

CONSTITUTION and BYLAWS
of the
FRESNO COUNTY GENEALOGICAL SOCIETY
HISTORICAL PERSPECTIVE

The Society was formed in 1965 as the “Fresno Genealogical Society” by 30 Charter members receiving support from the local L.D.S. Church. In January 1998 the name was changed to the “Fresno County Genealogical Society.”

In April 1993 the Society library collection, which had been located in the basement of the Fresno County Main Library, was moved upstairs to the California History and Genealogy Room. It was combined with the Fresno County Library collection, and the Society maintains ownership of its part of the collection.

ARTICLE I

NAME

The name of the Society shall be the “Fresno County Genealogical Society.”

ARTICLE II

INSIGNIA

The official Insignia of the Fresno County Genealogical Society shall be the original ash tree as created by Charter Member, Bev Daly, and first depicted in the 1968 issue of the “Ash Tree Echo.” An “Old English” font, similar to the following, shall be used for the words “**Fresno County Genealogical Society**,” and designed to arch around the tree from the bottom on the left, over the top, and down the right side; and, under the tree, in a “Script” font, similar to the following, shall be the quote by Benét, “*human beings . . . not merely ancestors.*” Tree, Society name, and quote shall be in Kelly green, on a white background.

ARTICLE III

NON-PROFIT CHARACTER

Section 1. The Society is a non-profit organization, and no part of the assets or net earnings shall benefit any private individual; nor shall there be any salaried individual members.

Section 2. The Society shall not accept anything other than volunteer services; and advertising for personal gain is not permitted in any Society publication or any Society venue.

Section 3. The Society is organized exclusively for educational and genealogical purposes and shall be operated as a tax exempt unincorporated non-profit association within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Section 4. None of the activities of the Society shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Society shall not participate or intervene in any political campaign, including the publishing or distribution of statements on behalf of any candidate for public office.

Section 5. Liability Insurance shall be kept current.

ARTICLE IV

OBJECTIVES

The objectives of the Society shall be:

Section 1. To create and foster an interest in genealogy.

Section 2. To collect and preserve genealogical and historical data.

Section 3. To aid Society members and the general public in compiling genealogies and genealogical research.

Section 4. To establish and maintain a genealogical library which shall be the private property of this Society.

Section 5. To publish "The Jotted Line" newsletter, and the "Ash Tree Echo" periodical, and other helpful information for family research.

ARTICLE V

MEMBERSHIPS

Section 1. Membership in the Society shall be open to all persons interested in genealogical, biographical, or historical research.

Section 2. The Society shall offer Institutional (Libraries, Societies, etc.), Individual, Family, Individual Life, Family Life, Honorary Life, and Honorary Annual memberships. The amount of dues shall be determined in the Standing Rules.

Section 3. Honorary Life membership shall be awarded to one or two members each year at the discretion of the executive board, for outstanding service of extended duration.

Section 4. An Honorary Annual membership may be awarded to one or two members or non-members each year at the discretion of the executive board, for outstanding service of short duration.

Section 5. The Society shall operate on a yearly basis beginning immediately after the installation of officers during the January Annual meeting and ending with the same event the following January.

ARTICLE VI

OFFICERS

Section 1. The officers of this society shall be: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Librarian, Associate Librarian, "Ash Tree Echo" Editor, "The Jotted Line" Editor, Registrar, and Website Administrator. The Associate Librarian shall be elected upon the recommendation of the Librarian.

Section 2. No member shall hold more than one office at a time.

Section 3. All officers shall be members in good standing.

Section 4. The term of office shall begin after installation, and end when the officer steps down, or is replaced.

Section 5. The President shall have served at least one term as an officer previously.

ARTICLE VII

DUTIES of OFFICERS

Section 1. The President shall preside at all monthly General meetings and Executive Board meetings of the Society, and shall, with the approval of the Executive Board, appoint and oversee all standing committees, including new ones, except those of the library. The President, with the approval of the Executive Board, shall appoint and oversee all special committees, including new ones, and shall, as desired, serve as an ex officio member on all committees except the Nominating Committee. The President shall appoint one member of the Executive Board to serve on the Nominating Committee. The President shall oversee any Investment Accounts, and keep the names on the accounts updated whenever the relevant officers change. The President shall bring to each meeting a recent copy of Robert's Rules of Order, and can suggest and advise but not cast a vote unless there is a tie. The President shall sign checks if required, shall be responsible for incoming mail, and shall perform such other duties as required or assigned.

Section 2. The First Vice President shall assist the President and shall assume the duties of that

office in the absence of the President. In the event of the President's incapacity or resignation, the First Vice President shall become President. The First Vice President shall plan and arrange a variety of programs for the year, for all meetings and special functions, and present them to the Executive Board for approval. The first Vice President shall assume the responsibilities for meeting places, arrange for the required equipment, and all the social amenities. The First Vice President shall keep the Web Administrator apprised of the program schedule in order to keep the Website updated. The First Vice President shall sign checks if required, and shall perform such other duties as required or assigned.

Section 3. The Second Vice President shall be responsible for fund raising, and public service functions; and shall oversee the printing of the monthly program flyer, and any other special flyers as required, and give them to the publicity committee for distribution. The Second Vice President shall be responsible for distributing missed copies of "The Jotted Line" and "Ash Tree Echo." The Second Vice President shall assist the Editors of "The Jotted Line" and "Ash Tree Echo" with the printing and mailing of those publications whenever necessary, and shall oversee the mailing of the non-periodical publications which are not handled by the Library. The second Vice President shall prepare and distribute the Visitors' Packets/Welcome Packets as necessary, at general meetings and public service functions; shall print the speakers' handouts; and shall perform such other duties as required or assigned.

Section 4. The Recording Secretary shall keep the minutes of all General and Executive Board meetings of the Society, and shall have a copy of the Society's Constitution and Bylaws available at all meetings. The Recording Secretary shall keep the Secretarial records updated with current information, collate it, and store minutes from previous years in the Secretary's Historical binder. The Recording Secretary shall print and provide the previous General Meeting Minutes for review by Society members at the General meeting where they will be presented for approval. Executive Board minutes shall be mailed or emailed to Board members at least one week prior to the next board meeting for review and corrections. The Recording Secretary shall perform such other duties as required or assigned.

Section 5. The Corresponding Secretary shall conduct the correspondence of both the Society and the Society Library, keep a list of members willing to do research for others, and oversee research requests which arrive in the mail. The Corresponding Secretary shall be responsible for negotiating and receiving payment in advance, before the research is done, and the cost is determined in the Standing Rules. The Corresponding Secretary shall keep a record of the correspondence during the year, and shall perform such other duties as required or assigned.

Section 6. The Treasurer shall be responsible for promptly depositing all monies received by the Society in an insured financial institution, and shall give a financial report at each meeting. The Treasurer shall sign checks, pay obligations of the Society, maintain adequate financial records at all times, manage the Budget for the Society and the Society Library, and prepare for the annual audit. Expenditures over the approved budget shall be approved by the Executive Board

before being paid out by the Treasurer. The Treasurer shall report on the status of Investment accounts, and shall be responsible for the bank accounts, and matters concerning the State Board of Equalization, keeping the names on the accounts updated whenever the relevant officers change. The Treasurer shall be responsible for the Welfare Exemption Report, the Sales Tax Return, the Business Property Tax, the Unsecured Property Taxes, the Annual Liability Insurance Premium, and the bank signature card. The Treasurer shall be responsible for the Annual Bulk Mailing Fee, and for replenishing the Society Retainer at the Fresno Post Office, 1900 E Street, 93706, as required. The Treasurer shall perform such other duties as required or assigned.

Section 7. The Librarian shall serve as general administrator of the Society's library, overseeing all operations of the library. The Librarian shall solicit and collect genealogical material for the Society Library, and evaluate gifts for their genealogical value, deciding which will be kept, and which will be donated or sold. The Librarian shall appoint and oversee the library committees, and conduct necessary orientation and training of library volunteers. The Librarian shall classify and, when it becomes necessary, catalog new books and other materials; maintain a current inventory of all equipment, books, periodicals, compact disks and film media; and supervise book binding. The Librarian shall post a list of library rules; shall write and sign checks; and shall perform such other duties as required or assigned.

Section 8. The Associate Librarian shall assist the Librarian and shall assume the duties of that office in the absence of the Librarian. In the event of the Librarian's incapacity or resignation, the Associate Librarian shall become Librarian. The Associate Librarian shall maintain the accession book, and the compact disk inventory; shall be a member of the Book Buying Committee; and shall perform such other duties as required or assigned.

Section 9. The "Ash Tree Echo" Editor shall be responsible for the layout and design, and printing one hard copy of the Society periodical, the "Ash Tree Echo"; and at least one month prior to publication the finished copy shall be proofread by a minimum of one person approved by the Executive Board. The "Ash Tree Echo" Editor shall be responsible for assuring that the publication meets all copyright laws, and that all published sources, which have been consulted by the authors of individual articles, are cited in bibliographies. The numbering system for the "Ash Tree Echo" shall be in Arabic numbers, and the volume number and color of the covers shall change at the beginning of each year, and the number of issues per year is determined in the Standing Rules. Each volume shall display the Society Insignia on the front cover, and contain a Table of Contents, and an Index of the Surnames which appear in the publication. The "Ash Tree Echo" Editor shall oversee the printing and mailing of the "Ash Tree Echo," and shall keep a copy of each volume for five years, for the Editor's use, after which they will be placed in storage for safekeeping. The "Ash Tree Echo" Editor shall perform such other duties as required or assigned.

Section 10. "The Jotted Line" Editor shall be responsible for the layout and design, and for

printing one hard copy of the monthly newsletter, "The Jotted Line"; and prior to publication, the finished copy shall be proofread by someone approved by the Executive Board. The front page of the newsletter shall include the Society Insignia, the program information, and the President's message. "The Jotted Line" Editor shall include an insert in the September Newsletter, in preparation for the annual election, which lists each office and duties, with space where members can write in their nominations, to be mailed back to the Society by September 15th. The Editor shall include a Membership Renewal form, as provided by the Registrar, before the end of the year and again in February. "The Jotted Line" Editor shall oversee the printing and mailing of the newsletter, which shall be on or before the first of the month, and shall perform such other duties as required or assigned.

Section 11. The Registrar shall be responsible for maintaining the current membership data file, and the annual Roster which shall be available to members at General meetings each year by April. After the Roster has been printed, additional information regarding new members and other changes shall be emailed to the Executive Board; and Rosters from previous years shall be kept in a file held by the Registrar. The Registrar shall actively encourage and enlist new members, and prepare the New Member Packets which will be distributed at General Meetings; these packets can also be left in the Library for pick up, and out of county members shall receive them by mail. The Registrar shall be in charge of membership renewals and incoming dues, and shall provide "The Jotted Line" Editor with a Membership Renewal form to be inserted in the newsletter before the end of the year, and again in February. The Registrar shall oversee the distribution of membership cards, either in person or by SASE; and shall prepare mailing labels, maintain the periodical exchange list, and submit new members' surnames to the "Ash Tree Echo" Editor for publication. All new members joining after January shall pay the full year's dues, and their dues shall be prorated the following year. The Registrar shall have a table at general meetings and at other functions, as appropriate; and shall perform such other duties as required or assigned.

Section 12: The Web Administrator shall research, improve, monitor, and update the performance of the existing FCGS web information on the Ancestry web host for the purpose of informing and educating the public with what FCGS has to offer, and to invite the public into the library to do research on their family history. See the Standing Rules for the website address. The Web Administrator shall use personal tools, such as Microsoft software, HTML, and other software packages, to provide the look of the information page, as desired by the Society. The Web Administrator shall check the links on the site regularly to be sure they work properly, and shall maintain the entire site in good working order to ensure it can be accessed quickly by as many people as possible. The Web Administrator shall perform such other duties as required or assigned.

ARTICLE VIII

STANDING COMMITTEES

Section 1. The Standing Committees of the Society shall be: the eight committees under the Librarian which are: the Volunteer Coordinator, the Book Department, Book Buying, Book Binding, Periodicals, the Obituary File, the Media Department, and Publications; as well as the other Society committees which are: DNA Coordinator, Historian, Hospitality, Publicity, and Sunshine.

Section 2. Each Standing Committee shall be comprised of at least one person, namely the Committee Chairperson.

Section 3. All Standing Committee Chairpersons shall be members in good standing.

Section 4. The term of office shall begin after appointment, and end when the chairperson steps down, or is replaced.

Section 5. The President shall be notified by Chairpersons in advance of each committee meeting should the President desire to attend.

ARTICLE IX

SPECIAL COMMITTEES

Section 1. Special Committees, such as the Nominating and Audit, shall be appointed each year, and other special committees, such as Bylaws, may be appointed when required. All special committees shall be appointed to perform a specific duty, and upon completion of that duty the Committees shall cease to exist.

Section 2. A Special Committee may not be appointed to perform a duty which falls within the boundaries of an existing Standing Committee.

Section 3. The President shall be notified by chairpersons in advance of each committee meeting should the President desire to attend.

ARTICLE X

DUTIES OF STANDING COMMITTEES

Section 1. The Library Committees, which are appointed and overseen by the Librarian, function as follows:

- a. The Volunteer Coordinator shall coordinate library work schedules each month, and email copies of the calendars to the FCGS Librarian, the library business office,

and the main Genealogy Room. The Volunteer Coordinator shall be sure that new library volunteers receive proper instructions, phone and plan work groups, work under the direction of the Librarian, and perform such other duties as required or assigned.

b. The Book Department Chair shall oversee all aspects of books except binding, maintain the accession book and give a written annual report, work under the direction of the Librarian, and perform such other duties as required or assigned.

c. The Book Buying Committee shall be chaired by the Librarian and shall consist of the Associate Librarian and other members appointed by the Librarian.

d. The Book Binder shall be responsible for binding and repairing library materials, work under the direction of the Librarian, and perform such other duties as required or assigned.

e. The Periodicals Chair shall oversee all aspects of incoming periodicals except binding, perform an annual inventory, notify the Librarian and the Registrar when subscriptions are due, maintain the vertical files, work under the direction of the Librarian, give a written annual report, and perform such other duties as required or assigned.

f. The Obituary File Chair shall maintain and add to the collection of obituaries and files, work under the direction of the Librarian, and perform such other duties as required or assigned.

g. The Media Chair shall oversee all aspects of microfilm, microfiche, computer equipment, compact disks, cassette tapes, and videos; keep an inventory of all media as they are received; notify the Librarian to order supplies as needed for computer and printer; work under the direction of the Librarian, and perform such other duties as required or assigned.

h. The Publications Chair shall maintain a current list of the Society publications for sale, and update the list and prices as needed, and make it available to the Editors of "The Jotted Line" and "Ash Tree Echo" for publication twice a year. The Publications Chair shall be responsible for the printing and mailing of all publication orders, work under the direction of the Librarian, and perform such other duties as required or assigned.

Section 2. The DNA Coordinator shall answer questions from Society members concerning the place of DNA in genealogical research. When members request information on obtaining the Society discount at Family Tree DNA (FTDNA), the Coordinator shall first verify that the individual is, in fact, a Society member, and then send the individual the internet link to the discount rate for our Society members at FTDNA. The DNA Coordinator shall report to the

President and/or the Executive Board.

Section 3. The Historian shall be responsible for maintaining the current Society History Scrapbook, and bring it to Annual meetings, Seminars, and one General meeting during the year. The Historian shall update it with memorabilia such as: pictures taken at various Society functions, newspaper articles, funeral and obituary notices of past and present members, programs and flyers, and volunteer recognition receptions, using explanatory captions. The Historian shall report to the President and/or the Executive Board, and solicit additional memorabilia from members.

Section 4. The Hospitality Committee shall be responsible for the provision, setup, and clean up of refreshments at all meetings and events; and shall oversee or appoint a committee member to be responsible for the flag, guest book, paper name badges, and markers, and oversee that someone sits at the Greeter's table to get everyone to sign in and take a name badge. The Hospitality Chairperson shall submit all receipts for the cost of supplies and refreshments to the Treasurer, and shall report to the President and/or the Executive Board.

Section 5. The Publicity Committee shall be responsible for the distribution of flyers announcing monthly General meeting programs, seminars, genealogy classes, and any other public service functions planned by the Society. Publicity shall maintain lists of flyer recipients, and see that they receive them in a timely manner; shall post the flyers in the designated places upstairs and downstairs in the Fresno County Main Library; and shall report to the President and/or the Executive Board.

Section 6: The Sunshine Committee shall send cards, as approved by the Society, when notified that Society members are in need, as in the case of illness, bereavement, or other significant occasions. The Sunshine Chair shall request FCGS return address labels from the Registrar as required. The Sunshine Chairperson shall keep a record, submit receipts from postage and cards to the Treasurer, and shall report to the President and/or the Executive Board.

ARTICLE XI

DUTIES OF SPECIAL COMMITTEES

Section 1. The Nominating Committee shall be comprised of a minimum of three and a maximum of five members, one member being from the Executive Board who has been appointed by the President and approved by the Board. The remaining members shall be nominated from the floor and appointed at the September General meeting. In addition to nominating new Officers, they shall also nominate members to fill the Chairs of the following Committees: DNA Coordinator, Historian, Hospitality, Publicity, and Sunshine. A list of all Offices and Committees shall be published in "The Jotted Line" in September each year, with a request for nominations, and all nominations received by mail within the appropriate time period shall be verified with the nominees and added to the slate. The nominating committee shall

present the slate of proposed candidates at the November meeting, and the slate shall be published in “The Jotted Line” thirty days prior to the election in January.

Section 2. The Audit Committee shall be appointed by the President, with the approval of the Executive Board, and shall be responsible for a complete audit of the Society’s books annually, prior to the Annual meeting and/or at the request of the Executive Board. The Audit Committee Chairperson shall report to the President and/or the Executive Board, and a written report and an audited financial statement shall be submitted at the annual meeting. The committee shall be comprised of a chairperson and at least one other person, both of whom may or may not be members of the Society.

Section 3. The Bylaws Committee shall be appointed by the President as required, and elected by the Executive Board, and shall be responsible for any required amendments of the Constitution and Bylaws, and Standing Rules. When the Bylaws Committee has completed and approved the amendments or revision, the document shall be made available to the Executive Board for review and comment, preferably via email. Comments shall be reviewed by the Bylaws Committee, and any necessary changes shall be made. The document shall then be presented to a Parliamentarian for review, following which any further changes shall be made by the Bylaws Committee. When the document is complete it shall be made available to the general membership of Fresno and Madera County, preferably via email, or on the Society website; and thirty days notice shall be published in “The Jotted Line” prior to it being voted on at the next General meeting. At that General meeting the changes shall be examined and explained prior to voting, and a two-thirds vote of members present and in good standing shall be required for the adoption of the amended or revised Constitution and Bylaws. If amendments only involve the Standing Rules, prior notice is not required, and the amended Standing Rules, with the approval of the Executive Board, can be adopted at any General meeting by a majority vote of members present and in good standing.

ARTICLE XII

GENERAL MEETINGS

Section 1. General meetings of the Society shall be held the second Tuesday evening of each month except August and December. Other exceptions may occur when a Seminar is held instead of the General meeting, or when a holiday occurs on the second Tuesday necessitating a change to another evening, or when the Executive Board decides that the Annual Meeting in January will be held on a different day, either as a meeting or a Luncheon. Notice of Date, Place, and Time of the January Annual meeting shall be published in “The Jotted Line” thirty days in advance. At this Annual Meeting, the Annual Reports and Budgets which were submitted in advance by Officers and Committees shall be made available to all members present. At the Annual Meeting, Officers and Committee Chairpersons shall turn over to their successors all monies, records and files in their possession.

Section 2. The location at which General meetings are held shall be decided at the discretion of the Executive Board, with the knowledge that a relatively consistent location is important for a good turnout.

Section 3. Special meetings may be called by the President with the approval of the Executive Board.

Section 4. A quorum for the purpose of conducting business at a General meeting shall be ten members in good standing, but prior notice of the meeting must also state the general nature of any proposals to be acted upon.

Section 5. The majority of General meetings shall be conducted with a minimum of business: approval of Minutes, Treasurer's report, and the Program. More extensive business, including Officer reports, shall be conducted during at least two General meetings per year.

ARTICLE XIII

ELECTIONS

Section 1. The election of officers and appointment of Standing Committee Chairpersons shall be held at the Annual Meeting in January at which time the Nominating Committee Chairperson shall present the names of the candidates for each office. All candidates must be members in good standing and have agreed to serve.

Section 2. The President shall then ask for further nominations from the floor which should be made with the nominee's prior consent; and when nominations are complete, the President shall declare nominations closed, and proceed with the election.

Section 3. In the event that more than one member is nominated for any office, election shall be by written ballot and a majority vote shall determine the election. If there is only one nominee per office, election shall be by voice vote. Only members in good standing are eligible to vote.

Section 4. Installation of Officers and appointment of Committee Chairpersons shall follow the election.

ARTICLE XIV

EXECUTIVE BOARD

Section 1. The twelve elected officers shall constitute The Executive Board which shall conduct the business of the Society.

Section 2. Executive Board meetings shall be held during the fourth week of each month with few exceptions.

Section 3. Six officers shall be considered a quorum for Executive Board meetings.

Section 4. An emergency Board meeting may be called by the President, or another board member may request that the President call an emergency Board meeting. Under such circumstances, a vote may be taken in the absence of a quorum, or, in a dire emergency, a vote may be taken by telephone or email, but in both cases it must be ratified at the next Board meeting.

Section 5. The Executive Board shall act on behalf of the Society to resolve any disputes related to the misconduct or nonperformance of duties of any member, Officer, Committee Chairperson, or Committee member. The complaint shall go before the Board for discussion, and the Board shall appoint one person to speak with the offending member. The appointed person shall report back to the Board, and, after considering all matters related to the dispute, the Board shall decide whether the member, Officer, Committee Chairperson, or Committee member should receive a warning with a second chance, or be relieved of their duties.

Section 6. When a vacancy occurs on the Board, the Executive Board shall declare the Office open, and shall seek a replacement by first approaching members individually, including Committee Chairpersons who do not already hold an Office. If that fails, the Executive Board shall then declare the Office open at a General meeting, with the request that a member volunteer to fill the position.

ARTICLE XV

DISSOLUTION

The property of the Society is irrevocably dedicated to charitable purposes and no part of the net income or assets of the Society shall ever inure (be applied) to the benefit of any director, officer or member thereof or to the benefit of any private person.

Upon the dissolution or winding up of the Society, any assets remaining after payment, or provision for payment, of all debts and liabilities of the Society shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for educational and charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code and Section 214 of the Revenue and Tax Code.

ARTICLE XVI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

STANDING RULES

1. The Society Insignia may be printed in black, rather than green, for economical reasons whenever suitable.
2. Nominations for Honorary Life and Honorary Annual memberships shall be given to the President prior to the November Board meeting, and they shall be voted on at a Board meeting prior to the Annual meeting.
3. Honorary Life and Honorary Annual memberships shall be awarded at the January Annual meeting.
4. Dues shall be:

Institutional (Library, Society) membership.....	\$20.00
Individual Annual membership.....	\$20.00
Family Annual membership.....	\$25.00
Individual Life membership.....	\$225.00
Family Life membership.....	\$250.00
- Institutions subscribing only to the periodical, the “Ash Tree Echo,” shall be required to pay an annual subscription of \$20. Individual copies of the “Ash Tree Echo” shall cost \$8.00, and individual copies of “The Jotted Line” shall cost \$2.00.
5. All dues are due and payable on January 1st and entitle members to receive the “The Jotted Line” newsletter, and the “Ash Tree Echo” periodical. The annual Roster is also included with membership, but members who cannot pick it up are required to send a check to cover postage.
6. The Registrar shall inform the Executive Board at the February meeting as to which members owe dues, so arrangements can be made to notify them.
7. Any member whose dues are in arrears in March shall be dropped from the membership at the end of that month.
8. The Registrar includes a letter, written by the President, in the New Member Packets.
9. Life Members receive one membership card that will only be replaced if lost, strayed, or stolen.
10. Each Officer and each Standing Committee Chairperson shall receive a Society binder containing duties, procedures, responsibilities, and any relevant drafts of letters, forms, etc. pertinent to their position; and these binders shall be kept updated, and then passed on to their successors at the January Annual meeting.
11. All Officers and Committee Chairpersons who maintain computerized records shall keep them updated and perform regular backup procedures on flash drives or disks. This applies to the Treasurer, Registrar, Librarian, “Ash Tree Echo” Editor, and “The Jotted Line” editor, and

any others who do Society work on the computer.

12. When submitting receipts to the Treasurer, they must be accompanied by the appropriate FCGS Accounts Payable Authorization form, properly filled out, and with correct information from the FCGS Account Listing; and when submitting checks they must be accompanied by a completed FCGS Deposit form.

13. Research requests shall be charged \$10. for the first uncomplicated lookup, and anything additional and more complicated shall be negotiated and paid in advance. Fees are made payable to FCGS and submitted to the Treasurer with the proper receipt form.

14. All officers shall submit a proposed budget for their area of responsibility to the Treasurer by December 15th.

15. Officers, and Standing and Special Committees, shall submit summarized reports to the President at the last Board meeting of the year, or before the Annual meeting.

16. The Treasurer shall make available a copy of the Annual financial report and the proposed budget at the Annual meeting.

17. Checks from the Society and the Society Library written for under \$1000.00 require one signature; checks over \$1000.00 require two signatures, plus the approval of the Executive Board.

18. The signatures of four Officers are on the bank card: President, 1st Vice President, Treasurer, and Librarian; and under normal conditions only the Treasurer and the Librarian write and sign checks, although they may request the President or 1st Vice President to cosign, or sign in their absence.

19. The signatures of two Officers are on the Investment Account: President, and Treasurer.

20. The Society has two Capital One credit cards, and the Treasurer decides which Officers will use them, usually the Librarian and the 1st Vice President.

21. The Society has three Office Depot credit cards, and the Treasurer decides which Officers will use them, usually the Treasurer, the Librarian, and the Officer who oversees the printing of the "Ash Tree Echo" and/or "The Jotted Line."

22. The Librarian has a key and access to the storage room in the basement of the library.

23. Society material shall be housed in the library and basement as space permits, but the Librarian must be consulted first. All material must be properly boxed, labeled, and dated with the officer's name. The Society must buy a storage cabinet in the library when needed.

24. The editors of "The Jotted Line" and "Ash Tree Echo" oversee the mailing of the

publications, and the 2nd Vice President assists with mailing as required, but, in the event that none of these officers are able to do it, the President, with the approval of the Executive Board, shall appoint a special committee of at least one person for mailing. Additional mailings, such as newly adopted Bylaws, shall be overseen by the 2nd Vice President, or a special committee appointed by the President, and approved by the Executive Board.

25. Material for “The Jotted Line” must reach the Editor by the 15th of the month.

26. The editor of “The Jotted Line” shall publish prominent notices in the January, February, and March newsletters regarding membership dues being due.

27. The President submits a column, and the 1st Vice President submits the program information, for publication on the front page of the Jotted Line each month.

28. The “Ash Tree Echo” editor will decide the number of pages in each periodical as long as the thickness is suitable for stapling, and is not cumbersome for Postal delivery.

29. When writing articles for the “Ash Tree Echo,” one reference book that can be used in citing sources correctly is: “Evidence! Citation & Analysis for the Family Historian” by Elizabeth Shown Mills, found in the FCGS library.

30. Publication of the ATE shall be a minimum of three times a year on or before the first day of the months of March, July, and November.

31. Monthly program flyers, and any other flyers advertising Society functions will be designed by a willing person appointed by the President, with the approval of the Executive Board.

32. Proofreading is required for all printed material, and even when individual articles have been proofed in advance, the entire publication must be proofread prior to printing.

33. Taping and transcribing program lectures, after first obtaining the speakers’ permission, for the purpose of publishing them in the “Ash Tree Echo” and on the Website, is an option when there is a willing person to do it.

34. In seeking Nominations, the Nominating Committee shall make it known that all Executive Board and Standing Committee positions are open for nominations when potential nominees are approached at General meetings, by telephone, or by publication in “The Jotted Line.”

35. The Nominating Committee shall read the duties to all potential Nominees.

36. An honorarium of \$25.00 shall be given to our monthly speakers at General meetings.

37. Whenever a Speaker is being considered for a seminar or special genealogy program, the topic and expense shall be presented to the Executive Board for the final decision.

38. All the Society bulk mailing is done at the Fresno Post Office, 1900 E Street, 93706, using

the back entrance on G Street.

39. The Society Post Office Box #1429 is in the Civic Center Fresno Post Office at 2309 Tulare Street, 93721. The Society address is: Fresno County Genealogical Society, P.O. Box 1429, Fresno, CA 93716-1429.

40. The Society website is: < <http://www.rootsweb.ancestry.com/~cafcs/> >

41. There are two USPS Post Office Box keys: one for the President and one for the Librarian, and it is the President's duty to pick up mail at the Post Office, and distribute it.

42. Participation by our Society at the Heritage table at the Fresno Fall Fair is desirable because exposure to the general public helps promote interest in our Society.

43. A table may be set up at General meetings for an FCGS member to serve as a volunteer in helping other members or visitors with their research problems. Volunteers shall be decided in advance at Board meetings.

44. Rather than at Christmas, the Society presents gift cards to the County employees of the California History and Genealogy Room at the Annual meeting.

45. The Treasurer gives a \$50.00 Society check to the 2nd Vice President who will, in turn, present the check to the President in a card at the Annual meeting.

46. The Society usually holds a Christmas Party in a private home or restaurant in December. This is usually a Potluck, and a Committee may be appointed to organize it.