

# BYLAWS OF THE CLINTON COUNTY HISTORICAL SOCIETY

## **Preamble and Purpose**

The name of this organization shall be the Clinton County Historical Society. Its business and purpose shall be to bring together those people interested in history, and especially in the history of Clinton County, Michigan.

Its major function will be to discover and collect any material which may help to establish or illustrate the history of the area.

## **Article I Membership and Dues**

- Section 1. Any person interested in the history of Clinton County, Michigan, who applies for membership in any classification of membership and who tenders the necessary dues thereby becomes a member.
- Section 2. Annual dues shall be set by the Executive Board.
- Section 3. Annual dues shall be payable in advance and members in arrears more than six (6) months after payment is due shall be dropped from membership.
- Section 4. Membership dues are payable at the start of the calendar year.

## **Article II Schedule and Quorum for Meetings**

- Section 1. Regular meetings of the society shall be held monthly.
- Section 2. Special meetings may be called by the president.
- Section 3. The Executive Board shall meet every month or as deemed necessary. Special meetings of the Executive Board may be called by the chairman or by six (6) members of the board.
- Section 4. The president shall determine if the number of active members present shall constitute a quorum.

## **Article III Annual Meeting**

The annual meeting of the society shall be held in May.

**Article IV  
Officers & Executive Board**

- Section 1. The officers shall be a president, a vice president, a recording secretary, a corresponding secretary, a treasurer, and two (2) directors who shall be elected for a term of one year.
- Section 2. The officers, directors, and chairmen of standing committees shall be the Executive Board.

**Article V  
Election of Officers and Directors**

- Section 1. All officers and directors shall be elected by a plurality of votes cast at the April meeting.
- Section 2. Nominations shall be returned not less than one month before the April meeting. A committee on nominations, appointed by the president of the society, shall select the candidates for each elected office to be elected at the April meeting.
- Section 3. Nominations may also be made by any member of the society at any time prior to the election at the April meeting.
- Section 4. A person who has been elected to Executive Board for two (2) consecutive terms or elected as president or vice president for three (3) consecutive terms, shall not be nominated to the same office unless one (1) year elapses between the end of his last term and the beginning of the term for which he is being nominated.
- Section 5. Officers and directors shall be installed at the close of the May meeting and shall serve until their successors have been duly elected and installed. In the event of the resignation or inability or incapacity of any officer, except the president or any director, the vacancy may be filled by a vote of the Executive Board for the unexpired term of office.
- Section 6. In the interval between their election in April and their installation in May, newly elected officers and directors shall be known as officers-elect and directors-elect. During this period they shall attend Board meetings and make plans and arrangements for the work of the society during the upcoming year, which shall begin June first next.

**Article VI  
Duties of the Officers and Directors**

- Section 1. The president shall have executive supervision over the activities of the society within the scope provided by these bylaws. He shall preside at all meetings. He shall report at the annual meeting on the activities of the society. He shall appoint the members of committees and delegates not otherwise provided for.

- Section 2. The vice president shall assume the duties of the president in the event of absence, incapacity, or resignation of the president.
- Section 3. The secretary shall keep the minutes of meetings of the society and of the Executive Board, maintain a list of members, and render an annual report.
- Section 4. The treasurer shall be responsible for the safekeeping of society funds and for maintaining adequate financial records. He shall deposit all monies received by him with a reliable banking company in the name of the Clinton County Historical Society. Monies shall be paid out by numbered checks signed by the treasurer and the president. The treasurer will collect dues, and he shall render an annual report at the annual meeting. The treasurer shall maintain an up-to-date roster of all dues-paying members.
- Section 5. The Executive Board shall have the power to conduct all affairs of the society and shall decide questions of policy that for any reason cannot be acted upon at a meeting of the society. The Executive Board shall elect the director of the museum and the director of the archives. They will also serve as chairpersons of their respective committees and shall perform such other functions as designated in the bylaws or otherwise assigned to them. The Executive Board shall have final decision on placement of all acquired undesignated gifts.
- Section 6. At any meeting of the Executive Board, five (5) members shall constitute a quorum. The president of the society shall be the chairman of the Executive Board. The Executive Board, through the chairman, shall render an annual report at each annual meeting.

## **Article VII Committees**

- Section 1. The society shall have the following standing committees:
1. Museum Committee – responsible for collection, cataloging, cleaning, repairing, and storing historic objects; for arranging museum’s exhibits and developing correct historical interpretation of these exhibits; and for the care and upkeep of museum quarters. The chairman of this committee shall also be the Director of the Clinton County Historical Society Museum and shall be elected by the Executive Board.
  2. Archives Committee – responsible for collection and cataloging of books, manuscripts, newspapers, and other historical source material. The chairman of this committee shall also be the Director of the Clinton County Historical Society Archives and shall be elected by the Executive Board.

3. Publications Committee – responsible for finding ways and means for publishing joint or individual research studies, newsletters to members, a quarterly bulletin, or books for publicity; for staging radio and television programs.
4. Historic Site Committee – responsible for establishing the historic validity for sites proposed for marking; for marking historic sites; for arranging historical tours.
5. Program Committee – responsible for arranging suitable programs; for setting time, place, and date of meetings.
6. Membership Committee – responsible for obtaining new members through membership drives and other promotional events. It shall be composed of a representative from each of the 16 townships in Clinton County. A member of this committee shall act as liaison person between the society and the township represented; shall serve as advocate for the society in the township; shall assist the social and program committees; and shall act in an advisory capacity in all matters of the society which may concern the township.
7. Genealogy Committee – shall assist interested persons in searching for family history; shall index genealogical materials in the possession of library and government agencies in the county; shall provide needed indexes for books of genealogical interest; shall attempt to compile and preserve genealogical records for future generations; and shall cooperate with other genealogical groups and with the Library of the State of Michigan.
8. Oral History Committee – shall be responsible for preserving a record for past events as told by people who experienced them; shall establish and organize an Oral History Library and make the recorded material available to all interested persons; provide a safe place for the storage of taped interviews; devise a system for keeping records that will make them available; prepare a list of people to be interviewed and organize the interviewing.

Section 2. With the exception of the Museum, Genealogical, and Archives Committees, the president shall appoint chairmen of the standing committees and may appoint committee members when needed. Members of the Society may volunteer for membership on any standing committee.

### **Article VIII Parliamentary Authority**

The rules contained in *Robert's Rule of Order*, *Rose Marie Cruzan's Practical Parliamentary Procedure*, or other authority shall govern the proceedings of the society except in such cases as are governed by the constitution or the bylaws.

**Article IX**  
**Amendment to the Bylaws and Standing Rules**

These bylaws may be amended at any regular or unadjourned meeting by a two-thirds vote of those voting, provided notice was given at the previous meeting. Or they may be amended at a special meeting called for that purpose with previous notice and a two-thirds vote. All proposed amendments shall be submitted in writing.

Standing rules may be adopted or amended at any regular meeting by a two-thirds vote of those voting without previous notice. Standing rules of committees shall be placed on file with the Bylaws of the Society but are not an actual part of the bylaws. Such rules may be amended by the committee involved with the sanction of the Executive Board.

**Article X**  
**Dissolution Article**

In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under Sec. 501 ( c ) (3) of the Internal Revenue Code of the corresponding provisions of a future United States Internal Revenue Law. Amended 1976.

Bylaws adopted Sept 26, 1974

Amendments adopted:

February 19, 1976

May 19, 1978

March 15, 1979

March 22, 1984

August 20, 1987

December 01, 1997