

THE NEW JERSEY LIGHTHOUSE SOCIETY
Recommended Updates to By-Laws

Board Approved Changes as of 7/30/2022 - Pending Approval by General Membership				
#	<u>By-Laws Location</u>	<u>Final Suggested Change</u>	<u>Reason for Change</u>	<u>Board Result</u>
1	Article I; Section 4	The reference to the word "Body" in two places should be clarified.	Remove the references to "Body" and replace with "General Membership".	Approved unanimously.
2	Art. II - BD. of DIR.; Sec. 3; 2nd sentence.	Change "day to day" to day-to-day.	Grammatical / Cosmetic	Approved
3	Article II - Board of Directors; New Section 5 - AUTHORITY	The Board of Directors shall have the authority to conduct all business of The Society, shall establish and amend policy consistent with the purpose of The Society (including creating special assessments when necessary) and shall approve all contracts, agreements or expenditures in excess of one thousand dollars (\$1,000.00).	To better clarify & specify the authority of the Board of Directors and remove the repetitious references to the Directors and the Board of Directors under Sections 6 and 9 in Article III - DUTIES OF OFFICERS & DIRECTORS.	Approved unanimously.
4	Article III - DUTIES OF OFF. & DIR.; Sec. 4; 2nd and 3rd sentences.	Remove Corresponding Secretary as recipient of all minutes. Add "the Webmaster and the Archivist" as receiving approved minutes "for historical purposes". Also to expand upon Recording Secretary's responsibilities upon completion of term.	Webmaster and Archivist are newer positions in the Society. (Archivist replaces Corresponding Secretary as keeper of minutes.) Also to clarify transfer of "records" wording.	Approved change in who would receive approved minutes. Discussion of departing Rec. Secretary's responsibilities to transfer "records" not addressed.
5	Article III - Section 5; 2nd paragraph; 4th sentence	The Treasurer shall submit an annual report "to the Board and appropriate Committee and present it at the next general membership meeting."	Add statement that report should go to the Board and the Budget & Finance Committee and/or other appropriate Committee.	Approved that report shall be submitted "to the Board & appropriate Committee and present it at the next general membership meeting."

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6	Article III - Section 5; 2nd paragraph; new additional sentences	<u>Additional duties:</u> "Quarterly summaries shall be provided for and discussed at each Board meeting. The Treasurer shall provide a summary of the Society's financial standing at membership meetings. A report of any significant or unusual expenditures or earnings as determined by the Treasurer or Board shall also be provided to membership as deemed necessary."	Other duties / responsibilities that the Treasurer already performs or should perform.	Approved
7	Article III - Section 5; 2nd paragraph; new paragraph	<u>Add requirements that:</u> "When the Treasurer leaves their position, an Audit Committee should be appointed and convened to complete a sufficient review of the Society's financial records prior to the installation of the new Treasurer. The outgoing Treasurer shall transfer all financial records to their successor in a timely manner upon the completion of their term of office."	Additional financial controls	Approved new paragraph and changed wording of "his/her" to "their". [Note: 'his/her' reference in Article III - Section 4; last sentence also changed to "their".]
8	Article III - Section 6; 2nd sentence	Remove the word "will" from two places when explaining the Directors attendance and reporting duties during meetings.	Grammatical	Approved unanimously.
9	Article III - Section 6; last sentence	Remove wording because it is also covered in Article III - Section 9.	Apparent duplication.	Approved with 1 objection & 1 abstention.
10	Article III - Duties of Officers & Directors; Section 9	As "AUTHORITY" will now be included under Article II, new Section 5; Section 9 is repetitive and no longer necessary.	As "AUTHORITY" is under Article II, new Section 5; Section 9 is repetitive & should be removed.	Approved unanimously.
11	Article V - FINANCIAL; Section 4; first sentence	Add the Second Vice-President as a Society position that shall be bonded.	As the 2nd Vice-President can sign checks for the Society, that position should also be bonded.	Approved without objection.
12	Article V - FINANCIAL; Section 4; last sentence	Expand name of Finance Committee to include Budget (i.e., Budget and Finance Committee).	Use proper name of Committee.	Approved change to <i>Budget & Finance</i> Committee.

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13	Article VII - AMENDMENTS; Add two new sentences	The Constitution & By-Laws Committee shall be created to review and recommend amendments to the Board of Directors. Such a review shall be conducted at least once every three years.	To formalize amendment process and to avoid long time periods between reviews for updates.	Approved with 1 objection.
14	Article IX - COMMITTEES; Section 1; new 2nd and 3rd sentences	<u>Add new statements:</u> Committees may be “standing” or “ad hoc” depending on if a task is on-going or temporary, respectively. The creation of a standing Committee requires the approval of a majority of the Board members.	Should help limit the number of Standing Committees to be added to the By-Laws in the future. Also to specify the formal approval process for creation of new standing Committees.	Approved
15	Article IX - Section 3	<u>Add the following Standing Committees:</u> Archivist, Historian, Social Media and Trips. May want to combine some of the Committees listed into main Committees with sub-committee(s). Consider combining certain functions such as Hospitality and 50/50.	May want to streamline the number of Committees listed as main Committees with sub-committee(s). Could consider the BEAM as one Committee consisting of 2 functions and 2 co-chairs. May want to combine Social Media under Publicity Committee also with 2 functions and 2 co-chairs.	Approved: 1) add new Committees - (a) Archivist / Historian, (b) Social Media, and (c) Trips; 2) change names to (a) The Beam Team (Designer/Editor) & (b) Web Site Team / Webmaster; 3) no reference to 50/50.
16	Article IX - Section 4; second sentence	Change "select four members" to "select at least one other member" to constitute the Nominating Committee.	Remove requirement to have 4 general members serve on the Nominating Committee.	Approved unanimously.
17	Article IX - Section 5; first sentence	Change General Membership attendance requirement at Budget & Finance Committee meetings from "four others members" to "representation".	Remove requirement to have 4 other General Membership participants at Budget & Finance Committee meetings.	Approved unanimously.

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18	Standing Rules	Designate Standing Rules as Article X of the By-Laws or remove them to a separate document.	To codify the Standing Rules as Article X.	Approved unanimously.
19	Standing Rules #2	Add "attendance" in front of register and "in-person" before meeting. Add new sentence: "Attendance at virtual meetings shall be notated by the Board member who is hosting the virtual meeting and the names shall be recorded in the Society's minutes."	Clearly defines register. Address documenting attendance for ZOOM and other virtual meetings.	Approved unanimously.
20	Standing Rules #3; 1st sentence	Add "non-budgeted" before expenses and add "prior" before approval.	Remove requiring Board approval of expenses previously approved in the Budget.	Approved unanimously with new wording.
21	Standing Rules #3	<u>Include new 3rd sentence:</u> "Emergency expenditures may be approved by the Board members using electronic mail as directed by either the President or the 1st Vice President, after a request of a Board member."	To address the approval of emergency expenditures.	Approved unanimously.
22	Standing Rules #6	Remove <i>New Jersey Lighthouse Society Executive Committee</i> and replace with <i>Archivist</i> and/or <i>Historian</i> relating to transfer of files.	Archivist position is keeper of archived files.	Approved with 2 abstentions.
23	Standing Rules new #7	The Beam shall not accept advertising.	This rule is included on website but not in By-Laws.	Approved unanimously.
24	Standing Rules new #8	All modifications to The Society's website shall be provided to the Webmaster by the appointed member of the Board.	Only authorized members should be allowed to submit change requests to website.	Approved unanimously.
25	Standing Rules new #9	Those individuals authorized to access the contents of the Society's Post Office Box shall be approved by the full Executive Committee and the full Board shall be notified in advance of any changes.	To better document controls over access to the Society's P.O. Box.	Approved with 1 abstention.
26	Standing Rules old #7	Change rules number to #10 after addition of other new standing rules.	Cosmetic	Approved unanimously.