

**STANDING RULES
NAPA VALLEY GENEALOGICAL SOCIETY**

- I.** These Standing Rules shall govern the operation of the Society. These Standing Rules are not intended to supplant or substitute for the Bylaws of the Napa Valley Genealogical Society. In every case in which a conflict arises between these Standing Rules and the adopted Bylaws of the Napa Valley Genealogical Society, the Bylaws shall take precedence.

- II.** The address for Napa Valley Genealogical Society shall be 1701 Menlo Avenue, Napa, CA 94558.

- III.** The Napa Valley Genealogical Society Library is housed at 1701 Menlo Avenue, Napa, CA 94558.

- IV.** Membership:
 - a)** The Membership year shall be July 1 through June 30.

 - b)** Definition of Membership --
 - A.** Single Membership – an individual 18 years of age and over. A single membership shall have all rights and privileges of membership.
 - B.** Joint Membership – two individuals living at the same address; each required to submit separate applications and electronic consent forms. Each individual shall have one vote and full member privileges. One newsletter will be sent to each joint household.
 - C.** Junior Membership – an individual 12 through 17 years of age. Junior members shall have all rights and privileges of adult members, except those which might be prohibited by law.
 - D.** Institution Membership – shall include but not be limited to any organization, corporation or collection of individuals. Institution membership carries no voting privileges.

 - c)** Membership dues shall be:
 - A.** Annual Membership – may be paid membership or may be awarded at the discretion of the Board. Annual memberships will carry full member rights and privileges with the exception of Institution which carries no voting privileges.

1. Single	\$30.00 per year
2. Joint	\$50.00 per year
3. Junior	\$20.00 per year
4. Out of state	\$20.00 per year
5. Institution	\$30.00 per year

 - B.** Honorary Membership – honorary annual memberships may be awarded at the discretion of the Board. Honorary members will be allowed to attend meetings and to speak, but not to make motions or vote, unless the person is also a regular member.

- d) Payment of dues:
 - A. New members applying between January 1 and April 30 shall pay one half (1/2) of the annual dues for their category.
 - B. New members applying between May 1 and June 30 shall have membership through June 30 of the following year.
 - C. Non-Payment Of Dues – members who have not renewed their membership by July 31 shall be considered delinquent and no longer in good standing, with all rights and privileges revoked. Delinquent members will be dropped from the mailing list on August 1.
 - D. Any member who has been dropped and wishes to be reinstated shall submit a new application, dues, and an electronic consent form.
 - E. Dues are non-refundable.
- e) Life Members with whom we have no contact for three (3) years shall be dropped from membership. Life members may be reinstated without additional payment of dues at the discretion of the Board.
- f) Membership renewal notices will be published in the March/April & May/June issues of the *WinePress*.

V. Volunteers

- a) One must be a member in good standing of the Society to volunteer for the Library.
- b) Non-members with specific expertise may be brought in on a project-by-project basis.

VI. Library:

- a) The Board will determine the exact days of library closure for the next calendar year at each December meeting.

VII. Meetings:

- a) The General Meeting may be held monthly at the discretion of the Board of Directors. An evening fund raiser may be held yearly at the discretion of the Board of Directors.
- b) The January meeting shall be designated as the Annual Meeting. The Secretary shall record the events and results of the Election of Officers at the January General Meeting.
- c) The Board Meeting shall be held the second Monday of each month at 2:00 p.m. at the Society Library.

VIII. Newsletter:

- a) The official newsletter of the Napa Valley Genealogical Society shall be called *WinePress*.
- b) The *WinePress* shall be a bi-monthly newsletter.

IX. Financial Matters:

- a) The Fiscal year shall be from January 1 through December 31.
- b) All requests for payment submitted to the Treasurer must be itemized and signed. The original or copy with the name of vendor should be submitted.

- c) No items shall be sold for personal gain of any member unless otherwise authorized by the Board.
 - d) The Treasurer and the President shall create an annual budget and, with Board approval, present it to the vote of the membership.
 - e) A petty cash fund, not to exceed \$25.00, will be maintained at the library.
- X.** A member shall serve one year on the current Board before being elected President.
- XI.** The Board shall provide a written job description for each person holding a position in the Napa Valley Genealogical Society which identifies the duties of that position. These job descriptions will be reviewed on a yearly basis.
- XII.** The price of a Pioneer Certificate will be \$15.00 for non-members and \$10.00 for members.
- XIII.** The Board shall formulate the Society goals for the following calendar year during the November and December Board meetings.
- XIV.** The President and Secretary shall sign all legal documents.

Officer Responsibilities and Tasks

These responsibilities and tasks are in addition to those outlined in the Bylaws.

President

The President shall

- be responsible for monitoring our funds which are held by the Napa Valley Community Foundation;
- be responsible for all arrangements with the Napa Valley Wine Train for ticket sales for the annual Wine Auction;
- be responsible for procuring the necessary documentation, certification and permits for the annual Wine Draw;
- prepare with the Treasurer the yearly budget.

Vice President

Secretary

The Secretary shall:

- present the minutes of each Board meeting at the next meeting for approval;
- post the minutes and Treasurer's reports of the previous month's Board meeting in the library;
- conduct the general correspondence of the Society as required; and
- acknowledge all donations/gifts to the library.

Treasurer

The Treasurer shall:

- open and maintain bank accounts for checking and savings;
- deposit all funds in the checking account in a timely manner;
- pay all bills and claims with proper vouchers on a regular basis;
- maintain good records and present monthly reports to the Board;
- present all records to the accountant chosen by the Board for review and preparation of required tax schedules;
- prepare other reports for governmental agencies as required and arrange for the financial records of the Society to be reviewed annually by an independent bookkeeping company.

Director Responsibilities and Tasks

Each Director shall be responsible for handling one (or more) of the following responsibilities, to be assigned at the time each Director assumes office.

Computers:

The Director responsible for computers (Technology Director)

- shall be responsible for the maintenance and operations of the Society computer hardware, software, and online subscriptions;
- shall recommend purchases of same to the Board; and
- shall be responsible for maintaining our web site.

Such Director may purchase computer maintenance materials without approval with no single purchase to exceed \$150 and cumulative purchases through the fiscal year to not exceed the budgeted amount for that year.

Education:

The Director responsible for education (Education Director) shall:

- plan and schedule all genealogy classes; and
- plan and schedule any seminars held by the Society.

Library (Librarian):

The Director responsible for the Library (also known as the Librarian) may purchase library materials without prior approval as long as the cumulative purchases through the fiscal year do not exceed the budgeted amount for that year.

The Librarian shall:

- keep the Board informed of the needs of the Library;
- appoint assistants or committees as needed for cataloging, filing, and preservation of all library materials;
- be responsible for all books, maps, or other holdings of the Library;
- make decisions pertaining to selling or donating any duplicate materials; and
- annually update the inventory of Napa Valley Genealogy Library contents and submit it in July to the President and the Secretary.

Membership:

The Director responsible for membership (also referred to as the Membership Chair) shall:

- collect and be responsible for all membership dues;
- transmit all collected dues to the Treasurer in a timely fashion;
- collect and maintain all applications and electronic consent forms;
- be responsible for all bulk mailings from the Society;
- maintain a current membership file; and
- provide the Board with an updated membership list at the February and September board meetings.

- Maintain a list of wineries and their mailing addresses that donated to our fundraiser for the purpose of creating newsletter labels and building upon the following year's solicitation
- Shall update the address book in the email account with appropriate electronic notification information; i.e., whether the member can receive electronic (legal) notification, newsletters by email, and/or program notification.

Programs:

The Director responsible for programs (Programs Director) shall:

- obtain speakers and plan programs for monthly events;
- make all arrangements requested by the speakers for the presentation;
- shall be responsible for the Society's payment of speaker's fees and/or other gratuities;
- shall be responsible for speakers' introduction at meetings;
- shall arrange for refreshments at the general meetings (exception fundraiser{s}); and
- shall keep a list of speakers for a minimum of two years and evaluate each speaker's success for future procurement.

Such Director may purchase supplies without approval in an amount not to exceed \$150 for each individual program, and cumulatively through the fiscal year not in excess of the budgeted amount for programs for that year.

Publications:

The Director responsible for publications (Publications Director) shall:

- edit, publish, and distribute the newsletter;
- be responsible for the publishing and sales of Society records (books and electronic format); and
- oversee and coordinate the work of volunteers working on the newsletter and other publications.

Publicity & Public Relations:

The Director responsible for publicity and public relations (Publicity Director) shall:

- present a plan annually to the Board regarding the promotion of the Society and its activities;
- carry out that plan, as approved by the Board;
- establish and maintain harmonious relationships with other organizations in the community having interests parallel to those of the Society; and
- be responsible for all publicity regarding the Society, its classes, and meetings.

Volunteer Services:

The Director responsible for volunteer services (Volunteers Director) shall:

- be responsible for developing a corps of volunteers and managing same;
- maintain a list of volunteer and substitute staffers for the Library;

- maintain a volunteer calendar at the library;
- be responsible for coordinating the volunteer luncheon.

Ways & Means:

The Director responsible for fundraising (Ways & Means Director) shall

- be chairman of the Society's annual fundraising event;
- coordinate all committees for the event;
- be responsible with the treasurer for monies collected from this event;
- coordinate with the treasurer and/or president any needed governmental applications or forms needed for the event;
- maintain an inventory of event items and supplies and find proper storage facilities for such materials