

Mission Statement For **Government Appointed Historians of Western New York**

The Government Appointed Historians of Western New York is dedicated to the promotion, research, interpretation and preservation of history relating to the western portion of the State of New York.

The purpose of this organization is to provide assistance and support to its membership which consist of all officially appointed local government historians: City, County, Town and Village Historians; all duly appointed Deputies/Assistants of the same and Representatives appointed by the Seneca, Tonawanda or Tuscarora Nations within Western New York comprised of the counties within the Niagara, Southern Tier and Finger Lakes Regions of New York State.

The goal of this organization is to provide an administrative service that produces a website and two annual meetings / programs that encourage the betterment of historians within Western New York through education and training.

By-Laws For Government Appointed Historians of Western New York

Comprised of the Counties within the
Niagara, Southern Tier and Finger Lakes Regions of New York State

ARTICLE I. - Name

The name of the organization shall be:
Government Appointed Historians of Western New York (GAHWNY).

ARTICLE II. - Purpose

The purpose of this organization is to:

1. Assist the officially appointed local government historians: City, County, Town and Village; all duly appointed Deputies / Assistants of the same and Representatives appointed by the Seneca, Tonawanda or Tuscarora Nations within Western New York with their responsibilities and obligations to the communities they serve through fostering education and training programs by holding two meetings/programs annually;
2. Provide an opportunity for Historians of Western New York to share and exchange ideas through a Website;
3. Maintain and update a directory of all officially appointed local government historians: City, County, Town and Village; all duly appointed Deputies / Assistants of the same; and Representatives appointed by the Seneca, Tonawanda or Tuscarora Nations.

ARTICLE III. – Membership

Section A. Membership shall be open to all officially appointed local government historians: City, County, Town and Village Historians; all duly appointed Deputies and/or Assistants of the same; and Representatives appointed by the Seneca, Tonawanda or Tuscarora Nations within Western New York comprised of the counties within the Niagara, Southern Tier and Finger Lakes Regions of New York State.

Section B. Associate membership shall be open to former local government historians within Western New York; any officially appointed local government historian within the State of New York outside of the Western New York area; those who serve as the Historian/Archivist for an organization/ club/ association/ or historical society within Western New York State; and any person with an interest in Western New York History. Associate members shall have no voting privileges or hold an office but shall be entitled to attend any/all meetings/programs.

ARTICLE IV. - Organization

Section A. There shall be six (6) Executive Council Members to be elected or appointed in accordance with ARTICLE V of these By-Laws.

Section B. - Meetings

1. There shall be two business meetings annually.
2. The two business meetings will be held in conjunction with program meetings in the spring and fall of the calendar year.
3. Notification will be sent to one contact person who will be the Liaison Historian within each of the Counties and Nations within Western New York:
 - a. County Historian, or
 - b. Selected Town, Village or City Historian who is representing his/her county,
 - c. Representatives appointed by the Seneca, Tonawanda or Tuscarora Nations

The County/Nation Liaison Historian will send meeting notifications to all Historians and Associate Members within his/her County/Nation, by either E-mail or first class mail. It shall be the responsibility of the Executive Council to create and maintain the master mailing. A copy of the County/Nation list will be provided to the individual County/Nation Liaison Historian.

4. A quorum for both meetings shall be ten officially appointed Historians and Representatives.
5. Special business meetings may be called by three Executive Council or ten members that are Officially Appointed Historians and/or Representatives within Western New York.
6. Executive Council meetings shall be at the call of the Executive Council Chair or by three Executive Council Members.
7. A quorum for Executive Council Members meetings shall be three.

ARTICLE V. - Executive Council Members

Section A. 1. Executive Council Members that include the Council Chair, Vice Chair, Secretary and Treasurer shall be elected by a simple majority of voting members at the fall meeting in even years. Members in good standing with voting privileges who are unable to attend may mail in their ballot. Ballots will include a brief resume of each candidate and/ or an overview/summary of any issues. The position of Web Master shall be appointed by the Executive Council Members.

2. Executive Council Members shall assume office immediately upon election or appointment.
3. A Nominating Committee will be appointed by the Executive Council as necessary.
4. Nominees for Executive Council Members shall be members in good standing in accordance with Article III Section A of these By-Laws.

Section B. The Executive Council Members shall be:

1. Executive Council Chair

- a. Shall preside at all meetings.
- b. Shall have responsibility for calling meetings of the Executive Council Members.
- c. Shall arrange programs for meetings; and may call upon volunteers from the membership to aid in the arrangement for the spring and fall meetings.

2. Executive Council Vice Chair

- a. Shall preside in the absence of the Executive Council Chair.
- b. Shall succeed to the Council Chair and fill the remainder of the Council Chair term if the Council Chair shall resign or be unable to serve.
- c. Shall assist the Council Chair in arranging programs for meetings.

3. Secretary

- a. Shall take and retain minutes of all business and Executive Council meetings.
- b. Shall be responsible for keeping and safeguarding the records of this organization and shall promptly turn over such records, in organized fashion, to such duly elected or designated successor.
- c. Shall assist the Executive Council with correspondence.
- d. Shall oversee the mailing of the spring and fall meeting notification and registration to the Liaison Historian within each of the Counties and Nations within Western New York.
- e. Shall keep an up-to-date record at all times of members.

4. Treasurer

- a. Shall keep a record of all monies received, revenue and disbursements.
- b. Shall present a financial report at each business meeting of the Executive Council.
- c. Shall present financial records for audit once a year at the fall meeting.
- d. Shall be responsible for keeping and safeguarding such financial records of this organization, and shall promptly turn over such records, in organized fashion, to such duly elected or designated successor.

5. Web Master

- a. Shall design and manage the organization's website.
- b. Shall update the website as necessary.

- c. Shall inform the council of any fees (domain name renewal, website hosting, etc.) at least 30 days prior to the due date so that they may be paid in a timely fashion to avoid expiration.

6. Past Executive Council Chair

- a. Shall serve to provide guidance and advice.

Section C. Term of Office

1. The Executive Council Chair and Vice Chair shall be elected for two-year terms and shall not serve more than two consecutive terms in either office.
2. The term of the Secretary and Treasurer shall be elected for two-years and shall not serve more than three consecutive terms in either office.
3. In the event of a vacancy for the office of Vice Executive Council Chair, Secretary or Treasurer, the Executive Council shall appoint a replacement to serve the remainder of the unfulfilled term.
4. The term of Web Master shall be appointed by the Executive Council members and shall be held until deemed necessary to be replaced.
5. The immediate past Executive Council Chair shall serve as a member of the Executive Council until succeeded by the next immediate past Executive Council Chair.

ARTICLE VI. - Membership Dues

The amount of annual dues shall be established at the fall business meeting with any changes in dues to take effect the following January first. Dues shall be payable to the Treasurer.

ARTICLE VII. – Amendments of By-Laws

These By-Laws may be amended at any meeting provided such amendment proposal is submitted in writing to the Secretary sixty (60) days before the meeting. Such amendment proposal shall then be mailed to the membership at least fifteen (15) days before the meeting. A two-thirds vote of those members in good standing, present and voting shall be required to amend the By-Laws.

ARTICLE VIII. - Who May Vote

All officially appointed local government historians: City, County, Town and Village Historians; all duly appointed Deputies/Assistants of the same and Representatives appointed by the Seneca, Tonawanda or Tuscarora Nations within Western New York; comprised of the counties within the Niagara, Southern Tier and Finger Lakes Regions of New York State, who have paid their dues.

ARTICLE IX. – Rules of Order

The rules of order contained in Roberts Rules of Order shall govern the conduct of meetings except when those rules are in conflict with these By-Laws.

ARTICLE X. – Archives

Records of this organization are to be properly filed and maintained within an archives located within Western New York selected upon by the Executive Board.

Accepted: 10/14/2008