

# BYLAWS GREAT FALLS GENEALOGY SOCIETY

Revised November 2018

## 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 bi-annual publication known as TREASURE STATE LINES in the months of June and December 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.
5. To sponsor and operate the Great Falls Genealogy Society Library. The Executive Board of the Great Falls Genealogy Society is responsible for all Library operations, including the arrangement of the Library and its Collections.

## 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. Secretary**

- a. Keep minutes of the proceedings of the Society and the Executive Board
- b. Keep and have available a book (aka "How To Book) containing the Constitution, Bylaws, and Standing Rules of the Society.
- b. Maintain a current paper and electronic inventory of all legal documents, records, and equipment belonging to the Society.
- c. Sign, with the President, all necessary contracts and documents authorized by the Society.
- d. Co-sign checks in the absence of either the President or Treasurer.
- e. Be responsible for the management of the Society's correspondence including electronic communications.
- f. Officers and committee chairmen shall furnish original incoming and copies of all outgoing correspondence to the Secretary.

### **E. Treasurer**

- a. The Treasurer is the authorized custodian of funds of the Society. The treasurer receives and disburses moneys as prescribed in the local Bylaws and Standing Rules or as authorized by action of the Society.

- b. All funds received shall be deposited in a bank approved by the Executive Board 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. The Finance Committee will prepare a budget for the following fiscal year and submit it to the Society at its next Annual Meeting. Bills for amounts over \$100.00 will be presented to the membership for approval with the exception of routine business expenses (i.e. insurance, monthly phone/internet bill, Public Library parking passes, publication costs, etc.).
- d. All checks must be signed by of the three following officers: Treasurer, President or Secretary.
- 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 available upon request.
- 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 November 2018.**