

SUSSEX COUNTY GENEALOGICAL SOCIETY BYLAWS
(As amended May 21, 2011)

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ARTICLE I—NAME AND PURPOSE

Section 1.

The name of the organization shall be the Sussex County Genealogical Society, herein known as the Society, a nonprofit organization.

Section 2.

The purposes of the Society shall be as follows:

- A. To encourage all those interested in the pursuit of their ancestral heritage and to promote fellowship and cooperation among them.
- B. To stimulate interest and provide education in the use of genealogical research methodology and adherence to standards of accuracy and thoroughness in genealogical research.
- C. To provide a forum for the sharing of knowledge gained by individual members in their own research.
- D. To collect, preserve, and disseminate genealogical, biographical and historical knowledge and information.

Section 3.

The society shall be operated as a nonprofit organization, no part of the funds of which shall be used for the personal benefit of any private individual.

Section 4.

Any person interested in genealogy is welcome to attend any regularly scheduled SCGS-sponsored event.

Section 5.

The name of the Society or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the purposes of the Society as stated in Section 2 of this Article.

ARTICLE II—MEMBERSHIP AND DUES

Section 1.

Membership shall be available to all those with an interest in genealogy and who subscribe to the purposes of the Society as stated in Article I of these bylaws.

Section 2.

The categories of membership shall be as follows:

- A. INDIVIDUAL MEMBER—Any person who meets the requirements of Section I of this Article and has paid the Society dues as specified in Article II, Section 5.
- B. HOUSEHOLD MEMBER—Two or more persons living in the same Household who meet the requirements of Section I of this Article may Become members upon payment of the Society Household dues as Specified in Article II, Section 5.
- C. HONORARY MEMBER—Honorary membership shall be bestowed for Significant service to the Society. Nominations for such membership must Be approved by a two-thirds vote of the Board of Director. Honorary Memberships confer neither the right to make a motion nor to vote.
- D. ADDITIONAL MEMBERSHIP CATEGORIES—If the need for additional categories arises, the Membership Committee may propose to the Board of Directors the creation of a new category which must then be approved by a two-thirds vote of the Board at their next regularly scheduled meeting.

Section 3.

Society members shall have the right to vote for Society officers, hold any elected or appointed office in the Society, and participate in all Society activities.

Section 4.

Membership shall be for the Society's fiscal year, June 1 through May 31. (See Article VIII, Section 1.)

Section 5.

Annual dues shall be set by two-thirds vote of the Board of Directors. Annual dues shall be payable June 1. The Treasurer shall notify members whose dues are not paid by July 1. If dues are not received by August 1, his or her name shall be removed from the membership roll.

Section 6.

Membership dues shall not be refunded for any reason including resignation, death or dismissal from the Society.

Section 7.

Membership shall cease through the resignation of the member or failure to pay the required membership dues within two months of the beginning of the fiscal year.

Section 8.

Any member may be dropped from membership in the Society for deliberate actions detrimental to the welfare or good name of the Society by a vote of two-thirds of the total members of the Board of Directors. Such action may be appealed to the Society members by written petition within ninety days after written notification of the Board's action. A two-thirds vote of the members present and voting at a regular meeting of the Society will be required to overrule the decision of the Board of Directors.

ARTICLE III—SOCIETY MEETINGS

Section 1.

Regular Society meetings shall be held at a time and place to be determined by the Board of Directors, excepting in June, July and August. Special meetings may be called at any time.

Section 2.

The general meeting held in May shall be known as the Annual Meeting, unless otherwise specified by the Board of Directors.

Section 3.

At all regular and special meetings of the Society, fifteen voting members shall constitute a quorum for the transaction of business.

Section 4.

Special meetings of the Society may be called by the President, the Board of Directors, or by the written request of ten members. The call for such a meeting requires at least ten days notice to the general membership and shall state the purpose of the meeting. No business other than that stated shall be conducted.

ARTICLE IV—OFFICERS

Section 1.

The officers of the Society shall be as follows:

- President
- Vice-President
- Secretary
- Treasurer

Section 2.

The duties of the officers shall include but not be limited to the following:

- A. **PRESIDENT.** The President shall be responsible for administering the business of the Society and exercising direction consistent with these Bylaws. The President shall be the official spokesman for the Society and shall be responsible for calling and presiding at all meetings of the Society and the Board of Directors. The President shall serve as an ex-officio member of all Committees and Sub-Committees except the Nominating Committee.
- B. **VICE PRESIDENT.** The Vice-President shall perform all of the duties of the President in the absence of , or at the request of, the President and shall serve as the President until the next regular election of the officers, should that office becomes vacant. The Vice-President shall be Chairperson of the Program Committee and shall perform such other duties as may be assigned by the President.
- C. **SECRETARY.** The Secretary shall be responsible for preparing the minutes of the Board of Directors' meetings and the Society's general meetings, and shall maintain other permanent records, including a current inventory of the property of the Society. The Secretary shall preside at Society meetings in the absence of both the President and the Vice-President. The Secretary shall appoint the Historian/Archivist.
1. **HISTORIAN/ARCHIVIST.** The Historian/Archivist shall insure the preservation of historical material, maintain all minutes of past meetings, and preserve the non-current material of historical value from the files of all officers and committees. The historian's records should also include the Bylaws (including amendments), the Record of Incorporation, a list of Charter Members, any important correspondence, copies of publicity for the Society, and biographies and photos of the Society's officers.
- D. **TREASURER.** The Treasurer shall collect all Society dues and other moneys received by the Society, and shall deposit all Society moneys in the name of, and to the credit of, the Society in such financial institution(s) as the Board of Directors may designate. The Treasurer shall disburse and keep an accounting of all moneys of the Society and shall submit a statement of accounts to the Board of Directors at each meeting of the Board and at such other times as the Board shall specify. The Treasurer shall have custody of the financial records of the Society and shall make them available for audit. The Treasurer shall prepare an annual financial statement for the Society. The Treasurer shall comply with applicable state and federal regulations for nonprofit organizations. The Treasurer shall prepare the annual budget in sufficient time to be approved by the Board of Directors. The Treasurer shall also be available to the Financial Review and Audit Sub-Committee for the annual audit of the Society's accounts.

Section 2.

The term of office for the officers shall be one year. No member may be elected to serve more than three consecutive terms in the same office.

Section 3.

With the approval of the Board, the President shall appoint a person to serve in any office that becomes vacant or temporarily vacant due to illness or extended absence. The term of the person selected to fill the vacancy shall not extend beyond the end of the term of the person who vacated that office.

ARTICLE V—BOARD OF DIRECTORS

Section 1.

The members of the Society's Board of Directors shall be as follows:

- President
- Vice President
- Secretary
- Treasurer
- Immediate Past President
- Chairpersons of all Standing Committees

Section 2.

All meetings of the Board of Directors shall be open to members of the Society.

Section 3.

The Immediate Past President shall be the individual who served as President of the Society immediately preceding the current, active President. In the event that person is unwilling or unable to serve on the Board, the current President shall assign his or her responsibilities to other Board members.

Section 4.

The Board of Directors shall meet at least quarterly at the call of the President. Any four members of the Board may, by written request, demand a special meeting of the Board. Upon such demand, the President shall call a meeting within seven days of receipt of the request. A quorum for the conduct of business at any Board meeting shall be a simple majority of the members of the Board. Each member of the Board shall have one vote, regardless of the number of positions held.

Section 5.

The Board of Directors shall administer and manage the business and affairs of the Society, and shall be responsible for establishing policies and furthering the Society's purpose. The Board shall approve the annual budget for the expenditures of the Society's funds and all expenditures not already approved as part of the annual budget.

Section 6.

Any member of the Board being absent from three consecutive Board Meetings without acceptable reason, as determined by a simple majority of the total Board membership, shall be considered as having resigned from the Board. After the second absence, the President shall remind the member of this Section.

Section 7.

Any member of the Board charged with actions in violation of these bylaws or contrary to the interests of the Society may be removed from office at any regular meeting of the Board by a two-thirds vote of the quorum of the Board.

ARTICLE VI—COMMITTEES

Section 1.

The President, with the advice and consent of the Board of Directors, may appoint persons to serve as standing committee chairpersons. These persons shall serve as Board members with the responsibilities and privileges as described in Article V. The terms of Standing Committee chairpersons shall expire at the end of the fiscal year. They may be reappointed by the newly elected President. The Society's Standing Committees shall be as follows:

A. MEMBERSHIP COMMITTEE. The Membership Committee shall be responsible for maintaining records of all active members and preparing rosters and membership materials for distribution. In addition, for membership meetings, the committee shall be responsible for hospitality including refreshments, recording of attendance, and greeting and assisting newcomers with applications for membership.

B. NEWSLETTER COMMITTEE. The Newsletter Editor shall publish and distribute to Society members and others interested in genealogy a newsletter to inform them of Society activities and provide information to the membership regarding meetings and pertinent information from other genealogical organizations or sources for the benefit of Society members. The Editor shall also function as liaison to the Web Master.

WEB MASTER. The Web Master shall be responsible for maintaining the Society's web page, ensuring that the site domain registrations and hosting services are kept up to date and that passwords for restricted areas are issued when necessary. When provided by the appropriate board members, the web page shall include listings of upcoming Society events, announcements and copies of the Society's Newsletters.

C. PROGRAM COMMITTEE. The Program Committee shall, in coordination with other affected committees, schedule all general membership meetings and events and make arrangements for guest speakers, necessary rooms and

equipment, and the set up of such equipment.

D. EDUCATION COMMITTEE. The Education Committee shall plan and coordinate projects that will enhance an interest in and knowledge of genealogical matters and assist not only members of the Society but also others from afar who may be seeking information available in the Sussex County area.

E. PUBLIC RELATIONS COMMITTEE. The Public Relations Committee shall coordinate with the other committee chairpersons to maintain all necessary communications in a timely manner with Society members and the community regarding Society meetings and activities.

F. WAYS AND MEANS COMMITTEE. This committee shall be responsible for planning and executing any events intended to increase the financial resources of the Society. This shall include the sale of items bearing the Society's emblem.

Section 2.

Special Committees shall be convened by the President when indicated by circumstances or when requested by the Board of Directors. Chairpersons of Special Committees shall not be considered members of the Board of Directors and, as such, shall not have a vote at the Board meetings. The Special Committees shall include but not be limited to:

A. FINANCIAL REVIEW AND AUDIT. The Financial Review and Audit Committee shall be responsible for fiscal analysis and the conduct of an annual audit of the Society's accounts. The audit must be completed by two months following the end of the fiscal year. Procedures that the Treasurer establishes for maintaining the Society's financial records and all financial reports are subject to review. The Committee will consist of the Chairperson appointed by the President and two other persons. The Committee may recommend fiscal policies to the Board.

B. AWARDS. The Awards Committee shall establish a program of awards, including the President's Award for Meritorious Achievement, to deserving members of the Society or to non-members who have made significant contributions to the Society. Recommendations of the type, nature, contents and recipients of the awards shall be made by the committee to the Board of Directors. Awards may be made at any time of the year.

C. RULES. When indicated by circumstances or when requested by the Board of Directors, the committee shall conduct a review of the Society's bylaws and recommend necessary changes. The chairperson shall be the

Immediate Past President and be responsible for advising the President and the Board of the interpretation and application of the bylaws and, when necessary, serve as parliamentarian and/or sergeant at arms.

Section 3.

All committee chairpersons shall maintain complete records of committee activities and turn them over to the succeeding chairperson by the end of the fiscal year. They should also maintain an ongoing inventory of Society property within their control and provide the Secretary with an up-to-date copy.

Section 4.

Sub-committees may be established by standing committee chairpersons as required to carried out applicable committee functions. The standing committee chairperson shall approve all sub-committee projects and activities, subject to the approval of the Board of Directors.

Section 5.

As need arises for special committees, such as a nominating committee, the President, with the advice and consent of the Board of Directors, shall appoint a chairperson and assign responsibilities. Unless a shorter term is specified at the time of appointment, all special committee appointments shall expire at the expiration of the term of the President who makes the appointments.

ARTICLE VII—FISCAL MANAGEMENT

Section 1.

The Society's fiscal year shall be from June 1 to May 31.

Section 2.

The Board of Directors shall approve an annual budget for the Society.

Section 3.

Except for moneys donated for specific purposes, Committee and Special-Committee chairpersons may authorize expenditures above and beyond ordinary operating expenditures only if approved by the Board of Directors and only up to the amount and for the purposes approved by the Board.

ARTICLE VIII—NOMINATIONS

Section 1.

A Nominating Committee consisting of three members shall be appointed by the President with the advice and consent of the Board of Directors at least 60 days prior to the election meeting which shall be the Annual meeting in May.

Section 2.

The Nominating Committee shall prepare a single slate of officers to be voted on by the membership at the election meeting and shall cause its report to be transmitted to the membership not later than the regularly scheduled meeting preceding the election meeting.

Section 3.

Opportunity shall be given at the election meeting for additional nominations to be made from the floor.

Section 4.

No nominees shall be named, either by the nominating committee or from the floor, without their consent and acknowledgment of willingness to serve.

Section 5.

New officers shall be elected by a majority of the members present and voting at the election meeting.

Section 6.

Following the election, the Secretary shall inform all persons elected of their election and shall provide new members of the Board of Directors with copies of the Society's Bylaws and the latest Treasurer's Report. The Secretary shall also cause the election results to be publicly displayed for the membership on the web site, the newsletter, and in such other media as shall be deemed appropriate.

Section 7.

New members of the Board of Directors shall assume their positions at the beginning of the fiscal year following the meeting at which they are elected. Outgoing Board members shall turn over any files or records pertain to their positions to their successors by the end of the fiscal year.

ARTICLE IX—PARLIAMENTARY AUTHORITY

The latest edition of "Roberts Rules of Order" shall govern the Society in all cases in which it is applicable and in which the rules are not in conflict with these Bylaws.

ARTICLE X—AMENDMENTS

Section 1.

Amendments to the bylaws may be made as follows:

- A. Amendments to these bylaws may be originated by the Board of Directors, the Rules Committee, or by petition signed by at least ten Society members. Amendments originated by the Rules Committee shall be approved by the Board of Directors prior to their being submitted to the membership.

B. Any amendments originating outside the Rules Committee shall be submitted to that committee, in writing, for review and refinement into parliamentary language. The committee in so doing shall not change the essence of the proposal. The proposed amendment shall then be referred, with any recommendations, to the Immediate Past President for presentation to the Board of Directors for its consideration and then be submitted to the entire membership of the Society in accordance with Section 2 , below. When the Immediate Past President is not available, the President will appoint someone to serve as chairperson of the Rules Committee.

Section 2.

The proposed amended Bylaws shall be distributed to the entire membership in writing at least three weeks prior to the meeting in which they will be considered. Approval of amendments to the Bylaws requires a two-thirds vote of the members present and voting at the meeting.

Section 3.

Amendments shall become effective upon adoption, unless otherwise specified in the amendment(s).

ARTICLE XI—DISSOLUTION

Upon dissolution of the Society, assets shall be distributed for one or more exempt purposes within the meaning of 501c3 of the Internal Revenue Code.

Reviewed by Board of Directors: March 7, 2011

Adopted by Membership: May 21, 2011