

BYLAWS

Stevens County Historical Society

Article I – Name

The name of this association shall be Stevens County Historical Society and its headquarters shall be in the City of Morris, Minnesota.

Article II – Purpose

The object of the society shall be to collect, preserve, and share knowledge about the history of Stevens County; and to relate it to the history of the State of Minnesota. More particularly its objects shall be:

1. To locate and collect any material which may help to establish or illustrate the history of Stevens County or the state, its exploration, settlement, development, activities in peace and war, progress in population, ethnic groups, wealth, education, arts, science, agriculture, manufactures, trade, transportation, religion, and finance. These materials shall include, but not be limited to, printed materials such as histories, genealogies, gazetteers, directories, newspapers, catalogues, circulars, handbills, programs and posters; manuscript materials such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys, field books, tapes, cassettes, films, and other multi-media materials; and museum materials such as pictures, photographs, paintings, portraits, scenes, American Indian artifacts, and material objects illustrative of life, conditions, events, and activities from the geological past to the present.

2. To disseminate historical information to interested persons, groups, and institutions and arouse interest in the past by any of the following means: publishing historical materials in the newspapers or otherwise; by holding meetings with addresses, lectures, or papers; by conducting historic tours, by marking or restoring historic buildings, sites, and trails; and by operating a museum.

2. To disseminate historical information to interested persons, groups, and institutions and arouse interest in the past by any of the following means: publishing historical materials in the newspapers, social media, or other pertinent forms of information distribution; by holding meetings with addresses, lectures, or papers; by conducting historic tours, by marking or restoring historic buildings, sites, and trails; and by operating a museum.

3. To accomplish these goals through the establishment of clearly defined collection, conservation, and interpretation policies.

Article III – Membership

1. The society shall be composed of dues-paying ~~and honorary life~~ members.
2. Any person interested in the history of Stevens County may be enrolled as an active member upon receipt by the treasurer of the first payment of dues. The membership shall run ~~from January 1 to December 31.~~ for one year upon receipt of payment.
3. Membership dues shall be reviewed annually by the board of trustees. Changes of dues of membership shall be subject to majority approval of board members.

~~4. Active membership shall include the categories of:~~

- ~~—— Benefactor (Annual)~~
- ~~—— Business (Annual)~~
- ~~—— Sustaining (Annual)~~
- ~~—— Family (Annual)~~
- ~~Individual (Annual)~~
- ~~Individual Life (no longer available after Dec. 1987)~~

~~5.4~~ No person shall be qualified as a member and entitled to vote at regular, special, or annual meetings unless his/her dues have been paid to the treasurer and his/her name inscribed ~~of on~~ the membership list at or in advance of any meeting.

~~6.5.~~ Members failing to pay their dues after they become payable shall be dropped from the rolls 60 days after the mailing of a notice of such default.

~~7. Honorary life members shall not be required to pay dues; they may attend all meetings of the society, and they shall have the right to vote. Any individual, in recognition of achievements or for services rendered in line with the purposes of the society, may be elected an honorary life member by a two-thirds vote of the members at an annual meeting.~~

Article IV – Government

1. The officers of the society shall be a president, a vice president, a secretary, six other members and a non-voting appointed County Commissioner to form a Board of Trustees. This board shall manage the affairs of the society, subject to such regulations and restrictions as may be prescribed by the society.

2. The board of trustees shall be elected (with the exception of an appointed County Commissioner) at the annual meeting ~~by ballot~~ by the membership, for a three-year term and shall hold office until their successors have been elected and duly qualified. Officers shall be elected from the board of trustees at the next regular board meeting. In case of vacancy arising in any office it may be filled for the unexpired term through appointment by the board of trustees.

3. The treasurer shall be appointed by the board of trustees. There shall be no limitations to the length of term the treasurer may serve.

Article V – Board of Trustees

1. The business of the society shall be conducted by a board of trustees. The term of office shall be staggered so that no more than three trustees shall be elected in one election.

2. The board shall have the responsibility of establishing policy to achieve the objects of the society as stated in Article II of these bylaws.

3. The board of trustees shall cooperate with any existing local historical societies achieving goals conforming to the objects of the bylaws.

4. Trustees shall meet at monthly intervals, to be determined at first regular meeting of the board of trustees after the annual meeting of the society. The schedule of those meetings will be posted for the membership's information and will be open for their attendance.

5. A simple majority of board members shall constitute a quorum for the conduct of business at any regular or special meeting of the board of trustees.

6. All business of the board shall be conducted in conformity with Robert's Rules of Order. The board may appoint its parliamentarians.

7. Board members shall ~~receive written notice or telephone call from the secretary informing them be notified~~ of each board meeting. Notice shall be given no less than five (5) days prior to each meeting.

8. The board shall hold such special meetings as may be necessary for the conduct of business of the society. Board members shall receive notice of special board meetings no less than two (2) days in advance ~~as for regular meetings by written notice or telephone call.~~

9. The board of trustees as a whole shall be empowered to employ or dismiss staff members whose duties will be determined by the board of trustees in a written policy duty statement. Duties of staff members will be reviewed annually.

10. Special meetings of the board may be called by the director or the president (or in his/her absence the vice president) at any time, or upon written request by ten members of the society or the majority of the board of trustees.

11. ~~The board shall appoint members of the society to fill an unexpired term which may become vacant on the board of trustees.~~ The board shall have the authority to appoint a member to fill an unexpired term for the duration of that term. Should a trustee be absent

from a majority of board meetings during the year, the office may be declared vacant and a new trustee appointed by the board.

12. In order to maintain a high standard of quality and performance, candidates for the board of trustees will be chosen by a nominating committee consisting of the president, one board member, the executive director, and two members at large, to be appointed by the president. Nominations from the floor will also be accepted at the annual meeting.

Article VI – Duties

1. The president shall preside at all meetings of the society and of the board of trustees. In case the president is absent at any meeting, the vice president shall assume his/her duties. The president will act as the liaison between the board and the staff. The president, with the help of the staff shall determine agenda for all meetings.

2. The vice president shall assume the office of the president, should the president be unable to execute his/her duties.

3. The secretary shall keep the minutes of all meetings of the society and of the board of trustees ~~and make a report at the annual meeting. The secretary shall transmit a copy of the report, as adopted by the society, to the Director of the Field Services Department of the Minnesota Historical Society. The secretary shall also conduct the correspondence of the society, give notice of all meetings, notify committee members of their appointments, and carry on such other correspondence as may be necessary for the conduct of the affairs of the society.~~

4. The treasurer shall collect the dues of the members, all subscription donations, and all allocation of moneys to the society, and keep accurate accounts of the same. The treasurer shall pay all bills incurred by the society and make timely, accurate reports of expenditures to the board of trustees. At the close of each fiscal year, the books shall be audited and a report submitted to the membership at the annual meeting.

Article VII – Meetings

1. The annual meeting shall be held ~~in February of the year. The board of trustees may change the date of the meeting provided two weeks notice is given to all members.~~ once every calendar year as determined by the board of trustees who shall provide a minimum of two weeks notice to all members.

2. Regular meetings of the board of trustees shall be monthly. Specific dates will be determined by the board of trustees. Such monthly meetings may be rotated in centers about the county at the discretion of the board.

3. Special meetings of the society or board of trustees may be called by the director or the president (in his/her absence the vice president) at any time, or upon written request by ten members of the society or the majority of the board of trustees.
4. Twenty-five (25) active members present shall constitute a quorum for the annual and special meetings.
5. The society shall operate on a fiscal year, running from January 1 to December 31.

Article VIII – Committees, Boards, and Bureaus

1. The president shall appoint, or cause the board of trustees to appoint, such standing committees as are deemed necessary for the efficient operation of the society. Chairs of such standing committees shall, insofar as possible, be appointed from members of the board of trustees.
2. The president shall appoint, or cause the board of trustees to appoint, such other boards and bureaus as are deemed to be to the benefit of the society. Chairs of such boards and bureaus shall be, insofar as possible, appointed by the president from the membership of the society.
3. All standing committees, boards, and bureaus shall be appointed to serve until a particular project is completed or until the next annual meeting, whichever occurs first. All committees, boards, and bureaus may be reappointed annually. There shall be no limit to the number of annual terms to which a member of a committee, board or bureau may be appointed.
4. The president, or in his/her absence the vice president, shall be an ex-officio member of all committees, boards, and bureaus.
5. The chair of all committees, boards, and bureaus shall represent their respective committees, boards, and bureaus at meetings of the board of trustees, when requested to attend by the board.

Article IX – Disposition of Collections

1. The society of the board of trustees shall make provision for the custody and housing of all material of historic value received by the society.
2. It is hereby provided that ~~if it~~ the society fails in two consecutive years to have a quorum at its annual meeting, it shall be interpreted as the cessation of an effective working organization. All articles belonging to it shall be placed under the care of the Minnesota Historical Society until such time as a new society can be organized or the county board arranges care for them.

Article X – Affiliation-~~s~~ ~~with the State Society~~

The society shall be enrolled as an annual member of the Minnesota ~~Historical Society~~ Association of Local History Museums, paying the established dues one year in advance, and as such it shall, whenever feasible, send a delegate to represent ~~it at the meetings of the state society, and shall make~~ Stevens County Historical Society at its annual meeting-an. An annual report ~~thereto as herein before~~ will be provided to the board of trustees.

Article XI – Amendment

Amendments to these bylaws may be proposed in writing filed with the secretary by any three members. The secretary shall notify all members in writing of the proposed amendments, and they may be adopted by a two-thirds vote of the members present at the annual meeting, if a quorum is present and provided two weeks shall have elapsed after the sending of the notice.