

**BYLAWS OF THE  
BRANDON AREA GENEALOGICAL AND HISTORICAL SOCIETY**

**ARTICLE I  
Name**

The name of this organization, which formerly was **Greater Brandon Genealogical Society**, shall be called **Brandon Area Genealogical and Historical Society** effective March 1, 2003.

**ARTICLE II  
Objectives**

The objectives of the Brandon Area Genealogical and Historical Society shall be:

1. To promote an interest in genealogy and family history.
2. To encourage and instruct members in the performance of genealogical research and promote the maintenance of quality genealogical standards and source documentation.
3. To promote adherence to the accepted standards for the use and care of genealogical records.
4. To help preserve public and private records and artifacts and work to ensure their accessibility for genealogical and historical purposes.
5. To contribute records as appropriate to genealogical and historical societies as well as to libraries.
6. To publish genealogical and historical information in a regularly issued newsletter and in any other publications as directed by the membership.
7. To maintain an informative website for current members, attract new membership, and provide query availability.

**ARTICLE III  
Membership and Dues**

*Section 1.* Membership is dedicated to the concept of equal opportunity and affirmative action and does not discriminate on the basis of race, color, religion, gender, age, national origin, marital status, sexual orientation or disability status and is open to all persons interested in genealogy and family history and is granted upon submission of a completed application form and payment of dues.

- a. *Individual* – includes one newsletter and one vote.
- b. *Family* (two related people) – includes one newsletter and two votes. Children 13 and under considered an honorary member for free if they express a sincere desire to pursue genealogical research.
- c. *Student* (full-time high school student or full time undergraduate college student) – includes one newsletter and one vote.

*Section 2.* Annual dues shall be the amount voted by the Executive Board and agreed upon a majority vote of members present at the annual meeting in November. Dues shall be payable on January 1 of each year. Any member whose dues have not been paid by January 31 will no longer be a member in good standing and will be dropped from active membership. New members joining after July 1<sup>st</sup> are paid until December 31 of the following year.

**ARTICLE IV  
Officers and Directors**

*Section 1.* The elected officers of the Society shall be President, Vice President, Recording Secretary, Treasurer, and three elected Directors.

*Section 2.* Officers and Directors shall be elected at the Annual Meeting in November for a 2-year term and assume office at the following January 1, meeting.

*Section 3.* In the year of an election, a Nominating Committee of three (3) members shall be elected at the regular meeting in October. It shall be the duty of this committee to nominate a candidate, whose consent to serve has been obtained, for each office to be filled. The committee shall make its report at the November meeting. Additional nominations may be made from the floor, providing the consent of the nominee shall first have been obtained.

*Section 4.* Voting shall be by voice providing there is only one (1) candidate for each office; if more than one candidate has been nominated, the vote shall be by written ballot.

*Section 5.* In the event of a vacancy in the office of the President, the Vice-President shall automatically succeed to the office of the President for the remainder of the term.

*Section 6.* In the event of a vacancy in the office of Vice President, Recording Secretary, or Treasurer, the President shall nominate a candidate, who upon confirmation by a majority vote of the Executive Board, shall serve the remainder of the unexpired Term of the office.

## **ARTICLE V Duties of Officers**

*Section 1.* The **President** shall:

1. Preside at all regular and Executive Board Meetings.
2. Appoint all Chairmen of standing and special committees.
3. Sign, with the Secretary, all contracts and documents authorized by the Society.
4. Be an ex-officio member of all committees except the nominating committee.
5. In absence of, or due to the illness of the Treasurer, sign checks for authorized disbursements on behalf of the Society.

*Section 2.* The **Vice-President** shall:

1. Assume the duties of the President in the absence of or at the request of the President.
2. Assume the office of the President for the remaining term of office in the event of a vacancy in the office of the President.
3. Serve as the Chairman of the Program Committee, physical arrangements and equipment.
4. Assist the Membership chairman as appropriate.

*Section 3.* The **Recording Secretary** shall:

1. Keep a written record of the proceedings of the Society.
2. Keep and have available for reference at all meetings one book in which copies of the bylaws and standing rules are kept.
3. Sign, with the President, all contracts and documents authorized by the Society.
4. See that proper notice is given of all meetings.
5. Notify the officers and members of special meetings.
6. Maintain a file of the Society's correspondence.

*Section 4.* The **Treasurer** shall:

1. Be custodian of all funds of the Society.
2. Sign checks for authorized disbursements on behalf of the Society.
3. Make all financial records available for audit within one month after the Annual Meeting.
4. Be a member of the Finance Committee.
5. Report delinquent dues to the Membership Committee Chairman and the Executive Board.
6. Present a monthly financial report at each regular business meetings.

- Section 5. The **Directors** shall:
1. Attend all Board meetings and vote on Executive Board Business.

## **ARTICLE VI Executive Board**

- Section 1.* The elected officers and the Directors shall constitute The Executive Board.
- Section 2.* The Executive Board shall have the general supervision of the affairs of the Society and make recommendations to the membership. The Board is subject to the bylaws of the Society.
- Section 3.* Executive Board meetings will be on a quarterly basis to plan activities and review reports. The President shall have the authority to call special meetings and authorize disbursements of the Society's funds.
- Section 4.* A quorum of the Executive Board shall be 5 (five) members, two of which shall be elected officers.

## **ARTICLE VII Meetings**

- Section 1.* Unless otherwise ordered by the Society or by the Executive Board, regular meetings of the Society shall be held on the second Tuesday of each month.
- Section 2.* Special meetings may be called at the request of the President or three (3) members. Except in cases of emergency five (5) days' notice shall be given and the business transacted at any special meeting shall be limited to that stated in the call.
- Section 3.* Ten members present shall constitute a quorum at any Society regular meeting.

## **ARTICLE VIII Committees**

- Section 1.* **The Standing committees** shall be the Library/Historical, Membership, Newsletter, Publicity, Webmaster/ Information Technology, and shall be appointed by the President.
- Section 2.* The **Library/ Historical chairman** will be the liaison to regional libraries, be custodian of the Society's genealogical records, and maintain reference materials for the use of the Society.
- Section 3.* The **Membership chairman** shall maintain a current list of members, create and have available a new-member informational packet, record attendance and issue membership cards.
- Section 4.* The **Newsletter chairman** will publish a quarterly newsletter to be sent to each member, other genealogical societies, and other sources as deemed appropriate.
- Section 5.* The **Publicity chairman** will submit notices about meetings to media of the Society's regular meetings and special events and have brochures in local libraries and at other events to publicize the Society. Send reminders to members regarding meetings and mail get well/sympathy cards to immediate Society members.
- Section 6.* The **Webmaster/Information Technology chairman** will maintain the Society webpage to encourage new members and queries, and maintain current information for members through electronic data.

*Section 7.* **Special committees** shall be appointed by the President with the approval of the Executive Board.

**ARTICLE IX  
Fiscal Year**

The fiscal year shall be from the first day of January through the last day of December inclusive.

**ARTICLE X  
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.

**ARTICLE XI  
Amendments to Bylaws**

These Bylaws may be amended at any regular business meeting of the Society by a two-thirds vote of members present at said meeting, provided the proposed amendment has been submitted in writing at the previous regular business meeting.

**ARTICLE XII  
Dissolution**

*Section 1.* If the Executive Board deems that the Society can no longer continue to function, a special meeting of the membership shall be called. The Executive Board shall send notification to all members with an explanation of the proposed action, stating a time and place for this meeting. At least four (4) weeks notification shall be given.

*Section 2.* Dissolution may be by a vote of at least 2/3 of the members present at the above stated meeting. The Executive Board shall then make provision for payment of all debts and obligations of the Society. Any remaining assets shall be distributed in accordance with Internal Revenue Codes and laws of the State of Florida governing non-profit organizations. No money shall inure to any member or individual as specified in Section 501 ( c ) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

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Original bylaws were adopted on the 12<sup>th</sup> day of September, 1995.

Bylaws Revised at the regular business meeting on March 15, 2003.

Bylaws Revised at the regular business meeting on March 14, 2006.