

FORT CHRISTMAS HISTORICAL SOCIETY

CHRISTMAS, FLORIDA

BY-LAWS

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PREAMBLE

We the people of the historic community of Fort Christmas, now known as Christmas, Florida, located in East Orange County in the year of our Lord one thousand nine hundred and ninety (1990) do desire to preserve our historical heritage and traditions, and continuing the intent and the objectives of the East Orange Pioneer Society formed by our forefathers in the year of our Lord one thousand eight hundred and ninety-two (1892), do ordain and establish the Constitution and By-laws as our guide in the formation of a nonprofit organization, to carry out the intent and purposes of this society.

ARTICLE I- NAME

The name of this organization shall be "Fort Christmas Historical Society", hereafter called the Society.

ARTICLE II- OBJECTIVES

- A. The general purpose and objective of this society shall be to research, collect, arrange, record, and preserve historical items, memorabilia, material, and data, and to educate and disseminate knowledge and information thereof relating to the history of the area encompassed by the historic community of Fort Christmas (now Christmas, Florida) and its surrounding environs and including its people from the very earliest settlement by the Native American Indians.
- B. More specifically, shall include the proper collecting, conserving, and preserving of books, diaries, pamphlets, charts, maps, manuscripts, genealogical and biographical data, family furnishings, bric-a-brac, and materials illustrative of and relating to the history of the aforementioned area.
- C. To procure and preserve narratives of the early pioneers, their exploits, perils, privations and achievements.
- D. To collect materials of every description relative to the history of its Indian tribes from the earliest natives and wars and relative to its military, its churches and schools, industry and public and private professions and occupations.
- E. To research, locate and place proper markers on historical spots and sites.
- F. To publish properly researched and documented historical materials.
- G. To conduct periodic education programs, events and seminars on the activities of the Society and/or topics of historic interest to its members and the public.
- H. To sponsor, co-sponsor, promote, assist, and/or jointly conduct expositions, field days, demonstrations, commemorations, site surveys, and/or historic celebrations in

conjunction with and in cooperation with local, state and national societies, organizations and governmental agencies.

- I. To specifically provide support and assistance, including financial, to the Fort Christmas Historical Park and Museum in the operation, preservation and presentation of the historical heritage and traditions of the community, its people and its environs.
- J. The Society and/or corporation is authorized to accept gifts, grants, awards, bequests, devises or any other means or manner of conveyance or transfer of property, real or personal, to said Society and/or corporation pursuant to the By-laws.

ARTICLE III

FISCAL YEAR

Fort Christmas Historical Society business is conducted in a Fiscal Year beginning 1 July and terminating 30 June. Elections for Executive Committee and Board of Directors vacancies will be held before this date and their terms of office and will commence on this same date.

ARTICLE IV

MEMBERSHIPS AND DUES

Any person, institution or corporation who is in agreement with the objectives of this Society and is willing to support said objectives by personal and/or financial means, may become a member by completing and submitting an application and payment of the required dues in one of the following classes of membership, as appropriate.

SECTION I

A. Regular Member:

An adult (18 years of age or older) who meets the above criteria.-and pays the annual dues in the amount of dollars ten (\$10.00). Such members shall be entitled to all the privileges of the Society including voting and holding office.

B. Family Member:

A husband and wife and interested dependent children may become members by paying the annual Family Membership dues in the amount of fifteen dollars (\$15.00). Each adult member (age 18 or older) shall have the same membership privileges as a regular member, including voting and holding office.

C. Patron Member:

Any organization, institution or corporation who meets the above criteria for membership shall be considered a patron member upon making an annual contribution of at least fifty dollars (\$50.00) and shall be entitled to all the privileges of a regular member. The designated representative of an institution, organization or corporation shall be entitled to all the privileges of a regular member.

D. Life Members:

An individual may become a life member upon making a one-time contribution of two hundred fifty dollars (\$250.00) and shall be entitled to all the privileges of regular members.

E. Membership Renewal:

Members remain in good standing as long as they pay their dues in a timely manner. Should one request to be removed from our membership roll and later wish to renew their membership, they may do so by following the same requirements as a new member.

SECTION II

Charter Member — All individuals, organizations and corporations who paid their dues in any of the above categories on or before December 31, 1990, shall be considered Charter Members.

SECTION III

Designated Representative of Patron Members — Unless Society Officers have been notified to do otherwise, the duly elected President of each organization, institution or corporation shall be considered the designated representative.

ARTICLE V

BOARD OF DIRECTORS

SECTION I - ELECTION TERMS AND DUTIES

The business operations, assets, property and affairs of this society shall be managed by a Board of Directors of not less than seven (7) or more than fifteen (15) members. The total Directors shall be maintained as an odd number.

SECTION II

TERM OF OFFICE

1. The term of office for the Directors shall be two-years.
2. Any member of the Executive Committee or Board of Directors who misses three or more regular meetings without a justifiable reason may be considered to have automatically resigned. This determination shall be the responsibility of the Board of Directors.

SECTION III

VACANCIES

Recommendations to fill vacancies in the Board of Directors shall be presented by the nominating committee and approved by the membership at the next scheduled meeting. Only active participating members for 1 year are eligible to be nominated for Board.

ARTICLE VI- OFFICERS

SECTION I

Officers — The officers of this Society, its Executive Committee, shall consist of the President, Vice President, Secretary and Treasurer, all of whom shall also be members of the Board of Directors.

SECTION II

Terms of Officers — The President and Treasurer shall be elected in even years for two-year terms. The Vice President and Secretary shall be elected in odd years for two-year terms. In cases when necessary to fill vacancies an individual shall be elected by the Board of Directors to complete the current term. Any person elected to the Executive Office must have served at least one year on the Board of Directors.

SECTION III

DUTIES OF OFFICERS

The Executive Committee shall be responsible for the day to day business activities of the Society.

C. President

1. The President shall:

- a. Preside over all meetings.
- b. Appoint all committees, except the Executive Committee.
- c. Be a member ex-officio of all committees except the Nominating Committee.

B. Vice President

1. The Vice President shall:

- a. Preside over all meetings, in the absence of the President;
- b. Be the Chairman of the Membership & Board Nominating Committee, and perform any other duties as may be assigned by the President.

C. Secretary

1. The Secretary shall:

- a. Keep minutes of all meetings and proceedings of the Society
- b. Write such correspondence as the Society, the Board of Directors or the Executive Committee may direct.
- c. Perform all other duties pertaining to the office of Secretary as well as those directed by the Executive Committee and Board of Directors.

D. Treasurer

1. The Treasurer shall:

- a. Record all receipts and disbursements in appropriate bookkeeping records, and report thereof at each regular meeting of the Board of Directors or Membership.
- b. Make a report at the monthly meeting of the Society.
- c. Have custody of all funds and securities of the Society.

- d. Deposit all funds in such bank or banks as may be directed by the Executive Committee, subject to withdrawal upon the signature of the President or the Treasurer of the Society.
- e. Accounts will be audited annually by either a committee and/or a certified public accountant.

ARTICLE VII

MEETING OF THE MEMBERSHIP

SECTION I

MONTHLY MEETING

Members' Meetings shall be held at 6pm on the third Tuesday of the months of March, July and October. The meetings shall be held at a place to be designated by the Board of Directors.

SECTION II

SPECIAL MEETINGS

Special meetings of the membership may be held at the call of the President or by written request of three (3) members of the Board of Directors. At such special meetings, only matters given in the notice may be acted upon.

SECTION III

MEETING AGENDA

Each meeting is to include, to-wit: Prayer, Pledge, Minutes, Treasurer's Report, Old Business, New Business, etc.

ARTICLE VIII

MEETINGS OF THE BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

SECTION I

The Board of Directors shall hold their regular monthly meetings at 6:00 PM on the third Tuesday of each month. The presence of a majority of all Directors shall be necessary at any meeting of the Board to constitute a quorum to transact business. The Executive Committee shall meet only when requested by the President or three (3) Members of the Executive Committee and then at a time and place as directed.

SECTION II

SPECIAL BOARD OF DIRECTORS MEETINGS

Special meetings of the Board of Directors may be called by the President, or by five (5) of the members of the Board of Directors. Notice of such special meetings shall be given by the Secretary to each Director.

SECTION III

MEETINGS OF THE EXECUTIVE COMMITTEE

The Executive Committee may meet between regular meetings of the membership and/or the Board of Directors, and such meetings may be called by the President or three (3) members of the Executive Committee. The presence of a majority of all Officers shall be necessary at any meeting of the Executive Committee to constitute a quorum to transact business.

ARTICLE IX

COMMITTEES

SECTION I

TERMS OF COMMITTEES

The terms of all committees shall be for one (1) year, or the duration of the chore. There is no restriction relative to committee chairmen or members serving two or more years on the committee.

SECTION II

COMMITTEE FILES, RECORDS AND CORRESPONDENCE

Within thirty (30) days after their terms of office expire, all committee chairmen and/or committees shall turn over their files, records, and correspondence to either the incoming chairman or the President of the Society.

SECTION III

OLD FILES, RECORDS AND CORRESPONDENCE

Any Society files, records or correspondence deemed to no longer be necessary in the active file shall be turned over to the Collections Section of Fort Christmas Historical Park for processing into the archives of the Society.

SECTION IV

STANDING COMMITTEES

The President may appoint, with the approval of the Board of Directors, the following standing committees:

1. Ways and Means Committee
2. History Committee
3. Membership Committee
4. Nominating Committee
5. Special Committees

1. Ways and Means Committee shall:

Promote, organize and supervise money raising projects of the Society.

2. History Committee shall:

a. Society History

- i. Receive, collect, arrange, record, and preserve all historical records, materials and data of the Society.
- ii. Receive all archival non-active files and materials from the officers, directors, and committee chairmen.

b. Community History

- i. Perform historical research of the history of the area and for seeking out and gathering local folklore and history, and when called upon by other committees, to provide assistance on historical data
- ii. Research, locate and place proper markers on historical sites in the community with the approval of the Board of Directors.
- iii. Gather genealogical and historical information on the pioneers of the area. Encourage and assist members of the Society to prepare a history and genealogy of their families for the museum records and assist in the gathering of oral interviews. This committee may be divided into two subcommittees, family history and oral history.

3. Membership Committee shall:

Be responsible for membership enrollment and follow up on activities and shall assist in maintaining records of paid members and categories or membership.

4. Nominating Committee shall:

Be appointed by the President at the April Meeting. Their responsibility shall be to study, seek out and present a slate of names to be proposed for possible election of officers and directors for the ensuing years.

5. Special Committees may be appointed by the President as the need arises.

ARTICLE X
RULES OF ORDER

Roberts' Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.

ARTICLE XI
AMENDMENTS

These By-Laws may be amended by a 50% +1 vote of the members of the Society present and voting at the annual meeting of the Society upon and after the recommendations of the Board.