

BYLAWS OF THE  
WALKER COUNTY HISTORICAL COMMISSION

[As Amended 04-2014]

ARTICLE I – NAME

The name of this organization shall be the Walker County Historical Commission.

ARTICLE II -- PURPOSES

The purposes of the Walker County Historical Commission (NEHG) shall be:

To discover and, when appropriate, to circulate information pertinent to the historical identity of Walker County, Texas, as by the placing of historical markers.

To cooperate with other persons, groups, organizations, and agencies in preserving the history and heritage of Texas.

To follow those purposes set forth in Chapter 318A of the Texas Local Government Code.

ARTICLE III -- MEMBERSHIP

Section 1. Eligibility. Any person shall be eligible for new membership in the WCHC upon submission of a letter of application. The applicant, however, shall attend two consecutive regular meetings before any such letter shall be considered.

Section 2. Appointment. Letters of application shall be presented to the Walker County Commissioners Court for approval and appointment.

Section 3. Term. Members shall be appointed for two year terms beginning on January 1 of odd-numbered years. In-term appointees shall serve only until the next regular appointment date. For all members in good standing, reappointment shall be automatically recommended to the Commissioners Court. Those not re-appointed may submit a new letter of application which shall be considered as an applicant for new membership.

Section 4. Classes of Membership. The WCHC shall have two classes of membership:

(a) Active - Members in this class shall be subject to all regulations specified in these Bylaws.

(b) Emeritus - Members in this class shall be those whose value to the WCHC is deemed so great as to supersede such restrictions. Emeritus status is bestowed only with the approval of the Review

Board and the unanimous vote at any meeting at which s quorum is present.

Section 5. **Dues.** Membership in the WCHC shall be subject to such voluntary dues as shall be deemed appropriate by a two-thirds vote of the members present at the Annual Meeting, or at another meeting designated by the Chairman.

Section 6. Termination of Membership.

- (a) Members failing to attend five regularly scheduled meetings in one year shall lose their good standing in the WCHC but shall be given the option of becoming a member of the Friends of the WCHC.
- (b) A member may resign from the WCHC by presenting a letter of resignation to the Chairman.
- (c) No individual member shall have the authority to speak publicly on behalf of the Commission without the prior approval of the Commission.

#### ARTICLE IV – OFFICERS

Section 1. Enumeration. The regular officers of the WCHC shall be Chairman, Vice-Chairman, Secretary, Treasurer and Reporter to be selected from the active membership, and the Parliamentarian who is appointed by the Chairman.

Section 2. Election and Term. The officers shall be elected for two year terms at the Annual Meeting by a majority vote of the membership present, with the exception of the Parliamentarian who shall be appointed by the Chairman.

Section 3. Confirmation of Chairman. The elected Chairman shall be confirmed by the Walker County Commissioners Court.

#### ARTICLE V -- DUTIES OF OFFICERS

Section 1. Chairman. The Chairman shall be the executive officer of the WCHC; shall preside at all meetings; shall have the power to appoint committees and their chairmen; and shall report annually to the Walker County Commissioners Court on the activities, progress, and needs of the WCHC. He shall have the usual powers of supervision and management which pertain to the office; shall be ex-officio member of ell WCHC committees except the Nominating Committee; and shall perform such other duties as may be designated by the WCHC membership. In the case of the election of Co-Chairmen by the membership no Vice-Chairman shall be elected.

Section 2. Vice-Chairman. This officer's duties shall be to assist the Chairman in all executive functions and to perform in place of the Chairman when necessary. Should Co-Chairmen be elected by the membership and confirmed by the Commissioners Court and, for any reason, one becomes inactive, the remaining Chairman is empowered to appoint a Vice-Chairman, subject to approval of a majority of the members present at a regular meeting.

Section 3. Secretary. The secretary shall record the minutes of all meetings of the WCHC, arrange for the meetings, attend to all correspondence, co-sign with the Chairman any contracts or instruments designated by the WCHC, and perform such other duties normally pertaining to the office.

Section 4. Treasurer. The Treasurer shall receive any monies given to or earned by the WCHC, act as custodian for these monies and deposit them in the WCHC bank or savings account, present accurate accounting of the funds at every regular meeting and at the Annual Meeting, disburse funds upon approval of the WCHC, and perform such other duties as normally pertain to the office.

All checks drafted on the WCHC account must be signed by the Treasurer and one other officer, excluding the Reporter and the Parliamentarian; provided, however, that the Treasurer may pay regularly scheduled utility bills online without additional approval.

Section 5. Reporter. The Reporter shall furnish an account of meetings, regular and special, to all newspapers in the county and to the local radio stations and shall be responsible for printed notices of regular meetings at least one week prior to said meetings. He shall be responsible for all publicity relating to the activities of the WCHC.

#### ARTICLE VI -- NOMINATIONS AND ELECTION PROCEDURES

Section 1. Nominations and Election Procedures. Nominations for officers of the WCHC shall be made by a committee of three active members elected by the membership.

Section 2. The Nominating Committee shall report to the general membership at the regular meeting prior to the Annual Meeting of an election year.

Section 3. Nominations will also be accepted from the floor from any member, with the consent of the nominee.

Section 4. Election shall be by written ballot unless there is only one nominee for an office and a motion is made to elect by acclamation.

Section 5. A majority of those present qualified to vote, and voting; shall constitute an election.

Section 6. Proxy or absentee voting will not be allowed in officer elections.

Section 7. The Chairman shall be confirmed by the Walker County Commissioners Court.

#### ARTICLE VII -- RESIGNATION AND VACANCY

Section 1. An officer may resign an office while still retaining membership in the WCHC by submitting to the Secretary a letter of resignation which shall be read into the official minutes.

Section 2. Vacancies occurring in any office other than that of Chairman shall be filled for the remainder of the term by appointment of the Chairman.

#### ARTICLE VIII – COMMITTEES

Section 1. Elected Committees. The Nominating Committee shall be elected as specified in these Bylaws.

Section 2. Special Committees. The Chairman of the WCHC may appoint chairmen and members for special committees which will serve to accomplish a specific goal or project. These committees will be terminated at the completion of the goal or project unless otherwise directed by the WCHC.

Section 3. Standing Committees and Their Duties.

(a) Endangered Properties Committee – This committee shall locate historical structures in danger of destruction; shall alert the membership concerning such structures; and shall make efforts to preserve and restore such structures.

(b) Historical Marker and Research Committee –  
This committee shall locate, study and describe subjects and sites for possible marking; shall prepare and submit pertinent applications; shall update marker lists; shall secure locations and obtain permission for erecting markers; and shall, when possible, arrange with owners of such properties for payment of markers.

(c) Museum Committee –

(1) This committee's duties shall be the acquisition, preservation, storage, and display of historical materials, documents, artifacts, and photographs; the establishment, improvement, and support of the Walker County Historical Museum and the solicitation of support for this project; the writing or updating of county history; and the supervision of the reproduction of scarce historical materials.

(2) Members of this committee shall serve as the Museum governing board and shall have the power to make decisions and policies regarding the WCHC Museum and its operation.

(3) The WCHC Museum Director shall always serve as an active member of the WCHC Museum Board.

(d) History Appreciation Committee – This committee will be responsible for the organization and execution of special programs on those days publicly consecrated to the honor of our forebears, and for the circulation of any related materials they may find desirable.

(e) Executive Committee – This committee shall consist of all officers and the chairmen of the Standing Committees. It shall outline and organize the work of the WCHC in general and shall authorize routine expenditures.

(5) Publicity Committee - This committee shall provide the public with information on all activities of the WCHC and its committees, where and when appropriate. The Chairman of this committee shall be the Reporter.

(g) Finance and Budget Committee - This shall prepare an annual budget for the WCHC, to be presented at the Annual Meeting and to be submitted to the Commissioners Court; shall raise such funds as become necessary to supplement those provided by the Commissioners Court; and shall monitor the Treasurer's records as the Chairman and membership deem appropriate. The Treasurer shall be Chairman of this committee.

#### ARTICLE IX - MEETINGS

Section 1. Regular meetings shall be held at least ten (10) times each year on the third Monday of each month at 5:30 o'clock P.M., or such other day and time as set by a vote of the Commission.

Section 2. The last meeting of the year shall be called the Annual Meeting and shall be held in January, the date and time to be designated by the Executive Committee.

Section 3. The Annual Meeting shall include election of officers (in an election year), presentation of awards, adoption of the budget, and presentation of such committee reports as the Chairman deems necessary or appropriate.

Section 4. The Chairman is empowered to call special meetings as necessary to conduct business between regular meetings.

Section 5. The quorum required for the transaction of business shall be one-fourth (25 per cent) of the active membership.

Section 6. Parliamentary procedure will be in accordance with Robert's Rules of Order, Newly Revised, as interpreted by the Parliamentarian of the WCHC.

#### ARTICLE X - FRIENDS OF THE WCHC

Anyone who wishes to support the Commission without being required to meet the requirements of regular membership may become members of the Friends of WCHC. Member of Friends of WCHC may participate in all Commission activities but shall not have the right to vote or hold office. The dues shall be the same as for regular members. Members of Friends of WCHC may upgrade to regular membership at any time upon submission of an application for membership and meeting all the requirements of membership.

#### ARTICLE XI - AMENDMENTS

These Bylaws may be amended at any regularly scheduled meeting by a two-thirds

(2/3) majority, provided notice has been given at the previous meeting; or they may be amended at a special meeting called for that purpose, with previous notice and a two-thirds (2/3) majority vote. All proposed amendments shall be submitted in writing.

ADOPTED by the membership of the Walker County Historical Commission:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Co-Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

APPROVED by the Walker County Commissioners Court:

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Commissioner, Precinct 1

\_\_\_\_\_  
Commissioner, Precinct 3

\_\_\_\_\_  
Commissioner, Precinct 2

\_\_\_\_\_  
Commissioner, Precinct 4