

HERITAGE EDUCATION COMMISSION BY-LAWS

In addition to the document under which the Heritage Education Commission was created on February 22, 1978, the following by-laws are adopted to further the purposes, objectives and organization of the Heritage Education Commission.

I. Officers and Executive Committee

A. Officers of the Heritage Education Commission shall be a President, Vice President, Secretary, Treasurer and Archivist.

B. Terms of the officers shall be at least one year. Officers may serve consecutive terms in their respective offices. Officers shall be elected at the October meeting and take office at the November meeting.

C. Members volunteer for a minimum of one committee, if necessary, the President/co-chairs may assign members to create a balance of skills on committees.

D The officers shall constitute the Executive Committee.

E The responsibilities of the officers shall be:

1. President

To preside at all Commission meetings, prepare agendas for the same, provide for an annual report of commission activity and such committees or task forces as the Commission may create.

2. Vice President

To preside at all commission meetings in the absence of the President and to serve in other capacities as may be assigned by the Commission or the President.

3. Secretary

The Secretary will record the minutes of all regular and special meetings of the Commission, attend to Commission correspondence, and keep the attendance records.

4. Treasurer

The Treasurer will be assigned those duties regularly falling to this office and accounting of the finances of the Commission including its committees and task forces.

5. Archivist

The Archivist will gather brochures and other materials and will work in cooperation with the Northwest MN Historical Center, MSUM in organizing and preserving them.

6. Immediate Past President (ex officio)

The immediate Past President shall be a member of the Executive Committee.

F. Membership

Steps for obtaining new members include 1) invitation, 2) acceptance by the Commission; 3) letter of invitation from the HEC president; 4) orientation meeting with the President and commission members available at 3:30 pm preceding the first meeting the new member will attend.

II. Committees and Task Forces

A. Committee and task forces may be appointed by the Commission from time to time as

necessary. Committee and task force members may include non-Commission members. Committee and task force chairpersons are directly accountable to the Commission and shall report at regular meetings. Committee chairpersons will keep minutes and other documents of meetings, projects, actions and other accomplishments. At the conclusion of the same, they shall submit all folders and materials to the Commission President for review and Subsequent filing of appropriate items by the Archivist. Committee and task force chairpersons will prepare annual reports for the Commission and for the permanent records of the Commission for the annual meeting.

B. The Executive Committee or members of shall meet as necessary between regular meetings of the Commission and report actions taken to the next regular meeting of the Commission.

C. Nominating Committee

The President shall appoint a Nominating Committee in August which shall present a slate of officers for election at the October meeting.

D. Family History Workshop Committee

The President shall request volunteers/appoint a Family History Workshop Committee chair/co-chairs prior to the November meeting who will plan the Family History Workshop

III. Meetings and Attendance

The Commission will conduct a minimum of ten (10) monthly meetings per year at times it shall determine.

A. The meetings of the Commission will be conducted according to Robert's Rules of Order.

B. The minutes of each meeting will be distributed and reading of the same at the subsequent meeting(s) may be assumed as fulfilled.

C. The meeting in November each year will be considered the annual meeting at which time officers assume their duties. The annual report will be presented prior to the December meeting.

D. A quorum shall consist of a majority of the Commission members

E. Three consecutive unexcused absences may result in declaring that Commission member's position vacant. The unexpired term of such Commission member may be filled by the membership process in Section I.F.

IV. Duration/Dissolution

The duration of the corporate existence shall be perpetual until dissolution. Upon the dissolution of the organization, assets of the corporation shall inure to the benefit of or be distributed to its members, trustee, officers or other private persons but be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

V. Mailing Address

A. The general mailing address of the Commission shall be:
Heritage Education Commission
PO box 292
Moorhead, MN 56561-0292
info@heritageed.com
www.heritageed.com

VI. By-Laws

A. A motion to amend these by-laws may be made at any meeting. The motion will be voted on at the next meeting.

B. These by-laws shall be reviewed at least every five years.

Revised: February 2006

Revised: December 2012