

Ingham County Genealogical Society By-Laws

ARTICLE I: NAME

The name of this organization shall be "Ingham County Genealogical Society."

ARTICLE II: PURPOSE

The purpose of the society shall be to promote genealogical research and preservation by its members and to promote policies and programs designed to enhance these purposes.

ARTICLE III: BASIS OF ORGANIZATION

- Section 1. The Ingham County Genealogical Society shall be conducted as an independent non-profit organization.
- Section 2. The operating expenses of the Society shall be covered by membership dues, service charges, donations, and fund-raising activities approved by the Society in compliance with State and Federal guidelines as related to a 501(c)(3) organization.
- Section 3. All facilities of the Society shall be available equally to members in good standing.

ARTICLE IV: MEMBERSHIP

- Section 1. Any person interested in genealogy, history, or biography, either amateur or professional, may become a member of the Society.
- Section 2. Membership shall be Active or Honorary or Associate.
- Section 3. Active members only shall vote, hold office, and serve on committees.
- Section 4. Active membership(s), or family (living in one household), shall be obtained by the payment of dues, and the member(s) must not be in disciplinary action.
- Section 5. Honorary membership (without dues) shall be conferred by a two-thirds (2/3) vote of the active membership present at a regular meeting of the Society.
- Section 6. Associate membership (without vote) shall be available to organizations upon payment of regular annual dues.
- Section 7. Annual dues shall be payable at the December meeting of the Society, and any member failing to pay the dues following the expiration of the paid-up membership shall be notified in writing of the delinquency. If the dues are unpaid by March 31, the member shall be dropped from membership. Dues from new members paid after September 30th will apply to the next year. Annual dues shall be determined by the Society.

ARTICLE V: ACCOUNTING PERIOD

The accounting year shall begin January 1 and end December 31.

ARTICLE VI: OFFICERS

- Section 1. The elected officers of the Society shall be the President, Vice President, Recording Secretary, Membership Secretary, Treasurer, Librarian, and three Directors.
- Section 2. The President shall appoint a nominating committee by August 1st. This committee will nominate candidates for the offices to be filled for the next accounting period, and report to the members in October. Additional nominations from the floor will be permitted with approval of the persons nominated.
- Section 3. The President, Recording Secretary, Treasurer, and Director -1 shall be elected for a 2 year term at the November meeting starting in 2019. They shall take office as of January 1. Terms of office will continue to be for 2 years and/or until their successor is elected.

The Vice President, Membership Secretary, Librarian and Directors 2 & 3 shall be elected for a 1 year term at the November meeting starting in 2019, with another election in 2020 and thereafter will be elected every 2 years and/or until their successor is elected. They will take office as of January 1.

- Section 4. A majority of all votes cast shall be necessary to constitute an election.
- Section 5. Vacancies in office, other than the President, shall be filled by appointment of the President to complete the unexpired term, with the approval of the Executive Board. In case of a vacancy in the office of the President, the Vice President shall become President.

ARTICLE VII: EXECUTIVE BOARD

- Section 1. Current elected officers and Directors.
- Section 2. Past President will serve on the Executive Board for 1-2 years after vacating the Presidency.
- Section 3. The Executive Board shall have general supervision of the affairs of the Society. The Executive Board shall be subject to the orders of the Society.
- Section 4. The Executive Board will meet at the call of the President.

ARTICLE VIII: DUTIES OF OFFICERS AND DIRECTORS

- Section 1. The President shall, upon election to office, appoint all standing committees. The President shall be an ex-officio member of all committees (except Nominations) without the right to vote. The President presides at all general, special, and Executive Board Meetings.
- Section 2. The Vice-President shall act as chairperson of the Program Committee and, in the absence of the President, assume all the duties and authorities of that office.
- Section 3. The Recording Secretary shall conduct general correspondence of the Society and record minutes of the regular and Executive Board meetings.
- Section 4. The Membership Secretary shall maintain records of members and act as chairperson of the Membership Committee.
- Section 5. The Treasurer shall receive all dues and other monies, make disbursements, maintain the financial records of the society, and prepare monthly Treasurer's Reports.
- Section 6. The Librarian shall be responsible for the contents and operation of the Society's Reference Room.
- Section 7. Directors shall perform an annual audit of the Treasurer's records and reports.

Section 8. All Officers and Directors, upon retiring from office, shall deliver to their successors all records and other property of the Society.

ARTICLE IX: COMMITTEES

Section 1. Standing Committees are defined in the List of Standing Committees in the Policies.

Section 2. Standing Committees may only be created, deleted, or renamed at the direction of the President upon approval of the Board and by 2/3 vote of the membership present and voting at a membership meeting.

Section 3. The President shall appoint special committees as necessary.

ARTICLE X: MEMBERSHIP MEETINGS

Section 1. There shall be a minimum of six membership meetings of the society per year, at the direction of the Executive Board.

Section 2. Special meetings may be called by the President or upon request of three members of the Executive Board.

Section 3. The practice of absentee or proxy voting shall not be followed by this Society.

ARTICLE XI: QUORUM

Section 1: A quorum for the purpose of business transactions at any meeting of the general membership shall be composed of not less than ten active members, which must include at least 3 Executive Board members

Section 2: A quorum for the purpose of business transactions at any meeting of the Executive Board shall be composed of not less than 5 (Five) Board Members.

Section 3: A quorum is not required for Committees.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of "Robert's Rules of Order Newly Revised" shall govern the society.

ARTICLE XIII: AMENDMENTS

These By-laws may be adopted, amended or repealed at any regular meeting by a two-thirds (2/3) vote of the members present and voting, providing proposed amendments shall have been provided to the membership in writing at least 10 days prior to the meeting at which voted upon.

ARTICLE XIV: DISCIPLINARY PROCEDURES/ACTION

The rules contained in the latest edition of "Robert's Rules of Order Newly Revised" shall apply.

ARTICLE XV: RECORDS RETENTION

Per policy, State and Federal regulations

ARTICLE XVI: DISSOLUTION

In the event of the dissolution of this Society, its assets, both financial and material, shall be transferred to another 501(c)(3) organization as may be decided at the last general meeting or the last meeting of the Executive Board, provided that items on loan to the Society will be returned to the owners or lenders; but such assets shall not in any event be divided among the members of the Society at any time.

INGHAM COUNTY GENEALOGICAL SOCIETY

Founded - August, 1995

Incorporated - October 25, 1996

By-Laws, Adopted - November 8, 1995

Amended July 8, 1999

Amended October 12, 2006

Amended February 9, 2012

Amended February 14, 2013

Amended September 11, 2014

Amended March 14, 2019

Amended August 13, 2020