

Bylaws of the Charlotte County Genealogical Society, Inc

Attached is a draft copy of the recently revised Society bylaws which were approved by the Board of Directors on January 5, 2012.

According to our current bylaws, we will present this revision to the membership at the January and February member's meetings. Members will then vote on the revision at the March meeting. If approved, they will go into effect at that time.

It has been over four years since this document was last revised, and the revisions are extensive. This advance copy is being sent to you so you have time to review them before the meeting. To conserve time, only those changes that members raise will be discussed at the meetings.

Please bring the enclosed draft copy with you to the meeting, along with any comments or suggestions.

Matt Felber
Chairman, Bylaws Committee

BYLAWS OF THE
CHARLOTTE COUNTY GENEALOGICAL SOCIETY, INC.

ARTICLE I – NAME

The name of the corporation shall be Charlotte County Genealogical Society, Inc., hereinafter referred to as CCGSI.

ARTICLE II– PURPOSE AND OBJECTIVES

1. CCGSI shall support and educate persons interested in learning and applying accepted practices for genealogical research.
2. CCGSI shall promote community awareness of genealogy and encourage the development and sharing of family histories.
3. CCGSI shall be a source for genealogical information with emphasis on, but not restricted to locating, acquiring, indexing and preserving pertinent records of Charlotte County, Florida.
4. CCGSI will assist individuals seeking genealogical information with research and documentation.
5. CCGSI shall make available all of their published genealogical records to any individual, public genealogical library and other non-profit organizations interested in family histories.
6. CCGSI shall periodically disseminate information to its membership concerning genealogical current events, research and historical information through its newsletter and website.

ARTICLE III – NONPROFIT STATUS

CCGSI shall operate as a nonprofit organization. No part of any net income of CCGSI may be used for the personal benefit of any individual member.

ARTICLE IV – MEMBERSHIP AND DUES

1. Applicants shall become members upon submission of a completed membership form and payment of dues.
2. The Board of Directors shall set the types of membership classifications and the amount of dues for the various memberships. All membership types shall have the same voting rights of one vote per member.
3. No member of CCGSI shall have any vested right, interest, or privilege of, in, or to the assets, functions, name, logo, reputation, or affairs of CCGSI.
4. No person shall be denied membership on the basis of race, religion, color, national origin, age, or disability.
5. A Member or Board of Directors may terminate Membership in CCGSI:
 - a. By giving written notice to the Membership Chair.
 - b. By non-payment of dues.
 - c. By action of the Board of Directors, for cause.
6. Reinstatement of a membership may be made by payment of dues. If a member was terminated for cause, reinstatement requires Board approval.

7. Annual dues shall be payable on January 1. Member in arrears after the February Members Meeting shall be removed from the current membership list.
8. The Fiscal Year shall be the calendar year, January 1 through December 31.

ARTICLE V – ELECTED OFFICERS

1. Elected Officers of CCGSI shall be President, Vice President, Secretary, and Treasurer.
2. The term of office shall be one year and shall be January 1 to December 31. A member may be re-elected to serve additional term(s).

ARTICLE VI – STANDING COMMITTEE CHAIRS

The President shall appoint Standing Committee Chairs with confirmation by the Executive Committee. Standing Committee Chairs shall report to the President. Standing Committees shall be Education, Library, Membership, Ways & Means, Public Relations, Genealogist, Web Liaison, and Newsletter Editor.

1. Each Standing Committee Chair shall select members to serve on their committee.
2. The term of each Standing Committee Chair shall be the same as the elected officers.

ARTICLE VII - BOARD OF DIRECTORS

The Board of Directors shall include the elected officers, Immediate Past President, and Standing Committee Chairs. The Directors shall be authorized to act and vote on all matters of business concerning CCGSI, except as otherwise stated in these bylaws.

1. A quorum for a meeting of Board shall be six directors. Attendance at board meetings may be in person, by telephone, or by other electronic means.
2. Board of Directors meetings shall be scheduled monthly or as determined by the Board of Directors.
3. A majority vote by directors present is required to approve board business. Those attending by telephone or by other electronic means shall be considered present.
4. The Board shall establish the maximum expenditure of funds that individual board members are permitted to spend without further Board approval.
5. The Board shall establish bank accounts and approve any transfer of funds among them. The Board shall determine the number and kind of accounts necessary.
6. The President may appoint a Parliamentarian as an ex-officio member of the Board.
7. Vacancies on the Board of Directors shall be filled by appointment by the President, with confirmation by the remaining Directors.
8. The Board may request Resignation of a Director for non-attendance of board meetings for three consecutive months.

ARTICLE VIII – EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Immediate Past President.
2. The President may call meetings of the Executive Committee whenever necessary. Such a meeting may be conducted in person, by telephone, or by other electronic means.

Actions of the Executive Committee shall be reviewed with the Board of Directors at the next Board meeting.

3. The Executive Committee shall have jurisdiction to act in lieu of the Board of Directors in emergencies. Actions of the Executive Committee shall be reported at the next Board of Directors meeting.
4. A quorum of the Executive Committee shall be three members.
5. Executive Committee business may be conducted in person, by telephone, or by other electronic means.

ARTICLE IX – MEMBERS MEETINGS

1. CCGSI shall hold Members Meetings monthly except in July and August. Members Meeting in June or September shall be held at the option of the board.
2. The monthly Members Meeting in November shall be the Annual Meeting. Installation of Officers shall take place at the December Members Meeting.
3. A special Members Meeting may be called by President, by the Executive Committee, or by a written request of ten (10) members of CCGSI. A ten-day notice of a special Members Meeting shall be given to membership.
4. Fifteen percent (15 %) of the membership shall be deemed a quorum at all Members Meetings.

ARTICLE X – NOMINATIONS

1. At the October Members Meeting, the President shall solicit at least three candidates for the Nominating Committee from the membership. If more than three candidates are nominated, members shall vote for three candidates. The three candidates receiving the most votes shall form the Nominating Committee.
2. The Nominating Committee shall prepare a slate of one candidate to run for each elected office.
3. Each candidate shall be a member with demonstrated leadership ability.
4. The slate shall be presented to membership at the November Members Meeting.
5. Following the Nominating Committee report at the November Members Meeting, members may make nominations from the floor.

ARTICLE XI – ELECTIONS

1. An election shall be conducted at the annual Members Meeting in November.
2. If there is no opposition to the slate as presented by the Nominating Committee, the slate shall be elected by voice vote of members present.
3. In the event of nominations from the floor, a written vote, by secret ballot, shall be cast. The President shall appoint a judge and two (2) tellers from members present to tally the vote. The candidate for each office with a plurality of votes shall be elected.
4. Elected officers shall take office on January 1. Elected officers shall meet prior to that date to identify members to fill each Standing Committee Chair position, and to allow Standing Committee Chairs to select members to assist them.

5. Standing Committee Chairs shall be appointed by the President and confirmed by vote of the Executive Committee at the January Board of Directors meeting.
6. The elected Treasurer shall meet with the appointed budget committee to develop a budget for approval at January board meeting.

ARTICLE XII -- PAST PRESIDENT

1. The outgoing President shall become the Past President.
2. If the outgoing President is unable to serve, the Executive Committee shall appoint a former President to serve as Past President.

ARTICLE XIII – DUTIES OF THE ELECTED OFFICERS

1. President:
 - a. Preside at all Members Meetings, Executive Committee meetings, and Board of Directors meetings and call special meetings.
 - b. Provide an annual report of CCGSI activities to membership.
2. Vice President:
 - a. Perform all duties attendant to the office in the absence of the President.
 - b. Plan monthly programs and the annual education program (known as the Annual Seminar).
3. Secretary:
 - a. Record and preserve minutes and records of all Members Meetings, Executive Committee meetings, and Board of Directors meetings, and present them in a brief and concise form.
 - b. Collect mail from the CCGSI mailbox and distribute it to the various officers.
 - c. Send cards to members or members' families in times of illness or bereavement.
 - d. Keep a record of all volunteer activities.
4. Treasurer:
 - a. Record all income and expenses in a format approved by Board of Directors.
 - b. Present a monthly financial report to the Board of Directors and membership.
 - c. Chair the Budget Committee.
 - d. Present all financial records to the Audit Committee for review as requested.

ARTICLE XIV - DUTIES OF THE IMMEDIATE PAST PRESIDENT

1. Counsel, guide, and provide information required by the Board of Directors to maintain and develop policies and procedures based upon the past as well as present purposes and objectives of CCGSI.
2. Prepare an instructional program for all Officers and Standing Committee Chairs to assist them in performing their duties.

ARTICLE XV - DUTIES OF STANDING COMMITTEE CHAIRS

Standing Committee Chairs shall provide a monthly report to the Board of Directors.

1. Education:
 - a. Plan and implement educational events
 - b. Maintain community educational programming.

- c. Maintain and continue development of Special Interest Groups (SIGS).
- 2. Library:
 - a. Promote volunteer assistance in the library Genealogy section.
 - b. With the President, act as liaison to library staff and administration.
- 3. Membership:
 - a. Promote new members and encourage retention of members.
 - b. Provide Hospitality Greeters and Hosts/Hostesses for each Members Meeting.
 - c. Issue membership cards.
- 4. Ways & Means:
 - a. Make recommendations to the Board of potential projects for increasing funding.
 - b. Develop and administer Board-approved fundraising projects.
- 5. Public Relations:
 - a. Publicize Members Meeting dates and programs and advertise events.
 - b. Manage the Speakers Bureau.
- 6. Genealogist:
 - a. Respond to genealogical queries.
 - b. Maintain the CCGSI history.
 - c. Maintain the Surname Index.
 - d. Provide a genealogy mentoring program for members.
 - e. Develop, publish, and disseminate local genealogical materials.
- 7. Web Liaison:
 - a. Oversee the development, maintenance and updating of the website.
 - b. Develop links with other organizations to promote use of the website and genealogy in general.
- 8. Newsletter Editor:
 - a. Produce and distribute the CCGSI newsletter, "Geneagram," at intervals as determined by Board of Directors.

ARTICLE XVI – SPECIAL COMMITTEES

- 1. The President shall appoint Special Committee chairs with confirmation by the Executive Committee.
- 2. Special Committee chairs shall select suitable members for their committees.
- 3. Special Committees and their purposes are:
 - a. Audit Committee: Review financial records annually, and submit a report to the Board of Directors no later than January 31.
 - b. Budget Committee: Develop an annual budget for presentation at the January Board of Directors meeting for preliminary approval, and at the January Members Meeting for final approval.
 - c. Bylaws Committee: Review bylaws bi-annually for needed changes; and review proposed amendments and advise the Board of Directors of any recommended action.
 - d. Nominating Committee: Prepare a slate of officers for the annual election.

- e. Vital Records Committee: Identify, locate, acquire, index, preserve, and disseminate genealogical records of Charlotte County, Florida.
4. Special committees shall report to the Board of Directors and the membership monthly until their duties have been completed.
5. The President may establish Ad Hoc Committees to accomplish a single objective. Upon achievement of that objective, the committee shall be disbanded and a written report made to President. The President may request monthly reports be made to the Board.

ARTICLE XVII – PARLIAMENTARY AUTHORITY

1. All meetings of CCGSI shall be conducted in accordance with standard parliamentary procedure. These procedures may be Robert’s Rules of Order, Newly Revised, or other similar procedures as determined by the board.

ARTICLE XVIII – AMENDMENTS / REVISIONS OF THE BY-LAWS

1. Amendment: Shall be a change in one (1) or more articles or sections of the bylaws. It may be proposed by a member in good standing at any Members Meeting and shall be voted upon by membership at next Members Meeting following presentation. An amendment shall be approved by majority vote of members present.
2. Revision: Shall be a major re-writing of bylaws. The Board of Directors shall vote upon the revision. If approved, the revision shall be presented to the general membership at two Members Meetings. A vote of the membership shall be taken at the second Members Meeting. A revision shall be approved by a majority vote of members present.
3. If the Board of Directors rejects a proposed revision, the revision shall be returned to the Bylaws Committee for further consideration. If resolution between the Board of Directors and the Bylaws Committee cannot be accomplished, the Bylaws Committee shall retain the right to present the revision directly to members for a vote following procedures in Section 2 above.

ARTICLE XIX – ENABLING CLAUSE

1. The Bylaws shall go into effect immediately upon approval by members.
2. If tenure of board members must be extended to effect these bylaws, such extension of tenure shall be granted.

ARTICLE XX – DISSOLUTION OF CCGSI

1. Written notice shall be sent to all CCGSI members of record, stating the reason for and date of CCGSI dissolution.
2. All debts shall be satisfied.
3. The remaining assets and all other CCGSI property shall be donated or applied to a society, library or other non-profit organization, incorporated or otherwise, which has similar purposes and objectives.