

# **Bylaws of Longmont Genealogical Society, Inc.**

## **Article I: Name**

Section A: The name of this organization is the Longmont Genealogical Society, Inc., hereinafter known as the Society, a non-profit corporation.

## **Article II: Non-profit Status**

Section A: The Society shall maintain a Certificate of Incorporation (non-profit) in the State of Colorado.

Section B: The Society will designate a registered office in Colorado and a registered agent at such office as required by every non-profit corporation in Colorado.

Section C: The Society shall file Form 990N (e-postcard) each year before May 15 in order to maintain tax-exempt status with the IRS.

## **Article III: Objectives**

Section A: To promote and encourage an interest in genealogy

Section B: To educate members and the interested public in genealogical research

Section C: To maintain and elevate genealogical standards

Section D: To stress the importance of accuracy in research through careful documentation

Section E: To locate, preserve, publish and index public and private genealogical and historical records

Section F: To assist and support any genealogical institutions or repositories in Colorado which are open to the public.

## **Article IV: Membership and Dues**

Section A: Any applicant interested in furthering the objectives of this Society shall be accepted for membership upon submission of completed application form and payment of dues.

Section B: Dues shall be recommended by the Board of Directors with approval of the general membership. Dues are payable January 1<sup>st</sup> of each year. The Membership Chair will notify members whose dues have not been paid by the March general membership meeting. Members whose dues are not paid by the April general membership meeting will be removed from the membership roll.

Section C: Dues for new members are payable upon admittance to the Society and are in effect for that calendar year. A new member who joins after September 1<sup>st</sup> is a member for the remainder of the current year and the entire following year.

Section D: All Membership Categories are entitled to one vote;

- Individual
- Family (same household)
- Honorary one-year
- Honorary-life
- Organization

## **Article V: Membership Meetings**

Section A: There shall be a general membership meeting held once each month at a date, time and place to be determined by the Board of Directors. This meeting shall be open to anyone interested in the objectives of the Society.

Section B: A quorum shall consist of a majority of members in attendance.

Section C: Any vote by the general membership must be passed by a majority of members in attendance. Proxy voting shall not be permitted by the Society.

Section D: The December general meeting shall be designated as the Annual Meeting for the election and installation of new officers and new member of the Nominating Committee. An installation ceremony shall be held immediately following the election, however terms for the new officers shall begin as of January First of the following year.

Section E: Reports of outgoing officers, standing and special committees shall be submitted at the end of the year.

## **Article VI: Board of Directors**

Section A: The Board of Directors shall consist of all elected officers, the chairs of all standing committees, and the immediate past-president serving in an advisory capacity as a non-voting member for one year.

Section B: The Board of Directors shall meet at least once each month as determined by the President. A summer meeting may be omitted with Board approval.

Section C: The Board of Directors shall have control and management of the affairs and funds of the Society (see Article VII G-2).

Section D: A quorum of the Board shall consist of a majority of the directors. No vote shall be taken without a quorum. An e-mail vote may be taken in an emergency.

Section E: No member shall serve as an elected officer for more than four consecutive terms on the Board of Directors.

## **Article VII: Elected Officers**

Section A: The elected officers shall consist of President, Vice President, Secretary, and Treasurer. Elected officers take possession of the office beginning January First of the year following the election.

Section B: The officers shall serve a term of one year, not to exceed two consecutive terms in the same office.

Section C: All outgoing officers shall give all material pertaining to their office to their successors upon the expiration of their terms.

Section D: **President**

1. The President shall preside at all meetings of the general membership and the Board of Directors.
2. The President shall appoint the chairs of the Standing and Special Committees subject to the approval of the Board of Directors.
3. The President and Secretary shall sign all legal documents on behalf of the Society.

4. The President shall be an ex officio member of all committees with the exception of the Nominating Committee.
5. The President shall represent the Society to other organizations or delegate a member as an alternate.

**Section E: Vice President**

1. The Vice President shall assume the duties of the President in the absence of, or at the request of, the President.
2. The Vice President shall assume the duties of the President in the event of a vacancy in the office of President.
3. The Vice President shall be Program Chair and may appoint assistants to be in charge of the following subcommittees:
  - Seminars
  - Programs and speakers for general membership meetings
  - Physical arrangements and equipment

**Section F: Secretary**

1. The Secretary shall record and keep the minutes of all general membership meetings and all Board of Directors' meetings. The minutes shall be available to the general membership.
2. The President and Secretary shall sign all legal documents.

**Section G: Treasurer**

1. The Treasurer shall keep a record of all funds and give an accounting of all funds at the meetings of the general membership and the Board of Directors.
2. The Treasurer shall have custody of all funds and shall make disbursements of funds as approved by the Board of Directors (see Article VI-C).
3. The President and Treasurer shall sign financial documents when necessary.
4. The Treasurer shall be responsible for filing the annual reports with the IRS and Colorado Secretary of State to maintain status as a non-profit corporation.

## **Article VIII: Nominating Committee: Elections and Appointments**

**Section A:**

1. The Nominating Committee shall consist of three elected members.
2. They are not members of the Board of Directors.
3. Each member shall serve three rotating years with the third year as chair.
4. One new member shall be elected each year.

**Section B:**

1. It shall begin to function in August of each year.
2. It shall prepare a slate for all elective officers.
3. It shall recommend Standing Committee Chairs.
4. It shall recommend a candidate to fill the vacancy of its outgoing member.

**Section C:**

1. All nominations shall be presented at the November meeting and the December Annual meeting.

2. Nominations shall also be heard from the floor at the December Annual meeting.
3. Nominees must give consent prior to nomination.
4. All nominees must be active members of the Society.

**Section D:**

Following the report of the Nominating Committee, all officers shall be elected by a simple majority vote of the members present at the December annual meeting. If there are multiple nominations for an office, voting shall be by ballot. Installation shall follow the elections.

**Section E:** The Nominating Committee shall find a replacement for a vacancy to an elective office for the remainder of the unexpired term with the approval of the Board of Directors. Exception: A vacancy to the office of the president shall be filled by the Vice President (see Article VII C-2). The President shall appoint a replacement on recommendation by the Nominating Committee for any vacancy to an appointive office for the remainder of the unexpired term.

## **Article IX: Appointed Positions**

**Section A:** The President shall upon recommendation by the Nominating Committee appoint the chairs of the Standing and Special Committees and representatives to other organizations, subject to approval of the Board of Directors (see Article VII D-2).

**Section B:** Chairs of Standing Committees

1. Shall serve for one year.
2. Shall serve on the Board of Directors.
3. All out-going chairs shall give all materials pertaining to their office to their successor.
4. Refer to Longmont Genealogical Society Job Descriptions and Procedures for specific duties and responsibilities.

**Section C: Procedures Chair**

1. Serves as Parliamentarian for the Society
2. Maintains and updates job descriptions and procedures.
3. Serves as chair of any committees relating to Bylaws or Standing Rules.

**Section D: Membership Chair**

1. Solicits and collects membership dues.
2. Maintains and distributes the membership list to the society.

**Section E: Quarterly Editor**

1. Responsible for the contents of the quarterly publication of the Society.
2. Supervises the production, printing and mailing of the quarterly publication.

**Section F: Correspondence Chair**

1. Receives and distributes all Society's correspondence.
2. Sends courtesy cards and notes.

**Section G: Genealogist**

1. Responsible for seeing that queries are responded to in a timely manner in accordance with the Society Standing Rules.
2. Serves in a counseling and advisory capacity as needed by the Society.

**Section H: Historian**

1. Serves as custodian of all Society records and files which are no longer needed by the officers and chairs.
2. Maintains the Society scrapbook.

**Section I: Website Coordinator** - Directs the committee to:

1. Design, maintain and update the LGS web site.
2. Publicize web site through the Quarterly, search engines, mailing lists and other sources.
3. Receive information to upload as approved by the Board.
4. Communicate with and receive updates from the web site host.

**Section J: Publicity**

1. Distribute publicity information to area bulletin boards and news organizations.
2. Assist preparation and distribution of publicity for special events.

**Section K: Ways and Means**

1. Coordinate all fund-raising activities
2. Appoint a fund-raising committee to assist in decisions and plans

**Section L: Education**

1. Advise and work with beginners
2. Work with the Program Chair & Genealogist to conduct workshops and educational activities

**Article X: Finances**

Section A: The Budget Committee shall consist of four members: current and outgoing Presidents and Treasurers. Other board members shall be appointed as needed.

Section B: The budget shall be sent by e-mail to the Board of Directors for approval at the January board meeting. Once approved it shall be presented for adoption at the next general membership meeting.

Section C: With board approval, the President shall appoint a qualified person, not a member of the Board, to conduct an audit of the Society's financial records prior to the February board meeting.

**Article XI: Parliamentary Authority**

Section A: 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 the bylaws and any special rules of order the Society may adopt.

**Article XII: Dissolution**

Section A: In the event of the dissolution of the Society, all materials on loan to the Society shall be returned to the lender. Assets remaining after existing debts are paid shall be donated to the Longmont Family History Center or other organization dedicated to the preservation of genealogical materials and records and agreed upon by the board of directors.

## **Article XIII: Amendments**

### Section A:

1. A proposed amendment, signed by at least five members, shall be submitted in writing to Procedures Chair for presentation to the Board of Directors for consideration.
2. An amendment may originate with the Board of Directors when signed by five board members.

### Section B:

1. The proposed amendment shall be presented for discussion at a general membership meeting by the Procedures Chair after working with the petitioners and Board of Directors.
2. A vote on the proposed amendment shall be held at the Society's following general membership meeting. The amendment must pass by a two-thirds vote of members present and voting.

Section C: An amendment to the Bylaws shall become effective immediately upon its adoption by the general membership. Job duty changes will become effective on January 1<sup>st</sup> of the following year or immediately with the agreement of the present job holder.

These Bylaws were revised 2000, 2003, 2008, 2011, 2014, 2017, 2018