

# By-Laws

## Hartland Area Historical Society

### ARTICLE I NAME

The name of this organization shall be Hartland Area Historical Society, hereafter referred to as the Society.

### ARTICLE II LOCATION

The location of the Society shall be 3503 Avon Street, Hartland, Michigan 48029.

### ARTICLE III PURPOSE

- Section 1 To preserve the heritage and history of the Hartland area and educate the local community about it.
- Section 3 To maintain and operate the Florence B Dearing Museum.
- Section 4 To organize and operate exclusively for purposes described in section 501 (c) (3) of the Internal Revenue code.

### ARTICLE IV MEMBERSHIP

- Section 1 Open to any interested persons.
- Section 2 Membership shall be obtained by payment of annual dues.
- Section 3 Membership categories shall be individual, family and business.
- Section 4 A family membership shall include all family members residing at one address.
- Section 5 There shall be one vote per family, individual or business membership.

### ARTICLE V DUES

- Section 1 The annual dues for membership shall be recommended by the Board and approved by the membership.
- Section 2 Dues are payable to the Secretary on or before the annual meeting.
- Section 3 Any member failing to pay his dues following the expiration of his paid up membership shall be notified in writing of his delinquency. If the dues are unpaid by July 1 of any organization year, that member shall be dropped from the Roster.

## ARTICLE VI FISCAL YEAR

The fiscal year shall be from June 1 through May 31.

## ARTICLE VII MANAGEMENT

- Section 1 The governing body of the Society shall be a Board of Trustees (hereinafter referred to as the “Board”), which will set policy, elect officers, prepare and monitor the budget, and direct the general business activities.
- Section 2: The Board shall be comprised of nine (9) persons elected as set forth in (article VIII) and the immediate Past President, should such person’s term as trustee expired. All board members shall have equal voting rights, except the President, who has a casting vote in the event of a tie. The President shall chair the Board.
- Section 3 The elected trustees shall hold office for a period of three (3) years and elections shall be held each year at the annual meeting. No trustee shall be elected for more than two (2) consecutive terms. For organizing purposes nine (9) trustees shall be elected at the first annual meeting, 3 for 3 years, 3 for two years, and 3 for one year.
- Section 4 Vacancies in the trustees shall be filled by the Board through the appointment of a member in good standing to serve the balance of the term.
- Section 5 The Board shall organize and elect the officers within a two week period after the annual meeting. Officers shall be elected trustees and shall be elected to serve a one (1) year term.
- Section 6 Vacancies in the officers, other than President, shall be appointed by the President to serve the balance of the term.
- Section 7 In case of the unexpired term of President, the Vice-President shall automatically become President.
- Section 8 Only those members in good standing shall be eligible for office or as chairman of committees.

## ARTICLE VIII NOMINATIONS AND ELECTIONS

- Section 1 Trustees are to be elected at the annual meeting and take office immediately, continuing in office for the duration of their term.
- Section 2 Election shall be by secret ballot.
- Section 3 Election outcomes shall be determined by a majority of votes cast by members present at the annual meeting.
- Section 4 The Board shall appoint a nominating committee of at least three (3) members. The nominating committee shall present a slate of one or more nominees for each trustee position to the membership at the annual meeting. Nominations may also be made from the floor with the approval of the nominee.

## ARTICLE IX DUTIES OF THE BOARD

### Section 1: The Board as a Whole

- A. The Board shall hold a minimum of two (2) meetings per year.
- B. A budget shall be presented to and approved by the board annually.

### Section 2: President

- A. The President shall chair all meetings of the Board, the Executive Committee, and the general membership.
- B. The President shall appoint all committees and their chairpersons except the Executive, Nominating, and Auditing Committees.
- C. The President shall appoint and dissolve all committees deemed necessary to carry out the purpose of this Society.
- D. The President serves ex-officio without voting privileges as a member of all committees except the Nominating Committee and the Auditing Committee.
- E. The President shall prepare, with the aid of the Treasurer, an Annual budget to be presented to the Board.

### Section 3: Vice-President

The Vice-President shall assume the duties of the President in his/her absence and succeed to the office of President if that office is vacated during his/her term.

### Section 4: Secretary

- A. The Secretary shall keep a record of the proceedings of the Society at both the Annual Meeting and the Board meetings and shall:
  - 1. Keep on file all committee reports.
  - 2. Maintain a record book in which the Society's Bylaws and minutes are entered, with any amendments to these documents, and have the current book available at each meeting.
- B. The Secretary shall maintain the official membership records and shall:
  - 1. Keep the official membership list.
  - 2. Send annual dues notices and receive the annual dues.
  - 3. Send notice of the Annual meeting to all members.
  - 4. Make current memberships records available at each meeting.
- C. The Secretary shall prepare the Ballot for the election of Trustees at the Annual meeting and shall:
  - 1. Certify membership status for voting privileges.
  - 2. Appoint two (2) tellers to count the votes.

### Section 5: Treasurer

- A. The Treasurer shall deposit all funds in a timely manner to the Society's bank account.
- B. The Treasurer shall disburse checks as directed by the Board through its approval of the budget.
- C. The Treasurer shall keep an accurate record of all money received and disbursed.
- D. The Treasurer shall obtain invoices for all disbursements.
- E. The Treasurer shall aid the President in the preparation of the Annual Budget.
- F. The Treasurer shall provide the Board and membership with a written financial report at meetings.
- G. The Treasurer shall co-sign checks with the President.

## ARTICLE X REMOVAL OF A TRUSTEE FROM OFFICE

- Section 1 A trustee may be removed from office by a two-thirds (2/3) majority of those present and voting, a quorum being present. The vote may be called by a two-thirds (2/3) majority of the board.
- Section 2 The membership shall be notified in writing two (2) weeks prior to the recall election of the time and place.
- Section 3 Recall election shall be by secret ballot.

## ARTICLE XI STANDING COMMITTEES

- Section 1 The Executive Committee shall be made up of the President, Vice-President, Secretary, Treasurer and immediate Past President. It is responsible for carrying out the business of the Society and exercising a general supervision of the affairs of the Society between meetings of the Board, subject however, to the control of the Board. Minutes shall be taken of all Executive Committee meetings and shall be distributed to the trustees within 30 days following the meeting date by the Secretary. In the event that decisions need to be made between formal meetings, the President has the authority to canvass all Executive Committee members and approve a course of action following majority agreement. This decision shall be circulated to the Board members within 10 days.
- Section 2: The Auditing Committee shall be made up of three (3) members of the Society appointed by the Board. The committee shall audit the Society's accounts at year end and report to the Board and the membership.
- Section 3 The Nominating Committee shall be made up of three (3) members of the Society appointed by the Board. The committee shall present one or more nominees for each trustee position at the annual meeting.

## ARTICLE XII MEETINGS

- Section 1 The annual meeting shall be held the First Tuesday of May.
- Section 2 Members shall be notified of the date of the annual meeting by mail at least two (2) weeks in advance.
- Section 3 Regular or special meetings of the Society may be called by the President or a majority of the board.
- Section 4 Regular or special meetings of the Board may be called by the President or three (3) members of the Board.

## ARTICLE XIII QUORUM

- Section 1 Six members qualified to vote shall constitute a quorum at the Annual Meeting or at any regular or special membership meeting.
- Section 2 A majority of the board members shall constitute a quorum at a Board meeting.

## ARTICLE XIV ORDER OF BUSINESS

Robert's Rules of Order, Revised, when not in conflict with these bylaws, shall govern the proceedings of this Society.

## ARTICLE XV AMENDMENTS

- Section 1 These bylaws may be amended at the Annual Meeting by a two-thirds (2/3) majority of those present and voting, a quorum being present.
- Section 2 Proposed amendments to these bylaws shall be given to the Secretary in writing two (2) weeks prior to the Annual Meeting.

## ARTICLE XVI DISSOLUTION

If for any reason the Society is to be dissolved or otherwise terminated, no part of the property of the Society or any of the proceeds shall be distributed to or inure to the benefit of any of the trustees or members of the Society. Upon dissolution, assets shall be distributed by the Board or the Executive Committee for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code, and consistent with the purposes and objectives of the Society.

Adopted 1970

Revision adopted 1982

Revision adopted May 24, 2005

Amended May 3, 2007