prescribed by the Society.

## ARTICLE VI. DUTIES OF OFFICERS

(1) The President shall preside at all meetings of the Society and of the Board of Directors. In case the President is absent at any meeting, the First or Second Vice President shall assume his duties pro tem.

(2) The Secretary shall keep the minutes of all meetings of the Society and of the Board of Directors, keep a roll of the membership, conduct the correspondence of the Society, give notice of all meetings, notify committee members of their appointment, and make a report at the annual meeting of the work of the Society.

(3) The Treasurer shall collect and have custody of dues and of all subscriptions and donations of money and he shall keep an account of the same and make a report thereof at the annual meeting and whenever otherwise required by the Society or the Board of Directors. He shall pay out the money of the Society only on the presentation of bills approved by the Board of Directors as attested by the Secretary.

## ARTICLE VII. MEETINGS

(1) The regular meetings of the Society shall be held on the second Friday of September, November, January, March, and May. The meeting in September shall be designated the annual meeting.

The Board of Directors may change the date of any meeting provided two (2) weeks' notice shall be given to all the members.

(2) Special meetings may be called by direction of the President at any time, or shall be called upon written request of ten (10) members of the Society or a majority of the Board of Directors.

(3) Ten (10) voting members of the Society shall constitute a quorum.

(4) The Board of Directors shall hold meetings as needed upon call of the President, the Secretary, or any three (3) members of the Board but at least once each quarter; five (5) members shall constitute a quorum.

(5) The business of the Society shall be conducted in accordance with Robert's Rules of Order.

## ARTICLE VIII. PRESERVATION OF ACQUISITIONS

The Society or the Board of Directors shall make provision for the custody of all material of historical value received by the Society. Such material may, if desired, be given into the custody of a public library or any other agency or institution in Arlington County. In case preservation in the County is not specially desired, the material may be tendered to the Virginia Historical Society.

## ARTICLE IX. AMENDMENTS

Amendments to this Constitution may be proposed in writing and filed with the Secretary by any three (3) members. The Secretary shall notify the membership in writing of the proposed amendments and they may be adopted by a two-thirds vote of the membership present at any regular meeting, provided that two (2) weeks shall have elapsed after sending of the notice.

## ARTICLE X. COMMITTEES

Standing committees of one or more members shall be appointed by the President. They shall include: Membership, Finance, Nominating, Historical Research and Records, Program, Publicity, and Publications.

Special committees may be appointed from time to time as required.

## ARTICLE XI. BY-LAWS

By-laws may be adopted as required at any regular meeting by a majority vote of the members present.