

Metamora

Indiana's Canal Town

Historic Metamora, Inc.

By-Laws for Historic Metamora, Inc

Sec. I Membership

Any person interested in preserving the historic value of "Old Metamora" is eligible for membership in "Historic Metamora, Inc."

Sec II Meetings

- A. Meetings shall be once each month on a regularly specified day. Other meetings may be called at the discretion of the President.
- B. A total of 25% of paid members must be present in order to transact business.

Sec III Election of Officers

- A. The nomination for the offices of President, Vice President, Secretary and Treasurer, shall be made from the floor, and elections shall be by ballot, when there are two or more nominees per office. When there is but one candidate, a voice vote will be called.
- B. Officers shall be elected at the first business meeting of the year, for a two year term. An officer may serve more than one term.
- C. The election to the office of President and Vice-President, will take place in odd numbered years (1,3,5,7,9) and the election for the offices of Secretary and Treasurer, in the alternate years.

Sec IV Duties of Officers

- A. The President shall preside at all meetings and perform such other duties as are ascribed to the office, appoint all committees and countersign all checks
- B. The Vice President shall preside at all meetings when the President is unable to attend.
- C. The Secretary shall call the roll, keep a record of attendance, keep the minutes of each meeting, keep a file of each member's name, address and phone number. Conduct the general correspondence, etc. and keep all letters or correspondence at least two years. Keep accurate records of any and all changes in the By-Laws.
- D. The Treasurer shall keep the financial records and maintain the bank accounts of the organization

Sec V By-Laws

- A. A copy of the By-Laws shall be made available to each member
- B. An proposed amendment must be discussed at a regular business meeting and may be passed by a 4/5 majority vote of the members present.

Sec VI Dues

- A. Dues shall be collected from each member on an annual basis to be placed in a separate fund for petty cash. The amount of dues will be decided annually by vote of the organization. When dues shall be raised, they will be raised in increments of \$2.50.
- B. Dues shall be payable the first meeting of the year and are for that calendar year.

Sec VII Absentee Voting

- A. Absentee voting will be allowed, provided a subject is discussed at a regular business meeting, and a majority present decides to take action at the next business meeting. The absentee voter must have attended the previous meeting.
- B. All absentee ballots shall be in the hands of the President before said meeting is called to order.

Sec VIII Standing Rules

- A. There shall be but one official vote per person.
- B. The executive committee (consisting of the elected officers) may hold special meetings and vote on business of an immediate nature, provided it is impossible to have a quorum present of members.
- C. The books of the Treasurer shall be balanced by a committee appointed by the President, at the close of his or her term. Or as often as the President deems fit.
- D. No petty cash expenditures over \$25.00 may be made unless voted on by a majority of membership at a regular business meeting.

By-Laws as amended in membership meeting, August 27, 2011

By-Laws as rewritten by appointed committee, Spring 1989

April 24, 2004

Historic Metamora applied to Indiana Historic Landmarks Foundation for affiliate membership, annual dues set at \$10.00 per person which includes membership in Historic Landmarks Foundation.

August 2011

Indiana Historic Landmarks Foundation changed name to Indiana Landmarks and no longer includes the membership of an affiliate organization as individual members.