

HISTORICAL SOCIETY of HELOTES BYLAWS

ARTICLE I – ORGANIZATION NAME

The name of this organization is HISTORICAL SOCIETY of HELOTES herein referred to as The Society.

ARTICLE II – NONPROFIT ORGANIZATION

The HISTORICAL SOCIETY of HELOTES is a nonprofit educational organization with no political affiliation or political agenda. All income to The Society shall be used for operating expenses of The Society and to further The Society's objectives as stated in Article III. The Society shall operate within the meaning of Section 501.C.3 of the Internal Revenue Code. The Society is registered with the State of Texas under the BUSINESS ORGANIZATIONS CODE CHAPTER 22. NONPROFIT CORPORATIONS.

ARTICLE III – OBJECTIVES

The objectives of the HISTORICAL SOCIETY of HELOTES shall be to collect, study and preserve the history of Helotes, Texas, the surrounding area and the people who are a part of this area as stated in The Society's Certificate of Formation. The focus shall be on educating present and future generations on the importance of history and heritage.

ARTICLE IV – MEMBERSHIP

Memberships are open to individuals interested in promoting the objectives of The Society and who agree to comply with the bylaws of this organization. Members are considered to be in good standing if their membership is current, they attend a majority of general membership meetings throughout the year and/or have participated as an organizer of events or volunteer for The Society.

There are three types of Memberships: FULL, LIFE and HONORARY LIFE.

Full Membership - These members pay annual membership dues, agree to comply with the bylaws of the society, participate in Society activities and are eligible to hold office in the HISTORICAL SOCIETY of HELOTES.

Life Membership – A Life Membership may be conferred on a member who has given lengthy, outstanding contributions to the HISTORICAL SOCIETY of HELOTES. To be conferred with a Life Membership, the person must be recommended in writing by a member of the Society to the Board of Directors for consideration. Life Members shall comply with the bylaws of the society and have full membership privileges in the Historical Society of Helotes but are not required to pay dues.

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Honorary Life Membership - This membership may be bestowed at the discretion of the Board of Directors. The criteria for awarding this membership are that the individual must have made a significant contribution to local or Texas history. This is a non-voting membership.

ARTICLE V – DUES

The annual dues of the HISTORICAL SOCIETY of HELOTES shall be \$10.00 per person or \$15.00 per family.

Payment of dues shall entitle the member to one calendar year of membership from January 1st through December 31st with the exception of dues paid in either November or December. Payments made in either November or December shall entitle the member to be a FULL member for the remainder of the current year through December 31st of the following year.

Any change to the dues structure shall be made by a simple majority of the Board of Directors at a Board meeting and will become effective for the following year's dues.

ARTICLE VI – MEETINGS

General meetings shall be held once per calendar quarter on the first Tuesday of February, May, September, and November at a time and place designated by the President. Officers will be installed at the May general meeting in each odd numbered year.

Special meetings may be held at a specified time and place when called by the President.

Board of Directors meetings will be held on the second Tuesday of the month preceding the scheduled general meetings at a time and place designated by the President.

ARTICLE VII – QUORUM

Definition: A fixed minimum percentage or number of members of a legislative assembly, committee, or other organization who must be present before the members can conduct valid business.

A minimum of four (4) voting members shall constitute a quorum for any meetings of this Society.

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ARTICLE VIII – NOMINATIONS AND ELECTIONS

A Nominating Committee of three members in good standing shall be appointed by the President in February of each odd numbered year. The Nominating Committee shall nominate a candidate for the offices of President, Vice President, Recording Secretary, Treasurer, Historian, Parliamentarian, and Corresponding Secretary.

The Nominating Committee shall report the names of the nominees to the President at least forty-five days prior to the May general meeting. Nominations may be made from the floor at the May general meeting provided consent to serve has previously been given by such Nominees.

All Nominees must be members in good standing.

All Nominees shall be voted upon at the May general meeting with the installation of officers being conducted at the May general meeting. The new officers shall assume their offices as of June 1st of each odd numbered year.

Term of office for all elected Officers shall be two years.

Any Officer may resign in writing at any time. Vacant office positions may be filled by Presidential appointment for the remainder of the unexpired term, with concurrence of a simple majority of the Board, with a ratification vote by voting members at the next general meeting.

ARTICLE IX – OFFICERS

The Officers of The Society shall be:

- President
- Vice President
- Recording Secretary
- Treasurer
- Historian
- Parliamentarian
- Corresponding Secretary

The President may appoint an Assistant Treasurer and a Chaplain for the Society; however, these officer positions are not voting members of the Board of Directors.

ARTICLE X – DUTIES OF OFFICERS

President: The President shall preside at all meetings of The Society, sign all contracts for and on behalf of The Society and shall be ex-officio member of all committees except the Nominating Committee. The President, as Chief Executive Officer of The Society, shall receive all correspondence and shall channel information to the proper officers. The President shall establish various committees as necessary.

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Vice President: In the absence or inability of the President to act, the duties of the office of President shall be performed by the Vice President. The Vice President shall be chairman of fund raising activities.

Recording Secretary: The Recording Secretary shall keep the minutes of all meetings and maintain the books and records of the current year except the financial books and records. All documents maintained by the Recording Secretary are property of The Society. Books and records of the previous year/years are considered to be archives and shall be turned over to the Historian of The Society for preservation.

Treasurer: The Treasurer shall collect and disburse all monies of The Society. Single expenditures over Three Hundred Dollars shall require the approval of a majority of Board members at a Board of Directors Meeting. All checks drawn on the bank account of The Society require two authorized signatures. Authorized check signatures shall be those on file with the bank that holds the funds of The Society; authorized signatures must be members of the Board of Directors. The Treasurer shall make a quarterly written report to The Society. The fiscal year for The Society is January 1st through December 31st of each calendar year. The accounting audit will be done by a Certified Public Accountant.

Historian: The Historian shall be responsible for: Accepting, cataloguing and maintaining photos, documents etc. that are Society generated documents and items either donated to The Society or purchased by The Society. Photos must be provided with dates and identification of individuals; I.D. exceptions may be made at the discretion of the Historian. Appropriate items are to become a permanent part of The Society archives. In addition to keeping a press-book, the Historian shall maintain/catalogue records of The Society's archives in a computer database for The Society. The press-book and archive records are the property of The Society.

The Parliamentarian shall act as advisor to the President in all matters pertaining to Parliamentary Procedure and shall be Chairman of the Bylaws Committee.

Corresponding Secretary: The Corresponding Secretary shall be charged with the social correspondence for The Society. The social correspondence includes but is not limited to sending "thank you," "congratulations," "get well" and "condolence" cards. The Corresponding Secretary and the President shall collaborate in sending meeting notices and news releases to various media sources in a timely manner.

ARTICLE XI – BOARD OF DIRECTORS

The Board of Directors shall be composed of the elected Officers of The Society.

The Board of Directors shall govern the affairs of The Society, transact necessary business, create standing Committees and approve the plan of work of all Committees. All Committee Chairpersons shall report at each general meeting.

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ARTICLE XII – ADVISORY BOARD OF DIRECTORS

The President and/or Board of Directors may invite distinguished citizens of the State of Texas to serve as an Advisory Board.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The Rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern The Society in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order The Society may adopt.

ARTICLE XIV – AMENDMENT OF BYLAWS

These Bylaws may be amended by a two-thirds majority vote of the Board of Directors or a two-thirds majority vote of the voting members at any regularly scheduled General Meeting. All proposed amendments shall have been submitted in writing or read into the minutes at a previous General Meeting. Any Bylaws amendment must be consistent with the meaning of Section 501.C.3 of the Internal Revenue Code.

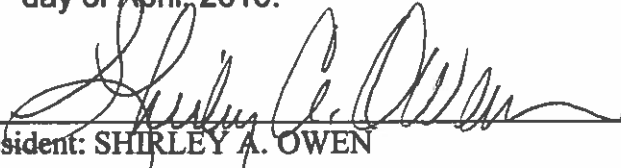
ARTICLE XV – DISSOLUTION

In order to dissolve the HISTORICAL SOCIETY of HELOTES all assets of The Society remaining after all debts or obligations are satisfied shall be transferred to a non-profit organization or to the Local, State or Federal Government for public purposes.

In the event of dissolution of The Society, the asset-receiving organization or Government entity is to be recommended by the Board of Directors. The recommended receiving organization or Government entity shall be presented to the membership and approved by a simple majority of the voting members present at a General Meeting.

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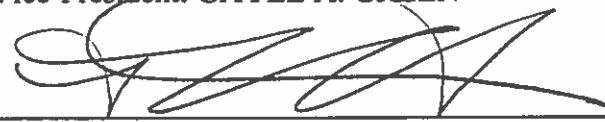
The Board of Directors of the Historical Society of Helotes ratified these Bylaws on the 16th day of April, 2010.



President: SHIRLEY A. OWEN



Vice-President: GAYLE A. GREEN



Recording Secretary: RICK A. SCHRODER



Treasurer: LOLA N. HILL



Historian: CYNTHIA Y. MASSEY



Parliamentarian: CHARLES D. OWEN



Corresponding Secretary: DIANA SARFIN