

Mt. DIABLO GENEALOGICAL SOCIETY BY – LAWS

I. NAME

The name of this organization is “Mt. Diablo Genealogical Society.”

II. PURPOSE

The purposes of The Society shall be:

- to promote knowledge of and interest in genealogy;
- to encourage genealogical research and the discovery and preservation of records, archives and articles of genealogical, cultural, and historical interest;
- to present educational programs in the field of genealogy, including meetings, classes, and lectures,
- to assist individuals in the study of genealogy and in genealogical research;
- to engage in and encourage such projects as may further the best interests of the community and the objectives of The Society;
- to disseminate information concerning genealogy in general and The Society’s projects and other activities through its own publications (including its monthly newsletter – The Digger) and other media, including newspapers, magazines, television radio and the internet;
- to support facilities that provide records, archives, books, publications and other pertinent information made accessible to The Society’s members and the general public;
- to cooperate with other genealogical and like-minded groups in the furtherance of The Society’s objectives and an interest in and the

knowledge of genealogy.

III. MEMBERSHIP

Active membership shall be open to anyone who:

- Has a genuine interest in genealogy;
- Subscribes to the purposes and objectives of The Society;
- Remains current on dues;
- And agrees to abide by its By-Laws.

There shall be two types of memberships; individual and family, the family membership being for two or more members of the same household.

DUES

- All applications for memberships shall be accompanied by dues for one year.
- Dues shall cover the calendar year, from January through December, except that dues paid after the September general meeting shall be valid through the following calendar year. Dues are non-refundable.
- Dues are late if not received by Jan. 31 of the year due.
- The amount of the annual dues for membership shall be reviewed periodically by the Treasurer and any changes approved by the Board of Directors.

Each member is entitled:

- To attend all Society functions;
- To one vote at all general meeting elections;
- To examine Society records;

- To attend board meetings on a non-participating basis.

TERMINATION OF MEMBERSHIP

- A member may terminate his or her membership voluntarily.
- Any member who fails to pay his or her dues after they have become payable, and after he or she has been properly notified of the delinquency, shall be dropped from The Society's membership rolls.
- Membership also may be terminated for just cause by a majority of the Board of Directors.

IV. BOARD OF DIRECTORS

The Mt. Diablo Genealogical Society shall be governed by a Board of Directors composed of the elected officers, four Directors elected from the general membership, the immediate Past President, the Newsletter editor, and the chairpersons of the five standing committees. The Board may also appoint such committee Chairpersons as it deems necessary for the balance of the current term.

The Board of Directors shall meet at such times and places as the Board shall determine. Emergency meetings may be conducted by telephone or e-mail or other conferencing method. A quorum shall consist of eight members.

The Board of Directors shall have the following duties:

- to establish and modify By-Laws, policies, and goals;
- to direct the business, educational and social affairs of the Society;
- to authorize the expenditure of society funds;
- to establish such standing and temporary committees as it deems

necessary to insure the proper functioning of the society.

The Board of Directors shall be authorized to delegate certain duties to specific officers.

When a vacancy occurs in an elected office the Board of Directors shall choose a replacement to finish the term.

Removal of a Director shall be by a two-thirds vote of the membership present at a general meeting.

V. OFFICERS

Officers shall be elected from the membership (in accordance with Section VII) at a designated general meeting and shall consist of a President, a Vice-President, a Recording Secretary, and a Treasurer.

The duties of the officers are:

1. PRESIDENT. The President is the principal executive officer and the official spokesperson for the Society. This individual shall:
 - Preside at all meetings of The Society and its Board of Directors;
 - Sign all contracts and other non-financial instruments of the society as required.
 - Be able to appoint ad-hoc committees and shall serve as an ex-officio member of each.

2. VICE-PRESIDENT. The Vice President shall:
 - Assist the President as required;
 - In the absence of the President shall assume the office of the

President and perform its duties;

- Act as an ex-officio member of the Program Committee

3. RECORDING SECRETARY. The Recording Secretary shall:

- Record the minutes of the business portion of all general meetings and Board of Directors meetings;
- Maintain custody of all important non-financial documents;
- Make reports requested by the Board of Directors and sign all official documents when required.

4. TREASURER. The Treasurer shall:

- Have custody of all funds derived from dues and other sources;
- Keep an accurate account thereof;
- Be responsible for depositing dues and other receipts;
- Disburse monies in accordance with procedures established by the Board of Directors;
- Sign all checks. One other designated officer shall countersign checks in excess of \$200;
- Prepare a budget. A budget shall be presented to the Board at the September Board Meeting and approved by the board by the October Board meeting. Additional budgets, reports and statements shall be submitted as requested by the Board of Directors.
- Act as an ex-officio member of the Membership Committee.

VI. STANDING COMMITTEES

Standing Committees shall assist in the ongoing operation of Mt. Diablo Genealogical Society. The Standing Committees and their duties are:

1. MEMBERSHIP COMMITTEE

The Membership Committee shall be responsible for maintenance of membership information and recruitment of new members. The Treasurer shall be an ex-officio member. Duties include:

- Accept and process all new member applications and renewals.
- Maintain an up-to-date roster of paid and delinquent members with mail and e-mail addresses and phone numbers.
- Advise and remind delinquent members of past due dues.
- Forward all dues and gift checks received to Treasurer.
- Coordinate with Program and Publicity Committees to develop programs designed to attract new members.
- Print, administer, and maintain member badge program.
- Record and maintain member and guest attendance records.

2. HOSPITALITY COMMITTEE

The Hospitality Committee, shall be responsible for the following activities:

- Provide a greeter for all meetings to welcome attendees.
- Staff a table at meetings to distribute name badges.
- Send welcome package to new members.

- Make arrangements for refreshments at all general meetings and special events as needed.

3. PROGRAM COMMITTEE

The Program Committee shall be responsible for presentations at all the meetings. This includes:

- Plan and arrange for presentations based on interest of the members and availability of presenters.
- Research and select qualified presenters for the selected subjects.
- Coordinate arrangements for presenters, including, but not limited to, required equipment and travel arrangements.
- Obtain and forward presenter bios and presentation synopsis to Publicity Committee and Digger editor for publication.
- Distribute hand-out materials (if any).

4. PUBLICITY COMMITTEE

The Publicity Committee shall be responsible for publicizing all MDGS activities. Responsibilities include:

- Post meeting announcements in Rossmoor News. Include luncheon information if appropriate.
- Disseminate meeting and club information wherever appropriate.

- Obtain presentation synopsis and presenter bio from Program Committee, and include in announcements as suitable.
- Communicate MDGS news and programs to other genealogical societies in the area.
- Maintain a web site that can be used to announce programs and provide other information of use to members.

5. HISTORIAN

The historian shall be responsible for maintaining and preserving the organization's archives and materials, including (but not limited to):

- Treasurer's reports
- Meeting minutes
- Diggers
- Photos

VII. ELECTIONS

- Nominations for officers and four Directors shall be presented to the membership at the May general meeting by the Nominating Committee appointed by the Board of Directors.
- The election of officers and four Directors shall be held at the June Annual Meeting.
- Installation of elected officers shall be held following the election.
- Results of the election shall be announced in the Society's publications prior to the next general meeting.

VIII. MEETINGS

The Mt. Diablo Genealogical Society shall meet within Contra Costa County, at such place, date and time as determined by the Board of Directors, with the provision that a notice of at least two months be given to the general membership, when possible, in the event of any change. There shall be no meeting in August. The June meeting shall be designated the Annual Meeting of the Society.

IX. RULES OF ORDER

All general membership meetings and all meetings of the Board of Directors shall be conducted in accordance with Roberts Rules of Order, insofar as they are not inconsistent with the By-Laws of The Society.

X. AMENDMENTS

The Board of Directors, by a majority vote of the full Board, may enact Amendments to the By-Laws which shall have the same force and effect, as though enacted by a majority vote of the membership at an annual meeting, and such Amendments shall remain in effect until they are submitted to the membership for a vote. Approval for adoption of Amendments requires a majority of the members present.

XI. SOCIETY LIABILITY

- To avoid liability, the Mt. Diablo Genealogical Society, which is not incorporated, shall not sponsor activities which members organize and conduct on their own.
- No member shall use the society membership list for any commercial purpose.

- No one shall solicit paid genealogical services at any Society function.