

Article I: Name

The name of this organization is the Genealogical Society of Riverside, also known as GSOR.

Article II: Purpose

The purpose of this Society is to promote genealogical research and education through:

1. Lectures, workshops, seminars, field trips, and the mutual exchange of genealogical material;
2. Creating and building interest in collecting and preserving historical records of this and related areas of California;
3. Locating, cataloging, and preserving genealogical records and making them available to the public.

Article III: Policies and Procedures Manual

1. A Policies and Procedures Manual will be maintained, which will outline and detail all items not specifically outlined in the Bylaws.
2. The Policies and Procedures Manual will be reviewed by the Board annually and updated after a vote of the Board to reflect needed changes for the next year.
3. The Board will vote to accept the updated Policies and Procedures Manual at the June Board Meeting.

Article IV: Membership

Section 1. Any applicant interested in furthering the objectives of this Society will be accepted for membership upon submission of a completed application form and payment of dues.

Section 2. There are four classes of membership:

- a. Individual Membership: A person who agrees to uphold the charter and bylaws of the society and who pays dues for the current year as fixed by the Board of Directors.
- b. Senior Membership: A person age 70 or greater, who agrees to uphold the charter and bylaws of the society and who pays dues for the current year as fixed by the Board of Directors.
- c. Family Membership: Two adults in the same household who both agree to uphold the charter and bylaws of the society and who pays dues for the current year as fixed by the Board of Directors.
- d. Honorary Lifetime Membership: An honorary membership may be conferred upon any person whom the Board of Directors deems worthy of exceptional recognition. Honorary Members will be excused from paying dues and will have all rights and privileges of membership.

Approved and Adopted: April 9, 2016

- e. Individual, Family, and Honorary Lifetime Members will be entitled to hold office, and to participate in the business of the Society and is entitled to one vote per person.

Section 3. Non-Liability

A member of the Society shall not solely, because of such membership, be personally liable for the debts, obligations, or liabilities of the Society.

Article V: Officers

Section 1. The officers of the Society will be a President, Vice-President of Programs, Vice-President of Membership, Treasurer, Recording Secretary, Corresponding Secretary, Editor, Librarian, and four Directors-at-Large. Only members who are in good standing will be eligible to serve on the Board of Directors. It is encouraged that members have belonged to the Society for at least one year, however, exceptions can be made with a vote of the Board of Directors.

Section 2. All officers will be elected in May for a term of one year to begin in September and end in June. An officer will serve no more than two consecutive terms in any one office.

Section 3. A minimum of one year must pass for terms to be considered non-consecutive.

Section 4. Any vacancy occurring on the Board of Directors, with the exception of the office of President, may be filled for the remainder of the unexpired term by a majority vote of the remaining members of the Board of Directors. When a vacancy occurs in the office of President, that vacancy will be filled by the Vice-President of Programs.

Section 5. Nominations and Elections

- a. At the February meeting, a Nominating Committee will be appointed by the President with the approval of the Board.
- b. The Nominating Committee will report its slate of nominees at the regular meeting in April.
- c. The election of officers will take place at the regular meeting in May at which time additional nominations may be made from the floor, provided the consent of the nominee has been secured.
- d. When more than one candidate has been nominated for an office, the election will be by ballot and a plurality will elect. When there is only one candidate for office, the election may be by voice vote and a majority will elect.

Section 6. Any officer may resign at any time on written notice to the Board without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party. The remaining officers shall by majority vote select a person to complete the term of the resigning officer.

Article VI: Duties of Officers

Duties and responsibilities of each office are outlined and detailed in the Policies and Procedures Manual. They include, but are not limited to the following:

Section 1. The President will:

- a. preside at all meetings of the general membership;
- b. preside at all meetings of the Board;
- c. appoint all chairpersons of standing and special committees with the approval of the Board;
- d. sign all contracts and documents authorized by the Board;
- e. be the official representative of the Society, authorized to act on behalf of the Society;
- f. be an ex officio member of all committees except the Nominating Committee;
- g. assign duties as necessary to officers, directors and committees;
- h. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 2. The Vice-President of Programs will:

- a. assume the duties of the President in the absence of or at the request of the President;
- b. assume the duties of the President for the remaining term of office in the event of a vacancy in that office;
- c. arrange for programs for regular meetings;
- d. present an annual report on the upcoming year's programs to the President at the September Board meeting;
- e. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 3. The Vice-President of Membership will:

- a. maintain the membership roster in a format determined by the Board and outlined in the Policies and Procedures Manual;
- b. provide a renewal notice of membership dues prior to their expiration date;
- c. provide, or arrange for, contact with all visitors to meetings;
- d. provide a current membership Summary to Board members at each meeting of the Board meetings;
- e. provide a current membership list to members annually;
- f. present an annual report to the President at the June Board meeting;
- g. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 4. The Treasurer will:

- a. maintain the records of all funds of the Society;

- b. be responsible for depositing all moneys in the name of the Society in a federally insured depository designated by the Board;
- c. safeguard the personal financial information of members and other payees;
- d. be responsible for submitting all State and/or Federal reports necessary and report to the Board on final dispensation as notified by the State or Federal agencies;
- e. pay designated line items in the annual budget when due and non-designated line items as approved by the Board;
- f. pick up the Society's mail at the U.S. Post Office;
- g. present a financial report and budget status report at each meeting of the Board and a summary of the reports at each general membership meeting;
- h. present proposed budget to the Board at the May Board meeting;
- l. prepare and, when called upon, present the financial records for audit after the end of the fiscal year and before the Annual Meeting;
- j. present an annual report to the President at the June Board meeting;
- k. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 5. The Recording Secretary will:

- a. record minutes of the proceedings of each Society at the Board meeting and business portion of each General meeting;
- b. provide copies of the minutes from the prior meetings to the Board and the members of the Society prior to the next meeting;
- c. keep and have available at all meetings the Articles of Incorporation, Bylaws, and Policy and Procedures Manual; and
- d. maintain a current inventory of all legal documents, records, and equipment belonging to the Society;
- e. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 6. The Editor will:

- a. be responsible for editing, publishing, and distributing the Lifeline in accordance with the time-frame outlined in the Policies and Procedures Manual;
- b. be responsible for, and maintain, a list of all societies, associations and clubs that provide GSOR with copies of their journals and newsletters;
- c. be responsible for, and maintain, a list of all societies, associations and clubs to whom GSOR provides copies of the Lifeline;
- d. be responsible for, and maintain, all back issues of the Lifeline for use and distribution as needed;

- e. select a staff to assist with publication of the bulletin and any other materials the Board of Directors may authorize;
- f. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 7. The Corresponding Secretary will:

- a. conduct the correspondence of the Society;
- b. maintain a monthly record of the Society's correspondence;
- c. arrange for, and track, research provided to individuals who have paid in advance for that research;
- d. pick up the Society's mail at the U.S. Post Office if the Treasurer is unable and at their direction; and
- e. notify the appropriate entities of any special meetings;
- f. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 8. The Librarian will:

- a. acts as the Society's representative with the Library, under the direction of the Board of Directors;
- b. receive and catalog exchange bulletins, flyers, and information pamphlets from other genealogical societies and organizations;
- c. make the materials available to the members;
- d. keep an accurate record of all donated and purchased acquisitions;
- e. train and supervise GSOR members in library maintenance and procedures;
- f. report on activities at all membership and Board meetings; and
- g. submit a written report at the Annual Membership Meeting when called upon;
- h. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 9. The Directors At Large will:

- a. be esteemed members of long standing who have contributed outstanding service to the Society and are dedicated to the purposes of the Society;
- b. bring questions, suggestions, and concerns of the membership to the Board; and
- c. guide the Society in matters of general policy and perform such other duties as may be assigned by the President, the Board of Directors, or the Society;
- d. all additional duties and responsibilities as outlined in the current Policies and Procedures Manual.

Section 10. Submitting Annual Reports:

- a. All officers shall present annual, written reports of their activities, accomplishments and goals, for acceptance by the Board of Directors at its April meeting.

- b. Accepted reports shall be made available to the membership by the Annual Meeting in June.

Article VII: General Meetings

Section 1. Regular Meetings: Meetings of the general membership shall be held monthly from September through June. The time and place of meetings shall be decided by the Board of Directors.

Section 2. Annual Meeting: The regular meeting in June shall be known as the Annual Meeting.

Section 3. Special Meetings: Special meetings may be called by the President, the majority of the Board of Directors, or by the written request of twenty-five percent of the members in good standing. The purpose of any special meetings shall be set forth in the notice of the meetings, which shall be mailed to all members in good standing at least twenty days prior to the meeting.

Section 4. Quorum: At regular meetings, twenty-five percent of the members in good standing shall constitute a quorum.

Article VIII: Board of Directors

Section 1. The officers of the Society shall constitute the Board of Directors.

Section 2. The Board of Directors shall manage the affairs of the corporation, except as limited by law, the Articles of Incorporation, and these Bylaws.

Section 3. The Board of Directors shall meet once a month from September through June, at a predetermined time and place.

Section 4. Special meetings of the Board may be called by the President or three members of the Board of Directors. All Board members shall be given at least five days' notice of special meetings.

Section 5. Quorum: At Board meetings, five (5) Board members shall constitute a quorum of the Board for the transaction of business.

Section 6. Any member of the Board of Directors who is absent without excuse from three consecutive regular monthly Board meetings shall be deemed to have resigned from office, and the office shall be filled as provided elsewhere in these Bylaws. A Board member who will be absent from a Board meeting should notify the President or Vice-President at least 48 hours prior to the meeting.

Article IX: Committees

Section 1. Standing committees are permanently named committees that, when in place, are charged with performing necessary functions of the Society in a particular area, on an as needed basis. The standing committees of the Society are as follows:

- a. The Audit and Budget Committee

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- b. The Website Committee
- c. The Hospitality Committee
- d. The Telephone Committee
- e. The Research Committee
- f. The Nominating Committee
- g. The Parliamentarian
- h. The Nominating Committee
- i. The Library Committee
- j. The Bylaw and Policies and Procedures Manual Committee

Section 2. The chairs of standing committees shall be responsible to the Board of Directors.

Section 3. All active standing committees shall present written reports at the Annual Meeting in June.

Section 4. Special committees may be created to perform a specific function for a limited period of time.

Section 5. Chairs of special committees may be appointed by the President, a standing committee chair, the Board of Directors, or the general membership. The chairs shall be responsible to the person or entity that appointed them.

Article X: Dues

Section 1. The dues will be established by the Board of Directors and will be approved by a majority vote of the Board at the regularly scheduled April meeting.

Section 2. Annual dues will be payable on or before the second Saturday of September. Dues become delinquent the second Saturday of October, at which time the member's name will be removed from the membership roll.

Article XI: Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Section 2. Disciplinary Action

The membership and all rights of membership shall terminate on the occurrence of any of the following causes:

- (1) voluntary resignation of a member;
- (2) death of a member;
- (3) where a membership is issued for a period of time, the expiration of such period of time, including for nonpayment of dues;
- (4) dissolution of corporate members;

Approved and Adopted: April 9, 2016

- (5) failure to observe the rules of conduct of the Society, or has engaged in conduct prejudicial to the interests of the Society, as determined by the Board of Directors.

Section 3. Procedure for Termination

- a. Items four (4) and five (5) above, are at the determination of the Board of Directors, or a committee designated to make such determination.
- b. The membership of any member(s) who is subject to termination for items four (4) or five (5) above, shall automatically terminate at the end of a thirty (30) day period, provided such member(s) was given both a fifteen (15) day prior written notice of the termination stating the reason therefore and a timely opportunity to be heard on the matter of termination. The notice shall be given personally to such member(s) or sent by first-class or registered mail to the last known address of such member(s) as show on the records of the Society.
- c. The opportunity to be heard may, at the election of such member(s), be oral, or in writing and shall occur not less than five (5) days before the effective date of the termination. The hearing shall be conducted at a place designated on the notice and presided over by the President, who shall perform the follow duties:
 - (1) Read the charges against the subject member(s);
 - (2) Require that the charges be verified by the testimony of the person or persons making them;
 - (3) Hear any other witness against subject member(s);
 - (4) Allow the subject member(s) to cross-examine each witness following the testimony of that witness;
 - (5) Allow the subject member(s) to make a statement in his or her own behalf;
 - (6) Allow the subject member(s) to call witnesses in his or her own behalf;
 - (7) Allow the members of the Board or Committee conducting the hearing to question the witnesses after they have been questioned by the subject member(s).
- d. The Committee conducting the hearing shall conduct the hearing in good faith and in a fair and reasonable manner. The Committee shall have the exclusive power and authority to decide that the proposed termination not take place.

Section 4. Effect of Termination

All rights of a member in the Society and in its property shall cease on the termination of such member's membership. Termination shall not relieve the member from any obligation for charges incurred, services, or benefits actually rendered, dues, assessments, or fees, or arising from a contract

or otherwise. The Society shall retain the right to enforce any such obligation or obtain damages for its breach.

Article XII: Amendment of Bylaws

Section 1. These bylaws can be amended at any regular meeting of the Society by a two-thirds vote of the quorum attending the meeting, provided that the amendment has been submitted in writing at the previous regular meeting.

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