

Columbus Historical Preservation Trust, Inc.  
425 Spring Street • P. O. Box 817  
Columbus, Texas 78934

## Bylaws

### ARTICLE 1: NAME

The name of the organization will be **Columbus Historical Preservation Trust, Inc.** hereafter referred to as **CHPT**.

### ARTICLE 2: OBJECT

The object or purpose will be the same as set out in Article #4 of the Articles of Incorporation.

### ARTICLE 3: MEMBERSHIP

The Membership will be comprised of adult persons who are interested in supporting the objective or purpose of the organization. Membership levels are as follows: Individual, Couple, Benefactor, and Patron/Corporate. Each member is entitled to one vote. Annual membership dues must be paid by **May December 1** in order to vote at the General Membership Meeting in **June February** each year. Members must be present to vote.

### ARTICLE 4: DIRECTORS

**Board of Directors** - There will be **nine (9) seven (7)** directors elected from its membership. The term of the directors will be three (3) years and election so staggered that three (3) new directors will be elected each year. A director may not succeed himself if such has served two (2) consecutive three (3)-year terms as a director. The directors will be directly responsible to the membership of CHPT. The Board of Directors will have the authority to appoint a new director to fill the expired term of any director who resigns or who exhibits a pattern of nonattendance as defined by The Board of Directors.

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**Executive Director** – The Executive Director will work directly with the Board, serve as liaison with the community, and perform all other duties as required by the Directors. This position is a nonvoting member of the Board and is filled at the discretion of the Board.

**Magnolia Belle Director** – The Belle Director will oversee the Magnolia Belle Program. This includes but is not inclusive of orientation, communication (with girls/parents and community), scholarship program, volunteer schedule, recordkeeping, and senior presentation. This person may or may not be a member of the Board of Directors and is a nonvoting member of the Board.

**Director of Licensing** – The Licensing Director is responsible for keeping current all required licenses. This includes alcohol and any other required a license as deemed necessary by the Board. This person may or may not be a member of the Board of Directors and is a nonvoting member of the Board.

**ARTICLE 5: OFFICERS**

The officers will be elected each year by the Board of Directors from its membership. Officers will be elected at the Monthly Meeting in **June February** and will take office immediately. Officers will be the President, the Vice-President, the Secretary and the Treasurer. The Secretary and the Treasurer may be selected from the membership, and are not required to be members of the Board of Directors.

**ARTICLE 6: DUTIES OF OFFICERS**

The officers will perform their duties prescribed by these Bylaws and the Articles of Incorporation and will report and be responsible to the Directors. These duties include but are not inclusive to meeting participation, maintaining communication with the Board and community, supporting CHPT initiatives, and following through on commitments. **Each Board member must be an active member of at least one committee.**

The President will set the agenda and preside over all meetings, have general supervision of the organization, appoint in conjunction with the **Vice President Executive Director**, all committee chairs and perform all other duties as required by the Directors, including representing CHPT at functions as they arise.

The Vice-President will, in the absence or inability of the President, perform the duties of that office. **It is the responsibility of the Vice President to oversee committees.**

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The Secretary will record and distribute minutes for Board approval and archival retention as well as maintain a list of organizational contacts and the terms of director appointments.

The Treasurer will receive and disburse all funds at the order of the President, will keep all receipts of disbursements, and will prepare written reports for the President and the Directors when required. It will be the duty of this office to prepare pertinent information for the filing of annual tax returns and insure document access.

**ARTICLE 7: MEETINGS**

**Monthly Meeting** – The Board of Directors will meet monthly, ~~excluding with optional meetings~~ in July and August. The dates of each monthly meeting will be determined each year by the Board of Directors at the ~~June-February regular business~~ meeting. Monthly meetings will be open to the general membership of Columbus Historical Preservation Trust, Inc. Anyone having specific business to discuss with the Board of Directors will notify the President of intention to appear ten (10) days before the regularly scheduled meeting. An Agenda for each meeting will be sent to each Director at least three (3) days before the scheduled meeting.

At the ~~April-September~~ meeting of the Board of Directors, the President will appoint a Nomination Committee for the purpose of submitting a slate of eligible Directors at the ~~General Annual~~ Meeting in ~~June February~~.

**Annual Meeting** – The Annual Meeting will take place in ~~June February~~. During the meeting of the general membership new directors will be elected (Nominations may be accepted from the floor if the person nominated has agreed to serve as a member of the Board of Directors.) and all matters pertinent to the organization will be discussed. A year in review will be presented and future plans will be introduced. ~~Voting can only take place at the Annual Meeting in person.~~

**Committee Meetings** – Meetings of the Committee Chair will be called as needed by the ~~President or Executive Director Vice President or a majority of the Directors~~. Committee meetings will be called as needed by the Committee Chair.

**Ad Hoc Meetings** – Special meetings may be called by the President when necessary.

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**ARTICLE 8: DUES**

Membership dues will be assessed yearly. Membership levels are defined in Article 3. Amounts of each level will be determined by the Board of Directors and reviewed on an as need basis.

**ARTICLE 9: AMENDMENTS**

The Bylaws will be amended at the annual general membership meeting provided a copy of the proposed amendment has been sent to each voting member five (5) days before the meeting. A two-thirds majority of the membership present will be needed to pass the amendment.

The bylaws may also be amended at a special or called meeting of the membership provided the members have been notified in writing of the purpose and nature of the proposed amendment five (5) days in advance of such meeting.

**ARTICLE 10: CONDUCTING BUSINESS**

**Quorum** - A quorum at a directors' meeting will consist of ~~five (5)~~ four (4) members of the board of directors and will be necessary for any business transaction.

**Attendance** - Attendance at a monthly meeting can occur in person, by phone, or virtually. Lack of attendance at three consecutive monthly meetings or four meetings in a 12 month period, will result in consideration of dismissal from the Board of Directors.

**Voting** - Voting by directors at a monthly meeting can take place in person, by email or teleconference (i.e., Zoom, Google Meets).

**Organizational Year** - The year will run from ~~the last meeting in June~~ January 1 - December 31 until the following year on that same date.