

WASHINGTON COUNTY GENEALOGICAL SOCIETY BYLAWS
Amended December 1, 2008 Regular Meeting
Amended May 2, 2016 Regular Meeting
Amended November 1, 2021 Regular Meeting

Article I: Name

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

Article II: Purpose

The purpose of the society shall be to promote interest in family history, genealogical research and preserve Washington County history. The Society seeks 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 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 Society on the official form and be accompanied by payment of annual membership dues.
- C.** Upon receipt of the completed membership form and receipt 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 members present at the October meeting shall be required to approve the change.

Article IV: Meetings

The regular meeting of the Society shall be held monthly, with the exception of June, July and August, 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 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 appointment 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 is only one nominee for any office, election may be by voice vote.

Section 5. Transition 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

President – The President shall:

1. Preside at all meetings of the Society and Executive Committee.
2. Perform such duties as set out in these Bylaws.
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.

Vice President – The Vice President shall:

1. Preside at meetings of the Society and Executive Committee in the absence of the President.
2. Be responsible for regular meeting programs.
3. Perform such duties as may be requested by the President or the Executive Committee.
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.

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, or as directed by the Executive Committee.

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 or Executive Committee.
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 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 and their responsibilities are established for the Society. The chair of each committee shall be appointed by the president.

Communications Committee - Newsletter, Website, Social Media, Publicity

Finance Committee – Prepare a budget for the year and submit at the regular meeting of the Society. Audit the treasurer’s accounts at the close of the year and report to the Society at its regular meeting.

Membership Committee – name tags, new membership directory every two years, updating membership list with new members

Article X. Amendments

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 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 twenty percent 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.

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 twenty 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.

November 2021: Some changes to bring the Bylaws up to date with current practices of the organization were proposed by the Executive Committee and ratified by the membership.