

**CONSTITUTION
WHEELING HISTORICAL SOCIETY**

**ARTICLE I
NAME**

The name of this organization shall be the WHEELING HISTORICAL SOCIETY.

**ARTICLE II
OBJECT**

The object of this society shall be the discovery, preservation and dissemination of knowledge about the history of the Wheeling Community.

**ARTICLE III
LOCATION**

The location of the society shall be in the Village of Wheeling, County of Cook, State of Illinois.

**ARTICLE IV
MEMBERSHIP**

Membership in this society shall consist of eight classes and honorary. Fees for each class shall be set by the board of directors.

**ARTICLE V
ANNUAL MEETING**

The annual meeting shall be held in May.

**ARTICLE VI
OFFICERS**

The officers of the society shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Curator, and three elected Directors. All the above constitutes the board of directors.

**ARTICLE VII
AMENDMENTS**

The Constitution may be amended at any regular meeting by a two-thirds vote of the active members present at any regular meeting of the society, providing a quorum is present, no less than seven shall constitute a quorum of the active membership, and that such proposed amendment has been submitted to the active membership at a previous meeting. and a notice to all active members not at the previous meeting.

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ARTICLE I: MEMBERSHIP

- SECTION 1: Any person interested in the history of Wheeling may become an active member of the society upon enrollment with the Secretary, and payment of dues to the Treasurer.
- SECTION 2: Honorary membership may be conferred upon persons deserving special recognition upon their commendation to the Board of Directors and a two-thirds vote of the members present at any regular meeting of the society.

ARTICLE II MEETINGS

- SECTION 1: The regular meetings of the society shall be held on the fourth Wednesday of the month. If the regular meeting date falls on a legal holiday, the President and/or the Board of Directors shall designate a substitute date.
- SECTION 2: No less than seven members, including one officer, shall be necessary to constitute a quorum for the transaction of business in any regular or special meeting of the society.
- SECTION 3: The Board of Directors shall meet one week prior to the regular meeting. The time and place of the meeting to be designated by the President.
- SECTION 4: Five members of the Board of Directors shall constitute a quorum for transaction of business at a Board Meeting.
- SECTION 5: Special Meetings of the Society or of the Board of Directors may be called by the President.

ARTICLE III DUTIES OF OFFICERS AND BOARD OF DIRECTORS.

- SECTION 1: The President shall preside at all meetings of the society and of the Board of Directors. The President shall be a member ex-officio of all committees. The President shall set up two(2) special committees, 1)nominating and 2)auditing committees. The President shall not be an x-officio member of these committees.

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- SECTION 2: The Vice-President shall perform the duties of the President in the latter's absence. Shall also serve as Dean of Chairperson and assist the Chairperson of all committees in their work, he or she shall serve as Chairperson of the Rules and Revisions Committee.
- SECTION 3: The Recording Secretary shall perform the duties of the President & Vice-President in their absence. The Recording Secretary shall keep a record of the proceedings of the society and of the Board of Directors, and read them at the next succeeding meeting, A record of all persons enrolling as members of the society shall be kept with date and signature of enrollee.
- SECTION 3a: The Correspondent Secretary shall conduct the correspondence of the society, send notices of elections and notify committee chairpersons and members of the appointments.
- SECTION 4: The Treasurer shall be custodian of all society funds. All checks will require the signature of two officers, consisting of either the President, Vice President, or Recording Secretary or Treasurer. An itemized Treasurer's report attested to by the Auditing Committee shall be given at the Annual Meeting
- SECTION 5: The Curator shall gather together and carefully preserve, file and catalog, the historical materials of this society. He or she shall have charge of all files and historical materials of this society and, with the approval of the President, shall cooperate with the Program Chairperson, appointed by the Board of Directors, in arranging programs for meetings of the society. Under no conditions shall the materials and records of the society be removed from the rooms of the without the Board of Directors approval. The Curator shall keep a card index file recording all accessions and loans to the society. Records shall show: a)date received; b)accession number; c)description; d)history; e)name of donor or lender; f)address of same. Accession number must be attached securely to the object. It shall follow that the Secretary be advised of receipt of accessions so that proper acknowledgement can be made. The Curator and Board of Directors shall meet at their convenience to examine and evaluate accessions received and display suitability.

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SECTION 6: All records kept by the Officers and Committees shall be returned to the Society President at the end of the fiscal year, to be kept at the museum office.

SECTION 7: The Board of Directors of the Wheeling Historical Society shall make provision for the custody of all material of historical value received by the Society. Should the Wheeling Historical Society disband, the Directors of the Society shall tender all files, records and accessions to the Wheeling Park District at Wheeling, Illinois.

ARTICLE IV AMMENDMENTS

SECTION 1: The By-Laws of the society may be amended by a two-thirds vote of the Active Members present at any regular meeting of the society, providing such proposed amendments have been referred to the rules and revision committee. The Rules and Revision Chairperson shall present proposed amendments of the Board of Directors. The Correspondence Secretary shall send a notice of each proposed amendment to each active member of the Society at least five (5) days before the meeting at which the proposed amendments are to be voted upon, providing there is a quorum present.

ARTICLE V DUES

SECTION 1: The Annual Dues of active members shall be, five (5) dollars per couple and three (3) dollars per single, payable at the annual meeting.

SECTION 2: Members failing to pay dues by the third meeting following the annual meeting shall be considered to be arrears.

SECTION 3: The annual dues of Associate Members shall be five(5) dollars per couple ant three(3) dollars per single, payable at the annual meeting. They shall have no voting rights.

SECTION 4: No dues shall be collected from Honorary Members, and they shall have no voting rights.

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ARTICLE VI PARLIMENTARY AUTHORITY

SECTION 1: Robert's Rules of Order, Revised, shall be the authority in all matters of parliamentary procedure in which they are not inconsistent with the Constitution and these By-Laws.

ARTICLE VII ELECTIONS

SECTION 1: A nominating committee of three (3) members, only one of whom may be a member of the Board of Directors, shall be selected by the Board at its meeting preceding the regular February meeting of the Society in an election year. The Committee shall present a slate of candidates for each office at the regular meeting in March, at which time other nominations may be made from the floor.

SECTION 2: The officers shall be elected at the regular meeting in April. If there is but one candidate for any office, the vote may be by acclamation unless objection is made. If there is more than one candidate for office, the vote shall be by ballot, and a majority vote shall elect.

SECTION 3: All officers shall be elected to serve two (2) years. The election of officers will be: The even year; President, Recording Secretary, Curator, and one (1) Director. The odd year; the Vice President, Corresponding Secretary, Treasurer and two (2) directors. In case of a vacancy, it shall be filled by the President with the approval of the Board of Directors.

SECTION 4: The newly-elected officers shall be installed as the last order of business at the annual meeting in May. The most recent Past President will serve as ex-officio advisor.

ARTICLE XIII Committees

SECTION 1: The society shall have nine (9) standing committees, as follows: 1) Program, 2) Membership, 3) Ways and Means, 4) Publicity, 5) Rules and Revisions, 6) Research, 7) Legal; 8) Collection, and 9) Budget.

SECTION 2: All standing committees are to be appointed by the President after the close of the Annual Meeting, with the approval of the Board of Directors.

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SECTION 3: Standing Committees may be created as required to promote the objects and interests of the society

SECTION 4: Special committees may be named by the President from time to time to perform other assignments.

ARTICLE IX HISTORIAN

SECTION 1: The Historian shall be appointed by the President with the consent of the Membership at the Annual Meeting.

ARTICLE X BUDGET COMMITTEE

SECTION 1: The budget committee shall consist of the President, Treasurer and Past Secretary.