

# **Bylaws of the St. Clair County Genealogical Society** (rev. 1994)

## ARTICLE I – NAME

The name of this organization shall be St. Clair County Genealogical Society, hereinafter called the Society.

## ARTICLE II – PURPOSES

Section 1. The purposes of the Society shall be:

- a. To preserve and perpetuate ancestral records for educational and historical purposes.
- b. To encourage the study of family history and teach the methods of genealogical research.
- c. To promote genealogical publication.
- d. To promote the preservation and safeguarding of genealogical data.
- e. To publish and circulate literature relative to the purposes and acquisitions of the Society.
- f. To receive and hold gifts and devises of real and personal estate from any source for the benefit of the Society and to use any funds derived therefrom solely for the purposes of the Society.
- g. To do all things incident to the perpetuation of the Society and generally to exercise the powers legally and properly requisite thereto.

Section 2. No part of the net earnings of the Society shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons. The Society shall be authorized and empowered to pay reasonable compensation for services rendered or moneys expended and to make payments and distributions in furtherance of the purposes set forth in Section 1 hereof.

Section 3. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the Society shall not carry on any other activities not permitted,

- a. by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code, or
- b. by an organization , contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

## ARTICLE III – MEMBERSHIP

The membership of the Society shall be open to all interested persons and shall consist of charter members, individual members, family members, life members, honorary members, institutional members, and sustaining members.

Section 1. Charter Membership:

- a. All members who have joined the Society and who have paid dues prior to January 1, 1978.
- b. Charter members shall include individual or family memberships.

Section 2. Individual Membership:

Any person joining January 1, 1978 or thereafter; and who has been issued a valid membership card.

Section 3. Family Membership:

- a. Blood relatives: i.e. mother, father, and children 18 years old and under in the same household.
- b. Adopted and foster children 18 years old and under in same household.

Section 4. Life Memberships:

- a. Life membership is acquired by an individual paying the amount as determined by the Board of Directors.
- b. Life membership is acquired by a family paying the amount as determined by the Board of Directors.

Section 5. Honorary Membership:

- a. Honorary membership is conferred by reason of outstanding service to the Society and/or exceptional

distinction.

- b. Honorary membership is conferred by majority of the Board of Directors and two-thirds (2/3) vote of members present and voting at a regular meeting.
- c. Honorary members retain all the rights and privileges of active members without the payment of dues.

Section 6. Institutional Membership:

Institutional membership consists of any duly recognized organization desiring to receive the Society's publication.

Section 7. Sustaining Membership:

- a. Sustaining membership consists of contributors desiring to financially promote the Society, but not wishing to participate in the Society's activities.
- b. Sustaining members may receive the Society's publication if so desired.

Section 8. Membership Cards:

- a. Members shall receive a membership card in accordance with the policy set forth by the by the board.
- b. Members will receive a copy of each Quarterly for the year of membership, with a maximum of one issue of each Quarterly per membership.

ARTICLE IV - FISCAL YEAR and DUES

The fiscal year shall be from January 1 through December 31.

Section 1. Dues:

All membership dues shall be determined by the Board of Directors.

- a. Charter members' dues shall be proportionately less than other members' dues.
- b. Dues are payable annually to the Treasurer.
- c. Dues are delinquent after January 31.

Section 2. Resignation and Reinstatement:

- a. Members wishing to resign in good standing shall submit a written resignation to the Treasurer.
- b. Members who have not paid their dues by January 31 shall be removed from the membership rolls and mailing lists of the Society.
- c. To be reinstated the member dropped for failure to pay dues must reapply as a new member.

ARTICLE V - MEETINGS and QUORUM

Section 1. Regular meetings of the Society shall be conducted on the first Thursday of the month, January through December.

Section 2. Regular Board of Directors meetings will be held at least 4 times a year.

Section 3. There shall be a Board of Directors meeting held in January following the installation of officers at the December meeting.

Section 4. Special Board of Directors meetings may be called by one-third (1/3) of the Board of Directors or the request of the President.

Section 5. Quorum:

- a. A quorum shall consist of twenty (20) voting members.
- b. A quorum for a Board of Directors meeting shall consist of a simple majority.

Section 6. The order of business for the regular monthly meeting shall be the call to order, any announcements and/or business that may be required, the program, and adjournment.

Section 7. The order of business may be altered or suspended at any meeting by a majority vote of the voting members present. The usual parliamentary rules as promulgated by Robert's Rules of Order Revised shall

govern when not in conflict with these bylaws.

#### ARTICLE VI - BOARD OF DIRECTORS and OFFICERS

Section 1. Board of Directors: The Board of Directors shall be composed of the President, elected Officers, and ten (10) Standing Committee Chairmen. No one shall serve in more than one capacity. The duties shall be to:

- a. Establish the policy for the year.
- b. Establish a budget by 28 Feb. for the current year.
- c. Manage the affairs of the Society subject to policies and budget.
- d. Approve where the Society shall deposit or invest its funds.
- e. Approve or reject the establishment of standing or special committees and projects.

Section 2. Any member in good standing shall be eligible to hold an elective office in the Society provided that he has attained the age of eighteen (18) years. To qualify for election as President the member must have served at least one (1) year on the Board.

Section 3. The terms of office of the President, First Vice President, Second Vice President, Secretary, and Treasurer shall be for two (2) years. The President, First Vice President and Second Vice President will all be elected in a given year. The Second Vice President shall be the immediate past President. The Secretary and Treasurer will be elected in the alternate years. All officers may be elected to two (2) consecutive terms.

Section 4. A vacancy in any elective office shall be filled for the remainder of the year, by the recommendation of the President, of a qualified member of the Society with the approval of a majority of the Board of Directors. An office filled in such a manner, will be confirmed by a majority vote of the membership at the next regular election. If it is an officer eligible to serve 2 terms he/she is entitled to election to a full term of 2 years in addition to completing the unfilled term of his predecessor.

Section 5. If a Board Member fails to attend a scheduled Board meeting for two successive occasions without notifying the President he/she may be asked to resign from the Board or the Board may terminate his/her position.

Section 6. The officers shall perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the Society: Robert's Rules of Order Revised.

#### ARTICLE VII -DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the Society and the Board of Directors.
- b. Be chief executive officer of the Society and be the representative of the Society.
- c. Appoint Chairmen of Standing and Special Committees.
- d. Be an ex-officio member of all committees, except the Nominating Committee.
- e. Have the power to call special meetings of the Society and of the Board of Directors.
- f. Approve or disapprove a project expending two-hundred dollars (\$200.00) or less.

Section 2. The First Vice President shall:

- a. Shall preside over meetings and perform all duties which may be necessary during the absence of the President.
- b. May become President at the expiration of his term or if a Presidential vacancy occurs before the completion of his term.
- c. Shall be an active aide to the President.
- d. Shall be the Program Chairman.
- e. Shall in the absence of the President, approve or disapprove a project expending two-hundred dollars (\$200.00) or less.

Section 3. The Second Vice President shall:

- a. Be an active aide to the President.
- b. Be Chairman of the Nominating Committee.

c. Preside and perform all duties which may be necessary during the absence of the President and First Vice President.

Section 4. The Secretary shall:

- a. Pick up all mail from P.O. Box
- b. Keep minutes of all Board meetings and any membership meetings at which business is transacted.
- c. Conduct any correspondence of the Society as directed by the President.
- d. Receive and file all written reports.
- e. Keep a current list of members and guests attending each meeting.
- f. Read communications as directed.

Section 5. The Treasurer shall:

- a. Receive all monies of the Society.
- b. Give a receipt therefor
- c. Deposit the monies in a depository approved by the Board of Directors.
- d. Keep all financial records.
- e. Pay all bills approved in the budget or by executive approval as outlined above.
- f. Make yearly report to the Society.
- g. Submit financial records for audit at the call of the President, but not later than thirty (30) days following the close of the preceding fiscal year.
- h. Prepare all reports which may be required by the State or Federal Government to comply with laws governing non-profit organizations, with the approval of the President.
- i. Collect all dues and keep a record of the paid memberships.

ARTICLE VIII –ELECTIONS

Section 1. The Nominating Committee consisting of Four (4) members shall be elected at the September Society meeting. They shall submit a slate of at least one nominee for each elective office at the October meeting.

Section 2. Nominations may be made from the floor with the consent of the prospective nominee.

Section 3. Officers shall be elected by a majority by ballot by a majority vote of members present and voting, providing that if there is but one (1) candidate per office the election shall be by acclamation.

Section 4. The election shall be held at the regular meeting in November.

Section 5. The Nominating Committee shall prepare the ballots and count the votes, reporting the election results to the Society.

ARTICLE IX – COMMITTEES

There shall be committees formed to promote interest in the field of genealogy through educational programs; to collect and disseminate genealogical knowledge and information; and to promote the purposes of the Society as stated in these bylaws.

Section 1. The Society shall have the following

Standing Committees:

a. Program Chairman

Hospitality

b. Education

Library & Acquisitions

c. Membership

Surname Index

d. Publicity

Historian

e. Parliamentarian

f. Budget & Finance

g. Research

Obituary File

h. Cemetery & Church Records

i. Quarterly Editor

Publication Management & Distribution

Mailing Labels

Mailing Coordinator

j. Newsletter Editor

Mailing Label

Mailing Coordinator

Section 2. Chairman of Subcommittees as noted above shall be appointed by their respective standing committee chairman.

Section 3. Special or Ad Hoc committees may be formed by the President with the approval of the Board of Directors.

#### ARTICLE X – AMENDMENTS

These bylaws may be amended at any regular meeting of the membership by a two-thirds (2/3) vote of members present, provided there is a quorum and provided that the proposed amendment or amendments were provided to the membership at least one (1) month prior to voting.

#### ARTICLE XI – COPIES

Members shall be provided a copy of the current bylaws upon request.

#### ARTICLE XII - RECORDS ADMINISTRATION

To assure our first stated purpose and as a matter of good business the records, minutes, membership applications, family charts, surname index, newsletters, treasurer's books of accounts and records shall be preserved. Each officer and chairman of any committee shall pass to her or his successor all records received on taking office and those created in her or his tenure. Disposition by destruction shall be in accordance with Federal and Illinois law and upon approval of the Board of Directors.

#### ARTICLE XIII – DISSOLUTION

Upon the dissolution of the corporation, the Board of Directors shall after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the Corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purpose.

#### ARTICLE XIV - CODE OF ETHICS

The following Code of Ethics is hereby adopted by the Society for execution by each new and renewing member of the Society effective Jan. 1, 1981.

##### GENEALOGIST'S CODE OF ETHICS

In order to protect the integrity of public records and library materials, I am ethically bound and hereby agree:

(1) That I will treat with the greatest of care and respect all public records and library materials which may be made available for my use.

(2) That I will speak with courtesy to all employees of a vital records office, or of a public library, when requesting to see any vital record or library materials, and that when finished with such a record or material, I shall express my thanks to the person attending to my requests.

(3) That I will not tear, erase, mark or remove any public record or library book, and will refrain from mutilating, defacing or otherwise destroying any part of such public record or library material.

(4) That when I have finished viewing any public record or library material, I will return it to the proper or designated place.

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