

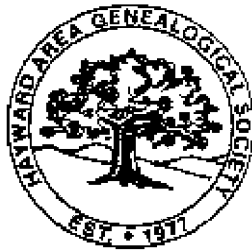
By-Laws
Of
HAYWARD AREA GENEALOGICAL SOCIETY

ARTICLE I – NAME

The name of this Society shall be the HAYWARD AREA GENEALOGICAL SOCIETY

ARTICLE II – SEAL

The seal of the Society shall be the devise herewith printed.



ARTICLE III - LOCATION

The principal office of the Society shall be in the County of Alameda, State of California.

ARTICLE IV – NON-PROFIT CHARACTER

This Society shall be operated as a non-profit corporation under the laws of the State of California, no part of the net earnings or assets of which shall inure to the benefit of any officer, director or member.

ARTICLE V – OBJECTIVES

The objectives of this Society shall be as follows:

1. To promote interest in genealogical research.
2. To provide instruction in genealogical research techniques.
3. To establish and maintain a genealogical library.
4. To encourage and assist in the compilation and publication of genealogical records.
5. To provide the means for sharing genealogical information through educational and social activities.

ARTICLE VI – MEMBERSHIP

Membership is open to any individual or institution interested in the objectives of our Society and eligibility for membership is subject to the following:

1. An application for membership in the Society shall be submitted in writing.
2. Members shall be accepted by the Board of Directors.
3. The Society shall be composed of:
 - a. Annual
 - b. Junior (up to age 16)
 - c. Patron
 - d. Life

And such other classes of member as the Board may from time to time establish.

4. All those accepted for membership in the Society prior to April 1, 1978 shall have their names inscribed as Charter Members.

5, A member maybe excluded, suspended or expelled by the Board of Directors for conduct which the Board finds has been detrimental to the welfare of the society or dropped by the Board for non-payment of dues. **After the member has been given a written notice and an opportunity to be heard by the board.**

ARTICLE VII - FEES AND DUES

1. The membership fees and dues for the several categories of membership shall be determined by the Board from time to time.
2. Dues shall be payable on the first day of April, in each fiscal year and delinquent July first.

ARTICLE VIII – OFFICERS

The offices of the society are of two categories, elective and appointed. Elective officers are the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, three Trustees and such other officers as the Board and Membership may determine.

1. The term of office for elected officers shall be two years or until their successors are duly elected.

A. The President, First Vice-President and Second Vice President shall be ineligible to serve more than two consecutive terms in the same office except under extenuating circumstances.

B. The officers shall be elected and installed at the annual membership meeting held in the March of the expiration term.

C. A majority of votes of active members present is necessary to elect.

D. Vice-Presidents shall advance in the event of vacancies during their term of office. The Board of Directors shall fill all other vacancies.

E. Each officer and Committee Chairman shall formally deliver to his or her successor with thirty days after election, all records and property of the society in his or her custody.

2. The appointed officers are the Chairman of the Editorial, Hospitality, Public Relations, Library, Program and Ways and Means.

3. In the event an Officer is absent without a valid excuse for three (3) consecutive meetings or fails to discharge the duties of that office, the Board of Directors may declare that office vacant.

ARTICLE IX – DUTIES OF ELECTIVE OFFICERS

1. The President shall be the principal officer and shall be the official spokesman of the society. The President shall preside at all regular or special meetings of the Board and Society. He or she preside and conduct meetings with the advice of the Board. He or she is a member e-officio of all committees with the exception of the Nominating and Auditing Committees.

2. The First Vice President shall serve during the absence or disability of the President.

A. Should the office of the President become vacant, the First Vice-President shall automatically assume the office of President and so serve until the next election.

B. This officer shall serve as Chairman on one of the standing committees.

3. The Second Vice-President shall have all the duties and powers of the First Vice-President in the absence of the First Vice President.

A. This officer shall serve as Chairman on one of the standing committees.

4. The Recording Secretary shall have the following duties:
 - A. Shall keep a minute book of the proceedings of the Society and all meetings of the Board of Directors.
 - B. Shall have custody of the charter and other important society documents.
 - C. Shall file all membership applications and keep an up to date roster of the members of the society.
 - D. Shall keep a list of Chairmen and members of all standing and special committees.
 - E. Shall present the agenda to the President prior to the next meeting.
 - F. Shall sign with the President all official documents.
5. The Corresponding Secretary shall have the following duties:
 - A. Shall be responsible for initiating and responding to all official Society correspondence.
 - B. Shall maintain a record of official correspondence.
 - C. Shall submit all legal correspondence to the Recording Secretary.
 - D. Shall keep a register of each members mailing address.
6. The Treasurer shall have the following duties:
 - A. Treasurer shall be Chairman of the Finance Committee.
 - B. Shall receive and be responsible for funds received.
 - C. Shall deposit fund in a bank or other financial institution approved by the Board of Directors.
 - D. Shall pay bills and make purchases in accordance with procedures approved by the Board of Directors with check countersigned by the President, Vice-President or one other Board member that the Board has approved.
 - E. Shall submit Financial statements to the Board of Directors at their meetings and an annual report at the March meeting.

In the event of the absence, disability or neglect of the Treasurer, the Board may appoint an Assistant Treasurer to perform the Treasurer's duties.

7. The Registrar shall have the following duties:

A. Registrar shall be chairman of the Membership Committee.

B. Shall receive and be responsible for all membership dues and shall notify members when in arrears.

C. Shall maintain an up to date membership file (names and address). All funds shall be turned over to the Treasurer and receipted for same.

ARTICLE XI – BOARD OF DIRECTORS

The affairs of the society shall be managed by the Board of Directors.

1. The Board shall be composed of the elected officers, trustees and chairpersons of standing committees.

2. No elected officers shall serve for more than four (4) consecutive years holding the same position. Each director shall hold office until his successor has been elected and installed.

3. Regular meetings of the Board shall be held once a month.

4. Special meetings of the Board may be called by the President or upon the request of four (4) members of the Board.

5. Six (6) members shall constitute a quorum.

6. The Board of Directors shall elect in January a Nominating Committee of two (2) members.

7. The Board of Directors shall elect in January an Auditing Committee of two (2) members.

8. The Board of Directors shall authorize expenditure of funds.

9. The Board of Directors may accept on behalf of the Society any contributions, gifts, bequests or devise for the general purpose or for any special purpose of the society.

ARTICLE XII – MEETINGS OF THE SOCIETY

1. Regular membership meetings of the society shall be held on fourth Wednesday of January, March, May, July, September or as called by the Board of Directors.
2. The Annual Meeting of the Society shall be held in March.
3. Special meetings may be called by the President or a quorum of the Board.

ARTICLE XIII – ELECTIONS

1. The election of officers and trustees shall take place at the annual meeting in March. The offices shall be installed at the conclusion of the annual meeting and chairpersons of standing committees shall be announced at the time.
2. Officers and Trustees presented by the Nominating Committee may be elected by voice vote of the membership present at the annual meeting. If there is more than one candidate for any office the election to such office shall be by ballot with the winner receiving the majority vote of the ballots cast.
3. Nothing herein contained shall prevent nominations of officers and trustees from the floor at the time of the meeting at which elections are held.
4. The Nominating Committee shall report it's nominations to the February meeting of the Society.

ARTICLE XIV – COMMITTEES

1. The President, with approval of the board of directors shall appoint chairpersons of standing committees) who in turn may make their own committee appointments with recommendations and suggestions from the Board.
2. The President, with approval of the Board, shall appoint special committees whose term of office will be determined by the length and nature of the assignment.
3. Standing Committees of the Society shall be as follows, plus such other committees as become necessary to carry out the functions of the Society:

THE MEMBERSHIP COMMITTEE

The Chairperson shall be the Registrar. The Committee shall obtain names and addresses of prospective members and shall conduct membership campaigns with the approval of the Board.

THE FINANCE COMMITTEE

The Chairperson shall be the Treasurer. The Committee shall prepare the annual budget of the Society (to be approved by the Board). Assist the Chairperson in the preparation of financial reports and make recommendations.

THE EDITORIAL COMMITTEE

Shall periodically issue a bulletin containing the proceedings and the news of the Society, and other information consistent with the stated purposes of the Society. This committee shall also prepare any other publications helpful to the on-going programs of the Society, as well as prepare and disseminate news releases to local newspapers, radio and television stations, etc.

THE PROGRAM COMMITTEE

Shall make all plans and arrangements for the regular and special meetings of the Society and shall promote interest and appreciation through lectures, discussions, workshops, exhibits, publications and meetings.

THE HOSPITALITY COMMITTEE

Shall plan and conduct social gatherings of the Society and shall provide for the social aspects of regular meetings, including refreshments if desired.

THE LIBRARY COMMITTEE

Shall have the responsibility for maintaining the physical library of the Society.

THE WAYS AND MEANS COMMITTEE

Shall be responsible for planning and implementing means of raising funds, and cooperating with other organizations wishing to contribute to the Society subject the approval of the Board of Directors.

ARTICLE XV – DISSOLUTION

The property of this Society is irrevocably dedicated to Genealogical purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any corporation, its assets remaining after payment of, or provision be distributed to a non profit fund, foundation or corporation which is organized and operated exclusively for Literary or Educational purposes and which has established its tax exempt status under Section 501 (c)(3) of the Internal Revenue Code. If this Society holds any assets in trust or a corporation is formed charitable purposes such assets shall be disposed of in such manner as may be directed by its principal office, upon petition therefore by the Attorney General or by a person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

ARTICLE XVI – PARLIAMENTARY AUTHORITY

In matters not covered by these By-Laws, Robert's Rules of Order Revised shall govern.

ARTICLE XVII – AMENDMENTS

The Constitution and By-Laws of this Society may be amended by the affirmative vote of two-thirds (2/3) of the members present and voting at a regular meeting or at any special meeting, regularly called. Notice of such amendments shall be mailed to each member of the Society at his/her last know address at least ten (10) days prior to said meeting.