

BY-LAWS OF THE ANTELOPE VALLEY GENEALOGICAL SOCIETY

ARTICLE I (Name)

The name of this society shall be the Antelope Valley Genealogical Society, Inc.

ARTICLE II (Address)

The principal address for the transaction of the corporation is located at P.O. Box 1049, City of Lancaster, County of Los Angeles, and State of California. The Executive Board may change the principal address from one location to another.

ARTICLE III (Objectives)

The objectives of this society shall be to help the members with their research; to serve the community by providing genealogical help to the public and its institutions; to bring together persons who have a common interest in genealogy; to function as a nonprofit organization.

ARTICLE IV (Nonpartisan Activities)

This corporation has been formed under the California Nonprofit Public Benefit Corporation Law for the purposes described above, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office or against any cause or measure being submitted to the people for a vote. The corporation shall not, except in an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

ARTICLE V (Dedication of Assets)

The properties and assets of this nonprofit corporation are irrevocably dedicated to charitable purposes. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any member or officer of this corporation. On liquidation or dissolution, all properties, assets and obligations shall be distributed and paid over to an organization dedicated to charitable purposes, provided that the organization continues to be dedicated to the exempt purposes as specified in Internal Revenue Code Section 501 (a)(3).

ARTICLE VI (Membership)

Section I -Membership

Any person desiring to become a member of the Antelope Valley Genealogical Society, Inc. (AVGS) shall agree to the objectives of the organization and pay dues for the current year. Family membership may include members residing at the same address.

Section 2-Classification of Members

- a. Any member, whose dues are current, shall be considered an active member in good standing, and have voting privileges.
- b. Members who have forfeited their membership by non-payment of dues may be reinstated upon full payment of dues for the current year.

Section 3-Dues

- a. Annual dues shall be set by the Executive Board with approval of the membership. They are payable on or before the first regular meeting in January.
- b. Annual dues shall be for the period beginning on the first day of January and ending the last day of December of the same year.
- c. The Membership Chairperson shall notify any member whose dues are two months in arrears and the member will not be in good standing after three months have elapsed.
- d. Dues for new members joining after January shall be pro-rated on a semi-annual basis

ARTICLE VII (Officers/Duties of Officers)

Section 1-Officers

- a. The elected officers of the Society shall be a President, Vice-President, Secretary and Treasurer.
- b. The non-elected officers shall be as listed in Article VII Section 2B. These officers shall be appointed by the President with the approval of the Executive Board.

Section 2-Duties of Officers

A. Elected Officers

1. President

The President shall be principal executive officer with the responsibility for the general supervision of the affairs of the Society and shall be its official spokesman. He shall preside at all meetings of the Society and the Executive Board. He is responsible for the appointment and termination, as needed, of all committee chairmen as provided in these by-laws.

2. Vice-President

- a. If for any reason the President is unable to perform duties of the office, the Vice-President shall perform said duties as acting President, having the same authority as the President. The Vice-President shall assist the President by assuming all duties of the President during his absence or inability to serve.
- b. The Vice-President shall be the chairperson of the Program committee.

3. Secretary

- a. The Secretary shall keep accurate records of the regular Society meetings and all Executive Board meetings and present copies at each Board Meeting.
- b. The Secretary shall handle correspondence as deemed necessary by the Board.
- c. The Secretary shall make records available upon request.

4. Treasurer

- a. The Treasurer shall be the custodian of all dues and fees and keep monthly records to account for same to the Board. He/She shall deposit Society funds in such bank or banks as directed by the Executive Board and make disbursements as required.
- b. The Treasurer shall prepare yearly financial statements for audit and report to the Society at the first regular meeting of each fiscal year. The fiscal year is April 1st – March 31st.
- c. The Treasurer shall be responsible for timely filing of the necessary state and federal reports including the following:
 - Form S1-100, Statement of Information, to the California Secretary of State
 - Form RRF-1, Charity registration, to the California Attorney General
 - Forms NRP-1 and NRP-2, Raffle application and report, to the California Attorney General, if a raffle, drawing with numbered tickets, or other gambling fundraiser is planned
 - Form 401-EZ, Sales and Use Tax, to the State Board of Equalization
 - Form 990 N or e-postcard to the IRS
- d. The Treasurer shall serve as a member of the Budget committee.
- e. Any expenditure over \$1,000 must be approved by the majority of the members in attendance at the regular Society meeting at which the expenditure was presented.

B. Non-elected Officers

1. Historian

- a. The Historian Chairperson shall keep records of the history (activities, publicity, etc.) of the Society.

2. Kin-Dig Chairperson

- a. The Chairperson of the Kin-Dig shall be responsible for coordinating the Annual Kin-Dig.

3. Librarian

- a. The Librarian Chairperson shall be responsible for all books, genealogical records, materials and equipment of the Society and shall prepare annually a list of holdings and additions thereto.
- b. The Librarian shall be a member of the book selection committee.

4. Membership Chairperson

- a. The Chairperson of the Membership Committee will be responsible for recruiting members and for preparing "New Member Packets".
- b. The Chairperson of the Membership Committee shall be responsible for notifying those members whose dues are in arrears and will keep a record of those members who are in good standing.
- c. The Chairperson of the Membership Committee shall be responsible for maintaining the membership directory and distributing it to Society members.

5. Newsletter Editor

a. Newsletter Editor Chairperson shall be responsible for publishing a monthly newsletter for the Society.

6. Parliamentarian

a. During meetings the Parliamentarian shall give advice to the President about these By-Laws and the procedures and rules of *Roberts Rules of Order, Newly Revised*.

b. Outside of meetings the Parliamentarian shall give advice to members about these By-Laws and the procedures and rules of *Roberts Rules of Order, Newly Revised*.

7. Prospector Editor

a. The Prospector Editor Chairperson shall be responsible for publishing a quarterly newsletter for the Society.

8. Publicity Chairperson

a. The Publicity Chairperson shall be responsible for publicizing meetings and activities of the Society as deemed necessary by the Executive Board.

9. Refreshment Chairperson

a. The Chairperson of the Refreshment Committee shall be responsible for coordinating refreshments for the monthly meetings and also for AVGS equipment needed to serve these refreshments.

10. Research Center Coordinator

a. The Research Center Coordinator Chairperson shall maintain the Research Center Staffing schedule.

b. The Research Center Coordinator shall maintain the class schedule and will notify the publicity chairman and the Webmaster of classes as they are scheduled.

11. Ways and Means Coordinator

a. The Ways and Means Chairperson shall be responsible for planning fund-raisers and obtaining grants for the purpose of meeting the requirements for good financial standing.

12. Webmaster

a. The Webmaster shall maintain the Society web site, including a calendar of Society activities.

b. The Webmaster shall follow all instructions of the Board regarding web site content.

ARTICLE VIII (Executive Board)

Section 1-Composition

The Executive Board shall be composed of the elected and non-elected officers.

Section 2-Meetings and Quorum

The Executive Board shall meet on the call of the President. A quorum shall be a majority of the Executive Board.

Section 3-Duties

- a. The Executive Board shall transact any urgent business of the Society between its regular meetings and shall perform all duties designated by the Society. The action of the Executive Board shall be subject to the will of the Society. The Executive Board shall determine what special committees are necessary for the work of the Society.
- b. As the officers of the Society, the Executive Board shares full responsibility for the actions and welfare of the Society.
- c. Registration fees for various seminars, workshops and courses shall be subject to the approval of the Executive Board.
- d. Board meetings are open to all members of the Society.
- e. All committee chairpersons shall present their reports at each Board meeting.

ARTICLE IX (Nominations and Elections)

Section 1-Eligibility

No person shall be eligible for office whose membership as an active member has not been in effect for at least three months prior to the date of his nomination.

Section 2-Nominations

The Nominating Committee shall present a slate of no less than one (1) candidate for each office at the regular meeting of the Society in November. Nomination may be made from the floor at the time of the election provided the nominee consents to the nomination.

Section 3-Elections

- a. Elections shall be held at the regular meeting in December.
- b. Elections will be by voice vote unless there is more than one (1) candidate for an office, in which case a written ballot vote will be taken.
- c. A written proxy vote may be presented by any member prior to the election. Such a vote must be presented to a member of the Executive Board.
- d. A candidate must receive a majority of votes cast in order to be elected.

Section 4-Terms of Office

Installation of officers shall be held in January and they will assume their duties at that time. The term of office shall be for two years or until successors are elected. No member shall hold more than one elected office at a time. No member shall be eligible to serve more than two consecutive terms in an elected office unless no other candidate can be found. Any officer unable to fulfill designated duties should submit a letter of resignation to the Board.

Section 5-Vacancies

A vacancy in any elected position shall be filled with an appointment by the President until a special election can be called. The exception being the position of the President, which will be assumed by the Vice President. Any officer who fails to attend four regular meetings in succession, unless providentially hindered, shall automatically, be considered by the Society to have vacated his office. The person vacating their office shall return all AVGS Records and Property immediately to the Society.

Section 6-Removal of Officers

Any officer may be removed, with cause, by the Executive Board, at any regular or special meeting of the Board.

Section 7-Resignation of Officers

Any officer may resign at any time by giving written notice to the Executive Board. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice. The acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

ARTICLE X (Meetings)

Section 1-Regular Meetings

The Antelope Valley Genealogical Society, Inc. shall meet monthly at a date, time and place set by the action of the Society.

Section 2-Special Meeting

Special meetings shall be held as deemed necessary by the President.

Section 3-Quorum

A quorum shall constitute 20 voting membership in good standing attending a regular business meeting.

ARTICLE XI (Committees)

Section I-Standing Committees

The standing committees shall be: Budget, Kin-Dig, Legislation, Library, Membership, Newsletter, Nominating, Program, Prospector, Publicity and Ways and Means. The President shall appoint a chairman for each of the standing committees. All chairmen are directly responsible to the President and are appointed for the duration of the term of office. Members shall be appointed at the discretion of the committee chairman. Each committee shall consist of an appropriate number of members to complete its task.

Section 2-SPECIAL Committees

Such special committees as deemed necessary by the Society shall be appointed by the President during his term of office or until that committee has completed its assignment

Section 3-Chairmen's Records

All Board members and committee chairmen shall turn over all records, correspondence and job description pertaining to their respective committee to their successors immediately, but not more than ten days from leaving office.

ARTICLE XII (Parliamentary Authority)

The rules contained in *Robert's Rules of Order, Newly revised*, and shall guide the procedure of the Society in all instances where applicable and where they are not inconsistent with these by-laws.

These by-laws may be amended at any regular business meeting of the Society provided written notice is given to members at a prior regular business meeting. These by-laws may also be amended at any regular business meeting of the Society if notice is given 30 days prior to the meeting by email or postal mail and it has been announced at the regular business meeting prior to the voting. An amendment shall become part of these by-laws by a two thirds (2/3) majority of the voting members present.

In all other cases where written notice is required, notice by email is sufficient, except that members who do not provide an email address must receive notice by postal mail.

These by-laws amended and approved effective June 16, 2012.