

INDEX of JOB LANE BYLAWS

March 2023

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BY-LAWS (March 1981)

AMENDED (March 1982)
 AMENDED (March 1991)
 AMENDED (March 1996)
 AMENDED (March 1999)
 AMENDED (March 2000)
 AMENDED (March 2001)
 AMENDED (March 2004)
 AMENDED (March 2010)
 AMENDED (March 2012)
 AMENDED (March 2023)

**BYLAWS of the
FRIENDS OF THE JOB LANE HOUSE, INC.**

ARTICLE I NAME

The name of this organization shall be Friends of the Job Lane House, Inc.

ARTICLE II PURPOSE

To the end that the Job Lane House/Barn may be a memorial to the character of the American colonists of Bedford, Massachusetts, and the site of continuing historical interest, the purposes of this organization are set forth as follows:

1. To work cooperatively with the Bedford Historical Preservation Commission (BHPC) in achieving the Commission's purpose (Bedford Bylaw 29.3) to promote the educational, cultural, economic, and general welfare of the public through the preservation and protection of the distinctive characteristics of the buildings, places, and sites significant to the history of the Town of Bedford, especially as it relates to the Job Lane House, Barn and its grounds;
2. to conduct programs and activities for the enhancement of the Job Lane House/Barn and its grounds;
3. to conduct programs and activities for the educational and social benefit of its members, the school children, and the community of Bedford and its environs;
4. to collect, preserve, and display artifacts and records pertinent to the history of the Job Lane House/Barn, past and present in accordance with the Collections Policy;
5. to conduct campaigns for raising funds, and to accept contributions from individuals, corporations, government grants, organizations, and foundations to be used for any necessary expenses connected with the operation, preservation, and/or improvement of the House/Barn and grounds;
6. to create, edit, and publish, display, and sell books, pamphlets, and other media that support the purposes of this corporation;
7. to coordinate other group's activities and to safeguard the House/Barn.

ARTICLE III MEMBERSHIP

- Sec. 1. Membership offers opportunities to support the purpose of the Friends of the Job Lane House, such as participating as a Board or Committee member while benefiting from all the activities of the Job Lane Farm Museum.
- Sec. 2. Membership is obtained by completing a membership application and paying appropriate level of dues per the Dues Policy. New members can join at any time and be recorded by the Membership Manager. Yearly dues may be payable to the Treasurer at the Annual Meeting in March. New members joining after January 1 shall be considered to have paid their dues for the current calendar year.

ARTICLE IV BOARD OF DIRECTORS/OFFICERS

- Sec. 1. The Board of Directors shall consist of seven (7) General Directors, elected from the membership at the Annual Meeting each year for three-year staggered terms. Additional members of the Board include the Treasurer, and the Bedford Historic Preservation Commission (BHPC) representative, who is appointed by the BHPC and is a voting member of the board.
- Sec. 2. If for any reason the membership on the Board of Directors falls below seven (7), the Board may appoint new members to serve until the next Annual Meeting.
- Sec. 3. The Board of Directors shall annually elect a President and a Secretary by majority vote from within the Board membership.
- a. The President will call and preside at all meetings of the Board of Directors, general meetings, the Annual Meeting, and special meetings of the Friends.
 - b. The Secretary shall record and maintain the minutes of all meetings defined above, assist the President with a composite report of the year's transactions for the Annual Meeting, and assist with Friend's correspondence.
- Sec. 4. The Treasurer is elected at the Annual meeting for a one-year term. The Treasurer does need to be a member of the Friends of Job Lane.
- a. The Treasurer shall receive all moneys and make all disbursements, keeping strict account thereof; receive dues, submit a written report of bank balances at each meeting as well as a written report of the year's transactions at the Annual Meeting; shall prepare and file required Federal and State forms.
 - b. The Treasurer shall submit financial statements and documentation to the Auditor for the annual examination.
- Sec. 5. Action of the Board of Directors shall require the affirmative vote of a majority of the directors currently serving. A quorum of five (5) is needed for a meeting and/or a vote.

- Sec. 6. The Board of Directors shall meet at least three (3) times a year, either in person or virtually, including one meeting early in the calendar year in preparation for the Annual Meeting in March. Special meetings of the Board of Directors may be called as needed.
- Sec. 7. The Board of Directors will coordinate with the BHPC representative to assure that the organization is in compliance with the Memorandum of Understanding (MOU) dated September 11, 2011 with the Town of Bedford, or any subsequent MOU.
- Sec. 8. The responsibilities of the Board of Directors are to:
- a. concern itself with the general health and longtime stability of the organization;
 - b. exercise the responsibilities and powers conferred upon it by corporate law;
 - c. appoint the Operations Director, a non-voting member of the Board;
 - d. formulate and/or review proposed actions or commitments considered of major importance by the Operations Committee and, if the proposals are within the objectives and capabilities of the Friends of the Job Lane House, Inc., approve them before action is taken by Operations Committee.
 - e. report to the BHPC Representative any issues and ensure that the house, barn, and grounds are maintained in good condition to present to the public, either by volunteers or as per the MOU between the Town of Bedford Facilities Department and Public Works Department (dated September 11, 2011), the BHPC, and the Friends of the Job Lane House, Inc.

ARTICLE V OPERATIONS COMMITTEE

- Sec. 1. The operational management of the Friends of the Job Lane House, Inc. shall consist of the Operations Director who convenes, as he/she deems necessary, an Operations Committee consisting of those he/she appoints as Operating Managers and any others needed for the purposes of each meeting. Meeting minutes shall be kept.
- Sec. 2. The Operations Director may appoint all Operating Managers needed to conduct regular operations of the property. The appointment of a Curator is mandatory. Appointment of the House/Barn Tour Manager, Programs and Events Manager, Publicity Manager, Membership Manager, and the Custodial Manager will be made depending on availability. Multiple Manager positions may be held by the same individual. Appointment of a Webmaster involving a payment contract will be referred for approval to the Board of Directors. Each Manager will be responsible for recruiting persons from the general membership and community at large to accomplish their functions within the Operations Committee. The Operations Director shall oversee the daily operation of the Friends of the Job Lane House, Inc., and the use of funds needed for these functions. Single expenditures of over \$350 shall require approval of the Board of Directors.

- Sec. 3. The Curator shall be responsible for receiving or refusing any article offered to the Friends of the Job Lane House, Inc., such as furnishings, artifacts, documents, etc.; shall keep an accurate, current account of all properties and accessions, with an accession number, name of donor, date received, pertinent historical facts; shall organize, control, supervise, and protect all properties; and shall submit a report of any accessions made during the past year at the Annual Meeting. The Curator may dispose of any item of property. If the estimated value of an object being disposed is over \$50.00, approval by the Board of Directors is required. The Curator shall be responsible for permanent labelling and recording all articles with their accession number.
- Sec. 4. The House/Barn Tour Manager shall be responsible for holding Job Lane House/Barn tours and related events; shall be responsible for the recruiting and training of all tour guides and for scheduling tours; will maintain a colonial costume resource for tour guides and provide a training manual with Job Lane House history. The House/Barn Tour Manager will also be responsible for management of the Gift Shop. The House/Barn Tour Manager will keep a notebook to record all tour activities including date, number of visitors, names of Tour Guides, etc.
- Sec. 5. The Programs and Events Manager shall arrange programs and activities for the enhancement of the Job Lane House/Barn and its grounds and conduct programs and activities for the educational and social benefit of its members, the school children, and the community of Bedford and its environs.
- a. The Programs and Events Manager will publish an Activities Schedule of events for the year to be approved by the Operations Director and advertise events in the local media. He/she will interface with the Bedford Recreation Department for advertisement of special events in which fees will be collected by Bedford Recreation Department resulting in insurance coverage by the Town of Bedford. The Programs and Events Manager shall recruit persons from the general membership to help accomplish these functions.
 - b. The Programs and Events Manager will take applications for rental of the barn and grounds for private events to be approved by the Operations Director and ensure an Event Coordinator is appointed for each rental event.
 - c. The Programs and Events Manager will work with the Webmaster to assure that the webpage is up to date with all activity and special event information for members and the general public.
- Sec. 6. The Membership Manager shall encourage growth in membership, keep the membership list current, and coordinate with the Treasurer for the recording of dues paid or in arrears. Shall send a welcome letter to new members to encourage participation in the organization.
- Sec. 7. The Publicity Manager shall be responsible for the necessary publicity before any public event or Annual Meeting and shall be responsible for the writing and dissemination of a regular newsletter, either electronically or by regular mail. He/she

shall have the responsibility to oversee the printing, editing, and publishing pamphlets, pictures, videos, and/or any other article necessary or desirable for the accomplishment of the purposes of the corporation. He/she shall recruit persons from the general membership to help accomplish these functions. The Publicity Manager will work with the Operations Director and the Treasurer on fundraising events. The Publicity Manager will work with the Webmaster, to ensure that the webpage and any social media are up to date with information for members and the general public.

- Sec. 8. The Custodial Manager shall be responsible for maintaining the cleanliness and neatness of all areas within the house, barn, and grounds. The Custodial Manager shall recruit persons from the general membership to help accomplish these functions. The Custodial Manager will consult with the Operations Director and the BHPC Representative for completion of grounds work, including mowing or other work to be accomplished by the Bedford Department of Public Works. The Custodial Manager will refer repairs to the House and Barn including structural, water, sewer, and electrical to the Operations Director and the BHPC Representative for coordination with the Bedford Facilities Department. After notice from the Custodial Manager, the Bedford Facilities Department will shut off the water and set thermostat temperatures down after the end of each season and will turn the water back on each spring.

ARTICLE VI AUDITOR

The Auditor, who shall be appointed annually by the Board of Directors, shall audit all vouchers and accounts of the Treasurer and shall verify the same at the Annual Meeting. The Auditor is not an officer, and his/her duties do not require or constitute membership on the Friends of the Job Lane House, Inc.

ARTICLE VII NOMINATING COMMITTEE

- Sec. 1. The Nominating Committee shall be comprised of three members, including one from the Board of Directors, one from general membership, and the Operations Director.
- Sec. 2. In January, the Nominating Committee shall select a slate of Directors for the Board of Directors. Any directors who have become inactive may also be replaced at this time. Nomination for Treasurer will also be added to the slate. The slate shall be submitted to the membership electronically or via the March newsletter prior to the Annual Meeting.
- Sec. 3. Nominations at the Annual Meeting are allowed, with the permission of the nominee, members may submit the names of nominees for inclusion in the March newsletter or at the Annual Meeting.

ARTICLE VIII ANNUAL MEETING

- Sec. 1. The Annual Meeting will be conducted during the month of March, either in person, virtually, or hybrid. It will be the duty of the Operations Director to reserve the date and place, and to work with all Operating Managers and the Board of Directors for a successful Annual Meeting.
- Sec. 2. A quorum for the meeting shall be fifteen (15) members.

ARTICLE IX INCORPORATION

- Sec. 1. The Friends of the Job Lane House, Inc. is a non-profit organization, incorporated by the Commonwealth of Massachusetts, Articles of Organization, General Laws, Chapter 180, October 28, 1977. The fiscal year of The Friends of the Job Lane House, Inc. will be the calendar year, ending December 31st.
- Sec. 2. No part of the assets or earnings of the Friends of the Job Lane House, Inc. shall be paid to any member or volunteer either as a division or distribution of profits or as compensation for services, except for professional services as approved by the Board of Directors.
- Sec. 3. All assets and earnings shall be utilized and invested as the Directors deem advisable for the benefit of the corporation and the advancement and accomplishment of its purposes.
- Sec. 4. In the event of dissolution of the Friends of the Job Lane House, Inc., all corporate assets shall forthwith vest in the Bedford Historic Preservation Commission of the Town of Bedford, Massachusetts.

ARTICLE X AMENDMENT OF THE BYLAWS

Amendments may be made to these bylaws at any meeting of the general membership by a two-thirds vote of members present, including those in person and those attending virtually. Proposed amendments shall be sent in writing via physical or electronic mail to each member of the Friends of the Job Lane House, Inc. at least two weeks prior to the meeting.