

By-Laws  
Of the  
Surface Creek Valley Historical Society

Revised August 11, 2015

**I. Primary Purpose:**

The primary purpose for which this corporation is formed, as set forth in the Articles of Incorporation, is to preserve the historical records & artifacts of the area and Pioneer Town and such other activities as are normally conducted by a historical society.

**II. Name:**

The name of this corporation is SURFACE CREEK VALLEY HISTORICAL SOCIETY, Inc., hereinafter called the Society.

**III. Fiscal Year:**

The fiscal year of the Society shall be the calendar year, to begin on the first day of January and end on the last day of December.

**IV. Membership and Dues:**

1. Any person interested in the history of the Surface Creek Valley who applies for membership and who tenders the necessary dues shall thereby become a member. All privileges and rights shall be extended to any and all active Members. Each membership shall include One (1) vote at any meeting of the general membership. Membership privileges include access to Pioneer Town anytime during hours of operation.
  - a. Individual Membership: All privileges and rights shall be extended to an individual with annual dues as determined by the Board of Directors. One (1) membership card shall be issued.
  - b. Family Membership: All privileges and rights shall be extended to up to four (4) family members residing in the household with annual dues as determined by the Board of Directors. Up to four (4) membership cards shall be issued for such Family Membership.
  - c. Business, Institutional, or Professional membership: All privileges and rights shall be extended with annual dues as determined by the Board of Directors. Four (4) nontransferable membership cards shall be issued.
  - d. Life Membership: All privileges and rights shall be extended to up to four family members residing in the household of the contributing member during the lifetime

of that member with a onetime donation as determined by the Board of Directors. Membership cards for each household member shall be issued.

2. The membership period shall be a one-year, annual period from January 1st through December 31st each year.
3. Annual dues shall be payable from January 1st through May 30th of every year. Memberships established on or after October 1st shall extend that membership through the following year.

#### **V. Directors and Officers:**

1. The Board of Directors shall consist of seven (7) active members of the Society. At each annual meeting the members shall elect, for a term of three years, the number of directors whose terms of office have expired, preserving the requirement that three groups of no more than three directors overlap their terms by consecutive years so that no more than three (3) directors serve the same three-year term. At any meeting of the Board of Directors, a majority of the Board shall constitute a quorum.
2. The Board shall elect a President and a Vice President from among themselves and appoint a Secretary, Treasurer and Museum Curator who need not be members of the Board, each of whom shall hold office until the election of his or her successor unless sooner removed by death or resignation. All elected and appointed Officers shall be active members of the Society during their term. These elections and appointments shall be made within the month following the Annual Meeting in February and shall be announced via newsletter and/or other media as soon as practical.
3. If the office of any director becomes vacant by reason of death or resignation, the remaining directors shall choose, by a majority vote, a successor who shall hold office for the remainder of the term of the person being replaced.
4. The Board shall hold meetings as called by the President. The Board shall meet at least quarterly, and more frequently when deemed in the best interest of the Society.
5. The Board may designate Honorary Directors with no voting power. They shall serve in an advisory capacity only.

#### **VI. Meetings**

1. **Annual Meeting.**
  - a. The annual meeting of the members of the Society shall be held at a designated place during the month of February of each year, notice of which shall be written and/or electronic (email). The meeting notice shall be sent to each active

By-Laws  
Of the  
Surface Creek Valley Historical Society

Revised August 11, 2015

member of record not less than ten days or more than thirty days prior to such meeting. Such notice shall state the place, time, and purpose of the meeting.

- b. At the annual meeting of all members 25% of members of record or their proxies shall constitute a quorum, and only members in attendance may vote a proxy. If there is not a quorum, no business shall be conducted; and the Board will remain the same until the next annual meeting if a vote concerning Board membership were to have been a question.

**2. Special Meetings.**

- a. Special meetings or special events of the Society are defined as meetings or events where no business shall be transacted unless specified in a notice of such meeting or event.
  - b. General membership meetings are open to all active Society members. Any member attending may present business for the consideration of the Board.
  - c. Executive Session Meeting: The President shall call for an executive meeting of the board to discuss personnel or legal issues. The meeting is closed to all except Board Members and invited guests.
3. In the third annual quarter, the Board shall establish a schedule of business meetings and events and announce that schedule to the membership via newsletter or otherwise.

**VII. Duties of Officers and Directors**

1. The President shall have executive supervision over the activities of the Society within the scope provided by these by-laws. The President's duties shall specifically include the following, and any other administrative functions which come to the attention of the Society:
  - a. Preside at all meetings
  - b. Report annually on the activities of the Society
  - c. Upon recommendation of the Board, the President will appoint standing Committee chairpersons and Coordinators.
  - d. Cause the financial records of the Society to be audited whenever there is a new Treasurer, when three years have passed since the last audit, or anytime upon

petition by at least three members of the Society who may or may not be members of the Board of Directors.

2. The Vice President shall assume the duties of the President in the event of absence, incapacity, or resignation of the President. He or she may also assist in the appointment of committees.
3. The Secretary shall keep minutes of the meetings of the Society and of the Board and provide them via email or other method to the Board Members after each meeting. The Secretary will process official communications for the Society as directed by the President and/or the Board.
4. The Treasurer shall be responsible for the safekeeping of Society funds and for maintaining adequate financial records. He or she shall deposit all monies received with an insured banking company in the name of the Surface Creek Valley Historical Society, Inc. Monies shall be paid out by numbered checks signed by the Treasurer in amounts up to \$500. Checks for amounts over \$500 must be signed by both the Treasurer and one other designated Board member. The Treasurer shall collect dues, and in conjunction with the Chairman of the Membership Committee shall maintain an adequate record of paid memberships, and shall render an annual report based on the calendar year.
5. The Society Curator shall be responsible and oversee the handling, display and acceptance of all artifacts that are property of the Society. He or she shall be responsible to ensure that all artifacts meet the guidelines of the mission statement of the Society and are properly documented, are permanently marked and are properly displayed or stored or preserved in accordance with current museum approved standards. He or she will develop and oversee the procedures for receipt and disposition of Artifacts.
6. The Board shall have the power to conduct all affairs of the Society and to amend the by-laws as required. It shall perform such other functions as designated by the by-laws. At its discretion, the Board shall require designated officers, employees, or members charged with responsibility for the collection or custody of any funds of the Society to give adequate bonds, cost of which to be paid by the Society.
7. All actions by members of the Society which involve the collection and expenditure of funds or involve significant actions which fall within the general stated purpose and intent of the Society, shall be specifically approved by the Board. The Board shall adopt an annual budget as soon as possible after the

By-Laws  
Of the  
Surface Creek Valley Historical Society

Revised August 11, 2015

election of new officers (refer Article V, Section 2) and use that budget as a guideline for making financial decisions during that operating year.

**VIII. Committees**

1. The Society shall have committees as needed to collect and preserve historical records and to preserve the other property of the Society.
2. Standing Committees:
  - a. There shall be a Membership Committee
  - b. There shall be an Historical Preservation Committee consisting of at least five (5) members, not necessarily Society Members.
    - 1)The Historical Preservation Committee shall determine its chairperson and its operating policies and procedures.
    - 2)The Historical Preservation Committee shall be charged with:
      - i. Protecting and preserving the Surface Creek Valley's architectural, historic, and cultural heritage as embodied in designated historic structures and sites.
      - ii. Establishing eligibility criteria for the designation of historic resources.
      - iii. Conducting surveys of historical places for the purpose of defining those of historic significance as well as create lists of places of historical or archeological that may merit future research.
      - iv. Collecting necessary historical data and employing such information to qualify historical properties for registration in Surface Creek Valley municipality, County of Delta, State of Colorado, or U. S. registries of historic places.
      - v. Maintaining a Surface Creek Valley Register of Historic Properties listing those designated places.
      - vi. Advising Surface Creek Valley municipality Boards of Trustees and their Planning and Zoning Commissions and Delta County Commissioners and Planners on matters related to preserving the historic character and substance of the Surface Creek Valley and recommending easements, covenants, licenses, or other methods to further the pursuit of those matters.
      - vii. Pursuing financial assistance or grants for historical preservation and recognition programs.

**viii.** Providing educational opportunities to increase public appreciation of the heritage of the Surface Creek Valley.

**IX.** Articles for Exhibition

**1.** The Society will only collect those objects that it is able to care for and use in a manner acceptable to the museum profession at large. The Society cannot engage in indiscriminate acquisition. Accessions must be the best available at the time, fill a recognized deficiency or upgrade existing collections, and be adequately documented as determined by the appropriate curator, who maintains direct responsibility for his/her division. Gifts to the Society are considered outright and unrestricted donations to be used in the best interest of the Museum. Any exception, when required, may be made by the appropriate curator only with approval from the committee overseeing accessions. Donors must declare in writing that they have full ownership of item(s) donated and have complete authority to make said donation.

**X.** If the Society ever plans to become defunct, all loaned items will be returned, if practical, while the Society is still a legal and functioning entity.

I certify that the foregoing by-laws were amended and approved by the Board of Directors on      Date                                      and that the same are in full force and effect from that date forward.

Original signed by:  
President

Dated: