

SEBAGO HISTORICAL SOCIETY

By-Laws

Revised July 1993

ARTICLE I - NAME OF SOCIETY

The name of this corporate organization shall be: Sebago Historical Society, Inc. The society is a non-profit corporation organized under the laws of the State of Maine.

ARTICLE II - PURPOSE

The purpose of this Society shall be:

- A. To encourage and promote an interest and appreciation of the history of the Town of Sebago through the development of educational programs and the research and collection of information, material or items of historical or genealogical importance which may help to establish and explain the history of the Town of Sebago and the State of Maine.
- B. To provide for the preservation of such information, materials or items and for its accessibility, as far as may be feasible, to all who wish to examine or study it.

ARTICLE III - MEMBERSHIP

Membership in this society shall be open to all persons and/or organizations interested in the purpose of this society. It shall be a cultural society and classified as non-partisan and non-sectarian.

The types of membership shall be:

- A. CHARTER MEMBER - Any person who became a member by December 31, 1974
- B. ACTIVE MEMBER - (Annual or Life) - Any person upon payment of dues. Those active members who reach the age of 72 automatically become life members without needing to pay dues.

- C. HONORARY MEMBER – Any person in recognition of achievement of services rendered to the society and elected by a 2/3 vote of members present at any regular meeting.
- D. SUSTAINING MEMBER – Any member who pays \$10.00 or more per year. These members shall consist of those businesses, clubs, associations, corporations or other groups who wish to assist in sustaining the work of the society. Each sustaining membership shall have one vote when present at a regular meeting.
- E. STUDENT MEMBERSHIP – Any student who wishes to become an active member

ARTICLE IV – DUES

The Board of Directors may establish levels of membership and shall determine the amount of dues to be paid by each level.

The annual dues shall be payable in advance at the Annual Meeting in October each year.

Members failing to pay their dues for a period of one year after they become payable shall be dropped from membership six months after mailing of a notice of such default. Such persons may be reinstated by payment of past dues.

ARTICLE V – OFFICERS

The officers of this society shall be:

President
Vice President
Executive Secretary
Recording Secretary
Treasurer
Historian
Curator

- a) Election of Officers – The Officers shall be elected by ballot at the annual meeting each year 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 unexpired term at any meeting of the society by election.

b) Duties of Officers

President – Shall preside at all meetings of the society and of the Board of Directors

Vice-President – Shall act as assistant to the President and shall perform the duties of the President in the absence of that officer.

Executive Secretary – Shall collect the dues and transmit them to the Treasurer and attend to all business correspondence. Shall keep the minutes of the meetings of the Board of Directors.

Recording Secretary – Shall keep the records of all regular meetings. Shall attend to all courtesy correspondence of the society.

Treasurer – Shall have the custody of all monies of the society. 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 Directors. Shall pay out the monies of the society only on the presentation of bills approved by the Board of Directors as attested by the Secretary.

Historian – Shall be responsible for receiving the historical material and determining, if possible, its authenticity. Shall evaluate the significance of the material. Shall keep a record of the history of each item gathered. Shall give a report at the Annual Meeting of the above mentioned duties. Shall keep a history of the society.

Curator – Shall preserve, catalogue, and mark the historical materials of the society. Shall make a report at the Annual Meeting on the list of articles collected throughout the year and a list of the donors. Shall work with the historian.

Board of Directors

The Board of Directors shall consist of the above mentioned officers.

ARTICLE VI – MEETINGS

- A. Regular meetings shall be held on the fourth Wednesday of each month. If it is deemed advisable to change the date of a regular meeting, this may be done by a majority vote at any regular meeting.

- B. Special meetings of the members may be called by the President at any time and shall be called upon written application of five (5) or more members with a seven (7) day notice to all members.
- C. Quorum – At all meetings of the society, ten (10) members shall constitute a quorum.

A quorum of the Board of Directors shall be four (4)

ARTICLE VII – ORDER OF BUSINESS

The order of business shall be conducted according to parliamentary procedure, as indicated in the latest edition of Roberts Rules of Orders.

ARTICLE VIII – COMMITTEES

The President shall appoint, with the approval of the Board of Directors, the following committees:

- a) Membership
- b) Publicity
- c) Finance
- d) Programs
- e) Nominating

These committees shall consist of three (3) to five (5) members at the discretion of the President. The President and the Board of Directors may also appoint other necessary committees. The President shall be an ex-officio member of all committees.

ARTICLE IX - AMENDMENTS

Amendments may be made to these By-Laws only at a regular meeting of the Society and a 2/3 vote of voting members present. Such proposed amendments must have been submitted in writing at a previous meeting and a copy of the same mailed to all active members at least ten (10) days before the amendment is to be voted on.

ARTICLE X – DISSOLUTION

Should the Society at any time cease to function as a group, the funds of the Society shall be held in trust by the Town of Sebago under the following conditions:

- A. Annual accounting
- B. To release said funds upon the reopening of the Society with at least fifteen (15) active members.
- C. Failure to start up again within twenty (20) years, the funds shall be turned over to the Spaulding Memorial Library

Any artifacts or personal items that are permanent property of the group shall be offered to the Town of Sebago for their continued preservation following the previously stated goals of this Society.