**BYLAWS OF**

**East Point historical Society, Inc.**

As revised March 1991, March 2003, Jan 2008, April 2011,

April 2012, November 2013, March 2020, July 2023

**Article I**

**Name**

The name of this organization shall be East Point Historical Society, Inc.

**Article II**

**Mission**

The mission of this organization shall be to create, stimulate and maintain interest in all matters pertaining to the past and future history and well-being of the City of East Point, Georgia; to establish and promote educational and entertaining endeavors pertaining to same; to collect, preserve and display various properties, information and artifacts pertaining to same; to cooperate and interact with other similar group and public agencies toward these common goals.

**Article III**

**Membership**

**Section 1.**  All persons interested in furthering the Mission of the Society, whether current residents of East Point or not, are eligible to become a member of our Facebook group: East Point Historical Society.

**Article** IV

**Board Members and Officers**

Section 1. There shall be a minimum of five (5) members of the Board, not to exceed ten (10).

**Section 2.**  The elected Officers of the Society shall be President, Vice President, Secretary, and Treasurer.

**Section 3**.  A Curator and a Parliamentarian may be appointed by the President.

**Section 4.**  All active adult members are eligible for elected office. The exception to this is Corporate Sponsors and no two members from the same household/family may serve on the Board during the same term.

**Article** V

**Elections & Appointments**

**Section 1.**  Officers and board members are elected bi-annually. The current residing board shall select potential candidates for the board and current board members will meet candidates prior to the election meetings. Election shall be by majority vote of the Board, a quorum being present.

**Section 1-a.**  The Immediate Past President shall automatically serve on the Board as an “Ex Officio” member for one year with vote and voice. The President may choose to remain on the Board under the provision set forth below in Section 1-b.

**Section 1-b.**  The usual term for a board member is two years. Board Members may serve the board beyond 2 years, subject to a quorum vote of the Board, held yearly thereafter. Vacancies on the Board will be filled as necessary to keep the number of members at the minimum five (5). Members will be voted into office by the current Board Members at the first & third quarterly Board Meeting of the year, and again at the third quarterly meeting of the year.

**Section 1-b-1.**  In the event of a vacancy on the board during the year, the existing board members shall nominate and approve a new board member to serve until the next annual meeting, at which time the Board Member Elect shall be elected by the currently serving Board Members.

**Section 1-c.**  Board Members who have served a two (2) year term, who wish to step down from the responsibilities of the board, while still remaining involved with EPHS, may serve on the Board as “Emeritus” members, with no voting status or may become an advisor to the board, at the discretion of the remaining board.

**Section 2.**  In the event of a vacancy in any office, the Board shall elect one of its members to serve the balance of the unexpired term of said office, except that the Vice President shall become President in the event of a vacancy of that office.

**Section 3.**  The appointment and terms of the Curator and Parliamentarian shall be at pleasure the of the President.

**Article** VI

**Duties of Officers**

**Section 1.**  The President shall preside at all meetings of the Society; shall assist all other Officers, Members and Committees in the performance of their duties; shall, at all times, seek to encourage the growth and usefulness of the Society; shall appoint any and all Special Committees; and shall perform other duties as may be required of him/her from time to time by the Society. The President shall assign the roles for the Admins and Moderators of the EPHS Facebook Groups and Pages, and our Instagram Account, all created in the name of the East Point Historical Society.

**Section 2.**  The Vice President shall preside at all meetings in the absence of the President and shall perform such other duties as may be required by the Society from time to time. President & Vice President shall manage and delegate tasks having to do with the day-to-day operations of the House and Grounds as required. If the President and the Vice President are absent, the Society may designate a Past President to preside or there may be Nominations from the floor.

**Section 3.**  The Secretary shall keep a record of all the meetings of the Board and attend to all correspondence such as monitoring emails and phone calls, website updates and posting to our Facebook EPHS Board page when an action is needed from the Board.

**Section 4.**  The Treasurer shall be the custodian of all monies, petty cash, PayPal, debit cards, credit card sales, checks, purchases, reimbursements, bank accounts and financial records.  These monies shall be disbursed as authorized by the Board under Article VII, Sections 4 and 5. The Treasurer shall regularly pick up the mail from the Post Office box and distribute and address as needed. The Treasurer’s Financial Report shall be read at each Board Meeting.

**Section 5.**  If appointed, the Curator shall oversee the displays, exhibits, books, magazines and Resource Files. The Curator shall also oversee the scanning and organizing of the Society’s photo and document collection in pursuit of our goal to digitize the entire collection for eventual on-line access.

**Section 6.**  If appointed, the Parliamentarian shall advise and interpret rulings pertaining to the Bylaws with authority from *Robert’s Rules of Order*.

**Article** VII

**Board Members**

**Section 1.**  The Board of Members shall consist of no less than 5 members. The elected offices shall be the President, Vice President, Secretary and Treasurer and will be filled by Board Members.  The other Members shall be elected as stipulated in Article V, Section 1-b.

**Section 2.**  The Board Members shall meet quarterly.  Board elections will be held twice per year.

**Section 2-a.** Communication and discussions of projects and issues will be conducted using emails, texts, phone calls and our private Facebook Group - EPHS Board and the Advisory Committee page, as needed. It is imperative that board members be able to use all these means of communication to move projects forward between quarterly meetings, in a timely manner.

**Section 3.**  A special meeting of the Board may be called by the President or upon the request of a member of the Board.

**Section 4.**  The Board of Members shall formulate all contracts for and on behalf of the Society, control the expenditures of its funds and transact all business matters on behalf of the Society.

**Section 5.**  The Board of Members shall submit to a vote, all contracts or agreements involving the acquisition of or disposal of property of any nature, all single expenditures of more than $400.00, and all extra-ordinary business matters, at any regularly scheduled Board Meeting. Any and all expenses will be reimbursed once original receipts have been presented to the Treasurer. Prior approval must be obtained if funds are needed before making any expenditure on behalf of EPHS.

**Section 6.**  A majority of the Board shall constitute a quorum. A majority vote of the quorum shall prevail.

**Section 7.**  Board Members are required to attend four (~~4~~) quarterly Board Meetings out of four (4) meetings a year, unless absence is due to extenuating circumstances.

**Article** VIII

**Meetings**

**Section 1.**  The 1st Quarterly Board Meeting of the year will be the March meeting, at EPHS Headquarters, 1685 Norman Berry Drive or selected location.

**Section 2.**The Society will hold four meetings each year at EPHS Headquarters, 1685 Norman Berry Drive or selected location.  The meeting dates and/or location may be changed by the Board by mutual agreement.

**Article** IX

**Fiscal Period**

The business and fiscal year shall correspond with the calendar year.

**Article** X

**Committees**

**Section 1.**  Committees for special purposes may be appointed by the President and will report to the Board of Members.  The Board shall assist the President in appointing the Committees, if so desired. Committees shall be in existence for a one-year term, or longer as deemed necessary by the board. The function of the committees shall be determined by the Board.

**Article** XI

**Amendments**

These Bylaws may be amended or revised at any Board of Members meeting, a quorum being present, upon two-thirds (2/3) vote of all Board members present, provided the motion for such amendment or revision has been distributed to the Board.

**Article** XII

**Parliamentary Authority**

The rules contained in the current edition of *Robert’s Rules of Order*, Newly Revised, shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.  This Article shall also apply to the meetings of the Board.

**Article** XIII

**Restrictions**

**Section 1.**  No one shall solicit money for any purpose using the name of the East Point Historical Society, Inc. without proper written approval and credentials.

**Section 2.**  No property of any nature belonging to the Society is to be removed from the Society premises for any purpose unless approved by the Curator or President who will keep a signed receipt on file.

**Section 3.**  Any property removed shall be properly accounted for with signed information including date, name, email address, street address and telephone number.  This information shall also include the assigned number or description of the property to be removed and recorded or filed at the Society headquarters.

**EPHS** **Social Media accounts:**

**Facebook Page**

**East Point Historical Society** – Corporate Business page for sharing current Community, Civic Events and Announcements pertaining to the City of EP including upcoming EPHS events, etc., East Point Historical Society is the “Page Owner”. Posting voice should be of EPHS and use the pronoun “we”.

**Facebook Groups**

**East Point Historical Society – C**reated January, 2009. Admins have 2 voices to choose from when posting and making comments. When posting EPHS business use the voice of EPHS and the pronoun “we”. If posting a personal opinion or comment, use your own personal FB account. An admin’s role in this group is to monitor activity, create posts, encourage comments and to boost conversation starters, posting old photos etc. A “welcome new members” post is automatically generated each week.

**EPHS –Advisory Committee** – Created March, 2019. This is a private group for EPHS Board & Advisors. The President will admin this group and designate other Admins as necessary.

**EPHS – Board** – Created February, 2021. This is a private group for the EPHS Board Members to discuss Board business.

**Instagram - eastpointhistoricalsociety** – This account was established August, 2012. Voice should be the voice of EPHS and use the pronoun “we”.

**Thread** – account established July 6, 2023. Voice should use the pronoun “we”.

[www.eastpointgahs.org](http://www.eastpoinths.org/) - This website is our online presence created using [squarespace.com](http://squarespace.com) around 2021. The account renews yearly in July. The domain name is owned and renewed by a third party. Our website is a place to post upcoming events and create pages/tabs with reference information and chronologies about East Point history.

**EPHS** **Payment accounts:**

**Paypal -** Account used to receive donations via our website and payments for books etc. and for sending funds to other entities, as needed.

**Paypal Here** – EPHS 501c non-profit Paypal Account that enables receipt of electronic donations and payments using credit cards.

**eBay** – Account used to make purchases only.