

By-Laws for the Lima Historical Society

ARTICLE I. MEMBERSHIP AND DUES

Section 1. Any person interested in the history of Lima and the surrounding area, who applies for membership in any classification of membership and who tenders the necessary dues shall thereby become a member.

Section 2. Members in good standing prior to September 1973's annual meeting will be considered charter members.

Section 3. The categories for membership shall be:

Category Level	Annual Dues
Family	\$20.00
Individual	\$15.00
Senior Family	\$15.00
Senior Individual	\$10.00
Sustaining	\$30.00 or more
Corporate	\$50 or more
Life	No longer available (present Life members honored)
Honorary	No dues- Selected at discretion of the LHS Board

Categories and dues may be reviewed annually by the Board.

Section 4. Membership is for a period of one year, from January 1st to December 31st, with a grace period of one month. If the renewal is not received by the end of the grace period (February 1) the chairperson will provide reminders. After a period of two years, members in arrears may be dropped from the active list of LHS members.

New memberships taken on Memorial Day or later will be honored for the remainder of that year and for the following year.

ARTICLE II. MEETINGS

Section 1. General meetings of the organization shall be held during September, November, March and May. Special meetings may be called by the President. A quorum at any general meeting of the organization shall be ten percent of the organization. Decisions will be based on a two-thirds vote of those voting.

Section 2. The LHS Board shall meet monthly, at a time convenient to the board members. Special meetings of the Board may be called by the President.

ARTICLE III. DUTIES OF THE OFFICERS AND TRUSTEES

Section 1. The President or Co-Presidents shall have executive supervision over organization activities within the scope provided by these by-laws; shall preside at all meetings; shall render an Annual Report to the membership based upon information submitted by each of the other officers; and shall appoint members of committees and delegates.

Section 2. The Vice President or Co-Vice Presidents shall assume the duties of the President or Co-Presidents in the event of the absence, incapacity or resignation of the President or Co-Presidents; shall submit a yearly report to the President or Co-Presidents; will head the Program Committee.

Section 3. The Recording Secretary shall keep the minutes of the organization and the LHS Board and submit a yearly report to the President or Co-Presidents; shall also be responsible for maintaining the archives of the organization.

Section 4. The Corresponding Secretary shall carry on all correspondence for the organization as delegated by the president; shall assume the duties of the Recording Secretary in the event of absence.

Section 5. The Treasurer shall be responsible for the safekeeping of organization funds and for maintaining adequate records of finances. The Treasurer shall deposit all monies received with a reliable banking company in the name of the Lima Historical Society; all withdrawals from savings and checking accounts must be co-signed by two authorized account signers; shall prepare a projected budget and shall render a yearly report to the LHS Board for the fiscal year January 1st to December 31st. All vouchers for reimbursement from the Town of Lima should be submitted by December 15th and IRS 990N form must be submitted by required IRS deadline.

Section 6. Trustees shall be responsible for attending monthly board meetings; represent and act on behalf of the members at large by participating in discussions and providing feedback and support to the Board.

Section 7. The LHS Board shall have the power to conduct all affairs of the organization. The board shall decide all questions of policy that for any reason cannot be acted upon at an organization meeting, and perform such other functions as delegated in the by-laws or otherwise assigned to it. At any meeting of the board, five members constitute a quorum.

ARTICLE IV. STANDING COMMITTEES

The organization shall constitute the following standing committees. The president shall appoint members and chairmen of standing committees. Other committees, standing or special, may be appointed by the president, with the approval of the LHS Board.

Section 1. MEMBERSHIP COMMITTEE--responsible for membership drives. Chair shall maintain the list of active members and welcome new members.

Section 2. WAYS AND MEANS COMMITTEE- -responsible for planning and conducting fund raising campaigns and for working with temporary committees handling sales, rentals, parties, and other means to raise funds.

Section 3. MUSEUM COMMITTEE--responsible for the collecting, cataloging, cleaning, repairing, and storing of historic objects; for arranging museum exhibits and the correct historical interpretation of these exhibits; for the care and upkeep of museum quarters.

Section 4. BUILDINGS AND GROUNDS COMMITTEE -- responsible for the maintenance and care of the Tennie Burton Museum.

Section 5. PROGRAM COMMITTEE--headed by the Vice President and responsible for arranging suitable programs for meetings of the organization.

Section 6. EDUCATION DEVELOPMENT COMMITTEE--responsible for development and promotion of programs, displays, and other resources that may be of interest to special groups such as schools and visiting youth.

Section 7. PRESERVATION COMMITTEE--responsible for pursuing and maintaining the records that pertain to Lima's historic areas, buildings, and landmarks; keep current and make available to the society any grant information, funds or endowments pertaining to preserving the historic quality of Lima; will advise nominating committee on "The Most Improved Property Award."

Section 8. PUBLICITY COMMITTEE—responsible for all advertisements, promotions newspaper articles, television and radio announcements, and publications in general.

ARTICLE V. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-laws.

ARTICLE VI. AMENDMENTS

These By-laws may be amended at any general meeting of the organization by two-thirds vote of those voting, provided that thirty days notice of the proposed amendment shall be given to the members. All proposed amendments shall be in writing.