

CONSTITUTION AND BYLAWS  
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 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.

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, The Ash Tree Echo and other 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. 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.

## 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 special (ad hoc) committees. The President shall appoint one member of the Executive Board to serve on the Nominating Committee. The President shall serve as an ex officio member of all committees except the Nominating Committee. The President with the approval of the Executive Board shall oversee the Historian and Webmaster. 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-the President.** In the event of the President's incapacity or resignation, the First Vice President shall become President. The First Vice President shall chair the Program Committee and assume responsibilities for meeting places and all social amenities. The First Vice President shall oversee the Historian and the chairs of the Publicity and **Hospitality** Committees. The First Vice President shall 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, be responsible for the printing and mailing of non-periodical publications of the society and missed copies of the Jotted Line and Ash Tree

Echo, 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 and library 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 sign checks.

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 compact disk inventory, 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 of the Society shall be conducted at general meetings 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.

**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 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, and the Obits/Files Chair.

**Section 3.** The Nominating Committee shall consist of three members, one member from the Executive Board appointed by the President and approved by the Executive Board. The remaining two 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 for the officers at the following Annual Meeting. They shall appoint chairs of the following committees: Historian, Publicity, Hospitality, Sunshine, Web Master, and Printing and Mailing.

**Section 4.** 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's designee with the approval of the Executive Board.

## **ARTICLE XI DISSOLUTION**

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

### **ARTICLE XIII AMENDMENTS**

**Section 1. The Constitution and Bylaws 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

- const.*
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 \$20 for an individual annual membership, \$25 for a family annual membership, \$225 for an individual life membership and \$250 for a family life membership. Institutions that subscribe to The Ash Tree Echo, a periodical, only, shall pay an annual subscription fee of \$20.  
Annual subscriptions to the Jotted Line shall be one half of the membership fee.  
Individual copies of the Ash Tree Echo are \$6.00.
  3. All dues 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 apply only to the current year and are not pro-rated.
  4. The Society may elect no more than one Honorary Life membership per year by a majority vote at any general meeting.
  5. Annual Meeting Agenda  
Call to Order  
Welcome & announcements  
Officers Printed Reports, [ printed copies available]  
Treasurer's Report  
Thank You for County Library Staff  
Thank You to FCGS volunteers  
Nominating Committee presents proposed Slate of Nominees and Officers  
Election  
Installation of officers  
Adjournment
  6. All officers shall submit a proposed budget for their area of responsibility to the treasurer by December 15. The treasurer shall compile a proposed budget to present to the Executive Board at the January Board meeting.
  7. The Bylaws and Standing Rules shall be reviewed as needed by the Executive Board.
  8. The Treasurer shall make a financial report at each meeting, promptly deposit all monies received by the Society in an insured financial institution, signing checks and paying obligations of the Society. Expenditures over the approved budget shall be approved by the Executive Board before being paid out by the Treasurer.

9. The Librarian shall evaluate donations for their genealogical value. Items solicited and collected and judged appropriate may be kept, donated or sold.
10. The following items shall be made available to the membership at the designated general meetings: a. Annual financial report – February; b. Proposed budget – March; c. Roster - April  
If a member shall submit in writing a request for an individual copy it shall be mailed to the member submitting the request.
11. Society material shall be housed in the library if space is available except for material deemed by the Executive Board to be more appropriately stored off site. Off site storage shall be inventoried annually in writing with a copy submitted to the President, Treasurer and appropriate Board Member.
12. The Historian should bring the current Society History book to the meetings at least four times a year. The Historian shall report to the President of the Executive Board.
13. The Hospitality Committee shall be responsible for the <sup>sign in</sup> setup and cleanup of all programs and events. They shall greet and register members and guests and serve refreshments as appropriate. The Hospitality Committee shall report to the Executive Board.
14. 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.
15. 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 Program Chair, and appointed Assistant Program Chair, appointed Historian and Publicity Chairperson.
16. The Publicity Committee shall be responsible for all publicity <sup>signs</sup> for the Society programs and events.
17. The Web site Committee shall maintain and update the Society web site adding helpful information for family research and performing such other duties as required or assigned.
18. 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.

**19. Calendar for the year:**

- January** At the annual meeting, all year-end reports including inventories shall be submitted. Copies shall be available for the President, each new officer, the treasurer, and for any interested member.  
Election and installation of officers for the year. Their official duties begin immediately at the adjournment of the annual meeting.  
Update FCGS web page  
Proposed budget submitted by officers for their areas.  
Committees announced by Nominating Committee.
- February** Registrar shall inform members in arrears
- March** Annual budget submitted at general meeting  
Review of property tax status  
Roster printed
- April**
- May**
- June**
- July**
- August**
- September** Audit Committee appointed  
Nominating Committee appointed
- October**
- November** Audit committee report due  
Registrar sends subscriptions memberships renewal notices
- December** All officers and program chairs prepare a complete written year-end report of activities and expenses in their area for the past year, with recommendations for the future.  
By December 15 officers and committee heads shall submit a proposed budget and a year-end activities report to the Treasurer.