

**SANTA CRUZ COUNTY CHAPTER
California Grand Jurors' Association**

The name of the organization shall be Santa Cruz County Chapter, California Grand Jurors' Association (Santa Cruz County Chapter, the Chapter). The Santa Cruz County Chapter accepts and is joined with the California Grand Jurors' Association (CGJA) in promoting the purposes of the CGJA Articles of Incorporation, and shall advance the goals and objectives of the CGJA within the State, and particularly within Santa Cruz County. Our goal is to promote, preserve, and support the civil grand jury system through training, education, and outreach.

- A. The Santa Cruz County Chapter is a subordinate of the CGJA, organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code.
- B. The Santa Cruz County Chapter, as part of the CGJA, a 501(c)(3) organization, may not engage in carrying on propaganda, or otherwise attempting to influence legislation as a substantial part of its activities. The Chapter shall be bound by the advocacy positions of the CGJA. The Chapter shall not sponsor or propose legislation without the advance approval of the CGJA Board of Directors.
- C. The property of the Chapter is irrevocably dedicated to charitable or educational purposes and no part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

ARTICLE I. OFFICE

The principal office of the Santa Cruz County Chapter for the transaction of business is located with the Secretary of the Chapter.

ARTICLE 2. PURPOSE

The Chapter has the following purposes:

- To provide the public with informational and educational materials and activities on the California Grand Jury system that will help increase awareness of the valuable role the grand jury plays in our democratic system of government;
- To promote comprehensive training and orientation of new grand jurors;
- To promote adequate funding, office and meeting facilities, and other support as typically required by grand juries to be provided to them pursuant to fulfilling their lawful duties;
- To promote the preservation of all grand jury reports issued;
- To advocate publication of all grand jury reports and official responses to those reports in a public newspaper or other medium for community-wide distribution, in order to educate the public regarding the investigative findings and recommendations and the official reactions to them;

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- To advocate that social studies and history classes and texts in California secondary schools contain comprehensive information regarding the role of the civil grand jury in California.

ARTICLE 3. GOVERNING RULES AND POLICIES

The Santa Cruz County Chapter is organized within the structure of its own Bylaws and policies. The voting membership shall be the governing body of this organization and subject to the California Grand Jurors' Association Bylaws and policies.

The Chapter shall have officers elected by the membership, which shall include a President, Secretary, and Treasurer at a minimum. The offices of Secretary and Treasurer may be combined.

One of these officers shall be designated as the contact person with the CGJA. He/she will be responsible to report any changes of the Chapter's bylaws or rules to the CGJA President. The Chapter shall undertake to support the programs and advocacy positions of the CGJA.

The Chapter shall notify the chair of the CGJA Membership Relations Committee whenever new officers are elected or appointed, and whenever the designated contact person changes.

The Chapter shall provide a list of its voting members with name, address, phone number, and email information to the CGJA Membership Relations Committee each year during the month of July.

The Chapter shall provide a list of all paid employees of the Chapter to the CGJA President, and advise the President of any changes to that list.

The Chapter shall file its appropriate tax returns annually with the IRS and the State of California by the 15th day of the fifth month after the close of its fiscal year, and will notify the chair of the CGJA'S Membership Relations Committee of that filing.

The Chapter's policies and rules shall not include any provision that threatens the tax-exempt position of the Chapter or the CGJA, nor omit any provision required to maintain the tax-exempt status.

The Chapter shall advise the CGJA Board of Directors if at any time it finds itself unwilling or unable to conform to these requirements. This shall include the Chapter's recommendation as to actions needed to return the Chapter to conformance with their requirements. The CGJA Board of Directors will decide whether the Chapter proposals are adequate and if not, what action will be required up to and including revocation of the Chapter's charter.

ARTICLE 4. MEMBERS

Section 1: A MEMBER ORGANIZATION

Membership shall consist of voting members and such non-voting members as the members shall determine.

All voting members of the Chapter must be members in good standing of the Chapter.

The Chapter shall at all times maintain a minimum of five members who are also members in good standing of the CGJA in order to maintain its status as a CGJA chapter with tax-exempt status.

The Chapter shall immediately notify the CGJA if at any time the Chapter has fewer than five CGJA members.

Section 2: QUALIFICATION

A voting member is an individual who has served, or is serving, on a civil Grand Jury per the California Penal Code, Sections 888 and 901, and who is in good standing in the Chapter, having complied with the Chapter's requirements for membership.

Section 3: MEMBERSHIP DUES

The annual membership dues and other fees of this organization shall be established by the Chapter members. A member is in good standing only when his or her dues are current. Annual dues shall be for the period July 1 through June 30. Those members whose dues are not paid within 30 days of July 1 shall be notified in writing that dues are in arrears. If not paid within 30 days of such notification, they shall be dropped from the membership unless the members extend the time of payment.

The Chapter shall provide a list of the names of its members who are also members of CGJA (dual members) to the President of CGJA no less frequently than annually on or before September 15th of each year.

Section 4: RESPONSIBILITIES OF VOTING MEMBERS

The Chapter voting members are responsible for the election of officers.

Section 5: ANNUAL MEMBERSHIP MEETING

The annual meeting shall be held within 60 days of June 1. The following items shall be on the agenda: Work done, planned program, financial position, election of officers, and other business as agreed by the membership.

A notice of the meeting shall be emailed or mailed to the membership 30 days before the meeting. A quorum for the transaction of business shall consist of 15% of the voting members.

Section 6: PLACE OF MEETINGS

Meetings shall be held at a designated place by resolution of the membership.

Section 7: REGULAR MEETINGS

Regular meetings of the membership shall be held no less than two (2) times per year. Times and places of the meetings are set by the officers.

Section 8: NOTICE OF MEETINGS

Regular meetings of the Chapter membership shall have notice of no less than 10 days and no more than 30 days. Special meetings shall be held upon at least 48 hours of notice delivered by telephone or email. Notice shall specify the place, day, and hour of the meeting and the urgent items to be discussed.

Section 9: CONDUCT OF MEETINGS

Meetings of the membership shall be presided over by the Chapter President or, in his or her absence, by the Vice President or, in the absence of both of these persons, by a chairperson pro

tem chosen by a majority of the members present at the meeting. Either the Secretary or a recording secretary shall act as secretary of the meetings.

ARTICLE 5. OFFICERS

Section 1: NOMINATION AND ELECTION OF OFFICERS

Not less than sixty days before the Annual Membership meeting of the Chapter, the President shall begin a nominating process. The nominees will be presented to the membership at the meeting preceding the Annual Membership meeting. At the time the nominees are presented, nominations from the floor may be received if each nomination is proposed in a motion, seconded, and passed by majority vote of the members present and voting. Officers are elected at the Annual Membership meeting.

Section 2: DUTIES

It shall be the duty of the officers to take actions needed to establish a program of activity for the Chapter in support of the sitting grand jury in Santa Cruz County. Each officer will provide his or her address to the Chapter Secretary. The officers as a body will establish meeting times for the Chapter membership. The officers will establish and maintain close ties with the Membership Relations Committee of the California Grand Jurors' Association. It shall be the responsibility of the officers to perform any and all duties required of them by law and by these Bylaws.

Section 3: QUALIFICATIONS, ELECTION AND TERM OF OFFICE

Any voting member in good standing may serve as an officer of the Chapter. Officers shall be elected by the membership. Elected officers shall serve a term of one (1) year and serve to the end of the annual meeting or until his or her successor shall be elected, whichever occurs later.

Section 4: RESIGNATION

Any officer may resign at any time by giving written notice to the President or Secretary of the Chapter. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein and unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

Section 5: VACANCIES

In the event of a vacancy in any office other than that of President, such vacancy may be filled by the President, with ratification by the membership.

Section 6: DUTIES OF THE PRESIDENT

The President shall be the Chief Executive Officer of the Chapter. He or she shall supervise and control the affairs of the Chapter and the activities of the officers, and may act as liaison to the California Grand Jurors' Association. The President shall perform all duties incident to the office as may be required by the Chapter. He or she shall preside at all meetings and execute such contracts or other instruments that may be authorized by the membership. He or she shall appoint, upon taking office, a parliamentarian and the standing committee chairpersons with approval of the membership. He or she will accept any contribution or gift for charitable or public purposes of this Chapter.

Section 7: DUTIES OF THE VICE PRESIDENT

In the absence of the President, the Vice President shall perform all duties of the President and when so acting shall have all the power and be subject to all the restrictions on the President. The Vice President shall have other powers and perform such other duties as may be prescribed by these Bylaws or by the membership.

Section 8: DUTIES OF THE SECRETARY

In general the Secretary shall perform all duties incident to the office and such other duties as may be required by law, the Chapter Bylaws, and duties assigned to him or her from time to time by the membership. The Secretary shall certify and keep a copy of these Bylaws and a copy of the Bylaws of the CGJA. He or she shall keep a book of the minutes of all meetings of the membership of the Chapter, and will make sure all notices are given. The Secretary shall be the custodian of the records of the Chapter.

Section 9: DUTIES OF THE TREASURER

The Treasurer shall have charge and custody of all funds. He or she shall receive, deposit, and disburse all funds in the name of the Chapter. All checks for payment of bills shall be signed by the Treasurer or one of two designated alternate officers. All bills over \$100 shall be approved by the membership before payment. The Treasurer shall keep and maintain records of the business transactions and provide an account of financial transactions and reports of the financial condition of the Chapter. He or she shall prepare or cause to be prepared financial statements to be included in required reports and shall prepare and provide necessary materials for an informal audit. He or she shall provide an annual audited statement of the Chapter financial condition to the CGJA Treasurer for corporate reporting purposes.

Section 10: COMPENSATION

Officers shall serve without compensation. Officers may be allowed and paid their actual and necessary expenses incurred in fulfilling their duties.

ARTICLE 6. COMMITTEES

Section 1: OTHER COMMITTEES

The membership may appoint or disband standing committees or other committees as it may find necessary and appropriate. The Chairperson and members of the committees shall be members of the Chapter in good standing.

Section 2: ADMINISTRATIVE GUIDELINES FOR COMMITTEES

The membership shall establish guidelines for each committee indicating the responsibility for appointment of members and chairperson; responsibility for direction of the work; budget and financial responsibilities and constraints; tenure of chairperson and members; and such other matters as needed for the orderly administration of each committee.

ARTICLE 7. CHAPTER RECORDS

Section 1: MAINTENANCE OF CHAPTER RECORDS

The Chapter shall maintain copies of the minutes of the Chapter meetings and adequate books and records of business transactions and account of assets, liabilities, receipts, disbursements, gains, and losses. The Chapter shall maintain a copy of the California Grand Jurors' Association Articles of Incorporation and Bylaws.

Section 2: ANNUAL REPORT

The Chapter shall cause an annual report to be furnished not later than 15 days after the close of the corporation's fiscal year. This report will include a financial statement, comments about the Chapter program over the past year, and the reports of chairpersons of any Committees operating within the Chapter.

Section 3: MEMBERS' INSPECTION RIGHTS AND RIGHT TO COPY

Every member has a right to inspect and copy Chapter records and documents at his or her own expense.

ARTICLE 8. FISCAL YEAR

The fiscal year of the Chapter shall commence on July 1 and end on June 30 of the calendar year.

ARTICLE 9. PARLIAMENTARIAN AUTHORITY

Except as otherwise specifically set forth in these bylaws or in the California Grand Jurors' Association Articles of Incorporation and Bylaws, all meetings shall be conducted pursuant to Robert's Rules of Order, latest edition.

ARTICLE 10. BYLAWS AMENDMENTS

These Bylaws may be amended at a regular meeting of the membership provided that 30 days written notice of the meeting be given to each member. Bylaws may be amended by two-thirds of the Chapter members present and voting. A copy of the change to the Bylaws shall be sent to the CGJA President.

ARTICLE 11. CHAPTER DISSOLUTION

Upon the dissolution of the Chapter, assets shall be distributed to the CGJA for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

BYLAW ADOPTION AND/OR AMENDMENTS

This is to certify that this is a true and correct copy of the Santa Cruz County Chapter Bylaws and that these Bylaws were duly adopted by the voting members of the Santa Cruz County Chapter.

Signed:

Chapter Secretary

Date: _____

Approved:

President CGJA

Date: _____