

**2020 BYLAWS
LAKE COUNTY HISTORICAL SOCIETY**

ARTICLE I NAME

The name of this organization is “Lake County Historical Society” (Hereafter referred to as “Society”).

ARTICLE II PURPOSE

The Lake County Historical Society collects, restores and preserves the artifacts and historic documents of Lake County. Our mission is to encourage education, preservation and interpretation of cultural resources (including historic structures, prehistoric sites, and places of historic interest).

ARTICLE III MEMBERS

LCHS Members are people who value Lake County History and support the Lake County Historical Society by being associated with the organization through activities, paying member dues, and donations. There shall be four classes of Members:

1. Individual
2. Household
3. Honorary Life
4. Complimentary

Member status is not transferable.

Member status is not restricted to residents of the area. Each Membership classification is entitled to a subscription to the Konocti Chronicles for a year as well as discounted use fees and admissions to Historical Society sponsored events as determined by the Board of Directors from time to time. Members status will be deactivated after 60 days for non-payment of dues.

The Board of Directors shall vote on awarding Honorary Life and Complimentary Member Status.

The Members’ mailing list shall not be given, loaned or sold to any person, organization or business for their personal use.

ARTICLE IV MEMBER DONATIONS

The Board of Directors shall set the dues level for the classes of Members defined in Article III.

ARTICLE V

MEETINGS

The Society will sponsor at least two membership meetings a year. There shall be a minimum of four (4) Board of Directors meetings a year unless changed by the Board of Directors.

No political or religious advertising shall appear in any of the Lake County Historical Society publications, meetings or websites. All organizational advertising is subject to approval of the Board of Directors. Letters, statements, or advocacy in support of the Society's Mission are not considered political advertising.

ARTICLE VI

BOARD OF DIRECTORS

The Board of Directors is comprised of the following officers and directors:

- President
- Vice-President
- Recording Secretary
- Treasurer
- Correspondence Secretary
- Director of the Ely Stage Stop
- Director of Public Outreach
- Director of Events
- Five District Directors (also known as Trustees of the Corporation)
- One Director-at-Large

The Board of Directors may add or delete officers as the needs of the Society dictate. Board members are nominated, elected and installed by a majority vote of the seated Board at a regular board meeting. Whenever there are more than two nominees, the nominee that receives a plurality vote is elected. Board members may serve any total number of terms. A quorum shall be one half of the Board members plus one. Board members, who do not attend two Board meetings in a year, and who do not have a valid excuse as determined by the remainder of the Board, will be automatically removed from the Board.

Officers

Each officer serves a two-year term starting from the last board meeting of the year. When their term expires, or they die, resign, are removed, or become incapacitated, the Board may temporarily appoint a member to that office. The appointee will fulfill the duties of that office until the next Board meeting when an election shall be held to confirm or replace them.

District Directors

Each District Director serves for a five-year term representing one of the five Supervisorial Districts of Lake County where that Director resides. Directors are nominated, elected, and installed at the last Board meeting of the year and start their terms of office January 1 of the following year. Terms are staggered with one Director to retire each year. The first year of a Director's term will coincide with the Directors number, or five years from the District number. For example:

- District 1 – years ending in 1 & 6 (2021 & 2026),
- District 2 – years ending in 2 & 7 (2022 & 2027),
- District 3 – years ending in 3 & 8 (2023 & 2028),
- District 4 – years ending in 4 & 9 (2024 & 2029),
- District 5 – years ending in 5 & 0 (2025 & 2030).
- Director at Large- years ending in 6 & 1 (2026 & 2031)

In the event any Director dies, resigns, is removed, or becomes incapacitated before the regular end of their term, the Board may appoint a member as a temporary replacement. Each appointee will represent that District as a voting Board member and Trustee of the Corporation until the next Board meeting when an election shall be held to confirm or replace them. Those elected will serve out the remainder of the term for that District.

Director at Large

The Director at Large can vote in the place of one absent voting director.

ARTICLE VII ELECTIONS OF OFFICERS

Elections shall be held in December of each year. The president shall appoint a Nominating Committee in September. The Nominating Committee will prepare a slate of candidates to replace the directors whose terms are expiring. Each candidate must be an active member in good standing and must have agreed to accept the responsibility of a directorship for a term of two years for Officers and 5 years for District Directors, with the privilege of serving more than one term at will.

The slate will be presented to the Board at the November Board Meeting and the Board will cast their votes at the December Board Meeting. Newly elected Board members will be seated at the January Board Meeting.

ARTICLE VIII DUTIES OF OFFICERS

Section 1 General Duties

The duties of the Board of Directors shall be to run the Society in compliance with its purpose and these bylaws as requested by the President. The Board of Directors shall determine the time and place of Board Meetings.

They may also discuss and make recommendations and vote on election nominations or Bylaw amendments. Such voting may take place at a regular Board Meeting, or by electronic means if necessary.

Section 2 Signing Authority

Signatures of the following officers shall be placed at financial institutions for signing checks, time deposits accounts, and other financial documents as follows:

1. President
2. Vice-President
3. Treasurer
4. Recording Secretary

Proper endorsement will be as follows:

For expenditures up to and including \$500: Any one signature.

For expenditures in excess of \$500: Any two signatures.

Section 3 The President

The President shall preside at the meetings of the Society and shall call special meetings either on the petition of five board members, or at such times as required, in the President's judgment, by the interests of the Society. The President shall appoint standing, or any other committees, as the work of the Society requires.

Section 4 The Vice-President

The Vice-President shall act in the absence of the President. The President may assign other duties to the Vice-Presidents.

Section 5 The Treasurer

No monies shall be expended until approved by the Board of Directors. The Treasurer shall receive and record all monies, bills, and expenses and shall keep a correct and current record of all receipts and disbursements. The Treasurer shall pay the bills of the Society. A Treasurers Report shall be read at all regular Board meetings and shall be approved by vote. The President may assign other duties to the Treasurer.

The Financial Review/Oversight Committee

The President shall appoint, at the last Board meeting of the year, a Financial Review/Oversight Committee. This committee will be composed of three Society Members who are not also Board members. The Financial Review/Oversight Committee will serve from the time of appointment until the time of its report at the first required Board meeting of the following year. The Financial Review/Oversight Committee members shall appoint their own chair.

Section 6 The Recording Secretary

The Recording Secretary shall keep complete minutes of all meetings of the Society and shall report these minutes at the next meeting of the Society. The President may assign other duties to the Recording Secretary.

Section 7 The Correspondence Secretary

The Correspondence Secretary is responsible for official correspondence from the Society, including sending membership cards to new members. Any authorized subcommittee, at their discretion, may handle their own correspondence as long as copies are provided to the Correspondence Secretary. The President may assign other duties to the Correspondence Secretary.

Section 8 Director of Public Outreach

The Director of Public Outreach shall keep a list of all Members in Good Standing and follow up on Members’ dues. They shall also be responsible for all written and electronic public communications. The President may assign other duties to the Director of Public Outreach.

Section 9 Director of the Ely Stage Stop

The Director of the Ely Stage Stop shall oversee the operating at the Ely Stage Stop. The President may assign other duties to the Ely Executive Director.

Section 10 Director of Events

The Director of Events shall oversee events at the Ely Stage Stop. The President may assign other duties to the Director of Events.

ARTICLE IX

AMENDMENTS TO THE BYLAWS

Any article or section of the Bylaws may be amended by a majority vote at any Board meeting provided the change has been proposed at a previous Board meeting.

ARTICLE X

PARLIAMENTARY AUTHORITY

In any matter not covered by these Bylaws, the parliamentary authority shall be Robert’s Rule of Order, Revised.