

**BINGHAM COUNTY HISTORICAL SOCIETY
BY-LAWS**

ARTICLE I

Membership and Dues

Section 1: Any person interested in the purposes of the Society who tenders the necessary dues will thereby become a qualified member of the Society.

Section 2: Annual dues for individual active members will be fixed by resolution duly passed by the Society at the first, or biennial meeting, but will not be less than five (5) dollars. Student membership, 18 years and under, will not be less than two (2) dollars. Those designated as Life Members will not be subject to dues.

Section 3: Annual dues for contributing members will be five (5) dollars or more, this classification being unlimited in the amount above five (5) dollars.

Section 4: Annual dues will be payable in January of each year and members in arrears more than six (6) months will be dropped from active membership.

Section 5: Any person, firm or group offering monetary donations to the Society may be eligible as a member.

Article II

Schedule and Quorum for Meetings

Section 1: Regular meetings of the Society will be held monthly, or as scheduled by the Board, at a time to be determined by the Board of Directors.

Section 2: Special meetings may be called by the President, upon such notice as is practicable, for any purpose specified in the notice of meetings.

Section 3: The Board of Directors will meet monthly and whenever called for a special meeting. At the call of the President, the monthly meeting of the Society shall serve as the monthly meeting of the Board of Directors, if there is no other reason for meeting.

Section 4: A quorum of the Society at any regular, annual or duly called special meeting shall consist of a majority of the duly qualified members of the Society in attendance. A quorum of the Board of Directors shall consist of a majority of the members of the Board.

ARTICLE III

Compensation of Officers and Directors

Section 1: This Society is not organized for profit and no officer, director, or member shall receive any compensation from the Society. However, the Society may reimburse any member for reasonable expenses incurred in an authorized activity or expedition of the Society.

ARTICLE IV
Duties of the Officers and Directors

Section 1: The President will preside at all meetings and will appoint all committees, subject to the approval of the Board of Directors and other officers. Committees will be selected as needed with a chairperson to coordinate business pertaining to that committee.

Section 2: The Board of Directors will conduct all affairs of the Society, subject to and in harmony with the purposes of the Society, will decide questions of policy that for some reason cannot be acted upon by the membership at large, and will exercise all the powers and authority of the Society between meetings of the Society. The Board of Directors will have the authority to incur debt consistent with the financial profile and needs of the mission of the Society.

Section 3: The two Vice-Presidents will work with the President as requested, and will preside only in the absence of the President.

Section 4: The Secretary will keep minutes of all meetings, with a copy to be posted in the Society office and available for review and a copy filed with the Society as a permanent record. The Secretary will send cards, letters, notices, and do any typing pertaining to members of the Society or Society business as requested by the President and such duties as customarily performed by such office.

Section 5: The Treasurer will be responsible for all monies received and disbursed and all deposits and withdrawals from the bank account. All bills are to be paid by check or credit card and recorded. All money spent will be approved by the Treasurer and a Co-signer on the bank signature card. Any pending bills that fall due between meetings must be approved at a prior meeting and signed checks left with the treasurer. The Treasurer will make two (2) copies of the treasurer's report showing the balance on hand and all receipts and disbursements. One copy will be posted in the Society office and one copy to go to the President. These records will be filed in the Society's office. At the end of each fiscal year three (3) Society members assigned by the President will audit the Treasurer's records.

Section 6: The Historian will oversee the process of receiving, recording, filing and preserving all histories, stories, books, pictures and articles submitted to the Society. A master index of all materials will be available for members use; all items will be kept within the Society. Anyone wishing to see such material must check with the Historian, assistant Historian or other officer first. Materials will not be taken from the room, but copies (if possible) may be made for members use. The Historian may appoint other members to help with the various duties if so desired.

Section 7: Others may be considered as ad hoc Board members and appointed by the Board to act as advisory members with no voting privileges. Such ad hoc members will be sought to help and advise the Board on matters within their area of expertise. Such ad hoc members may be terminated by the Board at their discretion.

ARTICLE V
Executive Director

Section 1: The Board of Directors may appoint an Executive Director to manage the day-to-day business of the Society at no compensation. The Executive Director may assume the duties of the Treasurer if a treasurer has not been elected and so directed by the Board of Directors. If the Executive Director assumes the duties of Treasurer it will be without voting privileges. The Executive Director will have no contractual or indebtedness authority, unless authorized by the Board, and will serve as directed by the Board of Directors.

**ARTICLE VI
Parliamentary Authority**

Section 1: The rules contained in “Roberts Rules of Order” will govern the proceedings of the Society, except in such cases as are governed by the constitution or By-Laws.

**ARTICLE VII
Amendment to the by-laws**

Section 1: These by-laws may be amended at any regular meeting of the Society by two-thirds (2/3) of those voting, provided notice is given at the prior meeting or by the same vote at any special meeting, upon notice, called for that purpose. All proposed amendments shall be submitted in writing.

President

Date

Secretary

Date

Revised February 2, 2011
Revised October 3, 2012
Revised September 24, 2014