Conejo Valley Genealogical Society
Executive Board

MANUAL OF PROCEDURES
(Two Parts)

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Manual of Procedures: Rev.2/14/2018- Revised 04/26/2019- Approved by CVGS Executive Board 06/04/2019

Manual of Procedures

1. GENERAL OPERATING PROCEDURES

SECTION 1. MEMBERSHIP:

A. Dues structure (Prorated Quarterly)	Full Year	1st Qtr. Jan-Mar	2nd Qtr. Apr-Jun	3rd Qtr. Jul-Sep	4th Qtr. Oct-Dec
1. Individuals under age 60	$25.00	$25.00	$18.75	$12.50	$6.25
2. Family under age 60 (All at same address)	$40.00	$40.00	$30.00	$20.00	$10.00
3. Senior Individual (age 60 or over)	$20.00	$20.00	$15.00	$10.00	$5.00
4. Senior Family, (one over age 60 and all at the same address)	$35.00	$35.00	$26.25	$17.50	$8.75
5. Student (12 to 21 years of age) *	$20.00	$20.00	$15.00	$10.00	$5.00

***Per insurance compliance, all individuals must be age 12 or older.**

B. Membership Records:

1. Membership Chair shall retain records in compliance with the CVGS Document Retention and Destruction Policy.

2. The Society Database file and or any membership records or listings shall not be used by or released to any organization or individual for non-Society use.

C. Changes in dues may be recommended by the Executive Board and passed by a majority vote of those members present and voting at a general meeting, a quorum being present.

1. If a member's renewal dues are not paid by the end of March each year, membership will lapse, and the member's name will be dropped from the mailing list. When a delinquency occurs, all voting and other rights and privileges shall be suspended from the member and shall not be restored until the member's annual dues are fully paid.

D. Life membership dues shall be deposited in The Society checking account.

E. Any member in good standing may nominate a candidate for the Helen Crise Honorary Life Membership once per year in October, at the General meeting, based on outstanding service to The Society or to genealogy. One Honoree will be selected by the Helen Crise Honorary Life Membership fund administrators. Presentation of the Helen Crise Honorary Life Membership will be made at the December meeting and will entitle this member to all rights and privileges of a paid Life Member. The cost of this Helen Crise Honorary Life Membership shall be deposited in The Society's checking account.

If the person chosen for the Helen Crise Honorary Life Membership already has a paid life membership, that prorated amount shall be put in the Helen Crise Life Membership Liability Account. All Helen Crise Honorary Life Memberships must comply with the stipulations as stated in the Revised Bequest to Conejo Valley Genealogical Society, Inc. of April 8, 2010.

SECTION 2. LIBRARY ACQUISITIONS AND HOLDINGS OF THE SOCIETY:

A. Half and Half Books: The Half and Half Book Project will consist of any genealogical book (except personal genealogies or family histories), nominated by any member in good standing, who is expected to pay a minimum of $5 at time of placement on list, after which any member may contribute any amount towards the remaining half price balance.

1. Half and Half Book Purchases: The Half and Half Book Project shall be $300 maximum per fiscal year.

2. No more than five books may be included on the list at one time and books may remain on the list for no more than six months, at which time, any incomplete book requests shall be referred to submitting member for designation to another book of his/her choice. Orders may be accepted by members wishing to pay the full half price at one time, up to two books per month, subject to the Society budget limitations. The list of active books is to be published monthly in The Society newsletter.

3. All book titles to be considered must be submitted to and ordered by the Half and Half Book Chair. When said Chair has received half of the purchase price, The Society shall pay the remaining one half and the book will be ordered. The Society expenditures for Half and Half Book purchases may not exceed The Society's annual budget of $300.00.

4. After the book has been received, it must be processed and catalogued by the Librarian and the Grant R. Brimhall (GRB) Library prior to use.

SECTION 3. BOOK TABLE:

Books on the Book Table for more than one year may be sold at a discount.

SECTION 4. MEMORIAL FUNDS:

A. The Society may establish a Memorial Fund upon the death of any member, or member's immediate family, as requested by any of The Society's members or the family and approved by the Executive Board. (Standing Rule).

B. This fund shall remain open and active for a period of no more than three months from the date of notification of death by newsletter. All funds received shall then be used to purchase a genealogy resource to be placed in the Genealogical Library with a memorial plate placed within. The Society will donate $25 per fund as a Society. The Society Librarian will contact a family member to determine their selection or preference, and the purchase will be made within two months.

C. Memorial donations may not be matched by any Half and Half Funds but must be made to the Memorial Fund only.

D. Any flowers sent as a memorial will be done on a personal basis.

SECTION 5. PROPERTY

A. The Society's Holdings: No book, CD, fiche, film, periodical or other library holdings of The Society may be removed from the GRB library without being in accordance with GRB Library policies and procedures.

B. Equipment shall not be loaned for CVGS member's personal use.

C. CVGS equipment may be utilized for CVGS affiliated purposes at the discretion of the president or Director of Technology. That individual shall notify the Executive Board with the pertinent information.

SECTION 6. PUBLICATIONS:

A. Newsletter:

The Society newsletter is *The Genealogist* which is produced monthly. The Newsletter Editor shall prepare and forward it for review prior to distribution. The Newsletter will be emailed, mailed or otherwise transmitted to members in good standing, if possible, on the first of the month. Acceptance of, and deadline for contributions is at the discretion of the Editor. Guests shall receive the newsletter free only in the month following their first attendance at a meeting.

B. Journal:

1. The Journal Editor shall prepare The Society journal, *Rabbit Tracks*, three times a year and forward it for review prior to distribution. The Journal will be emailed, mailed or otherwise transmitted to members in good standing and to designated societies.

2. The *Rabbit Tracks* journal may accept queries from non-members for a fee of $1 per query, per issue. Queries are free to members in good standing. *(Standing Rule)*

C. Website:

The Society website will inform people of The Society, its purpose, meetings, member resources, and other activities, and will be maintained by a designated and qualified Society member who will be called the Webmaster.

SECTION 7. PROGRAMS:

A. Meetings:

1. Handouts: The Speaker's Agreement, transmitted by the First Vice President/Program Chair to potential speakers, shall advise said speaker that The Society will reproduce up to two single sided copy ready pages from handout materials provided by the Speaker. Any additional pages may be provided by the speaker.

2. Speaker's Fee : The Speaker's fee is not to exceed $300; this does not include the speakers' fees for The Society's annual seminar, nor is this $300 to be the standard fee, but strictly a maximum. *(Standing Rule)* In lieu of a fee, the non-member speaker may request a purchase of a book for the library, up to $60. For any Society member-speaker at a general meeting, the fee will be adjusted from $20.00 to $100.00 which shall be added to the book or CD fund at our library in lieu of an honorarium. Round trip mileage will be paid to a non-member speaker at the current IRS mileage business rate.

3. Speaker's Sales: The Speaker's Agreement will also advise that any speaker wishing to bring materials to sell at the meeting must agree to:

a. Waive our speaker's fee or
b. Donate a minimum of 10% of sales to The Society. The speaker should indicate whether he/she will bring a sales assistant or if he/she needs one of our members to assist. This stipulation is negotiable at the discretion of the Program Chair.

4. Refreshments: Voluntary contributions for refreshments at meetings (donation basket) will be used for replenishment of basic supplies such as beverages, utensils, napkins, etc.

B. Seminars:

The President will appoint a committee chair who shall be responsible for organizing and planning The Society's seminars with any supporting volunteers.

SECTION 8. EXECUTIVE BOARD PROCEDURES:

A. Any personal correspondence to membership (as a whole) from any Executive Board Member is to be discussed and approved by the Executive Board prior to mailing.

B. All P.O. Box mail will be picked up at least once a week by the Corresponding Secretary. Mail may be opened by the Corresponding Secretary to determine direction of distribution, if necessary

C. At any time, sensitive mail may be directed to the home of the relevant Chair rather than to The Society's P.O. Box (dues, Salt Lake City materials, Seminar, Half & Half projects, financial states, insurance information, etc.).

D. The Recording Secretary shall transmit a copy of the minutes without any handouts, to all Board members, prior to the next month's general meeting.

E. The Society shall maintain a rented Safe Deposit Box at a bank to contain original non-profit incorporation papers, current Bylaws, records of Certificate of Deposit, and any other official documents for safekeeping. The contents should be inventoried annually and read into the minutes of the Executive Board meeting in December.

2. Administrative Procedures

SECTION 1. MEETINGS:

A. General meetings shall be held at least monthly unless otherwise directed by the Executive Board. A quorum for business at a general meeting shall consist of 15% of the members present and in good standing.

B. Proper notice for special meetings of the Executive Board shall consist of four days' notice by letter or other written communication, four days' notice by email, or two days' notice by telephone.

SECTION 2. ELECTION OF OFFICERS AND DIRECTORS:

A. The President with the Executive Board's approval shall appoint the Nominating Committee in March. The Nominating Committee shall meet to select their chairperson and then **begin, within 30 days, the nominating selection process.**

1. The Nominating Committee chairperson shall furnish a progress report to the Executive Board each month until the final nominations are made.

2. Nominations for the Executive Officers and Directors positions shall take place at a general meeting held in October of each year. After the Nominating Committee presents its recommended slate of officers, there will be a call for nominations from the floor. Consent must be obtained from a member prior to being nominated for office.

B. Elections:

1. Officer Elections are held in <u>even year elections</u> for President , 2nd Vice President (Membership), Treasurer, Corresponding Secretary, and Director of Information Technology.

2. Officer Elections are held in <u>odd year elections</u> for 1st Vice President (Programs), Recording Secretary, Assistant Treasurer, Librarian (Director), and Director of Special Projects.

3. The election shall take place at the general meeting in November of each year, under the direction of the Executive Board. The elected candidates shall assume their respective offices on the following January First.

C. The Executive Board shall meet monthly throughout the year at a time and place designated by the Executive Board. The Executive Board shall govern The Society in matters of policy and other specific responsibilities as specified in the Bylaws, Standing Rules, and the limitations of the California Non-Profit Public Benefit Corporation laws (501 (c) (3).

1. Individual Officers or Executive Board members may be removed from office for misconduct or neglect of duty, and only following a hearing held by the Executive Board. Following said hearing, by a majority vote, a quorum being present, The Executive Board may remove the Officer or Director from office.

2. Vacancies in the Executive Board shall be filled by appointment by the President and ratified by a majority vote of the remaining members of the Executive Board. In the event of a vacancy in the office of the President, the First Vice President shall assume duties and authority of the President. In the event of a vacancy of both President and First vice President, an "Acting President" shall be appointed by majority vote of the remaining current Executive Board.

3. Members of the Executive Board who miss more than four Executive Board meetings within the two-year term, without notification, may be removed by a majority vote of the

Executive Board. To be considered an excused absence, required notice to an Executive Officer must be given prior to the meeting to be missed.

SECTION 3: OFFICERS:

All officers shall serve without salary; however, they may be reimbursed for expenses incurred while conducting The Society's business. The Executive Board shall review requests for reimbursement rejected by the Treasurer. All requests for reimbursement shall be submitted within ninety days. Any expenditure in excess of one thousand dollars other than any mandatory budgeted expense (e.g., insurance, taxes) shall be presented to the General Membership for their approval.

A. The President shall be the principal Executive officer of The Society.

1. The President shall be the official spokesperson and shall direct the activities of The Society pursuant to its Bylaws.

2. The President shall preside at meetings of The Society and the Executive Board. Robert's Rules of Order Newly Revised "Small Board" shall govern meetings, insofar as such rules are not inconsistent with or in conflict with The Society's Articles of Incorporation or the Bylaws.

3. The President shall appoint all Standing and Special Purpose Committees and Committee Chairs and shall serve as ex-officio member of all Committees except the Nominating Committee. Appointees shall be approved by the Executive Board.

4. Except as otherwise expressly provided for by law, the Articles of Incorporation, or the Bylaws, the President shall, in the name of the Conejo Valley Genealogical Society, Inc., execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may be authorized by the Executive Board.

5. The President may approve unbudgeted expenditures requested by Officers, Directors or Committee Chairs up to $250. Any unbudgeted expenditures between $250 and $1000 must have Executive Board approval.

6. The President shall present an inventory of keys and contents of the Safe Deposit Box at the Executive Board meeting in December.

B. The First Vice President:

1. In the absence of the President, or in the event of the President's inability to act, the First Vice President shall perform all the duties of the President, and when so acting, he/she shall have all the powers of, and be subject to, the restrictions of the President.

2. The First Vice President shall plan the programs for the Society's monthly meetings.

C. The Second Vice President:

1. The Second Vice President shall maintain and distribute the membership roster and shall notify the Executive Board and the Newsletter Editor of all membership changes. Only the Second Vice President can notify CVGS members of expired dues.

2. The Second Vice President is also responsible for collection of all dues and fees and submitting those to the Treasurer in a timely manner.

D. The Recording Secretary:

1. The Recording Secretary shall record, maintain, and distribute the minutes of all meetings. After corrections, the minutes are to be filed at the principal office of The Society. The Recording Secretary shall maintain a paper/digital copy of the minutes in a safe manner. The filed minutes shall be available to any member in good standing upon request.

2. The Recording Secretary is custodian of all official records of business except those specifically assigned to others, including but not limited to, The Society's copies of the Articles of Incorporation and the Bylaws and all previous editions of the Bylaws.

E. The Corresponding Secretary:

1. The Corresponding Secretary conducts general Society correspondence at the direction of the President.

2. The Corresponding Secretary is responsible to pick up and distribute mail.

F. The Treasurer:

1. The Treasurer supervises the banking activity of The Society and ensures that all such funds are properly deposited or paid out on behalf of The Society through the banks, trust companies, or other depositories as designated by the Executive Board. Any change of financial institutions must be pre-approved by the Executive Board. Withdrawals/payments from the Society's banking account shall require two signatures when the item's amount is not budgeted and is $250 or more. The Treasurer shall keep and maintain adequate and correct accounts of The Society's properties and business transactions, including but not limited to accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The Treasurer shall present a financial report to the Executive Board at each business meeting. The financial records shall be made available to any member in good standing upon request.

*** Please note that the following Executive Board Members shall be on the signature card at the bank to provide two-signature backup when required.**

- President

- Recording Secretary

- Treasurer

- Assistant Treasurer

2. Insurance must be carried for the following categories: D and O (directors and officers), liability, and property. The Treasurer negotiates the coverage with insurance companies only with the Executive Board's approval. These are budgeted items.

3. The Treasurer shall provide records and cooperate in the annual financial review by a qualified disinterested individual, or agency, selected and approved of by the Executive Board in January. The cost of the annual financial review shall be considered an operating expense of The Society and is a budgeted item. The Treasurer shall prepare an annual financial statement in preparation for the financial review for the fiscal year, January 1 through December 31, for submission in writing to the membership at the May meeting and in the June newsletter.

4. The Treasurer shall prepare a proposed budget for presentation at the March Executive Board meeting. The budget will be finalized by the Executive Board after the annual financial report is presented in April. Expenses of Offices and Committees will be included as line items in the budget.

5. All funds to be dispersed from the Helen Crise Honorary Life Membership Fund must be preapproved in writing by two of the three administrators of said fund. The Treasurer shall be responsible for abiding by the terms and conditions of all agreements and bequests to The Society regardless of the source.

G. The Assistant Treasurer:

1. The Assistant Treasurer shall attend both the Executive Board and General Meetings every month.

2. The Assistant Treasurer may accept checks and deposits them into the bank.

3. The Assistant Treasurer will have vouchers available for persons who need to submit any bills.

4. The Assistant Treasurer may issue checks at meetings to pay for items from the persons presenting bills with receipts and vouchers.

5. The Assistant Treasurer may have available the check for the speaker at the General Meetings and give to 1st V.P. to issue to the speaker.

6. The Assistant Treasurer shall provide the Treasurer with the vouchers and receipts, and with the check numbers that were issued for payments.

7. The Assistant Treasurer shall work with the Treasurer at our spring Seminar, collecting and keeping track of monies received, etc.

8. The Assistant Treasurer will perform other duties as required.

H. The Parliamentarian:

1. The Parliamentarian shall attend all the Executive Board meetings. The Parliamentarian shall advise the President, Officers, Directors, and Committee Chairs on matters of parliamentary procedure based on Roberts Rules of Order Newly Revised "Small Board". For that reason, knowledge of the Society's Bylaws, Standing Rules, and Robert's Rules of Order, Newly Revised "Small Board" are essential.

2. It is the duty of the parliamentarian (*as inconspicuously as possible*) to call the attention of the chair to any error in the proceedings that may affect the rights of any member or may otherwise do harm.

3. There should be an understanding, between the parliamentarian and the presiding officer, that there will probably be occasions when it may be essential for the chair to listen to suggestions being made by the parliamentarian even if it means momentarily not giving full attention to others. This practice will enable the chair to be in a position to act promptly at the correct time and be fully informed. In advising the chair, the parliamentarian should not wait until asked for advice (*that may be too late*). An experienced parliamentarian will often see a problem developing and be able to head it off with a few words to the chair.

4. Only on the most involved matters should the parliamentarian actually be called to speak to the assembly; the practice should be avoided if at all possible.

5. The parliamentarian should be assigned a seat next to the chair so as to be convenient for consultation in a low voice, but the chair should try to avoid checking with the parliamentarian too frequently or too obviously. After the parliamentarian has expressed an opinion on a point, the chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the parliamentarian or to disregard it.

SECTION 4: DIRECTORS:

There shall be three Executive Board Directors, who will be elected to serve a two-year term.

A. The Director of Information Technology shall provide direction and advice in the areas of technology to better achieve the goals of The Society. The Director oversees The Society's archiving project and advises the Executive Board and Standing Committee Chairs as requested. The Director represents The Society as liaison to the IT department of the library to ensure our technology needs are met. The Director tracks the organization of The Society's passwords and IT equipment and provides an annual report to the Executive Board in December of each year. The Director makes recommendations to the Executive Board for the annual budget of IT related projects.

B. The Librarian serves as custodian of The Society's collection of research media, subject to the Executive Board's direction and the policies and procedures of the GRB Library. The Librarian also works with the Half and Half Books Committee. The Librarian is responsible for the purchase of designated Memorial books or materials. The Librarian is The Society's liaison with the GRB Library in matters of The Society's library holdings.

C. The Director of Special Projects: has the responsibility for all fund-raising projects and events. Included in the fund-raising committees are the "Adopt a Poll", Recycling, eScript, and any others that the Director and committee, with Executive Board approval, choose to adopt.

SECTION 5: STANDING COMMITTEES:

These committees, while meeting separately, shall function as an integral part of The Society. The notification of their meetings and activities shall be provided to the Newsletter Editor, the Webmaster, the Communications Chair and the Director of Information Technology for the purpose of providing publicity, attendance, and participation therein. Refer to Section 6 for Committee Chair Position Operating Procedures.

A. The Book Sales Chair is responsible to maintain inventory and conduct sales of books to the membership.

B. The Bylaws, Procedures and Policies Chair is responsible to review all suggested changes and questions, or new Bylaws submitted by the Executive Board. This committee will report back to the Executive Board with their suggestions no later than the second Executive Board meeting after the referral is made. The Chair of this committee is the CVGS Parliamentarian.

C. The Communications Chair is responsible for coordinating and disseminating articles and brochures that promote and advance the object of The Society. It is important for the Chair to be pre-advised of events and promotions of The Society. The Chair will work with the Newsletter Editor, Webmaster, Committee Chairs and other organizations and news outlets in order to publish and post pertinent data. The Chair will work with the 1st Vice President in developing a program for fulfilling these responsibilities and proposing an annual budget.

D. The Computer Interest Group Chair is responsible to coordinate the computer interest meetings to provide programs designed to educate and instruct in the use of computer or other technology related to genealogical research.

E. The DNA Chair is responsible to coordinate the DNA interest meetings to provide programs designed to educate and instruct in the use of DNA related genealogical research and the newest DNA procedures.

F. The Education Chair is responsible to plan instructional and research resources for those interested in genealogy. A monthly workshop may be coordinated by the Education Chair. The Education Chair is also the coordinator for any other education events that The Society sponsors.

G. The Grants Chair is responsible to explore prospective grants, complete applications and submit them to the Executive Board for consideration and approval.

H. The Half and Half Books Chair is responsible for purchasing member- requested books, upon receipt of half the cost. Books exceeding full cost of $75.00 must have prior Board approval for placement on the list (Standing Rules).

I. The Historian is responsible for gathering and maintaining a historical record of The Society's activities; photographing, documenting speakers and recording items of interest presented at the general meetings and special events. This history is to be placed in a digital history file and scrapbook for retention in The Society's files in the Library.

J. The Hospitality Chair is responsible to see that refreshments are available at every general meeting of The Society and to purchase supplies as needed.

K. The Journal Editor is responsible for assembling and preparation of the journal for publication.

L. The Library Volunteers Chair coordinates the monthly schedule of volunteers for the library and provides training for volunteers helping patrons.

M. The Newsletter Editor is responsible for assembling and preparation of the monthly newsletter

N. The Obituary Committee Chair is responsible for the collection of digital obituaries appearing in the daily Ventura County Star and weekly regional Acorn newspapers. Such collections shall be organized into annual, searchable PDF format files and submitted to the Director of IT for cloud storage. The Chair is also responsible for the obituaries previously extracted and stored in books (paper form) in the Library.

O. The Salt Lake City Coordinator is responsible for coordinating the CVGS trip to Salt Lake City. This includes hotel accommodations and special events associated with the trip.

P. The Seminar Committee Chair is responsible for the planning and production of the seminar. Some of the duties include, but are not limited to; securing the site, fund raiser (ex. Silent auction), provide refreshments and lunch, set up and take down work force, etc. A portion of the funds generated, after all expenses have been paid, will be held over as "seed money" for the next seminar. The Chair recruits members to successfully produce the seminar, holds planning meetings, and reports on this Committee's progress to the Executive Board at the monthly meetings.

Q. The Webmaster is responsible to maintain the CVGS website. The committee may also address other issues such as look-up requests, Webinar flash drives and digital cloud file storage, etc.

SECTION 6: Position Operating Procedures

Position Operating Procedures are intended to provide more details than what is described in the Bylaws or elsewhere in the Manual of Procedures but shall always agree with those documents. They will assist in the transition of new occupants to an office and shall be approved and dated by The Society Executive Board. A digitized copy shall be maintained in the CVGS cloud archives.

A. Executive Officers and Directors

01. President

02. 1st Vice President

03. 2nd Vice President

04. Recording Secretary

05. Treasurer

06. Assistant Treasurer

07. Corresponding Secretary

08. Parliamentarian

09. Director of Information Technology

10. Librarian (Director)

11. Director of Special Projects

B. Standing Committee Chairs

01. Book Sales

02. Bylaws Procedures and Policies

03. Communications

04. Computer Interest Group (SIG)

05. DNA Group (SIG)

06. Education/Tools Class

07. Grants

08. Half & Half Books

09. Historian

10. Hospitality

11. Journal Editor

12. Library Volunteers

13. Newsletter Editor

14. Obituary

15. Salt Lake City Coordinator

16. Seminar

17. Webmaster