

12/15/96

FRIENDS OF
HOPEWELL FURNACE NATIONAL HISTORIC SITE
CONSTITUTION

ARTICLE I

NAME

The name of this organization shall be Friends of Hopewell Furnace, hereinafter referred to as the Friends.

ARTICLE II

OBJECTIVES/MISSION

A. The Friends of Hopewell Furnace is a citizen organization whose mission is to support the preservation, maintenance and activities of Hopewell Furnace National Historic Site, hereinafter referred to as the Park.

B. The Friends shall be a voluntary, non-profit, ~~un~~incorporated association and shall have the following objectives: *500*

1. To create public support for an expanding park program,
2. To encourage gifts, endowments and memorials for the park,
3. To intensify community awareness and use of the park,
4. To provide direct financial assistance by purchasing special and unusual items which would be of benefit but cannot be purchased from the budget of the park,
5. To sponsor programs designed to aid the mission of the park,
6. To encourage people to become park volunteers.

ARTICLE III

MEMBERS

A person becomes a member by payment of dues membership. Membership shall be annual and shall be renewable each year by payment of the annual dues. The following membership categories and rates shall be initially established:

Friend.....	\$10
Senior Friend.....	\$15
Family.....	\$25
Special Friend.....	\$25
Contributing Friend.....	\$50 or more

ARTICLE IV

OFFICERS

The elective officers shall consist of President, Vice President, Secretary, and Treasurer. The Park Superintendent and/or designees of the Superintendent shall serve as ex-officio members of the Board of Directors.

ARTICLE V

BOARD OF DIRECTORS

All of the officers described in the preceding Article, together with the chairpersons of committees, shall constitute a Board of Directors which shall act finally on all projects proposed and on all matters arising between meetings of the Friends. One-third of the members of the Board of Directors shall constitute a quorum. The Board of Directors shall fill vacant offices until the next annual meeting.

ARTICLE VI

ELECTIONS

The officers shall be elected at an Annual Meeting of the Friends to be called in November or December of each year at a time and place to be decided by the Board of Directors.

The election shall be by ballot cast by all those present and qualified to vote. The nominee for each office receiving the majority of the votes cast shall be declared duly elected. Newly elected officers and directors shall assume their offices January 1st following their election.

ARTICLE VII

NOMINATING COMMITTEE

Preliminary to the Annual Meeting and at least four weeks prior thereto, the President shall appoint three members who are not officers to serve as a Nominating Committee which shall confer promptly and be prepared to place in nomination at the meeting the names of candidates to fill all elective offices for the ensuing year. The committee shall elect its own Chairperson. Additional nominations may be made from the floor at the Annual Meeting.

ARTICLE VIII

STANDING COMMITTEES

The President shall appoint chairpersons of any committees that may hereafter be created.

ARTICLE IX

DISSOLUTION

In the event of dissolution of the Friends any assets shall be distributed to the Park as a donation.

ARTICLE X

AMENDMENTS

Amendment of the Constitution may be accomplished by a two-thirds vote at any meeting of the Friends, provided that notice of the proposed change has been given all members at least two weeks prior to such meeting.

BY-LAWS

ARTICLE I

DUTIES OF OFFICERS

Section 1. The President shall be the chief executive. The President shall call and preside at all meetings of the Friends or of the Board of Directors, appoint committees, see that they function and that they make regular reports to the Board of Directors. In the President's absence the Vice President shall have all these powers and duties.

Section 2. The Secretary shall keep the general records of the Friends and minutes of all meetings and shall record all committee appointments. The Secretary shall also act as corresponding secretary, performing all the duties customary to the office: sending notices, conducting correspondence, etc., and performing such other duties as may be assigned from time to time.

Section 3. The Treasurer shall report at each meeting of the Friends and of its Board of Directors, collect dues, pay expenditures as approved by the Board, maintain accounting records, and keep a current list of members.

Section 4. All officers shall serve without compensation.

Section 5. The Board of Directors shall have, in addition to the duties provided herein, final responsibility for execution of the policies of the Friends, including the right to over-rule or modify the action of any officer or committee. It shall designate a bank or banks of deposit for funds of the Friends, shall have the power to invest surplus funds and shall cause the books to be audited annually.

ARTICLE II

DUES - EXPENDITURES

Section 1. In its discretion the Board of Directors may recommend at the annual meeting the dues payable by Members for the next succeeding full year.

Section 2. No financial obligations shall be incurred or bills paid unless first approved by the Board of Directors. All bills must be signed by an officer or a chairperson of the committee through which the expenditure originated when submitted for such approval.

Section 3. The fiscal year shall be the calendar year.

ARTICLE III

MEETINGS

Section 1. Meetings of the Board of Directors shall be called at the President's discretion or at the request of any three members of the Board of Directors.

Section 2. In addition to the Annual Meeting stipulated in Article VI of the Constitution other meetings of the Friends may be called at the President's discretion and shall be called at the request of any five members of the Board of Directors.

ARTICLE IV

RESTRICTION ON ACTIVITIES

Section 1. The Friends shall neither act as, or hold itself out to be, an agent of the Park nor shall the Friends be subject to the control of the Park.

Section 2. All activities of the Friends which will entail use of the Park or involvement with the staff of the Park shall be first discussed and coordinated with the Park Superintendent.

AMENDMENTS

Section 1. Amendment of these By-Laws may be accomplished by a two-thirds vote at a membership meeting provided that notice of the proposed amendment has been given to all members at least two weeks prior to such meeting.

Adopted [insert date here]

12/15/90

ARTICLE III - DISSOLUTION

1. In the event of dissolution of the Friends, any assets shall be distributed to the Park as a donation.