

Echo Park Historical Society
By-Laws
Updated November 6, 2000

ARTICLE I NAME

The name of the Society shall be the ECHO PARK HISTORICAL SOCIETY.

ARTICLE II PURPOSE

The purpose of this Society shall be:

- a) To promote interest in the history of Echo Park
- b) To foster, preserve and protect the historical landmarks, buildings and monuments of our community.
- c) To promote an awareness through education, of our history and heritage.
- d) To operate and maintain a permanent archival facility in Echo Park.
- e) To collect, classify, preserve and display articles, specimens and other materials illustrative or demonstrative of the history of the area and of the customs and habits of the people who have lived in the area.
- f) To perpetuate the memory and the deeds of those persons who, by their efforts, have contributed substantially to the making of the history of this area.

ARTICLE III MEMBERS

Section 1: Membership

- a) There shall be five (5) classes of membership in the Society:
 1. Individual
 2. Household
 3. Business/Organization
 4. Corporate
 5. Life
- b) Membership in this Society shall be made available to any individual who subscribes to the purpose and basic policies of the Echo Park Historical Society without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these by-laws.

Section 2: Membership Fees

- a) The fees for the various classes of membership shall be set by the Board of Directors.
- b) Membership fees shall be payable on an annual basis.
- c) Payment of membership fees shall entitle each member to one vote. One payment; one vote.

Section 3: Resignation

Any member desiring to resign from the Echo Park Historical Society may do so by non-payment of dues and by non-attendance of regular meetings. They may also submit a letter of resignation to the Board of Directors.

ARTICLE IV BOARD OF DIRECTORS

Section 1: Each member of the Board of Directors shall be a member in good standing of the Echo Park Historical Society.

Section 2: Board of Directors:

- a) Shall consist of seven (7) members.
- b) Shall be appointed additional officers as the business of the Society may require, with the time of office, authority and duties to be determined by the Board of Directors.
- c) Shall have the power to conduct all of the affairs of the Society.
- d) Shall decide questions of policy and perform such other functions as designated in the by-laws.

ARTICLE V ELECTION OF BOARD OF DIRECTORS

Section 1: Election

- a) The privilege of nomination and selection to the Board of Directors shall be limited to members of the Society whose membership fees are paid and who have been members of the Society for at least one year previous to the nomination.
- b) Upcoming Board vacancies will be publicized in the Fall Echo Park Historical Society Newsletter. Members interested in serving on the Board must indicate their interest by phone, in writing or electronically five (5) days before the November General Meeting. In the event that there are more interested members than available seats, selection will take place at the November General Meeting by vote of the general membership.
- c) Directors shall serve for a term of two years, with one-half of the Board to be elected each year. Directors shall assume their duties January 1.
- d) Any Director may be removed by a two-third majority of the Board of Directors for failure to perform duties, for misconduct or for failure to attend three consecutive meetings without adequate excuse.
- e) The officers of the Society shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, elected from the Board of Directors at an organization meeting held in January.
- f) The nominee for the office of President shall have been on the Board of Directors for at least one year prior to the nomination for this office.
- g) If an office becomes vacant before and annual election it may be temporarily filled by the Board for the remainder of the term.

ARTICLE VI MEETINGS

Section 1: There shall be a minimum of six (6) meetings of the Board of Directors each year, time and place to be decided by the Board.

These meetings shall be open to all members of the Society with only members of the Board having voting privileges.

Section 2: The annual meeting of the Society shall be held as set by the Board, at which time the members shall consider reports of the affairs of the Society and transact such business as may properly be brought before the meeting.

Section 3: Special meetings of the Board of Directors for any purpose may be called at any time by the President, by any four (4) Directors, or any five (5) members of the Society upon written request to the Secretary. Such meetings may be called with advance notice of one week.

Section 4: The annual meeting of the membership shall be held as set by the Board of Directors. The membership shall be notified in advance.

ARTICLE VII QUORUM

Section 1: Four (4) members of the Board of Directors shall constitute a quorum for the transaction of business.

Section 2: Those of the general membership attending the annual meeting or any other Society meeting shall constitute a quorum for the transaction of business.

ARTICLE VIII DUTIES OF BOARD OF DIRECTORS AND OFFICERS

Section 1: The President shall:

- a) Be the chief executive officer of the Society.
- b) Preside at all meetings of the Society and of the Board.
- c) Be an ex-officio member of all committees.
- d) Have the general powers and duties of management usual to the office of President.
- e) Have such powers and duties as may be prescribed by the Board.

Section 2: The Vice-President shall:

- a) In the absence of the President, preside at all meetings.
- b) Have such other duties as may be prescribed by the President and the Board.

Section 3: The Recording Secretary shall:

- a) Keep the minutes of the Society meetings and the meetings of the Board.
- b) Keep a current copy of the by-laws and standing rules in the Secretary's book and have it available for reference at all meetings.
- c) Perform such duties as may be prescribed by the Board.

Section 4: The Corresponding Secretary shall:

- a) Prepare and mail all communications to the members.
- b) Assist the officers in the preparation of all correspondence.
- c) Handle all correspondence of the Society.
- d) Perform such other duties as may be prescribed by the Board.

Section 5: The Treasurer shall:

- a) Be the custodian of all funds of the Society unless otherwise provided.
- b) Keep an itemized account of all receipts and expenditures.
- c) Deposit all funds in the Society name in a bank approved by the Board.
- d) Pay all bills as authorized by the Board.
- e) Present a statement of account at each meeting of the Board.
- f) Make a yearly report to the Society at the annual meeting.
- g) Submit the records for audit each year prior to the annual meeting.
- h) Be responsible for filling out and forwarding all necessary forms required by the Internal Revenue Service and State Franchise Tax Board.
- i) Keep a current list of all paid members of the Society.
- j) Have such other duties as may be prescribed by the Board.

Section 6: The other members of the Board shall:

- a) Assist the officers as needed.
- b) Have such other duties as prescribed by the Board.

Section 7: Vacancies:

- a) A vacancy occurring in any office shall be filled for the un-expired term by a person elected by the Board of Directors.
- b) In the case of a vacancy in the Office of President, the Vice-President shall fill the office until the annual meeting.

Section 8: Audit

- a) There shall be an audit prior to the annual meeting upon the resignation of the Treasurer or as voted by the Board.
- b) The auditor shall be appointed by the Board of Directors.

ARTICLE IX FISCAL YEAR

The fiscal year of the Society shall begin on January 1 and end on December 31.

ARTICLE X AMENDMENTS

These by-laws may be amended at the annual meeting of the Society, or at any other meetings of the members called for that purpose, by a two-thirds vote of those present.

Notice must be given in writing of the proposed changes at least thirty (30) days prior to the meeting.

ARTICLE XI DISSOLUTION

In case of dissolution of the Society, all properties and monies shall be donated to a new library as recommended by the Silver Lake and Echo Park District Plan.

ARTICLE XII LIABILITIES OF MEMBERS

No members of the Society shall be personally or otherwise liable for any of the debts, liabilities and/or obligations of the Society.

ARTICLE XIII

No part of the funds raised or properties of the Society shall ever inure to the benefit of any Director, officer or member thereof.

ARTICLE XIV

The Society shall not directly or indirectly intervene in any way in any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE XV

The Society is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954.

Notwithstanding any other provision of these articles, the Society shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an association contributing to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

STANDARD RULES

1. Membership fees*

a) Individual	\$15.00
b) Household	\$25.00
c) Business/Organizations	\$40.00
d) Corporate	\$500.00
e) Life (individual with two installments within one year)	\$250.00

2. Sponsors

Financial support in the form of sponsorships shall be open to all organizations and individuals.

3. Annual Meeting

The annual meeting of the Society shall be held annually at the discretion of the Board.

4. Standing Committees may consist of the following:

- a) Nominating Committee
- b) Fund Raising
- c) Membership
- d) Education-Outreach
- e) Publicity
- f) Librarian/Archivist
- g) Research
- h) Any other committee as deemed necessary by the Board.

5. All bills must be presented in written form to the Treasurer during the regular Board meeting.

6. Honorary Membership.

- a) Upon the recommendation of one member, seconded by another member, the Board of Directors may confer Honorary membership upon a person who shall have rendered notable service to the Society.
- b) Honorary membership shall confer none of the obligations of membership in the but shall entitle the honoree to all the privileges except those of making motions, voting and of holding office.

7. At the first Board meeting of the newly elected Board of Directors, a motion shall be made to approve of the execution of a signature card at the approved bank authorizing withdrawals under the signatures of any one of the following officers: Treasurer, President, Secretary, or Vice-President.

- a) First person checks to be signed by a different officer.

8. All official publications of this Society must be approved by the Board of Directors prior to dissemination. This does not include internal communications, such as newsletters, or routine correspondence and publicity release.

* Membership dues were updated in 2005