

BY-LAWS
OF THE
MIAMI SPRINGS HISTORICAL SOCIETY
MIAMI SPRINGS, FLORIDA

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ARTICLE I NAME

The name of the Society shall be the Miami Springs Historical Society, *Inc.* The said Society shall be located at 501 East *Drive*, Miami Springs, Florida. Meetings will be held at locations designated by the board.

ARTICLE II MISSION STATEMENT

The *mission* of the Society shall be to advocate for the Historical sites located in the City of Miami Springs, to educate the community on the history of Glenn Curtiss, the Curtiss-Bright Properties and the development of airlines in Miami; to work on projects worthwhile to the betterment of Miami Springs and to preserve the community. To meet this mission members hereto associate themselves together for the purpose of forming a non-profit corporation under the laws of the State of Florida.

ARTICLE III MEMBERS

The qualifications for membership shall be any person interested in supporting the mission of the organization.

The annual membership dues for the Miami Springs Historical Society shall be:

Student (Under 25)	\$ 5.00
Individual	\$ 25.00
Family	\$ 35.00
Organization	\$ 50.00
Contributor	\$ 100.00
Friend of the Society	\$ 250.00
Benefactor	\$ 500.00

Membership dues are due on the 1st of September of each year. Dues Paid in May, June, July and August will be applied to the September Membership Year.

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ARTICLE IV OFFICERS

The Officers of the Society shall be President, Vice President of Operations, Vice President of Development, Recording Secretary, Communications Coordinator and Treasurer.

The President presides at meetings and events; provides leadership and guidance; appoints committee chairpersons; delegates responsibilities and duties to specific members; interprets and oversees compliance with the Society's By-laws for the purpose of reaching organizational goals.

The Vice President of Development is responsible for coordination of fundraising activities. He/she may develop committees for events and projects as needed.

The Vice President of Operations responsibilities include preparation of the program for meetings, acting President in the absence of the President and any other duties assigned by the President. In the absence of a membership chair the VP of Operations will be acting Membership Chair.

The Treasurer will keep thorough and complete financial records which may be reviewed at any time by the Executive Board and must be reviewed by the Current President before the end of each fiscal year. The fiscal year is from May 1st to April 30th. The Treasurer keeps records of receipts and disbursements, files the Annual Report for the State of Florida, records dues paid, makes sure the Income tax 990 is filed and is responsible for placing financial records into storage by May 31st.

The Recording Secretary will keep a record of the proceedings of the meetings and events held by the Society each year. The Recording Secretary distributes meeting minutes to Board members and is responsible to place records into storage by May 31st.

The Communications Coordinator will coordinate e-mail, telephone, direct mailings, keeps membership (mailing & phone lists) in coordination with the treasurer and Web site communications. He/She may develop committees as needed.

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Officers will be elected at a meeting in March or April each year.

A Nominating Committee consisting of three members appointed in February, by the Executive Board, shall place names into nomination. Any member may contact the Nominating Committee to place their name into consideration for any office. Additional names may be placed into nomination before the voting by any member provided that the nomination is seconded by another member and the person being nominated is present and accepts the nomination.

If there is more than one candidate for any office, voting will be by secret ballot either by mail or at a meeting during the month of March or April. If there is not more than one candidate for an office the candidate will be considered confirmed. The Officers shall be elected to serve for a period of one year.

The Officer's term shall begin on May 1st of the year of their election. If any event(s) have been scheduled in May, by the previous year's officers, they will be responsible for completing these events. No member shall hold more than one office at a time and no member shall be eligible to serve more than four consecutive terms in the same office.

ARTICLE V MEETINGS

At Least 5 General membership meetings and /or social events will be held September through April, at a location designated by the Board. An optional event in May, covered by the outgoing Board, may be counted toward the total outgoing Board's total.

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ARTICLE VI EXECUTIVE BOARD

The Officers of the Society and the Directors shall constitute the Executive Board. The Directors will be comprised of past officers who, at the beginning of each term, have declared their interest in achievement of the ongoing goals of the Society. The Executive Board shall meet monthly at least 10 months of each calendar year.

Expenses less than One Hundred and Fifty (\$150) dollars may be authorized and paid by two Officers. Expenses less than or equal to six hundred (\$600) dollars may be authorized by a consensus of the Executive Board. Expenses greater than six hundred (\$600) dollars must be approved by a quorum of members at a regularly scheduled monthly meeting of the society.

ARTICLE VII COMMITTEES

Committees may consist of:

- Grants
- Historian
- Mailing
- Museum
- Education Outreach
- Telephone
- Membership
- And other committees as needed

Each committee shall consist of a committee Chairperson and members as required and recruited by the Chairperson. Each Chairperson reports directly to the President, or whichever officer the President may assign.

ARTICLE VIII BY-LAWS

These By-laws can be amended at any regular meeting of the Society by a two-third (2/3) vote of the members present, representing a quorum, provided that the

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proposed amendment is submitted in writing to each member one week before being brought to the membership for a vote.

ARTICLE IX INDEBTEDNESS

The highest amount of indebtedness or liability to which the Society may at any time subject itself shall be five thousand dollars (\$5,000.00).

ARTICLE X PROPERTY

The Society may acquire, take by gift, purchase, or bequest, real and personal property for the purpose appropriate in the exercise of its powers, and may lease, Mortgage and dispose of real and personal property. None of the net income of the Society inures to the benefit of any individual member.

ARTICLE XI QUORUM

Fifteen (15) members of the Society shall represent a quorum for purposes of conducting official business.

ARTICLE XII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Revised shall govern the Miami Springs Historical Society along with any special rules of order the Society may adopt.

ARTICLE XIII DISSOLUTION

Upon dissolution of the Society, the Executive Board shall: after paying or making provisions for payment of all liabilities of the Society, dispose of the assets exclusively for the purpose of the Society in such manner or to such organizations organized and operated for charitable, educational or scientific purpose as shall at the time qualify for exemption as exempt organization under section 501 c (3) of the Internal Revenue Code and voted and approved by the Executive Board.