

ARKANSAS LIVING HISTORY ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE I: NAME AND OFFICE

Section 1. The name of the organization shall be the Arkansas Living History Association.

Section 2. The principle office of the association shall be that of the registered agent

ARTICLE II: MISSION AND PURPOSE

Section 1. The purpose of this Association is to support living history in Arkansas through the advancement of the use of living history as a form of interpretation; the encouragement of interaction and cooperation between individuals and institutions engaged in living history; the promotion of professional standards among living historians and at living history sites; and the development of public support for and interest in living history in Arkansas.

Section 2. The Association shall comply with all national, state, and local laws.

ARTICLE III: FISCAL YEAR

Section 1. The fiscal year of the association shall be January 1 through December 31 in each calendar year.

ARTICLE IV: MEMBERSHIP

Section 1. Membership shall be open to any individual or organization interested in supporting ALHA's mission and purpose.

Section 2. Membership categories: There are three classes of membership, individual, group and site.

ARTICLE V: ANNUAL DUES

Section 1. Annual dues for all forms of membership shall be set at rates as recommended by a committee appointed by the president, and subject to membership approval at each annual meeting. All renewals for each class of membership shall be due in January, and shall run from January to December regardless of the actual initial date of the membership. All dues shall be paid to the treasurer. The membership shall be empowered to change the dues structure and amounts recommended by the president's committee by a simple majority of the paid members present at any annual meeting.

ARTICLE VI: OFFICERS AND GOVERNMENT

Section 1. Elected officials and district representatives shall be current members of the Arkansas Living History Association at the time of the annual meeting.

Section 2. The elected officers shall be president, vice-president, secretary, treasurer, and communications director. Officers shall serve a 2 year term and can succeed themselves for one additional 2 year term.

These offices shall be staggered, with president and secretary being newly elected at one annual meeting, and vice-president, treasurer, and communications director elected at the following annual meeting.

Section 3. Four district representatives shall be elected: one from each of Arkansas' congressional districts. District representatives shall serve a 2 year term and can succeed themselves for one additional 2 year term. These district representatives shall be staggered, with 1st and 3rd district representatives being newly elected at one annual meeting and 2nd and 4th at the following annual meeting.

Section 4. The elected officers and the district representatives shall constitute an Executive Board authorized to conduct the business of the Association between annual meetings.

Section 5. A quorum of the Executive Board shall consist of five members.

Section 6. Should a vacancy occur in the presidency, the vice-president shall assume that office. All other vacancies on the Executive Board shall be filled by the simple majority vote of a quorum of the Executive Board until an election can be held at the next annual meeting.

Section 7. No member shall hold more than one Executive Board position at a time.

Section 8. President

- a. The president shall preside at all meetings of the Association and of the Executive Board, and shall perform such other duties as the Executive Board may direct.

Section 9. Vice-President

- a. The vice-president shall perform the duties of the president in case the president is absent or incapacitated, and such other duties as the Executive Board may direct.

Section 10. Secretary

- a. The secretary shall keep the minutes of the Association and of the Executive Board and an official copy of the by-laws/Constitution, shall present a report of the activities of the Association at the annual meeting, and shall manage all membership lists and contact information.

Section 11. Treasurer

- a. The treasurer shall have custody of all monies belonging to the Association, shall account of all expenditures and receipts, and shall report thereon at the annual meeting of the Association, and to the Executive Board whenever so directed by them. The treasurer shall file all tax information as required by law, on behalf of the Association. The finance records may be inspected by any member, for any purposes, by making an appointment with the Treasurer. The Treasurer will submit quarterly financial reports to the general membership by publication in the Newsletter.

Section 12. Communications Director

- a. The communications director shall be responsible for producing the official quarterly newsletter of the Association, and of managing the Association's website.

Section 13. An Executive Board member may be removed from the Executive Board by a two-thirds majority vote of the Executive Board for a violation of the Bylaws, for engaging in conduct prejudicial to the interests of the organization, for failing to meet the responsibilities of an elected office or obligation, for failing to maintain individual membership in the organization, or for three consecutive absences from meetings of the Executive Board. Such removal may occur only if the member involved is provided written notice and permitted time and the means to reply.

Anyone in the General Membership may submit a written statement of charges accompanied with documentation that substantiates such charges to the Executive Board to submit back the to the General Membership via means the Board deems necessary within the next quarter.

Two-thirds majority vote of voting members that are subordinates of the office being impeached are required to remove any officer.

The Executive Board has the power to approve and remove appointees.

ARTICLE VII: MEETINGS

Section 1. During each year, there shall be an annual meeting held in January, February, or March. The meeting shall be held at a date to be designated by the Executive Board and the host site. The meeting may be changed by a simple majority vote of paid Association members.

Section 2. The location of the annual meeting shall be determined by the Executive Board from among suitable sites.

Section 3. Annual meeting date and location will be announced 6 months in advance of that meeting, and notices shall be sent to all members at least 30 days in advance of that meeting.

Section 4. Executive Board meetings will be held no less than quarterly.

ARTICLE VIII: COMMITTEES

Section 1. The finance committee shall be a standing committee composed of the treasurer, who shall serve as chair, the president, and the vice-president.

Section 2. The awards committee shall be a standing committee composed of the vice president, who shall serve as chair, and the four district representatives.

Section 3. The communications committee shall be a standing committee composed of the communications director, who shall serve as chair, the secretary, and three other Association members chosen by the chair.

Section 4. The education committee shall be a standing committee composed of the president, who shall serve as chair, and the four district representatives.

Section 5. The certification committee shall be a standing committee composed of a chair appointed by the Executive Board president, the vice president, the secretary, and other association members to be appointed by the committee chair.

Section 6. The conference committee shall be a standing committee composed of a chair appointed by the Executive Board president, the district representative from the conference location, and other association members to be appointed by the committee chair.

Section 7. Ad hoc committees may be formed at the discretion of the president, to meet the current needs of the Association.

ARTICLE IX: FINANCES AND CONTRACTS

Section 1. Loans: no loans shall be contracted on behalf of the association, and no evidence of indebtedness shall be in its name, unless authorized by vote of the General membership.

Section 2. Checks, drafts, etc.: Except for legitimate expenses of the association, or the associations publications and legitimate expenses to authorized persons, no money in any form shall be issued without approval of the Executive Board. No donations of any kind shall be made with association funds without the approval, by vote, of the general membership.

Section 3. Donations: No donations of any kind shall be made with association funds without the approval, by vote, of the general membership.

Section 4: Gifts: the Executive Board may accept, on behalf of the organization, any contributions, donations, honorariums or gifts.

Section 5. Compensation: Members of the Executive Board shall not receive any salaries for performing their duties. Members, Executive Board members, The Registered Agent, and the Communications

Director may, if exist, apply for reimbursement, but must present to the Treasurer proof through receipts, of legitimate expenses.

Section 6. Property: All property donations to the association are to be approved by the Executive Board. Members may donate property to the association. The Treasurer shall issue a receipt which clearly indicates whether property is donated or on loan. The Treasurer and the donating member shall both retain a legible copy of the receipt. Donated property shall become the exclusive property of the association.. The donating member shall waive any and all rights and claims to the donated property.

ARTICLE X: EXEMPT STATUS AND DISTRIBUTION OF ASSOCIATION ASSETS

Section 1. ALHA is organized as a non-profit organization, exclusively for charitable, religious, educational or scientific purposes, including for such purposes the making of distributions to organizations in accordance with section 501(c)(3) of the Internal Revenue Code of 1954(or corresponding provision of any future United States Internal Revenue Law).

Section 2. In the event of dissolution of the association, no member, or officer, or any private individual shall be entitled to share in the distribution of corporate assets. Upon dissolution, after all debts are paid, all of the property held by the association shall be distributed and paid over to another organization or organizations having like or similar purposes to those of this association and which shall be exempt from the payment of Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XI: ASSOCIATION ARCHIVES

Section 1. The Association shall deposit annually its non-current files with the vice president, with duplicates of documents deemed as critical by the Executive Board held by the secretary

Section 2. All records should be archived and no records destroyed.

ARTICLE XII: AMENDMENTS

Section 1. This constitution may be altered, amended, or repealed, or a new constitution may be adopted at any annual or special meeting of the membership by the affirmative vote of 2/3 of the members present, provided notice of the proposed alteration, amendment or repeal or adoption be contained in the notice of such a meeting.

1. Submit changes in writing to the Regional Representative.
2. Representative submits amendment to the Executive Board.
3. Proposal should be printed in the Association's Newsletter, in ballot form, and voted on by the General Membership. If the submittal is after the winter quarter, the changes may be proposed at the Annual meeting and voted upon.
4. All ballots shall be tabulated by 2 Board members independently.

Voted on and Approved by Membership 3/10/2008

Amended, Voted on and Approved by Membership 3/3/2012