

Klamath County Historical Society
Constitution and By-Laws
Revised November 2016

Article I

The name assumed by this organization and by which it shall be known is the Klamath County Historical Society, and its duration shall be perpetual.

Article II

The objectives of this organization shall be, in conjunction with the Klamath County Museums, the collection, preservation, exhibition and publication of materials of a historical character, especially of that relating to Klamath County for the public interest and education, but not for private gain.

Article III

Membership is by application and paid up dues. Loss of membership is by failure to pay dues.

A. Honorary Membership: members can apply to the Board or can be proposed by the Board. Must be passed on by a majority of the membership.

B. Dues: Are regulated by the membership and shall be designated in the Standing Rules.

Article IV

Officers:

A. President

1. Term of office: two years (retroactive to January 1, 2012), with the option to serve one consecutive two-year term, with board approval.
2. Duties: To preside at all meetings and conduct Society business in conformance with the Constitution and By-Laws and the Standing rules; guided by the latest edition of Parliamentary Procedure

B. Vice-President

1. Term of office: two years (retroactive to January 1, 2012), with the option to serve one consecutive two-year term, with board approval.
2. Duties: Assume all the President's duties in the absence of the President.
3. In the absence of the Vice-President, the Secretary will assume the duties.
4. Act as Chairman of the Program committee.

C. Secretary

1. Term of office: two years (retroactive to January 1, 2012), with the option to serve one consecutive two year term, with board approval.
2. Duties
 - a. Keeps minutes of all regular and special meetings.
 - b. Keeps all correspondence pertaining to the organization.
 - c. In the absence of the Secretary, a pro-tem secretary will assume the duties.

D. Treasurer

1. Term of office: two years (retroactive to January 1, 2012), with the option to serve one consecutive two-year term, with board approval.

2. Duties:

- a. Custodian of monies and accounts.
- b. Treasurer, President and Secretary will be on Signature cards so any of them may pay all legitimate bills.
- c. Pay all legitimate bills.
- d. Investment of money with the approval of the Board.

E. Board of Directors

1. Will consist of the four current officers, the Past President and four directors; the Directors shall each be elected to serve two years, with the option to serve one consecutive two-year term with board approval.
2. Four of any of the above would constitute a Quorum.
3. Duties:
 - a. Board will recommend to the Society the donations of money, work and /or materials and any other action for the good of the society.
 - b. Act for the Society between meetings.
 - c. The Board is authorized to make necessary expenditures between regular meetings. This amount may be up to \$500, without membership approval.

F. Elections

1. President will appoint a Nominating Committee in September.
2. Nominating Committee will find officers and directors to serve and announce the results at the October meeting, followed by the election of officers and directors.
3. Installations of new officers will be held at the November meeting.
4. New officers will take office in January following their installation.

Article V

Meetings:

A. *Annual*

1. Will be held at the Annual November Potluck at the designated meeting room.
2. A Quorum will consist of 15 members attending.
3. Should include the installation of officers.
4. The Auditing Committee will give their report at this meeting.
5. Standing committees will give their reports.
6. Open discussion by membership.

B. Regular meetings of the membership.

1. Shall be called by order of the President.

C. Board of Directors

1. Meetings will be held as needed, time and place at discretion of the President.
2. Minutes of Board of Directors will be available to any member who chooses to read them.

Article VI

Committees:

- A. Ad Hoc: May be instigated by the President or at the request of the members.
- B. President shall appoint chairpersons of all committees and shall serve as an ex-officio member of all committees except Nominating.
- C. Auditing of the books by the auditors appointed by the President.

Article VII

Amendment of Constitution and By-Laws

- A. Initiated by:
 1. The Board of Directors
 2. Or five (5) members in writing.
- B. Notice of proposed change
 1. Will be given in writing to the membership thirty (30) days in advance of action on proposed change.
 2. To go into effect immediately upon passage.

Article VIII

Except where otherwise specified in the Constitution and By-Laws, the latest edition of Parliamentary Procedures shall govern all procedures of this Society.

Klamath County Historical Society
Standing Rules
Draft January 15, 2012

1. Standing rules may be changed at any regular meeting by a majority of members present.
2. Annual meeting should be in the Constitution and By-Laws and changed only by Amendment.
3. Regular monthly meeting will be held on the fourth (4th) Thursday of the month at 7:00 p.m. in March, April, May, September and October.
4. Tours and picnics will be held in the Summer months.

5. Special meetings may be held at the discretion of the President.
6. The November meeting shall be on a Sunday afternoon and will be a potluck dinner.
7. Special meetings shall be called by the President. Any two (2) members may contact the President to ask for a special meeting in case of something that needs immediate attention for a special event that would benefit the society. A notification of the special meeting shall be sent to the membership at least one week in advance.
8. Standing Committees are appointed by the President and may consist of Program, Kitchen, Sunshine, Publicity, Tours, Historical Markers, Phone, Auditing, Newsletter, Scrapbook, Nominating, Fund Raising (formerly Friends of the Museum), Membership and Supporters of the Baldwin. Shall develop, organize, and administer events to generate funds for Society and Museum related activities; the Society shall determine the use/direction for monies raised (museum operations, museum endowment fund, printing Echoes, etc.)
9. A copy of the changes to the Constitution and By-Laws will be made available to membership.
10. Dues structure:
 - A. Individual
 - Regular annual dues: \$15.00 per member (effective beginning 2013).
 - Supporting annual dues: \$30.00 per member (effective beginning 2013).
 - Life membership: \$125.00 per member (effective beginning 2013).
 - B. Dues are due and payable January 1, annually.