

# BYLAWS OF THE SOUTH BAY CITIES GENEALOGICAL SOCIETY

## Article I – PURPOSE

**Section 1.** The purpose of this organization is: a) to assemble people who are interested in genealogy and preserving family history; b) to provide programs and publications for the instruction and education of interested persons, and c) to help others gain genealogical information.

## Article II – CHARACTER OF THE ORGANIZATION

**Section 1.** The SOUTH BAY CITIES GENEALOGICAL SOCIETY is organized for non-profit purposes and no person or persons associated with it shall realize monetary gain from the society.

**Section 2.** This organization is exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954 as revised.

**Section 3.** Neither the Society nor any of its representatives shall engage in any activities in the name of the Society which are designed to either influence legislation or intervene in any political campaign.

**Section 4.** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 or corresponding provision of any future United States Internal Revenue Law, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Code.

## Article III – MEMBERSHIP AND DUES

**Section 1.** The membership of this organization shall be open to any person interested in genealogy and/or family history.

**Section 2.** No officer or member shall represent themselves as speaking on behalf of the Society without prior approval by the Board of Directors.

**Section 3.** Membership shall be effective when dues are received and shall be renewable annually on October 1st. ~~Partial-year dues shall be prorated.~~

**Section 4.** The Board of Directors shall at its discretion create new membership categories from time to time.

**Section 5.** The dues of the Society shall be fixed by the Board of Directors ~~following the annual election.~~

## Article IV – OFFICERS AND BOARD OF DIRECTORS

**Section 1.** The officers of the SOUTH BAY CITIES GENEALOGICAL SOCIETY shall be President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Librarian, and from one to four Members-at-Large.

**Section 2.** The Board of Directors shall consist of all elected officers, chairs of standing committees, chairs of special interest groups and the immediate Past President.

**Section 3.** The term of office shall be one year, commencing in November.

**Section 4.** Only members in good standing may be elected to office or appointed to committee chairs and no person may be elected to more than one office at a time; however, Members-at-Large may also serve as chairs of standing committees. In addition, the President shall have served at least one term in another position on the Board of Directors prior to nomination for office.

**Section 5.** Inability to fulfill the duties of the office or un-excused absence of any Board of Directors member for three consecutive Board of Directors meetings shall subject said officer or Board member to possible dismissal from office.

## Article V – ELECTIONS

**Section 1.** Appointment of a nominating committee by the President, with the approval of the Board of Directors, shall be made at the regular meeting in June. This committee shall nominate one or more candidates for each office and shall obtain prior acceptance by the nominee.

**Section 2.** The slate of nominees shall be presented at the Board meeting in August, then presented to the General Membership in September. Following the committee report, nominations may be made from the floor of candidates who have given prior acceptance.

**Section 3.** The slate of nominees shall be published in the SBCGS Newsletter at least 20 days prior to October's Annual Meeting. Absentee Ballots may be created from the published slate, provided they are mailed in an envelope so marked and identified with the name of the sender and postmarked no later than 7 days prior to the Annual Meeting. Ballots received later than this will not be counted.

**Section 4.** Absentee ballots shall be delivered unopened by the Corresponding Secretary and counted at the Annual Meeting by the nominating committee or other non-candidates for office who may be designated for that purpose. Officers shall be elected by a simple majority vote of members in good standing, present and voting at the Annual Meeting plus absentee ballots received in accordance with Section 3 above, and shall take office at the November Board meeting. Retiring officers shall deliver all materials of office to their successor by or at the November Board meeting.

**Section 5.** A vacancy occurring in any office shall be filled for the un-expired term by a member in good standing, approved by a majority of those present at the next Board of Directors meeting having a quorum present.

## Article VI – DUTIES AND RESPONSIBILITIES OF OFFICERS

**Section 1.** The President shall preside at all regular and Board of Directors meetings and shall be an ex-officio member of all committees except the nominating committee.

**Section 2.** The First Vice President shall perform duties of the President in the absence or inability of that officer to serve and shall chair the Program Committee.

**Section 3.** The Second Vice President shall perform the duties of the President in the absence or inability of both the President and First Vice President to serve and shall chair the Ways and Means Committee.

**Section 4.** The Third Vice President shall perform the duties of the President in the absence or inability of the President, First Vice President, or Second Vice President to serve and shall chair the Membership Committee.

**Section 5.** The Recording Secretary shall preside in the absence of the President and all Vice Presidents, shall record the minutes and resolutions of regular meetings and Board of Directors meetings, and preserve all minutes, reports, records, and formal documents of the Society.

**Section 56.** The Corresponding Secretary shall attend to the correspondence of the Society, maintain a Post Office box for the Society, collect Society mail and distribute the mail to the appropriate officers and chairs.

**Section 67.** The Treasurer shall receive and record all dues and funds received by the organization, pay all bills approved by the Board of Directors, keep current all bank records, keep and file all necessary tax documentation, and provide information to the Board of Directors about the financial status of the organization. All Society checks shall have two authorized signatures. Authorized signers shall be the President, Treasurer, and First Vice President.

**Section 78.** The Librarian shall have oversight of all library materials belonging to the society and will serve as chair of the Library Committee.

**Section 89.** The Board of Directors shall appoint and auditor arrange for a financial review in August ~~whose duties shall be~~ to examine the Treasurer's accounts and deliver a report for publication.

## Article VII – MEETINGS

**Section 1.** Regular meetings shall be held monthly except for December. The time and place of meetings shall be decided by the Board of Directors. Special meetings may be called by the President as the occasion demands or by the written request of any twenty members of the society. The purpose of a special meeting shall be set forth in the notice of the meeting which shall be mailed to all members in good standing at least 20 days prior to the meeting.

**Section 2.** The Annual Meeting, to be held in October, will be the beginning of the new year of operations. At this time officers will be elected and annual reports presented to the general membership

**Section 3.** A quorum for the conduct of Society business at any regular or special meeting shall be one fourth of the members in good standing, including two-thirds of the officers of the Society.

**Section 4.** Prospective members or other interested persons visiting the Society's meetings will have no voice or vote ~~in~~during the business ~~portion of the~~ meeting.

**Section 5.** The Board of Directors shall meet once each month in the interim between regular meetings.

**Section 6.** Two-thirds of the ~~officers~~Board of Directors of the Society shall constitute a quorum for the transaction of business at a Board of Directors meeting.

## Article VIII – STANDING COMMITTEES

**Section 1.** Members of Standing Committees shall be selected by the committee chair and approved by the Board of Directors as soon as possible after the Annual Meeting. Any committee chair who does not serve by virtue of office shall be appointed by the President and approved by the Board of Directors.

**Section 2.** The Program Committee shall be chaired by the First Vice President. This committee shall aid the chairman in planning programs for regular monthly meetings and any special programs such as a public workshop that the society may host.

**Section 3.** The Ways and Means shall be chaired by the Second Vice President. This committee will suggest and organize fund-raising projects for the Society with the approval of the Board of Directors. The committee shall be responsible for maintaining the stock of sales materials, preparing an annual inventory of such stock and keeping accurate records of sales tax collected.

**Section 4.** The Library Committee shall be chaired by the Librarian. This committee shall acquire and catalog new materials for the SOUTH BAY CITIES GENEALOGICAL SOCIETY library, be in charge of publication exchanges with other societies, write book reviews for Society publications, and make provision for staffing the Society library at specified times.

**Section 5.** The Publicity Committee shall be responsible for the preparation and distribution of news releases and other publicity.

**Section 6.** The Membership Committee shall be chaired by the Third Vice President. This committee will maintain a roster of members, promote membership by soliciting new members, and provide necessary services relating to membership.

**Section 7.** The Hospitality Committee shall provide refreshments for the monthly meetings and special Society events and perform the necessary cleanup.

**Section 8.** The Newsletter Committee shall be chaired by the Newsletter Editor. This committee shall be responsible for gathering material, printing, and distributing the newsletter published by the ~~Society~~society in both printed and electronic formats.

**Section 9.** The Research Committee shall provide South Bay research, limited to one hour, for out-of-state members and for non-members. Any cost or donations from non-members will accrue to the Society. Costs for non-member research shall be set by the Board of Directors.

**Section 10.** The Education Committee shall coordinate efforts to assist members in genealogical research. These activities may include but are not limited to conducting classes and arranging education trips ~~and tours.~~

**Section 11.** The Budget Committee shall consist of the President, Second Vice President, and Treasurer. The committee shall meet following the Annual Meeting to prepare an annual budget for presentation to the ~~next~~ Board of Directors.

**Section 12.** The Historian shall preserve a record of the activities, honors, and achievements of the Society, and/or its members.

**Section 13.** The Bylaws Committee shall consist of 3 members in good standing appointed by the President. The committee shall review the bylaws with the Board of Directors, ~~at the November board meeting,~~ receive and process suggestions for revisions, and present the same to ~~member~~the General Membership.

**Section 14.** The Genie Committee shall be chaired by a Past President with two other members. They shall recognize the outstanding member of the year at the Annual Meeting.

## **Article IX – SPECIAL INTEREST GROUPS**

**Section 1.** Special Interest Groups may be formed under the auspices of the Society by members who wish to pursue specific genealogical interests. New groups must be approved by the Board of Directors.

~~**Section 2.** The Computer Genealogy Interest Group shall hold regular meetings for those interested in the use of computers for genealogy. This Group shall be for the purpose of exchanging information, assisting in the use of software and the Internet and helping new users get started on a computer genealogy database.~~

~~**Section 3.** The Native American Interest Group shall hold regular meetings for those interested in researching the ancestry of Native Americans.~~

## **Article X – PARLIAMENTARY AUTHORITY**

**Section 1.** *Robert's Rules of Order* shall be the parliamentary authority of the organization except in such cases as our own Bylaws may explain differently.

**Section 2.** The President shall appoint a Member to serve as parliamentarian as needed.

## **Article XI – AMENDMENTS**

**Section 1.** These bylaws may be amended or revised at any regular or special meeting by a majority vote of those members in good standing, present and voting. Proposed amendments shall be mailed to each member or included in the Society Newsletter and will be voted on at a meeting falling at least 20 days after the date of mailing.

**Section 2.** Any member may propose an amendment or revision of a bylaw by submitting the same in writing to the Bylaws Committee.

## **Article XII – DISOLUTION**

**Section 1.** The SOUTH BAY CITIES GENEALOGICAL SOCIETY may be dissolved by a majority vote of all members present at a regular meeting or at a meeting held for that purpose, providing that all members have been notified in writing of the intention to dissolve at least 20 days in advance.

**Section 2.** Upon the dissolution of the SOUTH BAY CITIES GENEALOGICAL SOCIETY the officers, shall after paying or making provisions for payment of any obligations of the Society, offer all assets of the organization to another similar organization, organized and operated solely for charitable or education purposes, and shall, at the time, qualify as a tax exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any later Internal Revenue Law.

## **Article XIII – CHARTER MEMBERS**

**Section 1.** Persons who were members of the organization immediately prior to the adoption of the original Constitution are Charter Members. They are: Patricia Kirkwood, Joyce L. Spencer, Lila Finne, Shirley L. Coen, Diane Scatlin, E. Rae Miller, Maude Sellman, Nancy L. Moore, Penny Howard, and Margaret Moody.

| Board approved: 6 July 2009