

Littlestown Area Historical Society Charter

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This is the original charter as voted on by the organizing committee on _____, 2007. Many aspects are either destined to change, or are currently dormant. As this is modified by the Executive Committee notice will be posted on the Web page, and e-mailed or mailed to all registered members.

1. PURPOSE:

The Littlestown Area Historical Society is a mutual gathering of enthusiasts of the Littlestown Area. The purpose of the society is to foster local interest in the history of Littlestown and vicinity, to conduct research, to preserve records and objects, to mark historic sites and to pursue such activities as may be related to the history of this community. The Littlestown Area Historical Society (hereafter referred to as the LAHS) is a nonprofit, non-commercial enterprise of the enthusiasts who gather in this forum as members.

2. INCORPORATION STRUCTURE:

The headquarters of the LAHS are located in the Upper Room of Barts Centenary United Methodist Church at 50 East King Street in Littlestown, Pennsylvania.

Officers of the LAHS are elected annually by popular majority; a quorum will be constituted of a minimum of 20% of the total membership. Popular majority in voting will be considered a minimum of 51% of the duly constituted quorum. The officers form an Executive Committee consisting of:

A President, who will provide leadership and direction in the accomplishment of the stated goals of the society. The term of office for the President will be for a period of 2 years. The President may be re-elected once so that no President will serve a consecutive term exceeding 4 years. The President will appoint a Nominating Committee whose purpose will be to submit to the membership for approval by vote the names individuals to fill the positions of Vice President, Secretary, Treasurer and Executive Committee members. The President will be authorized to appoint those additional committees that the Executive Committee deems appropriate.

A Vice President to act in the capacity of President in the absence of the President. The Vice President will act in concert with and as part of the Executive Committee for the accomplishment of the stated goals of the society. The term of office for the Vice President will be 1 year. The Vice President may be re-elected once, so that no Vice President will serve a consecutive term exceeding 2 years.

A Secretary will collect, organize and manage those data and administrative tasks necessary to the normal operation of the society, to include, but not necessarily limited to, contact rosters, membership rosters, task assignments, and periodic reports to the membership.

The term of office for the Secretary will be three years. The Secretary may be re-elected once so that no Secretary will serve a consecutive term exceeding 6 years.

A Treasurer, who will collect, account for and disburse as needed those funds necessary to the normal operation of the society and the accomplishment of its goals. The term of office for the Treasurer will be 3 years. The Treasurer may be re-elected once so that no Treasurer will serve a consecutive term exceeding 6 years. Checks written against the account must be signed by both the Treasurer and the Secretary.

Two Executive Committee Members, elected from the membership at large, will complete the Executive Committee, working in concert with the President, Vice President, Secretary, and Treasurer to provide balanced representation of the membership, coordination of the various society activities and other duties as necessary. The term of office for the Executive Committee Member is 2 years, staggered. Executive Committee Members may be re-elected once, so that no Executive Committee Member will serve a consecutive term exceeding 4 years. The first Executive Committee Member elected will serve an initial term of 3 years so that succeeding elections will ensure that a new Executive Committee Member will be elected each year.

A Curator, who will collect, catalog, tag and store all physical items donated to the society. Duties also include digitally cataloging each item as necessary. The term of the office for the Curator will be 3 years. The Curator may be reelected once, so that no Curator will serve a consecutive term exceeding 6 years.

The Executive Committee will have the authority to propose, submit for vote and to amend the charter as appropriate to meet the needs of the society. The Executive Committee will authorize and oversee the production of a document detailing the procedural administration of society business. The Executive Committee will also assist in leadership and direction for the society at large.

The Executive Committee will appoint the following individuals:

An Editor in Chief, a qualified individual who will establish and maintain editorial standards in the production and publication of communications from the society, articles, newsletters, web based displays, etc. The Editor in Chief may establish, with the approval of the Executive Committee, an editorial board to assist him/her in their duties.

A Programs Chair, who will arrange for interesting history related programs for the monthly meetings as well as for special programs and tours relating to the history of the Littlestown area or history of our state and country.

A Fund Raising and Grant Chair, who will arrange for and oversee fund raising activities to help the LAHS meet the funding needs of the society. The FRG Chair will also keep appraised of available grants that could be used for specific projects of preservation.

All officers may be elected for non-consecutive terms, but may only serve two consecutively.

3. MEETINGS:

It is the goal of the LAHS to arrange and provide for a business membership meeting in February of each year for the purpose of elections and society business. It is also the goal to hold one meeting a month for the general membership for special projects, programs, and fellowship.

The Executive Committee will meet on an as-needed basis to address any necessary issues. It is a primary goal of the membership to sponsor and/or arrange as circumstances allow, public events, forums, displays, tours, etc., with the express purpose of attracting the attention of the public at large to the joys of Littlestown Area History . Through these events, it is the goal of the society to further public awareness of Littlestown Area History and its future, attracting as many new members into the community of enthusiasts as possible.

The normal medium of communications between the membership is Internet based, specifically electronic mail and web page announcements. For those who do not have Internet access, a paper copy of the newsletter and communications will be mailed.

4. MEMBERSHIP:

Membership in the LAHS is open to all persons, regardless of race, sex, nationality, creed, age or religion who share the enthusiasm for Littlestown Area History. Membership in good standing is achieved by prompt payment of the annual membership fee, as set by vote of the Executive Committee. Members not in good standing as determined by lack of payment of membership dues will be removed from the rolls of the society as determined by review and agreement of the Executive Committee.

5. OBJECTIVES AND GOALS:

The objectives and goals of the society, as agreed by the membership, include, but are not limited to, the following:

The preservation of the history of the Littlestown area. To this end various archiving projects designed to provide durable storage for documents, books, objects and any other history related item and also create a common electronic media format of such printed material as is currently available will be undertaken on a volunteer basis in order to make available for future generations of researchers and/or enthusiasts as much material as is practical. To the extent practical, the material will be made available free of fees; where required to offset the expense of production in certain instances, minor fees covering the cost of materials and postage will be assessed.

Non-profit promotion of the other organizations who directly support the preservation of Littlestown community history is permitted. Active association with like minded organizations with the common goal of promoting Littlestown Area History is encouraged. Publication of a periodic Littlestown oriented newsletter or journal to the membership, as well as a publicly accessible Internet Web site devoted to the society and its activities is a specific means of promotion that will be pursued. The society will engage in other objectives, goals or projects as proposed and accepted by the membership.

6. ADOPTED BY the founding members this ____ Day of _____, 2007: