



Jackson County Genealogical Society Bylaws

As amended April 2013

ARTICLE I. NAME

The name of this organization shall be the Jackson County Genealogical Society, located in Independence, Missouri, hereinafter referred to as the Society.

ARTICLE II. OBJECT

The object and purpose of the Society shall be educational and devoted to furthering genealogical research and promoting interest in family history.

ARTICLE III. MEMBERS

Section 1. Membership in the Society shall be open to all who are interested in furthering the study of genealogy.

Section 2. Dues shall be due and payable on or before the last day of the month they are due. Charter members' dues are due on or before March 1 and all other members' on or before the first day of the month joined. Those whose dues are not paid by the end of the second delinquent month shall be dropped from membership. The Membership Chairman shall notify members who have not paid their dues. Charter members are those who joined between May 1, 1979 and December 31, 1979.

Section 3. Annual dues shall be:

- (a) Individual, \$20.00;
- (b) Couple, husband and wife living in the same household, \$25.00;
- (c) Student, under the age of 18, \$10.00;
- (d) Contributing, \$26.00 to \$199.99 each year;
- (e) Life, a one time fee of \$200.00 per person. Dues of the spouse of a Life Member shall be \$5.00 annually; when a Life member dies, then the spouse shall pay the individual dues beginning at his/her next renewal date;
- (f) Honorary, may be conferred upon anyone who shall have rendered notable service to the Society. Honorary membership shall be elected by three-fourths vote by ballot at any Executive Board meeting.

ARTICLE IV. OFFICERS

Section 1. (a) The elected officers of the Society shall be a President, a First Vice-President, a Second Vice-President, a Recording Secretary and a Treasurer.

(b) The appointed officers shall be a Corresponding Secretary, a Historian and a Parliamentarian.

(c) These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

Section 2. (a) Every year at the regular meeting in February, a Nominating Committee of three members shall be elected by the Society. Nominations shall be from the floor and election by ballot unless there are only three nominees for the committee, then election may be by voice (*viva voce*). Plurality vote shall elect. The one receiving the highest number of votes shall be the chairman. In the event of a voice vote or a tie vote, the member nominated first shall call the meeting of the committee to elect their own chairman.

(b) In the even numbered years it shall be the duty of this committee to nominate a candidate for President and First Vice President to be filled at the regular meeting in April. In the odd numbered years it shall be the duty of this committee to nominate a candidate for Second Vice President, Secretary and Treasurer to be filled at the regular meeting in April.

(c) The report of the Nominating Committee shall appear in the Society newsletter issue immediately preceding the election. Before the election at the April meeting, nominations from the floor shall be permitted. No name shall be placed in nomination without the consent of the nominee.

Section 3. The officers shall be elected by ballot unless there is only one nominee for any office, then the vote may be by voice (*viva voce*). A majority vote shall elect. Officers shall hold office for a term of two years or until their successors are elected. No officer shall be eligible to serve for more than two consecutive terms in the same office, except for the office of Treasurer, who may serve three consecutive terms. The officers shall assume their duties at the close of the annual meeting in June.

Section 4. The Executive Board may declare a vacancy in an elected office, if the elected officer has been absent from three consecutive Executive Board meetings.

Section 5. Any vacancy occurring in an elected office shall be filled by a vote of the Executive Board, with the exception of the office of President. Election shall be by ballot unless there is only one nominee, then the election may be by voice (*viva voce*).

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Society and the Executive Board; shall be ex-officio member of all committees except the Nominating Committee; shall appoint a Corresponding Secretary, a Historian, a Parliamentarian and shall appoint all standing and special committees with the approval of the Executive Board.

Section 2. The First Vice-President shall assist the President in that officer's duties; shall in the absence of the President perform the duties of that office and in case of permanent disability or resignation of the President, shall succeed to that office for the unexpired part of the term; and shall serve as Chairman of the Program Committee.

Section 3. The Second Vice-President shall officiate as presiding officer in the absence of the President and First Vice-President; shall be chairman of the Library and Materials Committee; and shall acknowledge all library donations upon receipt.

Section 4. The Recording Secretary shall keep an accurate record of the proceedings of all meetings of the Society and the Executive Board in a permanent record book provided for that purpose.

Section 5. The Treasurer shall keep a record of monies received and disbursed; shall deposit the funds in a federally insured institution approved by the Executive Board; shall disburse monies at the direction of the President or the Executive Board; and shall be a member of the Budget Committee. The Treasurer's records shall be audited annually or within thirty days upon the resignation of the Treasurer. The books shall be closed May 31 and audited by June 30 and a report made at the September meeting.

Section 6. The Corresponding Secretary shall prepare correspondence at the order of the President or the Executive Board.

Section 7. The Historian shall compile a written narrative of the activities of the Society to be adopted at the annual meeting and, following approval, placed in a permanent book.

Section 8. The Parliamentarian shall serve the President and the organization on request, and shall have no vote on any controversial question about which advice has been given; shall also be a member of the Bylaws Committee.

ARTICLE VI. MEETINGS

Section 1. (a) The regular meetings of this Society shall be held on the first Thursday of each month, from September to May inclusive, unless otherwise ordered by the Executive Board.

(b) An annual meeting shall be held in June for the purpose of receiving written reports of officers and committees and for any other business that may arise.

(c) Fifteen members, two of whom shall be officers, shall constitute a quorum at all meetings of the Society for the transaction of business.

Section 2. Special meetings may be called at the direction of the President. Special meetings shall be called upon written request of five members, provided ten days written notice has been given to all members.

ARTICLE VII. EXECUTIVE BOARD

Section 1. There shall be an Executive Board composed of officers, standing committee chairmen, and the immediate past president of the Society. The Executive Board shall have full power and authority over the affairs of the Society. They have no power over the Nominating Committee and the Society elections.

Section 2. The Executive Board shall meet at the call of the president or at the request of three members of the Board.

Section 3. The quorum of the Executive Board shall be five.

Section 4. All publications except the newsletter and the quarterly shall be authorized and approved by the Executive Board.

Section 5. Policies and procedures of all committees shall be governed by the Executive Board except those outlined in the bylaws or adopted rules of order.

Section 6. The Executive Board may adopt Executive Board Standing Rules.

ARTICLE VIII. COMMITTEE

Section 1. There shall be the following standing committees: Program, Library and Materials, Bylaws, Audit, Membership, Publications, Research Assistance, Ways and Means, and such other standing committees deemed necessary to carry on the work of the Society.

Section 2. The Program Committee shall plan all regular and special programs with the approval of the Executive Board.

Section 3. The Library and Materials Committee shall receive, acknowledge, and have charge of all materials, books and manuscripts donated to, purchased by or placed on loan to the Society, and is responsible for the maintenance/ repair/ replacement of all equipment placed in or used for normal Library operations.

Section 4. The Bylaws Committee shall submit to the Society all proposed amendments referred to it by the Executive Board or members. The Committee may also submit such other proposed amendments or recommendations as it considers advisable or appropriate.

Section 5. The Audit Committee, consisting of three members, shall audit the Treasurer's accounts at the close of the fiscal year, between May 31 and June 30 and report at the September meeting. They shall audit the Treasurer's accounts within 30 days upon the resignation of the Treasurer.

Section 6. The Membership Committee shall receive all dues and new member applications; assign all membership numbers; and shall prepare and maintain an up-to-date members list providing the same to the President, Treasurer, Publications Chairman and Executive Board. The Membership Chairman shall notify members whose dues are not paid as stated in Article III Section 2.

Section 7. The Publications Committee shall be in charge of compiling, printing and distribution of the Society newsletter and the Society quarterly. The Committee may serve with other committees to promote the development of publications for sale or distribution. The editors automatically are members of the committee.

Section 8. The Research Assistance Committee shall offer assistance to members and non-members in their research problems and activities and answer questions relating to research and techniques. All research problems, as well as questions and answers, shall be in writing, and placed on file for reference in the Society library for patrons' use.

Section 9. The Ways and Means Committee shall work with the other committees on possible publications for sale; shall propose plans for financing the activities of the Society and submit same for approval to the Executive Board; shall coordinate and make all arrangements to carry out all activities approved by the Executive Board for the financing for the Society. The committee with the approval of the Executive Board may appoint a temporary book sale chairman whose only duty will be to plan and oversee the Society's book sale.

ARTICLE IX. 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 X. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Society by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting or published in the newsletter preceding the meeting at which it will be considered.

ARTICLE XI. DISSOLUTION

In case of dissolution of this organization, all assets remaining after payment of authorized expenditures shall be distributed to an organization which qualifies for tax exemption as provided for under the Internal Revenue laws of the United States of America, and no part to any private individual or member.

STANDING RULES

1. Upon the death of a member, suitable material shall be purchased in his or her memory. The material to be chosen by the Library Committee and that committee shall send a letter to the family indicating that such material has been placed in our Society library. If the material is a book a memorial book plate will be placed on the inside front cover of the book with the member's name. All such material shall be purchased with money from the general fund.
2. All funds from Life Memberships shall be placed in an interest bearing account. A separate accounting shall be kept for such funds. The interest from Life Memberships may be used at the discretion of the Executive Board.
3. There shall be a Budget Committee composed of the Treasurer, Publications Chairman, Library and Materials Chairman, Program Chairman and Ways and Means Chairman. The Budget will be presented at the June Executive Board meeting for adoption. The adopted budget shall be printed in the Society newsletter.
4. Each officer and chairman shall maintain a procedure book and present it and records pertinent to the office to the retiring President at the annual meeting in the election year. The newly elected President shall distribute the procedure books to the new officers and chairman.