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Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income TaxUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

- Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.
- The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-1150

2009**Open to Public Inspection**

A For the 2009 calendar year, or tax year beginning , 2009, and ending

B Check if applicable: ☐ Address change, ☐ Name change, ☐ Initial return, ☐ Termination, ☐ Amended return, ☐ Application pending. **Please use IRS label or print or type. See Specific Instructions.**

C Name of organization
CARMEL-CLAY HISTORICAL SOCIETY INC
Number and street (or P O box, if mail is not delivered to street address) Room/suite
211 1ST St SW
City or town, state or country, and ZIP + 4
CARMEL IN 46032-2003

D Employer identification number
31-0908428

E Telephone number
(317) 846-7117

F Group Exemption Number ►

G Accounting method ☒ Cash ☐ Accrual
Other (specify) ►

H Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Website: ► carmelclayhistory.org

J Tax-exempt status (check only one) — ☒ 501(c) (3) (insert no) ☐ 4947(a)(1) or ☐ 527

K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts, if \$500,000 or more, file Form 990 instead of Form 990-EZ ► \$ 61,260.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

REVENUE	1	Contributions, gifts, grants, and similar amounts received	1	28,931.
	2	Program service revenue including government fees and contracts	2	20,172.
	3	Membership dues and assessments	3	0.
	4	Investment income	4	1,402.
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from gaming, check here ☐		
	6a	Gross revenue (not including \$ of contributions reported on line 1)	6a	
	6b	Less direct expenses other than fundraising expenses	6b	
6c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
7a	Gross sales of inventory, less returns and allowances	7a	3,981.	
7b	Less cost of goods sold	7b	2,072.	
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	1,909.	
8	Other revenue (describe ► See Other Revenue Statement)	8	6,774.	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	59,188.	
EXPENSES	10	Grants and similar amounts paid (attach schedule)	10	500.
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	9,832.
	13	Professional fees and other payments to independent contractors	13	8,648.
	14	Occupancy, rent, utilities, and maintenance	14	13,479.
	15	Printing, publications, postage, and shipping	15	5,757.
	16	Other expenses (describe ► See Other Expenses Statement)	16	17,137.
	17	Total expenses. Add lines 10 through 16	17	55,353.
NET ASSETS	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	3,835.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	76,478.
	20	Other changes in net assets or fund balances (attach explanation)	20	
	21	Net assets or fund balances at end of year Combine lines 18 through 20	21	80,313.

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ

(See the instructions for Part II.)

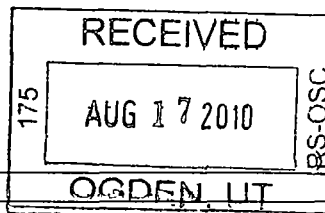
	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	76,478.	77,647.
23 Land and buildings	0.	0.
24 Other assets (describe ► Inventory)	0.	3,883.
25 Total assets	76,478.	81,530.
26 Total liabilities (describe ► Sales Tax & Payroll Tax Payable)	0.	1,217.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	76,478.	80,313.

BAA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2009)

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Part III Statement of Program Service Accomplishments (See the instructions.)

What is the organization's primary exempt purpose? Local History Documentation & Education
 Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, or other relevant information for each program title.

Expenses
 (Required for section 501(c)(3) and (4) organizations and section 4947(a)(1) trusts, optional for others.)

28	<u>Civil War Round Table. Meetings and programs to discuss the Civil War</u> <u>Number of persons benefited: unknown (changes every meeting)</u> <u>Services provided: Civil War Education</u> (Grants \$ 0.) If this amount includes foreign grants, check here ☐	28a	3,363.
29	<u>Historical Home Tour. Touring local historical sites</u> <u>Number of persons benefited: unknown</u> <u>Services Provided: Local Historical Education</u> (Grants \$ 0.) If this amount includes foreign grants, check here ☐	29a	4,991.
30	<u>Genealogy Research. Meetings and programs on genealogy</u> <u>Number of persons benefited: Unknown</u> <u>Services provided: Genealogy</u> (Grants \$ 0.) If this amount includes foreign grants, check here ☐	30a	552.
31	<u>Other program services (attach schedule) May Day Tea</u> (Grants \$ 0.) If this amount includes foreign grants, check here ☐	31a	2,458.
32	Total program service expenses (add lines 28a through 31a)	32	11,364.

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (See the instrs.)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-.)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
Fred Swift 627 Kinzer Ave Carmel IN 46032	President 3.00	0.	0.	0.
Chuck Hazelrigg 5057 Woodfield Dr Carmel IN 46033	Vice President 2.00	0.	0.	0.
Ethel Folger 11479 Woodview E Dr Carmel IN 46032	Secretary 2.00	0.	0.	0.
Joan Ball 451 American Way N #1C Carmel IN 46032	Treasurer 5.00	0.	0.	0.
Barb Rumer 148 Winona Dr Carmel IN 46032	Co-Treasurer 1.00	0.	0.	0.
Betty Sanford 8905 Evergreen Ave #163 Indianapolis IN 46240	Corresponding Secretary 1.00	0.	0.	0.
Jerry Myers 13405 Cherry Tree Rd Carmel IN 46033	Director 0.00	0.	0.	0.
Karl Swain 11001 Timber Lane Carmel IN 46032	Director 0.00	0.	0.	0.
Jim Garretson 55 York Dr Carmel IN 46032	Director 0.00	0.	0.	0.
Kathy Venable 111 Beechmont Dr Carmel IN 46032	Director 0.00	0.	0.	0.
Cathie Reamer 10984 Timber Creek Dr Carmel IN 46032	Director 0.00	0.	0.	0.
See List of Officers, Directors, Trustees, & Key Employees Stmt				

Part V Other Information (Note the statement requirements in the instrs for Part V.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' attach a detailed description of each activity		X
34 Were any changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the changes	X	
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
a Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
b If 'Yes,' has it filed a tax return on Form 990-T for this year?		X
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions 37a 0.		
b Did the organization file Form 1120-POL for this year?		X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		X
b If 'Yes,' complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter.		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 40a , section 4912 40a ; section 4955 40a		
b Section 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I 40b		X
c Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 40c		
d Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization 40d		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T 40e		X
41 List the states with which a copy of this return is filed 41 Indiana		

42a The organization's books are in care of Judith F Hagan Telephone no (317) 848-4752
 Located at 211 1st St SW Carmel IN ZIP + 4 46032-2003

b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? **42b**

If 'Yes,' enter the name of the foreign country **42b**

See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of a Foreign Bank and Financial Accounts**

c At any time during the calendar year, did the organization maintain an office outside of the U S ? **42c**

If 'Yes,' enter the name of the foreign country **42c**

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** — Check here and enter the amount of tax-exempt interest received or accrued during the tax year **43**

44 Did the organization maintain any donor advised funds? If 'Yes,' Form 990 must be completed instead of Form 990-EZ **44**

45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If 'Yes,' Form 990 must be completed instead of Form 990-EZ **45**

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

- 46** Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I
- 47** Did the organization engage in lobbying activities? If 'Yes,' complete Schedule C, Part II
- 48** Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E
- 49a** Did the organization make any transfers to an exempt non-charitable related organization?
- b** If 'Yes,' was the related organization a section 527 organization?

	Yes	No
46		X
47		X
48		X
49a		X
49b		

- 50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None'.

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
None				

f Total number of other employees paid over \$100,000

0

- 51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None'.

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000

0

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
	Signature of officer <u>Judith F. Hagan</u> Date <u>8-6-2010</u>		Treasurer Type or print name and title	
Paid Preparer's Use Only	Preparer's signature <u>Judy A. Dunlap, P.A.</u> Firm's name (or yours if self-employed), address, and ZIP + 4 <u>JUDY A DUNLAP, P.A.</u> <u>410 N RANGELINE RD</u> <u>CARMEL</u>	Date <u>08/04/10</u> EIN <u>46032-1749</u>	Check if self-employed ☒ ☐ Preparer's Identifying Number (See instructions) <u>P00101157</u> Phone no <u>(317) 848-9938</u>	Preparer's signature <u>Judy A. Dunlap, P.A.</u> Date <u>08/04/10</u> EIN <u>46032-1749</u>

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

BAA

Form 990-EZ (2009)

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions and membership fees received (Do not include 'unusual grants'.)						
2 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf						
3 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge.						
4 Total. Add lines 1-through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. ▶ ☐						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	%
16a 33-1/3 support test – 2009. If the organization did not check the box on line 13, and the line 14 is 33-1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization. ▶ ☐		
b 33-1/3 support test – 2008. If the organization did not check a box on line 13, or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization. ▶ ☐		
17a 10%-facts-and-circumstances test – 2009. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. ▶ ☐		
b 10%-facts-and-circumstances test – 2008. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. ▶ ☐		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions. ▶ ☐		

BAA

Schedule A (Form 990 or 990-EZ) 2009

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions and membership fees received. (Do not include 'unusual grants'.)	36,214.	29,625.	38,660.	16,992.	28,931.	150,422.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in a activity that is related to the organization's tax-exempt purpose	16,517.	17,615.	22,568.	8,553.	20,172.	85,425.
3 Gross receipts from activities that are not an unrelated trade or business under section 513					3,981.	3,981.
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	52,731.	47,240.	61,228.	25,545.	53,084.	239,828.
7a Amounts included on lines 1, 2, 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						239,828.

Section B. Total Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6	52,731.	47,240.	61,228.	25,545.	53,084.	239,828.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	1,198.	0.	1,237.	131.	1,402.	3,968.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	1,198.	0.	1,237.	131.	1,402.	3,968.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part IV.)			4,045.		6,774.	10,819.
13 Total support. (add lns 9, 10c, 11, and 12.)						254,615.
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. ▶ ☐						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	94.19%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	96.66%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	1.56%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	1.34%

19a 33-1/3% support tests – 2009. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization. ▶ ☒

b 33-1/3% support tests – 2008. If the organization did not check a box on line 14 or 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization. ▶ ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ▶ ☐

Part IV **Supplemental Information.** Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Provide any other additional information. See instructions.

Other Income Part III, Line 12

Description: Copier Rebate

2007: 50.

Description: Insurance Alarm Settlement

2007: 3995.

Description: Refund of Prior Year Expenses

2009: 6642.

Description: Current Expense Reimbursement

2009: 132.

Form 990-EZ, Part I, Line 8

Other Revenue Statement

Other revenue (describe)

Refund of Prior Year Expenses	6,642.
Current Expense Reimbursement	132.
Total	6,774.

Form 990-EZ, Part I, Line 16

Other Expenses Statement

Other expenses (describe)

Office Supplies	1,319.
Office Equipment	600.
Archival Supplies	42.
Dues & Subscriptions	312.
Program Expenses: Civil War Round Table	3,363.
Program Expenses: Home Tour	5,034.
Program Expenses: Genealogy	552.
Program Expenses: May Day Tea	2,458.
Insurance	1,468.
Internet & Website Fees	719.
Telephone	841.
Licenses & Bank Fees	60.
Interest	9.
Mileage	215.
Miscellaneous	145.
Total	17,137.

Form 990-EZ, Page 2, Part IV

List of Officers, Directors, Trustees, & Key Employees Stmt

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (if not paid, enter -0-)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
Business ☐ Person ☒ Joan Wischmeyer 14003 Colville Circle Carmel IN 46033 Foreign city _____ Foreign country _____	Title Director Hours/Week 0.00	0.	0.	0.
Business ☐ Person ☒ Nancy Childs 5059 Morton Pl Carmel IN 46033 Foreign city _____ Foreign country _____	Title Director Hours/Week 0.00	0.	0.	0.

Form 990-EZ, Page 2, Part IV

Continued

List of Officers, Directors, Trustees, & Key Employees Stmt

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (if not paid, enter -0-)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
Business ☐ Person ☒ <u>Fred Hecker</u> <u>2048 E 106th St</u> <u>Carmel</u> <u>IN</u> <u>46032</u> Foreign city _____ Foreign country _____	Title <u>Director</u> Hours/Week <u>0.00</u>	<u>0.</u>	<u>0.</u>	<u>0.</u>

Form 990-EZ, Part I, Line 10

Grants and Similar Amounts Paid

Purpose of Payment

Scholarship

Class of Activity	Grantee's Name and Address	Grantee's Relationship	Amount Given
<u>Scholarship</u>	Business ☐ Person ☒ <u>Stephanie Wolf</u> <u>511 Second Ave NE</u> <u>Carmel</u> <u>IN</u> <u>46032</u>	<u>Community Member</u>	<u>500.</u>

If property other than cash was given, the following additional information needs to be provided

Description of Property _____

Date of Gift _____

Book Value	How Book Value Determined
FMV	How FMV Determined

Bylaws of the Carmel Clay Historical Society

Article I. Name

Section 1. The name of the organization shall be the Carmel Clay Historical Society and for purposes of brevity hereinafter be referred to as CCHS.

Section 2. The principal office shall be at 211 First Street, S.W., Carmel, IN 46032.

Section 3. The fiscal year of the CCHS shall coincide with the calendar year.

Article II. Purposes

Section 1. The purposes of the CCHS as set forth in the Constitution are to be carried out by the general membership under the management of the Board of Trustees, which shall be the executive body of the Society.

Article III. Membership

Section 1. The membership of CCHS shall be open to anyone interested in its purpose and will be encouraged to participate actively in the work of the Society.

Section 2. Active members of the CCHS are persons who are current with their membership dues.

Section 3. Membership types are as follows:

- A. Annual Individual
- B. Annual Family
- C. Life Individual
- D. Life Family
- E. Annual Student – any person who is a full time student is eligible
- F. Honorary - shall pay no dues and be granted by the membership at its annual meeting to any person or persons who have made outstanding contributions to the purposes of CCHS.

Section 4. Dues: Each member of the Society will be assessed annual dues as set by the membership committee and approved by the Board of Trustees.

Section 5. Delinquent Dues: Any member whose payment of dues is delinquent for more than 30 days of notification will be notified in writing by either the Treasurer or Membership committee chairman and if dues are not received within 30 days of that time they will be notified that they have been removed from membership in good standing and from the active membership list.

Section 6. Reinstatement: paying current dues and any delinquent dues may reinstate any member not in good standing.

Section 7: Voting: Each member in goodstanding is entitled to one vote at the business meetings of CCHS.

Article IV. Board of Trustees

Section 1. Responsibilities: The Board of Trustees is responsible for the management of the Society.

Section 2. Empowerment: The Board shall be empowered to consider, plan and execute any appropriate actions, which are consistent with the purposes and goals of the Society in keeping with the Constitution and Bylaws of the Society.

Section 3. Election and Term: The Board shall consist of nine members three of whom shall be elected annually at the annual meeting of the general membership to serve a term of three years. A Board member can serve only two consecutive elected terms, but may be re-elected or appointed to the Board after a period of 6 months. The President shall appoint a nominating committee of three persons not less than thirty days prior to the annual meeting to select a slate of candidates to present for voting at the annual meeting. Additional nominations from the floor will be allowed before election.

Section 4. Eligibility: Any candidate for the Board must be an active member of the CCHS prior to their election to the Board.

Section 5. Replacement: In the event of a vacancy on the Board prior to the completion of term, the nomination committee as appointed by the President shall present its nominations at any regular or special meeting on the Board. Subject to additional nominations from the floor the vacancy shall be filled by a majority vote of the trustees present at said meeting. The person elected shall fill the remainder of the unexpired term.

Section 6. Lack of participation: Any member of the Board who shall be absent for three meetings a year without presenting satisfactory excuse or who has failed to maintain membership in CCHS may be removed from the Board by a majority vote of the board members. Such action shall not be taken until said Board member has been notified in writing and provided an opportunity to respond.

Section 7. Composition of the board: The Board shall consist of the nine elected trustees and the elected officers of the Society (President, Vice President, Secretary, Treasurer, and Corresponding Secretary). A trustee may be elected to be an officer.

Section 8. Voting: Each trustee and officer shall have one vote.

Section 9. Additional Attendees of Board Meetings: From time to time staff and committee members will be invited to attend and participate in the Board meetings.

Section 10: Quorums: A majority of The Board of Trustees Members must be present to conduct business.

Article V. Officers

Section 1. The officers of CCHS shall be President, Vice President, Secretary, Treasurer, and Corresponding Secretary.

Section 2. Election and Term: The Officers will be elected from a slate of nominees from members of CCHS, prepared by the Nominating Committee consisting of three persons appointed by the President, at least thirty days prior to the election at the annual meeting. Each officer shall serve a term of one year until the next annual election of officers and may succeed him or herself. Vacancies shall be filled by a majority vote of the board.

Section 3. Duties and Responsibilities:

- A. President: The President, or in his absence, the Vice President, shall preside at all meetings of the Society and of the Board of Trustees. He or She may meet with other committees of the society as an ex-officio member. Prior to the annual meeting the President will appoint a nominating committee to select slates for the Board of Trustees and for the Officers. The President shall prepare or appoint a person to outline the agenda.
- B. Vice President: The Vice President shall perform the duties of the President in the absence of the President. The Vice President shall act as the program chairman for the general membership meetings.
- C. Secretary: The Secretary, or designee, shall keep an accurate record of minutes of all meetings of the Board and general membership.
- D. Corresponding Secretary: The Corresponding Secretary shall correspond for the society in matters of "Thank Yous", memorials, and as needed and directed by the officers and/or board members. He or she should be responsible for providing notice to the membership as required, and for such other duties as may be determined by the president and/of the board of directors,
- E. Treasurer: The treasurer shall have charge of the financial records of the Society and shall receive the income and pay the proper expenses thereof. Signatories to the Society Check books shall have discretion as to the propriety of all expenses involving amounts less than \$250.00. In addition the Treasurer shall also have authority to sign all regularly and customarily occurring bills over \$250.00. For unusual and questionable billings the Treasurer shall consult with the Board of Trustees for approval. The Treasurer shall file all appropriate tax forms (both State and Federal) and file on behalf of CCHS its annual Not-For-Profit Corporation Annual Report. The treasurer shall cause an annual audit of the books to be made by an audit committee appointed by the President or the Board can delegate the audit to a public accountant.

Article VI. Meetings:

Section 1. Board of Trustees Meetings: The Board shall meet monthly, the third Thursday of the month unless there is notice of change. The President, Vice President or any other three members of the Board may call special meetings. The officers and the Board shall be empowered to transact business, which arises between the meetings of the Society, and such other business as may be referred to them by the Society.

Section 2. Society Meetings: There shall be a minimum of six meetings each year with the annual meeting in December. The officer or officers calling the meeting should designate the exact date and place of the meetings. Special meetings of the membership may be called as needed by the President, Vice President, or a majority of the Board.

Section 3. Method of conducting meetings: The meetings of the Board and Society shall be conducted according to *Roberts' Rules of Order*.

Section 4. Conduct or Elections and Business: At Board and Society meetings, elections of Board members and Officers, and transaction of normal business requires 51% approval of the voting members attending. Amendments to the Constitution and Bylaws requires prior 66% approval by the Board, and then 66% approval of members attending the meeting of the CCHS.

Article VII. Committees.

Section 1. General: Committees of the Board may be standing or ad hoc. The President shall appoint all committees subject to approval by the Board. Standing committees shall consist of an appropriate number of individuals and shall be chaired by a member of the Board. At least one member of each standing committee shall be appointed from the general membership. The President may appoint, with board approval, additional members as needed to any standing committee. Each standing committee shall report to the board its recommendations upon areas of its responsibility. The President may appoint Ad hoc committees as needed for specific purposes.

Section 2. Standing committees and duties are as follows:

- A. Financial Committee: plans and implements special and ongoing endowment development activities; monitors investment of the society's assets, advising the Board of an recommended changes in investments
- B. Building and Grounds: Plans and arranges for the maintenance of the buildings and property of the Society.
- C. Volunteer Coordination: Develops a program for enlisting volunteers to implement and carry out the programs and activities of the Board.

- D. Preservation and Collections develops and monitors the implementation of a collections policy and approves all accessions and deaccession transaction.
- E. Membership. Develops programs for maintaining and expanding Society membership
- F. Nominating Committee Reviews performance of board members eligible for re-election, recruits and nominates potential Board members; presents a slate of proposed board members at the annual membership meeting, recommends candidate for vacancies on the Board, and, nominates Society Officers
- G. Budget Committee Prepares a proposed budget for Board approval at the last regular meeting of the Board in each fiscal year and recommends budgetary adjustments during the course of each year as deemed necessary.
- H. Executive Committee This committee, consisting of the officers of the Board, acts on behalf of the Board between regularly scheduled Board meetings when required by unusual or time- sensitive circumstances of issues.

Article VIII. Staff The Board reserves the right to create, define, modify, or terminate staff positions as needs arise or expire, or as resources and issues dictate The Board may also enlist volunteers from the membership to accomplish tasks for the Board.

Article IX. Execution of Instruments: Unless otherwise ordered by the Board, the President shall execute all written contracts and other documents, entered into by the CCHS on behalf of the organization The Board may authorize any officer or officers, agent or agents of the CCHS. The Secretary shall attest to signatures.

Article X. Dissolution: In the event of dissolution of the CCHS, the procedure described in the constitution shall be followed.

Article XI. Amendments: These Bylaws may be amended by a 66% majority vote of members present at any regular society meeting or special meeting called for the purpose, provided the amendment has been previously passed by a two-thirds vote of the Board and that the text of the amendment is submitted to the membership a least thirty (30) days prior to the meeting

Adopted this 14th day of February, 2010 by the Carmel Clay Historical Society, Inc

Signed: Fred Swift
Fred Swift, President, Carmel Clay Historical Society, Inc.

Signed: Chuck Hazelrigg
Chuck Hazelrigg, Vice President, Carmel Clay Historical Society, Inc.

Signed: Ethel Folger
Ethel Folger, Secretary, Carmel Clay Historical Society, Inc

Signed: Judy Hagan
Judy Hagan, Treasurer, Carmel Clay Historical Society, Inc.

Constitution of the Carmel Clay Historical Society, Inc.
Adopted as Amended February 14, 2010

Article I. Name and Organization

Section 1. The name of the Corporation shall be the Carmel Clay Historical Society, Inc. and is at times hereinafter referred to as "Society".

Section 2. Organization: The Corporation is a tax-exempt Indiana not-for-profit corporation.

Article II. Purpose and Responsibilities of Organization

Section 1. History: The Society was founded in 1975 as a not-for-profit, private educational organization dedicated to perpetuating the history of Carmel and surrounding Clay Township.

Section 2. Mission: The Society's mission is;

- A. To foster appreciation and a deeper understanding for the history of Carmel and Clay Township by encouraging the study and dissemination of knowledge of that history.
- B. To identify and preserve Carmel-Clay historical sites and structures
- C. To gather, catalog, and preserve appropriate materials and objects interpreting and illuminating the Carmel Clay history.
- D. To augment the above purposes through appropriate exhibitions, through conferences, publications, awards, educational programs, and related historical activities.
- E. To sustain a general interest in history by coordinating and furthering the programs of other historical societies, historians, organizations, and institutions by functioning as a service organization and communication network.
- F. To accept the donations of money, real property, or other property for the above purposes.

Article III. Membership

Section 1. Name: The Corporate membership shall be known and designated collectively as the Carmel Clay Historical Society, Inc.

Section 2. Eligibility: Membership shall be open to anyone interested in the purposes of the organization.

Section 3. Meetings: The members shall meet not less frequently than annually and at such other times as appropriate as stated in the Bylaws.

Section 4. Financial Requirements: Financial requirements for membership shall be as designated in the Bylaws.

Section 5. Charter Members: Anyone joining the Society prior to January 1, 1976 shall be counted as a charter member.

Article IV. Board of Trustees

Section 1. Powers. The Board of Trustees shall be the governing body of the Corporation and shall be responsible and responsive to the general membership for the government of the Society, the management of its affairs, and the regulation of its procedures, except as otherwise provided in the this Constitution or in the Articles of Incorporation.

Section 2. Selections and Operation: Election of trustees, terms of office, duties and responsibilities, and meetings of the board shall be governed by the Bylaws. Trustees shall serve without pay.

Article V. Officers

Section 1. Enumeration: The officers of the Society shall be President, Vice President, Secretary, Treasurer, and Corresponding Secretary

Section 2. Selection: Selection of the officers and eligibility to serve shall be governed by the Bylaws.

Article VI. Amendments

Section 1. Procedure: Any proposed amendments to this constitution shall be submitted to the membership of the Society in writing at least thirty days prior to voting at a regular membership meeting or special called membership meeting for that purpose.

Amendments may be submitted in writing either by the Board of Trustees after it adopts an amendment resolution, or in writing by the President of the Society after adoption of an amendment resolution signed by not less than two-thirds of the members of the Society.

Section 2. Adoption: Two-thirds vote of all members present and voting shall be required for adoption of an amendment.

Article VII. Distribution of Assets Upon Dissolution

In the event of dissolution of the Society, all assets shall be distributed to such one or more organizations which have purposes and objects similar to those of the CCHS and are exempt from United States income taxes under provisions of Section 501 (c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal tax code,

or shall be distributed to the Federal government, or to a state or local government for a public purpose Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of Hamilton County Indiana, exclusively for such purposes, or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes

Adopted this 14 day of February, 2010 by the Carmel Clay Historical Society, Inc,

Signed: Fred Swift
Fred Swift, President, Carmel Clay Historical Society, Inc

Signed: Chuck Hazelrigg
Chuck Hazelrigg, Vice President, Carmel Clay Historical Society, Inc.

Signed: Ethel Folger
Ethel Folger, Secretary, Carmel Clay Historical Society, Inc.

Signed: Judy Hagan
Judy Hagan, Treasurer, Carmel Clay Historical Society, Inc.