



CHULA VISTA GENEALOGICAL SOCIETY
STANDING RULES
Amended December 5, 2012

ARTICLE I – Name

ARTICLE II – Purpose

A. Charitable Endeavors

1. Salvation Army Toy and Food Drive: Donations by Society members
2. Sweetwater Union High School District Scholarships: Funded from Society General Fund
*Board of Directors approved for the year 2013, \$1,000 for two \$500 scholarships. They shall be open to all high school seniors in the SUHS District.
(July 6, 2012, Board Minutes: August 1, 2012, Board Minutes.)*
3. Chula Vista Public Library Donations: Funded from Society General Fund
\$800 budgeted for 2012.

ARTICLE III – MEMBERSHIP

- A. Applicants shall submit to the Membership Chairperson a completed application form and required dues.
- B. Membership classification and dues:

1. Individual\$ 30.00 (Dues to be prorated to \$15 as of July 1)

- a. A new member
 - b. A returning member who was not a member the prior calendar year, or a returning member who became delinquent with dues.
- 2. Pre-January Continuing Member.....\$25.
 - 3. Family Member\$10.
 - 4. Honorary Life Member.....\$0-
 - a. A member who has made outstanding contributions over a significant period of time, nominated by a Board member, and approved by the Board of Directors.
- C. Each member shall be responsible for paying dues before January 1 of each calendar year or shall be considered delinquent and lose all voting rights and membership privileges.
- D. As a courtesy, the Board will notify the membership in September of any proposed dues increase for the following calendar year.

ARTICLE IV – MEETINGS

- A. The Society picnic is traditionally held during one of the summer months and takes the place of the monthly General Membership Meeting.
- B. The Society Holiday Party is traditionally held during the month of December and takes the place of the monthly General Membership Meeting.
- C. General Membership Meetings shall be held once a month except during the picnic and holiday party month. Guest speakers shall be paid no more than a \$75 honorarium. Any amount higher than \$75 shall require Board approval. (*February 3, 2010*)

ARTICLE V – OFFICERS

- A. Officers shall serve on the Board of Directors. If they are also a Chairperson of a committee, they shall oversee the tasks for which their committee is responsible, including recruiting committee volunteers.
- B. Specific duties and responsibilities of the Officers are delineated in the SOPs.

- C. Officers shall keep a folder/notebook containing pertinent information to the position as well as copies of the current Society Bylaws, Standing Rules, and all current SOPs. This folder/notebook shall be given to each new Officer at their installation.

ARTICLE VI – BOARD OF DIRECTORS

- A. Standing Committee Chairpersons shall serve on the Board of Directors, and they shall oversee the tasks for which their committee is responsible, including recruiting committee volunteers.
- B. Specific duties and responsibilities of the Standing Committee Chairpersons are delineated in the SOPs.
- C. Standing Committee Chairpersons shall keep a folder/notebook containing pertinent information to the position as well as copies of the current Society Bylaws, Standing Rules, and all current SOPs. This folder/notebook shall be given to each new Standing Committee Chairperson upon acceptance of the position.
- D. Standing Committees and their primary responsibilities are as follows:
 - 1. Education: Shall coordinate activities to meet the educational needs and interests of the members.
 - 2. Hospitality: Shall coordinate providing refreshments for meetings.
 - 3. Librarian: Shall be in charge of the acquisition of books, manuscripts, and materials for the Chula Vista Public Library, including the purchase of a book in the memory of a deceased member. (*June 4, 2003*)
 - 4. 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.
 - 5. Newsletter: Shall compile, edit, print, and mail newsletters to provide Society information to members in timely manner.

6. Public Relations: Shall be responsible for all Society publicity, including announcements of events and advertising and shall network with the community to promote the interest of genealogy.
 7. Research/Queries: Shall answer queries and assist members with research.
 8. Society Historian: Shall keep and organize all records of historical value and financial records of the society.
 9. Special Projects: (Computer Group, Cemetery, Estate Papers, etc.)
 10. Ways and Means: Shall oversee Society raffles, promotions, and money raising activities in keeping with Society's nonprofit status.
 11. Webmaster: Shall design and maintain the Society's Internet Web Site.
- E. Board approved policies and procedures include:

1. All society correspondence shall be directed through the Secretary.
(*March 2, 2011.*)

ARTICLE VII – COMMITTEES

A. Ad Hoc Committees and their specific Society responsibilities are as follows:

1. Financial Review Committee:
 - a. Shall conduct an annual review of the financial accounts of the Society.
 - b. Shall be activated in December.
 - c. Shall consist of a chairperson appointed by the President and a minimum of two (2) additional committee members recruited by the chairperson.
 - d. Shall present its report to the Board at the February Board Meeting.
2. Nominating Committee:
 - a. Shall seek candidates for Society offices for the coming term.
 - b. Shall be activated by the President in May of even years.
 - c. Shall consist of a chairperson appointed by the President and a minimum of two (2) additional committee members recruited by the chairperson.

- d. Shall present the list of nominees at the regular general membership meeting in October.
3. Bylaws Revision Committee
 - a. Shall review the Bylaws, Standing Rules, SOPs and committee structure.
 - b. Shall be activated by the President or upon the request of the Board of Directors.
 - c. Shall consist of a chairperson appointed by the President and a minimum of three (3) additional committee members recruited by the chairperson.
 - d. Shall submit recommendations to the Board of Directors for their approval.
 - e. Shall amend the documents involved after the Board approves the proposed recommendations.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

ARTICLE IX – DISSOLUTION OF THE SOCIETY

ARTICLE X – AMENDMENTS

The Standing Rules may be amended by a majority vote of the Board of Directors present at a Board Meeting where a quorum is present.