

Bylaws
Southern California Chapter
of the Association of Professional Genealogists

Adopted: 24 Mar 2007
Amended per APG: 15 Sep 2007
Proposed Revisions: 3 June 2011
Approved: 23 Sept 2011

ARTICLE I. NAME

The name of this association, organized as a chapter of the Association of Professional Genealogists, hereinafter referred to as APG, a nonprofit organization, shall be the “Southern California Chapter of the Association of Professional Genealogists”, hereinafter referred to as SCCAPG. The APG is a nonprofit 501(C) (6) educational organization under the laws of the State of Utah.

ARTICLE II. OBJECTIVES

- A. To promote awareness of, and interest in, professional genealogical services;
- B. To promote professional standards in genealogical research, writing and speaking;
- C. To engage in activities which promote access, facilitate research, and preserve records used in the fields of genealogy and local history;
- D. To promote awareness of activities and/or laws which may affect genealogical and historical research;
- E. To educate membership and public through publications and lectures; and,
- F. To provide support to those engaged in genealogical pursuits as a business.

ARTICLE III. MEMBERSHIP

Section 1. Membership.

- A. There shall be three classes of membership: Single, Family & Institutional.
- B. Family memberships are limited to two persons.

Section 2. Qualifications.

- A. Membership shall be open to any person or institution willing to support APG’s objectives and code of ethics.
- B. Members of the SCCAPG must be members of the APG.
- C. Any person whose membership in APG is withdrawn for good cause as outlined in APG Bylaws, Article XI, Disciplinary Procedure, shall simultaneously have their SCCAPG membership withdrawn.

Section 3. Voting Rights.

- A. Voting members shall be any member whose dues are paid current.
- B. Each family member is entitled to one vote.
- C. Institutions shall be Non-Voting members.

Section 4. Annual Dues Structure.

- A. Annual dues shall be established by the Board of Directors.

- B. Annual dues shall be assessed for the calendar year beginning January 1st and will be delinquent after March 1st.

Section 5. Only current chapter members may hold office or vote.

Section 6. Only chapter members can be listed in directories of members published by the chapter.

Section 7. A member in good standing shall be one whose current dues have been paid in accordance to chapter bylaws and standing rules and who is not under disciplinary action. Only members in good standing may vote, hold an elected position or chair a committee.

Article IV. Officers

Section 1. The SCCAPG shall have the following elected officers: President, Vice-President, Secretary, and Treasurer.

Section 2. The elected officers shall perform the duties provided in these bylaws and use the parliamentary authority adopted by the SCCAPG.

Section 3. The term of office for all officers shall begin immediately following their election at the annual meeting.

Article V. Duties of Officers

Section 1. The President.

The President shall perform all duties customary to that office in accordance with the purposes of the SCCAPG and as contained in the policies, procedures and directives of the Board of Directors. The President shall:

1. Preside at all meetings of the SCCAPG membership and the Board of Directors.
2. Be an ex-officio member of all committees except the nominating committee.
3. Appoint all chairmen and committees except the Election/Nominating Committee.
4. Be authorized to sign checks in the absence of the Treasurer.
5. Have such other powers and duties as may be prescribed by the Board of Directors.
6. Have the responsibility for ensuring that an annual audit is carried out at the end of the fiscal year.
7. Present the auditor's report at the Board of Directors meeting following audit and make the report available to the membership upon request.
8. Be the legally responsible Officer of and spokesperson for the SCCAPG.
9. Delegate such duties and assignments as desired to the Vice-President or other members of the Board.

Section 2. The Vice-President.

The Vice-President shall perform all the duties of the President in the absence or disability of, or at the request of, the President and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall:

1. Serve as the Chairperson of the Program Committee.
2. Have a plan for a program for all meetings during the year.

3. Have such other powers and perform such other duties as from time to time may be prescribed for him or her by the Board of Directors or the President.

Section 3. The Secretary.

The Secretary shall perform all duties customary to that office and be responsible for keeping an accurate record of the proceedings of all general membership meetings and Board of Directors meetings. The Secretary shall:

1. Have custody of the records and papers of the SCCAPG.
2. Be authorized to sign checks in the absence of the President and the Treasurer.
3. Be responsible for the sending of notices of all meetings to the membership.
4. Keep a record of the SCCAPG directors, members of all committees and general membership showing their names and addresses.
5. Perform such other duties as from time to time may be prescribed for him or her by the President or Board of Directors.

Section 4. The Treasurer.

The Treasurer shall receive all moneys and issue receipts for same and deposit money in the bank designated by the Board of Directors. The Treasurer shall:

1. Sign all checks as the second signature with another officer and pay all bills ordered by the Board of Directors and keep an accurate account of all receipts and disbursements.
2. Make a financial report at general meetings and Board meetings.
3. Prepare the books for audit.
4. Perform such other duties as from time to time may be prescribed for him or her by the President or Board of Directors.

Article VI. Board of Directors

Section 1. The members of the Board of Directors shall be the elected officers and all committee chairmen, and the most recent Past President willing to serve.

Section 2. The Board of Directors shall be the policy making body for and provide general supervision over the SCCAPG.

Section 3. In the event of a vacancy occurring on the Board, the Board of Directors shall appoint a qualified member to fill the unexpired term.

Section 4. The Board of Directors shall hold at least two meetings annually at such time and place as it shall be determined.

Section 5. At a meeting of the Board of Directors, 3 (three) Board Members shall constitute a quorum.

Section 6. A vote by mail or e-mail may be taken when necessary. Action taken by either means shall be verified and made part of the minutes of the next session of the Board of Directors.

Article VII. Committees

Section 1. Committees shall be such that are deemed necessary for the general administration of SCCAPG and shall be established by the Board of Directors.

Section 2. The chairmen of chapter committees shall be appointed by the President.

Section 3. The following committees may be established:

- A. Membership Committee: shall promote membership through an organized program.
- B. Newsletter Committee: shall publish a quarterly newsletter and distribute it to the general membership.
- C. Bylaws Committee: shall conduct an annual review of the Bylaws and report any recommendations to the Board of Directors.
- D. Research Committee: shall oversee local genealogical projects.
- E. Website Committee: shall have overall responsibility for the SCCAPG Website ensuring it is kept accurate and up to date.
- F. Historian's Committee: shall keep a record of chapter yearly events and activities in an organized manner.
- G. APG Chapter Representative: shall be the liaison between the SCCAPG and the APG on all matters requiring APG approval and perform the duties for Chapter Representative as outlined in the current APG Procedure Manual. The Chapter representative shall represent the SCCAPG from time to time at such meetings of the APG as may be directed by the President or Board of Directors.

Article VIII. Election/Nomination Committee

Section 1. There shall be an election/nomination committee composed of three members in good standing.

Section 2. Members of this committee shall be elected no less than three months prior to the annual meeting.

Section 3. Membership in good standing for one year in the APG and SCCAPG is required to be eligible for service on the elections committee.

Section 4. One member of the elections committee shall be a member of the SCCAPG Board of Directors.

Section 5. The committee shall present a single slate to the membership

Article IX. Elections

Section 1. The election of officers shall be held prior to that meeting the Board of Directors has designated as the annual meeting.

Section 2. The term of office for elected positions shall be for two years.

Section 3. Membership in good standing for one year in the APG and SCCAPG is required to be eligible for nomination and election as an officer.

Section 4. No member shall be eligible for election to the same office for more than two consecutive terms.

Section 5. The Nominations Committee shall prepare an electronic ballot for voting and assure that all eligible voters are informed by an insert in the Chapter newsletter, by postal mail or by email. A written ballot will be available for anyone who does not use email. It is each member's responsibility to maintain a current and valid email address with the chapter.

Section 6. The most immediate past chair of the elections committee shall tally the votes and report the results.

Article X. Meetings

Section 1. Meetings of members shall be held on a regular basis at such place or places as may be designated from time to time by the Board of Directors.

Section 2. The annual meeting shall be held on the date and time and place designated by the Board of Directors. At such an annual meeting reports of the affairs of the SCCAPG shall be reviewed and any other business may be transacted.

Section 3. Written or printed notice of the annual meeting and every special and general meeting shall be delivered to each member entitled to vote either personally or by mail or by e-mail not less than ten (10) nor more than ninety (90) days before the date of the meeting. The notice shall be given by the Secretary of the SCCAPG.

Section 4. All general meetings shall be open to the public.

Section 5. A special meeting of the SCCAPG may be called by a two-thirds (2/3) vote of the Board of Directors.

Section 6. At a general meeting of the members, those members present and voting shall constitute a quorum.

Article XI. Parliamentary Authority

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

Article XII. Amendments

Section 1. These bylaws may be altered, amended or repealed and new bylaws adopted. The vote shall be taken by electronic ballot, notice of which will be emailed to all members of the chapter in good standing. A written ballot will be available for anyone who does not use email. It is each member's responsibility to maintain a current email address with the chapter.

Section 2. The SCCAPG Chapter representative shall notify the APG in writing of all amendments, alterations or other changes in these bylaws adopted by the membership.

Section 3. All amendments, alterations or other changes in these bylaws adopted by the membership must be approved by the Executive Committee of the APG.

Article XIII. Dissolution

In the event of dissolution, all assets of SCCAPG shall be assigned by the membership to the APG in accordance with Section 501(c)(6) of the Internal Revenue Code. No assets shall inure to the benefit of individual members.

Standing Rules Southern California Chapter of the Association of Professional Genealogists

**Adopted 24 Mar 2007
Amended per APG Board of Directors 15 September 2007
Proposed Revisions: 3 June 2011
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1. These standing rules, having been adopted by the membership, are intended to be an adjunct to the chapter bylaws.
2. These standing rules can be changed at any time by a majority of members present and voting at any chapter meeting providing all members have been notified of such proposed changes either by mail or by email 30 days prior to the meeting.
3. If these standing rules come into conflict with the chapter bylaws at any time, the bylaws shall prevail.
4. SCCAPG Chapter meetings shall be held at a time and place deemed convenient to the members.
5. SCCAPG meetings shall be held on a quarterly basis with the first meeting of the fiscal year (currently March) designated as the annual meeting.
6. SCCAPG board meetings shall be held on a quarterly basis at a time and place convenient to board members.
7. Any unbudgeted expenditure must first be submitted to the Board of Directors for approval.
8. Annual membership dues shall be payable on January 1 and delinquent after March 1. Any person becoming delinquent shall be dropped from membership on April 1.
9. Annual membership dues shall be as follows:

Single: \$15.00 Family: \$25.00 Institutional: \$15.00
10. New members shall pay dues on a prorated quarterly basis, the amount of dues payable as follows:

January 1 through March 31 \$15.00

April 1 through June 30 \$11.25

July 1 through September 30 \$7.50

October 1 through December 31 \$3.75

11. The yearly dues shall be payable in accordance with standing rule #8. Past members who let their membership lapse will pay the regular price of membership regardless of when they pay their dues.

12. A newsletter containing meeting information and other news items shall be published and sent to all members on a quarterly basis approximately, but not less than, two weeks prior to the quarterly meetings.

13. A budget committee shall meet annually to create the yearly budget for the SCCAPG chapter. The committee shall consist of the President, Treasurer and one Member-at-large appointed by the Board of Directors.

14. The SCCAPG Chapter Representative shall be designated to interact with the APG Board:

- 1) Submitting articles about the Chapter to the APG Quarterly;
- 2) Attending APG Board Meetings or designating another Chapter member to attend; and,
- 3) Relaying any information and material received from APG to the SCCAPG Chapter President.

15. The Board of Directors shall work closely with the Treasurer in planning and carrying out an annual audit of the chapter financial operations.

16. The SCCAPG Chapter bylaws and standing rules shall be reviewed and, if deemed appropriate, revised no less than every 2 years.

17. A SCCAPG Chapter representative shall be designated to interact with the California State Genealogical Alliance (CSGA).

- 1) Submitting articles about the chapter to the CSGA newsletter.
- 2) Attending at least one CSGA meeting each year or designating another chapter member to attend.
- 3) Relaying any information and material received from CSGA to the SCCAPG Chapter president.

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