

THE FLORIDA GENEALOGICAL SOCIETY, INCORPORATED  
POST OFFICE BOX 18624  
TAMPA, FLORIDA 33679-8624

BYLAWS  
AMENDED 18 November 2006

ARTICLE I

NAME: The organization known as The Florida Genealogical Society, Incorporated is incorporated in the State of Florida and is a not for profit organization. The Florida Genealogical Society, Inc., hereafter shall be referred to as the "Society."

ARTICLE II

OBJECTIVES:

1. To unite the educational endeavors of persons interested in the art and science of genealogy.
2. To promote modern methods of research.
3. To promote the study of history, geography and social customs of our ancestors.
4. To preserve historical records.
5. To promote quality printed family histories.
6. To encourage public support in the establishment of genealogy sections and research rooms in public and institutional libraries.
7. To support access to public records.

ARTICLE III

MEMBERS:

Section 1.

Only those persons who are interested in the objectives of the Society may apply for membership. The Society does not discriminate based on race, sex, sexual orientation, national origin, disability, religion or age.

Section 2.

Annual dues recommended by the Executive Board, with a thirty (30) day notice, and approved by a majority vote of the membership at a regular meeting, shall be payable on 1 January each year. Members 45 days in arrears shall lose their right to vote and will not receive subsequent publications. Payment of current fiscal year dues shall be grounds for reinstatement of membership.

ARTICLE IV

OFFICERS AND ELECTION:

Section 1.

The elected officers of this Society shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and three Directors, all of whom shall be Society members in good standing. The Officers and Directors shall constitute the Executive Board.

The Director of the Tampa-Hillsborough County Public Library System, or his designate, may select one representative of the library who will be an ex-officio member of the board of Directors.

Section 2.

A Nominating Committee of three members shall be appointed by the President at the Executive Board meeting in May and shall be approved by the Board. It shall be the duty of this Committee to submit to the membership at the regular October meeting at least one qualified nominee for each office that is to be filled. Before the election of officers at the November regular meeting, additional nominations from the floor shall be permitted for each office. When there are no nominations from the floor, and only one candidate for each office, election shall be by voice vote. When

there are two or more candidates for an office, the vote shall be by ballot. Voting by proxy shall not be permitted. A majority vote of the members present at the November regular meeting shall elect officers, who will be installed at the December regular meeting or social function.

Section 3.

The President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer shall be elected to serve one year beginning 1 January following their election. Directors shall serve for three years with one Director being elected each year. No member shall hold more than one office at a time.

Section 4.

If an elected member declines to serve, finds that they are unable to perform the duty of the office or is absent from four consecutive Executive Board meetings, they shall submit a written resignation to the Recording Secretary. If a resignation is not submitted, the Executive Board will notify the individual, through the Recording Secretary, that the office has been vacated in accordance with a specific section of these bylaws. The Recording Secretary will present the resignation or notice to vacate for approval at the next regular meeting. The office vacated shall then be filled by a majority vote of the members present at that meeting by a special election with no notice having been given.

ARTICLE V

DUTIES OF OFFICERS:

Section 1.

The President shall preside at all meetings, including those of the Executive Board; shall be a member, ex-officio of all committees, except the Nominating Committee, shall appoint Standing and Special Committee chairpersons, shall arrange and coordinate the date, time and place of all Society meetings and perform all other duties pertaining to the office.

Section 2.

The Vice President shall act as an aid to the President, shall perform the duties of the President in his/her absence and shall Chair the Program Committee. Responsible for the planning and conduct of all Society educational activities to include learning sessions before regular meetings, workshops, seminars and other activities to encourage interest in genealogical pursuits. Shall arrange for guest speakers and programs for all regular meetings and assist the Education Committee in the planning and conduct of workshops and seminars.

Section 3.

The Recording Secretary shall record the minutes of all meetings of the Society and Executive Board, and perform such other duties as delegated. Shall keep a historical record of Society activities each year and prepare an annual report including meeting minutes, photographs and media articles for permanent file. Historical records over two years old will be forwarded to the Special Collections Department, University of South Florida, Tampa, Florida for permanent storage.

Section 4.

The Corresponding Secretary shall handle all correspondence to and from the Executive Board, shall be responsible for the retrieval, recording and distribution of Society mail, shall chair the Telephone Committee and coordinate with other officers regarding information that must be brought to the attention of the membership by this Committee.

Section 5.

The Treasurer shall receive all monies, keep an accurate record of receipts, expenditures, pay out funds as required, present a financial statement at each regular meeting and serve as a member of the Finance Committee. Records will be audited after the close of the fiscal year. The Treasurer will also maintain the official membership roster of the Society and coordinate closely with the President, Vice President and Chairpersons of the Journal/Newsletter, Membership, Publication and Telephone Committees to assure that they are currently informed of member status and changes that might affect their respective responsibilities.

Shall prepare the fiscal year budget and supervise the conduct of the annual audit of Society financial records. Shall propose budget changes to the Executive Board as necessary.

#### Section 6.

Directors may accept assigned duties not inconsistent with the Bylaws. Directors shall be persons familiar with the duties of and serve in the absence of officers other than the President.

### ARTICLE VI

#### MEETINGS:

##### Section 1.

Regular meetings of the Society shall be held monthly except when social functions are scheduled or when workshops or seminars are sponsored by the Society. Special meetings may be ordered by the Executive Board. Ten members in good standing at a regular meeting constitutes a quorum.

##### Section 2,

The Executive Board will meet monthly. Meetings will be conducted in an informal manner. Special meetings may be ordered by the President or four Board members. Three members of the Executive Board, excluding the President, constitutes a quorum. Committee Chairpersons and members are encouraged to attend Executive Board meetings, but may make no motions nor vote.

### ARTICLE VII

#### STANDING AND SPECIAL COMMITTEES:

##### Section 1.

The PRESIDENT, in consultation with the Executive Board, will appoint a Chairperson to these Standing Committees:

##### AWARDS.

Responsible for recommending members and nonmembers for awards recognizing their outstanding contribution to the Society or the general field of genealogy.

##### BOOK.

Will review and recommend to the Executive Board all publications, books, film and material to be purchased by the Society. Responsible for close coordination with library special collections representatives to insure the adequacy of purchases.

##### CHART.

Shall receive pedigree charts and 3x5 cards from members and maintain files of these at the Special Collections Department, Tampa Hillsborough Public Library.

##### HOSPITALITY.

Responsible for greeting members and introducing new members and guests at regular meetings and for maintaining separate attendance records of members and guests.

#### JOURNAL & NEWSLETTER EDITOR.

Responsible for the collection and review of genealogical materials of all types, to include member input, and compose and have printed the Society journals and newsletters. Responsible for the distribution and mailing of Journals, Newsletters, Flyers and other printed matter. Shall coordinate with U. S. Postal Service representatives regarding postal regulations and policy.

#### MEMBERSHIP.

Responsible for development of plans to increase membership, corresponding with prospective members and maintenance of a file of all original membership applications. Assist the Treasurer in maintaining a current membership roster and inform all other Committee Chairpersons of new members indicating an interest in assisting the Society as volunteers.

#### PARLIAMENTARIAN.

Shall advise the officers, directors and membership regarding parliamentary procedures, State of Florida statutes and polices affecting the conduct of Society business.

#### PUBLICITY.

Will develop and coordinate all Society publicity announcements with media representatives. Will copy the Executive Board and the Web Master on all publicity releases.

#### RESEARCH.

Shall receive and answer all genealogical assistance requests received by the Society, maintain files pertinent thereto and provide periodic oral reports at regular meetings regarding these activities.

#### SUNSHINE.

Shall be responsible for obtaining and sending sympathy, condolence, getwell, achievement, etc. cards to members.

#### TELEPHONE.

Shall remind members, by telephone, of regular meetings and special events as directed by the Corresponding Secretary.

#### WEB MASTER.

Shall maintain and enhance the societies Web Site.

#### Section 2.

Each Committee Chairperson shall appoint committee members to assist the conduct of their business.

#### Section 3.

The President, in conjunction with the Executive Board, will appoint Special Committees to perform individual or nonrecurring tasks. Such committees shall include, but not be limited to, Workshop, Seminar and Luncheon working groups.

#### ARTICLE VIII

DISSOLUTION: In the event of dissolution, the general membership will direct all residual assets of the Society to be turned over to one or more organizations of their choosing, which organizations themselves are exempt as organizations' described in Sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code, 1954, or corresponding sections of any prior or future law, or to Federal or Local government for exclusive purposes.

ARTICLE IX

LIMIT OF POWERS: Notwithstanding any other provisions of these articles, this corporation will not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from Federal Income Tax under Section 501 (c) (3) of Internal Revenue Code 1954 or corresponding provision of any future U.S. Internal Revenue Law; or (b) a corporation, contributions to which are deductible under Section k (c) (2) of Internal Revenue Code 1954 or any other corresponding provisions of any future U.S. Internal Revenue Law,

ARTICLE X

RECORDS AND BOOKS OF THE SOCIETY: The outgoing officers and standing committee chairpersons shall turn over to their successors all properties of the Society upon expiration of their term(s) of office.

ARTICLE XI

AMENDMENT:

These Bylaws may be amended at any regular Society meeting by a two-thirds vote of the members present and voting provided however, that the proposed amendment shall have been submitted in writing at the preceding regular meeting of the Society, and further provided that written notice shall have been given to members at least three days in advance of date when such amendment is to be voted upon.

ARTICLE XII

BYLAWS:

Section 1.

Bylaws shall become effective immediately after adoption and approval of the Society, at which time all previous bylaws are revoked and canceled.

Section 2.

Any actions by the Society contrary to provision of the bylaws are null and void.

Section 3.

The current edition of "'Robert's Rules of Order, Newly Revised" shall prevail in all matters not covered by these bylaws.

ARTICLE XIII

FISCAL YEAR:

For all purposes, the fiscal year of the Society shall be January 1 through December 31, inclusive.

ARTICLE XIV

NOTICE:

For all purposes requiring official notification of membership, publication in the Society's Journal or Newsletter, sent to all members, shall be considered due notice.

Approved and adopted by unanimous vote of the membership in a regular business meeting this 18<sup>th</sup> day of March 2006. A copy herewith is part of the business meeting minutes of the Society.

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Recording Secretary

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President