

WILLIAMSON COUNTY GENEALOGICAL SOCIETY
A Texas Non-Profit Corporation*

BYLAWS

Established April 9, 1981**

Amended	10 June 1982
Amended	12 Nov. 1982
Amended	13 Jan. 1983
Amended	12 Feb. 1987
Revised	08 Nov. 1990
Revised	11 Jan. 2001
Revised	10 Nov. 2005

*All monies received from membership dues, seminars and fundraising events will be used for publications including a quarterly Bulletin (*The Chisholm Trail*) and for books, films, and/or miscellaneous expenses for the Society.

**The first year of this Society was from May 1981 through April 1982.
All members joining the Society by 1 Sept. 1981 are Charter Members.

ARTICLE I
NAME, LOCATION, AND MANAGEMENT

Section 1.1 The name of the corporation is to be called the Williamson County Genealogical Society.

Section 1.2 The mailing address of the Society shall be at such address as the Board of Directors may designate.

Section 1.3 The Society is managed by its Board of Directors (hereafter referred to as the Board). The Board is composed of the elected and appointed officers and the standing committee chairpersons. The Board can designate ex-officio members as it deems appropriate. Selected functions, as specified elsewhere, are handled by the Executive Council (hereafter referred to as the Council), which is composed of the elected officers and the immediate past president.

Section 1.4 If at any time this organization shall be dissolved, no part of its funds or property shall be distributed to or among its members, directors or any individuals, but after payment of all indebtedness of the organization, its surplus funds and properties shall be used in such a manner as to further the specific purposes of the organization as set forth in ARTICLE II of these Bylaws.

ARTICLE II
PURPOSE

Section 2.1 The purpose of this Society shall be to aid individuals to begin, develop, and improve genealogical pursuits, including but not limited to, the following:

- A. To create and foster an interest in genealogy.
- B. To gather and preserve genealogical and historical data.
- C. To aid individuals in their genealogical research and in compiling their family histories.
- D. To establish and maintain a genealogical library through purchases, contributions, donations and exchanges.
- E. To publish a quarterly bulletin that shall bear the title of *The Chisholm Trail*. This publication shall contain data and information of a genealogical nature, subject matter relating to Texas and family-related material helpful to those wishing to improve their knowledge of genealogy and of interest to those doing genealogical research. Members and/or friends of the Society are encouraged to submit manuscripts and materials of interest.

Articles should be documented and persons submitting material must assume responsibility for their work.

ARTICLE III MEMBERSHIP

Section 3.1 Membership shall be open to anyone who holds an interest in genealogical, biographical or historical research.

ARTICLE IV OFFICERS

Section 4.1 Elected. The officers of the Society shall be President, 1ST Vice President/President Elect, 2nd Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Secretary-Treasurer. The elected officers as named and the immediate Past President shall constitute the Executive Council. The officers shall be elected for a term of one year or until their successor has been elected.

Section 4.2 Appointed. The President, with the approval of the Council, may appoint an Editor, Librarian, Periodicals Librarian, Genealogical Records Secretary, Parliamentarian, Historian, Publicist and Webmaster. Appointees are voting members of the Board.

Section 4.3 Committees. The President, with the approval of the Council, may appoint committee chairpersons. Committees may be standing or ad hoc. Chairpersons of standing committees are voting members of the Board.

Section 4.4 Voting. Each individual on the Board shall have no more than one vote.

Section 4.5 Vacancies. Any vacancy in any office or on the Board occurring between elections shall be filled by the Board at its next meeting following the creation of the vacancy. Said appointee shall serve out the unexpired term of the officer or board member replaced.

ARTICLE V POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 5.1 The Board shall have the control and management of the affairs and funds of the Society. The Board is subject to the will of the Society, and none of its acts shall conflict with any action taken by the Society.

Section 5.2 In addition to those committees established in Article VIII of the Bylaws, and upon recommendation of the President, the Board shall have power to create, appoint and discharge committees and to prescribe their duties in

connection with the affairs and property of the Society. The Board shall have the power to supervise, alter and/or nullify the work of any committee.

Section 5.3 A summary of the approved minutes of the proceedings of the Board meetings shall be available at the membership meetings of the Society with a timely draft copy to the President.

Section 5.4 The Board shall cause to be prepared annually a detailed statement of the financial condition of the Society, showing its receipts and expenditures for the prior calendar year, the number of members and other matters of general interest to the Society. This statement shall be submitted to the Society's annual meeting in May.

Section 5.5 The President shall call all Board meetings. However, a special Board meeting may be called by four members of the Council upon notice to the members of the Board.

Section 5.6 A quorum for either the Council or the Board shall be a simple majority.

Section 5.7 Any Board Member or Officer may be removed from office for cause by a two-thirds vote of the then existing Council. Removal from the Board or an office does not mean removal from membership of the Society.

ARTICLE VI DUTIES OF OFFICERS

Section 6.1 The President shall be the principal executive officer, with the responsibility for the general supervision of the affairs of the Society. The President shall preside over all meetings of the Society, Board and Council. The President shall appoint the Appointed Officers as specified in Section 4.2 and the Committee Chairpersons as specified in Section 4.3 and allowed in Section 5.2 with the approval of the Council. The President shall be an ex-officio member of all committees except the Nominating Committee. He/she will vote only in case of a tie vote decision.

Section 6.2 The 1ST Vice President/President Elect shall preside in the absence of the President and assist him/her in all duties.

Section 6.3 The 2ND Vice President shall serve as the chairperson of the Program Committee.

Section 6.4 The Recording Secretary shall prepare and maintain a record of all meetings, full and correct, for the membership meetings and the Board meetings. The Secretary shall notify officers of their election and committee chairpersons of their appointments.

Section 6.5 The Corresponding Secretary shall send out newsletters with notices of meetings to local members and handle correspondence which the Board may direct.

Section 6.6 The Treasurer shall have custody of the funds of the Society. The Treasurer shall draft an annual budget to be approved by the Board prior to the September meeting. The Treasurer may request the President to appoint a Budget Committee to assist in this task. The Treasurer shall keep full and accurate records of all accounts including receipts and disbursements pertinent to the Society and membership records. All monies shall be deposited in a bank or banks as may be directed by the Board.

Section 6.7 The Assistant Secretary-Treasurer shall fill the duties of the Recording Secretary or the Treasurer if they are absent, and shall perform other assigned duties at the request of the Recording Secretary or the Treasurer.

Section 6.8 All officers and committee chairpersons shall turn over all records and correspondence pertaining to their respective offices to their successors in a timely manner after their term of office expires.

ARTICLE VII DUTIES OF APPOINTED OFFICERS

Section 7.1 The Editor shall prepare and edit *The Chisholm Trail* publication as defined in Section 2.1.E.

Section 7.2 The Librarian shall have overview responsibility of all books, microfilms, manuscripts, databases and other publications owned by the Society and he/she shall maintain a catalogue of all the Society's possessions and accessions. The Librarian shall have charge of soliciting books or money for the library and making purchases for the library under the direction of the Board. It is also the responsibility of the Librarian to insure compliance with the agreement between the Round Rock Public Library and the Society in regard to the processing, shelving and use of the Society's library/research collection.

Section 7.3 The Periodicals Librarian shall have responsibility for handling periodicals and exchanges.

Section 7.4 The Genealogical Records Secretary shall be responsible for the collection effort of the genealogical records for and within the Society.

Section 7.5 The Parliamentarian shall advise the President and any other member on points of order and business procedures.

Section 7.6 The Historian shall keep the Society's scrapbooks, obtain newspaper articles pertaining to the Society and its members, and photograph events of genealogical interest.

Section 7.7 The Publicist shall inform the news media of coming meetings and events for the Society in a timely fashion.

Section 7.8 The Webmaster shall maintain the website for the Society.

Section 7.9 All appointed officers may submit a proposed budget to the Treasurer by 1 August of each year. If not submitted, the Treasurer will determine the amounts from records of prior years.

ARTICLE VIII DUTIES OF STANDING COMMITTEES

Section 8.1 The Program Committee shall arrange for programs for the meetings of the Society, with the 2ND Vice President as the chairperson of this committee.

Section 8.2 The Library Committee shall consist of the Librarian as chairperson, and a committee to safeguard the interest of the Society's collection as it is managed by the Round Rock Public Library. The committee shall oversee purchases and installations of programs and databases on the genealogy computer at the library. The committee shall submit a monthly financial report to the Board.

Section 8.3 The Hospitality Committee shall serve to welcome and register members and guests at each meeting of the Society, and maintain attendance records of membership meetings.

Section 8.4 The Pioneer Certificate Committee shall assist its chairperson to administer the Pioneer Certificate program.

Section 8.5 The Seminar Planning Committee shall plan and provide leadership to carry out strategies to produce an annual one-day seminar for the Society. The committee shall submit an annual report to the Board.

Section 8.6 The Education Committee shall provide instruction for members and non-members to learn how to begin their family history research and may provide continuing education as needed.

Section 8.7 Standing committee chairpersons may submit a proposed budget to the Treasurer by 1 August of each year. If not submitted, the Treasurer will determine the amounts from records of prior years.

Section 8.8 Standing committee chairpersons are to serve from the June meeting of each year through the May meeting the following year except the Program Chairperson who shall serve from July through June.

ARTICLE IX
DUTIES OF AD HOC COMMITTEES

Section 9.1 The Nominating Committee of three members shall be appointed at the March meeting by the President. The committee shall include at least one non-board member. The list of nominees for offices shall be announced during the April meeting, and voted on at the annual meeting in May.

Section 9.2 The Audit Committee shall consist of a chairperson and two additional members, all appointed by the President. The committee shall perform an audit of the Society's fiscal records on an annual basis, resulting in an annual written report to the Board.

Section 9.3 The By-Laws Committee shall consist of a chairperson and other additional members, all appointed by the President. The committee shall review the By-Laws and make recommended changes.

Section 9.4 Other ad hoc committees may be appointed by the President as needed.

ARTICLE X
MEETINGS AND ELECTIONS

Section 10.1 Membership meetings of the Society shall be held ten times a year, the second Thursday during the months of September, October, November, January, February, March, April, May, June and July. The May meeting shall be deemed the Annual Meeting. At this meeting all officers and committee chairpersons shall submit a summary report in writing of their activities in the Society to the President.

Section 10.2 The election of officers shall be held at the Annual Meeting. The Nominating Committee shall present the name of a member as a candidate for each office at the April meeting in accordance with Section 9.1. Candidates must have agreed to serve. Election will occur at the May meeting, at which time nominations may also be made from the floor. A majority vote of those members present shall elect.

Section 10.3 Special meetings of the Society may be called by the President, with the approval of the Council, or by the written request of at least ten members.

ARTICLE XI
FEES AND DUES

Section 11.1 The dues of members of this Society shall be fixed by the Board annually in January, and announced not later than the spring issue of *The Chisholm Trail*.

Section 11.2 Dues are payable annually on or before the May membership meeting of each year, and are delinquent by the membership meeting in June of the same year.

Section 11.3 The Society's membership year begins May 1 and ends April 30. Membership entitles the member to receive *The Chisholm Trail* published during the year of membership. Non-members may purchase *The Chisholm Trail* at such rates as the Board may determine.

Section 11.4 Membership dues will be determined for the following categories:

- Single Membership
- Family Membership
- Life Membership
- Institutional (Libraries & Organizations or any memberships from foreign countries)

ARTICLE XII RULES OF ORDER

Section 12.1 Robert's Rules of Order, The Modern Edition, shall govern the meetings of this Society and will be the final authority in settling disputes in all cases in which they are not inconsistent with the Bylaws of the Society.

ARTICLE XIII AMENDMENTS

Section 13.1 Proposed amendments to these Bylaws must be presented in writing to the membership at a regular meeting at least one month prior to adoption, and proposed changes will be summarized (first readings). A second and final reading may occur at the next membership meeting. At such meeting, if 2/3 of the members present favor the proposed amendments, these Bylaws shall be so amended.

Section 13.2 A review of the Bylaws shall be done at least every 5 years beginning in 2005.