

This one dated 10/00

CONSTITUTION AND BY-LAWS
OF
THE FRESNO COUNTY GENEALOGICAL SOCIETY

ARTICLE I
NAME

The name of the Society shall be "The Fresno County Genealogical Society".

ARTICLE II
NON-PROFIT CHARACTER

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

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

No substantial part of the activities of this Association shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Association shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

ARTICLE III
OBJECTS

The objects of this 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 will be the private property of this Society.

Section 5. To publish The Jotted Line and The Ash Tree Echo and other publications containing helpful information for family research.

ARTICLE IV 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, Individual, Family, Life, Honorary Life and Honorary Annual memberships. The amount of dues shall be determined in the Standing Rules.

Section 3. Any member conducting himself or herself in a way which disturbs the harmony of the Society, injures its good name or hampers its work, may, upon charges filed, be reprimanded, suspended or expelled from the Society by a majority of members voting at a regular or special meeting.

Section 4. The Society shall operate on a calendar year.

ARTICLE V OFFICERS

Section 1. The officers of this society shall be: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Librarian, Assistant Librarian, Ash Tree Echo Editor, Jotted Line Editor and Registrar.

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 at the adjournment of the annual meeting.

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

Section 6. All vacancies in any office with the exception of the President and Librarian shall be filled by the Executive Board.

Section 7. Any officer conducting himself or herself in a way which disturbs the harmony of the Society, injures its good name or hampers its work, may, upon charges filed, be reprimanded, suspended or removed from office by a majority of members voting at a regular or special meeting.

ARTICLE VI
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 all standing and special (ad hoc) committees, except the Program Committee, the Nominating Committee, and library related committees. The President shall serve as an ex officio member of all committees except the Nominating Committee. The President shall sign checks as required and shall be responsible for incoming mail, and 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 arrange appropriate programs for all meetings and assume responsibilities for meeting places and all social amenities. The First Vice President shall appoint and oversee the Historian and the chairs of the Publicity and Hospitality Committees, sign checks as necessary and perform such other duties as required or assigned.

Section 3. The Second Vice President shall be responsible for all fund raising, chair the Ways and Means Committee, appoint a chair for the Printing and Mailing Committee and 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, have a copy of the Society's Constitution and Bylaws available at all meetings and 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 perform such other duties as required or assigned.

Section 6. The Treasurer shall be responsible for the safekeeping of Society funds, maintaining adequate financial records and performing 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. The Librarian shall appoint the library committees,

conduct necessary orientation and training of library volunteers, and be an ex officio member of all library committees.

The Librarian shall classify and, when it becomes necessary, catalog new books and other materials; post a list of library rules; maintain a current inventory of all equipment, books, periodicals, compact discs and film media; supervise book binding and perform such other duties as required or assigned.

Section 8. The Assistant 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 Assistant Librarian shall become Librarian. The Assistant Librarian shall maintain the accession book and periodical subscriptions, be a member of the Book Buying Committee and perform such other duties as required or assigned.

Section 9. The Ash Tree Echo Editor shall be responsible for publishing, and mailing The Ash Tree Echo, and performing such other duties as required or assigned.

Section 10. The Jotted Line Editor shall be responsible for publishing and mailing The Jotted Line, and performing such other duties as required or assigned.

Section 11. The Registrar shall be responsible for maintaining current membership and actively encouraging and enlisting new members. The Registrar shall distribute new member packets, renewal and late notices, and membership cards. The Registrar shall be in charge of making mailing labels, maintaining the periodical exchange list and the renewal of subscriptions. The Registrar shall have a table at general meetings and other functions as appropriate.

ARTICLE VII GENERAL MEETINGS

Section 1. General meetings of the Society shall be the second Tuesday night of each month except August and December. The January meeting shall be the Annual Meeting. At this Annual Meeting all officers shall submit a proposed budget for the coming year and turn over to their successors all monies, records and files in their possession.

Section 2. Special-meetings may be called by the President with the approval of the Executive Board.

Section 3. A quorum for the purpose of conducting business at a General Meeting shall consist of ten members in good standing.

Section 4. Business meetings of the Society shall be held at least four times a year.

ARTICLE VIII ELECTIONS

Section 1. The election of officers shall be held at the Annual Meeting. The Nominating Committee shall present the names of the candidates for each office. All candidates must be members in good standing and have agreed to serve. Further nominations may be made from the floor.

Section 2. In the event that more than one member is nominated for any office, election shall be made 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 3. A mail-in ballot will be counted if it is received prior to the election. A mail in ballot must be requested in writing and must have the member's signature on the ballot to be valid.

ARTICLE IX EXECUTIVE BOARD

Section 1. The eleven elected officers shall constitute The Executive Board which shall conduct the business of the Society between general meetings.

Section 2. Executive Board meetings shall be held during the fourth week of each month except for December.

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

ARTICLE X COMMITTEES

Section 1. The Audit Committee shall be responsible for a complete audit of the Society's books to be done annually prior to the Annual meeting and/or at the request of the Executive Board. A written report and an audited financial statement shall be submitted at the annual meeting. The committee shall consist of a chair and two additional members.

Section 2. The Hospitality Committee shall be responsible for the setup and cleanup of all programs and events. They shall greet and register members and guests and serve refreshments as appropriate.

Section 3. The Library Committee shall consist of the Librarian, the Assistant Librarian, the Volunteer Coordinator, the Periodicals Chair, the Book Department Chair, the Book Buying Chair, Film and Compact Disc Chair, the Obituaries/Files Chair and the Bulletin Board/Display Chair.

Section 3a. The Volunteer Coordinator shall coordinate library work schedules, assure 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.

Section 3b. The Book Buying Committee shall be chaired by the Librarian and shall consist of the Assistant Librarian and five other members appointed by the Librarian and approved by the Executive Board.

Section 3c. The Book Department Chair shall oversee all aspects of books except binding, perform an annual inventory, work under the direction of the Librarian and perform such other duties as required or assigned.

Section 3d. The Bookbinder 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.

Section 3e. The Display and Bulletin Board Chair, under the direction of the Librarian, shall prepare and maintain the displays and bulletin boards and perform such other duties as required or assigned.

Section 3f. The Obituaries and Files 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.

Section 3g. 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 file, work under the direction of the Librarian and perform such other duties as required or assigned.

Section 3h. The Computer/Compact Disc and Film Chair shall oversee all aspects of microfilm, microfiche, computer equipment, compact discs, cassette tapes and videos; keep an inventory of all media as they are received; keep financial records; 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.

Section 4. The Nominating Committee shall consist of five members, one member from the Executive Board appointed by the President and approved by the Executive Board. The remaining four shall be nominated from the floor and elected at the October general meeting. The committee shall elect its own chair. The nominating committee shall submit a slate of candidates at the following Annual Meeting.

Section 5. The Printing and Mailing Committee shall receive materials for publication and be responsible for having the materials printed. The Committee shall also be responsible for the Society's outgoing mail if not otherwise assigned.

Section 6. The Program Committee shall be responsible for planning programs, handling publicity and keeping the historical book of the Society up to date. This Committee shall consist of the First Vice President, the appointed Historian and Publicity Chairperson.

Section 7. The Publicity Committee shall be responsible for all publicity for the Society programs and events.

Section 8. The Ways and Means Committee shall be responsible for planning and organizing fund raising events. The committee shall consist of the Second Vice President who serves as chair and four other members appointed by the President and approved by the Executive Board.

Section 9. After two months of no activity to fulfill his or her duties, a committee chair shall be warned by the President. Thirty days thereafter, the chair may be replaced by the President with the approval of the Executive Board.

ARTICLE XI DISSOLUTION

The property of this Association is irrevocably dedicated to charitable purposes and no part of the net income or assets of this Association shall ever inure 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 Association, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Association 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.

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ARTICLE XII
PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Society in all cases not provided for in this Constitution and By-Laws.

ARTICLE XIII
AMENDMENTS

Section 1. The Constitution and By-Laws may be amended at any General Meeting of the Society by a two-thirds vote of members present and in good standing, provided a thirty (30) day notice regarding the amendment or amendments has been published.

Section 2. The Standing Rules may be amended at any General Meeting of the Society by a majority vote of members present and in good standing.

STANDING RULES/POLICY

1. The Fresno County Genealogical Society official emblem shall be an insignia consisting of an ash tree. The official colors shall be kelly green on white.
2. Dues shall be \$15 for an individual annual membership, \$20 for a family annual membership, \$200 for an individual life membership and \$225 for a family life membership. Institutions that subscribe to **The Ash Tree Echo**, a periodical only, shall pay an annual subscription fee of \$12. Dues paid after July 1 are paid for the remainder of the year.
3. All dues and fees are due and payable on the first day of the calendar year, and entitle the member to receive **The Jotted Line**, a newsletter and **The Ash Tree Echo**, a periodical. Dues paid after July 1 are paid for the remainder of the year.
4. The Society may elect no more than one Honorary Life membership per year by a majority vote at any general meeting.
5. Any member against whom charges of misconduct are directed shall be informed at least ten (10) days in advance of a meeting to consider all charges and shall have an opportunity to be heard at the meeting.
6. Any officer against whom the charges of misconduct or nonperformance of duties are directed shall be informed at least ten(10) days in advance of a meeting to consider the charges and shall have an opportunity to be heard at the meeting. After two months of no activity to fulfill the duties of their office, an officer shall be warned by the president. Thirty days thereafter, the office may be declared vacant and be filled in accordance with Article V, Section 6:-
7. The installation dinner shall be held in a restaurant 21 days after the election. The First Vice President shall arrange for the gift for the out going President.
8. All officers shall submit a proposed budget for their area of responsibility to the treasurer by the February general meeting. The treasurer shall compile a proposed budget to present to the Executive Board at the February Board meeting.
9. The By-laws and Standing Rules shall be reviewed biennially by the Executive Board.
10. The Treasurer shall make a financial report at each meeting, promptly deposit all moneys received by the Society in an insured financial institution, signing checks and paying obligations of the Society. No moneys shall be paid out by the Treasurer unless approved by the executive board.
11. The Librarian shall evaluate gifts for their genealogical value. Items solicited and collected and judged more appropriate to another institution may be donated or sold to that institution with the approval of the Library Committee.

12. The following items shall be made available to the membership at the designated general meetings. If a member shall submit in writing a request for an individual copy it shall be mailed to the member submitting the request.

- a. Annual financial report- February b. Proposed budget- March
C. Roster- April.

13. All printed material published by the Fresno County Genealogical Society shall be proof read by someone other than the author/compiler.

14. Society material shall be housed in the library except for material deemed by the Executive Board to be more appropriately stored off site. All off site storage shall be inventoried in writing with a copy submitted to the President, and appropriate Board Member.

15. Historian should bring the current Memory book to the meetings at least four times a year.

16. Calendar for the year:

January	Annual meeting , all reports due to be submitted, a copy to the President, one to the new officer, available copies on table for any interested member Election of officers for the year Installation Dinner Update FCGS web page
February	Budget submitted by Officers for their area Committees announced by President
March	Registrar shall inform members in arrears Proposed annual budget submitted at general meeting Review of property tax status
April	Roster printed
May	Audit Committee appointed
June	
July	Review of Bylaws and Standing Rules
August	
September	Nominating Committee appointed
October	Audit Committee audit again
November	Registrar sends renewal notices and subscriptions
December	All officers and committee heads, make a complete report of activities and expenses in their area, for the past year, with recommendations for the future. These must be completed by the Annual Meeting.

17. Officers shall be elected at the Annual Meeting in January. Their official duties begin immediately after election.