

GRIGNON MANSION BOARD BYLAWS

Article I—Name and Purpose

Section 1. The official name of this body shall be the Grignon Mansion Board.

Section 2. The Grignon Mansion Board is established by the City of Kaukauna for the purpose of promoting, protecting and preserving the Grignon Mansion and to educate the public regarding the Mansion and to develop public information programs about the Mansion.

Article III—Membership

Section 1. Membership and the terms of membership shall be as provided for in Ordinance 1673 of the City of Kaukauna.

Section 2. The members of the Board shall serve without compensation but shall receive reimbursement of expenses as the Board directs. [cf. Ordinance 1673]

Article III—Officers and Their Duties

Section 1. The officers of the Board are Chair, Vice Chair, and Secretary.

Section 2. The duties of the Chair shall be to:

- a. Preside at the meetings of the Board
- b. Serve as chair of the Executive Committee; and
- c. Appoint special subcommittees, which may include persons other than Grignon Mansion Board members.

Section 3. The duties of the Vice Chair shall be to perform the duties of the Chair in his/her absence.

Section 4. The duties of the Secretary shall be to:

- a. Keep records of the attendance of members at all meetings;
- b. Keep the minutes of all board and executive committee meetings;
- c. Maintain a permanent record file of board documents and correspondence in accordance with Wisconsin Public Records law; and
- d. Distribute minutes of board meetings and copies of other board documents to board members, and concerned others..

Section 5. All officers shall be elected annually by a majority vote of the board members at the January meeting.

Section 6. The Executive Committee shall consist of the Chair, Vice Chair, and Secretary. It shall:

- a. Act on urgent Board matters between meetings;
- b. Prepare an agenda for each meeting if requested to do so by the Chair; and
- c. Call special meetings of the board as they are needed.

Article IV—Meetings

Section 1. The Grignon Mansion Board is a governmental body and all meetings of the Board are governed by the provisions of Wisconsin Open Meetings law.

Section 2. All meetings will be open to the public.

Section 3. Regular meetings of the Board will be held monthly on the 4th Monday of each month at a time and location chosen by the Grignon Mansion Board. Meetings are subject to change as needs arise.

Section 4. A majority of the members of the Board shall constitute a quorum.

Section 5. Notices of meetings shall be posted to all members at least one week before each meeting; and shall be properly noticed as provided for in Wisconsin Open Meetings law.

Article VI—Subcommittees

Section 1. As the need for standing and special subcommittees arises, such subcommittees may be appointed by the Chair.

Section 2. Subcommittees shall report regularly to the Board.

Article VII – Finances

Section 1. Annually, at the time the regular City budget is prepared, the Grignon Mansion Executive Director shall submit to the Council for approval a budget regarding the operations of the Board for the succeeding year. The budget, as approved by the Council, may become part of the regular City tax levy. The expenditures of such appropriated money and any other funds received and designated for use in conjunction with the Grignon Mansion shall be under the direction of the Board. The Board shall submit requests to the City for payment on a monthly basis as expenses are incur. [cf. Ordinance 1673]

Article VIII—Amendments

Section 1. These bylaws may be amended or added to by a two-thirds majority vote of active members at any regular board meeting.

Article IX—Rules of Order

Section 1. The meetings and activities of the Grignon Mansion Board shall be conducted according to *Robert's Rules of Order*, except as otherwise provided by these bylaws.

CERTIFICATE OF ADOPTION

It is hereby certified that the foregoing bylaws of this organization were adopted at the regular meeting of the Grignon Mansion Board held at Kaukauna, Wisconsin on the ____ day of _____, ____

Chair

Secretary