

Manistee County Historical Society, Inc.,

Board of Directors Bylaws

As adopted: November 1, 2018

As amended: October 1, 2020

As amended: October 29, 2020

As amended: Dec. 17, 2020

As amended: May 27, 2021

As amended: February 24, 2022

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Manistee County Historical Society, Inc., Board of Directors Bylaws

1. ARTICLE 1 PURPOSE

A. Manistee County Historical Society, Inc., (herein after “Organization”) is organized exclusively for charitable, educational and scientific purposes to preserve, interpret, share, and promote and operate the following:

1. Lyman Building museum (owned by the Manistee County Historical Society, Inc.)

[Annotation: February 27, 2025 Amended to remove reference to Waterworks museum and lighthouse.]

2. ARTICLE 2 OFFICES

A. The principal office of the Manistee County Historical Society, Inc., shall be at such place within the state of Michigan as the Board of Directors (herein after the “Board”) may determine from time to time in these by-laws. The principal office is at Manistee County Museum (Lyman Building), 425 River Street, Manistee, Michigan 49660. The Board may establish other offices in or outside the state of Michigan.

3. ARTICLE 3 MEMBERS

A. Manistee County Historical Society, Inc., is a Membership nonprofit organization, and there shall be no members who have any right to hold ownership in the Organization. The Board Members may approve classes of non-voting members or collaborators with rights, opportunities, and obligations that are established by the Board.

4. ARTICLE 4 BOARD

A. Overview

1. The Board shall serve as the board of directors for the Organization. The Organization shall be set up as follows:
 - a. Anyone may be a member of the organization upon payment of dues as established by the Board in these bylaws from time to time. Honorary membership without payment of dues may also exist if the Board chooses to do so.
 - b. Any member may be elected to an Advisory Council, as established in these Bylaws, at the annual meeting of the membership or as provided elsewhere in these Bylaws.

- c. Anyone on the Advisory Council may be a member of the Board, if appointed by the Board as provided elsewhere in these Bylaws. Those individuals shall be both Advisory Council and Board members.

[February 27, 2025 amended to add section 4.A.1.]

B. General Powers

1. The business, property, and affairs of the Organization, shall be managed by the Board (individual members hereinafter “Board Member”).
2. There shall also be a Advisory Council (individual members hereinafter “Advisory Council Member”).
3. The Board shall be comprised of selected Advisory Council Members.

C. Number

4. There shall be seven or more Advisory Council Members on the Advisory Council.
5. There shall be seven Board Members on the Board.

D. Qualifications

1. Advisory Council Members shall meet the following qualifications:
 - a. Shall be a member of the Organization.
 - b. Support the mission and purposes of the Organization;
 - c. Support the Organization financially and /or through time contribution;
 - d. Serve on one or more committees when reasonably possible;
2. Board Members shall meet the following qualifications:
 - a. Shall be a Advisory Council member.
 - b. Attend events and participate in activities;
 - c. Attend 75% of all Board meetings in a calendar year, or does not miss three consecutive regular meetings in a row unless the Board decides to forgive absences if the cause is a temporary issue;
 - d. Perform the Board Member’s duties in good faith; and
 - e. Agree to, and sign as needed and follow Organization policies and procedures.

E. Appointment

1. Advisory Council Members shall be appointed by a majority vote of existing members physically present at the annual meeting. Members physically present at the annual meeting may elect to increase or decrease the size of the Board to a membership that is

seven or more members. There shall not be any limit on the number of times a Advisory Council member is reappointed.

2. Board Members shall be appointed from Advisory Council Members by a majority vote of existing Board Members eligible to vote on the matter. There shall not be any limit on the number of times a Board Member is reappointed.

F. Tenure; Elections.

1. Advisory Council members shall serve for a three-year term of office. The three-year terms of office shall be equally divided so as near as is possible an equal number of terms end in any given year. The Board may elect to appoint a Advisory Council member as a honorary Life Advisory Council Member for a term which continues for the remainder of that individuals natural life.
2. Board Members shall serve during the same term as their term of office as their Advisory Council Member term of office.
3. Terms will begin at the annual meeting where the Advisory Council Member is elected.

G. Resignation; Removal.

1. Any Board Member or Advisory Council Member may resign at any time by providing written notice to the Organization, to be effective immediately or at a later time designated in the notice.
2. Any Board Member or Advisory Council members may be removed with cause by a majority vote of the remaining Board Members on the Board. Before any meeting of the Board at which a vote on removal will be made the Board Member or Advisory Council Member in question is given at least a 10-day notice by electronic or written notification. At or before the meeting to discuss her/his case the Advisory Council Member or Board Member shall be given the opportunity to be heard at a meeting of the Board.
3. Cause to remove a Advisory Council Members includes, without limitation, the following:
 - a. The individual member no longer meets the qualifications provided in these Bylaws.
 - b. The individual member engages in activity detrimental to the best interests of the organization, in a manner the Board deems to be inconsistent with the Member's duty of loyalty or duty to act in good faith and with reasonable care.
 - c. The Board Member fails to perform her/his duties, including the required attendance at meetings.
4. The Board may remove the individual:
 - a. From the Board, leaving the person as a Advisory Council member,
 - b. Or, from the Board and Advisory Council

- c. Or, in the case where the individual is only a Advisory Council member from the Advisory Council.

H. Vacancy

1. If the resulting Advisory Council consists of fewer than seven members the vacancy on the Advisory Council shall be filled by appointment. A Advisory Council member shall be selected to fill the vacancy created by resignation, death, or removal and shall be appointed by the Board from the Membership.
2. If the resulting Advisory Council consists of seven or more members the Board may appoint additional Advisory Council members. The Board may elect to reduce the size of the Advisory Council to any number that is seven or more. An Advisory Council Member(s) may be selected to fill the vacancy created by resignation, death, removal, or to increase the number of Advisory Council members and shall be appointed by the Board from the Membership.
3. A vacancy on the Board shall be filled by appointment. A Board Member selected to fill a vacancy created by resignation, death, or removal shall be appointed by the remaining Board Members from Advisory Council Members.

5. ARTICLE 5 MEETINGS

A. Annual Meeting.

1. An annual meeting shall be held each year in January or February at the time and place determined by the Board. If the annual meeting is not held at that time, the Board shall cause the meeting to be held as soon thereafter as is convenient. Notice of the annual meeting shall be by United States Mail or electronic eMail to Board Members, Advisory Council Members, and Members.

B. [February 27, 2025 amended to add “February” to section 5.A.1.] Regular and Special Meetings.

1. Regular meetings of the Board may be held at the time and place as determined by the Board with notice by United States Mail or electronic eMail to Board Members. Special meetings of the Board may be called by the president or any three Board Members at a time and place as determined by those persons authorized to call special meetings. Notice by United States Mail or electronic eMail to Board Members at least three days before the meeting. Advisory Council members may also be sent such notices if they wish to receive the notices or if the Board directs such notices be sent to them.

C. Notice: Purpose.

1. The business to be transacted at, and the purpose of any regular or special meeting of the Board shall be specified in the notice and agenda for that meeting.

D. Meeting Procedures

1. The Board may adopt by majority vote from time-to-time rules or guidelines for meeting procedures and made a part of these by-laws here. The purpose of the rules will be to:

- a. facilitate participation and learning by all meeting participants; and
 - b. enable efficient meeting process and decision making.
2. The Board will strive not to adopt rules that interfere with the effective operation of the Board or the Organization. The failure of the Board to follow any specific meeting procedure will not invalidate the Board action unless the error or omission was made in bad faith.
 3. Rules for meeting procedures, in as much as they do not contravene these by-laws; the Manistee County Historical Society, Inc., Articles of Incorporation; or other law shall be informal meetings following general rules of procedure, if formality is needed, then: *Robert's Rules of Order Newly Revised, 11th Edition, 2011 (RONR (11th ed.))* Da Capo Press.

E. Meeting by Telephone or Similar Equipment.

1. A Board Member may participate occasionally in a meeting by video conference of remote communication if all individuals who are participating in the meeting can communicate with all the other participants and if the Board votes to approve such virtual attendance. Participation in a meeting under this section constitutes attendance in person at the meeting.

F. Voting and Quorum.

1. A majority of the Board Members then in office constitutes a quorum for the transaction of any business at any meeting of the Board. Where possible, Board Members will act by consensus of all members present at a meeting. However, at any time a member of the Board may call for a vote. Actions voted on by at least a majority of Board Members present at a meeting where a quorum is present shall constitute authorized actions of the Board, except as otherwise provided by law or in these by-laws.
2. This section notwithstanding, the following actions require approval by a majority of Board members (not just a majority of the quorum), or another higher amount, as indicated below:
 - a. Appointment of a Board member;
 - b. Removal of a Board or Advisory Council member if notice of the proposed action is included with the meeting notice to Board members and the person being considered for removal;
 - c. Amendment of Articles 3, 4, 5.A to 5.H, 11, 12, and 13 of these bylaws if notice of the proposed amendment is included with the meeting notice to Board members;
 - d. Amendment of Articles 1, 2, 5.I to 5.K., 6, 7, 8, 9, and 10, of these bylaws;
 - e. Amendment of the Organization's articles of incorporation if notice of the proposed amendment is included with the meeting notice to Board members;
 - f. Dissolution of the organization or the sale or transfer of substantially all of its assets.

- g. Hiring or termination of an executive director, or any other contract or agreement delegating significant decision-making authority to another individual or entity;
- h. Significant expenditure on capital asset acquisition or improvements representing at least 25% of the Organization's budget;
- i. Any decision designated as a "significant decision" including, but not only as listed here:
 - 1) Policy concerning employees,
 - 2) Employee salary and wage,
 - 3) Creation or elimination of an employee position,
 - 4) Engaging a person on a contract basis or for consulting services,
 - 5) Selection and entering into a contract, and
 - 6) Formation and adoption of the budget.
- j. Any other decision requiring approval by a majority of the Board by law, the Articles of Incorporation, or these by-laws.

G. Manner of Voting at Meetings.

- 1. The Board Members physically or virtually present at a meeting and present during discussion on the motion may vote either orally, in writing, or by electronic transmission.

H. Compensation for Board Members.

- 1. Board Members shall receive no compensation for carrying out their duties. The Board may adopt policies providing for reasonable reimbursement for expenses incurred in conjunction with carrying out their responsibilities, such as travel expenses. Board Members are not restricted from being compensated for other services provided to the Organization so long as the compensation is reasonable and fair and is reviewed and approved in accordance with any applicable Conflict of Interest policy and state or federal law.

I. Duties

- 1. In addition to any other duties required by law, the Articles of Incorporation, these by-laws, a Board Member of the Organization, shall discharge his or her duties as a Board Member, including his or her duties as an officer or a member of a committee, in good faith; with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and in a manner he or she reasonably believes is in the best interests of the organization.
- 2. In discharging these and other duties, unless the Board Member has knowledge concerning the matter in question that makes reliance unwarranted a Board Member is entitled to rely

on information, opinions, reports, or statements, including financial statements and other financial data, prepared by third parties, if prepared or presented by any of the following:

- a. One or more Board Members, employees of Organization, whom the Board Member reasonably believes to be reliable and competent in the matters presented;
- b. Legal counsel, public accountants, engineers, or other persons as to matters the Board Member reasonably believes are within the person's professional or expert competence; or
- c. A committee of the Board of which he or she is not a member if the Board Member or officer reasonably believes that the committee merits confidence.

J. Duties of Officers

1. The officers of the Organization, shall be elected by the Board from its own the Board Membership. The officers shall include those described below. All duties of officers are subject to the authority of the Board to delegate any specific power to another officer, Board Member, employee, or volunteer of the Manistee County Historical Society, Inc., in a manner consistent with law, and to assign officers additional duties.
 - a. President. Unless delegated by the Board to another person or persons, the president shall:
 - 1) Supervise the general control and management of the business and affairs of the Organization
 - 2) Preside at meetings of the Board.
 - 3) See that all actions taken of the Board are executed.
 - 4) Perform all others duties incident to the office.
 - 5) Have authority to sign documents on behalf of the Organization, for matters authorized by the Board or otherwise delegated to the president.
 - b. Vice President. If the president is absent or unable to perform his or her duties, the vice president shall perform the president's duties until the Board directs otherwise.
 - c. Secretary. The secretary shall:
 - 1) Keep minutes of Board meetings.
 - 2) Be responsible for providing to each Board Member as required by law, the articles of incorporation, or these by-laws.
 - 3) Ensure the Organization, has properly kept records of corporate matters, including meeting minutes, resolutions, and the names and addresses of board members and committees.
 - d. Auditor. The auditor shall:

- 1) Oversee Organization, funds.
- 2) Ensure accurate books and financial records are kept.

K. Officers – Terms of Office; Removal or Resignation; Vacancy.

1. The officers serve one-year terms and may be appointed to additional terms. One person may hold two or more Board offices, but no Board officer may act in more than one capacity where action of two or more officers is required. An officer may resign at any time by providing written notice to the Organization. Notice of resignation is effective on receipt or at a later time designated in the notice. An officer appointed by the Board may be removed with or without cause by vote of a majority of the Board. A vacancy in any office shall be filled by the Board.

6. ARTICLE 6 - COMMITTEES

A. Committees; General Powers

1. The Board may designate one or more committees and subcommittees, as defined in the Michigan Nonprofit Corporation Act. Committees may include one or more Board Members as well as individuals who are not Board Members: Advisory Council Members, Members, or non-members.
2. A committee may exercise any powers of the Board in managing the Organization's business affairs to the extent the powers are delegated in writing by the Board to the Committee, except that no committee shall have the power to:
 - a. Amend the articles of incorporation.
 - b. Adopt an agreement of merger or conversion.
 - c. Amend these by-laws.
 - d. Fill vacancies on the Advisory Council or Board.
 - e. Fix reimbursement of the anyone for serving on the Board, Advisory Council or on a committee.

B. Establishing Committees

1. The Board shall establish committees by motion and shall make reasonable efforts to state in the resolution: the committee's purposes, the terms and qualifications of committee members (at least two members), the authority and responsibilities of the committee (including spending authority, if any) and the ways in which members of the committees are selected and removed. All committee members serve at the pleasure of the Board and Committees may be modified or terminated by the Board at any time.
2. Standing committees, if any, shall be listed in these by-laws here:
 - a. Collections Committee pursuant to Article 9 of these by-laws.

[Annotation: Collection Committee added by amendment, November, 2021.]

C. Committee Voting, Notice and Meetings

1. Committees shall meet as directed by the Board and their meetings shall be governed by the rules provided in these by-laws for notice, voting, and meetings of the Board.

7. ARTICLE 7 – DOCUMENT AND FINANCIAL PROCEDURES

A. General

1. No corporate documents (including appointments, checks, notes, disbursements, loans and other debt obligations) shall be signed by any person unless authorized by the Board, these bylaws, or a policy or resolution adopted by the Board.

B. Fiscal Year

1. For tax and accounting purposes the fiscal year is a period of 12 consecutive months beginning January 1 and ending December 31.

C. Financial Reports

1. On an annual basis, the Board shall have a qualified person or entity prepare a report on the financial activities of the Organization, for the preceding fiscal year and distribute that report to each Board Member at the annual meeting of the Board. The Board may in its discretion require a full audit. The report may be distributed electronically but will be provided in written form to any Board Member and Advisory Council Member who so requests. The report shall include all of the following for the preceding fiscal year.
 - a. An income statement(s).
 - b. The year-end balance sheet, including trust funds and funds restricted by donors or the Board.
 - c. A statement of source and application of funds.
 - d. Any other information required by the Board.

D. Budget.

1. The Board shall approve an annual budget in January for the calendar year, all expenditures must be within the budget or as otherwise approved by the Board. Any change in the budget must be approved by the Board.

E. Gifts and Donations

1. The Board may accept on behalf of the Organization, any contribution, gift or device for any purpose of the Organization, subject to a gift acceptance policy the Board may adopt from time to time.

F. Schedule of Funds:

1. Organization General Fund Income.

- a. Purposes for Receipts:
 - 1) Membership dues
 - 2) Admissions
 - 3) Small unrestricted donations, gifts, and memorials (up to \$1,000)
 - 4) Net sales
 - 5) Fees for research
 - 6) Membership projects (e.g., money raised at the Heritage Social)
 - 7) Dues and Fees for Genealogy Society
 - 8) Money from other organizations (e.g., Oak Grove Cemetery Tours, Lakeside Club, Onekama Ladies' Guild)
 - 9) Fees and donations for Middleton Marine Collection
 - 10) Interest from Endowment – Long-term Investment Fund.
 - 11) Allocation from governments (e.g., City of Manistee)
- b. The bank of record shall be Filer Credit Union, and is a savings account number 110500-000 (regular shares) and 110500-005 (money market).
- c. Withdrawals from this account are to transfer funds to the Organization General Fund Expenses.
- 2. Organization General Fund Expenses.
 - d. Purposes for Expenses:
 - 1) Payroll
 - 2) Utilities (electric, gas, phone, internet, water, solid waste, etc.)
 - 3) Insurance
 - 4) Supplies
 - 5) Member service
 - 6) Building and maintenance
 - 7) Other minor miscellaneous
 - e. The bank of record shall be Filer Credit Union, and is a checking account number 110500-002 (business checking)
 - f. Deposits into this account include transfers from Organization Operating Account I

[Annotation: January 23, 2025 amended to delete lighthouse bank accounts (formerly §7.F.2.). May 27, 2021 amended to change this account formerly with PNC Bank, now with Filer Credit Union. January 23, 2025 amended to delete lighthouse bank accounts (formerly §7.G.3. and §7.G.4.). February 27, 2025 amended to remove reference to lighthouse]

3. Restricted funds:

a. Baumann Memorial Fund. Purposes:

- 1) Receipts are a gift from Ron Baumann, of Manistee.
- 2) Expenses restricted for the construction and maintenance of a cross section of the Kewaycum (a boat).

b. [Placeholder for additional restricted funds]

4. Emergency Fund (rainy day fund, or budget stabilization fund). Purposes:

a. Receipts:

- 1) Estates... “Money from the estate of...”
- 2) Larger monetary gifts (over \$1,000)
- 3) Undesignated large donations (over \$1,000)

b. Expenses:

- 1) Unexpected large capital needs
- 2) Unexpected large maintenance or operational needs

c. This account is to hold money for Emergency Fund (rainy day fund, or budget stabilization fund)

d. The bank of record shall be Filer Credit Union and is a money market account number 110500-011 (sub-shares).

[Annotation: Chemical Bank is now known as TCF (Twin Cities Finance) Bank.]

e. The purpose (deposits) for this account is to hold money for budget stabilization for unexpected expenses.

f. Withdrawals from this account are to transfer money to other funds when unexpected expenses occur. Such transfers shall only be done with Governing Board approval.

5. Endowment Investments Fund. Purposes:

a. Receipts:

- 1) Estates... “Money from the estate of...”
- 2) Larger monetary gifts (over \$1,000)
- 3) Undesignated large donations (over \$1,000)

- b. Expenses:
 - 1) Only interest and dividends on the principle transferred to Organization General Fund.
- c. This account is to hold money for (1) Endowment – Long-term Investment Fund, (2) Emergency Fund (rainy day fund, or budget stabilization fund), and (3) Restricted Fund Baumann Memorial.
- d. Funds are kept with Ed Jones/Brian Postma, Manistee, investment bankers. [move some, all, or none to Manistee County Community Foundation, Inc.]
- e. The purpose this account is to hold money for purposes of creating dividend or interest income.
- f. Withdrawals from this account are to:
 - 1) to transfer money to other funds when unexpected expenses occur (Emergency Fund). Such transfers shall only be done with Governing Board approval.
 - 2) transfer money equal to or less than the amount of dividends and interest earned to the Organization General Fund in a calendar year (Endowment Fund). Transfers of an amount greater than the dividend or interest earned in a calendar year shall require five affirmative votes of the Governing Board. Transfer to a fund other than the Organization General Fund shall require approval of the Governing Board.

6. Capital Improvement Investment Fund. Purposes:

- a. Receipts:
 - 1) Donations for specific capital improvements
- b. Expenses:
 - 2) Specific capital improvements the money was raised for
- c. Long-term Investment Fund.
- d. Funds are kept Filer Credit Union savings account number 110503-000 (regular shares) and 110503-005 (money market)
- e. The purpose this account is to hold money raised for specific capital projects.
- f. Withdrawals from this account are to:
 - 1) Pay for capital projects.

[Annotation: December 17, 2020 amended to change investments formerly with Smith and Barney, Traverse City, now with E. D. Jones/Brian Postma, Manistee.]

G. Privacy Policy for Donors, Members, and Board members.

1. Identification of donors or members shall not be made public unless the donor or member specifically acts to consent to their name being made public.
2. Names of members of the Advisory Council and Board shall be made public including but not limited to the Organization's letterhead, website, and legal papers.

H. Membership Dues

1. Anyone may pay dues to become a member. Annual dues are:
 - a. Level 1 – Individual \$25 (\$25-\$49).
 - b. Level 2 - Family: \$50 (\$50-\$99).
 - c. Level 2 - Grandparents and grandchildren: \$50 (\$50-\$99).
 - d. Level 3 – Friend: \$100 (\$100-\$199).
 - e. Level 4 - Patron: \$200 (\$200-\$499).
 - f. Level 5 – Benefactor: \$500 (\$500 and up).
2. Membership benefits:
 - a. Levels 1 and 2:
 - 1) Free admission to the museum,
 - 2) Reduced registration fee for classes,
 - 3) Discount of \$2 on purchases (or 25% on items less than \$8),
 - 4) The satisfaction of supporting one of the most unique small historical museums in the United States.
 - b. Levels 3 and 4:
 - 1) Everything for levels 1 and 2,
 - 2) Up to one hour of research,
 - 3) 50% discount on photo orders.
 - c. Level 5:
 - 4) Everything for levels 1 through 4,
 - 5) Unlimited research.

[Annotation: December 11, 2025 amended to increase dues, change dues categories, and spell out membership benefits.]

I. Fees.

1. \$5 admission per person, \$3 admission per student (a person attending school or university).

[Annotation: December 15, 2022 amended to change admissions.]

2. Onsite research fees are as such:
 - a. \$20 access fee (includes admission fee) to the Organization's files which includes city directories, genealogy, subject files, maps, photographs, Manistee County tax records, and any other documentation that the Organization may have in its collection.
 - b. Organization staff will provide 30 mins of assistance with the access fee (this includes the handling and copying of newspapers, scanning photos, making photocopies, etc.)
 - c. After 30 mins, the rate for assistance is \$60 per hour with a minimum of 1 hour.

[Annotation: December 15, 2022 amended to change (double) research fees.]

3. Off site/long distance research fees are as such:
 - a. \$20 access fee to the Organization's files which includes city directories, genealogy, subject files, maps, photographs, Manistee County tax records, and any other documentation that the Organization may have in its collection.
 - b. Organization staff will provide 30 mins of assistance with the access fee (this includes the handling and copying of newspapers, scanning photos, making photocopies, etc.)
 - c. After 30 mins, the rate for your project is \$60 per hour with a minimum of 1 hour.
 - d. Upon inquiry, Organization staff will provide the researcher with the amount of time it will take to do the research (i.e. making photocopies, scanning, etc.) as well as a dollar amount that will be charged for materials (i.e. photocopies, postage, etc.)

[Annotation: December 15, 2022 amended to change (double) research fees.]

4. Payment
 - a. Fees in the form of cash, check or money order can be sent to: Manistee County Historical Museum, 425 River Street, Manistee, MI 49660
 - b. After the Organization receives the form of payment Organization staff will provide research within 21 days.
5. Reproduction Costs and Conditions
 - a. Photocopies are .25 cents per copy.
 - b. Photographs can be scanned or a copy of an existing scanned photo can be emailed at a cost of \$10. All photos are scanned at approximately 300 dpi or higher.

- c. For a print of an image, \$10 plus arrangement made to email the image to Jackpine Business Center where you can pick it up per Jackpine's copy fee cost.

6. Copyright License Agreement

- a. Copies of Organization materials and photos (digital or otherwise) are subject to a ownership/copyright license agreement which must be signed by anyone obtaining an image of any Organization material regardless of who created the image.

[Annotation: Section 7.J.1.a. was replaced in its entirety by Section 7.J.2. through 7.J.7. by the Governing Board, October 1, 2020. The entire section was recodified]

7. Municipalities.

- a. Research done by the Organization: \$0.00 per hour for a municipality contributing over \$8,000 per year toward the Organization then there is no charge for staff time (not just research) for up to 300 hours for the first \$8,000 an additional 35 hours for each additional \$1,000 in contribution. When staff time exceeds the hours provided here then full non-member off-site research fees shall apply and no service other than research shall occur. For a municipality with a historic district, work for applicants and the municipality for the administration of the historic district shall be considered work for that municipality.

[Annotation: Section 7.J.8.a. was modified by amendment by the Governing Board, October 1, 2020, and recodified. Section 7.J.8.a. was modified by amendment by the Governing Board, October 29, 2020.]

[Annotation: Sections 7.J.1.c. and 7.J.1.d. on reproduction of photos and written materials were deleted by the Governing Board, October 1, 2020.]

8. ARTICLE 8 – EMPLOYEES AND VOLUNTEERS

A. The Board shall establish a roster of employees in these by-laws. The roster shall include:

1. Executive Director
2. Curator
3. Assistant Director
4. Office Secretary

B. The Board may employ an Executive Director, from time-to-time prepare a job description for an Executive Director, and annually perform an evaluation of the Executive Director. The Executive Director serves at the pleasure of the Board, and may be dismissed with, or without, cause. The job description shall empower the Executive Director to:

1. Hire and fire other employee(s) as needed and as budgeted.
2. Perform annual job evaluations of those other employees.
3. Oversee the daily operation of, or delegate to other employees the daily operation of, the:
 - a. Lyman Building Museum (owned by the Organization)

4. Recruit and manage volunteers
5. Oversee and manage money for the Organization
6. Have authority of deposit money and write checks on behalf of the Organization
7. Complete all required corporate filings.

[Annotation: February 25, 2025 Amended to remove reference to Waterworks Museum and lighthouse.]

C. Other Employees

1. Curator
 - a. [Placeholder for Curator policies]
2. Assistant Director
 - a. [Placeholder for Assistant Director policies]
3. Office Secretary
 - a. [Placeholder for Office Secretary policies]

D. Volunteers

1. [Placeholder for Volunteer policies]

9. ARTICLE 9 – COLLECTIONS POLICY

[Annotation: Entire Article added by amendment February 24, 2022.]

A. PART I: Authority for the Collections.

1. The collections are owned by the Organization and held in trust by the Board. Collection items are administered and cared for by Organization staff in accordance with the best practices in the library and museum fields.
2. The Board is responsible for the care and preservation of all collections.
3. The Executive Director provides leadership and administrative oversight for Organization operations, manages the collections, and assists in development of project plans, reports, grants, and other documents as required by the Board or other agencies.
4. Acquisitions are made with the intention of building the Organization's collections and preserving them for future use in exhibitions and for historical research at the discretion of the Museum Director. A recommendation is made by the Museum Director to the Collections Committee who approves of the acquisition.
5. The Collections Committee should be made known of new acquisitions via the Executive Director.

6. The Collections Committee is responsible for day-to-day administration of collection-related activities including managing acquisitions and deaccessions, housing, storage, and conservation of materials.
7. The Collections Committee shall meet quarterly to review any new item-related donations to the Organization or the deaccession of items that are found, but not to be, of value to the Organization.
8. Said committee shall report to the Board of Directors after each quarterly meeting.

B. PART II: Collection/Criteria Purpose

1. The items to be retained or received into the collection of materials held by the Organization shall be guided by an affirmative finding of both of the following:
 - a. The object shall be Manistee County centric:
 - 1) Geographic:
 - i. German to the current geographic area of Manistee County and area.
 - ii. German to the former geographic area of Manistee County (today's Manistee, Wexford, and Missaukee Counties; and the Big Manistee River watershed).
 - b. The object shall be germane to any one of the following:
 - 1) History:
 - i. Pre-historic.
 - ii. Pre-lumbering.
 - iii. Lumbering.
 - iv. Salt and mineral extraction.
 - v. Decline of Lumbering, deforestation.
 - vi. Great Depression, reforestation.
 - vii. Industrial.
 - viii. Industrial decline.
 - ix. Contemporary.
 - 2) Geography:
 - i. About the landforms (e.g., glacial, soils, hills, topography).
 - ii. Water (e.g., rivers, lakes, wetlands).
 - iii. Land use and ownership.
 - iv. Natural resources (e.g., minerals, agriculture, forestry, natural areas).
 - 3) Culture:
 - i. Arts.
 - ii. Religion and churches.

- iii. Civic, social, and ethnic organizations.
- iv. Government and law.
- v. Economy, employment, businesses, non-profits, tourism.
- vi. Architecture and built environment.
- vii. Transportation.
- viii. Archeological sites.

4) People:

- i. Indigenous populations of the area
- ii. European and new England settlement of the area
- iii. Other immigrants that came to the area
- iv. Former residents of the area

5) Marine:

- i. Ships or other types of boats with a Manistee County location namesake.
- ii. Ships or other types of boats built or salvaged here.
- iii. Ships or other types of boats which are shipwrecked here.
- iv. Marine traffic frequenting Manistee County ports.
- v. Ports.
- vi. Navigable rivers and inland lakes.

c. The object shall be of a condition and quality that the Organization has the capacity and facility to:

- 1) Properly care for it in a usable or displayable condition.
- 2) Restore it, if needed.
- 3) Store or display it.
- 4) Protect it.

2. If the object, being offered as a donation, does not meet the criteria in 9.B.1.a., at least one of the criteria in 9.B.1.b., and all of the criteria in 9.B.1.c. then the donation should not be accepted. If the object, already in the collection, does not meet the criteria in 9.B.1.a., at least one of the criteria in 9.B.1.b., and all of the criteria in 9.B.1.c., then the object should be disposed of. Disposal shall be in the following order of priority:

- a. Offered as a loan, permanent loan, or ownership transferred to another museum.
- b. Sold.
- c. Discarded.

C. PART III: Organization Code of Ethics Regarding Collections

1. General

- a. Organization staff, Board members, and volunteers shall be guided by the following principles:
 - 1) Staff and Board members should not use their position at the Organization for personal gain.
 - 2) Volunteers should be trained and follow relevant aspects of handling artifacts.

2. Specific Requirements

- a. Responsibility to Organization Property - Real and Intangible: No staff member should use for personal gain any object or item that is part of the Museum's collection or under guardianship of the Museum, or use any other property, supplies, or resources of the Museum except for the official business of the Organization.
- b. Temporary Removal of Collection Objects: Sometimes it may be necessary to temporarily remove Organization objects (for example, to do work at home or for authorized temporary display at another site). Any such removals shall be approved by the Museum Director, and a log of such removals (including by the Director) and their return shall be maintained. The length of time allowed for these removals shall be at the discretion of the Director and subject to recall by the Director at any time.
- c. Personal Collecting by Staff, Board Members, or Volunteers: Organization staff members, members of the Board of Directors, and volunteers may often acquire, collect, and own objects of historical significance on their own, and it is often these interests that connect these people to working with / for the Museum. Since it is the policy of this Organization not to acquire collection objects by purchasing them, direct price competition is not an issue. In addition, however, Organization staff members, Board members, or volunteers should not in any way hinder the acquisition of collection artifacts by the Organization. No Organization staff member may use his/her affiliation with the Organization to promote his/her collecting or other activities unless approved by the Board of Directors.

3. Volunteers and Board Members:

- 1) Volunteers play an active and important role in the operations of the Organization. They also have a responsibility to protect any of the Organization's artifacts and collections, as well as any confidential information, to which they have access. It is the responsibility of Organization staff to train volunteers in this and all other ethical standards relevant to their duties as a volunteer.
- 2) Similarly, Board and Committee Members have a responsibility to protect any of the Organization's collections, as well as any confidential information, to which they have access. Board members must work toward the betterment of the Organization and not for personal gain other than the natural gratification and enrichment inherent in Organization participation. Conflict of interest restrictions and gift policies applying to the paid staff of the Organization must be explained to new Board members and observed by them, as well as any other relevant ethics

issues as noted above. Full and timely disclosure of any real conflicts of interest, as well as any potential or the appearance of such conflicts, by any Board member must be reported to the Director as soon as they are known.

D. PART IV. The Collections

1. Acquisition: All acquisitions are made by the Organization for the educational, display, scientific, and research purposes of Organization.
 - a. Collecting Goals: The overall direction and goals of collecting activities are governed by the mission of Organization
 - b. Acquisition Decisions
 - 1) Decisions as to the appropriateness of proposed acquisitions are made by the Director/Curator of the Organization. An acquisition recommendation can also be made by staff members, board members and volunteers of the Organization with the Collections Committee approving the acquisition.
 - 2) With regards to the donation of artifacts that are of a sensitive nature, have a large monetary value or are very large in a physical nature, the Director/Curator will confer with the Board through the proper command structure to gain permission to accept the proposed donation.
 - 3) The Organization will not directly or indirectly acquire objects that have an unethical history of ownership. The Organization will not knowingly acquire or exhibit artifacts which have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites.
 - 4) The Organization does not accept acquisitions on which restrictions or special conditions, other than donor recognition, have been placed. Exceptions to this policy must be considered by the Collections Committee and approved by the Director.
 - 5) Due to limited exhibition space and periodically changing exhibitions, no commitments shall be made to exhibit objects acquired for the collections in the museums for any duration of time as a condition of acquisition.
 - c. Acquisition Criteria:
 - 1) Potential acquisitions must meet three basic criteria:
 - i. Relevance: the object must support the Organization's mission and fit within its stated collecting goals as stated in section 9.B. (part III) of these by-laws.
 - ii. Use: the object must have the capacity for use in exhibitions and/or for research and scholarly purposes as stated in section 9.B. (part III) of these by-laws..

- iii. Condition: the object must be in reasonable condition and must not require significant expense for treatment to make it relevant as stated in section 9.B. (part III) of these by-laws..
- 2) In addition, the following questions must be considered when evaluating a potential acquisition. If the answer to any one of these questions casts doubt on the ability of the Organization to properly care for or manage the object, serious thought should be given to declining the acquisition.
- i. Is the source the rightful owner of the object and are there any conflicts regarding property rights or legal title?
 - ii. Has the source requested that any restrictions or special conditions be placed on the acquisition? If so, is their acceptance justifiable given Organization policy?
 - iii. Are there any constraints in terms of intellectual property rights? Will all intellectual property rights be turned over to Organization? If the source is not the copyright holder, has the holder been identified and can copyright be transferred to the Institute or a licensing arrangement made?
 - iv. Has the provenance of the object been properly documented? Are there any concerns as to the authenticity of the object or its provenance?
 - v. Does the object unnecessarily duplicate another object already in the collections?
 - vi. Does the Organization have the ability and intention to use and care for the object? Is appropriate storage space available? Are additional funds beyond the scope of the general collections budget necessary to make the object accessible? If the answer to any of these questions is no, the Organization should explore with the prospective donor the possibility of his/her establishing an endowment to support the extraordinary costs of care, storage, and/or access.
 - vii. Are there any safety concerns related to the object which might demand special handling, display, and/or insurance requirements?
 - viii. If the object is being purchased, is the price fair and reasonable? Could the object or its equivalent be acquired by gift or bequest rather than purchase?

d. Gifts

- 1) For all gifts, a Deed of Gift agreement must be signed by the donor or the donor's authorized representative at the time of donation. The Organization does not accept donations in which legal title is not transferred to MCHS. If a donor wishes to retain title to an object, the object shall be considered and processed as an extended loan. In this case, it is understood by the Organization that the donor's intent is to turn all rights and title in the object over to MCHS at some future point and an agreement to this end must be entered into prior to acceptance of the loan.
- 2) Gifts to Organization are tax deductible to the extent allowed by law. The Organization is responsible only for certifying receipt of the gift and is not allowed to establish any valuations, nor provide any recommendations as to appraisers. Under no circumstances will Organization staff appraise donations or make arrangements for an appraisal on the donor's behalf.

- 3) Unsolicited objects offered as potential acquisitions for the Organization's collections are considered to be in the **temporary custody** of the Organization. If the acquisition of an unsolicited object is approved, the object will be formally accessioned into the collections and the Temporary Custody Receipt will be retained in the object's accession file. Unwanted, unsolicited objects will be returned to the source, if the source is known. If the source is not known, Organization staff will attempt to locate an appropriate repository for the object and if unsuccessful, the object may be disposed of by witnessed destruction.
 - e. Bequests: Bequests will be considered for acquisition in the same manner as gifts. The Organization reserves the right to refuse bequeathed objects that do not meet its criteria for acquisition, or it may choose to accept only a portion of the bequest. For all bequests, copies of the will including all codicils shall be retained for the object's Accession File.
2. Appraisals: Donations are tax deductible to the extent of the law; however, the Organization cannot appraise items for a private owner. Donors, therefore, are expected to get independent appraisals for the objects they are donating prior to making the donation.
 3. Availability of Collections: Although the public must have reasonable access to the collections on a nondiscriminatory basis, the Organization assumes as a primary responsibility the safeguarding of their materials and therefore may regulate access to them. The judgment and recommendation of professional staff members regarding the use of the collections must be given utmost consideration. In formulating their recommendations, staff should let their judgment be guided by three primary objectives: the continued physical integrity and safety of the object or collection, scholarly or study purposes, and public access/education.
 4. Deaccession
 - a. Introduction.
 - 1) Objects accessioned into the collections will be permanently retained provided they continue to support the mission of the Organization. However, the Organization may choose to deaccession, or remove from the collections, any object which it legally owns that, upon examination, is deemed to be inappropriate for further retention.
 - 2) Once an object has been accessioned it can only be removed through completion of the deaccession process. The act of deaccessioning presupposes that the object has been formally accessioned into one of the Organization's collections. The same degree of careful examination shall go into making decisions regarding the deaccessioning of objects as is given to the evaluation of potential acquisitions.
 - b. Deaccession Decisions: Decisions as to the appropriateness of proposed deaccessions are made as follows:

- 1) A recommendation is made by Organization's Collections Committee who makes the final decision as to whether the object should or should not be removed from the collections.

c. Deaccession Criteria

- 1) To be considered for deaccessioning, an object must meet at least one of the following criteria:
 - i. Relevance: inclusion of the object in the collections does not support the Organization's mission or fit within its stated collecting goals.
 - ii. Condition: the object has deteriorated or been damaged beyond repair or poses a health hazard.
 - iii. Care of the Object: the Organization is not able to provide proper care for special preservation requirements associated with the object.
 - iv. Duplication: the object is an exact duplicate or unnecessarily duplicates the subject matter or relevance of another object.
 - v. Quality of the Collection: deaccessioning of the object will improve or strengthen another area of the collections and, in so doing, further the goals of the Organization. In this case, great care must be taken to ensure that an object in one area of the collection is not disposed of purely for the sake of acquiring an object in another area.
- 2) No action pertaining to the deaccessioning or disposition of an object will be undertaken that would impair the integrity and good standing of the Organization within the community at large or within the museum profession.

d. Disposition of Deaccessioned Objects

- 1) Organization employees, Board may not purchase or otherwise benefit from the disposition of a deaccessioned object.
- 2) Disposition of approved deaccessions shall take place in a timely fashion. In determining the appropriate method of disposition, consideration should be given to the best interests of the Organization, the public and communities it serves, and the public trust it represents. Appropriate methods of disposition are:
 - i. Donation: the object may be donated to another museum or educational organization.
 - ii. Sale: the object may be sold at public auction or sold privately to another educational organization.
 - iii. Destruction: if an object has deteriorated or been damaged beyond repair, poses a health hazard, is determined to be a fake or forgery, or holds neither intrinsic nor monetary value, it may be deliberately destroyed.
- 3) The Organization will place all net proceeds (all proceeds less out-of-pocket expenses) from the sale of deaccessioned objects into the Organization Savings Account to be used by Organization as the Governing Board sees fit.

5. Loans: Organization makes loans of objects from its collections to qualified borrowers, and may request loans from other organizations or individuals, for exhibition purposes. Documentation of loans is maintained in the object's Loan File. The Executive Director will provide a report on all loans to and from the Organization to the Board at the close of the fiscal year.
 - a. Outgoing Loans: Requests for loans from the Organization's collections will be evaluated according to the following criteria:
 - 1) The object is not judged to be too fragile to withstand the associated handling, shipping and changes in climate.
 - 2) Conditions during the loan period will not endanger the object.
 - 3) The object is not needed during the requested loan period by MCHS staff.
 - 4) Loans from the collections are made at the discretion of the Museum Director.
 - 5) Loans are not made for personal use or for commercial purposes.
 - 6) The Organization will not consider requests for loans of original documentary photographs unless the borrower can show a need to exhibit the original object.
 - 7) The Organization does not make indefinite or permanent loans. The duration of a loan must be specified on the Loan Agreement and cannot exceed three years.
 - 8) Requests for loan extensions are evaluated and approved by the Museum Director. If granted, loan extensions must also be for a specified period of time, not exceeding one year.
 - 9) All outgoing loans are subject to the conditions set forth on the reverse of the Outgoing Loan Agreement, which must be signed by the borrower prior to shipment of the object. Any special conditions, requests, or restrictions must be discussed with Organization staff in advance and documented on the Loan Agreement.
 - 10) If an outgoing loan is insured by the borrower, a certificate of insurance must be issued to Organization prior to shipment of the object. If the borrower requests that Organization maintain its own insurance on the object for the duration of the loan, it will be done at the borrower's expense.
6. Incoming Loans
 - a. Requests for loans to the Organization are made by the appropriate curator and are reviewed with consideration of the object's provenance, its condition, the clarity of rights and title, the presence of lender-imposed restrictions, and the associated costs of the loan.
 - b. Organization does not accept incoming loans offered for the purposes of commercial exploitation of the object or to increase the value of the object when sold, nor does it

provide long- or short- term storage services. The Organization adheres to the ethics standards put forward by the Association of American Museums, the Native American Grave and Repatriation Act and will not knowingly exhibit artifacts which have been stolen, illegally removed from their country of origin, illegally salvaged, or removed from commercially exploited archaeological or historic sites.

- c. Any special conditions, requests, or restrictions must be discussed with Organization staff in advance and documented on the Loan Agreement. Loans are made to the Organization for the period listed on the Incoming Loan Agreement and may not be withdrawn without adequate prior notification.
- d. It is the responsibility of the lender to inform the Organization in writing if their address or ownership status changes during the loan period. The Organization will return the object to the lender listed in the Incoming Loan Agreement and will only deliver the object to another party with written authorization from the lender.

10. ARTICLE 10 – OTHER POLICIES

A. Hours of Operation.

1. The museum’s hours are seasonal and are subject to staff availability. Hours of operation are as such:
 - a. January through April – Thursday and Friday 10 AM to 5 PM; and Saturday, 10 AM to 4 PM
 - b. May through December – Tuesday – Friday 10 AM to 5 PM; Saturday, 10 AM to 4:00 PM

[Annotation: Added by amendment by the Board, October 1, 2020. During the COVID-19 pandemic hours were modified by the board to close a half our earlier then the hours here, to allow a half hour for staff and volunteers to clean surfaces in the museum. The Executive director had authority to implement and end the COVID hours. Changed by amendment by the Board, April 2, 2026 to change winter hours from January through March to January to April.]

B. Hours for research.

1. Access to archival material is by appointment only. Appointments must be made at least one week in advance.

[Annotation: Added by amendment by the Governing Board, October 1, 2020.]

11. ARTICLE 11 - INDEMNIFICATION

A. Non-derivative and Derivative Actions

1. Organization, shall indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding of any nature against expenses (including attorneys’ fees, judgments, penalties, fines, and amounts paid in settlement) in part or in full to the extent the Board determines the following are met:

- a. The suit arises out of actions or inactions taken by the person in his or capacity as a Board Member, officer, employee, volunteer or agent of the Organization, (or another entity at the request of the Organization);
- b. The person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Organization, and the person believed he or she was acting within the scope of his or her authority under the Organization;
- c. With respect to any criminal action or proceeding, the person had no reasonable cause to believe his or her conduct was unlawful;
- d. The lawsuit (and or defense) and the proposed legal strategy and costs have been given prior authorization by the Governing Board, unless this requirement is waived by the Board;
- e. The person provided prompt and timely notice of the lawsuit to the Board (usually within 14 days) unless the Board waives this requirement;
- f. The covered expenses are covered by insurance carried by the Board (unless this requirement is waived by the Board);
- g. The person is not liable to the Organization, for the claim, issue or matter; and
- h. Indemnification is authorized by law, the Articles of Incorporation, these bylaws, and is consistent with the organization's status as a 501(c)(3) organization.

B. Authority to Determine that Indemnification is Proper.

- 2. The Organization's decisions regarding whether indemnification is proper and the extent to which indemnification is proper shall be made in one of the following ways, or other manner authorized by statute:
 - a. By a majority of a quorum of the Board that consists of Board Members who are not parties or threatened to be made parties to the action, suit, or proceeding;
 - b. If the Board is unable to obtain a quorum under subdivision (a), by majority vote of a committee appointed by the Board that consists of at least 2 Board Members who are not at the time parties or threatened to be made parties to the action, suit, or proceeding (all Board Members may participate in designating the committee); or
 - c. By independent legal counsel in a written opinion.

12. ARTICLE 12 EXEMPT PURPOSES

- A. Notwithstanding any other provision in these Bylaws, if any provision of these Bylaws is contrary to the Organization's tax-exempt status recognized under Section 501(c)(3) of the Internal Revenue Code, the provision shall be void to the extent necessary for these Bylaws to be consistent with Section 501(c)(3) and rules promulgated thereunder.

- B. If it is necessary for the dissolution of the organization or the sale or transfer of substantially all of its assets shall be transferred to another qualified 501(c)(3) or 501(c)(4) organization, as the Governing Board shall determine.

13. ARTICLE 13 AMENDMENTS

- A. A majority of the Board may amend these by-laws at a regular meeting of the Board,
- B. A majority of the Board may adopt new by-laws, if notice setting forth the terms of the proposal has been given in accordance with any notice requirement for the meeting of the Governing Board.
- C. The intent is these by-laws shall be dynamic, and relatively easy to change. Amendments, court decisions, or other actions which affect or change these bylaws shall be reflected with annotated notes within the by-laws (but not a part of the by-laws) and shall be logged in appendix A.

Bylaws adopted on November 1, 2018.

Appendix A - Listing of amendments to the Manistee County Historical Society, Inc., Governing Board By-Laws.

Date Adopted	Section changed	Summary of added text	Summary of deleted text
November 1, 2018.	All §§.	Entire content of by-laws Articles 1 through 12.	Any and all previous by-laws.
October 1, 2020	§ 9.A.	Added hours of operation	
October 1, 2020	§ 9.B.	Added hours for research and research appointments	
October 1, 2020	§ 7.J.2. through §7.J.7.	Added fees for research services, access, staff assistance, copy fees, copyright agreement required.	
October 1, 2020	§ 7.J.1.b., now § 7.J.8.	Left municipality rate in place	Research per hour rate for non-members and members.
October 1, 2020	§ 7.J.1.c.		Photo reproduction fee rates.
October 1, 2020	§ 7.J.1.d.		Written material fee rates.
October 29, 2020	§ 7.J.8.a.	Made clear contributing municipalities receive up to 300 hours of staff time (not just research) and includes administration of historic districts.	Changed contribution amount from \$10,000 to \$8,000 per year.
December 17, 2020	§ 7.G.6.b.	Change the Investments brokerage to a Manistee based firm.	It formerly was Smith and Barney of Traverse City.
May 27, 2021	§ 7.G.1.b. and 7.G.3.b.	Change to money market accounts to Filer Credit Union	It was formerly PNC Bank.
Feb. 24, 2022	Article 9 § 6.B.2.	Added collections policy, Article 9, and renumbered remaining articles, now 13 total. Added Collections Committee as a standing committee.	
March 24, 2022	§ 7.G.	Moved museum bank accounts to Filer Credit Union.	Formerly was PNC Bank and Huntington Bank (formerly known as TCF, Chemical, Northwest)
December 15, 2022	§7.J.1 §7.J.2. §7.J.3.	Increase museum admission fees Increase research fees	Was \$3, \$1. Now \$5 and \$3 student. Research fees were doubled.

Date Adopted	Section changed	Summary of added text	Summary of deleted text
January 23, 2025	§7.F.2. §7.G.3. §7.G.4.		Delete lighthouse fund (formerly §7.F.2.). to delete lighthouse bank accounts (formerly §7.G.3. and §7.G.4.) Lighthouse responsibilities transferred to Sauble Point Lighthouse Keepers Association (SPLKA)
February 27, 2025	§7.F. §7.G.	Consolidating Organization funds with bank accounts (§7.F.)	Consolidating organization funds with bank accounts §7.G.).
February 27, 2025	Throughout	Replace "Governing Board" with "Board" of Directors Replace "Board" with "Advisory Council." Replace "Museum" and "Manistee County Historical Society Inc." with "Organization"	Replace "Governing Board" with "Board" of Directors Replace "Board" with "Advisory Council." Replace "Museum" and "Manistee County Historical Society Inc." with "Organization"
February 27, 2025	§4.A.1.; §5.A.1.; §1.A.3. and §7.F.1.2.1) and 8.B.3.c.; §1.A.2. and §8.B.3.b.;	add section 4.A.1. add "February" for annual meeting	remove reference to lighthouse remove reference to waterworks
December 11, 2025	§7.H.;	to increase dues, change dues categories, and spell out membership benefits	Remove old dues rates and categories and remove reference to benefits in §7.I.
April 2, 2026	§10.A.1.	change winter hours to January to April	change winter hours: no longer from January through March.