

Revised By-Laws
Pacific Northwest Cornish Society
20 October 2019

Article I Name

Section 1 The name of this organization shall be Pacific Northwest Cornish Society.

Article II Purpose

Section 1 The purpose of this society, organized as a non-profit corporation, shall be educational as provided in Section 501(c)(3) of the Internal Revenue Code and shall be devoted to furthering Cornish identity, relationships, heritage, and genealogical research for the members.

Section 2 The objectives of this society shall be:

- A. To focus on our common Cornish identity.
- B. To create a setting in which Cornish people of the Pacific Northwest can relate to each other and Cornish people and culture worldwide.
- C. To share stories and information regarding our heritage.
- D. To encourage, teach, and assist members in developing their genealogical information pertaining to Cornwall, Great Britain.
- E. To promote the preservation of public and private Cornish heritage/genealogical material.
- F. To cooperate with other organizations in the furtherance of mutual objectives.

Article III Membership

Section 1 Any person interested in the purposes and objectives and who subscribes to and promotes the Pacific Northwest Cornish Society shall pay the prescribed dues and thereby become a member. There are five (5) categories of membership:

- A. Individual Membership: Any interested person who maintains annual dues. Such will receive a copy of the Society's membership publication(s).
- B. Dual Membership: Any two (2) persons of the same household who maintain annual dues at a 1.5 ratio. Such will receive one copy of the Society's membership publication(s). Both members may vote.

C. Charter Membership: Any person or organization that joined the Pacific Northwest Cornish Society before 31 December 1998 shall be recognized as a charter member.

D. Lifetime Membership: Any individual who has been a member for at least one (1) year may become a life member by a one-time payment of dues equal to fifteen (15) times the current annual dues.

E. Honorary Membership: Persons who have made outstanding contributions to the society may be awarded honorary membership. Honorary members may be nominated by any member and approved by the Board of Directors. Such are relieved of dues, shall have voice but not vote, and shall not hold elected office.

Section 2 Annual dues are payable each June and will be applied first to any delinquent dues and then to dues for the following fiscal year. Any member whose dues are delinquent after 60 days shall be notified and dropped from the rolls.

Section 3 The fiscal year shall be from July 1 to June 30.

Section 4 The Executive Board shall set forth dues.

Section 5 Dues of new members paid on or after April 1 may be applied to the following year's membership.

Section 6 New members will receive a one-year's membership in Cornish American Heritage Society and a member badge.

Article IV Officers and Executive Board

Section 1 The elected officers of the Pacific Northwest Cornish Society shall be President, Vice-President, Secretary, and Treasurer. These shall also constitute the Executive Board.

Section 2 The duties of the Executive Board shall be: (1) to manage the affairs of the Society between meetings; (2) make recommendations to the membership of the Society; (3) be subject to the directives of the Society.

Section 3 Vacancies in office other than the office of President shall be filled by appointment of the President. The Vice-President shall become President in the event of the vacancy of that office.

Article V Nominations and Elections

Section 1 A Nominating committee consisting of the immediate past President and two (2) appointed members shall make nominations for officers. The nominating committee, at least 60 days prior to the Annual Meeting, shall be given a list of each officer's duties, together with names of members in good standing, and prior to the general membership meeting, accordingly select from among the members in good standing at least one (1) nominee who has consented to serve, for each office to be filled.

Section 2 Following the Nominating Committee's report nominations may be made from the floor.

Section 3 The elected officers shall be elected by a simple majority of all voting members present at the annual meeting. No elected officer shall serve more than two (2) consecutive terms in the same office without the express consent of the present voting members.

Article VI Duties of Officers

Section 1 The President is responsible for day-to-day oversight, the preparation of meeting agendas, and shall preside over all meetings of the Executive Board and annual general membership meetings. They shall act as ex-officio member of all committees, except the nominating committee. All contracts by and for the Society shall be signed by the President and approved by one other officer as noted in the corporation minutes.

Section 2 The Vice-President shall assist the President in administrative duties and perform the duties of the President in the absence or inability of that officer to serve. The Vice-President shall be responsible for selecting and developing the program including speakers/trainers/or others as necessary.

Section 3 The Secretary shall record and distribute to the membership the minutes of each meeting. They shall read the minutes of the previous meetings as requested and preserve all minutes and reports. In lieu of reading the minutes at each meeting, a copy of the minutes may be transmitted to members by mail or email to all members prior to the meeting where they will be considered. Minutes shall include verbatim all motions from the floor and results of those motions. The Secretary is responsible for ensuring the President's agenda includes all unfinished business or tabled motions until such time they are complete. A complete file of all records shall be passed on to each succeeding secretary.

Section 4 The Treasurer shall collect and record all dues and funds received by the Society and shall pay all authorized bills of the Society. They shall keep an accurate record of all receipts and expenditures and report as requested. They shall report at each meeting and submit a written annual report to

the general membership at the annual meeting. The Treasurer shall serve as Membership Clerk.

A. An auditing committee shall examine the Treasurer's accounts at each fiscal year-end. The Treasurer shall deliver to this committee the following items... 1) checkbook, 2) bank statements and canceled checks, 3) ledger or account book, 4) paid bills and statements, disbursement requests, 5) publications sales tickets, 6) accounts receivable records, 7) transmittal records from members and the Publications Chairman.

B. The Treasurer shall be responsible for presenting a proposed budget for the following fiscal year to the Executive Board for their consideration and approval at the end of each fiscal year.

C. Authority to sign checks is given to the President and the Treasurer. Only one signature is required on checks.

Section 5 All officers, upon retiring from office, shall deliver to their successors all monies, accounts, records, books, papers, and other property belonging to the Society.

Article VII Standing Committees

Section 1 The President may establish additional committees and appoint chairs with the advice and consent of the Executive Board:

A. Auditing: to annually examine the financial records of the Society.

B. Newsletter Editor: to create and publish a quarterly newsletter that includes information of interest to Society members.

C. Library: to hold, inventory, and make available contents of the library of the Society.

D. Cornish Store: to hold, inventory, replenish, and make available for sale items of Cornish interest.

E. Website: to create and maintain a website that properly presents the Society to the public.

F. Publications: to edit, print and distribute membership publications.

Article VIII Meetings and Voting

Section 1 Member meetings shall be held at least once annually. Additional meetings may be held with frequency and location determined by the membership. The order of business of all regular meetings of the Society shall be as follows:

1. Call to order.
2. Reading of the minutes from the previous regular meeting.
3. Treasurer's report.
4. Reports of any committees.
5. Unfinished business.
6. New business.
7. Public forum.
8. Announcements.
9. Adjournment.

Section 2 The Executive Board shall meet as necessary. Special meetings of the Executive Board may be called at any time by the President or by three (3) board members. Notice of all special meetings shall be given to each member.

Section 3 Special meetings of the membership may be called at any time for any purpose by the President, the Executive Board or by thirty (30) percent of the voting members. Written notice of such a special meeting shall be given to the members at least thirty (30) days in advance and must specify the business to be transacted. Only that business which is announced at least thirty (30) days in advance may be discussed at the special meeting.

Section 4 A quorum for the transaction of business shall be those members who attend any properly called meeting.

Section 5 Voting:

- A. Procedure of voting (verbal or ballot) shall be at the discretion of the presiding officer.
- B. A policy of "one member present, one vote" shall be followed regardless of positions held.

Article IX Amendments

Section 1 The By-Laws of the Pacific Northwest Cornish Society may be amended by the following procedure:

- A. The Executive Board shall adopt a resolution setting forth the proposed amendment(s) and submit it for a vote of the membership.
- B. Written or printed notice setting forth the proposed amendments shall be given to each member thirty (30) days prior to the vote.

C. A vote of the membership shall be taken on the proposed amendment(s) and shall be adopted upon receiving an affirmative vote of at least two-thirds (2/3) of the legal ballots cast.

Section 2 Any member of the Pacific Northwest Cornish Society may recommend an amendment of the by-laws to the Executive Board.

Article X Dissolution

Upon the dissolution of the Society, the officers who serve as the Executive Board shall, after paying or making provisions for the payment of all liabilities of the Society, offer the assets of the Society to any Society or organization having objectives substantially like or similar to those of this organization under Section 501(c) 3 of the Internal Revenue Code.

Article XI Parliamentary Authority

The Pacific Northwest Cornish Society shall be conducted in accordance with the parliamentary procedure set forth in Robert's Rules of Order Revised (latest edition).