

Approved May 2012

# Flathead Valley Genealogical Society

## By-Laws

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### ARTICLE I

#### Name

The name of this Society shall be the Flathead Valley Genealogical Society.

### ARTICLE II

#### Mission

The Flathead Valley Genealogical Society's mission is to create and foster interest in genealogy and family history work for its members and the general public. For this purpose the Flathead Valley Genealogical Society will

- a. Provide a regular forum in which genealogy enthusiasts can come together.
- b. Teach individuals principles of accurate genealogical research.
- c. Encourage adherence to principles of accuracy and thoroughness in research through careful

documentation.

- d. Seek, collect, preserve, and disseminate genealogical and historical data.
- e. Work to improve and promote free access to public records and genealogical data.

## **ARTICLE III**

### **Organization**

This Society is organized exclusively for charitable and educational purposes. No part of the net earnings of the Society shall inure to the benefit of any member, officer, or other private person.

## **ARTICLE IV**

### **Membership**

Membership in the Society shall be open to all persons who have an interest in genealogy and the Society's objectives.

#### **Section 1. Qualifications**

Any individual interested in achieving the purposes of the Society upon application and payment of the prescribed dues and fees may join the Society.

#### **Section 2. Dues**

- a. Annual dues shall be for the period beginning on the first day of January and ending the last day of December of the same year.
- b. Dues for new members joining after July 1 shall be half the normal annual membership fees.
- c. Membership will be terminated, if dues are in arrears one month.

#### **Section 3. Voting & Privileges**

- a. Each member shall be entitled to one vote on all issues or actions before the membership.
- b. Only members physically present at Society meetings may vote on business before the membership.
- c. The right of a member to vote and all rights, title, and interest in or to the Society shall cease upon termination of membership.

#### Section 4 Termination or Loss of Membership

- a. Failure to pay dues shall result in loss of membership and its privileges, including the right to vote or hold office.
- b. A member may be expelled by a simple majority of the Executive Board of the Society for conduct, which in its opinion, is or has been inappropriate and detrimental to the Society.

### **ARTICLE V**

#### **Meetings**

Executive Board and general membership meetings of the Society will be held regularly.

##### Section 1. Frequency of Meetings

Meetings of the Society shall be held monthly, except for the month of December.

##### Section 2. Annual Meeting

The Annual Meeting will be held prior to the end of November for election of officers, who will begin their term of office as of January 1 of the new year.

##### Section 3. Robert's Rules

All meetings will be conducted using the rules contained in the current edition of *Robert's Rules of Order Newly Revised*.

## Section 4. Voting

Items requiring a vote will be accepted or rejected by a simple majority of the membership in attendance, unless specified otherwise in the By-Laws. Members must be in good standing in order to vote (See Article III). Each member may cast only one vote per item of business. Executive Board meetings are open to the general membership, but only Board members may vote at Executive Board meetings.

## **Article VI**

### **Executive Board**

The Executive Board, also known as the Board of Directors, will be comprised of both elected officers and chairpersons of the standing and ad hoc committees. The Board will have the authority, power and responsibility to conduct the affairs and mission of the Society as outlined in the by-laws.

#### Section 1. Board Member Resignation or Removal

Any member of the Executive Board absent, without excuse, from three consecutive meetings of the Executive Board shall be deemed to have voluntarily resigned his or her office. At the third missed meeting the Executive Board may decide to replace that individual. If it so decides, the President, with the advice of the Executive Board, shall appoint his or her replacement to fill the remainder of the unexpired term. The person appointed shall be presented at the next general membership meeting of the Society

## **ARTICLE VII**

### **Officers**

The elected officers of the Society shall include the President, Vice-President, Secretary, and Treasurer. No two principal offices may be combined with the exception of secretary and treasurer.

#### **Section 1. Duties**

**a. Duties of the President.**

The President shall, whenever possible, attend and preside over all meetings of the membership and of the Executive Board and shall be presiding officer at all Annual, regular, and special meetings of the Society and Executive Board.

- The President shall be the authorized signer of all documents, which call for execution on behalf of the organization, unless the president authorizes another to do so.
- The President shall also serve as a member ex-officio of all committees.
- The Society President shall appoint the chairpersons of all Standing Committees. Standing Committees will include, but not be limited to, Membership, Program, Publicity, and Service Committees.

**b. Duties of the Vice-President.**

The Vice-President, during the absence or disability of the President, shall serve in the President's place. If the President cannot continue his/her other duties, the Vice-President shall become President and serve until the next annual election. When neither officer is present at a meeting of the Society or Executive Board, the meeting shall be called to order by the next line officer, who shall preside until a chairperson is selected. The Vice-President shall undertake any special assignments given him or her by the President or the Executive Board.

**c. Duties of the Secretary.**

The Secretary shall make and keep accurate and appropriate records of Society Executive Board and general membership meetings and be responsible to present minutes at these

meetings.

- The Secretary shall keep all records, documents, and reports in hard copy and digital format, including copies of fiscal records, except as otherwise provided for by the organization.
- All records will be kept on file at a place designated by the Executive Board.
- The Secretary shall also undertake any special assignments given him or her by the President or the Executive Board.

**d. Duties of Treasurer.**

The Treasurer shall act as custodian of all funds of the Society, receive all monies of the Society and shall deposit the monies into the appropriate accounts.

- The Treasurer shall pay all bills submitted for payment by the Society in a timely manner.
- The Treasurer shall keep monthly financial records on the status of the Society and present reports at Executive and General Membership meetings.
- The Treasurer shall file any necessary forms to the proper authorities.
- The Treasurer shall arrange for collection of dues and other fees at Society meetings and conferences. This shall include notification when it is time to renew membership or when membership has lapsed due to failure to pay dues. The Treasurer shall communicate with the Membership Chairperson when a person's membership has lapsed, so that Society membership records may be kept current.

**e. Other Official Duties.**

- All officers and directors shall familiarize themselves with these by-laws upon their

election or appointment, and it shall be the duty of the Secretary to distribute such copies to Board members.

- Officers shall perform such additional or different duties as may from time to time be prescribed by the Executive Board.

## **ARTICLE VIII**

### **Committees**

Chairpersons of both standing and ad hoc or special committees will serve as members of the Executive Board and will be appointed by the Society's President.

#### **Section 1. Standing Committees**

##### **a. Membership Committee**

The Membership Chairperson and committee shall establish a program to encourage and ensure the growth of the Society. The Chairperson shall give new members a membership packet that contains a membership list, copy of the by-laws and any other information deemed appropriate. The Membership Chairperson shall update and maintain accurate membership records and make regular reports on the status of the membership, as requested.

##### **b. Publicity Committee**

The Publicity Chairperson and committee shall be responsible for advertising the Society's activities, programs, and meetings to both its members and the community via emails, media, and other avenues.

##### **c. Program Committee**

The Program Chairperson and committee shall be responsible for all educational programs for the Society's members and the public. These programs shall increase awareness of genealogy and family history pursuits and teach principles that will

enhance this work as outlined in the mission of the Society.

**d. Service Committee**

The Service Chairperson and committee shall present and organize genealogical service opportunities for the Society to perform for the community and public at large.

**e. Other Committees**

Other standing committees may be created by the Executive Board and President to better assist the Society in furthering its mission as outlined in the By-Laws.

**Section 2. Ad Hoc and Special Committees**

The President and Executive Board may create Ad hoc and Special committees to address special and temporary needs of the Society, Chairpersons of these committees will serve on the Executive Board until the mission of the committee is accomplished and the group disbanded.

**a. Audit Committee**

The Audit Committee shall be responsible to audit the Treasurer's financial records and present its report to the Society membership at the January meeting. The committee will include a Chairperson and one other member of the Society.

**b. Nomination Committee**

The Nomination Chairperson and committee shall be assembled annually to propose at least one nominee for each office to appear as candidates on the ballot. Candidates must be Society members in good standing and have given consent to have their names appear on the ballot. The recommended slate of nominees must be presented to the Executive Board and general membership at the October meeting. The Nomination Committee will also oversee the preparation of the ballots.

## **ARTICLE IX**

### **Elections**

The slate of nominations for the November election will be announced at the Society's October general membership meeting. Elections for officers will be held at the Annual meeting in November.

#### **Section 1. Term of Office**

Terms of office will be one year in length, running from January 1 to Dec 31. Officers may serve more than one term in office, if nominated and elected.

#### **Section 2. Elected Officers**

Elected officers will include the president, vice president, secretary, and treasurer.

#### **Section 3. Election Procedure**

Elections must occur in November. Voting will be done by written ballot, if there are multiple nominees for office. The Executive Board shall tabulate the ballots and announce the results.

#### **Section 4. Special Elections**

Special elections shall be called by the Executive Board to elect a President in the case of an unfinished term when the Vice President cannot assume the duties of the President.

## **ARTICLE X**

### **Dissolution**

In the event of dissolution, the assets of this society will be distributed to a non-profit genealogical or historical organization, within the laws pertaining to such an organization. No part of the assets upon dissolution shall inure to the benefit of any member, officer, or other private person.

## **ARTICLE XI**

## **Amendments**

These by-laws may be amended by a first reading at a general membership meeting, followed by a vote at the next meeting of the general membership. Amendments will pass or fail by a majority vote of members present.