

SOUTH BAY CIVIL WAR ROUND TABLE

1. OVERVIEW.

- 1.1 The name of the organization shall be the *South Bay Civil War Round Table* (SBCWRT).
- 1.2 The mission of the SBCWRT shall be to promote the study of the American Civil War and to provide a forum for the intellectual exchange and debate about the Civil War, specifically to:
 - Share knowledge gleaned from individual study by utilizing speaking opportunities.
 - Gain knowledge by attending presentations offered by other members and guest speakers.
 - Socialize with others espousing similar interests and encourage others to study the war.
- 1.3 The SBCWRT shall not be organized as a non-profit organization (NPO) and shall not have non-profit 501(c)(3) status with the Internal Revenue Service.
- 1.4 The SBCWRT shall discontinue utilization of an *executive committee* (aka *board of directors*) due to decreased membership.
- 1.5 The SBCWRT was founded by attorney, former adjunct-college instructor, award-winning author and publisher Mr. Theodore Savas together with David A. Woodbury of San Francisco in February 1989.
- 1.6 Civil War Round Tables (CWRTs) are a loosely organized group of independent organizations that share common interest in the study, promotion and recognition of the American Civil War. The oldest CWRT is *The Civil War Roundtable of Chicago* founded in 1940. A list of CWRTs is found at www.sites.google.com/site/cwrtlist/. Additional information is available at www.en.wikipedia.org/wiki/Civil_War_Roundtable.
- 1.7 The SBCWRT general membership approved these By-Laws on April 29th, 2016. They shall remain in effect until amended or dissolved.
- 1.8 The SBCWRT's continued existence is dependent upon the commitment and participation of its members. Members are encouraged to volunteer as presentation speakers and serve as officers.

2. PURPOSE. These By-Laws shall provide basic policy for administration and conduct of events. Individual

officers shall develop procedures and records as necessary within their areas of responsibility.

3. MEMBERSHIP. General membership shall consist of all who have a completed registration form on-file and have no outstanding dues balance.

4. DUES.

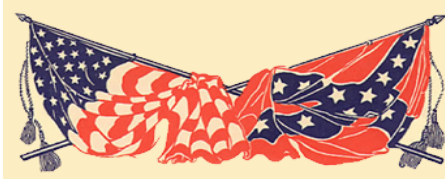
- 4.1 Dues shall be paid during the annual picnic (usually August) and shall be good for 12 months.
- 4.2 Dues are \$20 per year for individual members and \$25 per year for married couples. Members entering off cycle shall have dues prorated.

5. MEETINGS.

- 5.1 The SBCWRT shall conduct ten monthly meetings and one picnic each year. No meeting is scheduled in December due to the holidays.
- 5.2 Monthly meetings shall be held the last Tuesday night of each month, except August and December, at Holder's County Inn (998 S. DeAnza Blvd., San Jose, CA 95129). Site setup and dinner begins at 6 pm, followed by the membership meeting at 7 pm.
- 5.3 Meeting format:
 - Welcome, Agenda, Opening Comments & Visitor Recognition (President)
 - Officer Reports
 - Presentation
 - Civil War Trivia & Book Raffle (Secretary)
 - Closing (Secretary)
- 5.4 The annual picnic follows the above meeting format, with inclusion of officer votes after the book raffle.
- 5.5 The SBCWRT shall maintain a portable audio-visual system and podium to facilitate CWRT events.

6. VOTING.

- 6.1 Officer selection and special proposal decisions shall be determined by election. Simple majority vote (<50%) of the general membership is sufficient. The members present at any scheduled meeting of the Round Table shall constitute a quorum.



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- 6.2 Officers shall be elected for one year terms, with no restrictions on number of terms.
- 6.3 Officer elections shall be conducted during annual picnics (typically in August). The President shall request nominations the month prior.
- 6.4 Special-proposal votes shall be held at the discretion of the President.
- 6.5 Officers shall consist of those listed in paragraph 7. Currently the Publicist, Program Director, and Education positions are inactive due to insufficient volunteers.

7. OFFICER DUTIES.

- 7.1 **President.** Shall hosts meetings, represent the SBCWRT in interaction with other organizations, and appoint committees by soliciting chairperson volunteers.
- 7.2 **Vice-President.** Shall act in the absence of the President and assist the President in hosting meetings and other duties as necessary.
- 7.3 **Secretary:** Shall keep minutes of meetings, maintain a membership contact list, manage the speaker schedule, and prepare routine correspondence. Currently the Secretary also conducts the trivia quiz and book raffle during meetings.
- 7.4 **Treasurer.** Shall collect membership dues, receive other funds, maintain a checking account and provide annual financial reports to general membership. The treasurer shall also advise the President on the financial status of the Round Table to meet projected obligations and make recommendations, as required.
- 7.5 **Membership Coordinator.** Shall keep the Round Table informed as to membership trends and seek opportunities to advertise the SBCWRT in the local area via appropriate means.
- 7.6 **Preservation Coordinator.** Shall keep the Round Table informed as to on-going Civil War preservation work and seek opportunities for the SBCWRT to support such activities.

8. SPECIAL COMMITTEES.

- 8.1 The President shall appoint special committees at his leisure or at the request of the membership to

facilitate administration and minimize the time required for the business portion of meetings.

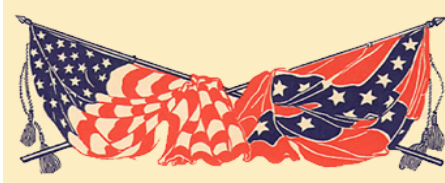
- 8.2 Committee chairmanship and membership positions are filled by volunteers. Committee size and procedures are at the discretion of the committee chairperson.
- 8.3 The committee chairperson shall provide initial, status and close out reports during meetings.

9. RULES OF ORDER.

- 9.1 The President, Vice President, Secretary or Treasurer shall chair all meetings, in that order of succession.
- 9.2 Refer to Robert's Rules of Order as guideline when specific issues of order arise. (www.rulesonline.com)
- 9.3 The President at his pleasure may appoint a parliamentarian (aka facilitator) to host meetings.
- 9.4 The SBCWRT shall be non-political organization advocating no political agendas or positions.
- 9.5 Member causing serious public misconduct or an offense shall be expelled after two warnings by the President, followed by a unanimous membership vote as called by the President for that purpose.

10. FINANCES.

- 10.1 The SBCWRT shall generate no revenue from its activities or events.
- 10.2 The SBCWRT shall not receive interest from banking accounts.
- 10.3 The SBCWRT shall have no physical assets except for the audio-visual system. Occasionally the Round Table shall receive book collections, by donation, for raffle during meetings.
- 10.4 Expenses shall be met by voluntary membership dues and book raffles. "Passing the hat" is an option.
- 10.5 The Fiscal Year shall be from July to July. It is primarily used to monitor income verses expenses to determine financial viability and establish dues rates.
- 10.6 Principle reoccurring expenses are:
 - West Coast CWRT Conference (\$500/year)
 - Out-of-area speaker travel assistance (\$400)



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- Monthly speaker (and guest) meals (~\$275)
- Website costs (up to ~\$120)

10.6 The President shall approve expenditures over \$50 and shall arrange with the Treasurer for an annual audit of the Treasury.

10.7 The Treasurer and President shall be authorized to sign checks from the SBCWRT.

11. WEBSITE.

11.1 The SBCWRT shall maintain a website (www.sbcwrt.org) in support of the SCWRT mission in lieu of the former digital newsletter.

11.2 The purpose of the website includes:

- Providing information to SCWRT members and prospective members.
- Providing a national CWRT window to SCWRT activities.
- Serving as a historical archive for Civil War research and presentations.

11.3 The Secretary shall keep the Web Master informed of the presentation schedule changes. Scheduled speakers shall provide an overview to the web master as soon as possible.

11.4 The Web Master may or may not be a SBCWRT officer or member, depending on his prerogative. SBCWRT is responsible for website costs (DNS registration, plus web hosting maintenance) unless special arrangement exists with the Web Master.

12. AMENDMENTS AND DISSOLUTION. These By-Laws may be amended or repealed by a simple majority of members present at any properly noticed meeting. Notice of proposed amendments and changes must be distributed to the membership in a reasonable amount of time prior to the meeting.