



**The Genealogical Society
of Santa Cruz County
Member Handbook**

INTRODUCTION

Welcome to the Genealogical Society of Santa Cruz County. Our purpose is to encourage interest in the study of genealogy, to provide instruction through classes and speakers, to offer research material in the GSSCC library, to provide access to other available resources through online subscription services, inter-library loan, and field trips to other genealogical repositories.

The strength of GSSCC is based on our members, elected officers, and many volunteers who give their time and talents to insure the furthering of our goals.

This Member Handbook is designed to provide you with an overview of GSSCC. It contains the following:

- "Welcome" letter
- History of the Genealogical Society of Santa Cruz County
- Organization and information about GSSCC
- Relationship between the GSSCC and the Santa Cruz County Library System
- Why Volunteer?
- Volunteer Positions
- Genealogical Society Trust Fund
- Bylaws

MISSION STATEMENT OF THE GSSCC

The mission of the Genealogical Society of Santa Cruz County is to foster and nurture interest in genealogy by providing guidance, information, and inspiration, while encouraging the broader public in the development of family histories and genealogical records.

**GENEALOGICAL SOCIETY OF SANTA CRUZ COUNTY
POST OFFICE BOX 72 SANTA CRUZ, CA 95063-0072**

Welcome New Member!

We are happy to have you as a member of our Society. We hope you will enjoy the Society's programs, workshops, and newsletters. This is your Society and the Board of Directors and members hope to provide you with ideas and resource materials to further your genealogical research.

Our genealogical library is the largest on the Central Coast, housing more than 8,000 volumes from both national and international sources. We are visited annually by researchers from all over the United States and from foreign countries. The library is located in the Californiana- Genealogy room of the Downtown Branch of the Santa Cruz Public Library (SCPL) at 224 Church Street in Santa Cruz. All of our books, microfilm, microfiche, and periodicals are in the SCPL library system database, and can be found on-line.

Access to other material is available through the interlibrary loan program for microfilm only. A volunteer staffer at the desk can help you use these resources.

Most importantly --- let other members know who you are. You may find an unexpected and helpful exchange of ideas just by saying hello to your neighbors at meetings. Many on-going activities need your help once you are "settled in." Any small donation of time or effort will bring friendship and gratitude. Society members staff the GSSCC library desk, plan the workshops, repair books, and submit articles for the newsletter, index materials of interest to family historians, scan files for special collections, and we are always open to new bright ideas. Staffing will not only help the Society and GSSCC patrons, but will also familiarize you with our collection.

We are proud of our library collection and work continuously to expand and improve it. A portion of your dues and the interest/dividends from a long-established Trust Fund go to the Society's acquisition budget. The principal of the Trust Fund remains inviolate, thus assuring financial support for the collection in perpetuity.

Welcome to our Society ... now your Society too! We hope you will be able to attend monthly meetings, usually on the first Tuesday of the months from September through June, from 1:00 to 3:00 pm in the 2nd floor meeting room of the Santa Cruz Downtown Library branch. We also have an annual Holiday luncheon, spring beginner's workshop, and occasional genealogical research trips. Watch the newsletter for these scheduled activities and join us. Don't hesitate to ask for help or information. We wish you luck and fun in tracing your roots.

BRIEF HISTORY OF THE GENEALOGICAL SOCIETY OF SANTA CRUZ COUNTY

In 1971, a small group of people in Santa Cruz County wanted to get together with like-minded people to learn more about genealogical research. Some were members of the LDS church who had a religious obligation to fulfill; others were just interested in finding their ancestors. The small group advertised for others interested in family searches, and soon had about 30 dedicated members, a charter, and board of directors ---the birth of a Society.

The new Society met at the LDS Church. Classes were held at night, and the industrious group learned all about verification, sources, and citing references. They brought books from home to share with each other. At first, the books were stored in a cardboard box, which was brought to each meeting. The box quickly multiplied into boxes. The Society arranged to store the books in a cupboard at the church.

But this was an insatiable body of people when it came to books, and they wanted MORE! Lacking a great treasury, they ingeniously raised funds by arranging rummage sales. More books led to more complications as the books and boxes outgrew the cupboard!

In return for permission to shelve the Society's books in a small room at the Branciforte branch of the Public Library in its new building on Gault Street, the Society agreed to provide staff on a regular schedule. Monthly meetings were held in the library meeting room. It was a fine arrangement, and the Society prospered. When the attendance at meetings began to exceed the number of people allowed in the room, the meetings were moved to the savings & loan institution that held our account. When Sesnon House at Cabrillo College became available, the meetings were moved there for the convenience of members in South County.

In time, the Society acquired a typewriter for its library, also a microfiche reader, and a microfilm reader-printer. Because of the microfiche reader's outdated technology, it often proved unreliable.

Soon the books overflowed the room. As more rummage sales were held, more books were acquired. A better reader (that didn't print) was purchased. The library was getting very cramped, and Branciforte needed the space for expansion.

Fortunately, the Santa Cruz City-County Library System recognized the GSSCC holdings were a valued contribution to the community. In 1991, space was made available for the Society's collection at the Downtown Library in the Californiana Room, where we have the use of microfilm/microfiche reader-printers.

The Society has grown to more than 200 members. The once modest collection has grown to over 8,000 volumes, and still, occasionally, you can hear-echoes from the past, "We're running out of room!" Our focus remains the same today as when GSSCC was founded, to have and maintain a quality library, open to all, and to educate interested persons in genealogical research.

GSSCC ORGANIZATION AND INFORMATION

Organization: The Genealogical Society of Santa Cruz County is governed by a Board of Directors. Board meetings, open to all members, are normally held the second Tuesday of each month. General meetings are held the first Tuesday of each month at 1 PM except July, August, and December. Each meeting includes a business segment and a program to expand genealogical knowledge.

The membership is also invited to participate in ongoing projects of indexing newspapers and scanning collections of historical data of Santa Cruz County. Every effort is made by GSSCC to encourage preservation of the history of Santa Cruz, to develop finding aids for easy access to genealogical materials, to provide a friendly atmosphere in the genealogical section of the Library, and to maintain a collaborative relationship between the Santa Cruz City-County Library System and the Genealogical Society of Santa Cruz County.

Board of Directors: The Board of Directors is elected in June. A nominating committee presents its slate of candidates at the May meeting and nominations may be made from the floor at that time. Elections are held in June and the elected officers assume office July 1.

President

Vice-President

Treasurer

Recording Secretary

Corresponding Secretary

Immediate Past President

Directors (three for three-year staggered terms each)

Donations: GSSCC welcomes both monetary and material contributions. (A receipt will be given if the amount exceeds \$50 or is requested by the donor.) A gift form will be provided for donations of books, periodicals or other materials if requested.

Dues: Annual dues are \$25.00, payable by July 1st, the beginning of GSSCC's fiscal year, and \$20 for members over the age of 75. For those new members joining from January to June, you pay reduced dues and renew in July with the rest of the membership for a full year.

Newsletter: The GSSCC Newsletter is called "Redwood Roots." It is a bi-monthly publication mailed to members the last week of February, April, June, August, October, and December. Contributions to the Newsletter are welcome.

Website: The GSSCC website is <http://www.scgensoc.org>

Phone Number: The GSSCC Library phone number is (831) 427-7707 ext 5794

Library Address: 224 Church St., Santa Cruz, CA 95060

THE RELATIONSHIP BETWEEN THE GENEALOGICAL SOCIETY AND THE SANTA CRUZ CITY-COUNTY LIBRARY SYSTEM

The Genealogical Society provides many hours per week of volunteer staffing in the local history room at the Downtown Branch Library.

Our Society presents a regular schedule of educational programs on subjects of genealogical interest to the community at its general meetings. We also hold a series of workshops throughout the year at the Downtown and all branches of the Santa Cruz Public Library system. We have built a comprehensive genealogical reference library of more than 8,000 items, which is shelved at the Downtown Branch Library. This reference collection is available for use by all library patrons during the hours that the Downtown Branch is open.

Among the most important activities of the Society are the efforts by our many volunteers to increase access to local information for all genealogists with Santa Cruz County roots. In addition to staffing and presenting programs, our members have been preparing an every-name index to local newspapers, a project we have worked on for many years and that is ongoing. Other resources compiled by our volunteers are available through our website www.scgensoc.org, as are lecture notes and handouts from previous programs, and links to other free online resources.

Our list of completed projects includes records of alcaldes (Spanish mayors of Santa Cruz during the Spanish and Mexican period), voter registrations from the late 1800s, and numerous other records. Additionally, our volunteers research and answer queries from near and far to help other family historians gather information about their Santa Cruz ancestors. As genealogists, we understand that the pursuit of genealogy involves both researching our own families and doing what we can to help others further their research as well. We invite you to join us in this interesting and rewarding work.

WHY VOLUNTEER?

- To increase your knowledge
- To develop your genealogical skills
- To help others
- To create a user-friendly environment
- To support your society
- To honor GSSCC's commitment to the Santa Cruz Public Library
- To attract new members to GSSCC
- To reap personal rewards
- To meet other members

WHAT QUALIFICATIONS ARE NEEDED?

- Be willing to learn
- Be pleasant and patient
- Be enthusiastic and helpful to patrons seeking genealogical knowledge
- Be willing to donate a few hours each month

VOLUNTEER POSITIONS SUMMARY OF RESPONSIBILITIES

MEMBERSHIP CHAIR maintains a current list of members' names, street, and email addresses, and keeps records of current and past due membership fees; compiles a membership roster to be sent to the membership once a year.

OFFICE MANAGER organizes and maintains both the society office and the volunteer staff area in the library; with the President, trains new staffers, organizes society files, and makes office policy. Keeps society-owned property in good order including upkeep of office computer and telephone. and orders and maintains society supplies.

NEWSLETTER EDITOR gathers newsletter submissions and compiles them in PDF format for the printer; coordinates bulk mailing with an outside printer.

PROGRAM CHAIR provides topics for presentation at general meetings and arranges for a speaker, including agreeing on a date and time, speaker's fee, and handouts; arranges for publicity with the Publicity Chair and Newsletter Editor and provides a digital copy of the event flier to the website coordinator for posting on the website. The President may appoint a committee to assist the Program Chair.

PUBLICITY CHAIR sends notices to local newspapers, community radio, and other media/organizations of upcoming meetings and events.

LIBRARY COORDINATOR oversees the general operation of the library. Maintains liaison with the Downtown Library and Headquarters staff and between volunteer staffers and the Board.

REFERENCE SECTION CATALOGER is responsible for cataloging, processing and shelving books, pamphlets, microfilm, microfiche, cd-roms, and maps for the Society's reference section of the library. Provides the needed information for new acquisitions to be listed in the newsletter. Keeps reference section in order and rearranges as necessary.

FAMILY HISTORY CATALOGER is responsible for processing all donated and new family books, pamphlets, and newsletters, while also keeping the family history section books in order and arranging books on the shelves as necessary.

NEWSLETTER NEW ACQUISITIONS DATA ENTRY provides appropriately formatted listings for inclusion in bi-monthly newsletter; makes contact with catalogers for accurate data for input.

LOCAL FAMILY VERTICAL FILE MANAGER collects Santa Cruz County, genealogical charts, pictures, obituaries, and answered queries etc; determines which should be saved and organizes them into envelopes or folders and files in the vertical file cabinet; keeps surname list to be added periodically to office computer, our website, and printed out for use by staff and library users.

ACQUISITIONS COMMITTEE makes the decision of which books, other media, and journals will be purchased for the GSSCC collection and arranges the ordering of same. May make recommendation to Board for subscribing to online reference services.

PERIODICAL PURCHASING AGENT/CATALOGER renews subscriptions and processes periodicals. If requested by Library Coordinator, reviews donated journals for inclusion in the collection.

BOOK REPAIR periodically checks file folder for notices of books that need repair, leaves a dummy book that says "out for repair." Repairs as necessary and returns item to shelf. Maintains a log of all pending, undergoing, and completed book repairs.

INTERLIBRARY LOAN ORDERER/DISPENSER completes and sends requests to the library holding the requested item; notifies patrons of the arrival of their orders and packages for return mailing to the lending library at the end of loan; Keeps a log of completed and pending orders.

VOLUNTEER STAFF COORDINATOR/TRAINER recruits new volunteer staffers and arranges their staff training which will include a comprehensive session with the staff trainer.

QUERIES COORDINATOR answers research requests made by mail, e-mail, or phone; may arrange for and supervise other volunteers in these tasks. Files any researched information in the Local Family Vertical File.

DISPLAY CASE ORGANIZER schedules/oversees changes in the display case by the GSSCC society office; is responsible for keys and lights.

HISTORIAN maintains the GSSCC scrapbook with various newspaper articles, pictures and other memorabilia regarding our society activities.

FOLKS FILE COORDINATOR oversees the development of the Santa Cruz County Folks File database of local genealogical and historical materials; will educate in the use of the Folks File; maintains a set of instructions to be kept at the GSSCC office computer.

WORKSHOP COORDINATOR works with Program Chairs of the GSSCC and SCPL to arrange genealogical workshops at all library locations throughout the year.

VOLUNTEER STAFF SCHEDULER prepares monthly staffing calendars for the newsletter editor and staffers.

VOLUNTEER HOURS RECORDER records a monthly volunteer hours log and submits a copy to the Library Volunteer Coordinator and the GSSCC President.

WEB SITE COORDINATOR oversees and updates the Society website; adds upcoming events to the website.

GENEALOGICAL SOCIETY TRUST FUND

The trust fund was established in 1986. The purpose was to create a "permanent fund of income producing investments, with the income derived therefrom to be paid to the SOCIETY for the SOCIETY'S use to purchase books, supplies, reading room equipment, films, other library related equipment, manuscripts, documents, records, family histories, and other genealogical and biographical holdings, and to contribute to the maintenance, improvement, and operation of the SOCIETY library." (Genealogical Society Trust Fund, Santa Cruz Trust Indenture, p 1)

TRUST FUND TRUSTEES The Fund is managed by a 3-member Board of Trustees appointed by the GSSCC Board of Directors. They serve 3-year staggered terms, not to exceed nine concurrent years.

They oversee the donations given to the trust by making investments which provide an income to the society library for acquisitions and maintenance. The trustees will prepare an annual report and present it to the GSSCC Board. No Trustee may also be a member of the GSSCC Board of Directors. The principal of the trust is irrevocable and intended to provide enough yearly income for our library to become self-supporting.

Dividends, interest, and capital gains earned by the Trust Fund are turned over to GSSCC annually.

**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 1st through June 30th, with dues payable on or before July 1st of each year. Any member who fails to pay dues for the ensuing year by July 31st 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 1st 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 15th 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 1st to June 30th.

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.