

Ogunquit Heritage Museum Committee

By-Laws

The Ogunquit Heritage Museum Committee is a town committee appointed by the Select Board to administer the activities and programs of the Ogunquit Heritage Museum (OHM). The Ogunquit Heritage Museum is an institution that collects, preserves, and exhibits artifacts and documents related to Ogunquit's heritage. The Museum is located on Obed's Lane on the grounds of the Dorothea Jacobs Grant Common. The centerpiece of the Common is the Captain James Winn House, a town-owned structure in which the OHM protects and preserves various aspects of its history for the edification and education of both the townspeople and the many visitors that frequent Ogunquit.

Article 1: Committee Membership/Appointment Terms

The Ogunquit Heritage Museum Committee shall consist of a volunteer committee of 9 (nine) members and 2 (two) alternate members appointed by the Select Board. There will be no term limits applied to this Committee. In compliance with the Town Charter, should a vacancy occur for any reason, the Select Board in conjunction with the OHM Committee, will appoint new members. Alternate members will be given the right of first refusal. The majority of the Museum Committee members shall be residents of or property owners in Ogunquit, Wells, and Cape Neddick since our individual histories are intertwined.

Article 2: Committee Officers

Chairperson:

The Committee shall elect one of its members annually to serve as Chairperson. The Chairperson shall be responsible for the general direction of the Committee and shall preside at committee meetings. The Chairperson shall also serve as the principal liaison between the Committee, the Select Board, and other town officials.

Vice Chairperson:

The Committee shall elect one of its members annually to serve as Vice Chairperson. In the absence of the Chairperson or if the Chairperson is unable to preside, the Vice Chairperson shall preside over Committee meetings and become the acting Chairperson of the committee with all the rights, privileges, and power of the Chairperson.

Secretary:

The Committee shall elect one of its members annually to serve as Secretary. The Secretary shall be responsible for notifying the Town Clerk of new nominees to the OHM Committee after which the Town Clerk will advise the nominee to report to the Town Office to fill in the official Application that goes to the Select Board for affirmation. The Secretary will notify members of meetings, posting meeting agendas at the Town Hall, and recording the minutes of the Committee meetings.

Treasurer:

The Committee shall elect one of its members annually to serve as Treasurer. The treasurer shall keep a record of the Committee's income and expenditures. The OHM Committee Treasurer shall keep in contact with the Town Treasurer concerning the Committee's financial standing with the Town and will report periodically to the OHM Committee about the OHM's financial standing. Bills addressed to the OHM Committee or Museum Administrator will be forwarded to the Town Treasurer who will arrange for their payment unless such bills require approval of the OHM Chairperson or OHM Treasurer. The Town Treasurer will advise the Committee about drawing up an annual budget and about other financial matters pertaining to the Committee. The OHM Treasurer will solicit recommendations from the Museum Administrator and others when compiling the annual budget input to the Town, usually in the month of October, and will strive to meet all Town-imposed deadlines.

Article 3: Meetings

Meetings of the Committee will normally be held on the second Wednesday of each month. Written notice of the said meeting shall be announced and posted appropriately. Special meetings of the Committee will be called by the Chairperson at the request of any one member or may be called by the Chairperson at any time. There will also be an annual meeting. This Annual Meeting will give the Museum Committee the opportunity to review the activities of the past year, allow the committee to elect a slate of officers for the coming year, and provide an opportunity for the perfunctory annual review of the By-Laws. This meeting should be the first meeting in July. All meetings are open to the public and the agenda, date, and place should be posted in the Town Hall before the meeting is held.

Article 4: Responsibilities

The Committee shall assume responsibility for the following:

- Preservation of the collection
- Documentation of photos/paintings/artifacts
- Reviewing and accepting or rejecting all accessions and loans
- Provision of legal documents for gifts and loans
- Presentation of exhibits, projects, educational programs, tours, lectures, etc.
- Interaction with public schools, other museums, and various community organizations
- Presentation of the budget to the Town Manager and/or Select Board and other town officials as required
- Provide support and direction, when appropriate, to the Museum Administrator
- Recommend beautification of the Common in accordance with the Richardson Proposal (approved by the Town at the Public Meeting held on Nov 15, 2000.)
- Make recommendations to the Select Board for the proper expenditure of the Dorothea Jacobs Grant Trust Fund in accordance with the terms of Mrs. Grant's Last Will and Testament.
- Interact with the Friends of the Ogunquit Heritage Museum (FOHM) by encouraging fundraising activity, submitting articles for the FOHM Newsletter, collaborating on educational programs, and partnering with them on other endeavors within the scope of our mission.

Article 5: Sub-Committees

The Museum Committee can appoint either standing (permanent sub-committees) or special (for one short-term purpose) sub-committees as needed. A sub-committee shall be appointed by the Museum Committee chairperson. A Nominating Sub-committee will be appointed and convened annually in June and has the responsibility to present a slate of officers at the Annual Meeting in July. After the appointment, any and all sub-committees will be convened by its chairperson who is selected from within its group. Sub-committees will make recommendations to the Museum Committee about the subject referred to it, provided there is an agreement by the majority of the sub-committee members. A special or standing sub-committee must investigate the facts and recommend actions. It has no power to take implementation actions without the permission of the Museum Committee.

Article 6: Amendments

Amendments to these By-Laws may be voted on at the monthly meetings. All members must be provided with a copy of any proposed amendment prior to the meeting. In order for any amendment to be adopted, a majority of five (5) members of the Museum Committee must vote in the affirmative. Final approval by the Select Board is required before implementation.

NOTE: The Ogunquit Heritage Museum Committee adopted these By-Laws at their meeting on July 14, 2022

The Ogunquit Select Board adopted these By-Laws at their meeting on August 9, 2022.