

PROPOSED AMENDMENT #6

Purpose: A simple merger of Article 6, Sections 5 and 6 to put requirements for voting by written consent in a single section. This is simple housekeeping and does not change the intent of either section or the Article.

ARTICLE 6 – MEETINGS

Section 5: Board action is best addressed during a scheduled meeting; however, Board actions may be taken by unanimous written consent with abstentions allowed.

~~Section 6:~~

- ~~A. Board action is best addressed during a scheduled meeting; the~~
The following factors will be considered by the Executive Committee before determining whether to ask for an action by written consent...
- ~~B.~~A. If, after considering these factors, the Executive Committee determines it would be best to take the action by unanimous written...
- ~~C.~~B. After the Secretary has verified that the vote is unanimous, the Secretary will notify the full Board of the results...
- ~~D.~~C. The Board will ratify any action taken by unanimous written agreement at the next regularly scheduled meeting...

PROPOSED AMENDMENT #7

Purpose: To update the budgeting process, financial records subject to compilation/review, and the process for filing the annual IRS tax return.

ARTICLE 9 – FINANCE

Section 1.5: An annual budget will be prepared and approved by the Board of Directors within two months prior to the end of the fiscal year. If financial information critical to creating a budget is not available within this timeframe, a provisional budget will be approved by the Board of Directors and an official budget approved as soon as the necessary information is available.

Section 3: The ~~Treasurer's books~~ CLHO's financial records, accounting program, bank account records, and grant contracts are subject to an annual compilation or review. Audits will be carried out if required by funders.

Section 4: As a 501(c)(3) public charity, the CLHO must file an annual tax return in accordance with the Internal Revenue Service's deadline. The tax return must be reviewed and approved by the Board of Directors or Executive Committee no less than two weeks in advance of the filing deadline.



PROPOSED AMENDMENTS TO THE CLHO BYLAWS Annual Business Meeting - April 16, 2019

The Board of Directors of the Connecticut League of History Organizations proposes the following amendments to the Bylaws. The amendments will be considered by the general membership at the 2019 Annual Business Meeting. Amendments require favorable approval by a majority of members present. Changes are effective immediately. A full version of the current Bylaws is available upon request

PROPOSED AMENDMENT #1

Purpose: To clarify that the Annual Conference and Annual Business Meeting are two separate events.

ARTICLE 4 -- BOARD OF DIRECTORS

Section 1: The Board of Directors shall establish major policies and objectives of CLHO, nominate a slate of officers and directors to the members at the Annual ~~Conference~~ Business Meeting and shall assure the organization's financial security.

Section 3: Directors shall be elected by the membership at the Annual ~~Conference~~ Business Meeting for terms of two (2) years...

Section 5: The Governance Committee will recommend a nominee to fill a vacated unexpired term...The vacated position will be filled by vote of the membership at the next Annual Business Meeting.

ARTICLE 5 -- OFFICERS

Section 2: Officers shall be elected by the membership for two-year terms...at the Annual ~~Conference~~ Business Meeting.

Section 8: ...The Board may appoint a substitute officer for any open position to serve until the next Annual ~~Conference~~ Business Meeting.

ARTICLE 6 – MEETINGS

Section 1: The ~~annual membership business meeting~~ Annual Business Meeting of the CLHO shall be held each year between March 1 and June 7, the exact date to be determined by the Board of Directors...

ARTICLE 12 -- AMENDMENTS

These bylaws may be amended by a majority of those members present at the Annual ~~Conference~~ Business Meeting or any special meeting of CLHO, provided notice has been given in the call for the meeting at least ten days in advance thereof...

PROPOSED AMENDMENT #2

Purpose: To clarify that Officer and Director terms align with the CLHO fiscal year of July 1-June 30.

ARTICLE 4 -- BOARD OF DIRECTORS

Section 3: ... Terms align with the fiscal year and begin immediately after election July 1.

ARTICLE 5 -- OFFICERS

Section 2: Officers shall be elected by the membership for two-year terms, beginning immediately after election, with the new fiscal year on July 1,...

PROPOSED AMENDMENT #3

Purpose: To clarify the responsibilities of the CLHO Officers.

ARTICLE 5 -- OFFICERS

Section 4: The President shall be the Executive Officer of CLHO and shall preside at all meetings of the Board of Directors, Executive Committee and membership. The President shall be an ex-officio member of all committees.

Section 5: The Vice President shall serve as the President-Elect and shall be present at all meetings of the Board of Directors and Executive Committee.

Section 6: The Secretary shall be present at all meetings of the Board of Directors and Executive Committee and shall keep minutes of each. The Secretary shall also be responsible for collecting and distributing all meeting materials in advance of Board of Directors and Executive Committee meetings.

Section 7: The Treasurer shall be responsible for the safekeeping of CLHO funds and for maintaining financial records, and shall be present at all meetings of the Board of Directors and Executive Committee.

PPROPOSED AMENDMENT #4

Purpose: To clarify that the Board of Directors is responsible for scheduling the date of the Annual Conference.

ARTICLE 6 – MEETINGS

Section 1: ...Program meetings and the Annual Conference may be held as determined by the Board of Directors.

PROPOSED AMENDMENT #5

Purpose: To explain Committee/TAG structure and appointments, add the CT Collections Committee, and define Executive Committee/At-Large position.

ARTICLE 7 -- COMMITTEES

Section 2: Committees will be determined annually as part of the budget planning process to reflect current organizational priorities and will be considered as one year appointments, except when the Board specifically decides to extend this time frame. Ad hoc committees Task Achievement Groups (“TAGs”) may be established by the Board of Directors on an as-needed basis.

Section 3: Committees will be established within three broad categories: internal affairs, external affairs and governance. All committees with will be chaired by a Board member and will include both Board members and non-Board members. Board committee/TAG chair and membership assignments will be proposed by the Governance Committee and approved by the Board of Directors; the appointment of non-Board members to committees/TAGs does not require the approval of the Governance Committee or Board.

Section 7: The Connecticut Collections Committee will oversee the CLHO’s Connecticut Collections project, including the selection and training of new organizations, setting fee structure and policies, strategic planning, and the general management of the project.

Section 78: An Executive Committee consisting of the officers, Governance Committee chair, a Board Member At-Large and Executive Director will meet as needed between bimonthly Board of Directors meetings to address concerns raised by staff or committee chairs and set the agenda for Board meetings. The Executive Committee will have the authority to make decisions and act on behalf of the Board of Directors in the intervals between Board of Directors meetings.

A. The At-Large member will be appointed by the Board of Directors to serve a two-year term. The responsibilities of the At-Large member will be determined annually by the Executive Committee and/or Board of Directors according to the organizational priorities and needs for the upcoming year. A second At-Large member may be appointed by the Board of Directors if circumstances warrant an addition to the Executive Committee.