

Nebraskache Geocaching Organization

Bylaws

January 2015

Article I - Name and Purpose

Section 1. Name

The name of the organization is Nebraskache Geocaching Organization, which is shortened to Nebraskache or Nebraskache Group for purposes of an existing Geocaching.com account, internet use, and general reference.

Section 2. Purpose

The purposes for which Nebraskache is formed are as follows:

Nebraskache shall exist as an educational / and social society formed to promote knowledge of, and interest in, the activity of geocaching through activities such as events, workshops, public information displays, discussions about geocaching with park managers, and an internet presence. Further purposes include encouraging responsible stewardship of public lands, raising public awareness through effect use of media relations, and presenting geocaching as a family oriented activity.

Section 3. Not-for-profit

The organization shall not act for profit, but will not at this time be set up formally as a legal not-for-profit organization. Should the need for legal non-profit status arise in the future it may be changed as deemed appropriate by a majority vote of the Executive Committee with Committee authorization to amend the bylaws.

Article II - Membership

Section 1. Eligibility

Any individual shall be eligible for membership, provided they agree to abide by the bylaws and rules of the organization.

Section 2. Membership

Active Member: Any person who has provided their full name, geocaching name, city /state /county of residence and email address to nebraskache@gmail.com. Anyone who no longer desires to be considered an active member may be removed from active membership by sending an email to nebraskache@gmail.com

Voting Member: a voting member is any Active Member who is at least 18 years of age, who lives in Nebraska and who has registered their membership at least 21 days prior to the annual March meeting.

Membership information changes: The Nebraskache Executive Committee, via nebraskache@gmail.com, will periodically send an email to each registered email address, with a request to update membership information. Email addresses that “bounce” may result in removal from the Nebraskache membership roster. Members may send an email to

nebraskache@gmail.com to update their name, geocaching name, city / state / county of residence, or email address.

Section 3. Dues

At present, the organization has no official dues or monetary charges for membership. In the future, dues may be established as deemed appropriate and voted on by the voting members.

Article III - Meetings

Section 1. Regular Meetings

At least two (2) general membership meetings shall be held during each year. These meetings may be in conjunction with an event. The time and place of the meetings shall be announced at least ten (10) days before each meeting.

Section 2. Special Meetings

Additional meetings of the organization may be called, either by vote of the Executive Committee or by petition of a majority of the voting members. The time and place of special meetings shall be announced at least (7) days before the meeting. A special meeting does not include a pure event cache.

Section 3. Quorum

Those persons present at a properly called general membership or special meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Section 4. Voting

A majority vote of the voting members present at any meeting shall be required for all action to be taken by the organization that requires a membership vote.

Section 5. Event caches as extra meetings.

The organization may hold events listed as event caches on Geocaching.com. A regular meeting or special meeting may include a listed event cache, but listed event caches are not required to include a general or special meeting.

Article IV - Officers

Section 1. Positions

The officers of the organization shall consist of a President, President-Elect, and Secretary / Treasurer.

Section 2. President

The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee, and when present, shall preside at all meetings of the Executive Committee or the membership. The President shall have the power to create Special Committees and select and appoint the chairpersons of those committees and shall be an ex-officio member of all committees of the organization. The President shall sign contracts and agreements on behalf of the organization. The President shall provide an agenda for each Executive Committee meeting, General Membership meeting, and Special meeting.

Section 3. President-Elect

The President-Elect shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The President-Elect shall keep a list of active and voting members, shall have primary responsibility over membership issues, and shall perform such duties as are assigned by the President or Executive Committee. The President-Elect, after having served for one year, shall automatically become the President.

Section 4. Secretary / Treasurer

The Secretary / Treasurer shall be a member of the Executive Committee. The Secretary / Treasurer shall:

- 1) keep the minutes of the proceedings of the membership and the Executive Committee meetings,
- 2) see that all notices are duly given in accordance with these Bylaws,
- 3) have charge of and be responsible for any and all funds of the organization,
- 4) organize and keep any bank accounts of the organization,
- 5) present financial information at each Executive Committee meeting,
- 6) prepare awards for presentation at the Annual Nebraskache Picnic,
- 7) perform other duties as may be assigned by the Executive Committee.

Article V - Executive Committee

Section 1. General Powers

The affairs, activities, and operation of the organization shall be managed by the Executive Committee. The Executive Committee shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create special or standing committees, approve the plans and work of standing and special committees, present reports and recommendations at the meetings of the membership, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the organization.

Section 2. Membership

The Executive Committee shall consist of the President, President-Elect, Secretary / Treasurer, and an Area Representative for each area.

Past Presidents constitute a valuable consultative resource. As such, for two years following their term of office, at their discretion, Presidents shall remain voting members of the Executive Committee. This shall be while they remain voting members of Nebraskache. They shall not be counted towards a quorum at a meeting of the Executive Committee.

Section 2.1 Area Representatives.

Each Area Representative will be a member of the Executive Committee, representing the Voting Members of their area.

Each Area Representative must be a resident of the area they represent. Each Area Representative will be elected during the annual elections and will be elected by only the Voting Members of the area they represent.

Section 2.2 Areas

The four (4) Nebraskache areas are entirely within Nebraska and are further defined by the following counties:

Section 4. Quorum

A majority of the Executive Committee members shall constitute a quorum for the transaction of business. In determining a quorum, Past Presidents shall not be counted.

Section 5. Voting

The act of the majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be required for all action to be taken by the Executive Committee.

Article VI - Elections

Section 1. Procedure and Selection

All voting members of the organization may participate in the election.

No less than 28 days before the General Membership meeting:

The current President-Elect will call for nominations from the membership. Nominees must have been a voting Nebraskache member for at least four months before nomination. A member meeting the eligibility criteria may also nominate himself/herself if he/she desires to run for office.

In the event that an Executive Committee position receives no nominations, the Executive Committee shall decide how to fill the position and the position will not be on the election ballot.

In the event that only one nomination is received for an Executive Committee position, the position will not be voted upon and nominee will assume the duties in the next term.

Note: All nominees must accept their nomination in order for their name to be placed on the ballot. Please state in your submission whether the member accepts your nomination. The Executive Committee must contact any unverified nominations. Please allow time for this process when submitting your nomination.

21 days before the General Membership meeting

The Executive Committee will announce a preliminary slate of nominees for each office. Additional nominations may be submitted for a period of 7 days.

14 days before the General Membership meeting

The nomination period closes and the Executive Committee presents the final slate of nominees. Online voting starts.

The election will be in two parts:

- 1) Online vote
- 2) Meeting vote (vote taken during a General Membership meeting).

Online polling will cease at 11:59 PM Central Time the day preceding the General Membership meeting. Votes taken at the General Membership meeting will not require identification by name on the ballot, however, Nebraskache membership will be verified and those voting at the meeting will sign a log to get a voting form to keep them from multiple voting. The results of both the online vote and the meeting vote will be announced after the meeting vote. The sum of the Online Vote and of the Meeting Vote shall constitute the Election Vote. Since the President-Elect is the only position not up for vote, the President-Elect shall be responsible for the Online

Vote and Meeting Vote and shall tally the votes. In the event of a tie of any balloted position, the Executive Committee, without the President-Elect, shall vote to break the tie. In the event of a tie within the Executive Committee, the President-Elect shall vote to break the tie. Results of the election will be announced at this meeting.

Section 2. Term of Office

The term of each Executive Committee member shall be one year, beginning on April 1st and ending on March 31st of the following year. With the exception of President and President-Elect, a person may be elected to the same or other office for more than one consecutive term. After the first election for the office of President, there shall be no election for the office of President because the President-Elect will automatically assume the position of President at the completion of their term.

Section 3 Vacancies

Section 3.1 President

In the event that the President can no longer perform their duties (e.g., illness, death, resignation), the President-Elect shall become the President for the duration of the current term.

Section 3.2 President-Elect

In the event that the President-Elect becomes President mid-term or can no longer perform their duties (e.g., illness, death, resignation), the Executive Committee shall appoint a President-Elect from the active members. The newly appointed President-Elect would serve for the duration of the current term and become President for the next term. It will be the Executive Committee member's prerogative on how to decide who to appoint.

Section 3.3 Secretary / Treasurer

In the event that the Secretary / Treasurer can no longer perform their duties (e.g., illness, death, resignation), the Executive Committee shall appoint a Secretary / Treasurer from the active members. The newly appointed Secretary / Treasurer would serve for the duration of the current term. It will be the Executive Committee member's prerogative on how to decide who to appoint.

Section 3.4 Area Representative

Should the post of an Area Representative become vacant, a volunteer residing within the area shall, upon approval of the Executive Committee, serve the remainder of the term. In the event that there is no volunteer, the Area Representative of an adjacent area shall act as Representative for that area, retaining a single vote (not two) on the Executive Committee for both areas represented together. In the event of more than one area being adjacent, the Executive Committee shall determine by majority vote the Area Representative to assume this responsibility. The Area Representative shall represent both areas until the next election of officers.

Article VII - Finances

Section 1 Funds

The organization does not intend to handle large amounts of funds at this time. Should the handling of funds occur, the Executive Committee shall prepare and present a budget to the membership and shall amend these Bylaws as necessary. Any funds in the amount of less than \$100 may be held by the Secretary/Treasurer as petty cash. Funds in excess of \$100 shall be deposited in an organization bank account. Should the need arise to create a separate office of

Treasurer, the Executive Committee is authorized to create and fill the position for the remainder of the existing term and amend the Bylaws accordingly. The position will then be filled through the election process.

The President and Secretary / Treasurer will be signers on the organization bank account.

Section 2 Sponsorships

Individuals may request from Nebraskache, donations in the form of money or items, to promote geocaching. The Nebraskache Donation Request form must be completely filled out. The form specifies details and limitations and is available at:

<http://tinyurl.com/or6aglz>

Article VIII - Bylaws Amendments

These Bylaws may be altered, amended or repealed and new Bylaws adopted by the voting members at any General or Special Meeting or by on-line vote of the voting members. A draft of the proposed amendment will be reviewed and approved by the Executive Committee for content, it will then be posted online for voting for a period of 14 days. If a meeting coincides within the period of the online voting, voting may also take place in combination with the on-line vote; the results of the voting would be announced after the 14 day period has expired and the online voting is closed and the voting at the meeting has taken place. The sum of the online vote and the meeting vote shall constitute the vote and determine if the amendment shall be adopted into the bylaws or rejected. The Executive Committee has authority to amend these Bylaws where specifically authorized.

Article IX - Non-Discrimination Clause

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

Article X - Disciplinary Action

As determined by the Executive Committee, any member whose actions are deemed to run counter to the best interests of the organization shall be subject to removal from membership. Should the Executive Committee feel that disciplinary action is necessary the committee will inform the member, schedule a vote and provide notice to the member to be disciplined to ensure the member can have an opportunity to speak in his or her defense if he or she chooses.

Article XI - Logo

The official Nebraskache logo will be a trademark of the organization and may not be altered or used in any manner except as approved by the Executive Committee. Permission is granted to Nebraskache members (as defined in Article II, Section 2) to use the logo in their cache descriptions on Geocaching.com, on any trackable item (e.g., geocoins, pathtags), and on printed material, provided such use does not reflect negatively upon Nebraskache, as determined by the Executive Committee. Other uses of the logo may be used with written Executive Committee approval.

Article XII - Statements of Policy

The Executive Committee shall have the authority to amend these Bylaws to include and remove statements of policy.

Article XIII - Dissolution

Dissolution of the organization may occur by a two-thirds vote of the Executive Committee. In the event of dissolution, all remaining assets, if any, shall be transferred to a geocaching-related organization approved by the Executive Committee.

Article XIV - Awards

Awards will be given for each 1,000 finds milestone achievement. The awards will be provided as follows:

- 1) Notification of achievement will be by form located on the Internet at the following location:
<https://docs.google.com/spreadsheet/embeddedform?formkey=dEpSSEQzRXgydDJkeXZjaGtvQkhLYIE6MQ>
- 2) Award requests must be submitted at least two weeks prior to the Annual Nebraskache Picnic. This is to allow the Executive Committee to verify the submission and prepare the award
- 3) Awards are only given to Nebraskache members. Any exceptions must be approved by a majority vote of the Executive Committee.
- 4) The awards are as follows:
 - a. First 1,000 finds receives a gold ammo can geocoin
 - b. 2,000 and beyond (1,000 increments) receives a certificate of achievement
- 5) Awards will not be available until the Annual Nebraskache Picnic, except for special circumstances (e.g., active member death, illness, leaving the state) and with a majority vote of the Executive Committee.
- 6) Awards available at, but not presented at the Annual Nebraskache Picnic, can be presented at any Nebraskache event.
- 7) The recipient must be a registered Nebraskache member at least 100 finds before the achievement; for example if the achievement is the 1,000 milestone award, the recipient must have registered before finding their 901st geocache.
- 8) Personal awards, not paid for by Nebraskache can be presented at Nebraskache events provided they are in the spirit of geocaching in Nebraska. Examples of these are: awards given to geocaching dogs, geocoin achievement awards provided and presented by other event attendees. Notification of these types of awards will need to be made to the event CO before the event starts.

- Amendment History

Amendments to Bylaws approved by Executive Committee 12/2014

Where	What
Article II, Section 2	<ol style="list-style-type: none"> 1) Integrated the use of nebraskache@gmail.com for communication about membership. 2) Removed “or within 25 miles of its borders” for voting members. This puts Nebraskache more in line with other geocaching organizations where only members within the given geographic area may vote on organization issues. Note that there is no restriction on being a Nebraskache member, just a restriction on voting. 3) Added a paragraph about “Membership information changes”.
Article IV, Section 1	Removed “The term of each office is one year”, because Article VI, Section 2 already addresses this.
Article IV, Section 2	Added a sentence requiring an agenda for meetings.
Article IV, Section 4	Added items 5 and 6 to formalize what was already being informally accomplished.
Article V, Section 2.1	Removed text describing the process if a vacancy needs to be filled. This is listed in the new Section 3 under Article VI
Article V, Section 2.2	Redefined areas so that entire counties are within an area, instead of by highway boundary. This was not a major change from what already existed.
Article VI, Section 1	<ol style="list-style-type: none"> 1) Removed wording that also found in Section 2. 2) Added several “what-if” scenarios for zero or one nominations for a position. 3) Removed “Online voting will be open for at least 14 days”. Text earlier in this section stated the timeframe involved. 4) Added text stating that the President-Elect is responsible for the online voting and announcing the voting results.
Article VI, Section 3	Removed the existing text, which only addressed a vacancy in the President and President-Elect positions. There is now a separate section for each Executive Committee member’s position.
Article VII, Section 1	Formalizes who shall be a signer of the organization bank account.
Article VII, Section 2	This is a new section to formalize requests to have Nebraskache provide donations.
Article XI	Extended the use of the Nebraskache logo to include trackable items and printed material, as well as, other uses.
Article XIV	<p>#2 is a rewording of a previous paragraph. The meaning is the same.</p> <p>#3 is new and clarifies who may receive an award from Nebraskache</p> <p>#4 reworded to specify a geocoin will not be awarded for the first 1,000 find.</p> <p>#5 clarified when new awards will be presented</p> <p>#6 clarified when old awards will be presented</p> <p>#7 was only renumbered</p> <p>#8 was only renumbered</p>

Amendments to Bylaws approved on 10/03/03 at the General Membership Meeting in Cozad.

Where	What
Throughout the document	Amendment changes and additions are italicized. Deletions without replacement are not otherwise indicated.
Article I, Section 1	Replace "yahoo listserve group" with "internet use"
Article I, Section 2	Delete "The"; replace "education" with "educational"; replace "a central listserve," with "and"; replace "electronic newsletter distributed through the listserve" with "presence"
Article I, Section 3	Replace "3/5" with "majority"
Article II, Section 2	Replace "registers on the Nebraskache list (yahoo group) shall be deemed active members. Persons who wish to be active members without subscribing to the Nebraskache yahoo group can become members by providing" with "has provided"; replace "City & State" with "geocaching name, city & state"; replace "subscribed to the Nebraskache yahoo group who does not want" with "who no longer desires"; replace "Voting members are" with "a voting member is"; add "their"; add "at least 21 days prior to the annual March meeting"; replace "City & State" with "city & state"
Article V, Section 2	Replace "five" with "two"
Article V, Section 2.2	Replace "accessable" with "accessible"
Article V, Section 3	Replace "regular meetings" with "meetings"
Article VI, Section 1	Delete "via the yahoo listserve for election"; replace "Nominations" with "Nominees"; delete "or have attended a Nebraskache event"; delete "conducted as a pool on the Nebraskache Yahoo group and will be"; delete all wording after "Votes by proxy . . ."
Article VI, Section 3	Delete "because of death, resignation or inability to serve"; replace "election" with "special election"; replace "at" with "held within 30 days of the vacancy. Should a candidate not be found, the vacancy will stand until"; replace "regular meeting of the membership" with "general election"
Article VII	Replace "that" with "than"; replace "cache" with "cash"; replace "then after be filled" with "then be filled"
Article VIII	Delete "on the Nebraskache Yahoo Group web site"

Article XI	Delete "development of any"; replace "trademarked" with "trademark"; add "Permission is granted to Nebraskache members (as defined in Article II, Section 2) to use the logo in their cache descriptions on Geocaching.com, provided such use does not reflect negatively upon Nebraskache, as determined by the Executive Committee."
Article XIII	Replace "the nearest" with "a"

Amendments to Bylaws approved on 09/13/08 at Annual Nebraskache Meeting during Kearney Picnic. Amendments are shown in italics in these bylaws. Bylaws revised by Harlan Seyfer (Twinstars), Nebraskache Secretary-Treasurer.

Where	What
Article II Membership	Requirements to voting membership changed from within 100 miles to within 25 miles of Nebraska.
Article V Executive Committee, Section 2 Membership	Clarify each Area has a Representative on the Executive Committee. Added past Presidents remain voting members of Executive Committee for five years
Article V Executive Committee, Section 2 Membership	Section 2.1 Area Representatives Portion of Section 2 on Area Representatives made a separate subsection (Section 2.1) Added procedure for vacant Area Representative position.
Article V Executive Committee, Section 2 Membership, Section 2.2 Areas	Portion of Section 2 on Areas made a separate subsection (Section 2.2) Added procedure for redrawing area boundaries after election of officers.
Article V Executive Committee, Section 3 Meetings	Added that Robert's Rules of Order will govern meetings.
Article V Executive Committee, Section 3 Quorum	Added past Presidents will not be counted for quorum. Removed italics indicating previous revisions. Reformatted this section on amendment history

Amendments to Bylaws approved on 2/28/07. Bylaws revised by David Therrien (DTHT), Nebraskache President-Elect 2/28/07.

Where	What
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Article V - Executive Committee, Section 2. Membership, Area Representatives	Added description of Area Representative and defined area boundaries.
Article VI - Elections, Section 1. Procedure and Selection	Added section stating when officer election will be held and when officers assume positions. Article VI - Elections, Section 2. Term of Office Define start and end dates of term for officers.

Amendments to Bylaws approved on 06/16/2011 at Executive Board meeting in Fremont, Nebraska. Amendments were voted on and approved by the general membership. Bylaws revised by Andrew DuSchene (8601delphinium), Nebraskache President.

Where	What	Why
Article VI - Elections Section 1	Procedures for Running elections have been rewritten	For a clear understanding.
Article XIV - Awards	Award article was included from meeting votes made on 09-13-2008 and 07-16-2011.	These were included for clarification purposes.

Proposed amendments to Bylaws for 2014. Bylaws revised by David Sanderson, Nebraskache President 2014 - 2015

Where	What	Why
Entire document	Formatting changes	Typos and formatting from years of changes had caused readability problems. No substance was changed as a result of these changes.

<p>Article II - Membership Section 2. Membership</p>	<p>Added “and county”</p> <p>Removed “or within 25 miles of its borders, “</p> <p>Removed “by sending his or her full name, city & state of residence, and email address to the President-Elect”</p>	<p>As part of the proposed area changes, which are based on county, instead of highways, county is now needed to determine the member’s area.</p> <p>The Executive Committee decided that the voting rights of its members should be more in line with other geocaching associations. This change does not affect the ability for out-of-state geocachers from Nebraskache membership.</p> <p>This is redundant to the paragraph above that states how to become an active member.</p>
<p>Article IV - Officers Section 2. President</p>	<p>Added “The President shall provide an agenda for each Executive Committee meeting General Membership meeting, and Special meeting.”</p>	<p>The agenda defines the purpose of the meeting and helps guide the meeting.</p>
<p>Article V – Executive Committee Section 2.2 Areas</p>	<p>Rewrote the entire section and included a map.</p>	<p>The Executive Committee redefined the area boundaries. Prior to this revision, area boundaries were defined by east / west of specific highways. Where cities were split by a highway, the city was defined to be within an area. Defining the area by county was deemed to be a better solution. Previously, no map was provided. The map was provided to give a pictorial view of the Nebraskache areas.</p>
<p>Article VI – Elections Section 1. Procedure and Selection</p>	<p>Added “In the event that an officer position receives no nominations, the Executive Committee shall decide how to fill the position and the position will not be on the election ballot.”</p> <p>Removed “Online voting will be open for at least 14 days”.</p> <p>Replaced “, but will require each voting member</p>	<p>The Bylaws did not provide a way to fill a position that does not receive a nomination.</p> <p>It states above “14 days before the General Membership Meeting...Online voting starts.” Which makes the removed statement redundant and cannot be more than 14 days.</p> <p>Providing an easier way to track voting in place.</p>

	<p>to sign or check a list using the registered voting membership names showing that he or she has voted” with “, however, those voting at the meeting will sign a log to get a voting form to keep them from multiple voting”</p> <p>Added “Results of the election will be announced at this meeting.”</p>	<p>There was no statement of that fact in the Bylaws until this was added.</p>
<p>Article VI – Elections Section 2. Vacancies</p>	<p>Added “, at which time both the President and President-Elect will be elected”</p>	<p>With no President-Elect to take the President position, both positions will need to be filled. This statement provides for the ability for both positions to be on the ballot</p>
<p>Article XIV – Awards</p>	<p>Added “geocoin”</p>	<p>The Executive Committee determined that it was a great deal of work to obtain and prepare gold ammo cans and that it would be cheaper and easier to create a gold ammo can geocoin to use as an award.</p>