

**BY-LAWS OF THE
NEW BRIGHTON AREA HISTORICAL SOCIETY**

ARTICLE I

NAME

The name of this association shall be the New Brighton Area Historical Society, and its headquarters shall be in the City of New Brighton, Minnesota.

ARTICLE II

OBJECTIVES

The objective of the society shall be the discovery, preservation and dissemination of knowledge about the history of the area in and about New Brighton. More particularly its objectives shall be:

1. To discover and collect any material which may help to establish or illustrate the history of the area in and about New Brighton, its exploration, settlement, development and activities in peace and war, its progress in population, ethnic groups, wealth, education, arts, science, agriculture, manufacturing, trade, transportation, religion and finance - printed materials such as histories, genealogies, biographies, description, gazetteers, directories, newspapers, pamphlets, catalogues, circulars, handbills, programs and posters; manuscript materials such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, and other multimedia materials, such as oral and written histories; and museum materials such as pictures, photographs, paintings, portraits, scenes, aboriginal relics, and material objects illustrative of life, conditions, events, and activities in the past or the present; and to preserve historic artifacts.
2. To disseminate historical information to interested persons, groups and institutions and arouse interest in the past by publishing historical materials in the newspapers or otherwise, by holding meetings with addresses, lectures, papers, discussion and tours; by marking historic buildings, sites and trails; and by operating a museum.

ARTICLE III

MEMBERSHIP

1. The Society shall be composed of active and honorary members. Active members shall include life and annual members.
2. Any person interested in the history of the area in and about New Brighton may be enrolled as an active member upon receipt by the secretary of the first payment of dues.
3. Change of dues of membership shall be proposed by the Board of Directors subject to majority approval of members present and voting at the annual meeting.
4. Active membership shall include the following categories:

A. Individual membership - any person may become a member of the Society by payment of the annual dues. Classes of individual members and the dues thereof shall be as follows:

	<u>Dues</u>	<u>Votes</u>
Senior (65 and over)	\$ 7.00	1
Single	\$10.00	1

Family membership	\$15.00	max. 2
Life membership (individuals only)	\$100.00	1

- B. Club and business membership - any club, association, society or other entity having membership interested in the programs or purposes of the Society may become club or business members of the Society by payment of annual dues. Classes of club or business members and the dues thereof shall be as follows:

	<u>Dues</u>	<u>Votes</u>
Club members	\$25.00	1
Business members	\$25.00	1

ARTICLE IV

GOVERNMENT

1. The business of the Society shall be conducted by a Board of Directors who shall manage the affairs of the Society, subject to such regulations and restrictions as may be prescribed by the Society. The Board of Directors shall be composed of twelve members, consisting of the four officers and eight other members. The Board of Directors shall be composed of thirteen members in those years when an immediate past President serves, as provided below.
2. The Officers shall be a President, a Vice-President, a Secretary, and a Treasurer.
3. The Officers shall be elected by ballot for a term of one year, at the annual meeting, and shall hold office until their successors are duly elected and qualified.
4. The Directors shall be elected by ballot at the annual meeting. The term of office for Directors shall be three years. Terms shall be staggered so that two or three Directors shall be elected each year.
5. A vacancy in any office or the Board of Directors shall be filled for the unexpired term by the Board of Directors.
6. The immediate past President shall automatically become a member of the Board of Directors, with full voting privileges, until replaced by the next immediate past President.

ARTICLE V

BOARD OF DIRECTORS

1. The Board of Directors (Board) shall have the responsibility of establishing policy to achieve the objectives of the Society as stated in Article II of these By-laws.
2. The Board shall cooperate with any existing local historical societies to achieve purposes conforming to the objectives of this Society.
3. The Board shall meet at regular intervals, such intervals to be determined by the new Board after the annual meeting of the Society.
4. A simple majority of Board members shall constitute a quorum for the conduct of business at any regular or special meeting of the Board.
5. All business of the Board shall be conducted in conformity with Roberts' Rules of Order. The Board may appoint its parliamentarians.

6. Board members shall receive written notice or telephone call, from the secretary, of each Board meeting. Notice shall be given no less than five days prior to each meeting.
7. The Board shall hold such special meetings as may be necessary for conduct of the business of the Society.
8. The Board shall be empowered to employ such staff and purchase such equipment and services as are necessary to carry out the objectives of the Society.

ARTICLE VI

DUTIES OF OFFICERS

1. The president shall preside at all meetings of the Society and of the Board.
2. The vice-president shall assume the office of president, should the president be unable to execute his/her duties. The vice-president shall also be in charge of activities directly related to membership and membership recruitment.
3. The secretary shall keep the minutes of all meetings of the Society and of the Board, keep a roll of the members, give notice of all meetings, make a report at the annual meeting, and maintain the records of the Society. The secretary shall transmit such reports as are directed by the Board.
4. The treasurer shall collect, account for, and disburse all moneys of the Society as directed by the Board. The treasurer shall keep an account of the same and shall make a report thereof at the annual meeting and whenever required by the Board. The treasurer shall pay out moneys of the Society on presentation of bills approved by the Board. The treasurer shall prepare and file all documents required by State and Federal laws.

ARTICLE VII

MEETINGS

1. The annual meeting shall be held on the fourth Thursday of April of each year. The Board may change the date of the annual meeting provided two weeks notice is given to all members. The fiscal year shall commence with the annual meeting and shall end prior to the next annual meeting.
2. Regular meetings of the Society shall be held at least two times per year.
3. Regular meetings of the Board of Directors shall be held at least six times per year, and may be held more frequently upon notice to the Board. Specific dates shall be determined by the Board of Directors.
4. Special meetings of the Society or the Board may be called by the directors or the president at any time, and shall be called upon written request of ten members of the Society or the majority of the Board.
5. Ten percent (10%) of the total voting membership, present in person or by proxy, shall constitute a quorum for the annual and special meetings.
6. All meetings shall be presided over by the President. In the absence of the President, the Vice-President shall preside. If neither the President nor the Vice-President are present, the Board shall appoint a presiding officer.

ARTICLE VIII

COMMITTEES

1. The President shall appoint such committees as are deemed necessary for the operation and benefit of the Society. Chairs of such committees shall, insofar as is possible, be appointed from members of the Board.
2. All committees shall be appointed to serve until a particular project is completed. All committees may be reappointed annually. There shall be no limit to the number of annual terms to which a member of a committee may be appointed.
3. The President, or in his/her absence, the Vice-President, shall be an ex-officio member of all committees.
4. The chairs of all committees shall represent their respective committees at meetings of the Board.

ARTICLE IX

DISPOSITION OF COLLECTIONS

1. The Society or the Board shall make provision for the cataloging, custody and housing of all materials of historic value received by the Society.
2. It is hereby provided that if 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.

ARTICLE X

AFFILIATION WITH THE STATE SOCIETY

The Society shall be enrolled as an annual institutional member of the Minnesota Historical Society, paying the established dues, and as such it shall, whenever feasible, send a delegate to represent it at the meetings of the State society and shall make an annual report to the secretary of the State society, as herein provided.

ARTICLE XI

AMENDMENT

Amendments to these By-laws may be proposed in writing filed with the secretary by any three active 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 or at any special membership meeting called for that purpose, provided two weeks shall have elapsed after the sending of the notice.

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