

**HISTORICAL AND ARCHAEOLOGICAL SOCIETY OF FORT RILEY  
(HASFR)  
CONSTITUTION  
2017-Present**

**ARTICLE I  
NAME AND MISSION**

1. The name of the private organization shall be The Historical and Archaeological Society of Fort Riley (HASFR).
2. The primary mission of HASFR is to promote and preserve Historic Fort Riley.

**ARTICLE II  
AUTHORITY**

1. HASFR operates on Fort Riley as an approved private organization under Army Regulation 210-22, and it exists on the military installation at the discretion of and written consent of the Installation Commander.
2. Provisions:
  - (a) Programs and activities conducted will not prejudice or discredit the military service or other agencies of the US Government.
  - (b) Neither the installation nor the government, as defined in 210-22 and its supplements, will have any liability for HASFR's actions or debts.
  - (c) HASFR will obtain liability and fidelity bonding insurance, as defined in AR 210-22, para. 2-1 (a)(2)(d), in order to meet all state and jurisdictional laws. HASFR will maintain a liability insurance policy in an amount not less than one million dollars in coverage. Additional coverage is required for Tour of Homes on event day only.
  - (d) In conjunction with The Museum Division of Fort Riley, HASFR will reimburse the Army for utility expenses, unless use is incidental.
  - (e) HASFR will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.
  - (f) HASFR will not seek to deprive individuals of their civil rights.
3. HASFR is authorized by the Fort Riley Museums Memorandum of Agreement to the use of 24B Sheridan Avenue, also known as the Custer House, for meetings, events, storage of HASFR owned inventory, and by Custer House Rentals.
  - (a) Guidelines for Custer House Rentals are outlined in the Bylaws and the Custer House SOP.

**ARTICLE III  
OFFICERS AND GOVERNING BODY**

1. The elected officers of HASFR are president, vice president, treasurer and secretary.
2. Governing Body.
  - (a) The executive board will consist of the president, vice president, treasurer, secretary and senior advisor.
  - (b) The general board will consist of Membership, Custer House Rentals, Docent Coordinator, Newsletter Editor, Parliamentarian, Pie Queen/King, Pie Pre-sales, Publicity, Plaques, Quilt, Historian, Social Media Administrators (Web Admin & FaceBook), Research Historian, Ways and Means, Ghost Tour, Tour of Homes, Volunteer Coordinator, Community Liaison, Museum Liaison, Historic Architect, Post Archaeologist, and Lady Trooper Representative.
  - (c) Nominations, elections, terms of office and duties of all Board Members are stated in the By-Laws.
  - (d) The business of the organization shall be conducted by the general board (executive board and chairmen). A simple majority of the general board in attendance shall constitute a quorum thereof.
  - (e) The general board shall coordinate and supervise all activities of HASFR, direct the disbursement and collection of HASFR's monies, and perform other duties as necessary.
  - (f) One vote is authorized per member. Voting members of the Board will include the Vice President, Secretary, Treasurer, and Standing Committee Chairpersons. The President will only vote in case of a tie. Non-voting Board Members are the Senior Advisor and Parliamentarian.

**ARTICLE IV  
MEMBERSHIP**

1. Membership in HASFR shall be voluntary and open to any person or business.
2. HASFR will not discriminate on the basis of race, color, sex, national origin, age, disability, or religion.
3. Upon payment of dues, members have the right to vote (1 vote per membership) at General Membership Meetings and are eligible to hold elected or appointed offices.
4. Membership dues will be levied at \$25.00 for individual/family lifetime.
5. Members are responsible for maintaining their HASFR Membership Address.

6. If two (2) consecutive mailed or emailed newsletters are returned as “Undeliverable”, HASFR reserves the right to remove said member from future mailings until that member contacts Membership with the correct information.
7. Membership may be denied or withdrawn from any member of HASFR by the President on recommendation and approval of the Executive Board for any of the following reasons: Outstanding dues or expenses, fraudulent activity, and/or unethical activity.

## **ARTICLE V FINANCES**

1. The society and fiscal years shall run from the date of installation of the officers in April to the next installation of officers the following April.
2. Income
  - (a) The revenue necessary to pursue the mission described in Article I will be derived from revenue-producing activities entered into by HASFR when approved and conducted under the guidance and supervision of the general board.
  - (b) All revenue-producing activities not confined to HASFR membership will have prior approval of the Directorate of Family, Morale, Welfare and Recreation hereinafter referred to as DFMWR.
  - (c) Contributions of materials and services from individuals, business firms, societies, and other private organizations may be accepted in the name of HASFR upon approval of the general board.
  - (d) Contributions and donations will be accepted with the express condition that the donor will not acquire any rights, title or interest in any funds or property owned by HASFR.
  - (e) The Treasurer’s books will be subject to an audit once every two (2) years, upon change of Treasurer and upon dissolution of the fund.
  - (f) The President and the Treasurer will be bonded.
3. Expenditures
  - (a) HASFR funds may be expended as set forth herein and in the by-laws at the discretion of the general board in consonance with the mission of the society.
  - (b) The general board must authorize any expenditure of funds not covered in the annual approved budget.
  - (c) Expenditures over a total of \$1000 per item or event must be approved by a majority vote of the general board present outside of the approved budget.
  - (d) No part of the net earnings shall be inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons.

- (e) HASFR shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the mission set forth in Article I hereof.
- (f) The general board will not incur any financial obligations that extend beyond its term of office without adequate funding over and above sufficient operating funds.

## **ARTICLE VI MEETINGS**

1. General Membership Meetings: There shall be at least two regular general membership meetings during the board year. At any time, a general membership meeting may be directed by the general board or by petition by twenty-five (25) percent of the membership.
2. Board Meetings: The executive elected board and committee chairmen shall meet on a monthly basis as decided by the President, and at other times at the call of the President.
3. HASFR will be administered under their approved Constitution and By-Laws and other directives under the supervision of the Board. Unless otherwise provided or stated in the By-Laws, all meetings will be conducted per "Robert's Rules of Order Revised".
4. Attendance of Children: Parents of children one year of age and older shall not bring their children to board or general membership meetings.

## **ARTICLE VII PROPERTY**

1. The Property of HASFR consists of any articles in its possession that have been properly inventoried and accounted for by the President. Permanent HASFR archives and records will remain housed at the Custer House.
2. Any inventoried HASFR item valued over \$1,000 will be insured by HASFR.
3. The Custer House and contents inventoried by the Museum Director are the property of the Museum Division of Fort Riley.

## **ARTICLE VIII RECORDS**

1. A historical file consisting of the following permanent records will be kept in possession of the President, with maintenance and copies the responsibility of the Secretary.
  - (a) Original and most current Constitution.
  - (b) Original and most current By-Laws.
  - (c) Current list of all HASFR Members.
  - (d) Current inventory list of all property.

- (e) Year-end report to include all activities.
  - (f) Year-end financial report.
  - (g) Current Copy of AR 210-22.
  - (h) Copy of IRS tax exempt status.
  - (i) Historical Documents listed as AARs, Minutes, and Plaque Records
2. All records of HASFR, excluding permanent files and the uncompleted checkbook, will be cut off at the end of the board year. These items will be held at least three years, after which time they can be destroyed. The checkbook will be placed with related records when it is completed. The President, Secretary, and Parliamentarian will review records and determine items to be entered into HASFR's historical files.
  3. Monthly Financial Reports and Board Minutes will be submitted to DFMWR in accordance with existing Installation regulations.

#### **ARTICLE IX AMENDMENTS**

1. This constitution may be amended by a two-thirds majority vote of the general board who are voting members.
2. No proposals or amendments of the constitution shall be voted at any HASFR meeting unless 15 days written notice of such proposals has been given to all members of the general board.
3. Amendments are subject to final approval by the Installation Commander.
4. Once amended, voted, and approved by the Installation Commander, this constitution supersedes all prior constitutions.
5. Any HASFR Member may propose a change to the By-Laws by submitting the change(s) in writing with his/her signature to any executive board Member at least two weeks prior to a Board Meeting. By-Laws can be changed by a majority vote of the quorum of the general board and approval by the Installation Commander.

#### **ARTICLE X DISSOLUTION**

1. Dissolution will occur with a two-thirds membership vote by person or proxy and by the approval or directive of the Installation Commander.
2. Upon the dissolution of the society, the executive board shall, after paying or making provision for the payment of all of the liabilities of the society, dispose of all of the assets of the society exclusively for the purposes of the society in such manner, or to such organization or organizations organized and operated exclusively for historical purposes, as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal

- Revenue Law), as the executive board shall determine. Any such assets not so disposed of shall be disposed of by the Museum Division of Fort Riley.
3. All fund records will be inspected by DFMWR upon dissolution.

**ARTICLE XI  
ADOPTION**

1. This Constitution will be effective after adoption by a vote of the majority of the general members present and upon approval of the Installation Commander or his/her representative.
2. The Constitution shall then supersede all previous Constitutions and Amendments with the exception of the following:
  - (a) Specific contracts or agreements that have already been entered into but have not yet reached their expiration dates.

This Constitution was approved on March 28, 2017. In witness whereof, the following Officers affix their signature.

  
Tara Lemay, President 2016-2017

  
Gabriela Mackey, Secretary 2016-2017

Date: 3/28/2017.