

Stinson Beach Historical Society  
P.O. Box 413  
Stinson Beach, CA 94970

BY-LAWS  
STINSON BEACH HISTORICAL SOCIETY  
Revised 8/1/98

ARTICLE I NAME

This organization shall be known as Stinson Beach Historical Society.

ARTICLE II PURPOSE

This Society is organized for the non-profit purposes of providing perpetual care for the cataloged, cross-indexed photographs, documents, oral histories, and memorabilia significant to the history of Stinson Beach and for the educational enrichment of the public through exhibitions and publications.

ARTICLE III MEMBERSHIP

SECTION 1: Membership in this organization will be granted to those who are in accord with and will work toward its purposes. The individual members will not derive profit therefrom.

SECTION 2: DUES. Yearly dues shall be established and charged as found necessary by the majority resolution of the Board of Directors. Dues as used herein may also be called "annual membership" or "annual membership contribution/gifts".

SECTION 3: MEMBERSHIP RECORDS. The membership chairman of the Society is responsible for establishing and maintaining a record system by which the name and address and dues status of every member may be ascertained.

SECTION 4: TERMINATION OF MEMBERSHIP. Membership in the Society shall terminate 60 days after expiration of the period for which member's dues have been paid. The Society shall notify members whose dues are in default in order to encourage them to continue their membership.

ARTICLE IV MEETINGS

SECTION 1: The Board of Directors will hold regular meetings to be specified by the President.

SECTION 2: Four (4) members of the Board of Directors shall constitute a quorum.

SECTION 3: Special Meetings may be called at the discretion of the President or a majority of the Board of Directors.

SECTION 4: A Meeting for the full membership will be held no less than once annually to approve the financial report and budget of the Society and hold elections. Absentee ballots will be made available upon request. The membership will be notified 30 days prior to the meeting date.

## ARTICLE V BOARD OF DIRECTORS

SECTION 1: AUTHORITY AND RESPONSIBILITIES. The Board acts to govern the Society on behalf of the general membership. The Board is responsible for establishing policies necessary to achieve the purpose of the Society. Among the specific means of achieving these purposes are:

- a. Establish policies and standing committees to carry out the aims of the Society.
- b. Establish policies for the use, cataloguing, presentation, and storage of all material, which is given to and becomes the property of the Society.
- c. Review and approve the annual budget.
- d. Appoint members to the Board of Directors to fill irregular vacancies on the Board.
- e. The Board of Directors shall provide the membership an annual report not later than 120 days after the close of the fiscal year.

SECTION 2: TERM OF BOARD OF DIRECTORS. The term of the Board of Directors will run from January 1 through December 31 of each year.

SECTION 3: OFFICERS AND DIRECTORS. The officers of this organization shall be a President, a Vice-President, a Secretary, a Treasurer, a Membership Chairman, an Archivist, and a Fund Raising Chairman and shall constitute the Board of Directors.

SECTION 4: NOMINATING COMMITTEE. A Nominating Committee will consist of three (3) members; the chairman will be appointed from the Board by the President and two members will be appointed by the Board. Nominations should ensure continuity of experienced persons as members of the Board of Directors. The President of the Board of Directors will notify said nominees of their nomination prior to the Annual Meeting.

SECTION 5: ELECTIONS. Election of the slate of officers and directors will be held at the Annual Meeting.

SECTION 6: VACANCY. A vacancy in the office of any officer will be filled by a simple majority vote of the Board of Directors at a regular meeting of the Board. An officer thus elected to fill any vacancy shall hold office for the unexpired term of his predecessor.

## ARTICLE VI DUTIES OF THE OFFICERS

SECTION 1: PRESIDENT. The president of the Board shall have the following duties and responsibilities:

- a. Preside over all meetings of the Board of Directors and the Annual Meeting.
- b. Appoint the heads of all standing and "ad hoc" committees.
- c. Represent or designate a member of the board to represent the society at public functions.

SECTION 2: VICE-PRESIDENT. The Vice-President shall have the following duties and responsibilities:

- a. Act in all capacities for the President of the Board when the President is, for any reason, unable to act.

SECTION 3: SECRETARY. The secretary shall have the following duties:

- a. Record the minutes of all monthly, special and Annual Meetings.
- b. Report to the Members of the Board of Directors the official minutes of Board meetings and Annual Meetings.
- c. Perform such other duties as may be deemed appropriate by the Board of Directors.

SECTION 4: TREASURER. The Treasurer shall have the following duties and responsibilities:

- a. Be Chief Financial Officer of the Society.
- b. Render to the Directors at regular meetings an account of all transactions and the financial condition of the Society.
- c. Have custody of the Society's funds, keep adequate and correct accounts of the Society's business transactions, disburse such funds of the Society as may be authorized by the Board of Directors (taking proper vouchers for such disbursements).
- d. Accept and record membership and annual dues.
- e. Report on the financial condition and give a membership report at the Annual Meeting.

SECTION 5: MEMBERSHIP CHAIRMAN. The Membership Chairman of the Society shall have the following duties:

- a. Is responsible for establishing and maintaining a record system by which the name and address and dues status of every member may be ascertained.
- b. Will plan a membership drive as deemed necessary.
- c. Will give a membership report at the Annual Meeting.

SECTION 6: ARCHIVIST. The Archivist of the Society shall have the following duties:

- a. Is responsible for maintaining and cataloging the collection of the Society.
- b. Is responsible for insuring the proper permissions for the use of the collection.

SECTION 7: FUNDRAISING CHAIRMAN. The Fundraising Chairman shall have the following duties:

- a. Is responsible for helping the society plan and execute fundraising projects to support the goals of the group.

b. Is responsible for evaluating all projects to help future planning.

#### ARTICLE VII FISCAL YEAR

The fiscal year of the Society shall be from January 1 through December 31.

#### ARTICLE VIII AMENDMENTS TO BY-LAWS

The general membership can make recommendations to adopt, amend, or repeal By-laws. By-laws will be adopted, amended, or repealed by approval of the Board of Directors subject to the Requirements of Notice of such to the general membership at the Annual Meeting. A simple majority of the Board will rule.

#### ARTICLE IX PARLIAMENTARY AUTHORITY

Robert's Rule of Order shall be the parliamentary authority on all matters not covered by these By-Laws.

end

Signed on 8/1/1998 by

President: Jane Slack

Vice-President: Nancy Sullivan

Treasurer: Janice Cline

Secretarty: Shirley Moyce.