

# BY-LAWS

## **The Chula Vista Genealogical Society**

IS A NON-PROFIT CORPORATION. ALL GIFTS ARE TAX DEDUCTIBLE WHEN NO GOODS OR SERVICES ARE GIVEN IN EXCHANGE FOR THE CONTRIBUTION.

### **Article I. NAME of the ORGANIZATION**

This organization shall be called the **Chula Vista Genealogical Society**, hereinafter referred to as the "Society". It is certified under the General Non-Profit Corporation Law of California as a Public Benefit Non-Profit Corporation.

### **Article II. PURPOSE**

The purpose of this Society is to promote general interest in the related fields of genealogy, history, and heraldry by individual and group effort and meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code, in cooperation with other like organizations, shall include, but not limited to:

- a. Encouraging the exchange of research information;
- b. Coordinating research activities;
- c. Educating members to assist others in research;
- d. Acquiring and organizing research materials;
- e. Acquisition of books, manuscripts, and materials for the Chula Vista Public Library

"This corporation is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code."

"Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on:

- (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
- (b) by a corporation's contributions which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law.)"

### **Article III. MEMBERS**

#### 1. Classes of Members

Membership shall be open to anyone interested in promoting the purpose of the Society regardless of race, sex, or religion.

#### 2. Eligibility for Membership

All applicants for regular membership must attend at least one (1) meeting prior to applying for membership. Membership Application Form will be submitted, **with an ancestor chart as complete as possible and with the annual membership dues or pro-rated dues, to the Membership Chairman (ref. Dues #3)**

### 3. Dues

Membership Classification	Annual Dues
a. Member	\$20.00
b. Family Member (must be in same household as member).	\$10.00
c. If renewal fees are paid on or before January 1 dues will be.	\$15.00
d. Newsletter Subscription only	\$10.00
e. Honorary Member	\$0.00

Membership shall be determined by individual payment of annual dues by January 1 for the coming calendar year and shall be delinquent on February 28 with the member losing all membership privileges. Any member renewing subsequently to March 1 will be considered a new member.

New Members dues will be pro-rated by yearly quarters.

First Quarter: Jan., Feb., Mar.	\$ 20.00
Second Quarter: Apr., May, June	\$ 15.00
Third Quarter: July, Aug., Sept.	\$ 10.00
Fourth Quarter: Oct., Nov., Dec.	\$ 5.00

Members, other than absentee, shall have one vote.

### **Article IV. OFFICERS**

The officers of the Society shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer and shall be elected into office by the members of the Society.

The President shall be the principal officer and shall preside at all meetings of the Society and the Board of Directors. He/She shall be responsible to the Society for executing the affairs of the Society according to these Bylaws and Standing Rules. The President may sign contracts on behalf of the Society, and may be one of the two signers of checks drawn from the Society's checking account. He/She shall appoint committee chairpersons as required.

The Vice-Presidents in order of rank shall perform the duties of the President in case of absence and shall assist the President as directed.

The First Vice-President will serve as the Chairperson of the Program Committee and introduce guest speakers and programs. Should the First Vice-President be required to assume the duties as acting President, he/she may appoint another individual as acting Chairperson of the Program Committee. He/She will maintain a notebook or procedure book of names and telephone numbers, etc. of people to contact for speaking and ideas for programs. This notebook will be passed on to the incoming Chairperson of the Committee.

The Second Vice-President shall serve as Chairperson of the Membership Committee, maintain and update membership roster, promote new membership, report on growth of society and introduce guests at general meetings. He/She will also coordinate Telephone Tree Volunteers, and ensure the telephone volunteers have the latest roster.

The Secretary shall keep a record of the activities of the Society and will provide this record in the form of minutes of all meetings of the Society or its officers. The Secretary will maintain files and conduct whatever correspondence deemed necessary for the activities of the Society. He/She may be one of the signers of checks drawn on the Society's checking account.

The Treasurer shall receive and deposit all funds in the name of the Society. The Treasurer shall be the officer primarily responsible for the submission to membership of financial statements and shall keep a record of all receipts and disbursements in the form of a checking account. The Treasurer shall maintain all funds in a checking account which requires two signatures of either the Treasurer, Secretary, and or the

President on checks drawn from the Society's account for funds disbursed. The signatures of three officers shall be required authorizing the establishment of all accounts for the Society, with two of the three signatures required for disbursement. There shall be an annual audit of the accounts of the Society.

A detailed financial report covering the past fiscal year shall be presented to the Society at the Annual Meeting in February. A copy of this report shall be on file **with the President and** in the Library.

The Parliamentarian is appointed by the President. The Parliamentarian, due to a position of impartiality, has no voting privilege while acting in that capacity, but has full voting privilege in all other voting instances. **(ref. Article IX)**

He/she shall:

- A. Advise on points of parliamentary procedure.
- B. Advise on the requirements of Articles of Incorporation, Society By-Laws and the policies and procedures of the Society.
- C. Recommend additions or amendments to the By-Laws.

#### **Article V. BOARD OF DIRECTORS**

The Board of Directors shall consist of the elected and appointed Officers and the Chairpersons of standing committees. The term of office for all Officers and Committee Chairpersons shall be two consecutive years. All members are entitled to one vote at meetings. In addition to specific duties and responsibilities outlined above, the Board of Directors shall:

- a. Establish the policies and activities that most effectively achieve the purpose and aims of the Society
- b. Encourage members to apply their personal skills and knowledge to the activities of the Society in order that all members may benefit from membership in the Society, as reflected in each person's own successful genealogical research.
- c. In the event of an Officer vacancy, the President shall appoint a new Officer to fill the unexpired term, subject to majority vote approval of the remaining Officers.

#### **Article VI. COMMITTEES**

The President, with the assistance of the Board of Directors, shall appoint a Chairperson for Standing and Ad Hoc committees.

##### 1. Standing Committees

- a. **Programs:** See Article IV
- b. **Membership:** See Article IV
- c. **Research/Queries:** Shall answer queries and assist members with research.
- d. **Librarian:** Shall be in charge of acquisition of books, manuscripts, and materials for the Chula Vista Public Library.
- e. **Library Liaison:** Shall coordinate reservation of dates for use of areas in the library, and schedule volunteers to assist members in research in the genealogy section of the library.
- f. **Newsletter:** Shall compile, edit, print, and mail newsletters to provide Society information to members in a timely manner.
- g. **Society Historian:** Shall keep and organize all records of historical value and financial records of the society.
- h. **Hospitality:** Shall coordinate providing refreshments for meetings.
- i. **Public Relations:** Shall be responsible for all Society Publicity, including announcements of events and advertising and shall network with the community to promote the interests of Genealogy.
- j. **Webmaster:** Shall design and maintain the Society's Internet Web Site.
- k. **Special Projects:** (Computer Group, Cemetery, Estate Papers, etc.)
- l. **Ways and Means:** Shall oversee Society raffles, promotions and money raising activities in keeping with the Society's non-profit status.
- m. **Education:**

2. Ad Hoc committees
  - a. **Audit Committee:** Shall make an annual audit of the accounts of the Society.
  - b. **Nominating Committee:** This ad hoc committee shall be activated in July before the election year and consist of three (3) members appointed by the President. The committee shall present the list of nominees at the regular meeting in October.
  - c. **By-laws Revision Committee:**
3. Other committees: Additional committees may be established for special functions or ad hoc purposes.

## **Article VII. MEETINGS**

The Society calendar year shall be from the first day of January to the last day in the month of December.

Regular meetings of the Society shall be held **one day** each month **as** ordered by the Board of Directors, and at any place convenient for the membership.

Officers will be elected in the regular meeting in November of even-numbered years. Officers will be installed at the December meeting. Society Annual Meeting will be held in February. At that time, the officers shall present summary reports concerning the Society's functions. Treasurer will present the results of the audit and the proposed budget.

The Board of Directors meetings shall be held **one day** each month **as** ordered by the Board, and at any place deemed convenient by the Board of Directors.

A quorum of the Society shall consist of twenty percent (20%) of the members in addition to the Presiding Officer.

## **Article VIII. AMENDMENTS**

The Bylaws may be amended by a majority vote of members in good standing who are present at the regular meeting of the Society. Proposed changes shall be published and made available to the membership thirty (30) days prior to voting on the amendments.

## **Article IX. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (Revised) shall be the authority governing the Society in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Society.

## **Article X. DISSOLUTION OF THE SOCIETY**

Upon winding up and dissolution of this Society, after paying or adequately providing for the debts and obligations of the Society, the remaining assets shall be distributed to the Chula Vista Public Library for the purchase of books to be assigned to the Family History resource section of the library which has the same general purposes of the Society. No part of the Society's funds shall be used for the personal benefit of any member or individual. However, if the named recipient is not then in existence or no longer a qualified distributee or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or organization which is organized and operated exclusively for the purposes specified in section 501(c) (3) of the Internal Revenue Code.

Amended 1 April 2009 shown in **RED**  
Approved by the membership, June 24, 2009