

BY-LAWS OF THE MORAVIAN HISTORICAL SOCIETY

The Moravian Historical Society's mission is to present the story of the Moravian Church and its contributions to American history and culture.

ARTICLE I MEMBERSHIP

Any person may become a member of the Moravian Historical Society (MHS) upon the receipt of a completed membership application and dues. The names of all members shall be communicated to MHS at each Annual Meeting. Annual dues shall be paid in advance. If dues are not received, the members will be notified and may be dropped without further notice.

ARTICLE II RESPONSIBILITY OF THE BOARD OF MANAGERS (BOM)

The BOM shall have general management of the affairs of MHS, including the investing of its monies and endowments, setting a budget, and hiring a staff. Board members shall be elected for no more than two consecutive four year terms. He/she is eligible for re-election after a minimum period of one year off the Board of Managers.

It is the responsibility of Board members to be a MHS member in good standing, follow the Expectations for the Board of Managers document, and the Standing Rules document. Failure to do so may result in dismissal at the discretion of the Executive Committee.

It is the responsibility of Board members, however, to treat specified Board discussion and decision in a confidential manner not to be shared outside of Board meetings.

The BOM is authorized to enter into an affiliation or other forms of partnership with other organizations to further the mission of MHS. This may include the hiring of professional staff.

ARTICLE III OFFICERS

PRESIDENT

It shall be the duty of the President to preside at the Annual Meeting, BOM meetings, and Executive Committee meetings following Robert's Rules of Order. If neither the President nor the Vice President is present at a meeting, the Secretary shall act as President. The President is a member of all MHS committees.

VICE PRESIDENT

The Vice President shall assume the duties of the President in the event of absence, incapacity, resignation, or removal of the President.

SECRETARY

The Secretary shall keep full and correct minutes of the Annual, BOM, and Executive Committee meetings of MHS. An official copy shall be kept in the administrative offices of MHS.

TREASURER

The Treasurer shall oversee the finances of MHS. The Treasurer shall report to the BOM, present the budget and a financial report at the Annual Meeting, approve expenditures, provide a signature for checks, and work in accordance to the financial policies of MHS. The Treasurer shall also prepare documents as needed for audits as requested by the Executive Committee.

ARTICLE IV EXECUTIVE COMMITTEE

The officers of the BOM shall constitute the Executive Committee (along with one BOM members who will serve as an at-large position, as elected by the BOM). This committee acts on behalf of the BOM between meetings.

ARTICLE V COMMITTEES

MHS shall have standing committees as described in the Standing Rules document. Other committees, standing or ad hoc, may be appointed by the President as directed by MHS or the BOM.

The President shall approve committee chairs.

Each committee shall elect a secretary from among its members. The chair shall be responsible for overseeing the work of the committee in cooperation with the professional staff and shall be responsible for calling committee meetings. The committee secretary shall record the minutes of committee meetings and deliver them to the administrative offices and other committee members.

Each committee shall have a Liaison to serve as the communicator between the committee and the BOM. The BOM shall appoint the Liaison, who should be on the BOM. The Liaison shall present a committee report at the BOM meetings and the Annual Meeting. Upon recommendation of the committee chair or staff, the BOM shall approve each new committee member. A list of all committee members shall be presented at the Annual Meeting.

A Nominating Committee shall annually be appointed by the Executive Committee at least sixty days before the Annual Meeting to nominate officers and BOM. The committee shall submit a list of nominations at the BOM meeting prior to the Annual Meeting.

ARTICLE VI

HISTORIC SITES AND MONUMENTS

BOM shall be responsible for the maintenance and upkeep of the sites owned by MHS, or on which MHS has erected monuments, or for which MHS is responsible. The BOM is responsible for the acquisition or relinquishment of ownership.

MHS now owns or is responsible for the following Historic Sites and Monuments:

The Ephrata Tract in Northampton County (Nazareth), PA including:

- The Whitefield House
- The Gray Cottage
- The First House of Nazareth marker

Monuments:

- Meniolagomeka in Monroe County (near Kunkletown), PA
- Wechquetank in Monroe County (near Gilbert), PA
- The Rose Inn in Northampton County (Upper Nazareth), PA
- Shekomeko in Dutchess County (near Pine Plains), NY
- Gnadenhuetten in Borough of Lehigh, Carbon County, PA
- Dansbury Mission in Monroe County (Stroudsburg), PA
- Friedenshuetten in Bradford County (near Wyalusing), PA
- Gnadensee (Indian Lake) in Litchfield County (near Sharon), CT

ARTICLE VII

THE ANNUAL MEETING, LECTURE, and RECEPTION

At the Annual Meeting, the BOM shall present a report of the activities and general condition of MHS during the preceding year. The order of business at the Annual Meeting of MHS shall be (but is not limited to):

1. Approval of the minutes of preceding meeting
2. State of the Society by the President
3. Reports of Committees and Staff
4. Report of new members and deceased members
5. Business matters
6. Report of Nominating Committee
7. Election of Officers, BOM and recognition of outgoing officers, and BOM
8. Presentation of financial report and approval of budget
9. Adjournment

Following the Annual Meeting's business session, there shall be a public presentation on a topic of interest to MHS which shall also be consistent with the mission.

ARTICLE VIII
AMENDMENTS

These By-laws may be amended at the next Annual Meeting or special meeting of MHS by a majority vote of those voting, provided a 30 day notice was given. All proposed amendments shall be submitted in writing to the membership at least 30 days prior.

ARTICLE IX
STANDING RULES

The BOM may establish standing rules for routine operations of MHS.

ARTICLE X
COLLECTION

MHS shall have responsibility of maintaining objects, books, and documents related to the mission of MHS. A catalogue shall be kept according to generally accepted museum standards. The BOM shall ensure the collection is properly maintained and preserved.

Approved by BOM 8/15/2013
Approved by MHS 9/22/2013