

***The Bylaws  
of  
Wilson County Historical Society***

**ARTICLE I – Name**

The name of this organization shall be Wilson County Historical Society (hereinafter called the WCHS or the Society).

**ARTICLE II - Objective**

The WCHS is a 501(c)(3) organization whose major purpose is to identify, preserve, protect, and promote the study of historical resources within Wilson County, Texas. The Society achieves its purpose by fundraising and partnering with other organizations throughout the county that share similar purposes, including the Wilson County Historical Commission. It may also operate museums, as well as organize and sponsor social, educational, and charitable activities as a means of achieving its purpose. The Society’s Logo belongs to the Society and may only be used for official Society Business.

**ARTICLE III - Membership and Dues**

**Section 1** – Membership in the organization shall be open to all citizens who are interested in carrying out the objectives of the Society.

**Section 2** – A member in good standing is defined as a member with annual membership dues paid up to date.

**Section 3** – Membership dues shall be for the period from October 1 to September 30.

**Section 4** – Members shall not receive salaries or compensation for their services.

**ARTICLE IV - Officers**

**Section 1** – The officers shall be President, Vice President, Treasurer, and Secretary.

**Section 2** – The officers shall be elected for a term of two (2) years on the even numbered years. Elected officers will take office on October 1.

**Section 3** – All officers shall be members in good standing and residents of Wilson County.

**Section 4 – Duties**

**A. The President shall:**

- (1) Issue calls for and presides at all meetings of the Society according to Robert’s Rules of Order.
- (2) Appoint chairs of special committees not otherwise stated in these bylaws.
- (3) Be ex-officio member of all committees, except the Nominating Committee.
- (4) Acknowledge all gifts and donations to the Society.
- (5) Provide a report on the Society’s affairs at the regularly scheduled membership meetings.

**B. The Vice President shall:**

Perform all duties of the President in case of the President’s absence or inability to serve.

**C. The Treasurer shall:**

- (1) Have charge and custody of, and be responsible for, all funds and securities of the Society.

- (2) Receive and give receipts for monies payable to the Society from any source.
- (3) Deposit all monies in the name of the Society in federally insured banks, trust companies or other depositories.
- (4) Write checks and disburse funds to discharge obligations of the Society.
- (5) Maintain the financial books and records of the Society.
- (6) Ensure that income tax return is filed in a timely manner.
- (7) Present the current financial records electronically to the Officers and the Board of Directors five (5) days prior to the regular monthly meetings.
- (8) Coordinate with other committees to determine the total amount of projected revenue and expenditures and develop a budget for the fiscal year.
- (9) At the end of the Treasurer's term of office, ensure that all financial records are stored and available at a place designated by the Board of Directors.
- (10) Turn over the P.O. Box key to the new Treasurer.

**D. The Secretary shall:**

- (1) Prepare all correspondence of the Society at the direction of the President.
- (2) Record the minutes of the Society and Board of Director meetings and provide membership sign-in sheets.
- (3) Electronically disseminate notice of meeting to the Society Membership five (5) days prior to the regular meeting and include recorded meeting minutes of prior meeting and agenda for upcoming meeting,
- (4) Electronically disseminate notice of meeting to members of the Board of Directors five (5) days prior to the quarterly meeting and include recorded meeting minutes of prior meeting and agenda for upcoming meeting,
- (5) At the end of the Secretary's term of office, turn over records to the incoming secretary.
- (6) Maintain custody of the Society records and store all records at a place designated by the Board.

**ARTICLE V - Board of Directors**

**Section 1** – There shall be a Board of Directors consisting of the Society Officers and the Chairmen of each standing committee.

- A. Directors shall be members in good standing.
- B. Each director shall serve for a term of two (2) years.
- C. No member of the Board shall also serve on the Wilson County Historical Commission.

**Section 2** – Duties of the Board of Directors shall be:

- A. Ensure Society's objectives are met through financial responsibility and accountability.
- B. Direct the affairs of the Society.
- C. Approve use of the Society's Logo for any unofficial business or for merchandise.

**Section 3** – Special meetings of the Board of Directors may be called by the President or a majority of the Board members.

**Section 4** – Meetings of the Board of Directors shall be held quarterly.

**Section 5** – Votes taken by the Board of Directors shall require a majority of the members.

**Section 6** – No votes by proxy will be allowed.

## **ARTICLE VI - Election of Officers and Board Members**

**Section 1** – The Nominating Committee shall present a slate of all officers and Standing Committee Chairs to the President at the July meeting of even numbered years. Elections shall be held in August of even numbered years.

**Section 2** – Nominations may be made from the floor during the annual election.

**Section 3** – If there is more than one nomination, voting will be by ballot. If there is only one nomination, voting will be by voice.

**Section 4** - A vacancy in the office of President shall be filled by the Vice President. Any other vacancy in an elected officer or board member shall be filled for the remainder of the term by the Board of Directors at the first board meeting following the creation of the vacancy.

## **ARTICLE VII – Standing and Special Committees**

**Section 1** - All Committee Chairmen shall be members in good standing and residents of Wilson County. The chairman of each committee will appoint a vice chairman and as many committee members as needed.

**Section 2** – All Chairmen shall develop and maintain a handbook to provide such things as committee members with contact information, detailed information about committee activities, copies of forms and spreadsheets used by the committee, and all other pertinent information. The handbook shall be shared with all committee members and a copy filed in the Society’s central records.

### **Section 3 – Standing Committees**

As a minimum, the following Standing Committees should be considered:

#### **A. Membership Committee shall:**

- Receive new membership applications and dues.
- Solicit new members.
- Coordinate the receipt of dues with the Treasurer.
- Maintain membership list.
- Develop and maintain a membership email address group for communication purposes.

#### **B. Fundraising Committee shall:**

- Suggest/solicit fundraising projects.
- Assist in planning, coordinating, and executing projects.

#### **C. Jailhouse Museum Committee shall:**

- Manage the day-to-day operation, restoration, and repairs of the museum.
- Secure items for the museum (documents, mementos, and furnishings).
- Provide a list of themes for displays to Society.
- Set up displays.

### **Section 4 – Special Committees**

#### **A. Communications Committee shall:**

- Secure programs for the monthly meetings.
- Issue reminders to refreshment team and program speaker each month.
- Publish newsletter one (1) week prior to each monthly membership meeting.

- Prepare electronic handbook containing monthly programs with refreshment teams, the names of the officers and directors and team chairmen, the Bylaws and Standing rules.
- Assist as needed in the selection, approval and editing of all publications sponsored by WCHS.
- Publicize Society activities.
- Coordinate with and assist the website manager in maintenance of the Society's website and other social media sites.

**B. Dewees Remschel House Committee shall:**

- Manage all matters related to the Dewees Remschel House and associated property including house furnishings.
- Plan, coordinate and oversee event bookings at the house.
- Manage maintenance, upgrades, and renovations to the house and surrounding property.
- Interact/coordinate with the Board of Trustees of the Claribel Remschel Deering Charitable Income Trust, including meeting annually with the Board of Trustees and presenting a financial report with all income and expenses for the house including events held at the house.

**C. Nominating Committee shall:**

- Consist of three (3) members appointed by the President not later than the June meeting in even numbered years
- Develop a slate of Officers and Standing Committee Chairs to present to the President in July of even numbered years.
- Present a nomination slate of all officers and standing chairs at the August meeting of the Society. Nominations may also be made from the floor.

**D. Internal Financial Review Committee shall:**

- Consist of three (3) members appointed by the President not later than the July meeting in even numbered years.
- Conduct an annual review of the Society's financial records in coordination with the Treasurer.
- Provide the Financial Review to the Board of Directors for approval by December 15.

**ARTICLE VIII - Meetings**

**Section 1**– The first regularly scheduled meeting of members of the Society shall be held in October.

**Section 2** – Members present and voting shall constitute a quorum for regular Society meetings.

**Section 3** – The Board of Directors shall meet quarterly with the first meeting to be held in October unless determined otherwise by the President, to transact the business of the Society.

**Section 4** – A majority of Board members shall constitute a quorum.

**Section 5** – Any meeting may be in person or electronic.

**ARTICLE IX - Dissolution**

Should the Wilson County Historical Society disband or dissolve, all funds remaining in the general business account shall be disbursed according to requirements of the Texas Historical Commission and county and local entities. All funds remaining in the Dewees Remschel checking, savings and investment accounts shall be returned to the Trust.

**ARTICLE X - Amendments**

These bylaws may be amended at any regular meeting of the Society by a two-thirds vote of members in good standing present and voting, if notice of the proposed amendment has been sent to all members at least 25 days prior to the meeting or if notice of the proposed amendment was provided in writing to members at the previous regular meeting.

1<sup>st</sup> Revision: March 15, 2011

2<sup>nd</sup> Revision: September 20, 2016

3<sup>rd</sup> Revision: September 29, 2017

4<sup>th</sup> Revision: August 31, 2020

5<sup>th</sup> Revision: June 21, 2023

6<sup>th</sup> Revision: September 23, 2025

**WCHS President**

Signature: Carol L Chitty Date: Oct. 14, 2025

**WCHS Secretary**

Signature: Sharon Meyer Date: 10-14-25