

# **SOUTH HILL HISTORICAL SOCIETY BY-LAWS**

The purpose of the South Hill Historical Society is to trace the history of South Hill, researching, organizing, educating, and disseminating the history.

South Hill, for purposes of this study is the area bounded on the north by 88<sup>th</sup> St E (15<sup>th</sup> -- Av SW) on the west by Canyon Road, on the east by the “ridge” overlooking the Orting Valley, and on the south by 200<sup>th</sup> St E.

Date of organizing and accreditation: The date of the organizing meeting was January 25, 2001. The date of becoming a non-profit corporation in the State of Washington was May 24, 2001. The date the organization became a federally authorized 501(c)3 organization was January 19, 2005.

March 28, 2007 The proposed revision below will be emailed to the members of the Executive Board for their review.

April 3, 2007 The Executive Board will review the proposed revised By-Laws, and approve it.

April 10, 2007 The proposed revision will be mailed to members.  
At least 30 days interval passes.

June 19, 2007 Proposed revised By-laws adopted by the members at the annual meeting. Revised 1/24/2012--General Meeting

## **I. MEMBERSHIP:**

- A. Any person, 18 years old or older is eligible for membership.
- B. Dues: Dues will be \$25 annually per member or family at one address. Dues will be due and payable at any meeting a person chooses to join. Renewal will be 12 months (one year) following on the anniversary of the year’s membership.
- C. Any member shall be considered a “member in good standing” unless his or her dues are more than 90 days in arrears. Members not in “good standing” may be dropped from membership 30 days after the annual meeting.
- D. A new member will be encouraged to select an area of interest at the time of becoming a member.

## **II. OFFICERS**

- a. The elected officers of this organization shall consist of a President, a Vice-President, a Secretary, a Treasurer, a Research Coordinator, a Newsletter Editor and a Public Relations Coordinator. Together they form the Executive Board.
- b. Officers shall perform the usual duties of the office to which elected, including but not limited to the following:
  1. President: Convenes and presides at all general meetings and meetings of the officers.
  2. Vice-President: serves in the absence of the President and assists as the President requests.
  3. Secretary: Maintains the minutes of all general meetings and meetings of the Executive Board. The Secretary also carries out official correspondence as directed.

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4. **Treasurer: Maintains accounts and pays accounts due as directed. Serves as custodian of funds, property and all assets of the organization. The Treasurer reports the balance of accounts, revenues and expenditures regularly in each monthly meetings and an annual report at the first public meeting in June of each calendar year.**
5. **The Newsletter Editor will work with the Executive Board in advance of each newsletter to determine the contents of the Newsletter. The newsletter will be published four times a year (quarterly).**
6. **The Research Coordinator directs the work of the Society in researching and organizing historical materials.**
7. **The Public Relations Coordinator**
  - a. **The responsibilities of the position will be to maintain an address where the public can contact the organization.**
  - b. **This address shall also be the office of record with the Secretary of State.**
  - c. **The Public Relations Coordinator shall work under the direction of the Executive Board on external relationships with other organizations such as the Ezra Meeker Historical Society, the Pierce County Heritage League, and the Puyallup School District.**
  - d. **At the direction of the Executive Board there will be a variety of press releases.**
  - e. **The Coordinator will keep a file of newspaper clippings.**
8. **Original historical material will be stored in central area, currently in the Fruitland Grange room. Copies of historical material will be added to the Society's "Terabyte" storage regularly, the Research Assistant will monitor these materials providing indexes to the material.**
9. **In April of each year there will be a nominations committee established by the Executive Board with at least three persons, one from the Executive Board and the other two from the membership at large.**
  - a. **The Nomination committee will present their nominations to the Executive Board early enough so that the Executive Board can review prior to the annual meeting.**
  - b. **All officers shall be elected at the annual meeting in June of each calendar year and shall serve until the adjournment of the first public meeting in June of the next year.**
    - c. **At the annual meeting the Nominations Committee will present its slate. Members will have the opportunity to nominate others, and then the voting will take place.**
    - d. **Any member in good standing shall be eligible for election.**
    - e. **Any officer may be removed from office by a simple majority vote of the membership, provided that there has been 30 days notice to the membership of any such pending motion of removal.**
  - c. **All officers shall constitute the Executive Board, each with one vote.**
  - d. **At any time other members may attend the Executive Board meetings, without vote.**

## **III. COMMITTEES:**

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The Executive Board has the authority to establish and abolish both standing and sub-committees.

- A. There shall be both standing and sub-committees as appointed by the President. Committee chair and members shall be selected from among members in good standing. Committee chairs shall serve for a period of one year.
- B. Each committee chair shall be responsible for the effective operation of that committee, maintenance of necessary records, preparation of necessary reports and the reporting of committee activities to the Executive Board and to the general meetings. Each committee chair shall convene and preside at all meetings of that committee.
- C. Committee chairpersons who fail to attend 3 consecutive meetings of the organization may be considered to have resigned.
- D. The appointment of any committee chair may be terminated by a majority vote of the Executive Board.
- E. The chair of any committee, not an officer, shall be a member of the Executive Board without vote.

## **IV. MEETINGS**

### **A. The Executive Board**

The Executive Board shall meet at the call of the President. The Executive Board shall meet at least monthly except meetings in July and August may be suspended by action of the President. Their responsibility is to carry out the purposes of the organization. A quorum shall be 1/2 of Exec. B. plus one.

### **B. General Membership**

- 1. There shall be monthly meetings of all members at a time and place as designated by the President. There will be no meetings in July and August unless called by the President. The public meetings will be held at 11:00 AM on the third Tuesday morning of each month. However the Executive Board may establish infrequent meeting at other times, particularly to aide in attracting new members. A meeting, with notice of 30 days, may be postponed or canceled, or a shorter notice due to poor weather.
- 2. The President, Secretary, Treasurer, Research Coordinator, Public Relations Coordinator and Newsletter Editor shall each submit an annual report for approval of the Membership at the annual meeting in June of each year.
- 3. The financial records shall be reviewed by two members of the Society or by an auditor in April of each year, with a report at the annual meeting.
- 4. **QUORUM:** At all meetings of the general membership, 10% of the Members in good standing shall constitute a quorum. The Treasurer shall be responsible for determining whether a quorum is present.
- 5. **Voting:** Every attending member in good standing shall be entitled to cast one vote in any matter presented at a public meeting. Proxy votes shall not be accepted. The President shall vote when necessary to resolve a tie-vote.

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**6. Rules of Order-** All meetings shall be conducted in accordance with the provisions of these By-Laws and with Robert's Rules of Order except where superseded by these By-Laws or where amended by the general membership.

## **V. AMENDMENT OF BY-LAWS:**

**Every member in good standing must be provided a written copy of the proposed amendment(s) prepared and approved by the Executive Board at least one month (30 days) before the public meeting at which the proposal will be considered. Such amendment may then be adopted at such public meeting by a simple majority vote.**

**This revision of the entire By-Laws was adopted at the general annual meeting of ....June 19, 2007 stored in document="SHHS912.docx" Rev's....1/24/2012bb....11/17/2015bb**

## **SOUTH HILL HISTORICAL SOCIETY STANDING RULES**

The procedure for establishing standing rules will be as follows: The Executive Board may propose changes or amendments to the Standing Rules. Any member of the Executive Board may propose changes or amendments. The Executive Board will approve any proposed changes. At the next public meeting the members of the Society will act on these proposed changes and then they will become in force until changed.

Rule 1. Mission statement for the SOUTH HILL HISTORICAL SOCIETY is to: ***Trace the history of South Hill (Wa), researching, organizing, educating and disseminating this history.***

Rule 2. The SOUTH HILL HISTORICAL SOCIETY shall endeavor to promote Historical Education in the School's on South Hill.

Rule 3. SOUTH HILL HISTORICAL SOCIETY will establish a Scholarship Fund and award one scholarship at each High Schools, , i.e. Rogers H.S., & Emerald Ridge H.S.

Rule 4. The President will appoint a Scholarship Committee of three members, who may serve more than one term.

Rule 5. That Major topics should be discussed with Board before they go to a vote of the general membership.

Rule 6. The President will appoint a "Book Project" committee.

Rule 7. Past Presidents shall be awarded title of "Ex Officio" and be allowed attend Board Meetings; also be allowed to debate and vote on various topics.

Rule 8. The President will appoint a Videographer/Technician...[Robert (Bob) Ballou].

Rule 9. The President and Treasurer are authorized to invest club funds at any F.D.I.C. approved financial organization.

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Rule 10. These Standing Rule can be adopted, modified and/or amended at any regular meeting, after being read and accepted by 2/3 majority of members present at Regular Public meeting.

Adopted: July 15, 2013. Standing Rules added to By-Laws document...7/15/2013bb

.Rev....S.R. #7= July 8, 2015bb, Rev... Meeting Time c. to11:00AM...6/20/2017b

added=S.R.#9=11/17/2015bb Rev...S.R. #8, 3/6/2018bb..\_

Rev.\_Reformatted & WX notice\_5/7/2019bb

Saved AS== SHHS912bylaws.doc

Rev...investing funds..12/2/2019bb