



## **CHULA VISTA GENEALOGICAL SOCIETY STANDING RULES**

### **ARTICLE I – NAME**

Please refer to Chula Vista Genealogical Society Bylaws Article I.

### **ARTICLE II – PURPOSE**

#### **A. Charitable Endeavors**

1. Salvation Army Toy and Food Drive: Donations by Society members.
2. Sweetwater Union High School District Scholarships: Funded from the Society Special Events Account. Amounts will vary from year to year depending on Society resources. They shall be open to all high school seniors in the SUHS District.
3. Chula Vista Public Library Donations: Funded from Society General Fund, amount to be determined by Society resources.

### **ARTICLE III – MEMBERSHIP**

- A. Applicants shall submit to the Membership Chairperson a completed application form and required dues.
- 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, by best practical means, at twenty-one days and at seven days 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. Additional Family Member (same household).....\$10.00

3. Electronic Newsletter Member\*.....\$10.00

\* A member unable to attend local meetings (due to distance or disability), but who would benefit from periodic issue of Society information via an electronic version of the Newsletter.

4. 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 month. Guest speakers shall be paid no more than a \$100.00 honorarium plus a negotiated mileage figure. Any amount higher than a combined total of \$150.00 shall require Board approval.

B. The Society picnic is traditionally held during one of the summer months 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.

**ARTICLE V – OFFICERS**

A. Officers shall serve on the Board of Directors. If they are also a Chairperson of a committee, 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 be in charge of the acquisition of books, manuscripts, and materials for the Society's collection that is housed at the Chula Vista Public Library, including the purchase of a book in the memory of a deceased member. Shall also coordinate reservation of dates for use of areas in the library, and schedule volunteers to assist members in research in the genealogy section of the library.
4. Newsletter: Shall compile, edit, print, and mail newsletters to provide Society information to members in timely manner.
5. Research/Queries: Shall answer queries and assist members with research and shall also moderate the monthly Research Group meeting.
6. Historian: Shall keep and organize all records of historical value and financial records of the Society.
7. Ways and Means: Shall oversee Society raffles, promotions and money raising activities in keeping with Society's nonprofit status.
8. Webmaster: Shall design and maintain the Society's Internet Web Site and oversee and maintain the audio/visual equipment of the Society.
9. Computer Group: Shall lead the Computer Group to support the development of members' computer skills.

E. Board approved policies and procedures include:

1. All Society correspondence shall be directed through the Secretary.
2. Any expenditures that exceed budgetary allocations must receive a prior approval from the Board.

**ARTICLE VII – COMMITTEES**

A. Ad Hoc Committees and their specific Society responsibilities are as follows:

1. Financial Review Committee:

- a. Shall conduct an annual review of the financial accounts of the Society.
- b. Shall be activated in December.
- 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 its report to the Board at the February Board Meeting.

2. Nominating Committee:

- a. Shall seek candidates for Society offices for the coming term.
- b. Shall be activated by the President in May 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 at the regular general membership meeting in October.

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 their 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, such as our Seminar Program, Glen Abbey and La Vista Cemetery projects.
- 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.

5. Estate Papers:

- a. Shall be activated at the discretion of the President and/or upon request of the Board.
- b. Shall receive donated material and sort for relevance, having authority to salvage or destroy any item or item portion.
- c. Shall perform in the capacity of an Archivist while completing these tasks.
- d. Shall select and organize a committee appropriate to the task.
- e. 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.