



Chebeague Island Historical Society

Memorandum

DATE: May 18, 2021
TO: CIHS GOVERNING BOARD
FROM: CAROL SABASTEANSKI
RE: BYLAW REVISIONS – Version 2

Attached please find a copy of the current CIHS bylaws and a copy of the proposed revisions. I have added the change in date of the annual meeting.

A few months ago, the officers decided the Society should review its bylaws. It is good practice to review an organization's bylaws every few years – and the last review of CIHS bylaws was in 2013.

I am summarizing below the changes. Please review the new bylaws prior to our 5/17 meeting. Our goal, if possible, is to present the revised bylaws to the members for a vote at our June 19th annual meeting.

Major changes in document

- The current bylaws have Officers and Trustees as separate groups – composing the Governing Board. Both are elected by the members at the annual meeting. This is unusual – normally officers are part of the Board of Trustees and are elected by the Board. We have eliminated the Governing Board and simply have a Board of Trustees who elect their officers.
- We have added Trustee and Officer Indemnification clause (See Article VIII).
- We have eliminated the position of Corresponding Secretary.
- We have eliminated the term limits for Trustees and Officers and increased a Trustee's term from two years to three years.

Other changes in document

- We have deleted the requirement of a Seal – since no one knows if we have one!
- We have updated the Purpose to more closely reflect the current mission.
- We have eliminated the specific and onerous requirements for notifying members of meetings and simply said that meetings need to be announced to the members ten days prior to a meeting.

- We have changed the quorum at Annual Meetings from 30 members to simply the members in attendance and at Trustee meetings from seven members to a simple majority.
- We have changed the number of required meetings from once a month to six annually.
- We have simplified the requirements of the Nominating Committee and eliminated the specific requirements for the Collections Committee. We have also added an Executive Committee.
- We have added a requirement that each member of the Board of Trustees must participate in a Committee.
- We have added a Board attendance clause.
- We have eliminated the requirement to follow Robert's Rules (recommended by the Maine Association of Nonprofits).
- We have updated the non-discrimination clauses.
- We have changed the due date of annual member dues from the annual meeting to December 31st.
- We have changed the date of the annual meeting from the third Saturday in June to "between June 1st and August 31st.
- We have eliminated "Contributing" and "Supporting" membership categories – we don't have any members in these categories. We have added "Senior" since we are using this category.
- We have expanded the list of possible Board committees.
- We have clarified that the membership must vote to acquire buildings or property.
- We have made slight changes to the officers' duties.
- We have added procedures for resignation or removal of officers or trustees.

If you have any questions or concerns, please feel free to contact me prior to our Monday meeting.

Thank you.