

BYLAWS

Geocachers Exploring Oregon

Article I Name, Mission Statement and Purpose

Section 1 Name

The name of the association is: Geocachers Exploring Oregon. Also to be known as GEO and GEOregon.

Section 2 Mission Statement

The mission of GEO is to actively promote and support geocaching within the geocaching community and with community partners.

Section 3 Purpose

With knowledgeable people within our community, GEO provides education, support, and resources for many aspects of geocaching. GEO works with state, regional, and local agencies to ensure that geocachers can enjoy our communities and public spaces while promoting a fun outdoor experience for our members and those interested in geocaching. GEO shall exist as a not-for-profit social organization; no part of any monies from dues or donations to the association shall benefit any individual.

Primary goals include:

- Promote geocaching to non-geocachers
- Provide education about geocaching related activities
- Encourage quality cache placement and maintenance, using appropriate camouflage in accordance with published guidelines
- Act as responsible stewards of the local environment
- Partner with local communities
- Provide education about geocaching etiquette, use of GPS and other technologies, and other aspects of geocaching

GEO organizes events and activities to enable geocachers to more fully experience the sport. GEO collaborates with local community partners to provide educational and responsible resource management opportunities.

Article II Eligibility, Membership, and Dues

Section 1 Eligibility

Any individual is eligible for membership, provided they agree to abide by the bylaws of GEO.

Section 2 Membership

Annual membership in GEO is for the calendar year (January 1 through December 31) for each year of dues paid.

Sub-section A Membership Benefits

Each individual membership includes:

1. One GEO name badge, with initial membership
2. One vote on GEO elections and issues
3. Member discount on selected merchandise
4. Access to GEO benefits as per Board decision

Each family membership includes:

1. Two GEO name badges, with initial membership
2. Opportunity to purchase additional name badges at cost
3. Two votes on GEO elections and issues
4. Member discount on selected merchandise
5. Access to GEO benefits as per Board decision

Section 3 Dues

Annual dues are set in December for the next membership year. Dues can be paid at any time during the membership year. Payment between Jan 1 and Jun 30 is 100% of the annual dues. Payment between Jul 1 and Dec 31 is prorated by month and must include annual dues for the subsequent year. Dues are non-refundable.

Article III Elections and Voting

Section 1 - Officers

GEO Officers consist of President, Vice President, Secretary, Treasurer, and Event Coordinator. Together, these officers comprise the GEO Board.

Section 2 Nominations of Officers

Officer nominations are held in October each year. Members can nominate themselves or another member at the general meeting or via other designated means as decided by the current GEO Board. Nominees must express their willingness to accept the nomination in person or electronically. Nominations are closed by a motion and seconded. The slate of nominees is posted to GEO electronic media (i.e., website, Facebook and other social media) as soon as nominations are closed.

Section 3 Elections and Voting

Elections are held at the November meeting each year by secret ballot. Officers are elected by a simple majority vote. Members who cannot attend can vote electronically up to one hour before the start of the election meeting via email to the GEO Board (GEOregon@gmail.com) or by GEO electronic media (i.e., website, Facebook and other social media) as directed by the Board. Electronic votes are kept private within the GEO Board.

Article IV Elected Officers

Section 1 Eligibility

Any current GEO member with at least six months membership is eligible to run for office. Board members must maintain current GEO membership during their term. More than one GEO member may share one (1) Board position if elected as such.

Section 2 Responsibilities

Sub-section A President

The GEO President responsibilities are as follows:

- Provide the direction and leadership required to achieve the annual objectives set by the Board.
- Track the status of all annual objectives and meet with the Board to review progress and adjust objectives.
- Schedule and prepare the agenda for all Board meetings.
- Preside over all Board and GEO meetings (or appoint a designee if unable to attend).
- Conduct the position in accordance with the duties and powers defined in Robert's Rules of Order in addition to those particularly specified in these bylaws.
- Sign contracts and agreements on behalf of GEO.

Sub-section B Vice President

The GEO Vice President duties are as follows:

- Perform the duties of President in his/her absence.
- Be responsible for ordering, sales, and record-keeping of GEO merchandise.
- Be responsible for merchandise sales at all GEO meetings.
- Administer the GEO website (or other appropriate social media).
- Handle other duties as assigned by the President.

Sub-section C Treasurer

The GEO Treasurer duties are as follows:

- Be responsible for all income and expenses.
- Make timely deposits of all monies received.
- Pay duly authorized expenses.
- Keep accurate, up-to-date financial records.
- Maintain a file of financial records, financial documents, and legal documents within GEO records (not on personal computers or personal storage devices) and make these records and documents viewable and available to Board members for inspection and audit when requested.
- Be responsible for membership sign up at all GEO meetings; maintain an up-to-date list of members and their membership status.
- Make an annual financial report to the members at the November general meeting.
- Recommend an annual budget to the Board.
- Make sure all taxes are filed.

- Maintain an inventory of GEO property and coordinate the reorder of such inventoried items as necessary to insure adequate materials are available at events and functions.
- Make sure all State and Federal Incorporation papers are filed in a timely manner to insure continued incorporation.
- Handle other duties as assigned by the President.

Sub-section D Secretary

The GEO Secretary duties are as follows:

- Record minutes of all meetings within GEO records (not on personal computers or personal storage devices), and make these documents viewable and available to Board members at all times.
- Record and receive all copies of contracts and agreements consummated by GEO.
- Be responsible for the sign-in table (including trackable exchange, collection of donations for raffle) at all GEO meetings.
- Read all correspondence and email inquiries directed to GEO and respond as required.
- Work with the Treasurer to complete and file all tax and other forms as necessary to remain in compliance with not-for-profit status.
- Handle other duties as assigned by the President.

Sub-section E Event Coordinator

The GEO Event Coordinator duties are as follows:

- Establish an annual GEO event calendar by the end of March.
- Schedule and post all monthly general meetings.
- Be responsible for special activities at all monthly GEO meetings (e.g. guessing game).
- Schedule and post other GEO-sponsored events (i.e., CITO, picnic, holiday party).
- Coordinate volunteers to assist with events
- Handle other duties as assigned by the President.

Section 3 Term of Office

The term of office for Board members is the calendar year (January 1 through December 31). A Board member may resign at any time with a written 30 days notice provided to the GEO Board.

Section 4 Executive Voting

All members of the Board shall have one (1) vote per position. Unless otherwise indicated, Board resolutions require a simple majority of board members present. In the event of a tie, the President's vote will serve as the tiebreaker. For Board business requiring immediate action, a vote may be conducted via telephone or electronic means and a reasonable attempt must be made to notify all Board members of the vote.

Section 5 - Board Vacancies

Any vacancy occurring among the Board shall be filled at the discretion and decision of the Board, until the next annual election; except that the Vice President shall automatically fill the vacancy in the office of President.

If it is necessary to remove a current Board member from office, this may be done with a simple majority vote of the Board. The vacancy will be filled as described above.

If an entire Board resigns at the same time, or if such events happen to create a scenario where there are no current Board members filling at least 1 position, a current member of GEO will call a special meeting of members to hold an election for new Board members. In the event that only 1 Board member is present with no other willing members to fill the additional positions, two (2) additional GEO members shall be appointed by the membership as voting non-Board parties for any Board actions until such Board positions have been filled.

If there are no willing members to fill Board positions, and a scenario exists where there is no acting Board, a current GEO member shall call a special meeting of members to hold a special election for the purpose of appointing three (3) Board Member Emeritus who will maintain minimal activities for GEO while an elected Board can be coordinated, or to facilitate dissolution of the club. Board Member Emeritus shall at minimum: follow the by-laws for Board election, maintain financial records, maintain GEO property, and provide communication and support to the current membership.

Article V Meetings

Section 1 Parliamentary Authority; Robert's Rules of Order

All meetings follow Robert's Rules of Order.

Section 2 Board Meetings

Board meetings are held at a minimum of once per month.

Section 3 General Association Meetings

Association meetings are held at a minimum of once per quarter.

Article VI By-laws

Section 1 Responsibility and Changes

The Board is responsible for developing the GEO bylaws. Any member may recommend a change by presenting the change in writing to the Board. The Board will vote to present any requested change to the membership. A simple majority vote of members present is required to make any change(s) to the bylaws permanent. Any bylaw changes to the election rules will not take effect until after the next elected Board has taken office.

The Bylaws will be reviewed each year to ensure that they still meet GEO's mission and the approval of its members.

Article VII Association Logo

The association logo is owned by GEO and usage rights are given to members for any personal and non-commercial purpose. Any other use of the GEO logo is prohibited in any manner, except as approved by the Board. Board may address any inappropriate use of the GEO logo, and has permission to revoke the rights of any member to use the logo based on Executive Voting.

Article VIII Code of Conduct

Section 1 General Code of Conduct

All members of GEO will conduct themselves respectfully in all things related to the association and geocaching including: events, emails, cache logs, social media, and actions taken while wearing or using any item that has a GEO logo on it.

Section 2 Non-Discrimination Clause

GEO shall not discriminate against people on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.

Section 3 Conflict of Interest

All Board officers and members shall avoid any conflict between their individual, professional, or business interests and the interests of GEO. Upon any deemed conflict of interest by a member, notice shall be given to the Board and that member shall then refrain from discussing or voting on any related issue.

Article IX Dissolution

Section 1 – Property

The association may be dissolved at any time by a member vote of not less than 2/3 of members present at a meeting that is specific for the dissolution. This meeting must be announced, through GEO electronic media (i.e., website, Facebook and other social media), to members at least 30 days prior to the meeting date and time. In the event of dissolution of the association, other than for purposes of reorganization, whether voluntary or involuntary, or by operation of law, none of the property of the association, nor any proceeds thereof, nor any assets of the association, shall be distributed to any members of the association after payment of all debts. Any remaining association property and assets shall be given to a charitable organization selected by the Board.

By-law Revision History

9 Oct 2009: Complete re-write

12 October 2019: Re-Write and Update