

**BYLAWS  
OF  
THE GENEALOGICAL SOCIETY OF SANTA CRUZ COUNTY**

Founded 1971, Incorporated 1979 under the laws of the State of California

**Article I - Name**

The name of this Society shall be The Genealogical Society of Santa Cruz County.

**Article II - Purposes and Functions**

The purposes and functions of the Society shall be:

1. to promote a wider general interest in the study of genealogy in Santa Cruz County and its environs.
2. to provide instruction in the methods and techniques of genealogical study and research.
3. to make available to members the opportunity for genealogical study and research through the acquisition of source and other materials, and the mechanical means of utilizing them.
4. to establish contact and working relationships with other libraries and organizations having genealogical materials, looking toward the utilization of these resources by members of this Society.
5. to foster awareness of the value federal, state and local records in genealogical research, and to endorse and support efforts to preserve such records.
6. to promote collection, processing and reporting of information relating to Santa Cruz County genealogy. [*Amendment to Bylaws, June 7, 2007*]

**Article III - Membership and Dues**

**Section 1:** Membership in the Society shall be open to any person who has a genuine interest in genealogical research, pays the requisite membership dues, and agrees to abide by the provisions of these Bylaws.

**Section 2:** The membership year shall be July 1<sup>st</sup> through June 30<sup>th</sup>, with dues payable on or before July 1<sup>st</sup> of each year. Any member who fails to pay dues for the ensuing year by July 31<sup>st</sup> may be dropped from the rolls. Any person joining the Society in the month of June shall be credited with dues paid for the following membership year.

**Section 3:** A member shall be in good standing as long as dues and assessments are currently paid.

**Section 4:** Each member is entitled to one vote and shall be entitled to examine the Society records.

#### **Article IV - Officers and Terms of Office**

**Section 1:** The elected officers of the Society shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer, each serving a one-year term, and three Directors serving staggered three-year terms. If the Board decides to nominate more than one person to fill the Presidents position, each will have equal authority and responsibility of the Presidency. In the case that an agreement cannot be made by the joint Presidency a majority vote by the Board will be required. . [Amendment to Bylaws, 3 October 2018]

**Section 2:** All elected officers shall commence their terms of office on July 1<sup>st</sup> following their election and shall continue for the period of their prescribed terms, or until their successors are elected.

**Section 3:** Other officers, such as Librarian, Historian, Newsletter Editor, etc. may be appointed by the President with the advice and consent of the Board of Directors, and shall serve for such a time as may be set by the appointing power.

**Section 4:** No person who is a trustee of the GSSCC Trust Fund may also serve as an officer or director of the Society. [Amendment to Bylaws, September 2, 2010]

#### **Article V - Duties of Officers**

**Section 1:** The President shall be the principal executive officer, with the responsibility for the general supervision of the affairs of the Society, and shall be the official spokesperson of Society. The President shall preside at the meetings of the Society and shall be chairperson of the Board of Directors.

The President shall appoint all committees and shall be *ex officio* a member of all committees except the Nominating Committee.

**Section 2:** The Vice President shall cooperate with the President in working for the best interests of the Society and shall perform such duties as designated by the Board of Directors or requested by the President. In the absence of the President, the Vice President shall assume the duties of the President and in the event of a vacancy in the office of President, the Vice President shall serve as President until the next regular election.

**Section 3:** The Recording Secretary shall keep a faithful record of all the proceedings of the Society and shall be the custodian of these Bylaws and all other records and property of the Society not entrusted to the custody of some other officer or member.

**Section 4:** The Corresponding Secretary shall attend to all official correspondence of the Society not otherwise provided for and shall maintain a correspondence file.

**Section 5:** The Treasurer shall have custody of all funds which shall be deposited in the name of the Society in such bank or banks as may be approved by the Board of Directors, and ratified by the membership.

The Treasurer shall keep, in books belonging to the Society, full and accurate account of all receipts and disbursements. The Treasurer shall prepare for the Board a monthly statement of the receipts and expenditures, and shall present a summary to the membership. An annual report shall be presented to the Society at the close of the fiscal year.

The Treasurer shall disburse monies as authorized by the membership or the Board of Directors. All disbursements shall be made by check, except that a petty cash fund may be established for minor disbursements. One signature of the Treasurer, President or Vice President may be used on checks up to \$500 paying properly approved invoices or check request. Two signatures combining the Treasurer, President or Vice President are required on all checks \$500.01 and above. [*Amendment of Bylaws, 5 February 2015*]

**Section 6:** The Directors shall serve as members of the Board of Directors and shall perform such duties as assigned by the President with the advice and consent of the Board of Directors.

**Section 7:** Appointed Officers shall perform such functions as the President and the Board of Directors shall prescribe.

**Section 8:** All officers shall turn over all monies, records, and correspondence pertaining to their respective offices to their successors as promptly as possible after their terms of office expire, and shall provide such guidance as needed to assure a smooth transition.

#### **Article VI - Board of Directors**

**Section 1:** The Board of Directors shall consist of the eight elected officers, and the immediate past president. The immediate past president shall serve a one-year term as an *ex officio* member of the board, with all the responsibilities and duties of any board member. [*Amendment to Bylaws, 2 March 2006*] When a Co-Presidency is in effect, the Board of Directors shall number nine elected officers, and the immediate past President. Following a Co-Presidency year the Board will select one of the Co-Presidents to serve as the past President. [*Amendment to Bylaws, 3 October 2018*]

**Section 2:** The Board of Directors, hereafter referred to as Board, shall have the power to make policy decisions that further the purposes and functions of the Society.

**Section 3:** The Board shall have control and management of the affairs of the Society and shall authorize the expenditure of monies required to carry on the business and operation of the Society. The Board shall report action taken to the membership and may bring recommendations to the Society for approval. The Board is subject to the will of the Society and none of its acts shall conflict with action taken by the Society.

**Section 4:** The Board shall have the authority to review and approve or disapprove the actions of all committees.

**Section 5:** The Board shall meet at the call of the President and a majority of its members shall constitute a quorum. Special meetings of the Board may be called by the President or by five members of the Board. Emergency business may be conducted by telephone or email, provided that a report of action taken in this manner shall be ratified and made part of the minutes of the next Board meeting. [*Amendment to Bylaws, 1 February 2007*]

**Section 6:** Vacancies on the Board shall be filled for the remainder of the term by a member in good standing appointed by the Board. If a vacancy on the Board cannot be filled within three months of when the opening occurs, the Board may appoint an additional member-at-large to serve the remainder of the term and redistribute the Board duties so that all functions are covered. [*Amendment to Bylaws, 1 February 2007*]

**Section 7:** The President and/or the Board cannot give away the Genealogical Society of Santa Cruz County's book collection without the prior consent of the membership. [*Amendment to Bylaws, 5 May 1988*]

#### **Article VII - Nominations and Elections**

**Section 1:** A Nominating Committee consisting of a chairman and four other members shall be appointed by the President at the regular meeting of the Society in March and shall present its report to the membership at the regular meeting in May, at which time nominations, with the consent of the nominee, may also be made from the floor.

It shall be the duty of this committee to nominate at least one candidate for each elective position to be filled at the forth coming election. If no immediate past president is available to serve on the Board of Directors, the position automatically becomes elective, and the Nominating Committee shall nominate a candidate for the position.

It shall be deemed desirable that the Nominating Committee complete its selection of candidates by April 15<sup>th</sup> so that a list of candidates may be submitted to the newsletter editor for publication prior to the election.

**Section 2:** Election of officers shall be held in June of each year at the regular meeting of the Society.

#### **Article VIII - Committees**

Committees appointed by the President shall exercise such functions as the President may prescribe in the act of their creation.

#### **Article IX - Meetings**

**Section 1:** Regular meetings shall be held at such time and place as may be decided by the members; provided, that at least one regular meeting shall be held in the month of June of each year.

**Section 2:** Special meetings may be called by the President, or by the Board of Directors and shall be called upon the written request of ten members of the Society. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

**Section 3:** A quorum at any regular or special meeting shall consist of twenty members.

### **Article X - Dues and Assessments**

Dues and assessments shall be recommended by the Board of Directors to the membership at a regular or special meeting, with the vote on the recommendation being at the next regular or special meeting.

### **Article XI - Finances**

**Section 1:** The fiscal year shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

**Section 2:** The Society shall operate in accordance with a balanced budget for each fiscal year duly adopted at its last regular meeting of the preceding fiscal year.

The budget shall be prepared by a committee composed of the Treasurer and two members who shall have been nominated by the President and elected by the Board. The Treasurer shall not be eligible to serve as chairperson of the budget committee.

The proposed annual budget shall be submitted to the Board for consideration at least two months prior to the Society's last regular meeting of the fiscal year.

**Section 3:** The Board shall arrange for an audit of the financial records after the close of each fiscal year. The audit shall be presented to the Board at the next meeting after its completion. The Treasurer may cooperate with the auditor(s) but shall not perform the audit.

### **Article XII - Parliamentary Authority**

The current edition of Robert's Rules of Order governs this Society in all parliamentary situations that are not provided for in its Bylaws.

### **Article XIII - Amendment of Bylaws**

These Bylaws may be amended at any regular meeting of the Society by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.