

BY-LAWS
OF
MISSION OAKS GENEALOGY CLUB
as amended January 18, 1996

ARTICLE ONE – PURPOSE

The purpose of this club shall be to provide education and training to its members and the general public on the techniques, methods, resources, and facilities used in the pursuit of genealogical research; to promote the collection and preservation of genealogical and historical materials; and to cultivate public awareness of the educational and historical value of genealogical research.

ARTICLE TWO – MEMBERSHIP

- A. The Genealogy Club shall have one (1) class of members. The rights and privileges of membership shall be equal and each member shall be entitled to one (1) vote.
- B. Any individual paying the dues as hereinafter provided and agreeing to be bound by the articles of incorporation, by these by-laws, and by such rules and regulations as the Executive Board may adopt, is eligible for membership.
- C. Membership in the Genealogy Club is non-transferable. Membership shall terminate on resignation, or death of a member, or for nonpayment of dues, or other good cause.

ARTICLE THREE – DUES AND BUDGET

- A. The amount of the dues for membership shall be set annually by the Executive Board and will be prescribed in the Standing Rules.
- B. Annual dues shall be for the period beginning on the first day of October and ending with the last day of September of the following year. Annual dues shall be payable on 1 October and if not paid, shall be delinquent 1 December of the same year.
- C. The Executive Board shall approve a budget for the ensuing year at its September meeting.

ARTICLE FOUR – PROPERTY RIGHTS

No member shall have any right, title, or interest in any of the property or assets, including any income of the Genealogy Club nor shall any such property or assets be distributed to any member in the dissolution thereof.

ARTICLE FIVE – LIABILITY OF MEMBERS

No member of the Genealogy Club shall be personally liable for any of its debts, liabilities, or obligations.

ARTICLE SIX – MEETINGS OF EXECUTIVE BOARD AND MEMBERS

- A. **GENERAL MEETINGS** – General meetings shall be held monthly or as determined by the Executive Board, who shall also set the dates, places, and times to conduct the business of the Genealogy Club.
- B. **EXECUTIVE BOARD MEETINGS** – Executive Board Meetings shall be held monthly or as determined by the Executive Board, who shall also set the dates, places, and times. Special Meetings of the Executive Board may be called at any time by the President, or by fifty-one percent (51%) of the Executive Board Members, or not less than ten percent (10%) of the general membership. Notice of any Special Meeting of the Executive Board shall be given to each Board member as far in advance as possible, but not more than thirty (30) days prior to meeting date. A quorum of fifty-one percent (51%) of the Executive Board must be present to conduct business and make decisions.
- C. **ANNUAL MEETING** – An Annual meeting of the membership shall be held during the General Meeting in the month of September.

- D. PLACE OF MEETING – The Executive Board may designate any place within the County of Sacramento, for any General, Special, or Annual Meeting.
- E. NOTICE OF MEETING – Notice of meetings shall be given at the prior General Meeting, by mail, or by telephone.
- F. QUORUM – A quorum at any General or Annual Meeting shall consist of the number of members present.

ARTICLE SEVEN – OFFICERS

- A. The elected Officers of the Genealogy Club shall be: President, First Vice-President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Publicity Officer(s).
- B. The Executive Board shall consist of the elected Officers of the Genealogy Club, the Publications Officer, the immediate Past President, and such other positions as determined by the Executive Board. In addition, there shall be a nonvoting Parliamentarian.
- C. No individual member shall hold more than one position on the Executive Board.
- D. POWERS OF OFFICERS – All corporate powers shall be exercised by, or authorized by, the Executive Board pursuant to the authority or approval granted by the members of the Genealogy Club, and in accordance with the by-laws, the standing rules, and applicable laws of the State of California.
- E. DUTIES OF THE OFFICERS – The duties of the Officers shall be as follows:

- 1. PRESIDENT

The President shall be the Chief Executive Officer of the Genealogy Club and shall preside over all general membership and Executive Board Meetings. The President is responsible for the preparation of the meeting agendas and the orderly consideration and/or action relative to the agenda items. He/she shall be an ex-officio member of all committees except the Election Committee, and shall be the official spokesperson for the Genealogy Club. He/she shall have such other powers and shall perform such other duties as may be prescribed by the Executive Board and the by-laws.

- 2. FIRST VICE-PRESIDENT

The First Vice-President shall assume any or all the duties of the President, in his/her absence, disability, or resignation. In addition, he/she shall serve as Program Chairperson and as such, shall make all necessary arrangements to provide speakers or programs for all general membership meetings. He/she shall have such other powers and shall perform such other duties as may be prescribed by the Executive Board and the by-laws.

- 3. SECOND VICE-PRESIDENT

The Second Vice-President shall have all of the duties of the First Vice-President, in his/her absence, and shall serve as Membership Chairperson. He/she shall have such other powers and shall perform such other duties as may be prescribed by the Executive Board and the by-laws.

- 4. RECORDING SECRETARY

The Recording Secretary shall be responsible for the recording of the minutes of all Executive Board and General Meetings. He/she shall have such other powers and shall perform such other duties as may be prescribed by the Executive Board and the by-laws.

- 5. CORRESPONDING SECRETARY

The Corresponding Secretary shall be responsible for the conducting the correspondence of the Club. He/she shall have such other powers and shall perform such other duties as may be prescribed by the Executive Board and the by-laws.

- 6. TREASURER

The Treasurer shall function under the direction of the Executive Board of the Genealogy Club. He/she shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the business transactions of the Genealogy Club. The books of account shall be at all times open for inspection by the Executive Board. The Treasurer shall deposit all moneys in the name and to the credit of the Genealogy Club with such depositories as may be designated by the Executive Board. He/she shall disburse the funds of the Genealogy Club as may be ordered by the Executive Board and shall render to the President and the Board, when they so request, an account of all of his/her transactions as Treasurer and of the financial condition of the Genealogy Club. All moneys shall be paid out by numbered check signed by any two (2) of four (4) Officers authorized to sign checks. A financial report shall be presented to the general membership at the September Meeting, and at any other meeting as prescribed by the Executive Board. A written financial statement shall be presented at the October Executive Board Meeting and at any other meeting as requested. The Treasurer shall have such other powers and shall perform such other duties as may be prescribed by the Executive Board and the by-laws.

7. PUBLICITY OFFICER(S)

The Publicity Officer shall be a liaison to the community and shall promote and present the goals of the Genealogy Club through publicity in the media and any other suitable methods available. The general publicity plans shall have the approval of the majority of the Executive Board. He/she shall have such other powers and shall perform such other duties as may be prescribed by the Executive Board and the by-laws.

8. PUBLICATION DIRECTOR

The Publications Director shall be responsible for the materials published by the Genealogy Club. The general publication plans shall have the approval of the majority of the Executive Board. He/she shall select his/her committee members. He/she shall have such other powers and shall perform such other duties as may be prescribed by the Executive Board and the by-laws. The Publications Director shall be appointed by the President with the approval of the Executive Board.

9. PARLIAMENTARIAN

The Parliamentarian shall advise the President, other Officers, Members, and Committees on matters of parliamentary procedure, and on provisions of the Genealogy Club by-laws. The Parliamentarian shall be appointed by the President, with the approval of the Executive Board.

F. Vacancies on the Executive Board shall be filled by a majority vote of the Executive Board. A vacancy shall be deemed to exist:

1. Upon the resignation, incapacity, or death of an Officer.
2. If the Executive Board declares a position vacant.
 - a. If an Officer is absent from three (3) or more consecutive Executive Board Meetings, the Board may declare the position vacant;
 - b. Any Officer may be removed, for cause, by the Executive Board if a quorum of Officers vote for removal.

G. COMMITTEES

1. Standing Committees may be created by the Executive Board, and shall be described in the Standing Rules. Chairpersons of Standing Committees shall be named by the President, with the approval of the Executive Board.
2. Special or Ad Hoc Committees may be appointed as required at any time by the President, during his/her term, with the approval of the Executive Board. Such committees shall automatically terminate at the close of the year in which they were appointed or at the termination of the project to which they were assigned.

ARTICLE EIGHT – ELECTIONS

A. ELECTION COMMITTEE

The Executive Board shall appoint at the MARCH General Meeting an Election Committee consisting of five (5) members, and shall designate one(1) member to serve as Election Chairperson. No more than two (2) members of the Election Committee may be selected from the Executive Board.

1. The duties of the Election Committee are to review candidates, make and present nominations for the offices of President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Publicity Officer(s).
2. All matters pertaining to the election of Officers shall be in the hands of the Election Committee by the APRIL General Meeting.
3. Members may submit in writing to the Election Committee Chairperson names of individuals for the Committee's consideration.
4. When an individual is selected for nomination to an office, it is the responsibility of the Chairperson of the Election Committee to obtain the acceptance of the nomination from the one selected and his/her agreement to serve if elected.
5. Meetings of the Election Committee shall begin no later than the month of MAY each year.
6. Names of the nominees shall be submitted to the Executive Board prior to the JULY Executive Board Meeting.
7. The Chairperson of the Election Committee shall present a slate of nominees each year at the AUGUST General Meeting.

B. ELECTION OF OFFICERS

1. The Election and Installation of the Officers shall take place annually at the SEPTEMBER meeting. Nominations for all offices may be made from the floor, providing prior agreement of each candidate(s) has been obtained.
2. Each Officer shall be a member whose dues are current in the Genealogy Club, who is in good standing, and who is willing to serve for ONE year.
3. Terms of Office
 - a. All Officers of the Genealogy Club shall be elected annually for a term of ONE year.
 - b. A year of office shall begin on the first day of October and end with the last day of September of the following year.

ARTICLE NINE – FISCAL RESPONSIBILITY

- A. Membership Fiscal Year – The membership fiscal year shall be for the period beginning on the first day of October and ending with the last day of September of the following year. Dues are payable on the first day of October of each year. If dues are not paid by 1 December, a delinquent notice may be sent to the member. After 1 January, the delinquent member shall be dropped from the mailing list, and voting privileges withheld, pending reinstatement.
- B. Financial Fiscal Year – For tax purposes, the books of the Genealogy Club shall be for the period beginning on the first day of January and ending on the last day of December of each year. For accounting purposes, the books of the Genealogy Club shall be for the period beginning the first day of October and ending on the last day of September of the following year. The Treasurer shall present a financial report as of 30 September to the members at the October Annual Meeting.
- C. Books and Records – The Treasurer shall be responsible for ensuring that correct and accurate accounts of the receipts and expenditures are recorded on a monthly and yearly basis.

- D. Audit – Two (2) months prior to the November Meeting, the Executive Board shall appoint an Audit Committee and designate a Chairperson. The Audit Committee shall not include an elected Officer. The Audit Committee shall review the books of the Genealogy Club. A written report shall be submitted to the members of the Executive Board by the Audit Committee at least TEN (10) days prior to the November Meeting and an oral report shall be made to the general membership at that meeting.

ARTICLE TEN – VOTING ELIGIBILITY

- A. Each member of the Executive Board shall have only one (1) vote at any Executive Board Meeting.
- B. Each individual Member present at the General Meetings shall have only one (1) vote.
- C. No one person may cast more than one (1) vote. No proxy vote is permissible; voters must be present at the meeting to vote.

ARTICLE ELEVEN – AMENDMENTS AND REVISIONS

Amendments to or revisions of these by-laws may be made at any general meeting of the Genealogy Club by a majority vote of those members present, providing the proposed amendments or revisions have been presented at a previous General Meeting.

ARTICLE TWELVE – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the Genealogy Club in all cases to which they are applicable and in which they are not inconsistent with the Genealogy Club's articles of incorporation, with the by-laws, or with an special rules of order listed in the Standing Rules which the Genealogy Club may adopt.

STANDING RULES
OF
MISSION OAKS GENEALOGY CLUB
Adopted by Executive Board on August 19, 1993

ARTICLE ONE -DUES

The membership dues for the twelve-month period beginning October 1 shall be set annually at the AUGUST Executive Board Meeting.

ARTICLE TWO -OTHER DUTIES OF OFFICERS AND THEIR COMMITTEES

A. Programs Committee shall:

1. Arrange to have a guest speaker or appropriate program at each monthly meeting.
2. See that guest speakers are properly thanked and, if appropriate, reimbursed for their travel expenses, copy work, and other expenses.
3. Arrange meeting room for each meeting with lectern, public address system, chairs and tables. See that any needed training aids are available. After the meeting put away all equipment and furniture used by the Club.

B. Publicity Officer(s) shall:

1. Place routine meeting notices in the various publications approximately three(3) weeks prior to publication to meet the deadlines of such publications. Each publication shall be analyzed once a year to ascertain if the notices are being printed or whether it would be still advisable to send notices to that publication.
2. Be on the outlook for newsworthy items that may generate publicity in the editorial columns of the publications.
3. Cooperate, if requested, on the preparation of brochures or mailing pieces for general and special advertising.
4. Special event publicity may or may not be the responsibility of the Publicity Officer, depending on how the event is organized.

C. Newsletter Editor and Staff:

The Club Newsletter shall be the house organ of the Mission Oaks Genealogy Club. Its purpose shall be to inform and educate the membership by disseminating information of genealogical value and to record the progress of the Club.

Therefore, the Newsletter Editor and Staff shall:

1. Publish and distribute the Newsletter in a professional manner and on a regular basis.
2. Collect copy from contributors.
3. Write, edit and proofread copy.
4. Lay out pages.
5. Take pages to photocopier.
6. Print labels.
7. Mail newsletters on an established timeline.

ARTICLE THREE -STANDING COMMITTEES

The Standing Committees shall perform the following functions:

A. Hospitality Committee shall:

1. Greet members and visitors at each Club meeting.
2. Keep a sign-in list at each Club meeting for members and guests and an additional one for the Center.
3. Make agendas and any other materials available to each attendee of the Club meetings.
4. When so requested by the President, introduce the visitors at each Club meeting.

B. Genealogy Information Committee shall:

1. Maintain and update the Surname card files, the Computerized Surname file, Locality card files, and Ancestor Chart Book.
2. Make available at each General meeting, the Surname and Locality card files, the Ancestor Chart Book, and the Computerized Surname file.
3. Educate the membership on the value of contributing to and utilization of the Surname and Locality card files, the Ancestor Chart Book, and the Computerized Surname file.

C. Historian shall:

1. Collect, maintain, and preserve all appropriate genealogical data pertaining to the Mission Oaks Genealogy Club. No data shall be disposed of without the approval of the Executive Board.
2. Display the History Books of the Club at the general Meetings.

ARTICLE FOUR - AMENDMENTS AND REVISIONS

Amendments to or revisions of these Standing Rules may be made at any Executive Board meeting of the Genealogy Club by a majority vote of those Board members present.

2008 BYLAWS REVISION

ARTICLE EIGHT - ELECTIONS

A. ELECTION COMMITTEE

Elections take place on odd-numbered years. The On an election year, the Executive Board shall appoint at the MARCH General Meeting an Election Committee consisting of five(5) members, and shall designate one(1) member to serve as Election Chairperson. No more than two(2) members of the Election Committee may be selected from the Executive Board.

1. The duties of the Election Committee are to review candidates, make and present nominations for the offices of President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Publicity Officer(s).
2. All matters pertaining to the election of Officers shall be in the hands of the Election Committee by the APRIL General Meeting.
3. Members may submit in writing to the Election Committee Chairperson names of individuals for the Committee's consideration.
4. When an individual is selected for nomination to an office, it is the responsibility of the Chairperson of the Election Committee to obtain the acceptance of the nomination from the one selected and his/her agreement to serve if elected.
5. Meetings of the Election Committee shall begin no later than the month of MAY each **election** year.
6. Names of the nominees shall be submitted to the Executive Board prior to the JULY Executive Board Meeting.
7. The Chairperson of the Election Committee shall present a slate of nominees each **election** year at the AUGUST General Meeting.

B. ELECTION OF OFFICERS

1. The Election and Installation of the Officers shall take place ~~annually~~ **each election year** at the SEPTEMBER meeting. Nominations for all offices may be made from the floor, providing prior agreement of each candidate(s) has been obtained.
2. Each Officer shall be a member whose dues are current in the Genealogy Club, who is in good standing, and who is willing to serve for ~~ONE year~~. **TWO years.**
3. Terms of Office
 - a. All Officers of the Genealogy Club shall be elected ~~annually~~ **on each election year** for a term of ~~ONE year~~. **TWO years.**
 - b. ~~A year~~ **The term** of office shall begin on the first day of October and end with the last day of September of the ~~following year~~ **following election year.**