

Bylaws for The Maple Grove Historic Preservation Society

Article 1 - Name

The name of this association shall be The Maple Grove Historic Preservation Society and it's headquarters shall be in the City of Maple Grove, Minnesota.

Article 2 - Mission

1. To locate and collect any material which may help to establish or illustrate the history of Maple Grove or the state; it's exploration, settlement, development, and activities in peace and war; and progress in population, ethnic groups, wealth, education, arts, science, agriculture, manufacturing, trade, transportation, religion and finance. These materials shall include printed matter such as histories, genealogies, biographies, 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, 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 such objects that are illustrative of life, conditions, events, and activities from the geological past to the present. These materials to be collected, exhibited and preserved in accordance with all laws and regulations applying to the collection, possession and exhibition of such materials.*

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

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

4. And this organization shall have the power to own property, to apply for and receive grants, it may accept bequests and may establish and maintain an endowment fund for carrying out the above stated purposes.

* Refers to artifacts imported illegally and to the possession and display of Native American artifacts such as pipes and religious or burial artifacts.

Article III - Membership

1. The society shall be composed of active and honorary life members.

2. Any person interested in the history of Maple Grove may be enrolled as an active member upon receipt, by the secretary, of the first payment of dues. Membership shall run from January 1 to December 31.

3. Change of dues for the membership shall be proposed by the board of trustees 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 annual dues.* Classes of individual members shall be as follows:

Junior Historians to age 18

Active Members

Life Members

Senior Citizens

*Dues shall be established by the Board and reviewed yearly.

b. Club and business membership - any club, association, society or other entity 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 shall be as follows:

Club Members

Business Members

Corporation Members

*Dues shall be established by the Board and reviewed yearly.

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

6. 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 attend all meetings of the society, but they shall not have the right to vote unless they are also paying members. Any individual, in recognition of achievements or for services rendered in line with purposes of the society, may be elected a honorary life member by a two-thirds vote of the members present at any regular meeting.

Article IV - Government

1. The officers of the society shall be a president, a vice president, a secretary, a treasurer, and one other member 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 officers and the board of trustee(s) shall be elected at the annual meeting by ballot of the membership, for a two-year term and shall hold office until their successors have been elected. In case of a vacancy arising in any office it may be filled for the remainder of the un-expired term through selection by the board of trustees.
3. The retiring president of the society shall automatically become an ex-officio member of the new board of trustee(s) to act in an advisory and consultative capacity for a two-year period.
4. The Mayor, or person designated by the Mayor, of the City Council of Maple Grove shall be an ex-officio member of the board of trustees.
5. Elections will be held at the annual meeting and will be done by secret ballot.
6. The Maple Grove Historical Preservation Society is and shall be an equal opportunity employer. It does not discriminate based on race, age, national origin, marital status, disability, creed, religious or political affiliation, sex or sexual preference. All vacancies whether paid or volunteer will be filled on the basis of qualifications the applicant has in relation to the job requirements.

Article V - Board of Trustees

1. The business of the society shall be conducted by a board of trustees. The terms of office shall be staggered so that no more than two (2) trustees shall be elected in one election. Tenure for the first board members shall be as follows: two shall serve one year and two shall serve two years. Successive elections shall be for full two year terms.
2. The board shall have the responsibility of establishing policy to achieve the objectives of the society as stated in Article II of these bylaws. The president, vice-president and treasurer will serve as an executive committee to handle any emergency that might arise. Action taken is to be reported to the full board at their next meeting.
3. The board of trustees shall cooperate with any existing local historical societies to achieve goals established by these bylaws.

4. Trustees shall meet at regular intervals, such intervals to be determined by a special meeting of the board of trustees held immediately following the adjournment of the annual meeting of the society. The schedule for those meetings will be posted for the memberships information and will be open for their attendance.

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

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

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

8. The board shall hold special meetings as may be necessary for conducting business of the society. Board members shall receive notice of special board meetings by written notice or telephone call.

9. The board of trustees shall be empowered to employ or dismiss an executive director whose duties will be determined by the board of trustees in a written policy and duty statement. The executive director shall hire a staff to carry out the goals and policies of the board of trustees.

10. Special meeting of the board may be called by the president or in his/her absence, by the vice-president any trustees.

11. The board shall appoint members of the society to fill an unexpired term which may become vacant on the board of trustees. 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. The trustees may be compensated for their services as authorized by the membership or bylaws.

13. The Board of Trustees are responsible for the development of a personnel policy, a collection policy, a long range plan and whatever other policies are needed to carry out the purposes of the society, as stated in the bylaws. These policies should be reviewed annually and revised as needed.

14. The Board of Trustees may remove from the membership roles any member of the Society or of the Board of Trustees who is found to be acting in a manner that is detrimental to the Society and its mission. A two-thirds (2/3) vote of the Trustees is required for such action and it must be confirmed by a majority vote of the membership. Notice of the proposed removal will be given to the members prior to meeting or of a special meeting called for this

purpose. The person involved shall be given the opportunity to be heard at the meeting where his or her removal is considered.

Article VI - Duties of Officers

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

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 the membership, i.e., programs for membership and membership recruitment.

3. The secretary shall keep the minutes of all meetings of the society and of the board of trustees, shall keep a roll of the members, and give a report of both at the annual meeting. The secretary shall transmit a copy of this report and that of the treasurer, as adopted by the society, to the Field Services Coordinator of the Minnesota Historical Society. The secretary shall maintain a current membership list at the society headquarters and will have a current membership list present at all society meetings. 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 conducting the affairs of the society. The secretary shall be responsible for the annual registration of the society with the Minnesota Secretary of States' office. Said duties may be transferred to the museum staff, to be carried out under the direction of the secretary.

4. The treasurer shall collect the dues of members and all subscription donations and allocations of money to the society. The treasurer shall keep an account of the same and shall make a report thereof at the annual meeting and whenever required by the society or the board of trustees. All society money is to be kept in a society bank account. The treasurer shall pay out monies of the society upon presentation of bills approved by the board of trustees as attested to by the secretary. At the close of each fiscal year the books shall be audited and a report be submitted to the membership. The report shall follow the Museum Accounting Guidelines as issued by the Association of Science-Technology Centers.

Article VII - Meetings

1. The annual meeting shall be in the month of January each year. The board of trustees shall set the date of the meetings. Two weeks notice shall be given to all members.

2. Regular meetings of the membership shall be at least two times each year. Specific dates will be determined by the board of trustees. Such bi-annual meetings may be held on a rotation basis in locations around the county at the discretion of the board.

3. Special meeting of the society or board of trustees may be called by the director or the president at any time and also upon written request by ten members of the society or a majority of the board of trustees.

4. A simple majority representing at least 10 percent of the membership of the society must be present to constitute a quorum for the annual meetings.

5. The society shall operate on a fiscal year, running from January 1 through December 31.

6. All eligible voters may cast one vote. Voting will be done by ballot. Voting by proxy is not allowed.

7. All meeting shall be conducted in accordance with Roberts Rules of Order.

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 committees, shall, insofar as possible, be appointed from members of the board of trustees. Such committees may include regular members of the society and if the society has chapters, they should be included whenever possible.

2. The president shall appoint, or cause the board of trustees to appoint, such other boards as are deemed to be to the benefit of the society. Chairs of such boards 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. Insofar as possible, all committees and boards should represent geographically the area served by the society.

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 chairs 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 or board of trustees shall make provision for the custody and housing of all material of historical 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 shall such time as a new society can be organized or the district court arranges care for them.

Article X - Indemnification of Officers and Directors

1. The society shall indemnify any officer, trustee, employee, or volunteer who is sued for actions done in good faith for the benefit of the society and in the performance of his or her duties for he same. This shall not cover criminal actions that result from unlawful conduct.
2. Indemnifications maybe covered through the purchase of Insurance or by any means the society chooses.

Article XI - Affiliation with the State Society

The society shall be enrolled as the Annual member of the Minnesota Historical Society, 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 an annual report thereto as hereinbefore provided.

Article X - Amendment

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