

# **BYLAWS-SHAKOPEE HERITAGE SOCIETY**

## **ARTICLE I - NAME**

The name of this association shall be Shakopee Heritage Society and its headquarters shall be in the city of Shakopee, Minnesota.

## **ARTICLE II - MISSION**

The mission of the society shall be the collection, preservation and dissemination of knowledge about the history of Shakopee and to relate it to the history of the state of Minnesota. More particularly its objectives shall be:

1. To locate and collect any materials which may help to establish or illustrate the history of Shakopee or the state; Its exploration, settlement, development and activities in peace and war; and progress in population, ethnic groups, wealth, education, arts, science, agriculture, manufacturing, trade, transportation, religion and finance. These materials shall include printed matter such as histories, genealogies, biographies, gazetteers, directories, newspapers, pamphlets, catalogues, circulars, handbills, programs and posters; manuscript materials such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys, field books, tapes, cassettes, films and other multimedia materials; and museum materials such as pictures, photographs, paintings, portraits, scenes, American Indian artifacts and such objects that are illustrative of lives, conditions, events and activities from the genealogical past to the present. These materials to be collected, exhibited and preserved in accordance with all laws and regulations applying to the collection, possession and exhibition of such materials.
  2. To disseminate historical information to interested persons, groups and institutions and to arouse interest in the past by any of the following means:  
Publishing historical materials in newspapers, etc.; holding meetings featuring addresses, lectures, papers; conducting historic tours; marking or restoring historic buildings, sites and trails; and by the operation of a museum or historic site.
  3. To accomplish these goals through the establishment of clearly defined collection, conservation and interpretation policies
  4. This organization shall have the power to own property, to apply for and receive grants. It may accept bequests and may establish and maintain an endowment fund for carrying out the above stated purposes.
- \* Refers to artifacts imported illegally and to the possession and display of Native American artifacts such as pipes and religious or burial artifacts

## **ARTICLE III - MEMBERSHIP**

1. The society shall be composed of active and honorary life members
2. Any person interested in the history of Shakopee may be enrolled as an active member upon receipt by the treasurer of the first payment of dues. Membership shall run from January 1 to December 31.

3. Change of dues for membership shall be proposed by the board of trustees subject to majority approval of membership present and voting at the annual meeting.

4. Active membership shall include the following categories:

a. Individual membership - any person may become a member of the society by payment of annual dues\*. Classes of individual membership shall be as follows:

Individual  
Family  
Supporting

b. Club and business membership - any club, association, society or other entity interested in the programs or purposes of the society may become club or business members of the society by payment of annual dues\*.

Classes of club or business members shall be as follows:

Gold Club  
Silver Club

\*Dues shall be established by the board and reviewed yearly.

5. No person shall be qualified as a member and entitled to vote regular, special or annual meetings unless his/her annual dues have been paid to the treasurer and his/her name inscribed on the membership list at or in advance of any meeting.

6. Members failing to pay their dues after they become payable shall be dropped from the rolls 60 days after the mailing of a notice of such default.

7. Honorary life members shall not be required to pay dues: they may attend all meetings of the society, but they shall not, have the right to vote unless they are also paying members. Any individual, in recognition of achievements or for services rendered in line with the purposes of the society, may be elected an honorary life member by a two thirds vote of the members present at any regular meeting.

#### **ARTICLE IV - GOVERNMENT**

1. The officers of the society shall be a president, a vice president, a secretary, a treasurer, past president and three other members to form a board of trustees. This board shall manage the affairs of the society, subject to such regulations and restrictions as may be prescribed by the society. Committee chairpersons may be appointed by the president and will carry full voting privileges on the board of trustees.

2. The officers and trustees shall be elected at the annual meeting by ballot of the membership, for a two year term and shall hold office until their successors have been elected.

3. The retiring president of the society shall automatically become a member of the board of trustees to act in an advisory and consultative capacity for a two-year period.

4. Elections will be held at the annual meeting.

5. The Shakopee Heritage Society is and shall be an equal opportunity organization. It does not discriminate based on race, color, age, national origin, marital status, disability, creed, religious or political affiliation, sex or sexual preference. All vacancies whether paid or volunteer will be filled on the basis of qualifications the applicant has in relation to job requirements.

## **ARTICLE V - BOARD OF TRUSTEES**

1. The business of the society shall be conducted by the board of trustees. The terms of office shall be staggered so that no more than 3-4 trustees or officers are elected in one election.

In even-numbered years the membership will elect the president, secretary and one trustee. In odd-numbered years the membership will elect the vice president, treasurer and two trustees. The election will be at the annual January meeting.

2. The board of trustees shall cooperate with any existing local historical societies to achieve goals established by these bylaws.

3. Trustees shall meet at regular intervals, such intervals to be determined by a special meeting of the board of trustees held immediately following the adjournment of the annual meeting of the society. The schedule for those meetings will be posted for the membership's information and will be open for their attendance.

4. A simple majority of board members shall constitute a quorum for conducting business at any regular or special meeting of the board of trustees.

5. All business of the board shall be conducted in conformity with Robert's Rules of Order. The board may appoint parliamentarians.

6. Board members shall receive written notice, electronic message or a telephone call from the secretary informing them of each board meeting. Notice shall be given no less than five (5) days prior to each meeting.

7. The board shall hold such special meetings as may be necessary for conducting business of the society. Board members shall receive notice of special board meetings by written notice, electronic message or telephone call.

8. Special meetings of the board may be called by the president or, in his or her absence, by the vice president or any three trustees.

9. The president shall appoint members of the society to fill an unexpired term, which may become vacant on the board of trustees. Should a trustee be absent from four consecutive board meetings during the year, the office shall be declared vacant and a new trustee appointed by the president.

10. The board of trustees are responsible for the development of a collection policy, a long range plan and whatever other policies are needed to carry out the purposes of the society, as stated in the bylaws. These policies should be reviewed annually and revised as needed.

## **ARTICLE VI - DUTIES OF OFFICERS**

1. The president shall preside at all meetings of the society and the board of trustees. If the president is absent at any meeting, the vice president shall assume those duties
2. The vice president shall assume the office of president should the president be unable to execute his/her duties. The vice president shall also be in charge of activities directly related to the membership, ie, programs for membership and membership recruitment.
3. The office of secretary and treasurer may be combined.

A. Duties of secretary: The secretary shall keep minutes of all meetings of the society and of the board of trustees, and shall keep roll of all members and give a report on both at the annual meeting. The treasurer shall maintain a current membership list present at all society meetings. The secretary shall also conduct correspondence of the society, give notice of all meetings, notify committee members of the appointments and carry on such correspondence as may be necessary for conducting the affairs of the society. The treasurer shall be responsible to all annual registration of the society with the Minnesota Secretary of State's Office.

B. Duties of the treasurer: Duties of the treasurer: The treasurer shall collect dues of members and all subscriptions, donations and allocations of money to the society. The treasurer shall keep an account of the same and shall make a report at the annual meeting and whenever required by the society or the board of trustees. All society money is to be kept in a society bank approved by the society or board of trustees as attested to by the secretary. At the close of each fiscal year the books shall be audited and a report submitted to the membership. The report shall follow Museum Accounting Guidelines as issued by the Association of Science-Technology Centers.

## **ARTICLE VII - MEETINGS**

1. The annual meeting shall be in the month of January each year. The board of trustees shall set the date of the meetings. Two weeks notice must be given to all members.
2. Special meeting of the society or board of trustees may be called by the president at any time and also upon written request by ten members of the society or a majority of the board of trustees.
3. A simple majority representing at least ten (10) percent of the membership of the society must be present to constitute a quorum for annual and special meetings.
4. The society shall operate on a fiscal year, running from January 1 through December 31.
5. All eligible voters may cast one vote. Voting by proxy is not allowed.
6. All meetings shall be conducted in accordance with Robert's Rules of Order.

## **ARTICLE VI - COMMITTEES BOARDS AND BUREAUS**

1. The president shall appoint, or cause the board of trustees to appoint such other boards as deemed necessary efficient operation of the society. Chairs of such committees shall, insofar as possible, Be

appointed from members of the board of trustees. Such committees may include regular members of the society and if the society has chapters, they should be included whenever possible

2. The president shall appoint, or cause the board of trustees to appoint such other boards as deemed to be to the benefit of the society. Chairs of such boards shall, insofar as possible, be appointed by the president from the membership of the society and will carry a vote on the board of trustees.
3. All standing committees, boards and bureaus shall be appointed to serve until a particular project is completed or until the next annual meeting, whichever occurs first. All committees, boards and bureaus may be reappointed annually. There shall be no limit to the number of annual terms to which a member of the committee, board or bureau may be appointed. Insofar as possible, all committees and boards should represent the area served by the society.
4. The president, or in his/her absence the vice president, shall be ex-officio member of all committees, boards and bureaus.
5. The chairs of all committees, boards and bureaus shall represent their respective committees, boards or bureaus at meetings of the board of trustees when requested to attend by the board.

#### **ARTICLE IX - DISPOSITION OF COLLECTIONS**

1. The society or the board of trustees shall make provisions for the custody and housing of all material of historic value received by the society.
2. It is hereby provided that if the society fails in two consecutive years to have a quorum at its annual meeting, it shall be interpreted as the cessation of an effective working organization. \_

#### **ARTICLE XII - AMENDMENT**

Amendment to these bylaws may be proposed in writing and filed with the secretary by any three members. The secretary shall notify all members in writing of the proposed amendments, and they may be adopted by a two-thirds (2/3) vote of the members present at the annual meeting if a quorum is present and provided two-weeks have elapsed since the sending of the notice.

Revised November 2025

We, the undersigned, being the Board of Trustees of The Shakopee Heritage Society, hereby reasent to the adoption of the foregoing Bylaws as the bylaws of the corporation.

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\_\_\_\_\_

(Signature)

(Print)

(Date)

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\_\_\_\_\_  
\_\_\_\_\_

(Signature)

(Print)

(Date)

We, the undersigned, being the Board of Trustees of The Shakopee Heritage Society, hereby reasent to the adoption of the foregoing Bylaws as the bylaws of the corporation.

David R. Schteper (Signature)  
David R. Schteper (Print)  
4/21/2026 (Date)

Sandra Olson (Signature)  
Sandra Olson (Print)  
4/21/26 (Date)