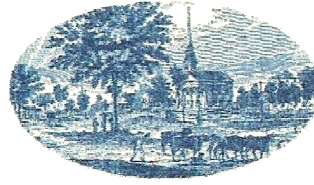


# Billerica Historical Society



*Established 1896*

Sharing Our Community's Historical Foundation

## **Article 1**

The name of this organization shall be "The Billerica Historical Society."

## **Article 2**

The purpose for which this society is organized is for the collection and preservation of objects and facts of local or general historical interest, for the collection of historical relics, the consideration of historical events, the marking of historical locations in the town and the maintenance of the society's quarters, the Clara E. Sexton memorial as an historical and educational shrine.

## **Article 3**

- Any person may become a member of the Society upon payment of the annual dues. Failure to pay assessments for two consecutive years shall cause a member to be dropped.
- Proposed changes to the existing categories of membership and fees must be approved by the Board of Government, and voted and approved by a simple majority by the general membership at the next annual meeting.
- Any person whom the Society wishes to honor may be elected an honorary member by a majority vote of the members present at any regular or special meeting, but will not be eligible to vote or subject to admission fee or assessment.

## **Article 4**

- The Board of Government of the Billerica Historical Society shall be a president, vice president, secretary, treasurer and five directors constituting a Board of Government numbering nine.
- All members of the Board of Government of the Society shall be elected to one year terms at the annual meeting by ballot. A majority vote shall constitute a choice.
- Candidates shall be presented at the annual meeting by a nominating committee consisting of one board member and two non-board members. The nominating committee for the following year shall be elected as follows: the chairman shall be appointed by the president and two members shall be elected by nomination from the general membership.
- In the event of a vacancy on the board, the president shall appoint a new member to complete the term.
- No member of the Board of Government shall serve for more than six consecutive years in the same capacity. If a vacancy cannot be filled, a Board member can serve an additional year.

Clara E. Sexton House Museum: 36 Concord Road, Billerica, MA (978)667-7020  
Mailing Address: PO Box 381, Billerica, MA 01821-0381 [www.billericahistory.org](http://www.billericahistory.org)  
Facebook: "Billerica Historical Society", "Billerica Scrapbook"

- Any member of the Board of Government who has more than four unexcused absences in one year shall automatically be replaced by an appointment by the president.

#### **Article 5**

The president or in his absence the vice president, shall preside at all meetings of the Society and Board of Government. The president, or in his absence or inability, the vice president, shall approve all bills and sign all documents of the society. He shall appoint one or more auditors to audit the treasurer's account previous to the Annual meeting. He shall call special meetings at such time and place as necessary.

#### **Article 6**

The secretary shall record all business and transactions in a book to be kept for the purpose and shall perform such other duties as shall be appropriate to his office. Members shall be notified for the annual, regular or special meetings at least three days prior to such meeting.

#### **Article 7**

It shall be the duty of the treasurer to collect and care for all money belonging to the society, to pay all properly approved bills, and to submit a report of his doings at the annual meeting. It shall be his duty to submit bills for dues to members annually.

#### **Article 8**

- The annual meeting of the society shall be held in October in each year. Ten percent of the members shall constitute a quorum.
- There shall be a meeting of the Board of Government prior to the annual meeting to systemize the presentation of business to the meeting. It will prepare a budget to be presented for adoption.

#### **Article 9**

- The Board of Government is charged with the duty of maintaining the Clara E. Sexton Memorial House. The President or, if absent or unable, the vice president or secretary in that order, shall be the sole intermediary in the conduct of business concerning the Sexton Memorial House but shall determine final plans in conference with the whole Board.
- The Board of Government shall establish Committees to carry out the mission of this Society and shall charge each Committee with specific duties and responsibilities.
- The President, with approval of the Board of Government, shall appoint Committee Chairs for one year terms. The President shall be a member ex officio of each Committee.
- Committee Chairs shall appoint Committee members for one year terms. The minimum number of members for each Committee shall be three.
- The Board of Government shall develop and maintain written policies and procedures governing the operation of the Society and the Committees. Such policies and procedures shall not conflict with the By-Laws of the Society.

**Article 10**

These By Laws may be amended upon the two-thirds vote of the members present and voting thereon at any meeting of the Society duly warned as aforesaid. Any proposed changes shall be mailed to the membership at least five business days prior to the meeting.

*Amended October 6, 1993 at the annual meeting of the Society*

*Amended June 18, 2015*