

# CONSTITUTION AND BYLAWS

## ARTICLE I - NAME

This society shall be known as the Shelby County Genealogical Society.

## ARTICLE II – PURPOSE

- a. Locate, restore, and preserve all materials of genealogical and historical significance.
- b.. Cooperate with organizations and individuals who have a common interest.
- c. Promote interest and enjoyment in genealogy and related historical research.
- d. To better understand and appreciate our ancestors.

## ARTICLE III – NON-PROFIT CHARCTER

The Society shall be operated as a non-profit organization, no part of the net earnings of which shall incur to the benefit of any private individual.

## ARTICLE IV – PROJECTS

Special project, involving the general membership, in support of the Society purpose, shall be undertaken when approved by the membership vote at a Society meeting.

## ARTICLE V -MEMBERSHIP

The membership of the society is open to anyone regardless of race, creed, religion, or place of national origin.

## ARTICLE VI – DUES

Dues for membership in this Society shall be \$6.00 per individual member per year, the calendar year being from January 1 to December 31.

Amended June 18, 1991 to read: Dues for membership in this society shall be \$10.00 per year and can include a second person at the same address. the membership year being from January 1 to December 31.

Amended July 18, 2006 Raising to \$12.00.

## **ARTICLE VII – MEETINGS**

This Society, under normal conditions shall meet on the third Tuesday of each month at 7:00 P. M. in the basement of Amos Memorial Public Library. This is, however, subject to change.

## **ARTICLE VIII – SPECIAL MEETINGS**

Special meetings may be called by the Executive Committee by mail or phone as far in advance as the circumstances permit.

## **ARTICLE IX EXECUTIVE COMMITTEE**

The executive Committee shall consist of the five elected officers and two members-at-large.

Amended Feb 21, 2012 to read: The executive Committee shall consist of the four elected officers and two members-at-large.

## **ARTICLE X – QUORUM**

### **Section 1 – Executive Committee Meeting**

A quorum shall exist only when at least four of the executive committee are present.

Amended Feb 21, 2012 to read: A quorum shall exist only when at least three of the executive committee are present.

### **Section 2 – General Membership Meeting**

A quorum shall exist only when at least eleven (11) members in good standing are present.

## **ARTICLE XI – ELECTION OF OFFICERS**

### **Section 1 – Nominations**

- a. A nominating committee, consisting of a chairman plus four (4) members, shall be appointed by the President—with the consent of the committee—and announced to the general membership at the September meeting.
- b. This committee shall nominate a candidate for each elective office and shall present their slate of candidates at the October meeting of the Society.

Amended Apr 15, 1980 to read: b. This committee shall nominate a candidate for each elective office and two members-at-large and shall present their slate of candidates at the October meeting of the Society.

- c. The consent of each nominee must be obtain before the announcement of his nomination.
- d. Nominations may be made from the general membership, at the time of the announcement of the candidates by the nominating committee, from the floor of meeting.

### **Section 2 – Elections**

- a. The officers shall be elected by those present at the November meeting of each year.
- b. The term of office shall be one year with the restriction of no more than three consecutive terms in any one office.

Amended May 20, 1980 to read: The term of office shall be one year with the restriction of no more than three consecutive terms in any one office, treasurer allowed to serve indefinitely.

- c. The nominee receiving the highest number of votes cast for the office shall be elected.

### **Section 3 – Change of Roster**

All officers shall take office at the January meeting each year and serve through the December meeting of the same year.

Amended Feb 21, 2012 to read: All officers shall take office at the January meeting each year and serve through December of the same year.

### **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The rules contained in ROBERTS RULES OF ORDER, RESISED shall govern the Society in all cases in which they are not inconsistent with the constitution of the Society.

### **ARTICLE XIII – OFFICERS**

The officers shall consist of a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Amended Feb 21, 2012 to read: The officers shall consist of a President, a Vice President, a Secretary, and a Treasurer.

## **ARTICLE XIV – DUTIES OF OFFICERS**

### **Section 1 – President**

- a. Provides leadership and direction to the Society during the entire term of office.
- b. Presides at all Board and General membership meetings.
- c. Appoints, with the approval of the elected officers, the following directors: Projects, Society Publications, programs, Archives, and Library.
- d. Appoints, with the approval of the Executive Committee, the temporary committee chairmen.

### **Section 2 – Vice President**

- a. Performs the functions and duties of the President in the absence of the President
- b. Succeeds to the Presidency if the office of the President becomes vacant
- c. Serves as an ex-officio member of the Projects, Society Publications, and Program committee.

### **Section 3 – Recording Secretary**

- a. Records and maintains the proceedings of the Society and the Executive Committee meetings, and sends a copy of these records to the President within two weeks of the event.
- b. Reads the minutes of the previous meeting.
- c. Notifies the officers of their election, the directors of their appointment, and the temporary chairmen of their appointment.

Amended Feb 21, 2012 to read:

### **Section 3 – Secretary**

- a. Records and maintains the proceedings of the Society and the Executive Committee meetings, and sends a copy of these records to the President within two weeks of the event.
- b. Reads the minutes of the previous meeting.

- c. Notifies the officers of their election, the directors of their appointment, and the temporary chairmen of their appointment.
- d..Attends to the correspondence of the Society and the Executive Committee.
- e. Keeps an up-to-date record of all members of the Society.
- f. Reports past meetings to the news media.

**Section 4 – Corresponding Secretary**

- a. Notifies members of meetings.
- b. Attends to the correspondence of the Society and the Executive Committee.
- c. Keeps an up-to-date record of all members of the Society.
- d. Reports past meetings to the news media.

Amended Feb 21, 2012 delete all of section 4 and transfer b,c,d to section 3

**Section 5 – Treasurer**

- a. Maintains custody of the funds of the Society by depositing funds in such banks as directed by the Executive Committee, and disburses funds as directed by the Executive Committee by check.
- b. All checks must be signed by one of the following: Treasurer, President
- c. Mails notices of dues for the ensuing fiscal year no later then February 1, as necessary.
- d. Submits an annual report for audit at the close of each fiscal year. copies of the audited report mist be available to the Executive Committee and the Society by June 1.

**Section 6 - Officers Reports**

All officers shall turn over all records, correspondence, and properties pertaining to offices to their successors within 15 days after their terms of office have expired.

**ARTICLE XV - DISCIPLINE**

Any member conducting himself or herself in a way calculated to disturb the harmony of the Society or to injure its good name or to hamper it in its work may, upon charges filed, be reprimanded, suspended, or expelled from the Society by a majority of members voting at a regular or special meeting.

**ARTICLE XVI - DISSOLUTION**

Upon the dissolution of the Society, the Executive Committee shall after paying or making provision for the payment of all of the liabilities of the Society, dispose of all of the assets of the Society in an appropriate manner, or to the Amos Memorial Public Library.

**ARTICLE XVII - AMENDMENTS**

A bylaw may be amended at any regular meeting where a quorum is present, by a 2/3 favorable vote, provided the proposed amendment has been submitted to the presiding officer in writing and read at two consecutive meetings.

**ORIGINAL Adopted 20 January 1976**

Amended April 15, 1980 Article XI Section 1b-Nominations

Amended May 20, 1980 Article XI Section 2b-Elections

Amended June 18, 1991 Article VI Dues

Amended July 18, 2006 Article VI Dues

Amended Feb 21, 2012 Article IX Executive Committee

Article X Section 1

Article XI Section 3

Article XIII

Article XIV Section 3

Article XVI Section 4