

**BY-LAWS
OF THE CLAY COUNTY HISTORICAL SOCIETY
(Hereafter referred to as 'Society')**

Approved by Board on

ARTICLE I

Membership Fee Schedule

Section 1. Annual members of the Society must pay annual dues to be considered an active member.

Section 2. Membership levels are:

1. Individual
 1. Silver, Under 12 Years Old: \$5
 1. Grants member a one (1) year annual membership into the Society
 2. Silver, Over 12: \$15
 1. Grants member a one (1) year annual membership into the Society
 3. Emerald: \$40
 1. Supports one (1) project
 2. Grants member a one (1) year annual membership into the Society
 4. Gold: \$500
 1. Supports two (2) projects
 2. Grants member a one (1) year annual membership into the Society
 5. Diamond: \$1,000
 1. Supports three (3) projects
 2. Grants member a one (1) year annual membership into the Society
 6. Platinum: \$1,500
 1. Supports four (4) projects
 2. Grants member a one (1) year annual membership into the Society
 7. Ruby: \$2,000
 1. Supports four (4) projects
 2. Grants member a one (1) year annual membership into the Society
2. Business
 1. Bronze: \$100
 1. Supports one (1) project

2. Grants member a one (1) year annual membership into the Society
2. Gold: \$500
 1. Supports two (2) projects
 2. Grants member a one (1) year annual membership into the Society
3. Diamond: \$1,000
 1. Supports three (3) projects
 2. Grants member a one (1) year annual membership into the Society
4. Platinum: \$1,500
 1. Supports four (4) projects
 2. Grants member a one (1) year annual membership into the Society
5. Ruby: \$2,000
 1. Supports four (4) projects
 2. Grants member a one (1) year annual membership into the Society

Section 2. Current Lifetime members are grandfathered into the new membership schedule.

ARTICLE II

Board of Directors

Section 1. The number of Members on the Board of Directors, hereafter referred to as 'Board' or 'Board Members', shall not be less than nine (9). Each Board Member shall hold office for three (3) years. A Board Member may serve two (2) consecutive three-year terms. Board Members shall be or become members of the Society. The goal of the Society will be to maintain a Board of twelve (12) members. In any given year, four (4) Board Members will have one year remaining on their term, four (4) will have two years remaining on their term, and four (4) will have three (3) years remaining on their term. The Nominating Committee shall present to the Society at its annual meeting a slate with the required number of new Board Members each year for election. AA former Board Member shall become eligible for re-election after being off the Board for at least one (1) year.

Section 2. Board Members may attend board meetings in person or virtually. Board Members must attend 75% of meetings held each year.

Section 3. Any Board Member that does not attend three (3) consecutive Board meetings without notice or reason, shall be contacted by the President and asked if they want to continue to serve on the Board. The results from said contact will be brought before the Executive committee to make a determination of the continued value of the contacted board member to the Board of Directors. The President of the Board shall notify the Board Member of the results of the determination.

Section 4. Committee attendance is held to the same rules as set for the regular board meetings.

Section 5. Any board member may leave the board if unable to fully fulfill their obligations to the board and the society. A 60 day written notice, with physical or digital, is required to be turned in to the board President. Any case not allowing for a 60 day notice will be evaluated by the executive committee.

ARTICLE III

Special and Museum Committees

Section 1. Special committees shall be responsible for promoting the Society and its projects. These committees may include, but are not limited to: Program, Public Relations, Newsletter, and Publications.

- A. The Program committee shall be responsible for obtaining a speaker or other entertainment for the annual meeting of the Society. They shall also appoint a refreshment committee for these meetings.
- B. The Public Relations committee shall be responsible for news releases to newspapers, radio stations, etc.; informing the public of projects and events planned by the Society and for the reporting of events. A newsletter will published by the committee four (4) times a year; March, June, September, and in December. The committee shall also be responsible for developing purpose, including cost and selling price, material to be published by the Society. They will also be responsible, if possible, to find an underwriter to help with the cost of publication of these materials.

Section 2. Museum committees may be formed as required based on the current needs of the Museum and its staff.

Article IV

Banking and Money

Section 1. As of October 12, 2022 the following accounts hold the Endowment Fund.

- A. All investments with Edward Jones.

Section 2. Any expenditure over \$400.00 must be approved by the Board before spending the money. Approval may occur at the next monthly Board meeting or if needed before the next monthly Board meeting then an oral approval by at least three (3) Officers is required.

Section 3. There will be one (1) safety deposit box held at Union State Bank.

- A. The box will hold the following documents:
 - i. 501-C-3 documents
 - ii. Any other legal or banking documents deemed necessary

ARTICLE V

Property Disposal

Section 1. It shall be the decision of the Board to decide if certain items are deemed to be in excess. The Curator shall have permission to dispose of any item whose value is under \$250. In the event the Museum is discontinued; artifacts, materials, equipment, and other property shall be returned to donors, family representatives of donors, given to area museums, or transferred to the Kansas State Historical Society.

ARTICLE VI

Key Policy

Section 1. The Museum Director shall maintain a “key log” with the signatures of all museum employees and contractors having keys to the museum. Any new Museum employee or contractor who requires a key, with the director's permission, will have to sign the “key log”. When an employee or contractor that possesses a key leaves museum employment, they shall be required to return their key to the director and the director will designate such on the museum “key log”.