

SAMPLE
WEBB SOCIETY CONSTITUTION
Preamble

We, the members of the Walter Prescott Webb Historical Society, in order to stimulate interest in the history of _____ and _____ County, add to the exhibits of the _____ Museum, assist in the collection of books and historical documents for the Texas section of the _____ Library, and to assist the _____ County Historical Commission to identify and preserve the historical landmarks in Texas, do hereby ordain and establish this constitution for the Webb Historical Society Chapter of _____ College/University _____, Texas.

Article I (Name)

The name of this organization shall be the _____ .

Article II (Membership)

All students, faculty, and staff of _____ College/University who are interested in the history of our county and state shall be eligible for membership. Any former member may retain his or her membership until the age of twenty-one by paying the current dues.

Article III (Dues)

The dues of the chapter shall be _____ .

All members are encouraged to subscribe to the *Southwestern Historical Quarterly* and to *Touchstone*.

Article IV (Officers and their Duties)

Section I. The officers of the club shall be: president, first vice-president, second vice-president, secretary, treasurer, reporter, and chapter historian, plus others the chapter officers deem necessary.

Section II. The duties of the president shall be: to preside over meetings, to appoint committees, and to perform any other duties proper to the office.

Section III. The vice-president shall preside in the absence of the president and shall be program chairman.

Section IV. The second vice-president shall be membership and publicity chairman.

Section V. The secretary shall keep a proper record of all meetings and the names and addresses of all members and shall conduct most of the correspondence of the club.

Section VI. The treasurer shall collect all dues from members, receive any other money due the club, and pay bills when properly authorized.

Section VII. The reporter shall make reports to the local newspaper and school paper.

Section VIII. The chapter historian shall maintain a chapter history composed of clippings from the various newspapers, and a collection of the outstanding papers of the society and photographs of the various chapter activities.

Article V (Elections)

Officers shall be elected to serve for a year. Officers shall be proposed by a nominating committee with the floor open to further nomination for each office. No officer shall be allowed to hold the same office in succession.

Article VI (Meetings)

Regular meetings shall be held each month, excepting the summer months. There shall be at least two field trips per year.

Article VII (Resignations)

All resignations will be submitted in written form to the president.

Article VIII (Amendments)

These bylaws may be amended by a two-thirds vote of the members at any regular meeting.

Article IX (Attendance)

Members shall be uniform in attendance at regular meetings of the club with one unexcused absence allowed per semester. The members shall be required to notify a chapter officer in event of absence. Failure to do so shall be construed as an unexcused absence.

*This constitution form is a composite drawn from several chapters. Each new chapter is **free to adapt this constitution to fulfill its needs and objectives.**