

**Ela Historical Society & Museum of Lake Zurich, IL**  
**Constitution (Ratified on September 20th, 2017)**  
**(Amended on August 17th, 2018 - *Article VII*)**

**Article I - Name**

The name of the organization shall be the Ela Historical Society, organized in 1976. As of October 16th 2011, the organization formally changed its name to Ela Historical Society & Museum of Lake Zurich, IL. It is also referred to as EHSM for internal use.

**Article II - Mission**

The mission of the Society is to collect, preserve and share the history of Ela Township. Through the establishment of the Ela Historical Museum, we promote a sense of community; educate the public, and protect and preserve historical archives and artifacts. The historic Ela Town Hall, the oldest building in Lake Zurich, on Main Street is home to the museum.

**Article III - Membership**

Any person or organization who applies for membership in any classification and tenders the annual membership dues shall become an active member. Notification of dues will be sent annually. There are five classifications of memberships: Individual, Family, Senior, Sustaining, and Lifetime.

- Individual Membership: Any person interested in the purposes of the Society.
- Family Membership: Any number of individuals living under one household.
- Senior Membership: Any individual age 55 or older
- Sustaining Membership: Any organization, group, or corporation that supports the purposes of the society.
- Lifetime Membership: Identical to an individual membership, but dues are no longer applicable.

Current prices regarding dues can be found in the annual program. Membership is a privilege, not a right, and conduct unbecoming will not be tolerated.

#### **Article IV - Meetings**

Regular meetings shall be held monthly and open to all members and the general public. Dates and times for the meetings will be posted on the webpage for Ela Historical Society and in the program sheet. Special meetings may be called by the President. Five or more active members in attendance shall constitute a quorum. The annual meeting shall take place in November. The primary function of the November meeting will be to discuss any organizational changes. All nominations for board positions should be done by this meeting and a ballot of officers and directors decided on by the board and presented the Election Committee to create the ballot. Any members interested in nominating themselves should appear at the November meeting and submit their nomination to the Board of Directors.

#### **Article V - Board of Directors**

The Officers and Directors shall constitute the Board of Directors. All members of the Board of Directors shall be elected for a term of two years. A unanimous decision of the rest of the board members can address replacing a board position at the November annual meeting for the purpose of activity (or inactivity) that doesn't support the mission of the Ela Historical Society.

#### **Article VI - Election of Board of Directors**

All election matters will be handled by an Election Committee, or by the current Officers if an Election Committee does not exist. The ballot for the election of all officers and directors will be finalized at the November meeting.

In the event that a slate presents more than one candidate, each candidate will submit to the Election Committee up to a two hundred word summary of why they want to be elected. The Election Committee will share this with the membership through email within one week after the November meeting. Members without an email address will be

notified by mail if possible. All members who wish to vote should be in attendance at the December meeting to cast their vote.

The election will be held at the December meeting. Each office position will be decided by a plurality of blind ballots of those in attendance. Eligible voters will be at least eighteen years of age and current on their membership dues prior to the November annual meeting. Sustaining members (any organization, group, or corporation) may only present one voter.

Board members or active members that have attended at at least two prior general planning meetings may request an absentee ballot from the Election Committee if they can't attend the December meeting. The absentee ballot must be received by the Election Committee before the December meeting.

All Officers and Directors are elected for a term of two years. There are no limits on how many consecutive terms an Officer or Director may hold an office. The newly elected will be installed at the January meeting. In the event of a resignation or incapacity of the President, the Vice President will serve as President for the remainder of the term. In the event of resignation or incapacity of any other officer/director, the President will appoint an interim with board approval.

#### **Article VII - Duties of the Officers and Directors**

**President** - The President shall have executive supervision over all activities within the scope provided by these laws. The President shall preside over all meetings. He/She will report annually on the activities of the EHSM. The President shall appoint any committees as needed. The President shall abstain from all voting, however, he/she is the deciding vote on any tie. The President shall have access to the EHSM finances, and the ability to write checks as needed.

**Vice President** - The Vice President shall assume all duties of the President in the absence, incapacity, or resignation of the President. The Vice President shall also assist the President as required.

**Secretary**- The Secretary shall keep all minutes of all meetings. He/She shall keep and maintain all membership information. The Secretary shall provide any reports, agendas, or documentation needed for any EHSM business. The Secretary will facilitate all changes on the EHSM Brochure.

**Treasurer**- The Treasurer is responsible for the safe keeping of EHSM funds, and has full access to all EHSM accounts. He/She will maintain accurate accounting records, both electronic and hard copy. He/She will make all deposits in the name of the EHSM. The treasurer is responsible for paying all bills for the EHSM. He/She will keep records of all membership dues. The Treasurer will provide verbal and written reports at all meetings regarding the EHSM finance.

**Directors** - Directors are elected board members. These are individuals that share in the active roles of leadership and responsibility in specific ways, such as (but not limited to) Director of Research, Director of Technology, Director of Hospitality, Director of Outreach, etc. If there is a need for a director in the middle of a two-year cycle, the president may appoint a director (with a majority board approval) to serve for the remainder of that two year cycle.

**Board of Directors** - The Board of Directors consists of the Officers and Directors. They are tasked to have a majority vote on all motions passed at the the EHSM board meetings with at least one half of the board members participating. The Board of Directors has the power to conduct all affairs of the EHSM when the President is not available. The Board shall select candidates pursuant to the constitution. They shall decide questions of policy that for any

reason cannot be acted upon at a meeting of the EHSM. They will perform such functions as designated by Illinois Law or otherwise assigned to it by sitting officers.

### **Article VIII - Committees**

The President shall appoint committees and committee chairs as membership requires or allows.

### **Article IX - Parliamentary Procedures**

Roberts Rules of Order shall govern all proceedings of the EHSM except in cases governed by Illinois Law.

### **Article X - Amendments**

All proposed amendments must be provided in writing one meeting prior to any vote. This constitution may be amended at any regular or adjourned meeting by a two-thirds vote of those voting, provided notice was given at previous meeting.

### **Article XI - Dissolution Clause**

In the event of dissolution of the Society, any objects shall be offered back to the individual or family from which the donation was made. If that is not possible, any items shall then benefit the Lake County Discovery Museum and or the Illinois Historical Society.

### **Article XII - EHSM Spending and Reimbursement Guidelines**

All relevant personal expenditures may be reimbursed by the EHSM. Reimbursement shall be paid out in check form by the Treasurer and/or President, in any amount less than \$250. Board approval is needed for any expense over \$250. All submissions for

reimbursement must be submitted to the Treasurer or President as soon as possible after the expenditure. Check signing authority is granted ONLY to the current president and treasurer. The names of the former presidents and treasurers will be taken off any EHSM accounts.

### **Article XIII - EHSM Property and Document Guidelines**

Under our mission statement, the EHSM is to collect and preserve Ela Township history. One way this is accomplished is by acquiring historic items, documents, and photographs. These items are preserved and displayed in the museum, and the documents/photographs are added to our historical reference library. The EHSM shall keep an electronic and hard copy record of all museum inventories. All donations/purchases are to be documented in the acquisitions log. All items donated must have a waiver of ownership transfer known as a "Deed of Gift." The EHSM will from time to time accept items on loan from members/non-members. All items temporarily housed at the EHSM must have a "Temporary Registration Receipt." The EHSM will try to provide information regarding historical inquiry to any member/non-member, if at all possible. Any documentation that is needed off site can be checked out from the Museum by a member of the EHSM. The EHSM requires a "Temporary Check-Out Receipt" be completed and on record. The member must sign off on the following:

*I will return to the Ela Historical Society & Museum any items that the Museum has loaned to the Member listed above. In the event that the member does not return listed materials within 30 days after the Society sends notification to the member at the above address, the Ela Historical Society & Museum has the right to suspend the member's status in the Ela Historical Society & Museum, and to seek recourse until the property is returned.*

Any Museum inventory conflict will be resolved by the EHSM Officers.