



**CHULA VISTA GENEALOGICAL SOCIETY  
STANDING RULES**

**ARTICLE I – NAME**

Please refer to Chula Vista Genealogical Society Bylaws Article I.

**ARTICLE II – PURPOSE**

- A. As stated in Chula Vista Genealogical Society By-Laws Article II.
- B. Charitable Endeavors may include but not limited to:
  - 1. Monetary donation and Food Drive for designated charities in December

**ARTICLE III – MEMBERSHIP**

- A. New members join through the Chula Vista Genealogical Society website and either submit dues through the website or send a check to the CVGS P.O. box.
- B. B The term of membership is one year, beginning on the date of receipt of payment and expiring on the same date one year later.
- C. Members shall be notified, through the CVGS website, at least twice prior to pending expiration.
- D. Each member shall be responsible for paying dues before expiration or shall be considered delinquent and shall be subject to loss of voting rights and membership privileges.
- E. Membership classification and dues:
  - 1. Individual Member: ..... \$30.00
  - 2. Family Membership .....\$40.00
  - 3. Honorary Life Member\* .....\$ -0-

\* A member who has made outstanding contributions over a significant period of time, nominated by a Board member, and approved by the Board of Directors.

- F. As a courtesy, the Board will notify the membership, during the Annual Meeting in the month of February, of any proposed dues increase for the upcoming year effective the first day of July of that year.

#### **ARTICLE IV – MEETINGS**

- A. General Membership Meetings shall be held once a month except during the picnic and holiday party months. Guest speakers may be paid no more than a \$200.00 honorarium. Any amount higher \$200.00 shall require Board approval.
- B. The Society picnic is traditionally held during the summer and takes the place of the monthly General Membership Meeting.
- C. The Society Holiday Party is traditionally held during the month of December and takes the place of the monthly General Membership Meeting.
- D. Non-Board Members may attend Board Meetings but may not vote and cannot participate in meeting discussions. If he/she has a point to discuss, he/she must contact the CVGS President at least five days before the meeting to be added to the agenda. He/she is allowed to speak for no more than four minutes.

#### **ARTICLE V – OFFICERS**

- A. Officers shall serve on the Board of Directors. If they are also a Standing Committee Chairperson they shall oversee the tasks for which their committee is responsible, including recruiting committee volunteers.
- B. Specific duties and responsibilities of the Officers are delineated in the SOPs.
- C. Officers shall each keep a folder/notebook containing pertinent information to the position as well as copies of the current Society Bylaws, Standing Rules, and their respective SOP. This folder/notebook shall be given to new Officers at their installation.

#### **ARTICLE VI – BOARD OF DIRECTORS**

- A. Standing Committee Chairpersons shall serve on the Board of Directors, and they shall oversee the tasks for which their committee is responsible, including recruiting committee volunteers.
- B. Specific duties and responsibilities of the Standing Committee Chairpersons are delineated in the SOPs.

- C. Standing Committee Chairpersons shall keep a folder/notebook containing pertinent information to the position as well as copies of the current Society Bylaws, Standing Rules, and their respective SOP. This folder/notebook shall be given to each new Committee Chairperson upon acceptance of the position.
- D. Standing Committees and their primary responsibilities are as follows:
1. Education: Shall coordinate activities to meet the educational needs and interests of the members and the community.
  2. Hospitality: Shall coordinate providing refreshments for meetings.
  3. Librarian: Shall oversee the maintenance of books and materials for the Society's collection that is currently housed at the Civic Center Chula Vista Public Library. The Librarian will act as a liaison between CVGS and the Civic Center Chula Vista Library staff.
  4. Newsletter: Shall compile, edit, and distribute monthly digital newsletters in order to provide Society information to members in a timely manner.
  5. Research/Queries: Shall answer queries and assist members with research and shall also moderate the monthly Research and DNA Interest Groups.
  6. Historian: Shall keep and organize all Society records of historical.
  7. Web Administrator: Shall design and maintain the Society's Internet Web Site and oversee and maintain the audio/visual equipment of the Society.
- E. Board approved policies and procedures include:
1. All Society correspondence shall be directed through the Secretary.
  2. Any expenditures that exceed budgetary limits must receive a prior approval from the Board.

## **ARTICLE VII – COMMITTEES**

- A. Ad Hoc Committees and their specific Society responsibilities are as follows:
1. Nominating Committee:
    - a. Shall seek candidates for Society offices for the coming term.
    - b. Shall be activated by the President in September of even years.
    - c. Shall consist of a chairperson appointed by the President and a minimum of two (2) additional committee members recruited by the chairperson.

d. Shall present the list of nominees and vote at the regular General Membership Meeting in November.

3. Bylaws Revision Committee

- a. Shall review the Bylaws, Standing Rules, SOPs and committee structure.
- b. Shall be activated by the President or upon the request of the Board of Directors.
- c. Shall consist of a chairperson appointed by the President and a minimum of three (3) additional committee members recruited by the chairperson.
- d. Shall submit recommendations to the Board of Directors for approval.
- e. Shall amend the documents involved after the Board approves the proposed recommendations.

4. Special Projects:

- a. Shall coordinate any project which may include any Board approved endeavor that works to a community good.
- b. Shall be activated at the discretion of the President and/or upon request of the Board.
- c. Shall select and organize a committee appropriate to the task.
- d. Shall keep the Board and membership apprised of project progress.

**ARTICLE VIII – PARLIAMENTARY AUTHORITY**

Please refer to Chula Vista Genealogical Society Bylaws Article VIII.

**ARTICLE IX – DISSOLUTION OF THE SOCIETY**

Please refer to Chula Vista Genealogical Society Bylaws Article IX.

**ARTICLE X – AMENDMENTS**

The Standing Rules may be amended by a majority vote of the Board of Directors present at a Board Meeting where a quorum is present.