

BYLAWS GREAT FALLS GENEALOGY SOCIETY

Revised November 2013; published online, March, 2015

ARTICLE I NAME

The name of the organization shall be Great Falls Genealogy Society.

ARTICLE II OBJECTIVES

The objectives of this Society shall be:

1. To promote and encourage active interest in genealogy, compile accurate and complete genealogies and collect and preserve genealogical records.
2. To foster education and training in genealogy through courses and instruction in genealogy, lectures, forums, seminars, special work.
3. To publish a quarterly publication known as TREASURE STATE LINES in the months of February, May, August, and November of each year as funds are available.
4. The Society shall not carry on any activities not permitted to be carried on by an organization exempt from income tax under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III MEMBERSHIP AND DUES

Section A. Membership

1. Any person of good character, willing to contribute time and effort to further the objectives listed in Article II, shall be eligible for membership in the Society upon payment of dues.
2. The membership and fiscal year of the Society shall be from January 1 through December 31.
3. Membership shall be automatically terminated upon failure to pay annual dues by March 1.

Section B. Dues The amount for dues may be changed by the recommendation of the Executive Board and vote of the membership. The following classes of dues will apply:

1. Individual
2. Joint (two related individuals residing at the same address)
3. Junior (under age 18)

ARTICLE IV MEETINGS

Section A. Regular Meetings The Great Falls Genealogy Society shall meet on the second Thursday of each month for approximately eight months of the year. The meeting place and date may be changed temporarily by the President.

Section B. Special Meetings Special meetings of the Society may be called by the President, the Executive Board, or by written request of ten members. Members must be notified. No business other than that stated shall be conducted. A quorum must be present in order to transact business.

Section C. Annual Meeting The regular meeting in November shall be known as the Annual Meeting.

Section D. Quorum Provided the date and time of a meeting has been adequately publicized, the members present at the meeting shall constitute a quorum for conducting business.

ARTICLE V OFFICERS

Section A. The officers of the Society shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and three Trustees.

Section B. Term of Office The term of office shall be one year beginning January 1 and ending December 31 except for Trustees. Beginning with the election for 1990, one Trustee will be elected for a one-year term, one for a two-year term, and one for a three-year term. Thereafter, only one new three-year Trustee will be elected. No member shall hold more than one office at a time. They may be re-elected.

Section C. Vacancy Any Vacancy in office may be filled for the unexpired term by appointment of the Executive Board.

Section D. Records Each officer shall turn over to his successor, or the presiding President of the Society, all records and correspondence pertaining to his respective office within twenty (20) days after the termination of his incumbency or resignation.

Section E. Past Presidents as non-voting members of the Board.

ARTICLE VI EXECUTIVE BOARD

Section A. The Executive Board shall consist of the elected officers. The President of the Society shall be the presiding officer.

Section B. Unless otherwise ordered, regular meetings of the executive Board Shall be held the week prior to the general membership meeting. The President may call a special meeting to discuss a specific item of business.

Section C. Provided the date and time of a meeting has been adequately publicized, the officers present shall constitute a quorum for conducting business.

Section D. Any vacancy occurring on the Executive Board, with the exception of the President, may be filled until the next election of officers by a majority vote of the remaining members of the Executive Board, providing a quorum is present.

Section E. The Executive board shall:

1. Have supervision of the affairs of the Society between general membership meetings.
2. Make recommendation to the Society.
3. Direct committees.
4. Be subject to the orders of the Society and none of its acts shall conflict with the action taken by the Society.

ARTICLE VII DUTIES OF OFFICER

A. President

- a. Preside at all meetings of the general membership and the Executive Board.
- b. Appoint all committees, naming the chairman, with the exception of the Nominating Committee. All appointments must have the approval of the Board.
- c. Sign, with the Recording Secretary, all contracts and documents authorized by the Society.
- d. Sign, with the Treasurer, checks for authorized disbursements or behalf of the Society.
- e. Be an ex-officio member of all committees except the Nominating Committee.

B. Vice President

- a. Assume the duties of the President in the absence of, or at the request of, the President.
- b. Assume the duties of the President for the remaining term of office in the event of a vacancy in the office of President.
- c. Be chairman of the Program Committee.

C. Recording Secretary

- a. Keep a record of the proceedings of the Society and the Executive Board
- b. Keep and have available for reference at all meetings, one book containing the Constitution, Bylaws, Standing Rules and List of Motions concerning the Society.
- c. Maintain a current inventory of all legal documents, records, and equipment belonging to the Society.
- d. Sign, with the President, all contracts and documents authorized by the Society.
- e. Co-sign checks in the absence of either the President or Treasurer.

D. Corresponding Secretary

- a. Be responsible for the management of the Society's correspondence.
- b. Officers and committee chairmen shall furnish original incoming and copies of all outgoing correspondence to the Corresponding Secretary.
- c. Be available to assist in any Society correspondence as needed.
- d. Serve as Chairman of the Exchange Committee – newsletters and quarterlies.

E. Treasurer

- a. The Treasurer is the authorized custodian of funds of the Society. He receives and disburses moneys as prescribed in the local Bylaws and Standing Rules or as authorized by action of the Society.
- b. All moneys received shall be deposited in a bank approved by the Executive Board an in an account in the name of the Society.
- c. The Treasurer shall be Chairman of the Finance Committee, which is to be initiated as a Standing Committee, effective January 1, 1996. The finance Committee will prepare a budget for the following fiscal year and submit it to the Society at its next Annual Meeting. For the fiscal Year January 1 through December 31, 1996, the Treasurer shall be authorized to make payments for the rent, insurance, telephone, bulk mailing permit, internet fees and safety certificate, as they come due. Payments of other bills must be authorized by a motion duly carried in a regular meeting of the Society, or as approved by the Executive Board in the event of a lack of a quorum at a regular meeting or the non-occurrence of a regular meeting.
- d. All checks must be signed by the President or Secretary as well as by the Treasurer.
- e. Prepare and submit a monthly financial statement containing the income and disbursements of the month as well as a year-to-date figures. Copies should be made for all Executive Board members. The report should be signed by the Treasurer. A copy shall be posted in the Society library.
- f. The Treasurer shall file with the Internal Revenue Service annually the forms necessary to maintain the Society's tax-exempt status.

F. Trustees

- a. Serve as the Auditing Committee for the Society.
- b. Assist the President in other areas as needed.
- c. Will receive mail ballots and hold, unopened, until the Annual Meeting.

ARTICLE VIII NOMINATIONS AND ELECTIONS

Section A. Nominations

1. A Nominating committee will be appointed by the Executive Board by July 1.
2. The Committee shall present a list of at least one nominee for each office being vacated to the Executive Board and to the general membership in September.
3. The list of candidates shall be published in the September newsletter.
4. Write-in nominations may be made by the general membership, provided each nominee has given written consent to serve if elected. Write-in nominations, with written consent of nominees, may be mailed in, or brought to the October meeting.
5. If, after the October meeting, there is only one candidate for each position, then no ballots will be necessary and the list of nominees will be considered elected by acclamation at the November meeting. If any position requires an election, the Nominating Committee will

create ballots to be distributed to members. Distribution will be the responsibility of the Mailing Committee. (November 2012)

B. Elections

Officers will be elected and installed at the Annual Meeting in November.

C. Voting

Voting shall be by mail ballot. All ballots must be received by 12:00 p.m. (noon) of the day of the Annual Meeting. All ballots will be opened and counted together by the Trustees after 12:01 p.m. of the day of the Annual Meeting. The Trustees shall bring the ballots and the result of the count to the Annual Meeting.

ARTICLE IX AMENDMENTS

These Bylaws may be amended only at the annual Meeting in November by a two-thirds vote of those voting using the following procedures.

1. Proposals may be submitted in writing by any member to the Executive Board at least four months prior to the Annual Meeting.
2. All such proposed amendments, together with the recommendations of the Executive Board shall be presented in writing to the membership at least two months prior to the annual Meeting.
3. The revised or amended Constitution and Bylaws as adopted by members at the annual Meeting will be published in the next issue of TREASURE STATE LINES.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised shall govern the Society in all cases in which they are applicable and which are not inconsistent with Bylaws and any Standing Rules.

**These Bylaws as amended were adopted by the general membership of
the Great Falls Genealogy Society in 2013.**