



SEBAGO HISTORICAL SOCIETY BY-LAWS
Revised November, 2019
Approved by Vote of Members, December 18, 2019

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.

Membership in the Society is based on the payment of annual dues. The membership year consists of the 12 months from October to the following September.

Members provide financial support for the work of the Society, have the right to participate in the activities and business of the Society and to vote at regular meetings.

Life members are those over 80 years old who are long-term residents of Sebago and long-term members of the Society. Such members may continue or discontinue the payment of annual dues.

Student membership is available to students at Sebago Elementary School. This non-voting membership is designed to promote interest in local history. All teachers at Sebago Elementary School are invited to provide contact information and to sign up for optional membership.

The names of the founding (Charter) members will be permanently recognized on a plaque in the Sebago Historical Society building.

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.

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 being notified in writing that membership dues are overdue. Such persons may be reinstated by payment of past dues.

ARTICLE V – OFFICERS

The officers of this society shall be:

President
Vice President
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.

Secretary: Shall collect dues, transmit them to the Treasurer, maintain membership rolls, and attend to all business and courtesy correspondence. Shall keep minutes of regular meetings and Board meetings and ensure their accessibility.

Treasurer: Shall oversee the finances of the Society, taking in money received, paying out money as needed, and keeping records of all transactions. Shall make regular reports on income and expenditures at membership meetings. Shall coordinate with committee chairs on annual budgets. Shall file reports to state and federal agencies as required.

Historian: Shall be jointly responsible, with the Curator, for receiving historical material, determining its authenticity and evaluating its significance. Shall oversee and advise special projects of community history.

Curator: Shall be jointly responsible, with the Historian, for receiving historical material, determining its authenticity and evaluating its significance. Shall preserve, catalogue, and mark the historical materials of the society. Shall keep a list of items collected throughout the year and a list of donors. Shall monitor needs of the building to provide for storage and display of historical items and advise on needed improvements.

Board of Directors

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

ARTICLE VI - MEETINGS

- A. Regular meetings shall be held every month, on a consistent date and time to be determined by the Board and communicated to all members.
- B. Special meetings may be called by the President on rare occasions as needed and communicated to members in a timely fashion
- C. At all meetings of the society, seven members shall constitute a quorum for voting purposes. Discussion may be conducted, without official voting, if attendance does not meet the quorum
- D. A quorum of the Board of Directors shall be four (4)

E. 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.

In addition to conducting the business of the Society, an effort shall be made at every meeting to include a presentation, formal or informal, that educates and informs members on some aspect of the history of Sebago.

ARTICLE VIII – COMMITTEES

The President, with the approval of the Board of Directors, shall designate committees as needed to accomplish the work of the Society.

Committees, committee chairs, goals and members shall be re-affirmed on an annual basis. Detailed information on committees will be made available to all members annually in committee reports and in an addendum to the By-Laws.

ARTICLE IX - AMENDMENTS

Amendments may be made to these By-Laws only at a regular meeting of the Society and approved by a 2/3 vote of voting members present. Proposed amendments must be submitted in writing at a previous meeting and made available to all active members at least ten (10) days before a vote on the amendment is to be taken.

ARTICLE X – DISSOLUTION

Should the Society cease to function as a group, the Officers are responsible for developing a transition plan in accordance with Article 3 of the original Articles of Incorporation (1974), as follows;

“Upon the dissolution of the corporation, the Officers of the corporation shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), as the Officers of the corporation shall determine.”