

# **BYLAWS of THE WEST FLORIDA GENEALOGICAL SOCIETY**

## **ARTICLE I. Name & Legal Status**

1. The name of this organization shall be the WEST FLORIDA GENEALOGICAL SOCIETY, INC. (hereinafter referred to as the "Society").
2. This Society is a Florida Non-Profit (501 (C) (3)) Organization and shall be governed by prevailing state and federal laws. No officer, board member, staff member or other interested party may benefit from the earnings of the West Florida Genealogical Society.
3. The Society shall have its principal location in Escambia County, Florida.

## **ARTICLE II. Purpose**

The purpose of this society shall be:

1. To bring people together who are interested in genealogy and family history;
2. To promote genealogical research through programs, conferences, workshops, library collections, and other activities;
3. To educate and assist members in the use of genealogical methods and standards of accuracy; and
4. To promote the preservation and dissemination of records and resources of the local area having genealogical and historical research value.

## **ARTICLE III. Members and Dues**

1. The Membership of this Society shall consist of persons applying for membership and paying dues. Dues shall be reviewed annually and adjusted as necessary. The types of memberships are:
  - a. Individual memberships -- Individual members will receive the newsletters and journals of the Society.
  - b. Family memberships – These members are of the same family and reside at the same address. Family members will receive only one copy of the newsletters and journals of the Society.
  - c. Honorary memberships – Honorary Memberships may be conferred upon persons who have rendered notable service to the Society. The Membership will have the power to confer Honorary Membership. An Honorary Member shall have none of the obligations of membership in the Society, and shall be entitled to all the privileges except those of making motions, voting, and holding office. Honorary members will receive the newsletters and journals of the Society. No dues are required.
  - d. Exchange memberships -- These members shall be organizations wishing to exchange genealogical or historical information with the Society. No dues are required.
2. Annual dues shall be payable on or before the January meeting. Members in arrears after March meeting shall be dropped from the rolls.
3. Members who made application and paid dues at the organizational meeting (June 1982), and retained a current status, shall be charter members of the Society.

## **ARTICLE IV. Election of Officers and Directors**

1. The officers of this Society shall consist of a President, a Vice President, a Secretary, and a Treasurer. Terms of each office shall be one year or until their successors are elected. No officer shall hold more than one office at a time, and no officer shall be eligible to serve more than three consecutive terms in the same office.
2. All officers shall be elected at the November meeting by a majority vote. Only members who have signified their consent to serve if elected shall be nominated. The officers will start their terms as of January 1<sup>st</sup>.
3. All officers shall be nominated and elected individually and in sequence as listed in Section 1 of this Article. If there is but one nominee for any office, the President may declare that person elected by general consent.
4. There shall be six Directors elected from the Membership in the same manner as provided for the election of Officers. Terms of office for Directors shall be two years, with three directors elected each year.
5. The Nominating Committee shall be composed of no less than three and no more than eight members of the WFGS, who volunteer to serve, or who are appointed by the President. The committee chairperson will be a volunteer from the group, or will be appointed by the President.
6. Resignation from office must be made in writing and delivered to a current officer or director who will present it at the next Executive Board Meeting or General Membership Meeting. The resignation will not be effective until accepted by the Executive Board or the Electing or Appointing Authority.

## **ARTICLE V. Duties of Officers**

Duties of officers shall be as follows:

1. **The President shall:**
  - a. Serve as the principal executive officer, with the responsibility for the general supervision of the affairs of the Society being guided by the wishes of the Executive Board and consistent with the Bylaws and Standing Rules of the Society;
  - b. Preside over all meetings of the Membership and Executive Board of the Society;
  - c. Appoint a Parliamentarian and appoint or re-appoint committee chairpersons;
  - d. Serve as ex officio member of all committees;
  - e. Preserve Presidential records of the Society; and
  - f. Present a report on the state of the Society at the November meeting.
2. **The Vice President shall:**
  - a. Serve as an aide to the President;
  - b. Perform the duties of President in the absence of or inability of that officer to serve; and
  - c. Serve as chairperson of the budget committee.
3. **The Secretary shall:**
  - a. Keep the minutes of all meetings of the Membership and Executive Board of the Society, including making note of cancelled meetings;
  - b. Submit a copy of the Membership meeting minutes to the President, Vice President, and Newsletter Editor at the earliest possible date;

- c. Preserve Secretary records of the Society;
- d. Maintain inventory of all property of the Society, current custodian and location;
- e. Retain a copy of the membership roster; and
- f. Provide the President a list of unfinished business prior to each meeting.
- g. Receive and distribute all incoming correspondence of the Society to the proper officers, directors, and committee chairpersons;
- h. Conduct the formal correspondence of the Society; and
- i. Display all Exchange Journals from other genealogical societies at a membership meeting before giving said material to the Acquisitions Committee.

4. **The Treasurer shall:**

- a. Collect, record and deposit all income and dues paid to the Society;
- b. Disburse Society funds as approved by the Executive Board and Membership;
- c. Maintain accurate records of all funds of the Society in accordance with generally accepted accounting principles as set forth by the Financial Accounting Standards Board (FASB), and using the accrual method of accounting, and in accordance with Florida corporate law and Title 26 of the U.S. Code (IRS code)-;
- d. Prepare and submit written monthly and annual reports to the Membership;
- e. Be bonded at the discretion of the Executive Board;
- f. Preserve Treasurer records of the Society, to include Articles of Incorporation;
- g. Submit the financial records of the Society for an annual examination by an Auditing Committee; and
- h. Submit a report of budgeted versus actual income and expenditures for use by the Budgeting Committee.; and
- i. Make available for review the Society's Articles of Incorporation, Form 1034 and current financial statements.

**ARTICLE VI. Executive Board**

- 1. The elected Officers and Directors of the Society shall make up the Executive Board. The Parliamentarian (appointed by the President) shall be an ex officio non-voting member of the Executive Board.
- 2. The Executive Board shall have control of and manage the affairs of the Society.
- 3. The Executive Board shall have final approval for all budgeted expenditures of Society funds.
- 4. The Executive Board shall be guided by the wishes of the Membership and none of its acts shall conflict with action taken by the Society.
- 5. The Executive Board shall determine the need for standing committees, define the purpose of standing committees, and approve chairpersons for the standing committees.
- 6. Regular meetings of the Executive Board shall be held monthly.
- 7. A majority of the members of the Executive Board shall constitute a quorum.
- 8. Special meetings of the Executive Board may be called by the President or upon the request of three members of the Executive Board.

9. Minutes of the Executive Board meeting shall be made available to the members at the next Society meeting.

#### **ARTICLE VII. Meetings and Quorum**

1. The Society shall meet monthly on the first Saturday of each month except July. The Executive Board shall have the power to call special meetings and to change the meeting date and place, if deemed necessary.
2. The Society shall conduct a conference and a workshop each year, if practical.
3. Twenty-five members shall constitute a quorum for the transaction of business at meetings of the Society.

#### **ARTICLE VIII. Parliamentary Authority**

Roberts Rules of Order, Newly Revised, shall govern this organization as Parliamentary Authority in all cases where they are applicable and where they do not conflict with these Bylaws.

#### **ARTICLE IX. Amending the Bylaws**

1. These Bylaws may be amended at any regular meeting by a two-thirds vote of those members present and voting, providing the proposed amendment was submitted in writing and read at the previous meeting.
2. These changes/amendments, as approved, shall be kept with corporate records and shall include the date of adoption, including the signature of the presiding president, recording secretary and Bylaws Revision Committee chairman.

History of Amendments:

Voted and approved by the Membership, June 12, 1982, Gladys Daw, Recording Secretary.

Amended 1983, 1984, and 1996.

Amended March 21, 1997

Amended April 12, 2002

Date Approved by Membership \_\_\_\_\_

President \_\_\_\_\_

Recording Secretary \_\_\_\_\_

Chairman of Revisions Committee \_\_\_\_\_

WFGS Bylaws Page 4 of 4 Amended January, 3, 2008