



BYLAWS
OF THE
GLENDORA HISTORICAL SOCIETY

April, 2023

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**BYLAWS
OF THE
GLENORA HISTORICAL SOCIETY**
As of April 2023

ARTICLE I
NAME

The name of this organization shall be **Glendora Historical Society**. “Society” will be used to shorten the name.

ARTICLE II
STATEMENT OF PURPOSE/MISSION STATEMENT

The specific purposes of the Glendora Historical Society is to preserve, and hold in the public trust, a record of the history of the City Glendora, the region prior to its incorporation, its changing land use, and its diverse fluctuating population. The Society will house its main collections in and operate the Glendora History Museum and will be the steward of the Rubel Castle Historic District, including the buildings and objects within.

It will perform these functions by engaging in the following activities:

(1) **HISTORY** - preserving the history of Glendora by collecting and preserving records, documents and non-tangible material including oral histories that provide a chronicle of the history of Glendora, and by appropriately archiving that material.

(2) **COLLECTIONS** - acquiring material culture objects that explain, interpret, or illuminate the history of Glendora and Rubel Castle and that support the Society's mission.

(3) **PRESERVATION** - providing responsible stewardship to the collections by engaging in appropriate conservation of the historic records and collections objects listed in 1 and 2 above

(4) **EXHIBITIONS** - producing exhibitions at both the Glendora History Museum and Rubel Castle Historic District that help interpret the history of Glendora and the Society's collections to the visiting public.

(5) **EDUCATION** - engaging in educational activities that activate both the history of Glendora and the Society's collections to the visiting public.

(6) **SCHOLARSHIP** - supporting scholarship in the form of original research and publication by both historical society members and outside scholars by providing appropriate access to and use of the collection.

ARTICLE III
MEMBERSHIP

Section 1. Any person interested in the purpose and objectives of this society, as stated in Article II, may upon payment of dues become a Member of the Society.

Section 2. Membership shall not entitle the member to any property, rights, or ownership in, or of any of the property or assets of the Society.

Section 3. Membership shall fall in the following classifications:

A. Individual (General, Student, Senior);

B. Dual Membership;

C. Household Membership;

D. Honorary Member;

E. Friend;

F. Patron;

G. Founding Member (Members in classes Life, Benefactor, Patron & Contributor as of the Adoption of this amendment become Founding Members and shall retain all existing member benefits in perpetuity.)

Section 4. Transferring of membership shall not be permitted.

ARTICLE IV
BOARD OF DIRECTORS

Section 1. The Board of Directors may consist of up to fifteen (15) voting members. The Board of Directors shall establish policies and procedures when necessary for the operation of the Museum and Rubel Castle Historic District, and provide guidance to the Curator(s). Directors shall serve a one year term, or until their successors are elected.

Section 2. The executive committee shall consist of these seven Officers, who are members of the Board of Directors: President, Vice-President of Rubel Castle Historic District, Vice-President of Museum, Secretary, Treasurer, Vice-President of Development, and Executive Vice-President of Administrative Services. They shall be elected by a majority of the general membership present at the Annual Meeting in May and shall serve for a one-year term, or until their successors are elected. The president may serve no more than two consecutive terms in the same capacity and may be reelected after a lapse of one year. However, the General Membership may vote to waive said requirement. Officers and new Board members shall take office on July 1.

Section 3. When the Board of Directors determines that an Officer or Director vacancy exists, a replacement shall be appointed by the Board at the earliest possible time considering the circumstances. The Board will determine the appropriate time to declare a vacancy exists.

Section 4. Volunteers, and Officers and Directors of this Society shall not receive compensation.

Section 5. When needed for the operations of the Society, the Board of Directors may hire part or full time paid staff. The powers and duties of the paid staff shall be assigned by the Board in accordance with Standing Rules.

Section 6. A quorum for the Board of Directors shall be 50% +1 of sitting board members. In case of a tie, the President votes to break the tie.

Section 7. The Parliamentarian shall be appointed by the President and shall advise the Board on matters of parliamentary procedure.

Section 8. (a) CURATOR: The Curator(s) of the Glendora Historical Society Museum and Rubel Castle Historic District or any other such facility as may require a curator, shall be appointed (or reappointed) by the Board of Directors annually.

(b) CURATOR VACANCY: The President will appoint a Search Committee of not less than three (3) members. They will advertise the vacant position, accept applications, interview applicants, and submit a recommendation to the Board of Directors for final approval.

ARTICLE V ELECTION

Section 1. The Nominating Committee of three, consisting of at least two Board members, shall be appointed by the board of directors.

Section 2. The nominating period shall be between the January general meeting and the first day of March. Recommendations may be made by any member of the society to the nominating committee. The nominating committee will present the slate of names of directors at the March general meeting.

Section 3. Election of Directors of this Society, by a majority of the members present, shall be held at the May General meeting.

Section 4. If more than one person is running for a position, then voting shall be by secret ballot.

ARTICLE VI DUTIES OF OFFICERS

The officers of the Society shall perform such duties as prescribed in the following Sections, as well as such other duties prescribed by these Bylaws, Standing Rules, and by the parliamentary authority adopted by the Society.

Section 1. The President shall preside at all meetings of the Society, shall be an ex-officio member of all committees except the Nominating Committee, and with the approval of the Board of Directors, appoint the Chairs of all committees and all other chairs, unless otherwise indicated elsewhere in this document or in the Standing Rules. It shall be his/her duty to attend and represent the Society, or appoint a delegate to represent the Society at all meetings and functions requiring a representative of the Society.

Section 2: The Vice-President of Administrative Services shall preside at all meetings of the Society in the absence of the President. The primary function of this office is to administer internal and external relations for Glendora Historical Society.

Section 3. The Vice-President of the Museum is chair of the Museum Advisory Committee (MAC) and shall preside at all meetings of the Society in the absence of the President and VP of Administrative Services. The primary function of this office is to provide the overall supervision of the activities at the Museum.

Section 4. The Vice-President of Rubel Castle Historic District is chair of the Castle Conservation Committee (CCC) and shall preside at all meetings of the Society in the absence of the President and Vice-President of Administrative Services and Vice-President of the Museum. The primary function of this office is to provide the overall supervision of the activities at Rubel Castle Historic District.

Section 5. The Secretary shall keep an accurate record of all meetings of the Society. In his/her absence, the President shall appoint a Director to act as Secretary.

Section 6. The Treasurer shall receive and keep an accurate account of all monies paid to and disbursed from the Society and serve as Chair of the Financial Committee.

Section 7. The Vice-President of Development shall be in charge of fund raising and coordinate fundraising activities for the Society.

Section 8. The executive committee shall convene a special meeting when the President or any other two officers deem it necessary, or in emergency situations. An Executive committee action shall be approved by the Board of Directors at the next Board meeting. Two days' notice shall be given for a special meeting. An emergency meeting requires as much notice as possible given the particular circumstances.

ARTICLE VII MEETINGS

Sections 1. General Membership meetings shall be held in the months of January, March, May, July, September, and November, unless otherwise designated by the Board of Directors. The President shall see that notice of the time and place for the Annual Meeting shall be mailed or e-mailed to each member of the Society at least five days prior to the meeting. A quorum for these meetings is twenty-one (21) members with a majority vote being required to pass any motion, with the exception that changes to either the Bylaws or Articles of Incorporation require a two-thirds vote to pass. Notice shall be deemed effective when deposited in the mail or when sent via e-mail.

Section 2. Special meetings of the Society may be called at such times and places, in such a manner as the President or the Board of Directors may decide with the members notified thereof five days in advance. A quorum for these meetings is twenty-one (21) members, with a majority vote being required to pass any motion, with the exception that changes to either the Bylaws or Articles of Incorporation require a two-thirds vote to pass.

Section 3. The Board of Directors shall meet monthly but may cancel a particular monthly meeting if said Board deems appropriate. Meetings shall be at a time and place as designated by the Board. A quorum for Board meetings shall be 50% +1 of sitting board members. Changes to Bylaws or Articles of Incorporation shall be approved for submittal to the General Membership with a two-thirds vote. Other matters require a majority vote to pass.

Section 4. Special meetings of the Board of Directors shall be held at such times and places as the Board may select, or may be called by the President or any two Directors by notice

given at least two days prior thereto.

Section 5. At meetings of the Executive committee, a quorum is four (4) members, with a majority vote being required to pass any motions, except for changes in the Bylaws or Articles of Incorporation, which require a two-thirds vote for approval to submit to the full Board.

Section 6. No proxy voting shall be allowed at any meeting.

Section 7. The Board of Directors, in its discretion, may determine to have a Directors vote by e-mail if the circumstances warrant said method of voting.

ARTICLE VIII COMMITTEES

Section 1. A Nominating Committee shall be appointed by the board of directors, the duties of which are described in Article V - ELECTION (above).

Section 2. The following oversight committees shall be appointed as set forth in the Standing Rules:

Finance Committee - The finance committee will be chaired by the Treasurer. The committee will be appointed by the Treasurer and confirmed by the Board.

Curatorial Committees - The vice president of the museum and the curator of Rubel Castle Historic District may each appoint a curatorial committee to advise on matters of acquisition, preservation and exhibition of the collections under their respective care.

Rubel Castle Historic District Conservation Committee (ccc) shall be appointed by the vice president for Rubel Castle Historic District and confirmed by the board and shall advise on matters of facilities maintenance and plant operations.

Other committees may be created at the discretion of the appropriate Officer.

ARTICLE IX FISCAL MATTERS

Section 1. The fiscal year of the Society shall be from July 1 of each year to the following June 30.

Section 2. Assessment for dues or membership fees shall be set by the Board of Directors and approved by the membership.

Section 3. Special funds shall be established in which donations to the Society for specific purposes are accounted for. Expenditures from these funds may be made only with the approval of the Board of Directors.

Section 4. Directors or members who incur expenses in the furtherance of the Society's business are allowed to be reimbursed with documentation and prior approval of the President.

ARTICLE X AMENDMENTS

Section 1. The Bylaws of this Society may be amended at any General Membership meeting of the Society by a two-thirds vote of the members present. Notice of intention to make such amendments will be given at the previous General Membership meeting and/or the newsletter and/or by e-mail as the Board of Directors deem appropriate.

ARTICLE XI
PARLIAMENTARY AUTHORITY

Meetings shall be governed by Robert's Rules of Order.

ARTICLE XII
DISSOLUTION

In the event of the liquidation or dissolution of the Society caused by the inactivity of the Society or otherwise, for a period of two years, all property and funds shall be disposed of at the Direction of the Board of Directors in accordance with the Articles of Incorporation.