

SWEET SPRINGS HISTORICAL SOCIETY
CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Sweet Springs Historical Society.

ARTICLE II: PURPOSE

The purpose of the Sweet Springs Historical Society is to bring together those people interested in learning, preserving, and promoting the history of the Sweet Springs- Houstonia-Emma-Dunksburg area, especially from the time of original settlement through the present time. The corporation is organized and exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501 (c) 3 of the Internal Revenue Code.

The Society's major function will be to discover and collect any material which may help establish or illustrate the history of the area such as: education, business, agriculture, medicine and transportation. We will collect printed material such as histories, genealogies, biographies, newspapers, handbills, pamphlets, catalogs, and posters; manuscript material such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, and surveys; and museum material such as pictures, photographs, portraits, aboriginal relics and material object illustrative of life, conditions, events and activities of the past and present.

The Society will provide for the preservation of such material and for the accessibility, as far as may be feasible, to all who wish to examine or study it. The Society will cooperate with officials in ensuring the preservation accessibility of the records of the counties and cities and towns and institutions, and to undertake the preservation of historic buildings, sites and markers.

The Society will communicate historical information and try to arouse interest in the past by publishing historical material in the local newspaper, booklets, and on the internet etc.; by holding meetings with lectures, papers, addresses, pageants, and discussion; by marking historic buildings, sites and trails; and by developing educational presentations to be available for community and school groups.

ARTICLE III: MEMBERSHIP

Any person or entity may become a member of Sweet Springs Historical Society upon payment of dues established by the Sweet Springs Historical Society.

Each member shall be entitled to one vote.

Membership shall be classified as follows:

1. Individual member – Any person interested in the purposes of the Association shall be eligible.
2. Honorary member – Honorary membership may be conferred upon any person whose activities have contributed to the objectives of the Association. Honorary members shall be elected by a three-fourths vote of members present at annual meeting, upon nomination. An honorary member may also be a lifetime member.
3. Lifetime member – Life members shall be those members who shall contribute to the Society an amount determined by the group. Life members shall not be obligated to pay annual dues and shall retain membership for life with all rights and privileges of membership.

ARTICLE IV: ANNUAL MEETING

The annual meeting of the Society shall be held near the end of the calendar year at the time set for it by action of the Society at a regular meeting.

ARTICLE V: OFFICERS

The officers shall be President, a Vice-president, a Secretary and a Treasurer. The terms of office are:

President	one year
Vice-president	one year
Secretary	one year
Treasurer	one year

Upon completion of his one-year term, the President shall automatically be succeeded by the Vice-president.

ARTICLE VI: ELECTION OF OFFICERS

Section 1. All officers shall be elected by a plurality of votes cast at the annual meeting.

Section 2. Subsequent to the initial year, no less than two months prior to the annual meeting, the Nominating Committee shall nominate one person for each office open to election. The chairman of the Nominating Committee shall prepare a list of all nominees who agree to serve if elected.

Section 3: Nominations may also be made by any member of the Sweet Springs Historical Society at any time prior to balloting at the annual meeting. Any nomination made after the deliberation of the committee on nominations shall be added to the slate of candidates at the annual meeting. A candidate for election shall be a member of the Sweet Springs Historical Society.

Section 4. Officers shall be installed at the close of the annual meeting at which they are elected and shall serve until their successors have been duly elected and installed. In the event of

resignation or incapacity of any officer, the vacancy may be filled by a vote of the plurality of the members at the next regularly scheduled meeting for the unexpired term of office.

ARTICLE VII: OFFICERS AND INUREMENT OF INCOME

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE VIII: AMENDMENT

This constitution may be amended at any regular meeting by a two-thirds majority of those voting, provided notice was given at the previous meeting. Or it may be amended by two-thirds majority vote at a special meeting called for that purpose, provided that written notice is sent to all members. All proposed amendments shall be submitted in writing.

SWEET SPRINGS HISTORICAL SOCIETY
BYLAWS

ARTICLE I: MEMBERSHIP AND DUES

Section 1. Any person interested in the history of the Sweet Springs, Houstonia, Emma and Dunksburg area who applies for membership in any classification of membership and who tenders the necessary dues shall thereby become a member. Dues shall be reviewed and set annually by a plurality of votes at the annual meeting.

Section 2. Annual dues shall be payable in advance, and members in arrears more than six months after payment is due shall be dropped from membership.

ARTICLE II: SCHEDULE AND QUORUM FOR MEETINGS

Section 1. Regular meetings of the Society shall be held.

Section 2. Special meetings may be called by the President with a minimum of 72 hours' notice.

Section 3. A quorum of this Society shall consist of the members who shall assemble at a meeting called by the President.

ARTICLE III: DUTIES OF THE OFFICERS

Section 1. The President shall have executive supervision over the activities of the Society within the scope provided by these bylaws. He (she) shall preside at all meetings. He (she) shall report annually on the activities of the group. He (she) shall appoint members of committees and delegates not otherwise provided for. The President shall maintain possession of keys to the museum, keep a record of all keys issued to members and account for the return of all keys.

Section 2. The Vice-president shall assume the duties of the President in the event of absence, incapacity, or resignation of the President. The Vice-president shall maintain a running record of volunteer activities and hours of service and oversee the membership committee.

Section 3. The Secretary shall keep the minutes of all meetings of the group, maintain a list of meeting attendees, render an annual report, and conduct necessary correspondence.

Section 4. The Treasurer shall be responsible for the safekeeping of Society funds and for maintaining adequate financial records. He (she) shall deposit all monies received by him (her) with a reliable banking company in the name of the Sweet Springs Historical Society. Monies shall be paid out by numbered checks as approved by a two-thirds vote of membership at meetings. The Treasurer will collect dues, and he (she) shall render an annual report based on the calendar year. The Treasurer is responsible for submitting the federal tax information to continue the nonprofit status. Once a year, the Treasurer of the Society shall have the books audited by a professional who is not a member of the Society. The Treasurer is responsible for maintaining a list of members who have paid dues.

ARTICLE IV: COMMITTEES

Section 1. The Sweet Springs Historical Society shall have the following standing committees:

1. MUSEUM COMMITTEE - responsible for collecting, cataloging, care, cleaning, arrangement, repair, and storage of books, manuscripts, newspapers, historical objects, etc. Responsible for developing grant proposals to receive available funding for archival materials.
2. PUBLICITY / COMMUNITY OUTREACH COMMITTEE – responsible for publicizing meetings and events by means of newspapers, radio, electronic communications, etc.
3. PROGRAM COMMITTEE – responsible for arranging suitable programs at regular monthly meetings. Arrange for speakers. Each monthly meeting should have some presentation of

general historical significance. Responsible for planning and arranging for field trips or outings which may substitute for regular monthly meeting.

4. MEMBERSHIP COMMITTEE – responsible for membership drives and processing new candidates for membership.
5. FUND RAISING COMMITTEE – responsible for fund raising activities to support the overall program of the Association.
6. BUILDINGS AND GROUNDS COMMITTEE – which shall be responsible for identifying maintenance and upkeep needs for the building. Responsible for developing grant proposals associated with maintenance and upkeep needs.
7. SPECIAL COMMITTEES, short-term committees appointed as needed
 - a. NOMINATING COMMITTEE, which, in August, shall send notice to all members in good standing, announcing the opening time for the gathering of name of those desiring to serve as officers. The committee will verify the qualification of each member responding. At the October regular meeting, the Nominating Committee will present the slate of all offices to be filled and the candidates for those offices.
 - b. HISTORIC MARKER COMMITTEE – responsible for establishing the historic validity for sites proposed for marking, and for marking of such historic sites.

Section 2. The President shall appoint members and chairmen of the standing committees and such special committees as directed by the Society.

ARTICLE V: SWEET SPRINGS HISTORICAL SOCIETY MUSEUM

Section 1. NAME – The Museum shall be called the Sweet Springs Historical Society Museum since it is an integral part of the Society itself. It is provided for in Article II, paragraphs 2 and 3 of the Constitution.

Section 2. PURPOSE – The purpose of the Museum will be as indicated in Article II of the Constitution.

Section 3. MANAGEMENT – The management of the Museum will be by members of the Society at large with recommendations from the Museum Committee.

Section 4: LOCATION – The Sweet Springs Historical Society Museum shall be located within Sweet Springs city limits. The building shall be purchased by the Society. It shall serve as a place for monthly meetings of the Society as well as housing the Museum. The building shall also be available for any other historical activities or events, subject to a two-thirds majority vote of the membership of the Society present at meetings.

Section 5: FINANCES

1. Treasury Matters – All monies taken in for the Museum are to be given in the name of the Sweet Springs Historical Society and designated for the Museum fund. The Treasurer of the Society shall establish and maintain a special fund to used EXCLUSIVELY for Museum Matters. All bills pertaining to the Museum are to be paid from this fund. Should transfer of funds from another account in the Society treasury be necessary, the Treasurer must have approval of the officers to transfer such funds.

2. At the end of each calendar year, the Treasurer of the Society shall have the books audited by a professional who is not a member of the Society. The audit report shall then be made available to the public. Appropriate documentation must be submitted yearly to maintain nonprofit status (Annual exempt organization returns, unrelated business income tax filings, and other returns, reports and notices that an organization may have to file).
3. Fundraising – All fundraising shall be done at the discretion of the Society membership. Any solicitation of major funds, whether arising from contributions, taxes, grants or “fund raisers”, must have approval of two-thirds majority of the Society membership present at meetings.

Section 6: HISTORICAL ARTIFACTS, DOCUMENTS, ETC. – When any item of historical significance is donated to the Museum, the person donating said item will be asked to sign a paper saying that he understands this item becomes the property of the Museum for the duration or is on loan. (The Museum Committee will keep copies of these signed papers on file at the Museum).

The single exception of the above will be if an item donated is part of an exhibit on display for a designated time. (For example – Fair Week). The item is then returned to the lender at the time the exhibit is dismantled.

Section 7: DISSOLUTION – See Article VII, Unforeseen Termination and Dissolution Clause, in these Bylaws.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order shall govern the proceedings of the Society except in such cases as are governed by the Constitution or the Bylaws.

ARTICLE VII: UNFORESEEN TERMINATION AND DISSOLUTION CLAUSE

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VIII: LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE IX: OPERATIONAL LIMITATIONS

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE X: AMENDMENT TO THE BYLAWS

These Bylaws may be amended at any regular meeting by a two-thirds majority of those voting, provided notice was given at the previous meeting. Or they may be amended to a special meeting called for that purpose, by a two-thirds majority of those voting, provided that written notice was sent to all members. All proposed amendments shall be submitted in writing.

Adopted by at least a two-thirds vote of members of the Sweet Springs Historical Society of the membership meeting on April 11 , 2023.



President: Sam Blain, Jr.



Secretary, Brenda Hinck