

FAIR OAKS HISTORICAL SOCIETY, INC.

BYLAWS - January 25, 2017

ARTICLE I: NAME

- 1.1 The name of this organization shall be FAIR OAKS HISTORICAL SOCIETY, INC., herein known as "The Society."

ARTICLE II: OBJECT

- 2.1 To preserve the historical record of the area known as Fair Oaks, California 95628; that of its first inhabitants, the San Juan Rancho, the early settlers of the Sunset Colony and of succeeding generations.
- 2.2 To educate the public on the history of Fair Oaks and its people through written, oral and media presentations, website publication and social media, and respond to public inquiries regarding Fair Oaks History.
- 2.3 To establish, operate and maintain an educational and research center and museum on Fair Oaks History for the benefit of the general public.
- 2.4 To conduct research on the founders of Fair Oaks, and the agricultural, civic, religious and cultural activities throughout its history , and to keep authoritative and permanent recordings of the facts in a repository.

ARTICLE III: MEMBERSHIP

- 3.1 Membership in this society shall be open to any interested person regardless of race, sex, or national origin color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation or military status; or to any organization or business having rendered support and assistance in the study and dissemination of the history of Fair Oaks. Not less than sixty percent (60%) of the active members shall be residents of the Fair Oaks Postal District.

- 3.2 There shall be two classes of membership: Active and Honorary.

3.2-1 Active Memberships

- (a) Individual—A person applying for active individual membership shall be accepted upon completion of application form and payment of annual dues, and shall have all privileges including voting rights.

- (b) Family—An individual and spouse or two adults applying for an active family membership shall be accepted upon completion of application form and payment of annual dues. Each shall have all privileges including voting rights.
- (c) Supporting—An organization or business applying for an active supporting membership may be accepted upon completion of application form and payment of annual dues. The group shall have all privileges, with only one vote, which may be cast by the president or owner or their representative.

(d) Active Life Memberships

- 1. Individual Life—A person applying for individual life membership may be accepted upon completion of application, individual life payment and approved by the Executive Board . They shall have all privileges including one voting right;
- 2. Family Life—An individual and spouse or two adults applying for family life membership may be accepted upon completion of application, family life payment and approved by the Executive Board. Each shall have all privileges including voting rights.

3.2-2 Honorary Membership

- (a) An Honorary Membership, which extends for the life of the individual, may be conferred upon a person who has rendered outstanding service to the Society, whether or not a member.
- (b) This membership shall be approved by the Executive Board and a majority vote of members present at a general meeting.
- (c) This designation does not require the payment of dues nor confer the right to vote nor hold office but all other privileges shall prevail.

ARTICLE IV: MEETINGS AND DUES

- 4.1 The fiscal year shall be from January 1 through December 31.
- 4.2 The last general membership meeting of the year shall be the Annual Meeting.
- 4.3 Twenty Five (25) members shall constitute a quorum at the general meeting.
- 4.4 There shall be four (4) general membership meetings each year. These meetings are to be held on the fourth Tuesday of January, April, July and October. Additional meetings may be scheduled by the Executive Board.
- 4.5 Annual dues for active members shall be, effective January, 2017:

1. Individual membership: \$ 20.00
2. Family membership: \$ 25.00
3. Supporting membership: \$ 50.00
4. Individual Life membership: \$ 150.00
5. Family Life membership: \$ 225.00

4.6 Dues are payable on January 1 and shall become delinquent February 1 of each year. Membership shall be terminated after the April general meeting after written notification of non-payment of dues.

4.7 There shall be three History Center supporting levels:

1. Contributor: \$100.00 annually
2. Supporter: \$250.00 annually
3. Patron: \$500.00 annually

ARTICLE V: OFFICERS

5.1 The elected officers of this society shall be a president, a vice president, a secretary, and a treasurer. The most recent available past president, an active member in good standing, shall hold office under that title. A parliamentarian shall be appointed by the president and selected from among the voting members.

5.2 The term of office of all officers shall be for one (1) year commencing with their oath of office at the first general membership meeting in January of each year. The president can serve no more than two consecutive terms.

5.3 Duties of the officers are as follows:

5.3-1 The president shall:

- (a) Supervise the activities of this society within the scope provided by these bylaws and by the directives of the general membership.
- (b) Preside at all meetings of the general membership and of the executive board.
- (c) Appoint the parliamentarian, the auditor, and the chairs or co-chairs of standing committees, with the exception of the nominating committees. Appointees shall be introduced at the first executive board and general membership meetings of the year or the first such meeting after appointment.

- (d) Be an ex officio member of all committees except the nominating committee.
- (e) Establish special committees and appoint a chair. Special committees shall serve during the fiscal year and may be reestablished by the president after January of each year.
- (f) Sign contracts ordered by the Executive Board.
- (g) Represent this society at all invitational events and accept courtesies for the organization or appoint a representative.
- (h) Report as outgoing president on the activities of the society for the preceding year at the first general meeting of the new year.
- (i) Select an official greeter who shall greet current members, guests, and visitors at each general meeting.

5.3-2 The vice president shall:

- (a) Act as an aide to the president and in the absence of the president, shall perform the duties of the president.
- (b) Be in charge of general meeting programs.
- (c) Fill the unexpired term, in case of a vacancy in the office of the president.

5.3-3 The secretary shall:

- (a) Keep an accurate record of the proceedings of all meetings of the society and of the executive board. The proceedings of the general membership or the executive board meetings are to be made available on request.
- (b) Conduct the correspondence of the society by direction of the president, issue all notices required by the executive board and have available at each general membership and executive board meeting a current list of members whose dues have been paid.

5.3-4 The treasurer shall:

- (a) Receive all moneys of the society, keeping an accurate account thereof in a permanently bound book or in a computer.
- (b) Deposit all moneys in the name of the Society in a bank approved by the executive board.

- (c) Pay all bills that have been approved by the Executive Board or the general membership and make a financial report at each meeting. The treasurer may pay all bills for items included in the budget and approved by committee chairs.
- (d) Be responsible for seeing that all financial transactions shall have the required signatures of the treasurer or either the president or secretary.
- (e) Submit the treasurer's books to be audited annually.
- (f) Submit a written report to the society at the first general meeting of the year and provide a report to be included in the notices of each of the general membership meetings.
- (g) Submit to the Executive Board, prior to the first general meeting of the year, a proposed budget for the forthcoming year.
- (h) Secure insurance and hold the policy.

ARTICLE VI: EXECUTIVE BOARD

6.1 The membership and voting rights are:

6.1-1 Members of the executive board shall be the president, vice president, secretary, treasurer, most recent available past president, parliamentarian, and the chairs of the standing committees.

6.1.2 Members of the executive board shall have one vote each.

6.2 Duties include:

6.2-1 Meeting at least once a quarter, no fewer than twenty four (24) days prior to a general meeting.

6.2-2 General supervision of the affairs of the Society between its general meetings and perform such other duties as are specified in these bylaws.

6.2-3 Selecting an active member to fill, for the unexpired term, all vacancies in elective offices except that of president.

6.3 Meetings

6.3-1 Shall be held at the call of the president

- 6.3-2 Five (5) members, two (2) of whom shall be elected officials, shall constitute a quorum.
- 6.3-3 Special meetings may be held at the call of the president or any three (3) board members provided notification is made one week in advance of such meeting, limiting action to a specific purpose.
- 6.3-4 In between the required general membership and executive board meetings, the president may poll the executive board members by phone or email to secure approval of actions or expenditures.
- (a) Approval of actions or expenditures requires approval of Five (5) members, two (2) of which shall be elected officers, of the Executive Board.
- (b) Any action or expenditure so approved shall be recorded in the minutes at the next regularly scheduled board meeting.

ARTICLE VII: COMMITTEES

- 7.1 There shall be the following standing committees.
- 7.1-1 Dinner - decorating, setup, social hour, serving, and cleanup.
- 7.1-2 Liaison Representative - attend functions of other historical societies and report to the Society.
- 7.1-3 Membership – membership roster, guest and new member sign-in sheet, name badges, mailing labels and e-mail lists. The membership chair will submit the membership list to any of the society officers on request.
- 7.1-4 Newsletter - editor, printing, mailing.
- 7.1-5 Publicity - news releases and public relations.
- 7.1-6 Way and Means - sale of publications, raffles, and any other fund raising activities.
- 7.1-7 History Center Operations - management of the history center and docent, physical assets of the Society, storage, and displays.
- 7.1-8 Facilities Manager - Is responsible for the operation and maintenance of physical and mechanical operating equipment and the landscaping in the interior and exterior of the History Center.

- 7.1-9 Social media digital communications, including the website, Facebook monitoring, and any other Internet communications that may be useful to the Society.
- 7.1-10 Soup Night – All activities related to the Soup Night event.
- 7.1-11 Recreation and Parks Liaison – attend meetings and functions of the Fair Oaks Recreation and Parks District and report to this society.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- 8.1 The election of officers shall be held at the annual meeting. The vote shall be by ballot unless there is only one nominee for any office, then the vote may be by voice.
- 8.2 Nominations:
 - 8.2-1 A nominating committee consists of three (3) active members, one of whom must be a member of the Executive Board and shall be selected at the July general membership meeting.
 - 8.2-2 The nominating committee shall present a slate of consenting candidates' names to the secretary who shall include this report with October meeting notice;
 - 8.2-3 The chair of the nominating committee will present the slate of candidates to the membership at the annual membership meeting, at which time the president will call for nominations from the floor prior to the election.
 - 8.2-4 To be a nominee for the office of president or vice president, a candidate shall have been an active member of the society for at least one (1) year.
 - 8.2-5 The installation shall take place at the first general membership meeting in January.

ARTICLE IX: PHYSICAL ASSETS

- 9.1 All physical assets of the Society shall be accounted for and may not be loaned, sold, given away or otherwise relocated without the express permission of the Executive Board.
- 9.2 The history center operations committee shall maintain an accurate and up to date computer inventory of all physical assets including a unique serial number, specific location, and description of each item. The inventory shall include any scanned or photographed items stored on a computer. No items may be relocated without

reporting in writing the new location of each item to the history center operations committee.

- 9.3 To the extent possible, each item should be tagged with the unique serial number assigned in the inventory.
- 9.4 The history center operations committee will establish guidelines for acceptance of donations to the Society and review all potential donations before they are accepted.

ARTICLE X: PARLIAMENTARY AUTHORITY

- 10.1 The current edition of "Robert's Rules of Order, Newly Revised", shall be the authority governing all society procedure when not in conflict with these bylaws.
- 10.2 The parliamentarian should be present at all general and executive board meetings and act in an advisory capacity to the president, Executive Board and the Society.

ARTICLE XI: AUDITOR

- 11.1 The auditor shall
 - 11.1-1 Serve only for the period necessary to conduct the audit.
 - 11.1-2 Audit the treasurer's books annually after the end of the fiscal year.
 - 11.1-3 The annual audit shall be completed and submitted to the Board by March 15th or prior to the Board meeting before the 2nd quarterly meeting of the year.

ARTICLE XII: AMENDMENTS

- 12.1 These bylaws may be amended by a two-thirds (2/3) vote of the active members present at a general membership meeting, provided that written notice of the proposed amendment(s) and those relevant portions of the bylaws were mailed to the voting members no less than fourteen (14) days in advance of the general meeting.

ARTICLE XIII: DISSOLUTION

- 13.1 Prior to the dissolution of the Fair Oaks Historical Society Inc., a committee shall be formed to recommend to the Executive Board distribution of all assets, including the sale of assets, remaining after the payment, or provision of payment, of all debts

and liabilities in accordance with the Society's Articles of Incorporation and applicable State law.

ACTIVITY REVIEW COMMITTEES

Adopted	March 28, 1977	June Melvin
Incorporated	March 3, 1979	Edward Eubanks
Amended	(no date listed)	Donald Kenmouth
Revised	April 30, 1989	Iva Langness
Amended	January 25, 1989	June Melvin, Parliamentarian
Amended	July 27, 1993	Harry Voth
Amended	April 23, 1966	
Amended	January, 1999	
Amended	October, 2006	Joe Dobrowolski
Amended	April, 2007	Joe Dobrowolski
Amended	January, 2011R	Ralph Carhart
Amended	April, 2011	Joe Dobrowolski
Amended	January 28, 2014	Bylaws Committee: Vicki Walter, Janet McWilliams
Amended	October 27, 2015	
Revised	October 25, 2016	Bylaws Committee: Lingren, Vogel, Walter, Pearce