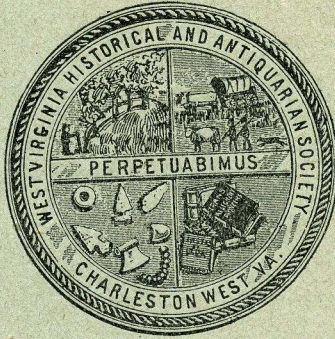


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The West Virginia
Historical and
Antiquarian Society.



Constitution and By-Laws.

1899.

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CONSTITUTION

—AND—

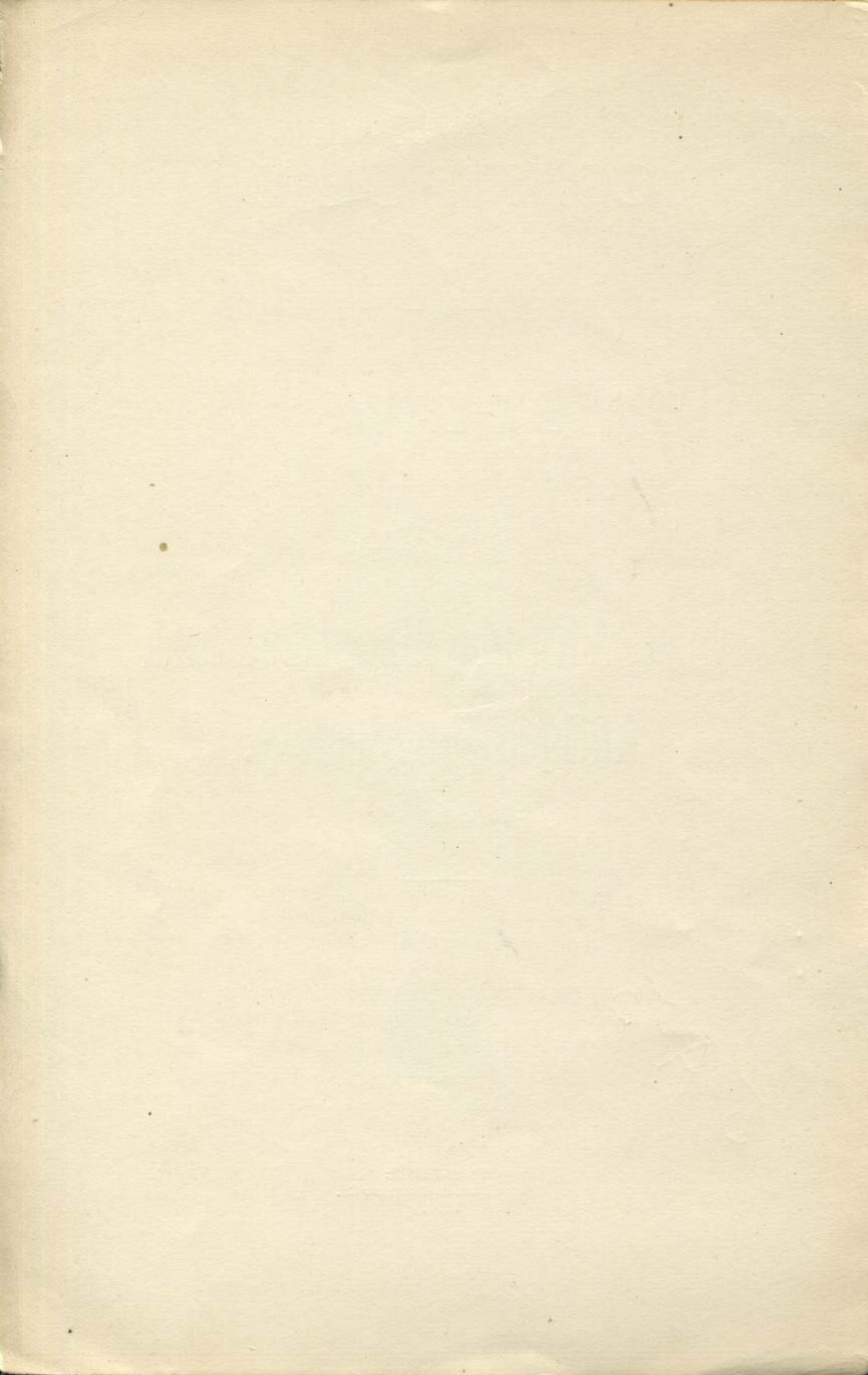
BY-LAWS

OF THE

West Virginia Historical and Antiquarian Society.



CHARLESTON:
PRESS BUTLER PRINTING CO.
1899.



CONSTITUTION AND BY-LAWS.

NAME OF SOCIETY.

This Society shall be known as the "West Virginia Historical and Antiquarian Society."

OBJECTS OF THE SOCIETY.

1. The general object of this Society shall be to encourage historical research and inquiry, spread historical information, especially within the State of West Virginia, and, to embrace alike aboriginal and civil, military and classical history and biographical literature.

2. The particular objects of this Society shall be: *First*, The establishment of a library, and to collect all publications appropriate to such an institution, with convenient works of reference, and also a cabinet or museum of antiquities, relics, etc. *Second*, The collection into a safe and permanent repository, of manuscripts, documents, papers, tracts and pamphlets possessing historical or scientific value and worthy of preservation. *Third*, To encourage investigation of aboriginal remains, and more particularly to provide for the complete and scientific exploration, survey and preservation of such aboriginal monuments as exist within the limits of this State.

OFFICERS.

The regular officers of this Society shall be a President, four vice-Presidents, one to be chosen from each Congressional District, a Treasurer and a Secretary to be known as the General Secretary of the Society, and the members

of the Executive Board hereinafter provided for. All of which officers shall be elected by ballot at the annual meeting of the Society, and hold their offices for one year, or until their successors shall be duly chosen.

At all elections for offices of the Society, the voting may be in person or by proxy. But no person not a member can act as proxy, and no officer or director shall act as proxy.

3. Vacancies occurring in any of the regular offices of the Society shall be filled by the Executive Board by ballot at any of its regular meetings, and such election shall be for the unexpired term.

MEMBERSHIP.

1. The membership of this Society shall be composed of two classes, active and honorary. The active members, exclusively, shall conduct its affairs and elect its officers.

The fee for active membership shall be three dollars, which amount shall accompany the application.

2. Applications for active membership shall be made to the Executive Board, which shall have full control over admissions to membership; and such application shall be presented at least one month before being voted upon by the Board. Voting upon such application shall be by ballot, and two negative votes shall defeat the application.

3. Honorary members may be elected by the Executive Board at any meeting, and propositions to confer such membership may be acted upon when presented, and a majority of the members of the Board present at said meeting voting in favor thereof shall be sufficient to elect to honorary membership.

4. Honorary members shall be selected only from those persons residing beyond the limits of the State. They shall have the right to attend the meetings of the Society, and of participating in any discussions not relating to the conduct of the business of the Society, but they shall not vote nor hold any regular office in the same. They shall be exempt from all charges, fees and assessments, but shall be entitled to the publications of the Society.

5. Membership in the Society may be forfeited for unbecoming conduct.

MEETINGS.

The annual meeting of the Society shall be held at the State House on the third Tuesday in January in each year; and quarterly meetings may be held upon a call for the same issued by the Executive Board, and approved by the President of the Society. The time and place of said meetings may be changed by the Executive Board as it may deem expedient, provided two weeks notice of such change be published in some newspaper published in the city of Charleston.

QUORUM.

Ten active members present in person shall constitute a quorum for the transaction of business at the annual meeting.

OWNERSHIP OF PROPERTY.

All property heretofore or hereafter acquired by the Society shall be and remain the property of the State of West Virginia and be held in trust by the Society for the State.

SEAL.

The Society shall have a seal bearing such device or inscriptions as shall be agreed upon by its members.

DIPLOMA.

A suitable form of diploma or certificate of membership shall be furnished by the General Secretary, with seal of the Society attached thereto.

OFFICERS AND THEIR DUTIES.

The President:—He shall preside at all meetings of the Society and conduct its proceedings in conformity with its Constitution and By-Laws.

The Vice-Presidents:—It shall be their duty in the order of their election to perform the duties of the President when absent.

Treasurer:—He shall have charge of the funds and securities of the Society. He shall pay out no money except by

order of the Executive Board. He shall keep regular and faithful accounts in proper books of all moneys and securities of the Society, that may come into his hands, and of all receipts and expenditures connected with the same, and shall present a full and accurate report thereof to the Society at its annual meeting.

Whenever there shall be any occasion for the services of the Treasurer, and the same cannot be had in convenient time, then the Chairman and Secretary of the Executive Board may perform such duties with like effect and validity as if performed by the Treasurer.

When required by the Executive Board to do so, he shall give bond with security to be approved by the Executive Board for the faithful performance of his duties, and the amount of said bond shall be fixed by said Board, and may be increased from time to time as occasion may require.

THE GENERAL SECRETARY.

He shall keep a record of all the Society's meetings which shall be duly signed and certified by him and read at the opening of the succeeding meeting for information and approval. He shall be the custodian of the seal, charter, certificates and records of the Society. He shall also notify in print or writing in conformity with the Constitution and By-Laws, the members of all meetings, and also all new members of their election.

All written communications relating to the Society and its operations, which may be received by him shall be punctually placed by him before the Executive Board.

He shall perform all other duties specially required of him by the Constitution and By-Laws, and in his absence a Secretary *pro tempore* shall be appointed by the President of the Society.

EXECUTIVE BOARD AND ITS DUTIES.

The Executive Board shall consist of nine members who shall be elected by ballot at the annual meeting of the Society and shall continue in office for one year or until their successors shall be duly elected. It shall hold regular monthly meetings at such time and place as it may deter-

mine, and special meetings whenever the Chairman of the Board or any three of its members may require,—notice of which shall be given to each of the members thereof.

Five members of the Board shall constitute a quorum for the transaction of business, except as otherwise provided herein.

It shall elect a chairman and secretary, the former of whom shall preside at its meetings, and the latter shall keep a full and complete record of its transactions. In the absence of the chairman or secretary the vacancy may be filled by an appointment *pro tempore*.

The Executive Board shall have the entire business management of the affairs of the Society and make all such rules and regulations for the care and use of its library, relics and other property as it may deem proper. It shall elect all members of the Society as hereinbefore provided, and shall direct the expenditure and disposition of all moneys and securities belonging to the Society or appropriated for its use by the Legislature.

It shall at its first meeting after the annual meeting of the Society elect from its members the following standing committees, each consisting of three members: A committee on Finance; on Library; on Publication; on Museum and Relics; on Portraits and Art, and on Membership.

REMOVAL FROM OFFICE.

Any officer of the Society may be removed by a vote of two-thirds of the members present at a special meeting of the Society. Provided that ten active members be present and voting, and the officer whose removal is sought to be made, be notified one month next previous to said meeting if in the State of West Virginia, and be served with a copy of the charges against him at the time said notice is given.

LIST OF MEMBERS.

1. A revision of the list of members of the Society shall be made annually by the Executive Board, at its last meeting previous to the annual meeting of the Society, at which time shall be erased, the names of such members as by virtue of the Constitution and By-Laws, shall have ceased to be entitled to membership, or shall have died.

2. In proceedings to remove any member for conduct incompatible with membership, the said member shall be served by the Secretary of the Executive Board with a copy of the charges preferred against him; and shall, at the same time, be notified by the said Secretary to appear before the Committee on Membership at a time and place specified in said notice to show cause why he should not be dismissed from membership in the Society. *Provided:* That, at least ten days shall intervene between the service of said notice and the time fixed therein for said appearance.

AMENDMENT OF CONSTITUTION AND BY-LAWS.

The Constitution or By-Laws may be amended by a vote of the majority of the members present at an annual meeting, or at a meeting called for the purpose. *Provided,* that any proposed amendment before being voted upon shall have been read at the last previous annual or quarterly meeting.

LIBRARIAN.

A Librarian shall be annually elected by ballot by the Executive Board at the first meeting after the annual meeting of the Society, whose compensation shall be fixed by the Board. The Librarian shall have charge of all the books, and other property within the library and museum of the Society, and shall be charged with the care and preservation of the same; and shall do and perform all such things in connection therewith as may be required by the Board.

The term of office of the Librarian shall be at the pleasure of the Board.

BY-LAWS.

NOTICE OF MEETINGS.

1. Written or printed notice of each meeting of the Society shall be given by the General Secretary to the members not less than two weeks next prior to the time of holding such meeting, which notice shall be delivered by mail, or be by publication in one or more newspapers published in the city of Charleston.

ORDER OF BUSINESS.

The following shall be the Order of Business at the meetings of the Society:

First. Reading of the minutes of the preceding meeting, which, when approved, shall be signed by the presiding officer.

Second. Address by the President.

Third. Reports:

1. Of the Treasurer.
2. Of the General Secretary.
3. Of Committees.

Fourth. The General Secretary shall then call the roll of active members in alphabetical order, affording an opportunity to each member to communicate any information; or propose any measure of interest to the Society. All such communications must be in writing and deposited with the General Secretary for the use of the Society.

Fifth. Unfinished Business.

Sixth. New Business.

Seventh. Adjournment.

At any special meeting of the Society or of the Executive Board no business other than that referred to in the call for such meeting shall be transacted.

RULES OF ORDER.

The Rules of Order of this Society at its meetings shall be those of Cushing's Manual.

The officers elected by the Society at its meeting in January, 1898, shall retain their offices until the expiration of the term for which they were elected.

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