

WCGS Bylaws

Amended December 1, 2008 Regular Meeting

Amended May 2, 2016 Regular Meeting

Article I: Name

The name of this organization shall be the Washington County Genealogical Society.

Article II: Purpose:

The purpose and mission of the Society shall be to promote interest in family history and genealogical research and to preserve Washington County history with strong emphasis on cemetery research, documentation, and preservation. The Society seeks to collect, record, preserve and publish material and records of Washington County and to enrich the genealogical resources of the Nancy Carol Roberts Memorial Library.

Article III: Membership and Dues

Section 1. Members

- A. Membership shall be open to any person interested in subscribing to the purpose of the Washington County Genealogical Society in accordance with these Bylaws. All meetings shall be open to the general public.
- B. Application for membership in this Society shall be made to the Membership Committee on the official form and be accompanied by payment of annual membership dues as prescribed in Section 2.
- C. Upon receipt by the Membership Committee of the completed membership form and receipt by the Treasurer of the annual dues, an applicant for membership shall become a member of the Society, with all the rights, privileges and duties thereof.

Section 2. Dues

The membership year shall be January 1 through December 31. A membership dues notice shall be communicated to current members following the October meeting. Dues shall be payable on or before the January meeting and shall be considered delinquent after that date. A change in the amount of membership dues may be recommended by the Executive Committee, presented at the September meeting to be voted on at the October meeting. A simple majority of those present at the October meeting shall be required.

Article IV: Meetings

The regular meeting of the Society shall be held at 7 p.m. on the first Monday of each month from September through May, unless otherwise ordered by the Executive Committee. The regular order of business shall be as follows:

1. Pledge to the flags
2. Recognition of visitors
3. Introduction of speaker
4. Minutes
5. Treasurer's Report
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

Article V: Voting

A simple majority of those current members present and voting shall rule in all matters not otherwise covered in the Bylaws.

Article VI: Officers

Section 1. Officers:

Officers of the Society shall be the President, Vice President, Secretary and Treasurer.

Section 2. Terms of Office:

Officers shall be elected for a term of one year (from the regular January meeting through the following regular December meeting). No elected officer shall serve more than two consecutive terms in the same office nor serve in more than one office at the same time. An exception to the two-term limitation may be made by a majority vote at any regular meeting.

Section 3. Vacancy in Office:

Should a vacancy occur in the office of the President, the Vice President shall become President, and the vacancy thus created in the office of the Vice President and any other vacancy shall be filled by vote of the Executive Committee.

Section 4. Nominations and Elections:

A. A Nominating Committee of three non-officer members shall be appointed by the President in September of each year and their names announced at the regular meeting in October. It shall be the duty of the Nominating Committee to submit, at the regular meeting in November, one name for each office to be filled. Nominations may be made from the floor at the November meeting following the report of the Nominating Committee. No name shall be placed in nomination without the consent of the nominee.

B. The election of officers shall be by ballot at the regular meeting in November. If there be but one nominee for any office, election may be by voice vote.

Section 5. Installation of officers:

The officers elected at the November regular meeting shall take office January 1. Retiring officers shall give to their successors prior to the January regular meeting all letters, records and information pertaining to the office from which they are retiring.

Article VII. Duties of the Officers

- A. President – The President shall:
 1. Preside at all meetings of the Society and Executive Committee
 2. Perform such duties as set out in these and the adopted parliamentary authority, or as directed by the membership
 3. Appoint all committees, unless otherwise set out in these Bylaws
 4. Serve as Ex-Officio member of all committees except the Nominating Committee
 5. Perform such other duties as usually pertain to the office of President.

- B. Vice President – The Vice President shall:*
1. Preside at meetings of the Society and Executive Committee in the absence of the President,
 2. Responsible for regular meeting programs
 3. Perform such duties as may be requested by the President or the Society
 4. Receive payments for Membership dues in the absence of the Treasurer
 5. Succeed to the office of the President for the unexpired portion of the term in the event of a vacancy in the office of the President
- C. Secretary – The Secretary shall:*
1. Record the proceedings with a copy to the President of all meetings of the Society and the Executive Committee
 2. Perform such duties as requested by the President, and as directed by the Society and the Executive Committee.
- D. Treasurer – The Treasurer shall:*
1. Receive and be custodian of all funds and keep an itemized account of receipts and disbursements
 2. Expend money only by order of the Society
 3. Send dues notices to members in October of each year and follow up as necessary
 4. Maintain an up-to-date roster of all members in good standing.

Article VIII. Executive Committee

Section 1. Members:

The Officers of the Society and the Committee Chairs constitute the Executive Committee. Four members of the Executive Committee shall constitute a quorum.

Section 2. Duties:

The Executive Committee shall have general supervision of the affairs of the Society between its business and regular meetings, fix the hour and place of meetings, make recommendations to the Society, and shall perform such other duties as are specified in these Bylaws. The Executive Committee shall be subject to the orders of the Society, and none of its acts shall conflict with action taken by the Society. Significant actions of the Executive Committee shall be reported to the Society membership at each regular meeting of the Society.

Section 3: Special meetings

Special meetings of the Executive Committee can be called by the President and shall be called upon the written request of three members of the Executive Committee.

Article IX. Standing Committees

The following Standing Committees are established for the Society. The Chair of each committee shall be appointed by the President. Duties shall be enumerated in the Standing Rules appended to the Bylaws.

- Communications Committee
- Finance Committee
- Membership Committee

ARTICLE X:

These Bylaws can be amended at any regular meeting of the Society by a two thirds vote of members present and voting, provided a quorum is present, and provided that the amendment has been submitted in writing at the previous regular membership meeting of the Society. A quorum for voting on any amendment of the Bylaws shall be 20% of the paid-up current membership.

Article XI Dissolution

Upon dissolution of the Society, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the Organization, distribute all assets of the Society to the Genealogy Section of the Nancy Carol Roberts Memorial Library.

Article XII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Society may adopt.

Standing Rules

Powers of the executive committee to propose additional expenditures/fees that are to be ratified by the membership by a simple majority vote.

Standing Committee Responsibilities:

Communications: Newsletter, Website, Social Media, Publicity
(Chamber of Commerce, Banner Press, KWHI)

Membership: Name Tags, New Membership Directory every two years, updating membership as an addendum to existing directory if no changes to Bylaws.

Finance: Budget, Audit

History of Amendments to these Bylaws:

December, 2008: Article VI, Section 2 – amended: Officers shall be elected for a term of one year (from the regular January meeting through the following regular December meeting). No elected officer shall serve more than two consecutive terms in the same office nor serve in more than one office at the same time. An exception to the two-term limitation may be made by a majority vote at any regular meeting.

December, 2008: Article XII – amended (becoming Article X): These Bylaws can be amended at any regular meeting of the Society by a two thirds vote of members present and voting, provided a quorum is present, and provided that the amendment has been submitted in writing at the previous regular membership meeting of the Society. A quorum for voting on any amendment of the Bylaws shall be 20 percent of the paid-up current membership.

May 2016: Some substantive and numerous other minor updates to bring the Bylaws up to date with current practices of the organization were proposed by the Bylaws Committee and ratified by the membership.