

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. (see Article VII-G4)

Article III: Objectives

Section A: To promote and encourage an interest in genealogy

Section B: To aid members in their genealogical pursuits by offering the means and opportunity to share, collaborate and assist each other in their research

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

Section D: To maintain and elevate genealogical standards among members and the general public

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

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

Section G: 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 a 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 1st of each year. The Membership Officer 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 1st is a member for the remainder of the current year and the entire following year.

Section D: Irrespective of membership category (individual, family, honorary, life, or organizational) each LGS member is entitled to one vote.

Section E: LGS members should be courteous, professional and conduct themselves in a positive manner when interacting with other members in meetings or as a

representative to the public. A member whose conduct at meetings or other Society events is disruptive, disrespectful of fellow members or the public, destructive of Society or other property, or refuses to comply with a reasonable request by a Society officer or other Board designated event leader may at the discretion of the Board of Directors be removed from Society membership. A warning instead of removal may be issued for a first offense.

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. Some of these meetings, or portions of meetings, shall be Business meetings and the remainder Program meetings. Program meetings shall be open to anyone interested in the objectives of the Society. However, after repeated attendance it is expected a guest should support the Society by becoming a member.

Section B: A quorum for a Business meeting shall require 20% of the Society's members to be 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: In December a Business meeting shall be held for the election and installation of new officers plus a new member of the Nominating Committee. An installation ceremony shall be held immediately following the election; however terms for new officers do not begin until January 1st of the next year (see VII-A). A January Business meeting shall be held to approve the annual budget of the Society.

Article VI: Board of Directors

Section A: The Board of Directors (BOD) shall consist of the five elected officers (see VII-A).

Section B: The Board of Directors shall meet at least bi-monthly, or more frequently at the discretion of the Board. Board meetings may be held via electronic means, if appropriate.

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. No motion shall pass without the affirmative vote of at least 3 directors. An e-mail vote may be taken if appropriate.

Section E: No member shall serve as an elected officer for more than six consecutive terms on the Board of Directors. (see Article VII-B)

Article VII: Elected Officers

Section A: The elected officers shall consist of President, Vice President, Membership Officer, Secretary, and Treasurer. Elected officers take possession of the office beginning January 1 of the year following their election.

Section B: The officers shall serve a term of one year, not to exceed four consecutive terms in the same office, except for the office of President which shall be limited to two consecutive terms.

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 Board of Directors and Business general membership meetings.
2. The President shall designate Volunteer Coordinators subject to the approval of the Board of Directors (see Article IX).
3. The President and Secretary shall sign all legal documents on behalf of the Society.
4. The President shall represent the Society to other organizations or delegate a member as an alternate.
5. The President shall serve as a signatory on LGS financial accounts.

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 responsible for programs and preside over Program meetings, and may appoint assistants to be in charge of subcommittees such as; Seminars, speakers for general membership meetings, and physical arrangements and equipment

Section F: **Membership Officer**

1. Enrolls new members and collects dues and such member data as may be necessary.
2. Solicits and collects renewal membership dues.
3. Serves as a ‘greeter’ at monthly membership meetings to record attendance by members and guests.
 - Contacts guests following meeting to answer any questions they may have regarding LGS.
 - Prepares and oversees distribution of a welcome kit for new members.
 - May appoint assistants to help with the ‘greeter’ and other membership tasks, as appropriate.
4. Maintains a record of past and present membership information in order to:
 - Create a Society membership roster.
 - Maintain a list of members’ e-mail addresses.
 - Maintain a list of members’ postal addresses, as needed.

Section G: **Secretary**

1. The Secretary shall record and keep the minutes of all membership Business 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.
3. The Secretary shall be a signatory on Society financial accounts and will handle the Treasurer duties during a temporary absence of the Treasurer.

Section H: **Treasurer**

1. The Treasurer shall keep a record of all funds and provide 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, along with a co-signatory, make disbursements of funds as approved by the Board of Directors (see Article VI-C).
3. Signing of checks or other disbursement of Society funds shall require two signatures among the Treasurer, Secretary and President.
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: Nominating Committee structure

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: Nominating Committee functions

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 Volunteer Coordinators for special functions (see Article IX-C)
4. It shall recommend a candidate to fill the vacancy of its outgoing member.

Section C: Presenting the slate of nominees

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. (see Article V-D)

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).

Article IX: Special Interest Groups and Volunteer Coordinators

Section A: The President shall upon recommendation by the Nominating Committee approve designated Volunteer Coordinators and representatives to other organizations, subject to approval of the Board of Directors (see Article VII D-2).

Section B: Special Interest Groups

1. Any sub-group of Society members may form a special interest group by presenting their ideas and rationale to the Board of Directors for approval to use the Longmont Genealogical Society as their parent organization.
2. Each Special Interest Group shall appoint one of their members, subject to BOD approval, to be the Volunteer Coordinator for their sub-group. That person shall be the liaison between the special interest group and the Board of Directors.
3. Special Interest Groups may petition the BOD for financial or other support as they may feel appropriate. Approval is solely at the discretion of the Board. Such factors as; overall benefit to the objectives of the Society (see Article III), benefit to the other Society members, size of the sub-group, and the amount of funds or other support requested may be considered.
4. Special interest groups may meet for such purposes as supports their goals and at such times and venues as they may arrange.

Section C: Volunteer Coordinator Positions - The Nominating Committee will solicit and the Board of Directors approves Volunteer Coordinators for special functions such as, but not limited to:

- Webmaster
- Newsletter editor
- Education coordinator
- Fund raising projects (when appropriate)
- Publicity
- Special Interest Group(s) coordinator

Duties and responsibilities of Volunteer Coordinators shall be defined mostly by the Coordinators themselves with the concurrence of the Board of Directors. (see section D) If no one volunteers to fill a Coordinator position, that function may not be provided by the Society.

1. Volunteer Coordinators are not members of the Board of Directors
2. Volunteer Coordinators may serve as long as they are willing and have the approval of the special interest group or function they represent, and the approval of the Board of Directors.
3. Volunteer Coordinators are encouraged to attend Board meetings, or otherwise communicate with the Board, as necessary and desirable for the proper functioning for their special interest group or functional area.
4. Volunteer Coordinators shall give all materials such as procedures manual, list of sub-group members, and other materials or information specific to their special interest group or functional area to their successor.

Section D; Procedures for Special Interest Groups and Volunteer Coordinators

1. Refer to Longmont Genealogical Society Procedures Manual for specific duties and responsibilities as may have been defined.
2. If a Special interest group or Volunteer Coordinator position is new, they are encouraged to document procedures, statement of purpose, list of members, etc. as may be desirable for the continuity and proper functioning of the special interest group or coordinator position.

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 second board meeting of the calendar year.

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 genealogical societies or other organizations dedicated to the preservation of genealogical materials and records and agreed upon by the board of directors.

Article XIII: Amendments

Section A: Proposing an amendment;

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

Section B: Approving an amendment;

1. The proposed amendment shall be presented for discussion at a general membership meeting (Business or Program) by the Secretary 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 Business 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 1st of the following year or immediately with the agreement of the present job holder.