

MORONGO BASIN HISTORICAL SOCIETY

STANDING RULES

1. DUTIES OF OFFICERS

A. Duties and Term

1. All chairs and elected officers shall perform such duties as the Board of Directors shall assign to them.
2. The term of officers elected in June, 2008 shall begin on July 1, 2008 and expire on September 30, 2009

B. PRESIDENT

1. Shall preside at all meetings of the membership and meetings of the Board of Directors; appoint, with approval of the Board of Directors committee chairs; and perform all other duties as prescribed by Robert's Rules of Order, Newly Revised and these Standing Rules.
2. Shall be a member of all committees except Nominating.
3. Shall be responsible for the storage in a safety deposit box of all legal documents including the Charter, Articles of Incorporation, deeds and back-ups of minutes and financial records.

C. FIRST VICE-PRESIDENT

1. Shall perform the duties of the President when he/she is absent.
2. Shall assist the President in the discharge of his/her duties.
3. Shall be responsible for the care of all MBHS properties and maintain an inventory of the properties.

D. SECOND VICE-PRESIDENT

1. Shall be Chair of the Finance Committee.
2. Shall prepare and monitor the budget.
3. Shall be a member of the Audit Committee.
4. Shall assist the President and Treasurer to prepare any required government forms.

E. SECRETARY

1. Shall record minutes of the annual meeting, special meetings of the membership and all Board of Directors meetings and authenticate them with his/her signature.
2. Shall furnish copies of the bylaws to all officers and committee chairs when so requested.
3. Shall reply to any correspondence deemed necessary.
4. Shall file the Society's minutes and relevant records and correspondence at the MBHS Museum and Research Center.

F. TREASURER

1. Shall collect and record all dues and other monies received and deposit funds into the banks designated by the Board of Directors
2. The Treasurer and four other members of the Board of Directors shall be authorized by the Board of Directors to sign checks and to enter the safe deposit box. Two signatures must be on every check and on every entry slip for the safe deposit box. One of the two required signatures must be that of either the President or the Treasurer.
3. Shall give a financial report at each Board of Directors meeting and each meeting of the MBHS membership.
4. Shall keep accurate records of all receipts and expenditures.
5. Shall deliver records to the Audit Committee each year upon receipt of the June bank statement. All items required to make a complete audit must be included.
6. Shall assist the President and Second Vice-president to prepare any required government or business forms/filings and issue payments as authorized.
7. Shall be a member of the Finance Committee.

2. COMMITTEES

- A. All committee chairs shall report to the Board of Directors, either orally or in writing, at monthly Board of Directors meetings and to the Society at the annual meeting.
- B. All committee chairs shall receive a job description manual.

3. MEMBERSHIP

- A. Membership shall be divided into the following categories:
 - 1. Individual
 - 2. Family
 - 3. Organization
 - 4. Business
 - 5. Lifetime

4. DUES

- A. Membership dues are payable one year in advance.
- B. Dues shall be:
 - 1. Individual: \$20 per year.
 - 2. Family at same address: \$35 per year.
 - 3. Organization: \$40 per year.
 - 4. Business: \$45 per year.
 - 5. Lifetime: \$300 per person, business or organization

5. AMENDMENTS

- A. These Standing Rules may be amended, suspended or rescind by following the rules in the latest edition of Robert's Rules of Order, Newly Revised.

Adopted: April 21, 2001
Amended: January, 2005
Amended: Corrections deleted August 25, 2007 by Bob Connors
Revised: June 29, 2008