# BY-LAWS OF
# THE ELKRIDGE HERITAGE SOCIETY

## ARTICLE I
## NAME

The official name of this organization shall be the Elkridge Heritage Society, Inc (as per the 501(c)(3) filing with the IRS), hereinafter referred to as The Society. Elkridge Heritage Society, Inc. is sometimes referred to as Elkridge Heritage Society, Ltd, and Elk Ridge Heritage Society, Ltd. or simply Elkridge Heritage Society.

## ARTICLE II
## MISSION

Mission Statement: To repair / care for the Elkridge Heritage Society's headquarters, the Brumbaugh House, raise money to continue operations, build membership and share Elkridge Heritage / History through events, and to maintain a museum for public viewing.

In particular, The Society is a non-profit organization committed to the preservation, promotion and presentation of local heritage. Its mandate is to support its mission by:

1. Restoring, preserving, and utilizing the Brumbaugh House as a resource for the community as a meeting place for community activities, archival storage and a museum
2. Responsibly operating said museum and resource center
3. Reflecting the diversity and change that Elkridge and the adjacent Patapsco River Valley has experienced; encouraging community interest in the unique history of the area to ensure that present and future generations can share in and understand the rich heritage; educating the broader community about local heritage and its benefits through the presentation of exhibits and displays, lectures, demonstrations, special events and participatory programs.
4. Continuing research, discovery and collection activities; collecting, classifying and displaying the artifacts, photographs and other items of Elkridge and Patapsco River Valley physical and cultural heritage as well as current changes; identifying families that called Elkridge home through oral and written histories.
5. Committing to the rehabilitation of buildings, through example or advocacy
6. Being actively involved in relevant community and government programs, which benefit heritage preservation.
7. Studying and preserving the history of Dr. Brumbaugh
8. Carrying on all activities appropriate for a historical society, such as marking and preserving historical sites.

## ARTICLE III
## MEMBERSHIP AND DUES

SECTION 1. Any person interested in the history of Elk Ridge and the objectives of The Society may become a member of The Society upon enrollment and payment of dues.
SECTION 2. The cost of membership, in several tiers, is given in Addendum A at the end of this document.

## ARTICLE IV
## OFFICERS, BOARD AND EXECUTIVE COMMITTEE

SECTION 1. The Officers of The Society shall be a President, Vice-President, Secretary, and Treasurer, also known as the Executive Committee.
SECTION 2. A nominating committee appointed by the President shall nominate candidates for each office to be voted on at the annual meeting. All officers shall serve for one year and are limited to four consecutive years in one office unless there are extenuating circumstances. Additional nominations may be made from the floor with the nominee's consent.
SECTION 4. The Board of The Society consists of the Executive Committee, two to four At Large Board Members, and the most recent past president.
SECTION 5. The Board shall manage the affairs of The Society between regular meetings.
SECTION 6. The Board shall meet monthly, or at the call of the President. Committee Chairpersons may attend board meetings at the request of the President.

## ARTICLE V
## DUTIES OF BOARD MEMBERS

SECTION 1. The President shall preside at all meetings of The Society and of the Executive Committee and shall perform all duties pertaining to that office.
SECTION 2. The Vice President shall preside in the absence of the President, and shall perform all duties pertaining to that office.
SECTION 3. The Secretary shall keep a record of the proceedings of all meetings of The Society and of the Board, and send correspondence to donors acknowledging their donations.
SECTION 4. The Treasurer shall receive all funds of The Society and take care of all the bills. He/she shall give a report of receipts and disbursements at each meeting, prepare a detailed annual report, handle sales tax, and file the personal property information with the State of Maryland. The Treasurer is responsible for seeing that tax documents are filed with the IRS, whether they do it personally, delegate to another board member, or hire a professional.
SECTION 5. The duties of the At Large Board Members are to attend and vote at meetings, provide advice to the board, and offer specialized expertise.
SECTION 6. Outgoing Executive Committee Members and other committee chairpersons shall submit all records to their successors and a copy shall be maintained in the archives at the Elkridge Heritage Society, or in the shared cloud storage online.

## ARTICLE VI
## MEETINGS

SECTION 1. General meetings are aperiodic, called by the President.
SECTION 2. The Annual Meeting shall be held in November and shall include the election of officers.
SECTION 3. The Society has open hours at the Brumbaugh House on the third Saturday of every month, where one or more Board Members will be present to meet with visitors.

## ARTICLE VII
## COMMITTEES

Archaeology
Building and ground maintenance
Cemeteries
Clerical/Administrative
Collections/Library
Docents
Finance/Fundraising
Educational Liaison with the Schools
Hospitality
House tour
Technology
Membership
Museum and display
Old Homes
Oral History
Photos
Programs
Publicity
Refreshments
Research
Site marking/Preservation
Youth activities
Website

## ARTICLE VIII
## VACANCIES

The Executive Committee shall fill any vacancy occurring among officers. This replacement shall complete the unexpired term.

## ARTICLE IX
## QUORUM

A quorum for regular business (such as events, fundraising, budget issues, museum display content, website content, house issues etc) is ⅔ of the Board, and must include the President or Vice-President. For articles noted herein requiring membership voting, a quorum will be established with ⅔ membership votes. A quorum is required for typical motions to be passed. A virtual quorum via email, phone or any other communication vehicle, is acceptable. Proxy votes will be accepted upon notice of illness or emergency on the part of the board / member.

## ARTICLE X
## AMENDMENTS

These by-laws may be amended at any regular meeting provided the amendment/ amendments shall have been proposed at a previous meeting and ten days written notice given to all members. It/They shall be passed by a 2/3 majority of those present who are active members at the next board meeting. They are to be reviewed/revised every two years.

## ARTICLE XI
## AUDITING

The auditing committee shall consist of one member appointed by the President at the September meeting, and one member of the Executive Committee other than the Treasurer. This committee shall audit the Treasurer's accounts and present the report to the organization at the November meeting.

## ARTICLE XII
## ARTICLE OF NECESSITY
## PARLIAMENTARY PROCEDURE

"Robert's rules of order, newly revised" will govern the actions of this society wherever/whenever applicable. (Annotated code of Maryland, Section 301, C-3).

## ARTICLE XIII
## DECISION TO SELL MAJOR ASSETS OF THE SOCIETY

In the event that The Society chooses to remain active but not maintain the Brumbaugh House and/or Property, the membership must vote in agreement with the board or provide a means of aiding the board in being able to maintain the house / property in an expeditious manner. The board will notify all members and provide a 30-day period to receive votes from all members.

## ARTICLE XIV
## PLANNED DISSOLUTION OF SOCIETY

In the event of the planned dissolution of The Society, the Executive Committee shall make provision of all liabilities and the disposition of all the assets of The Society. Said disposition shall be in accordance with the corporate charter and with Section 501 (C)

(3) of the internal revenue code of 1954 (or the corresponding provision of any future U.S internal revenue law, as the Executive Committee shall determine.

## ADDENDUM A: 2026 Membership Structure and Dues Schedule

**Organization:** Elkridge Heritage Society

**Effective Date:** [Insert Date of Board Approval], 2026

**Supersedes:** All prior membership dues and benefit schedules.

### I. Purpose

This Addendum is established pursuant to the authority granted to the Board of Directors to set and adjust annual dues. Its purpose is to modernize the Society's revenue model to meet the $8,000 annual operating requirement and to provide a clear framework for member benefits and recognition.

### II. Membership Tiers & Annual Dues

The Society shall offer the following membership categories. All memberships are valid for one (1) calendar year from the date of payment.

| Category | Annual Dues | Voting Rights |
|---|---|---|
| **Individual** | $25.00 | One (1) Vote |
| **Family (Household)** | $35.00 | One (1) Vote for each Family Member Over 18 |
| **Donor** | $150.00 | One (1) Vote |
| **Patron** | $300.00 | One (1) Vote |
| **Benefactor** | $1,000.00+ | One (1) Vote |

### III. Business Partnership Program

A separate "Business Partner" category is hereby established to encourage local commercial support. These are non-voting memberships.

- **Community Partner ($250):** Website recognition for one year and storefront decal.
- **Heritage Sponsor ($500):** Above plus social media spotlight.

- **Landmark Guardian ($1,000+):** Above plus wall plaque recognition for one year.
- **Lifetime Preserver ($5,000+):** Above plus permanent wall plaque in the museum

## IV. Schedule of Benefits

The Board of Directors maintains the authority to modify specific benefits annually. For 2026, the following perks are ratified:

1. **All Tiers:** Subscription to our Newsletter (digital) and priority event alerts.
2. **Family & Above:** Two (2) transferable museum guest passes annually.
3. **Donor & Above:** Eligibility for the **North American Reciprocal Museum (NARM)** program and a 10% discount on Society merchandise.
4. **Patron & Above:** One annual private archive tour (by appointment) and name recognition on the Society's Donor Wall.
5. **Benefactor:** Inclusion in the "Leadership Circle" on the Donor Wall and invitation to the annual President's Reception.