



THE HISPANIC SOCIETY  
OF AMERICA



FOUNDED  
1904

MUSEO SOROLLA  
M-963



THE HISPANIC SOCIETY  
OF AMERICA



Front Elevation and Garden

R/209

C.B. 1700 3177

4208

FA

125

# THE HISPANIC SOCIETY OF AMERICA

(FOUNDED 1904)



NEW YORK

1904

M-963



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The Hispanic Society  
of America

BOARD OF TRUSTEES

CHARLES HARRISON TWEED

ISAAC EDWIN GATES

FRANCIS LATHROP

JOHN TEN BROECK HILLHOUSE

~~MANSFIELD LOVELL HILLHOUSE~~

*Wm. Hudson Gates*



## OFFICERS

PRESIDENT

ARCHER MILTON HUNTINGTON

VICE-PRESIDENT

CHARLES HARRISON TWEED

SECRETARY

~~MANSFIELD LOVELL HILLHOUSE~~  
*Milo Hudson Gates*

CORRESPONDING SECRETARY

NEWELL MARTIN

TREASURER

ISAAC EDWIN GATES

ART DIRECTOR  
FRANCIS LATHROP

PRINTER  
THEODORE LOW DE VINNE

~~DIRECTOR OF PHOTOGRAPHY~~  
~~EDWARD BIERSTADT~~

CARTOGRAPHER  
EDWARD LUTHER STEVENSON

LIBRARIAN  
~~MANSFIELD LOVELL HILLHOUSE~~  
*Winfred Robert Martin*

SUPERVISOR OF BUILDINGS AND GROUNDS  
JOHN TEN BROECK HILLHOUSE

CONSULTING ARCHITECT  
CHARLES PRATT HUNTINGTON

ADVISORY BOARD

PORFIRIO DIAZ

~~JOHN HAY~~

ARTHUR TWINING HADLEY

~~BARTOLOMÉ MITRE~~

~~MORRIS K. JESUP~~

MARCELINO MENÉNDEZ Y PELAYO

JAMES FITZMAURICE-KELLY

R. FOULCHÉ-DELBOSC

HUGO A. RENNERT

*Samuel L. Clemens*

*Darius Ogden Mills*

*Nicholas Murray Butler*



## THE HISPANIC SOCIETY OF AMERICA

ON the thirtieth day of July, 1904, the deed of foundation of The Hispanic Society of America was placed on record.

This instrument provides for the establishment in the city of New York of a public Spanish and Portuguese library and museum, to be in some measure a link between the English- and Spanish-speaking peoples.

For about fourteen years, Mr. Archer Milton Huntington devoted his time and means to collecting rare Spanish books, maps, paintings, coins, manuscripts, and objects of archæological interest. In the year 1904 about forty thousand books had been brought thus together in New York.

On the eighteenth day of May, 1904, Mr. Huntington and his wife executed the deed of foundation to which reference has been made, with the idea of endowing a free public library, museum, and educational institution within the city of New York. Eight

## THE HISPANIC SOCIETY OF AMERICA

lots of land in Audubon Park were conveyed, and three hundred and fifty thousand dollars granted as an endowment in this deed.

The following were named as Trustees: Charles Harrison Tweed, Isaac Edwin Gates, Francis Lathrop, John Ten Broeck Hillhouse, and Mansfield Lovell Hillhouse.

On the following day these gentlemen met Mr. Huntington at number 2 East Fifty-seventh Street in New York City, and proceeded to organize the Board of Trustees of the Hispanic Society, electing a Chairman and Secretary. Other officers also, a Treasurer, an Art Director, and a Supervisor of Buildings and Grounds, were elected. The Board of Trustees formally received the grant and accepted for themselves and their successors the trusts imposed.

The Hispanic Society, though its home and headquarters are in America, and its origin is American, is an international organization in membership and in the scope and character of its work.

CONSTITUTION





# CONSTITUTION

Adopted November 17th, 1904

## ARTICLE I

### NAME

*Section 1.* The name of this institution is  
THE HISPANIC SOCIETY OF AMERICA.

## ARTICLE II

### THE SOCIETY

### ITS NATURE, OBJECT, AND PURPOSES

#### *Nature*

*Section 1.* A free public library, museum, and educational institution, containing objects of artistic, historic, and literary interest.

#### *Object*

*Section 2.* Advancement of the study of the Spanish and Portuguese languages, literature, and history,

## THE HISPANIC SOCIETY OF AMERICA

and advancement of the study of the countries wherein Spanish and Portuguese are or have been spoken languages.

### *Purposes*

*Section 3.* To promote the public welfare by actively advancing learning, and providing means for encouraging and carrying on the before-mentioned work within the State of New York; also by issuing publications from time to time, and by otherwise doing such things as may be necessary to fully accomplish its work.

## ARTICLE III

### TRUSTEES

#### NUMBER, DESIGNATION OF BOARD, POWERS AND DUTIES, MANNER IN WHICH THEY SHALL ACCOUNT, AND TO WHOM

*Section 1.* The number of trustees shall be five, and three thereof shall constitute a quorum. The assent of not less than a majority of the whole, to wit, three, shall be necessary for affirmative action.

*Section 2.* The Trustees and their successors, in their collective capacity, shall be known and designated as "The Board of Trustees of The Hispanic Society of America."

## CONSTITUTION

*Section 3.* The Trustees (subject to the reservations and to the rights to alter and amend contained in the Foundation Deed) shall have power and it shall be their duty:

1. To hold a regular annual meeting in the city of New York each year, on the second Monday in January, for the transaction of business; and to hold such other meetings as may be necessary.

2. To manage and control the institution.

3. To manage and control the property of the institution.

4. To receive, in their discretion, gifts, grants, bequests, or devises of property, provided such gifts are made upon terms and conditions in entire harmony with the purposes of the institution as declared in the Foundation Deed.

5. To receive from the Founder, Archer Milton Huntington, or from his wife Helen Huntington, by gift, grant, bequest, or devise, such other property as they or either of them may hereafter elect to give, and to hold such property upon the same conditions, and to give the same uses and trusts, as prescribed in the Foundation Deed.

6. To make by-laws not inconsistent with the laws of the State of New York, or the purposes of the Society as set forth in the Foundation Deed, for the government of the institution.

7. To make rules and regulations for the management of the institution.

## THE HISPANIC SOCIETY OF AMERICA

8. To keep a full and fair record of their proceedings.
9. To appoint at a fixed salary a Librarian, who may be of the number of Trustees, and to remove him at will.
10. To employ at a fixed salary an Assistant Librarian—or more than one when deemed necessary—who shall not be of the number of Trustees.
11. To employ such stenographers and type-writers as may be needful.
12. To employ a Janitor and other necessary servants.
13. To use the rents, issues, and profits of the trust property (but no part of the principal) in the execution of their trust, and in case such rents, issues, and profits, for any one year, exceed the amount necessary to execute the trust and maintain the institution for said year, then to invest or deposit the same until its use becomes necessary.
14. To use a portion of the yearly surplus of income, over and above the current expenses and cost of repairs, in the purchase of such books or other properties as may be deemed necessary; but such books or properties shall have a bearing upon the objects for which the Society was founded.
15. To maintain and keep the library property in thoroughly good repair.
16. To do and perform all things hereinafter provided for, and all things necessary to the proper exercise and discharge of their trust.

## CONSTITUTION

17. To elect or appoint all of the executive officers and members, also corresponding and lay members, and to elect from the body of one hundred those of the Advisory Board of the Society.

*Section 4.* The Board of Trustees shall annually report their proceedings to the person who, for the time being, shall fill the office of Secretary of State of the State of New York, and shall accompany such report with a full account of their financial operations for the preceding year, and with a statement of the financial affairs of the institution.

## ARTICLE IV

### SUCCESSION TO THE BOARD OF TRUSTEES

*Section 1.* Any Trustee named in the Foundation Deed, or the successor of any Trustee, may, for good cause, be removed by a proper court of equity jurisdiction, after such notice to him as said court may prescribe, and upon the application of the Founder, or upon the application of the Board of Trustees.

*Section 2.* Any Trustee named in the Foundation Deed, or the successor of any such Trustee, may, in writing addressed and delivered to the Board of Trustees, resign his office as Trustee; and every vacancy in the said Board, which shall occur during the life of the Founder, either from failure of any Trustee

THE HISPANIC SOCIETY OF AMERICA

named in the Foundation Deed to accept the trust, or from death, resignation, or otherwise, shall be filled by the Founder during his life, by Deed of Appointment, which deed may be executed and acknowledged in the same manner as is provided by law for the execution and acknowledging of grants of real property.

Section 3. Every vacancy in the said Board, which shall occur after the death of the Founder, shall be filled by the surviving or remaining Trustees, by ballot, citizens of the United States only being eligible to such office.

ARTICLE V

COMPENSATION OF THE TRUSTEES

Section 1. The Trustees named in the Foundation Deed and their successors shall serve as such Trustees without compensation.

*21 Section of Executive*

*at 1500*

*KI Day  
Resignation of  
RS. to notify*

ARTICLE VI

MEETINGS OF THE TRUSTEES

Section 1. The annual meeting of the Board of Trustees shall be held in the city of New York on the second Monday in January in each year, at such hour as shall be determined.

Section 2. Special meetings may be called at any time by the Chairman of the Board. In case of the

*VII  
Resignation of  
other rights*

## CONSTITUTION

absence or disability of the Chairman, it shall be the duty of the Secretary to call a meeting upon the request of a majority of the Board. In case of the absence or disability of both Chairman and Secretary, a special meeting may be called by two Trustees.

*Section 3.* The presence of three members shall be necessary to constitute a quorum at any meeting of the Board.

## ARTICLE VII

### OFFICERS

*Section 1.* The Board of Trustees shall elect one of their number to be Chairman of the Board of Trustees, and also shall elect from their number a Secretary and a Treasurer. The Trustees shall also elect a President of The Hispanic Society of America, such Vice-Presidents as the Board shall determine, a Secretary of The Hispanic Society, a Foreign Corresponding Secretary of the Society, a Treasurer of the Society, an Art Director of the Society, a Supervisor of Buildings and Grounds of the Society, and such other officers as may be necessary. The Trustees shall appoint a Librarian, an Assistant Librarian, and may appoint such curators and other assistants as may be required.

*Section 2.* Officers of The Hispanic Society of America shall hold their offices until the next annual

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meeting of the Trustees, and until others shall be duly chosen in their places.

### ARTICLE VIII

#### POWERS AND DUTIES OF OFFICERS

*Section 1.* The Chairman of the Board of Trustees, the President, the Vice-Presidents, the Secretary, the Treasurer, all assistants, and all officers of the Society, shall exercise such powers and perform such duties as from time to time shall be conferred and prescribed by the Board of Trustees.

### ARTICLE IX

#### ADVISORY BOARD

##### *Election*

*Section 1.* The Advisory Board of The Hispanic Society of America shall consist of ten members, and shall be elected by the Board of Trustees from the body of one hundred members.

##### *Majority*

*Section 2.* The assent of not less than a majority of the members of the Advisory Board, to wit, six, shall be necessary for affirmative action of said Board.

## CONSTITUTION

### ARTICLE X

#### MEMBERS

*Section 1.* The Members of The Hispanic Society of America shall constitute an international body limited in number to one hundred. The several members of the Board of Trustees shall be, *ex-officio*, included in this number. It shall be the aim of the Society to keep its membership complete.

#### *Election*

*Section 2.* The Members shall be elected by the Board of Trustees.

### ARTICLE XI

#### CORRESPONDING MEMBERS

*Section 1.* The number of Corresponding Members shall be unlimited.

#### *Election*

*Section 2.* Corresponding Members shall be elected by the Board of Trustees.

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ARTICLE XII

AMENDMENTS

*Section 1.* This Constitution may be amended at any regular meeting of the Board of Trustees by a majority vote, provided ten days' prior notice in writing of the general character of such amendment shall have been mailed or given to each of the Trustees, and provided such amendment shall not be inconsistent with the terms, conditions, and purposes of the Foundation Deed.

ARTICLE XIII

HONORARY FELLOWS

*Section 1.* The Trustees also may elect Honorary Fellows of the Society in their discretion.

ARTICLE XIV

CONSTITUTION SUBJECT TO FOUNDATION DEED

*Section 1.* All of the foregoing articles are subject to the reservations, terms, and conditions contained in the Foundation Deed, reference to which is hereby made; and the said Foundation Deed, together with any alterations and amendments thereof, or additions thereto, which hereafter may be made by the Founder, are to be construed and taken as part of this Constitution.

BY-LAWS



# BY-LAWS

Adopted November 17th, 1904

## ARTICLE I

### PRESIDENT

*Section 1.* The President shall have a general supervision and direction over the affairs of the Society. In his absence or inability to act, the Vice-President, or Second or Third Vice-President, shall act in his place in the order named.

## ARTICLE II

### SECRETARY

*Section 1.* The Secretary shall be present, unless otherwise ordered by the Board, at all meetings of the Trustees, of the Executive Committee, and of such other committees as the Board may direct. He shall keep a careful record of the proceedings of such

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meetings ; shall preserve the seal, archives, and correspondence of the Society ; shall issue notices for all meetings of the Trustees and various committees, and shall perform such other duties as the Board may direct.

*Section 2.* The Board of Trustees shall have power to appoint an Assistant Secretary, who, under its directions, shall perform the duties of the Secretary in his absence or inability to act.

## ARTICLE III

### TREASURER

*Section 1.* The Treasurer shall receive and disburse the funds of the Society, and shall preserve proper vouchers for all payments made. He shall make, at each Annual Meeting of the Board of Trustees, a full report in writing of the receipts and disbursements of the past year, with such suggestions as to the financial management of the Society as he may deem proper. The Treasurer also shall report, as far as practicable, at other meetings of the Board, the balance of money on hand, and the outstanding obligations of the Society.

*Section 2.* The accounts of the Society shall be

## BY-LAWS

kept in books belonging to it, which shall at all times be open to the inspection of the Trustees.

*Section 3.* Bills for regular current expenses, authorized by the Board of Trustees, or the Executive Committee, may be paid by the Treasurer; but no other bills shall be paid unless approved, in writing, by the Chairman of the Executive Committee.

*Section 4.* No indebtedness (other than for current expenses) shall be incurred by any committee, officer, or employee of the Society, except as provided for in these By-laws. Any desired additional expenditure shall first receive the approval of the Board of Trustees.

## ARTICLE IV

### EXECUTIVE COMMITTEE

*Section 1.* The Board of Trustees shall appoint from its members each year, at the Annual Meeting, or, in its discretion, at any other meeting, for such time and in such manner as it may direct, a standing Executive Committee, and such other committees as said Board may deem desirable.

*Section 2.* The Executive Committee shall consist of three Trustees. It shall have control and regulation of the Collections, Library, Buildings, and other

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property of the Society; and shall have power to purchase books and periodicals, to employ agents and servants, to appoint assistants, to regulate the manner and times of opening the Library to the public, and generally to carry out in detail the directions of the Trustees. But the Executive Committee shall not incur any expense or liability for the Society exceeding one thousand dollars at one time, or again incur such expense to that amount until a period of four months has elapsed, without the express sanction of the Board of Trustees.

*Section 3.* Until an Auditing Committee, a Finance Committee, and Nominating Committee be appointed, the Executive Committee shall perform the customary duties of such committees.

1. They shall have the account books of the Society duly audited when deemed necessary.

2. They shall take charge of and invest the funds of the Society in its name, and take all proper measures to provide means for its support; and they shall have the custody of the securities belonging to the invested funds of the Society, subject to the order of the Board of Trustees.

3. The name of any person proposed as a candidate for election to membership of the Board of Trustees shall be submitted first to the Executive Committee.

## BY-LAWS

### ARTICLE V

#### SALE OR EXCHANGE OF DUPLICATES, CIRCULATION OF BOOKS, ETC.

*Section 1.* No duplicate should be sold or exchanged unless a full record of the book be taken with the date of such sale or exchange, and the written authority signed by all of the members of the Board of Trustees. The book should also be stamped: "*Duplicate. Sold (or exchanged) on (a given date) by authority of the Board of Trustees.*" No book printed before the year 1650, whether duplicate or not, shall be sold or exchanged. And no book of exceeding rarity of any date shall be sold or exchanged.

*Section 2.* No books, maps, periodicals, or other material of the Society, shall be allowed to circulate outside of the Library or Museum building.

### ARTICLE VI

#### PERMANENT ENDOWMENT FUND

*Section 1.* All bequests, legacies, or gifts of money or securities not especially designated by the donor, shall be applied to the *Permanent Endowment Fund*, the interest only of which shall be applied to the use of the Society as the Board shall direct.

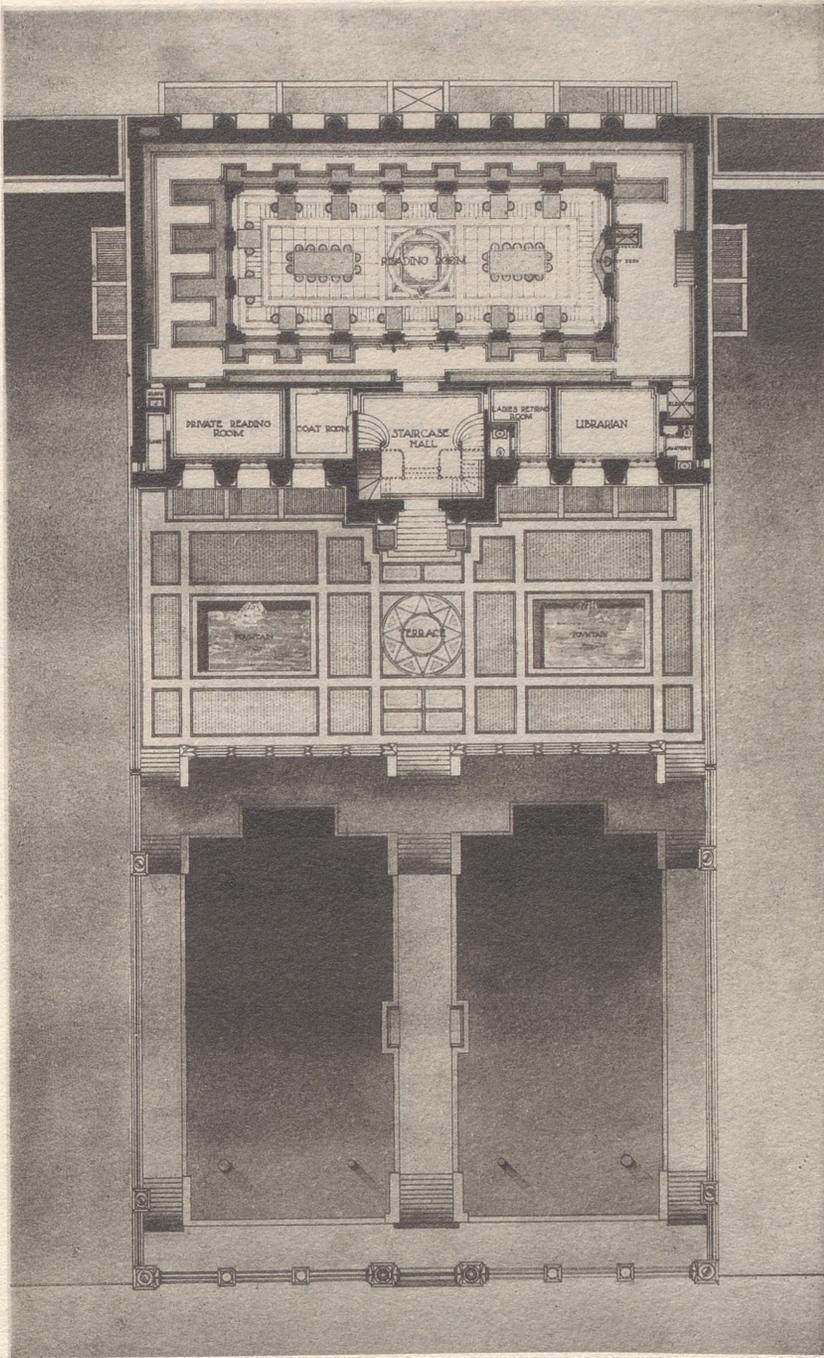
THE HISPANIC SOCIETY OF AMERICA

ARTICLE VII

ORDER OF BUSINESS

*Section I.* The proceedings at all business meetings of the Board of Trustees shall be conducted according to the following order of business:

1. Reading of Minutes
2. Communications
3. Reports of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Election of Officers
7. Election of Members of Advisory Board
8. Election of Members
9. Election of Corresponding Members
10. General Business
11. Adjournment



Plan of Library and Grounds



July 24. 1905. Ple.

Pres. T. & Sec. authority to  
to receive & enter goods at  
Custom Ho., etc.

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Arts. 13-14, Jul. 10, 1907  
" 7 How Members  
14 How Associates -