

BYLAWS OF THE LAKESIDE HISTORICAL SOCIETY



From the 2017-18 Bylaws Study Committee



BYLAWS OF THE LAKESIDE HISTORICAL SOCIETY

ARTICLE I NAME

The name of this organization shall be "The Lakeside Historical Society."

ARTICLE II OBJECTS AND PURPOSES

Section 1: The objects and purposes shall be to discover, collect and preserve artifacts, books, pamphlets, maps, genealogies, pictures, field books and any and all articles, materials, historical landmarks, buildings and other property which may establish or illustrate the history and to perpetuate the heritage of the United States of America, and particularly the Lakeside area.

Section 2: To publish and disseminate such historical matter as this Society may authorize.

Section 3: To operate a non-profit organization.

ARTICLE III MEMBERSHIP

Section 1: The membership year shall be from January 1 to December 31. Dues not paid by February 1st will be delinquent.

Section 2: Classifications:

- A. Individual
- B. Family
- C. Business/Organization
- D. Life membership for individuals

Section 3: Qualifications: Any person interested in the purpose of this Society may become a member upon payment of annual or Life membership dues. Only members in good standing may hold office.

Section 4: Voting: Only members in good standing may vote. Family memberships shall be entitled to two (2) votes. Business/Organization memberships shall have only one vote.

ARTICLE IV MEETINGS

Section 1: General Meetings: The General Meeting day for the Society shall be the fourth Monday of each month, unless otherwise specified by the elective officers. The President may designate the time and place of each meeting.

Section 2: Quorum:

- A. Fifteen (15) members shall constitute a quorum at a General Meeting for the transaction of any business of this Society.
- B. Ten (10) board members, as defined in ARTICLE IV: Section 4, shall constitute a quorum at a Board Meeting for the transaction of any business of this Society. Only Board members shall be allowed to vote.

Section 3: Special Meetings: Special meetings may be called by the President or by the elective officers. The Secretary may also call a special meeting upon the written request of not less than ten (10) members in good standing.

Section 4: Board of Directors: The Board of Directors shall consist of the elective officers as described in Article V, and the Standing Committee Chairmen as described in Article VI.

ARTICLE V OFFICERS AND DUTIES

Section 1: The governing body of the Lakeside Historical Society shall be the elective officers, namely the President, Vice-President, Secretary and Treasurer, who shall be elected for a term of one (1) year.

Section 2: The elective officers of the Society shall be a President, Vice-President, Secretary and Treasurer.

Section 3: President: It shall be the duty of the President to preside at all meetings of this Society; call such special meetings as are herein provided for; see that the bylaws, rules and regulations are enforced; appoint chairmen of standing committees and supervise generally the affairs of this Society. The President may appoint a Corresponding Secretary, a Telephone Chairman, a Parliamentarian, and any other officer or chairperson as needed, upon approval by the Board.

Section 4: Vice-President: The Vice-President shall be responsible for the General Meeting program, shall preside at meetings in the absence of the President and perform such other duties as ordinarily pertain to the office. If the President's office becomes vacant because of death, resignation or otherwise, the Vice-President shall assume the duties of the President for the unexpired term.

Section 5: Secretary: The Secretary shall record and preserve minutes of all meetings and provide a copy of the minutes to the President within a week. Upon her/his retirement, the Secretary shall turn over to her/his successor, or the President, all records or

other property of this Society in her/his possession. The Secretary shall retain all permanent records.

Section 6: Treasurer: The Treasurer shall receive and be responsible for the funds of the Society and shall be accountable to the membership of this Society. The Treasurer shall pay all current bills, under the direction of the Board, and keep the membership informed of the financial status of the organization and give a full-itemized accounting at each meeting; and a semi-annual report published in this Society's July newsletter; and an annual report given at the January General Meeting. The Treasurer, unless other arrangements are approved by the Board, is responsible for filing all forms and reports with the County, State and Federal agencies and maintaining LHS compliance with these agencies. Upon retirement, the Treasurer shall turn over to her/his successor or to the President all funds, books, records and any other property of this Society that is in her/his possession.

ARTICLE VI STANDING COMMITTEE CHAIRMEN

Section 1: All Chairmen are members of the Executive Board.

Section 2: All recommendations shall be presented to the Executive Board.

Section 3: All Chairmen shall bring a report of their activities to the Executive Board.

- A. Archivist: Be in charge of the place where this Society's historical materials are stored and/ or displayed.
- B. Hospitality: Welcome and greet members and guests at meetings and activities, and oversee that the attendance book is signed and recruiting refreshments hosts for General Meetings.
- C. Membership: Be responsible for Membership drives, collect dues and issue membership cards. Keep an accurate record of all members in good standing. Upon request provide the President, Treasurer, Secretary and Telephone Chairman with a written, regularly updated list of new members and notify members of delinquent dues.
- D. Newsletter: Will be responsible for the editing, publishing and mailing of this Society's newsletter. Will maintain a record of the activities of this Society.
- E. Press and Publicity: Endeavor to enlist the aid of all newspapers and publications to properly publicize our Society and its arms.

- F. School Coordinator: To assist in promoting inclusion of Lakeside history to school curriculum and to encourage the membership of students.
- G. Community Coordinator: To act as a liaison between the Historical Society and the community and government agencies.
- H. Seat 5 of the Lakeside Design Review Board: the representative of this Society shall be designated by the Board of Directors, as described in Article IV: Section 4, at the Board Meetings three (3) months prior to the end of the incumbent's term, or when necessary due to vacancy. The regular term is for two (2) years. Once a nomination is made, the President will immediately notify the San Diego County Board of Supervisors, District 2, of the Board's decision in writing.
- I. Memorials Chair: Acknowledge memorials received and notify families of gift donation. Order plaques and mount on Memorials Board and write article for newsletter.
- J. Sunshine: Send cards to members who are ill or lost family member.
- K. Bricks: As funds are received, order and place Brick on Memorial Walk.
- L. Building/Grounds/Restoration: The committee is responsible for repair, maintenance and preservation of historical grounds.
- M. Museum Committee: Shall enlist and train docents; plan and publicize all displays. Inventory and manage all deed of gifts.
- N. Webmaster: Maintain and update the Society's website.
- O. Gift Store: Directs and organizes operation of the Gift Store.
- P. Kitchen Coordinator: Directs and organizes operation of the food fundraisers.
- Q. Living History Coordinator: Directs and organizes the planning and operation of the annual Living History event.
- R. Home Tour Chair: Directs and organizes the annual Home Tour event.

ARTICLE VII ELECTIONS

Section 1:

- A. At the January General Meeting, a Nominating Committee of three (3) and an alternate shall be elected by a majority vote of the members present to serve for the following year. The committee shall meet with the Parliamentarian immediately after

the election to select a chairman and to determine a meeting date.

- B. A slate of officers shall be presented at the October General Meeting. Further nominations may be made from the floor at the November General Meeting, at which time the election of the officers shall be held. Officers shall be elected by a majority of members present, through a show of hands or, if there is more than one candidate for an office, by written ballot.
- C. Elected officers shall take office on January 1st the following year. They will be recognized at the January General Meeting.

Section 2: No members shall hold the same elective office for more than two (2) consecutive years, except the Treasurer who may serve longer.

Section 3: Vacancies in any office shall be filled by a majority vote of the members present at a General Meeting, except in the case of President as stated in Article V: Section 4.

Section 4: Any officer may be removed from office for the due cause after notification by a vote of two-thirds of the members present at a General or Special Meeting

ARTICLE VII PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, Revised*, shall govern the proceedings of the Society except in such cases as are governed by these bylaws.

ARTICLE IX AMENDMENTS

These bylaws may be amended by a two-thirds vote of members present at a General Meeting provided the amendment has been submitted in writing at the previous meeting.

ARTICLE X DISSOLUTION

All property owned by the corporation is and shall be irrevocably dedicated to the purpose for which the corporation was formed and is existing upon liquidation, dissolution, or abandonment of corporation, such property and assets shall be distributed to a non-profit fund, foundation, or corporation which has established its tax status under Section 501(c) (3) of the Internal Revenue Code.

STANDING RULES

1. Board Meetings of elected officers, chairmen, and any members who wish to attend, should be held before each General Meeting, not later than the Friday prior to that date. The President shall determine the place and date. For the purposes of the operation of this Society, the President's office may be shared by two members who shall work together to achieve the goals of the office and the Society. The Co-Presidents shall be nominated and voted upon in the same manner as a single President.
2. The Board shall be responsible for the annual luncheon, or dinner, held in October.
3. The Board shall annually review the Society's insurance needs and make recommendations.
4. The Treasurer will provide a proposed budget to the Board at the November Board Meeting. The budget shall be published in the Society's December newsletter and approved at the January General Meeting.
5. There shall be no disruptive talking during the General meeting. Members wishing to speak will be recognized by the President and allowed three (3) minutes to speak.
6. Any person addressing the membership, or giving a report, shall stand in front of the group while speaking.
7. The Historical Society buildings shall not be used for church meetings on a regular basis.
8. The Historical Society buildings may be available for club organization meetings, weddings, receptions, memorials, etc., at the discretion of the Society.
9. Furnishings and equipment of the Society may be borrowed and loaned with permission of the President or person on duty in the gift shop. Items must be noted in the logbook (date/time) when borrowed and returned. Care must be taken to ensure these items will not be needed for Society events during their absence. Items' condition should be verified upon return.
10. Yearly dues are as follows:
 - i. Individual \$20
 - ii. Family \$35
 - iii. Individual Life \$200
 - iv. Business \$50.
11. Pay for registration fee for representative to the Annual Congress of History Convention.

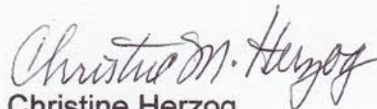
12. Archival materials, documents and pictures may not leave the premises.
13. An annual financial review shall be conducted by a member appointed by the board by April of that next year.
14. The Board shall authorize who can sign checks for the Society.
15. The President may appoint, from the membership, two (2) board members at large, with approval of the board. Their term would coincide with the appointing president (for one year). Their rights and duties would include those of all board members. Additionally, they would act as liaison to the general membership, attend all board meetings, and receive assignments and duties from the board, as needed.

These revised Bylaws approved at the General Meeting of the Lakeside Historical Society held on Monday, February 26, 2018.

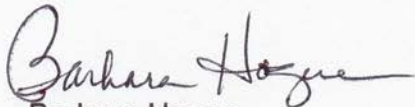
Bylaws Study Committee 2017-2018:



Gary Mitrovich
Vice-President/Chairman



Christine Herzog
Parliamentarian



Barbara Hogue
Co-President



Diane Angus
Co-President



Barbara Whitlock
Museum Chairman

First Bylaws: 1972

Revisions:

Bylaws: October 1985

Bylaws: September 1991

Standing Rules: April 1995

Bylaws & Standing Rules: August 26, 2006

Bylaws & Standing Rules: February, 26 2018