

# DAVIS GENEALOGY CLUB BYLAWS

- I. Name: The name of this organization shall be Davis Genealogical Club and Library, a.k.a., Davis Genealogy Club.
- II. Objectives: The objectives of this organization shall be as set forth in the Articles of Incorporation of the Davis Genealogy Club.
  - A. Assist in the research of family history or genealogy.
  - B. Promote community interest in the study of genealogy through the sponsorship of speakers, workshops, special events, special interest groups, and a genealogy library open to the public.
  - C. Make available to the public, for reference purposes only, books, literature, materials and equipment which may be helpful in the study of genealogy.
- III. Membership: Membership shall be open to any person interested in the study of family genealogy.
  - A. Classes of Membership may be set by the Board of Directors. Each member is entitled to one vote.
- IV. Dues:
  - A. The dues shall be established by the Board of Directors with the concurrence of the membership.
  - B. Membership renewals shall be payable by January 1 of each calendar year.
  - C. Non-payment by March 1 will result in loss of membership status and benefits.
  - D. Membership payments made between January 1 and June 30 will be applicable to membership benefits through the end of that calendar year.
  - E. For new members joining after July 1, the full dues then paid shall cover the period for the balance of that year and for the subsequent full year.
- V. Meetings:
  - A. The date and hour of the meetings shall be set by the Board of Directors.
  - B. An annual meeting shall be held in November.
- VI. Elected Officers:
  - A. There shall be four elected officers: President, Vice President, Secretary, and Treasurer.
    1. The President shall have general supervision, direction, and control of the business and affairs of the club, including presiding over meetings and, except for Programs Committee Chair, appointing standing and ad hoc committees.

2. The Vice President shall be chair of the Program Committee and shall act in the absence of the President.
  3. The Secretary shall keep minutes of the board and general meetings, and handle correspondence.
  4. The Treasurer shall keep and maintain adequate and correct financial records of the club, shall issue checks, and shall be responsible for the filing of all tax forms.
- B. Term of office:
1. The term of office shall be two years.
  2. All officers shall serve no more than three consecutive terms in the same position.
  3. Elections for two of the four offices will be held at the annual meeting each year. The President and Treasurer will be elected for terms beginning in even numbered years, and the Vice President and Secretary will be elected for terms beginning in odd numbered years.
  4. If an elected office is vacated, the President shall appoint a successor to complete the unexpired term subject to approval of the membership.
  5. If the office of President is vacated, the Vice President shall assume the position of President and appoints an interim Vice President subject to the approval of the membership.
- C. Election of officers:
1. The officers shall be elected by a majority vote of the club membership present at the annual meeting in November.
  2. Nominations may also be made from the floor with prior consent of the nominee.
  3. The officers assume their office and responsibilities in January.

- VII. Board of Directors: The Board of Directors shall be responsible for the conduct of the activities and affairs of the club.
- A. The board shall consist of the President, Vice President, Secretary, Treasurer, and Standing Committee Chairs. The immediate past President may serve on the board as an at-large Board member.
  - B. Fifty percent of the number of Board members plus one shall constitute a quorum.
  - C. The board shall meet quarterly. The President or three members of the board may call more meetings, as needed.
  - D. The board shall prepare a proposed budget for the coming year to be presented at the annual meeting.
  - E. The board shall authorize all expenditures of club funds except any expenditure over \$300 shall be approved by a majority of voting members present at any regular or special meeting of the Davis Genealogy Club.

VIII. Committees:

- A. Program Committee: The Program Committee shall be responsible for program presentations and special events.

- B. Library Committee: The Library Committee shall be responsible for the general operation of the library, including scheduling of volunteers.
  - C. Membership Committee: The Membership Committee shall be responsible for compiling, maintaining, and distributing, as necessary, membership lists, and contacting members as needed.
  - D. Publicity Committee: The Publicity Committee shall be responsible for all club publicity.
  - E. History Committee: The History Committee shall be responsible for collecting and organizing materials relevant to the club.
  - F. The President shall appoint the following ad hoc committees:
    - 1. The Nominating Committee: The Nominating Committee shall present a slate of officers at the October meeting.
    - 2. Auditing Committee: The Auditing Committee shall be composed of up to three members to audit the books of the Treasurer. The committee shall submit its report to the President. The President shall announce the audit findings to the membership no later than the April general meeting.
- IX. Amendments: Amendments to or revisions of these Bylaws may be made by two-thirds of the voting members present at any regular or special meeting of the Davis Genealogy Club, providing notice of such proposed amendments or revisions shall have been included in the written notice of the meeting or introduced for discussion at a prior meeting.
- X. Rules of Order: *Robert's Rules of Order* shall be the official rules of this organization in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation or with the Bylaws.