



# The Jotted Line

June 2019

DEAR MEMBERS:

We have concluded a seven year drought with quite a lot of rain this last winter. The weather is still fairly cool and I am enjoying planting my garden, among my other duties. Looking forward to our Summer meetings, I am excited to see the fine speakers scheduled. We know you will learn some new information on your genealogy travels whether by internet or in person.

You will be receiving in this issue the revised Constitution & By-Laws and Standing Rules which are ready for your approval. Our goal has been to trim the Constitution & By-Laws to be consistent with a social organization.

We sincerely hope you will attend our next general meeting and be prepared to vote.

Myrna



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## COMING UP.....

- Tuesday– June 11 -6:45 PM – Settling the West During the Covered Wagon Era – Sue Clingan Loucks
- Tuesday—July 9th California Land Ownership

**UPCOMING  
MEETINGS**

Meetings are held at the Woodward Park Regional Library—944 E. Perrin, Fresno.

**Meet and Greet— 6:15  
General Meetings  
start at 6:45**

**Tues— Jun 11—** Settling the West During the Covered Wagon Era – Sue Clingan Loucks

**Tues— Jul 9—** California Land Ownership – Jamie Mayhew

**Tues Aug 13—** Ice Cream Social!

**Sat Sept 21—** Seminar with Jamie Mayhew



**JUNE MEETING**

**Settling the West During the Covered Wagon Era with Sue Clingan Loucks**

Sue will talk to us about the history of settlement of the West and the acquisition of territory to eventually become what we now know as the continental United States of America. This will include some of the wars and treaties with other countries and also what is popularly known as the Covered Wagon era.



**JULY MEETING**

**California Land Ownership—  
Jamie Lee MacManus Mayhew**

Each state has its own unique land history and California is no different. Land has been distributed to the public by Spain, Mexico and the United States. Land records form the largest group of records for our ancestors an often leave the only clues to marriages, deaths and relationships. When records were destroyed, land records were the first to be recreated leading to land records where no other records exist.

**ROSE GARDEN  
CEMETERY WALK**

17 members braved the dark skies on Wed May 22 to walk the Rose Garden section of Mountain View Cemetery. The walk put together by Susan Pappas and Gene Sibley in an effort to help the folks at Mountain View get that databases corrected. We will hopefully be doing more in the future to help out.

Our group of volunteers included: Bill & Patti Fenton, Terry & Dean Gardner, Mark & Laura Kalchik, Bill & Jan Lee, Jan Wilson, Lynne McVeigh, Gene Lehman, Jim Lehma, Janelle Ozeran, Melissa Scroggins and David Davenport.

Thanks everyone for your work!



## SEPTEMBER SEMINAR WITH

### Jamie Lee MacManus Mayhew

Mark Your Calendar --Saturday, September 21, 2019 --9:15 AM to 4:00 @Woodward Park Library  
Registration details coming!

Jamie is a California native, a speaker, family genealogist, genealogical educator, occasional blogger, and professional researcher. She is active in numerous societies and organizations and has served as president of the California State Genealogical Alliance, Southern California Chapter of the Association of Professional Genealogists, and the Genealogical Society of North Orange County California. She has been a Family History Consultant for the last twenty-five years and currently works at the Oakhurst, California Family History Center. She holds a BA in Sociology and a MA in Education Technology. Her talks are lively, engaging and inspiring.



### Finding Your Ancestors in Online Newspapers

Newspapers recorded social events, visits, births, deaths, and news. Using newspapers you can flesh out the lives of your ancestors with local news, weather, and politics as well as personal news and information. Learn how to find the newspapers your ancestors read in free and paid websites.

### It's time you started using Timelines to Organize Your Research

Timelines are easy to create and provide an organizational system that will help you to find the records you need for your research. It's time you started using them

### Maximizing your DNA results at [Ancestry.com](https://www.ancestry.com)

You've done your test, you have your results, but what do you do now? What are you seeing and what does it mean? Ancestry has made many changes over the last year that will help you organize and analyze your results. Learn how to use these new tools to provide connections between you and your matches.

### Using third-party tools to analyze your DNA

The field of genetic genealogy has exploded. Along with the standard DNA testing sites, there are now numerous third-party tools that can enhance your work with your DNA matches. This is an introduction to GEDmatch and DNAPainter, and a peek at several other new tools designed to help you break through your brick walls.

## FCGS BOARD

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President—Myrna Ceccarelli  
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Vice-President—  
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Assistant Librarian— open

Membership— Jim &  
Catherine Guild

Jotted Line Editor—  
Kelsey Stewart

Member-at-Large—  
Karen Hayes

Webmaster— Jan Wilson

*Hey, Cousin!*

## MEMBER CONNECTIONS

We hope you are enjoying this new feature in the Jotted Line and hopefully finding some connections.

Here are our member requests for this month.

Carolyn Moser [sweetmoser@aol.com](mailto:sweetmoser@aol.com) McGee, Daugherty, Leonard

Karen Bowser [Karenbowser6072@gmail.com](mailto:Karenbowser6072@gmail.com)

Houston in Virginia or Kentucky and Hampton in Virginia

Andrea & Larry Belau Great Britain or New England descendants of Miner Others are Abbott, Barnes Latta, and Rowell

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## MORE LEARNING OPPORTUNITES

### **Genealogy Seminar with DAR —**

### **Researching in the Southern States**

### **Featuring Kathy Burrow—**

Saturday, June 15, 2019 9 am to Noon—

Woodward Park Library

Cost is \$5 and includes printed materials and refreshments

Space is limited, please RSVP to Corky Peterson [corksterr@att.net](mailto:corksterr@att.net) or 322-1743

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### **Aug 3rd— Societies Symposium**

**Jean Wilcox Hibben—** will be our guest as we invite local societies of all types to join us for a day of learning what we can do as societies to further our missions.

<https://societysymposium.eventbrite.com> to RSVP

If you are an interested Society please email [infofcgs@gmail.com](mailto:infofcgs@gmail.com) to be put on the mailing list.

On the following pages are the revised Constitution and Bylaws and Standing Rules of our Society. They were approved by the Board on May 22, 2019.

The changes will be noted in red and things being removed will have the ~~strikethrough~~ text.

If you would like to see the current Constitution and Bylaws they can be found here:

<https://fresnogenealogy.org/> > ABOUT US > Bylaws

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 congregation of the Church of Jesus Christ of Latter-day Saints. 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 Heritage Center. The Society collection was combined with the Fresno County Library collection, with the Society maintaining ownership of its part of the collection.

PREAMBLE

We, members of the Society, declare and establish this constitution to preserve and secure the principles of our Society and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual member and the freedom of action of this body in relation to other Societies to negotiate and conduct Society business for the benefit of genealogy, history and education

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 words “Fresno County Genealogical Society” 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.” is found below the tree across the bottom of the insignia. The Society name, and quote shall be in Kelly green, on a white background.~~

## ARTICLE II

### 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~~ **employees of the Society.**

Section 2. 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 3. Liability Insurance shall be kept current.

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

## ARTICLE III

### OBJECTIVES

The objectives of the Society shall be:

Section 1. To create and foster an interest in genealogy **and family history.**

Section 2. To collect and preserve genealogical and historical data **especially as related to Fresno County.**

Section 3. To aid Society members and the general public in compiling genealogies and genealogical research **using appropriate documentation and technology.**

Section 4. To establish and maintain a genealogical library **to encourage the accumulation and preservation of genealogical and historical records and materials for genealogical and family history research. 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 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 will offer Institutional (Libraries, Societies, etc.), Individual, Family, Individual Life, Family Life, Honorary Life, and Honorary Annual memberships.~~ **The categories of membership shall be as follows:**

- **Individual Member: Any person who meets the requirements for membership and agrees to uphold the constitution and Bylaws of the Society.**
- **Family Member: Additional individuals living at the same address as a member and who meets the requirements for membership. A family member has the same rights and responsibilities as an individual member.**
- **Institutional (Library, Society) membership.**

~~Section 3. Honorary Life membership may be awarded to one or two members each year at the discretion of the Executive Board, for outstanding service of extended duration.~~

Section ~~4.~~ **3.** The Society shall operate on a calendar year, **beginning** January 1 and ending Dec 31.

**Section 4. The amount of dues shall be established by the Executive Board.**

## ARTICLE V

### OFFICERS

Section 1. The officers of this Society ~~may~~ **shall** be: President, **1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President,** Recording Secretary, Corresponding Secretary, Treasurer, Librarian, ~~Associate Librarian, "Ash Tree Echo" Editor, "The Jotted Line" Editor,~~ **and** Registrar. ~~and Web Administrator.~~

Section 2. The term of office ~~will~~ **shall** begin after installation, and end when the officer hands in her/his resignation, ~~being replaced or resigns.~~ **the term expires, or she/he is replaced.**

**Section 3. All officers may receive training on Robert's Rule of Order.**

Section ~~3~~ **4.** Any officer within two weeks of resignation ~~or~~ **or** being replaced ~~or resigning,~~ **shall** be responsible for turning in all ~~Society materials, keys, credit cards and other~~ items that belong solely to the Society.

Section ~~4~~ 5. Any individual donating time or talent to the Society during her/his tenure shall be made aware said donation becomes the property of the Society

Section 5 6. No ~~out-going~~ officer shall retain ~~or use for personal benefit~~ the e-mail or web address of the Society. Nor shall any ~~current~~ officer or individual member set up a web address, ~~social media accounts~~, or e-mail accounts ~~in the name~~ of the Society unless approved by the Executive Board.

~~Section 6. The President shall have served a one year term as an officer previously.~~

## ARTICLE VI

### DUTIES of OFFICERS

Section 1. The President ~~shall:~~ ~~presides at all General and Executive Board meetings of the Society and with the approval of the Executive Board, shall appoint all committees, including new ones, and may serve as an ex officio member on all committees except the Nominating Committee. The President may appoint one member of the Executive Board to serve on the Nominating Committee. The President can suggest and advise but not cast a vote unless there is a tie. The President may sign checks if required, and shall be responsible for distributing all incoming mail to the addressee. The President submits a column for publication in the Jotted Line each month.~~

- Be the principal executive officer of/and the official spokesperson for the Society.
- Preside at all General and Executive Board meetings of the Society.
- Be responsible for the Executive Board agenda and the place of the meeting.
- Appoint all Committee Chairpersons except the Nominating Committee Chairperson with the approval of the Board.
- Serve as ex officio member on all committees except Nominating Committee.
- Have a copy of the Society's current Constitution and Bylaws, and a current edition of Robert's Rules of Order at all meetings.
- Have a copy of the current Standing Rules at all meetings.
- May sign checks as required.

Section 2. The ~~1<sup>st</sup>~~ Vice President ~~shall:~~ ~~will assist the President and will assume the duties of that office in the absence of the President. In the event of the President's incapacity or resignation, the Vice President shall become President with Executive Board approval in the event that the Vice President has less than one year term prior Board service. The Vice President will plan and arrange a variety of programs to include meetings and special functions for the year and present them to the Executive Board for approval. The Officer will assume the responsibilities for meeting places, will print the speakers' handouts, and arrange for the required equipment and all the social amenities. The program information will be submitted for publication to the Jotted Line Editor and the web administrator each~~

month. The Vice President will oversee the copying of the monthly program flyer, and any other special flyers as required, and give them to the publicity committee for distribution. The Vice President is also responsible for copying and distributing missed copies of "The Jotted Line" and "Ash Tree Echo." The Officer may assist the Editors of "The Jotted Line" and "Ash Tree Echo" when necessary. The Vice President will prepare and distribute the Visitors' Packets/Welcome Packets at general meetings and public service functions. The New Member Packets should be left in the Library for pick up, and out of county members will receive them by mail;

- Assume the duties of the President in the absence of the President.
- In the event of the president's incapacity or resignation, the 1<sup>st</sup> Vice President shall become President.
- Plan and arrange a variety of programs along with speakers for the year.
- Plan meetings and special functions, if any, and present them to the Board for approval.
- Be responsible for providing information to the Publicity Chairperson for the Society flyers.

Section 3. 2<sup>nd</sup> Vice President shall:

- Be responsible for coordination of committees and activities.
- To serve as liaison to one or more committees as assigned by the President.
- Will determine when there are enough submissions to compile an edition of Ash Tree Echo and assign an editor or committee to compile and publish the Ash Tree Echo.
- Solicit appropriate articles for the Jotted Line.
- Be responsible for the layout and design of the newsletter.

Section 34. The Recording Secretary shall: will keep the minutes of all Executive Board meetings of the Society and will have a copy of the Society's Constitution and Bylaws available at all meetings. The Recording Secretary will keep the Secretarial records updated with current information, collate it, and store minutes from previous years in the Secretary's binder. Executive Board minutes shall be mailed or emailed to Board members within a reasonable time before the next Board meeting for review and corrections.

- Record and be the custodian of the minutes of all Board and Annual meetings of the Society.
- Email the minutes to the Board members within a reasonable time before the next Board meeting for review and corrections.
- After Board approval, send the minutes to the webmaster to be posted on the Society Webpage.
- Must keep a binder of all Society minutes.
- Store minutes in chronological order from previous years in the Secretary's binder.

Section 4. 5. The Corresponding Secretary ~~shall:~~ will

- Conduct correspondence and research ~~of~~ for the Society as ~~when~~ needed.
- ~~She/he will~~ Keep a record of the correspondence ~~during the year~~ and may accept ~~and acknowledge~~ donations ~~for-on behalf~~ research ~~for of~~ the Society ~~for research rendered~~.

Section 5. 6. The Treasurer ~~shall:~~ be responsible for promptly depositing all monies received by the Society in an insured financial institution and shall provide a financial report at each meeting. The Treasurer shall sign checks, pay obligations of the Society, maintain adequate financial records at all times and manage the Budget for the Society and the Society Library. 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 and Internal Revenue Service, keeping the names on the accounts updated whenever the relevant officers change. The Treasurer shall be responsible for the Annual Liability Insurance Premium and oversee the bank signature card. The Treasurer shall be responsible for the Annual Bulk Mailing Fee. The Treasurer will make available a copy of the Annual Financial Report.

- Record and be the custodian of the financial records of the Society.
- Be responsible for the prompt deposit of all monies in an insured financial institution.
- Update bank signature cards within 30 days when officers change.
- Sign checks, pay obligations of the Society, maintain adequate financial records.
- Present a financial report at each board meeting.
- Provide a quarterly budget report and investment account results to the Executive Board.
- Provide a year-end financial report at the Annual Meeting.
- Be responsible for all governmental reports that are required.

Section 6. 7. The Librarian ~~shall:~~ will serve as general administrator of the Society's library. The Librarian will collect genealogical material for the Society Library and evaluate gifts for their genealogical value which will be donated or sold. The Librarian will submit a list of new and donated books, periodicals and sale books monthly for publication in the Jotted Line. The Librarian shall classify and catalog new books and other materials; maintain a current inventory of all equipment, books, periodicals, compact disks and film media. The Librarian will post a list of library rules for the volunteers. The Librarian may be issued a key and access to the storage room in the basement of the library at the discretion of the librarian.

- Accept genealogical material for the Society Library.
- Evaluate donations for their genealogical value.
- Classify and catalog books.
- Maintain a current inventory of all equipment, books, periodicals, accession books, electronic storage, film media and any other Society holdings.
- Be responsible for the Society's accession books.
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Section 7. The Associate Librarian will assist the Librarian and will 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 may become Librarian. The Associate Librarian will maintain the accession book, and the compact disk inventory and will be a member of the Book Buying Committee.

~~Section 8. The “Ash Tree Echo” Editor will be responsible for the layout and design, and will provide one 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. The ATE Editor will solicit appropriate articles for the ATE emphasizing Fresno County history and genealogy as much as possible. The Editor will edit the articles and assist with citations as needed. The Editor will write additional regular features as needed. The ATE 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 ATE shall be in Arabic numbers and the volume number and color of the covers shall change at the beginning of each year. The number of issues per year is determined by the Board. 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 ATE is currently formatted in MS Word, and is printed, compiled and mailed by a professional print and sort company. The ATE Editor shall oversee the printing and mailing of the ATE, and shall keep a copy of each volume for five years for the Editor’s use. After this they will be placed in storage for safekeeping. Publication of the ATE will be a minimum of three times a year on or before the first day of the months of March, July, and November. The ATE Editor will attend Board meetings and General Meetings. The ATE Editor will send a copy of the index page in pdf format to the webmaster for publishing on the web.~~

~~Section 9. “The Jotted Line” Editor shall: will be responsible for the layout and design and for printing one copy of the monthly newsletter, “The Jotted Line”, prior to publication. The finished copy shall be proofread by a minimum of one person. The front page of the newsletter shall include the Society Insignia, and the program information. “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 mid-September. The Editor shall include a Membership Renewal form, as provided by the Registrar, before the end of the year and again in January. “The Jotted Line” Editor shall oversee the printing and mailing of the newsletter which shall be on or before the first of the month. The editor of “The Jotted Line” shall publish prominent notices in the Oct thru Dec newsletters regarding membership dues~~

~~Section 10. 8. The Registrar shall: will be responsible for maintaining a master number list, the current membership data file and the annual Roster which will be available to members at general meetings. The Registrar will receive and maintain membership renewals and incoming dues throughout the year to include a membership distribution roster and shall provide “The Jotted Line” Editor new members names for print and a membership renewal form to be inserted in the newsletter from September to December. The Registrar shall oversee the distribution of New Member packets with a letter from the President and 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 “Jotted Line Editor monthly” for publication. The Registrar shall have a table at general meetings and at other functions, as appropriate; pre-registers all incoming attendees and seminar guests, taking monies and creating a name tag and check in list for the day of event; upkeeps the mailing lists for the Society publications and submits to printer monthly/or as needed; Life Members receive one membership card mailed to them by the Registrar.~~

- Maintain membership records and collect dues.
- Report number of attendees, guests, membership renewals and others at meeting.
- Present the membership renewal form to the Board for approval.
- Work with Board to develop plans for membership growth.
- Oversee the content and distribution of New Member packets.

~~Section 11: The Web Administrator will research, improve, monitor, and update the performance of the existing FCGS web page(s) on the Ancestry web host for the purpose of informing and educating the public about what FCGS has to offer for the purpose of inviting the public into the library to do research on their family history. The Web Administrator will 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 will check the links on the site regularly to be sure they work properly and will maintain the entire site in good working order to ensure it can be accessed quickly by as many people as possible.~~

## ARTICLE VII

### SPECIAL COMMITTEES

~~Section 1. Special Committees, such as A Nominating Committee Chairperson shall be appointed elected each year by the Board. Other special committees, such as Bylaws and review of the books, may be appointed when required.~~

~~Section 2. Other Committees may be appointed when required.~~

~~Section 2. The President will have an opportunity to attend meetings if she/he so desires.~~

## ARTICLE VIII

### DUTIES OF SPECIAL COMMITTEES

~~Section 1. The Nominating Committee shall: will be comprised of a minimum of three or more 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. A list of all Offices will be published in "The Jotted Line" in September each year with a request for nominations. All nominations received by mail within the appropriate time period will be verified with the nominees and added to the slate. The Nominating Committee will 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.~~

- ~~• Be chaired by an Executive Board member who has been elected and approved by the Board.~~
- ~~• Publish a list of all Offices in "The Jotted Line" in September of each year with a request for nominations.~~
- ~~• All nominations that are received will be added to the slate.~~
- ~~• Present the slate of proposed candidates at the November meeting and will be published in the "The Jotted Line" thirty days prior to the election in January.~~

~~Section 2. The review of the books will be held when the Executive Board determines the need and will be completed by one individual.~~

~~Section 3. The Bylaws Committee may be appointed by the President as required and elected by the Executive Board and will 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 will be made available to the Executive Board for review. Comments will be reviewed by the Bylaws Committee, and any necessary changes will be made. The document will then be presented to a Parliamentarian for review. When the document is complete it will be made available to the general membership of the Fresno County Genealogy Society for review on the Society website and with a thirty days' notice published in "The Jotted Line" prior to it being voted on at the next General meeting. At that General meeting a two-thirds vote of members present will be required for the adoption of the revised Constitution and Bylaws.~~

## ARTICLE IX

### GENERAL MEETINGS

~~Section 1. General meetings of the Society may be held the second Tuesday evening of each month except August and December. The Seminar is held in October instead of the General meeting. annually. The Treasurer's report will be due in January at the Annual Meeting.~~

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

## ARTICLE X

### ELECTIONS

~~Section 1. The election of officers is held at the Annual Meeting in January at which time the Nominating Committee Chairperson will present the names of the candidates for each office.~~

~~Section 2. The President Nominating Chairperson will 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 Nominating Chairperson will declare nominations closed, and proceed with the election.~~

~~Section 3. Installation of Officers and appointment of Committee Chairpersons shall immediately follow the election.~~

## ARTICLE XII

### EXECUTIVE BOARD

~~Section 1. The Executive Board members must be members in good standing.~~

~~Section 2. The elected officers shall constitute The Executive Board which will conduct the business of the Society.~~

~~Section 3. Executive Board meetings will be held during the fourth week of each month with few exceptions and the committee chairpersons are invited to attend.~~

~~Section 4. One half of the elected officers shall be considered a quorum for Executive Board meetings.~~

~~Section 5. An emergency Board meeting may be called by any person on the Executive Board.~~

~~Section 6. When a vacancy occurs on the Board, the Executive Board will declare the Office open, and shall seek a replacement.~~

~~Section 7. The Board will oversee any Investment Accounts and keep the names on the accounts updated whenever the relevant officers change.~~

## ARTICLE XI

### DISCIPLINARY ACTION

Section 1. 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 Executive Board shall follow the process in the current edition of Robert's Rules of Order Newly Revised, Disciplinary Procedures and Parliamentary Procedure.

## ARTICLE XII

### DISSOLUTION

Upon the dissolution 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 nonprofit fund, foundation, or corporation which is organized and operated exclusively for educational and charitable purposes and which 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 XIII

### PARLIAMENTARY AUTHORITY

**Section 1.** The Rules contained in the current edition of Robert’s Rules of Order Newly Revised and **Parliamentary Procedure** 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.

**Section 2.** The President can appoint a parliamentarian to review the proposed revision of the Bylaws. The parliamentarian can give advice to the Bylaws chair during the Executive Board review of the Bylaws.

## ARTICLE XIV

### AMENDMENTS

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.

### STANDING RULES

~~1. Nominations for Honorary Life and Honorary Annual memberships will be given to the President prior to the November Board meeting, and they will be voted on at a Board meeting prior to the Annual meeting.~~

~~2. Honorary Life and Honorary Annual memberships will be awarded at the January Annual meeting.~~

~~3. 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~~

~~(\*One copy per mailing address\*)~~

~~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.~~

~~4. All dues are due and payable by January 1<sup>st</sup> and entitle members to receive the “The Jotted Line” newsletter and the “Ash Tree Echo” periodical. The annual Roster is also included with membership.~~

~~5. Any member whose dues are in arrears on January 31 shall be dropped from the membership at the end of February, and those who are dropped will not receive the “Jotted Line” for February.~~

~~6. Each Officer and each Standing Committee Chairperson should receive a Society binder containing duties, procedures, responsibilities, and any relevant drafts of letters, forms, etc. pertinent to their position. These binders will be kept updated and then passed on to their successors at the January Annual meeting.~~

~~7. All Officers should maintain records pertaining to their office.~~

~~8. When submitting receipts to the Treasurer, the individual must give information on the need of the purchase and how it will be used for the Society.~~

~~9. The signatures of two Officers are on the bank card: President, and Treasurer.~~

~~10. The signatures of two Officers are on the Investment Account: President, and Treasurer.~~

~~11. The Society has three Office Depot credit cards, and the cards can be requested from the Treasurer by the Officers on an as needed basis.~~

~~12. Society material will be housed in the library and basement as space permits. All material must be properly boxed, labeled, and dated with the officer's name.~~

~~13. Material for "The Jotted Line" must reach the Editor by the 20th of the month.~~

~~14. Duplicate books for sale will be identified by the Librarian. A list of these books will be made available to the Board. The duplicate books will be made available first at a general meeting so that members of the Society can ascertain whether or not they wish to purchase one or more of the books. Following the general meeting, a list of unsold books and the cost will be made available to the editor of the "Jotted Line". Any remaining duplicate books will be made available for sale on the internet.~~

~~Approved at Annual Meeting held January 2014~~

Board Approved Standing Rules 5/22/2019

FRESNO COUNTY GENEALOGICAL SOCIETY  
STANDING RULES

MEMBERSHIP

- The Board shall maintain the option of providing scholarships if any member may be ill or lack the funds for payment. In addition, at the discretion of the Board a member who requests to make payment in two installments may be allowed the opportunity to do so with the permission of the President of the Board.
- Life members by reason of their past contributions for the Society no longer pay annual dues. New Life memberships are no longer available.
- Dues shall be:
  - Institutional (Library, Society) membership.....\$20.00
  - Individual Annual membership.....\$30.00
  - Family Annual membership.....\$35.00

- All dues are due and payable by January 1<sup>st</sup> and entitle members to electronically receive the “The Jotted Line” monthly newsletter. Members will have access to all Ash Tree Echo” periodicals on the Fresno County Genealogical Society Webpage Members section. The annual Roster is also electronically provided to each member annually.

Any member whose dues are in arrears on January 31 shall be dropped from the membership at the end of February.

#### POLICIES

- All Officers should maintain records pertaining to their office.
- When submitting receipts to the Treasurer, the individual must give information on the need of the purchase and how it will be used for the Society.
- The signatures of three Officers are on the bank card: President, 1<sup>st</sup> Vice President and Treasurer.
- The signatures of three Officers are on the Investment Account: President, 1<sup>st</sup> Vice President and Treasurer.
- Society material will be housed in the library and basement as space permits. All material must be properly boxed, labeled, and dated with the officer’s name.
- Material for “The Jotted Line” must reach the Editor by the 20th of the month. The deadline date for submission of material for The Jotted Line will be included in every issue.
- Duplicate books for sale will be identified by the Librarian. A list of these books will be made available to the Board. The duplicate books will be made available to the editor of the “Jotted Line” and placed on the FCGS Web Site for purchase.
- Speaker fees for General Meetings shall be \$100.00.
- The amount paid to speakers for Seminars will be the Board’s decision.
- The 50/50 program allows the purchaser to have a book for three months before donating it back to the Library and then being reimbursed for half the cost. A member must get pre-approved for purchase from the Society librarian. Selections cannot be duplicates to our existing collection.

#### INSIGNIA

The official Insignia of the Fresno County Genealogical Society shall an ash tree as created by Charter Member Bev Daly, and first depicted in the 1968 issue of the “Ash Tree Echo.” The words “Fresno County Genealogical Society” are designed to arch around the tree from the bottom on the left, over the top, and down the right side. The quote by Benét, “human beings... not merely ancestors.” is found below the tree across the bottom of the insignia. The Society name, and quote shall be in kelly green, on a white background.



## EXECUTIVE BOARD

- The Executive Board members must be members in good standing.
- The elected officers shall constitute The Executive Board which will conduct the business of the Society.
- Executive Board meetings will be held during the fourth week of each month with few exceptions. Committee Chairpersons may be invited to attend.
- A minimum of one-half plus one of the elected officers shall be considered a quorum for Board meetings.
- An emergency Board meeting may be called by any person on the Executive Board.
- When a vacancy occurs on the Board, the Executive Board will declare the Office open, and shall seek a replacement.
- The Board will oversee all Investment Accounts and keep the names on the accounts updated whenever the relevant officers change.
- Members wishing to address the Board must contact the President to be added to the agenda where the President deems certain topics to be relevant to the business of the Board.
- Board members shall not speak about Board matters to non-board members or share board material with non-board members unless authorized do so by the Executive Board until such information is published on the website.

## COMMITTEES

- Each Officer and each Special Committee Chairperson should receive a Society binder containing duties, procedures, responsibilities, and any relevant drafts of letters, forms, etc. pertinent to their position. These binders will be kept updated and then passed on to their successors at the January Annual meeting.

## SPECIAL COMMITTEES

### The Bylaws Committee:

- Is appointed by the President as required and will 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 will be made available to the Executive Board for review.
- Comments will be reviewed by the Bylaws Committee, and any necessary changes will be made. The document can then be presented to a Parliamentarian for review.
- When the document is complete it will be made available to the general membership of the Fresno County Genealogy Society for review on the Society website and thirty days' notice published in "The Jotted Line" prior to it being voted on at the next General meeting.
- At that General meeting a two-thirds vote of members present will be required for the adoption of the revised Constitution and Bylaws.

### Web Administrator:

- Is responsible for creating and maintaining the Society's website in accordance to the objectives of the Society.
- Is responsible for the social media of the Society so that the content promotes the Society.
- Updates the member security access level as members are added, deleted and the roles of the members change.
- Recruit help and delegate tasks to expedite completion of responsibilities.

### Publicity Chair:

- Responsible for designing, and printing flyers.
- Responsible for distribution of flyers to all library branches, Family History Centers, etc. to promote monthly meetings. Flyers should also be available at all General Meetings
- Email a copy of each flyer to the Jotted Line Editor to be included in the Newsletter and to the Website Editor to be posted on the FCGS website.
- Post flyer on FCGS Facebook.
- Recruit help and delegate tasks to expedite completion of responsibilities.

### Hospitality Chair:

- Supply refreshments at General Meetings, Seminars and at other times as needed.

### Associate (Assistant) Librarian:

- Check new and donated books and periodicals to remove duplicates before presenting to FCGS Librarian for approval into accession book.
- Stamp and affix labels with FCGS name to new and donated books approved by FCGS Librarian, enter into accession book, and complete county library catalog slip for cataloging.
- Process periodicals.
- Perform tasks assigned by Librarian.

## HERITAGE CENTER (LIBRARY)

2420 Mariposa Street, Fresno— 2nd Floor— 559-600-6230

Our Library is open 7 days a week!

MON— THURS 10 AM— 7 PM

FRI & SAT 10 AM—5 PM      SUN Noon—5 PM

Parking is metered M-F but **FREE on the weekends!** (meters are \$1.50 an hour)



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