

BY-LAWS

THE BERWICK HISTORICAL SOCIETY

The fifteen persons who attended the first meeting of The Berwick Historical Society, held at the home of Mr. and Mrs. Robert Harder on January 8, 1938, shall be known as "Founders of the Society." Their names are Robert L. Harder, Miss Sarah Crary, Miss Martha Crary, Rev. Ammon W. Smith, Miss Elma Bishop, Mrs. Morris Evans, Mrs. S. W. Snyder, Mr. Roy Paden, Mrs. Frank Whitman, Mrs. Robert L. Harder, Mrs. Herman T. Waldner, Mr. Thomas Corbett, Mr. Ray McBride, Prof. M.E. Houck, and Mrs. Scott E. Fenstermacher.

ARTICLE 1

PURPOSE – The purpose of The Berwick Historical Society shall be to identify and to encourage the preservation of historical sites and buildings, to collect records, documents, and artifacts that pertain to the history of the Berwick area, to collect and preserve documents and records significant to research in genealogy, to encourage research in the history of the area and writing and publication of the results of such research, to maintain a center containing a library/museum; and to promote a sense of community pride and interest in the Berwick Area and its history.

1. **INSIGNIA AND COLORS** – The colors of The Berwick Historical Society shall be colonial blue and gold. The insignia of the Society shall be the car foundry surrounded by an Indian teepee, a log cabin and the profiles of a Susquehannock Indian and a pioneer settler.
2. **SEAL** – The seal of The Berwick Historical Society shall bear the following words "The Berwick Historical Society, Incorporated July 26, 1940" the arrangement thereof and the design to be approved by the Board of Directors.
3. **TAX EXEMPT STATUS 501(c)(3)** – The Berwick Historical Society shall strive to maintain its tax-exempt status.
4. **NON-DISCRIMINATION** – The Berwick Historical Society shall not discriminate against any person with regard to the employment, application, membership, or attendance at sponsored events because of age, race, creed, color, ethnicity, national origin, religion, sex, marital status, sexual orientation, disability, or any other characteristic protected by law.

ARTICLE II

MEMBERSHIP

1. **MEMBERSHIP** – Membership to The Berwick Historical Society shall be open to all who are interested in perpetuating the purpose of the Society.

A. **Regular Membership:** Dues shall be paid annually.

B. **Student Membership:** 18 years or younger, dues shall be paid annually.

C. **College Intern:** Membership dues are waived.

D. **Life Membership:** Dues shall be paid with one-time fee.

E. **Honorary Membership:** Dues shall be waived when Honorary Membership is conferred for outstanding service to the Society when approved by a majority vote of the Board of Directors.

F. **New or renewal of membership applications accepted after April 1** will not entitle the member to vote at that year's annual meeting.

G. **Corporate Sponsors:**

Yearly Sponsorship Levels

(Jackson) \$25,000

(Seybert) \$2,500

(Woodin) \$10,000

(Gearhart) \$1,000

(Eaton) \$5,000

(North) \$500.00

2. Dues

A. Dues shall be reviewed and established annually by the Board of Directors and shall be payable for each calendar year.

B. The membership chairman shall notify members of dues payable.

3. TERMINATION OF MEMBERSHIP – Any member whose actions are in opposition to the purpose of the Society may have their membership terminated by a majority vote of the Board of Directors at a regularly scheduled Board Meeting.

ARTICLE III

BOARD OF DIRECTORS

1. Voting for Board of Directors shall take place by those members in good standing who are registered and physically present at the annual membership meeting. No absentee or proxy voting shall be permitted.

2. The Board of Directors shall consist of up to fifteen persons from the membership who will govern the activities and finances of the Society.

3. Directors shall be grouped in classes of up to five Directors with each class to be elected to a three year term at the annual meeting. The Board will establish how many Directors will be elected each year.

4. The Board of Directors, from time to time in their discretion, may fill any vacancy on the Board, regardless of the reason for the vacancy. Any vacancy that is filled by the Board of Directors shall be by majority vote of the Directors present at such meeting.

5. Forty (40%) of the Board of Directors shall constitute a quorum for a meeting of the Board of Directors.

6. All officers shall be nominated from and elected by the Board of Directors at the conclusion of the Annual Business Meeting or at its next regular scheduled meeting or a special meeting called for that purpose.

In place of a Treasurer, the Board of Directors may appoint or contract with a Financial Advisor. If it deems it necessary to do so, in such event, the Board of Directors shall establish and qualifications, duties, pay, and responsibilities for same. Such person shall not be required to be a member of the Society.

The Executive Director may be a paid position as well as any other position at the board of directors' discretion. The board of directors will decide on salaries and pay rates for all and any positions that are created.

7. The Board of Directors, in its discretion, may honor a retired Director with the designation of Director Emeritus.

8. Board members will be required to attend at least six meetings per year and participate at least six times per year helping at any of the Societies properties, or any Berwick Historical Society activity. If any Board member shall fail to satisfy these requirements, they may be replaced by a majority vote of the Board of Directors. If board members are not going to be able to attend a meeting, they should notify the Secretary before the meeting starts; however this notification will not excuse them from the meeting. If a member has a medical condition or some other unforeseen event that may cause them to miss meetings, at that time the Board of Directors will decide if that Board member is to be excused from these requirements. Board members may participate in any regular or special meetings of the Board of Directors in person, or by telephone, but must be present at a meeting to make any motion or vote.

9. In order for a member to qualify to serve on the Board of Directors, they must be a member in good standing for at least two consecutive years before they may be nominated, elected, or appointment to fill a vacancy on the Board.

ARTICLE IV

OFFICERS

Officers shall serve for a one-year term of office as long as they are members of the Board of Directors.

A. PRESIDENT – Shall direct the meetings of the Society.

1. The President shall appoint chairpersons of all committees and recommend members to chair or serve on committees.
2. The President shall have the right to appoint any other committee as deemed necessary.
3. The president shall be an ex-officio member of all committees and may be the chairperson of any committee.
4. The President shall have no vote except to break a tie vote.

B. VICE-PRESIDENT – Shall assume all duties of the presidency in the absence of the President.

C. SECRETARY – Shall issue a minimum three-day advance notice of all Board meetings, including the annual meeting of the Society and shall record the proceedings of each meeting and maintain all minutes of meetings.

D. TREASURER – Shall be the custodian of the Society's funds and shall keep full and accurate accounts.

1. Monies shall be deposited and dispersed with the approval of the Board of Directors.
2. The Treasurer shall be a member of the finance committee and ex-officio member of the audit committee.

ARTICLE V

CURATOR

1. The curator shall be appointed by the Board of Directors and shall be responsible to them. The curator shall have voting privileges at the Board meetings.
2. Unless excused, the curator shall attend Board meetings to report and give recommendations pertaining to museum and Society concerns and shall have voting privileges except on matters that pertain to salary or duties as curator.
3. The curator shall be instrumental in the acquisition, maintenance, use and display of the Society's resources.
4. The curator shall keep accurate records of receipts and disbursements and report to the Board of Directors.
5. In addition to the above, the curator's duties shall be consistent with the position description as determined by the Board of Directors from time to time.

ARTICLE VI

BOARD MEETINGS

1. Stated regular meetings of the Board of Directors shall be held monthly on the second Tuesday of each month. In the event a regular meeting is cancelled due to inclement weather or failure to have a quorum present, said meeting may be rescheduled within that month at the call of the President.
2. Special meetings of the Board of Directors may be convened upon three-day notice to call Board members or posting of such meeting in prominent location at the David A. Sadock House, by electronic mail, mail, or telephone upon the call of the President. If any two Board members present request a special Board meeting, they shall notify the President of

the reason (s) for such request in writing. Upon receipt of said written request, the President shall call a Special Board Meeting within seven days.

3. All special Board meetings and any rescheduled Regular Board meeting shall be posted at a prominent location at the David A. Sadock House. Such posting shall be deemed sufficient notice to general membership.

4. The Board of Directors shall have charge of the management of any real estate or personal property which may come into the possession of the Society, and the investment of its funds.

5. All regular and special Board meetings shall be open to all members in good standing. At such meetings member (s) may make comments and ask questions during the first 15 minutes and the final 15 minutes of the meeting. Members shall make no disturbance during the meeting. In the event of any disturbance as determined by the Board such member (s) shall be removed. The Board at any time may elect to go into executive session at which time the executive sessions shall be open to Board members and not the general membership. At the conclusion of the executive session, the Board meeting shall be open to the general membership.

ARTICLE VII

COMMITTEES

1. The following committee chairpersons may be appointed annually by the President:

Finance & Fund Raising Committee, Audit Committee, Membership Committee, Publication Committee, Library & Museum Committee, Lectures Committee, Genealogy Committee, Education Committee, Annual Business Meeting Committee, Grants Committee, Events Committee, Restoration Committee, Purchasing Committee, Policies & Procedures Committee, Bylaw Committee, Nominations Committee, Personnel Committee; insofar as the President regards it necessary at the time and such other committees as necessary to carry out the purposes of the Society.

2. Executive Committee shall consist of the President, Vice-President, Secretary, Curator, and Treasurer for the Society, or in a vacancy of a Treasurer, the Board may designate one additional Board member to the Executive Committee. The Executive Committee may make decisions on matters requiring action between Board meetings. The Executive Committee shall have the further authority to authorize expenditures of up to \$5,000. Any expenditure or action made by any officer of the Executive Committee shall be separately indicated to the Board at its next regular meeting.

3. Reports of Committees: All appointed committees shall make at least one report a year, and such other reports as shall be requested by the President or Board of Directors.

4. DESCRIPTION OF COMMITTEES:

1. Finance and Fund-Raising Committee – shall devise ways and means of building up the general finances of the Society. It shall also endeavor to obtain a general and endowment fund, the income from which shall be used for the general finances of the Society.

2. Audit Committee – shall review the financial records of The Berwick Historical Society in preparation for audit.

3. Membership Committee – The Membership Committee shall devise ways and means of enlarging the membership of the Society.

4. Publications Committee – shall have the supervision of the printing of all publications of the Society. All original manuscripts to be published shall be passed upon by this Committee.

5. Lectures Committee – shall arrange for suitable lectures from time to time as shall be of interest to the members of the Society and community service organizations.
6. Genealogy Committee – shall research for a collection information pertaining to the genealogy of the pioneer families of the region and their descendants.
7. Grants Committee – shall apply for grants when given direction from the Board of Directors.
8. Library and Museum Committee – shall be organized to catalog inventory, shall recommend from time to time the purchase or acquirement of books, magazines, pamphlets, manuscripts, maps, specimens, utensils, implements, and other things of historical interest or value, as it shall deem advisable.
9. Education Committee – to encourage school children to research at The Berwick Historical Society.
10. Annual Business Meeting Committee – shall arrange for the place and time for holding the annual meeting of the Society. It shall also provide one or more suitable speaker (s) and other necessary arrangements as shall be required for a successful meeting.
11. Restoration Committee – to continue work being done to restore the Jackson Mansion and other properties of The Berwick Historical Society.
12. Events Committee – Develop, organize, and conduct events for The Berwick Historical Society.
13. Bylaws Committee – shall review the Bylaws periodically, as needed, and recommend any amendments or modifications.
14. Nominations Committee – shall prepare a slate of candidates to be approved at the Annual Meeting and shall provide that slate of candidates to the Board of Directors at least 30 days before such Annual Meeting.
15. Purchasing Committee – shall obtain bids for purchases to be approved by the Board of Directors.
16. Policies and Procedures Committee – shall write policies and procedures as directed by the Board of Directors.
17. Personnel Committee – shall recommend salaries, pay raises, bonuses, and all other employee benefits.

ARTICLE VIII

AMENDMENTS

1. The Berwick Historical Society bylaws may be amended or repealed by a two-third vote of the members present at an annual meeting or at a special meeting of the Society.
2. A minimum notice of 15 days must be given before such vote and the amendment changes to be voted upon will be stated in the notice.

ARTICLE IX

DISSOLUTION

1. A vote of 80% of the Board of Directors is required to dissolve the Society.
2. The President, with the approval of the Board, shall appoint a Board of Trustees to oversee the dissolution process.
3. The financial assets of the Society shall be vested in the trust fund of the Columbia County Historical Society or successor organization to The Berwick Historical Society.
4. With sufficient public announcement, the donors of museum artifacts shall have a period of one year from date of dissolution resolution to reclaim their donations. Unclaimed contents of the Society, along with all Society documents, shall then be vested in the Columbia County Historical Society or successor organization to The Berwick Historical Society.

ARTICLE X

ANNUAL MEETING

1. Annual Meeting – The Secretary shall give notice to all members at least thirty(30) days prior to the Annual Meeting, either through writing, electronic media, and or the Society's website.
2. Annual meeting quorum – A quorum shall consist of fifteen (15) members.

These Bylaw changes were presented to The Berwick Historical Society membership on April 28, 2026, at the 88th Annual Business Meeting at Amici's Italian Restaurant and approved.