CASS COUNTY HISTORICAL COMMISSION

CASS COUNTY, MICHIGAN

BYLAWS
(AMENDED)

Article I- Name

The name of this commission shall be the CASS COUNTY HISTORICAL COMMISSION, hereafter referred to as the COMMISSION.

Article II – Objectives

The objectives of this commission shall be:

1. To promote and foster an understanding and appreciation of Cass County and to identify the heritage of Cass County.

2. To interact with the local historical society, historic preservation departments and County Departments in order to promote interest in and preserve Cass County's rich history and heritage.

3. Identify local preservation concerns.

4. To educate and encourage Cass County residents about the benefits and importance of preserving the history of Cass County for future generations.

5. To reprint or create materials illustrative of the history of Cass County and to distribute or sell same materials to the public.

6. Seek funding such as grants and endowments 501C3 in conjuction with the Cass County Historical Society.

Article III – Membership

1. The Commission shall be composed of nine members with staggered three-year terms.

2. Members shall be appointed by the Cass County Board of Commissioners as recommended by the Cass County Historical Commission.

3. A member's term shall end July 1st of each third year.

4. Members shall serve without compensation.

5. Members shall not miss more than three consecutive regularly scheduled meetings. If a member becomes unable to attend meetings on a regular basis they should contact the Historical Commission Board to seek a replacement.

6. Vacancies on the board shall be appointed by the Cass County Board of Commissioners as recommended by the Cass County Historical Commission.

7. The Commission shall be responsible for the inventory and sales of publications.

Article IV – Meetings

1. Dates – Meetings shall be held the second Thursday of the month.

2. Time – Meetings shall be held at 5:00 p.m.

3. Quorum – Five members shall constitute a quorum. Motions shall require a majority vote of the members present.

4. Annual Meeting – An Annual Meeting shall be held in August. Officers shall be elected at this meeting.

Article V – Officers

1. Terms – Officers shall be elected for one year terms, but may be re-elected for succeeding terms. Terms shall begin at the first meeting after the Annual Meeting.

2. Titles – Officers elected shall be Chairperson, Vice Chairperson, Secretary/Treasurer.

3. Duties of Officers –

   A. Chairperson –

      a. The Chairperson shall preside at all meetings using parliamentary procedures as described in Robert's Rules of Order and perform all duties ordinarily incident to the office. These shall include appointment of committees and recommendations of such actions as he/she deems proper.

      b. The Chairperson shall be an ex-officio member of all committees. The Chairperson shall represent the Commission at meetings of the County Board

of Commissioners to present an annual report and when otherwise requested to do so.

c. The Chairperson will prepare an annual budget request and submit it to the Cass County Board of Commissioners.

B. Vice Chairperson – The Vice-Chairperson shall act in the capacity of the Chairperson in his/her absence and shall assist the Chairperson in the performance of his/her duties.

C. Secretary/Treasurer –

a. The Secretary/Treasurer shall prepare and keep minutes of the Commission.

b. He/she will prepare and send out monthly agendas to all members.

c. He/she will collect and deposit all monies received from sales and donations.

d. He/she will collect, receipt for and deposit the monthly reimbursement received from the Newton House caretaker.

Article VII – Offices

The Commission will maintain an office in the Cass County Building, 120 N. Broadway, Cassopolis, Michigan 49031. Such office shall contain the Commission's collections of historic county books, maps, atlases, etc. which are in its possession and offered for sale.

Article VII – Amendments

1. These bylaws shall be adopted, amended or rescinded by a 2/3 majority vote of the members present and voting at any duly called meeting of the membership at which a quorum is present.

2. Notice of any proposed changes in the Bylaws shall be distributed to the members at least ten (10) days prior to the voting.

Adopted on 11/6/2011
Amended November 2018