

FAIR OAKS HISTORICAL SOCIETY, INC.

BYLAWS

ARTICLE I: NAME

The name of this organization is the FAIR OAKS HISTORICAL SOCIETY, INC., hereinafter referred to as “the Society.”

ARTICLE II: MISSION

To preserve the historical record of the area known as Fair Oaks, California; that of its first inhabitants, the San Juan Rancho, the early settlers of the Sunset Colony and of succeeding generations.

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.

To establish, operate and maintain an educational and research center and museum on Fair Oaks history for the benefit of the general public.

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

Section 1. Membership Qualifications

Membership in the society is open to any interested person, family, or to any organization or business having rendered support and assistance in the study and dissemination of the history of Fair Oaks.

Section 2. Membership Classifications

There will be three classes of membership: Active, Life, and Honorary. At least sixty percent of the active and life members will be residents of the Fair Oaks Postal District.

A. Active Membership

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

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

B. Life Membership

1. Individual Life—A person applying for individual life membership may be accepted upon completion of application, individual life payment and approval by the board of directors. They will 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 approval by the board of directors. Each will have all privileges including voting rights.

C. Honorary Membership

Honorary Membership—may be conferred upon a person who has rendered outstanding service to the Society, whether or not a member. This membership will be approved by the board of directors and does not require the payment of dues nor confer the right to vote or hold office.

Section 3. Dues

Annual dues will be set each year by the board of directors and listed in the policies and procedures. Dues are payable on January 1 and become delinquent February 1 of each year. Membership may be terminated after the April general meeting following written notification of nonpayment of dues.

Section 4. Fiscal Year

The fiscal year is from January 1 to December 31.

ARTICLE IV: MEETINGS

Section 1. General Meetings

There will be four general membership meetings each year. These meetings are to be held on the fourth Tuesday of January, April, July and October, unless otherwise ordered by the board of directors. Additional meetings may be scheduled by the board of directors.

Section 2. Annual Meeting

The last general membership meeting of the year is the Annual Meeting.

Section 3. Quorum

Twenty-five members is a quorum at the general meetings.

ARTICLE V: OFFICERS

Section 1. Officers

The officers of the Society are a president, vice president, secretary, treasurer, and parliamentarian. All officers are elected except for the parliamentarian, who is appointed by the president.

Section 2. Qualifications

To be a nominee for the office of president or vice president, a candidate will have to have been an active member of the society for at least one year.

Section 3. Term of Office

The term of office for all officers is one year, beginning on January 1, or until their successor is elected.

Section 4. Duties of Officers

A. The president will:

1. supervise the activities of the society within the scope provided by these bylaws and by the directives of the general membership
2. preside at all meetings of the general membership and of the board of directors
3. appoint the parliamentarian and the chairs or co-chairs of standing committees, with the exception of the nominating committee
4. be an ex officio member of all committees except the nominating committee
5. establish special committees and appoint a chair. Special committees will serve during the fiscal year and may be reestablished by the president after January of each year
6. sign contracts ordered by the board of directors
7. represent the society at all invitational events and accept courtesies for the society or appoint a representative

B. The vice president will:

1. act as an aide to the president and perform the duties of the president in their absence

2. coordinate general meeting speakers

C. The secretary will:

1. keep an accurate record of the proceedings of all meetings of the society and of the board of directors
2. conduct the correspondence of the society by direction of the president and issue all notices required by the board of directors

D. The treasurer will:

1. receive all monies of the society, keeping an accurate account in a permanently bound book or in a computer
2. deposit all monies in the name of the society in a bank approved by the board of directors
3. pay all bills that have been approved by the board of directors and make a financial report at each board meeting
4. be responsible for seeing that all financial transactions shall have the required signatures of the treasurer or either the president or secretary.
5. submit the treasurer's books to the Financial Review committee before the last day of February
6. make available a financial report at each of the general membership meetings
7. submit to the board of directors, prior to the first general meeting of the year, a proposed budget for the upcoming year
8. secure insurance and review recommendations with the board

E. The parliamentarian will:

1. be present at all general and board meetings and act in an advisory capacity to the president, board of directors and the society

ARTICLE VI: NOMINATIONS AND ELECTIONS

The election of officers will be held at the annual meeting. The vote will be by ballot unless there is only one nominee for any office, then the vote may be by voice.

Section 1: Nominations

- A. A nominating committee consisting of three active members, one of whom must be a member of the board of directors will be selected at the July general membership meeting.
- B. The nominating committee will present a slate of consenting candidates' names to the secretary who will include the report with the October meeting notice;
- C. 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.

ARTICLE VII: BOARD OF DIRECTORS

Section 1. Board of Directors

The Board of Directors will be the president, vice president, secretary, treasurer, parliamentarian, a past president, and the chairs of the standing committees.

Section 2. Voting Rights

At the general meetings, the parliamentarian and the president should not vote unless by ballot. The president may vote to make or break a tie.

Section 3. Duties

- A. The board will have general supervision of the affairs of the society between its general meetings and perform such other duties as are specified in these bylaws.
- B. The board will appoint an active member to fill, for the unexpired term, all vacancies in elected offices except the president.

Section 4. Meetings

- A. The board will meet at least once a quarter or as otherwise directed by the board
- B. Five members, two who are elected officers, constitute a quorum.
- C. Special meetings may be held at the call of the president or any three board members provided notification is made three days in advance of such meeting, limiting action to a specific purpose.
- D. In between the required general membership and board meetings, the president may poll the board of directors by phone or email to secure approval of actions or expenditures

- E. Approval of actions or expenditures requires approval of five members, two of which are elected officers
- F. Any action or expenditure so approved shall be recorded in the minutes at the next regularly-scheduled board meeting

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees

There will be the following standing committees and their duties:

- A. Community Liaison: attend functions of other organizations and report to the society
- B. Meeting Hosts: make room arrangements; organize food, facility setup and takedown
- C. Membership: keep membership roster current, and have available at each general membership and board meeting
- D. Newsletter: responsible for editing, printing, and mailing of the newsletter
- E. Publicity: responsible for news releases and public relations
- F. Fundraising: responsible for sale of publications, raffles, applying for grants, and any other fundraising activities
- G. History Center Operations: responsible for management of the history center and docent, physical assets of the society, storage, and displays
- H. Facilities Manager: responsible for operation and maintenance of physical and mechanical equipment and the landscaping in the interior and exterior of the History Center
- I. Tech/Media: responsible for the website, Facebook monitoring, Google apps, and any other Internet communications or computer support that may be useful to the society
- J. Volunteer: responsible for finding, training, and scheduling volunteers for committees and events for the society
- K. Soup Night: responsible for all activities related to the Soup Night event

ARTICLE IX: ELECTRONIC MEETINGS

Section 1. Meetings via Electronic Means

Fair Oaks Historical Society Bylaws, October 26, 2022–APPROVED

One or more persons may participate in a meeting of the board or a committee by means of conference telephone, web meeting or similar communications equipment as long as all persons participating in the meeting can hear each other. Participating remotely will constitute presence in person at the meeting for all purposes, including quorum and voting.

ARTICLE X: PHYSICAL ASSETS

All physical assets of the Society will be accounted for and may not be loaned, sold, given away or otherwise relocated without the approval of the board of directors.

The history center operations committee will maintain an accurate and up to date computer inventory of all physical assets and will establish guidelines for acceptance of donations to the Society and review all potential donations before they are accepted.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The current edition of “Robert's Rules of Order, Newly Revised”, is the authority governing all society procedure when not in conflict with these bylaws.

ARTICLE XII: FINANCIAL REVIEW

Section 1. Financial Review Committee:

- A. Serve only for the period necessary to conduct the financial review
- B. Review the treasurer's books annually after the end of the fiscal year
- C. The annual review will be completed and submitted to the board for review and then approved by the general membership at the next general meeting.

ARTICLE XIII: AMENDMENTS

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

ARTICLE XIV: DISSOLUTION

Prior to the dissolution of the Fair Oaks Historical Society Inc., a committee will be formed to recommend to the board of directors 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

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, 2011	Ralph Carhart
Amended	April, 2011	Joe Dobrowolski
Amended	January 28, 2014	Bylaws Committee: Vicki Walter, Janet
Amended	October 27, 2015	McWilliams
Revised	October 25, 2016	Bylaws Committee: Lingren, Vogel, Walter, Pearce
Revised	July 23, 2019	Bylaws Committee: Vogel, Walter, Pearce, O'Donnell
Amended	November 16, 2021	
Revised	October 26, 2022	Bylaws Committee: Walter, Spotts, Highsmith, Steen, Thorn