

# **Bylaws of the Florida Genealogical Society**

## **Article I: Objectives**

The objectives of this Society are:

- to support educational activities related to genealogy and family history for its members and for residents of the Tampa Bay area
- to promote interest and study in ancestral history, geography, and social customs
- to promote best practices of genealogical research methods and the publication of the results of such research
- to support the existence of public-access genealogical libraries and similar research repositories
- to support the preservation of and access to records of interest to genealogists and family historians

## **Article II: Membership**

### Section 1. Eligibility

Membership is open to any individual who supports the objectives of this Society.

### Section 2. Categories of membership

- A. Individual Member. Any individual who is eligible for membership and who has paid the annual dues.
- B. Household Member. Any individual who is eligible for membership, who has paid the annual dues, and who either resides in the same household as an Individual Member or is an immediate family member of an Individual Member. Household Members are entitled to all the privileges of Individual Members.
- C. Honorary Lifetime Member. Any individual who is eligible for membership and who has, in the opinion of the Executive Board and of the Society, provided exceptional service to the Society or to the genealogical community. An Honorary Lifetime Membership shall be conferred after a two-thirds vote of the members of the Executive Board, followed by a two-thirds vote of the members. Honorary Lifetime Members are entitled to all the privileges of Individual Members but are exempt from paying dues.

### Section 3. Dues

- A. The Executive Board shall recommend the annual dues for the next year and the recommendation shall be approved by a majority vote of the members. The members shall be given at least thirty days' notice prior to the vote.
- B. Dues are payable annually on or before January 1 and are delinquent if not paid by February 15.
- C. Members with delinquent dues shall lose their membership privileges. Such individuals may restore their membership privileges by the payment of dues.

## **Article III: Officers**

### Section 1. Definition

The officers of this Society shall be a President, a Vice President, a Secretary, a Treasurer, and three Directors.

### Section 2. Eligibility

No person shall be eligible to hold office who has not been a member for at least six months prior to the nomination.

### Section 3. Terms of office

- A. Terms of office for all officers shall begin on January 1.
- B. Terms of office for all officers shall end on December 31, unless an election has not yet been held, in which case the officers shall continue to serve until their successors are elected.
- C. Terms of office for all officers, except Directors, shall be two years. The President and the Vice President shall be elected to serve terms beginning in even-numbered years, while the Secretary and the Treasurer shall be elected to serve terms beginning in odd-numbered years.
- D. Terms of office for Directors shall be three years. Terms for Directors shall be staggered so that the term of one Director expires each year.
- E. An individual who has left office shall turn over all documents, files, and other Society property to their successor within thirty days.

### Section 4. Vacancies

- A. A vacancy in the office of President shall be filled for the remainder of the term by the Vice President.
- B. A vacancy in any office other than President shall be filled for the remainder of the term by a member approved by a majority vote of the remaining members of the Executive Board.

### Section 5. Nominations and elections

- A. The President, with the approval of the Executive Board, shall appoint a Nominating Committee consisting of a Chair and two other members, no later than August 1.
- B. Elected officers may not serve as members of the Nominating Committee.
- C. The Nominating Committee shall prepare a slate consisting of one or more candidates for each office.
- D. Candidates must agree to serve before their names may be placed on the slate.
- E. The Nominating Committee shall present the slate of candidates at the regular meeting in September. Following the presentation, additional nominations may be made from the floor.

- F. If, at the end of nominations, an office has no more than one candidate, the election for that office shall be taken immediately by a voice vote of the members present.
- G. If, at the end of nominations, an office has two or more candidates, the following procedure shall be used: Within seven days of the September meeting, the final slate of candidates for that office shall be published on the Society website and distributed to members via email. Once the final slate of candidates has been published, the election for that office shall be conducted by electronic voting for a period of at least fourteen days.
- H. The results of the election for all offices shall be published on the Society website and distributed to members via email.

## **Article IV: Duties of Officers**

### Section 1. President

- A. The President shall be the principal executive officer of and the official spokesperson for the Society.
- B. The President shall preside at all meetings.
- C. The President shall appoint, with the approval of the Executive Board, the chairs of all committees.
- D. The President shall serve as an ex-officio, non-voting member of all committees except for the Nominating Committee.

### Section 2. Vice President

- A. The Vice President shall assist the President.
- B. The Vice President shall assume the duties of the President in the absence of, or at the request of, the President.
- C. The Vice President shall chair the Program Committee.

### Section 3. Secretary

- A. The Secretary shall record the minutes of all meetings of the Society and of the Executive Board.
- B. The Secretary shall maintain an archive of Society documents.
- C. The Secretary shall transfer archival materials older than two years to the Special Collections holdings of the University of South Florida Tampa Library.

### Section 4. Treasurer

- A. The Treasurer shall be the custodian of all Society funds.
- B. The Treasurer shall deposit all Society funds in a federally insured depository designated by the Executive Board.
- C. The Treasurer shall make disbursements for Society needs as approved by the Executive Board.
- D. The Treasurer shall maintain accurate financial records of all transactions and shall make these records available to the Auditor.

- E. The Treasurer shall present a financial status report at each regular meeting.
- F. The Treasurer shall submit financial and other corporate reports as required by federal and state laws.
- G. The Treasurer shall prepare and submit a budget to the Executive Board for approval prior to each fiscal year.
- H. The Treasurer shall serve as a member of the Membership Committee.

#### Section 5. Directors

The Directors shall perform the duties assigned by the President and/or by the Executive Board, as needed.

### **Article V: Meetings**

#### Section 1. Regular meetings

Regular meetings of the Society's members shall take place on the first Saturday of every month, except for months in which there are Society-sponsored seminars or social events, or unless otherwise ordered by the Executive Board.

#### Section 2. Special meetings

- A. Special meetings may be ordered by the Executive Board for a specific purpose.
- B. At least seven days' notice of a special meeting must be given on the Society's website and be emailed to members, and the notice must contain the date, time, location, and purpose of the meeting.

#### Section 3. Quorum

For the purposes of conducting business, twenty members shall constitute a quorum.

### **Article VI: Executive Board**

#### Section 1. Definition

- A. The Executive Board shall consist of the President, the Vice President, the Secretary, the Treasurer, and the three Directors.
- B. The Executive Board shall also include a representative of the Tampa-Hillsborough County Public Library System, chosen by the System Director or by the System Director's designee.

#### Section 2. Duties

- A. The Executive Board shall have general supervision of the affairs of the Society between its business meetings, fix the hour and place of meetings, make recommendations to the Society, and perform such other duties as are specified in these bylaws.
- B. The Executive Board shall be subject to the orders of the Society, and none of its acts shall conflict with action taken by the Society.

### Section 3. Meetings

- A. The Executive Board shall meet monthly.
- B. A special meeting of the Executive Board may be ordered by the President or by four other Executive Board members.
- C. The Executive Board may also conduct business using any appropriate electronic method.
- D. For the purposes of conducting business, a majority of the Executive Board shall constitute a quorum.
- E. Any member of the Executive Board who is absent from three consecutive Executive Board meetings, without a reason determined by the President to be acceptable, shall be considered to have resigned from their office.

## **Article VII: Committees**

### Section 1. Standing committees

- A. The Awards Committee shall be responsible for identifying individuals or organizations who should be honored by the Society for their contributions to the Society or to the genealogical community.
- B. The Communications Committee shall be responsible for managing communication between the Society and its members and between the Society and the community, including the promotion of Society-sponsored activities.
- C. The Education Committee shall be responsible for educational activities of the Society. Its membership shall include the chairs of the Program Committee and the Seminar Committee.
- D. The Hospitality Committee shall be responsible for greeting attendees at Society-sponsored events; for introducing new members and guests at Society meetings; and for organizing and hosting social events.
- E. The Membership Committee shall be responsible for planning and implementing activities to recruit new members and to retain existing members.
- F. The Program Committee shall be responsible for planning and implementing programs at the monthly meetings. Its membership shall include the chairs of the Education Committee and the Seminar Committee.
- G. The Research Committee shall be responsible for assisting genealogists with their research.
- H. The Seminar Committee shall be responsible for planning and implementing Society-sponsored seminars and workshops. Its membership shall include the chairs of the Education Committee and the Program Committee.

- I. The Special Projects Committee shall be responsible for managing volunteer projects involving the preservation of and access to genealogical materials.

### Section 2. Special committees

The President shall create as many special committees as are deemed necessary to accomplish the goals of the Society.

### Section 3. General committee rules

- A. The chair of a committee may appoint as many additional members as needed.
- B. Voting members of a committee must be members of the Society.
- C. Individuals who are not members of the Society but who may provide valuable expertise may serve on committees but may not vote.
- D. The term of a committee chair expires with the term of the appointing President.
- E. An outgoing chair shall turn over all documents, files, and other Society property to their successor within thirty days.

## **Article VIII: Fiscal Year**

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

## **Article IX: Dissolution**

In the event of the dissolution of the Society, any remaining assets shall be distributed to one or more organizations of similar purpose, provided that each organization is exempt under the current version of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future tax code.

## **Article X: 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.

## **Article XI: Amendment of Bylaws**

These bylaws may be amended at any regular meeting by a two-thirds vote, provided that at least three weeks' notice has been given and that a copy of the proposed amendment has been published on the Society's website and has been emailed to every member.

Adopted September 6, 2014