

THE PRINCE WILLIAM COUNTY GENEALOGICAL SOCIETY CONSTITUTION AND BYLAWS

Article I: Name and Purpose

Section 1. The Prince William County Genealogical Society, Inc., hereafter referred to as the "Society", is organized as a non-stock, non-profit corporation to encourage, foster and organize genealogical research, publishing, education, and record-keeping; and to encourage, foster, and organize all other activities related to genealogy.

The Prince William County Genealogical Society shall be incorporated as a Nonstock Corporation under the laws of the Commonwealth of Virginia. A nonstock corporation is not authorized to issue stock and is organized for purposes other than to make a profit.

Section 2. The Society will support the genealogical services of Prince William Public Library and promote the preservation of genealogical records and resources of Prince William County, Virginia.

Article II: Membership

Section 1. Membership in the Society shall be open to any person, upon payment of dues, who subscribes to the purposes and principles of the organization as stated in Article I.

Section 2. Each member present shall be entitled to one vote on each matter submitted for a vote of the membership.

Section 3. Membership in the Society shall be of five classes with Individual Members and Family Members having the right to vote on all issues brought before the Society. Honorary Members, Student Members, and Business Organization Members shall be nonvoting members:

- (a) Individual
- (b) Family (two persons)
- (c) Honorary
- (d) Student
- (e) Business Organization

Honorary membership may be conferred upon an individual who shall be selected because of outstanding service to the purpose for which the Society is organized. Such member shall be nominated by the Executive Committee and elected by a majority vote of the membership at any regular meeting. Such a member shall be entitled to the same privileges as an active member but shall not be required to pay dues.

Section 4. The Society's fiscal year shall be from July 1st to June 30th. The annual membership year shall coincide with the fiscal year. Dues are to be received by the Society by May 31 for the upcoming year.

Individual membership shall be \$15.00

Family membership (two persons) shall be \$17.00

Family membership shall be furnished only one copy of any newsletter, notice or other publication.

Student membership shall be \$5.00

Student membership shall not receive newsletters, a list of members of the Society, or a copy of the Bylaws.

Business Organization membership shall be \$50.00

Business Organization membership shall be furnished only one copy of any newsletter, notice, or other publication.

Each membership, except Student, will be furnished a list of the members of the Society, a copy of the Bylaws, a membership card and a copy of the current newsletter.

Article III: Officers and Their Duties

Section 1. The officers of the Society shall be:

President
First Vice President
Second Vice President
Recording Secretary
Corresponding Secretary
Treasurer
Director of Operations and Organizational Issues
Director of Appropriations
Director of Publicity and Community Relations
Director of Records
Director of Education
Director of Publications

With the exception of the first and second Vice-Presidents, the duties of the officers shall be such as their titles imply.

The first Vice President shall serve as program chairman.

The second Vice President shall serve as membership chairman.

The Director of Operations and Organizational Issues shall be responsible for the daily operations of the Society, including, but not limited to, the creation and maintenance of the Society's building and other duties as requested by the Board.

The Director of Appropriations shall be responsible for the Society's fund-raising activities, grant applications, and other collections of funds.

The Director of Publicity and Community Relations shall be responsible for advertising of Society meetings and events and the Society's participation in other organizations beneficial to the activities and reputation of the Society. (Chamber of Commerce, Arts Council, Dumfries as current examples)

The Director of Records shall be responsible for the preservation and maintenance of the Society's records and archives.

The Director of Education shall be responsible for seminars and other Society educational activities, with the exception of program speakers, which are under the responsibilities of the First Vice-President.

The Director of Publications shall be responsible for the creation and publication of all of the Society's publications, including the newsletter and books. The responsibilities include the contractual relationships with printers and publication firms.

Section 2. The board of Directors shall be composed of twelve elected members: the current elected officers and directors. The immediate past president shall serve in a non-voting advisory capacity.

Article IV: Elections

Section 1. All officers shall be elected by ballot at the May meeting and shall continue in office one year, beginning on July 1 following. No officer may be elected to more than two consecutive terms in office except the Treasurer may serve no more than 6 terms.

Section 2. A vacancy in any elective position shall be filled by appointment by the Executive Committee until the next annual election.

Section 3. The President shall appoint a nominating committee of at least two members, and two alternates, at the March meeting to present a slate of officers to the membership. Nominations for all officers may be made from the floor at the April and May meetings. Prior consent of all nominees shall have been obtained.

Section 4. The President shall appoint an election committee of two at the April meeting.

Article V: Meetings

Section 1. Meetings of the Society shall be held monthly with the exception of the months: July, August and December. Dates, times, and locations may be changed by the Executive Committee.

Section 2. One quarter of the instate membership in good standing shall constitute a quorum.

Section 3. Suggested order of business for the regular meeting of the Society shall be:

- (1) Introduction of new members and guests
- (2) Program
- (3) Business meeting (not to exceed 30 minutes)
- (4) Free period for informal discussion and examination of Genealogical and Education materials.

Section 4. Executive Committee meetings shall be called by the President, and four (4) members shall constitute a quorum with at least two (2) being elected officers.

Article VI: Standing Committees

The following standing committees shall be named:

Section 1. The Program Committee shall be chaired by the First Vice-President.

Section 2. The Membership Committee shall be chaired by the Second Vice-President.

Section 3. The Research, Archives, Cemetery, and Lineage Certification Committees shall report to the Director of Records.

Section 4. The Prince William County Lineage Certification Committee shall be chaired by the Archives Chairman.

Section 5. The Newsletter and Publications Committees will report to the Director of Publications.

Section 6. The Publicity and Community Relations Committee chairs will report to the Director of Publicity and Community Relations.

Section 7. The Ways and Means Committee chair shall report to the Director of Appropriations.

Section 8. The President shall appoint a Chairman for the Society's meetings to be held in eastern Prince William County.

Article VII: Special Committees

Section 1. In addition to the nominating and election committees provided for in Article IV, the President shall appoint a Special Auditing Committee of three members, plus two alternates, prior to the June meeting to audit the accounts of the Treasurer. The auditing committee's report shall be submitted at the July

Article VIII: Parliamentary Authority

Robert's Rules of Order, Revised, shall be the parliamentary authority of the Society except where they are inconsistent with the Bylaws.

Article IX: Amendments

These Bylaws may be amended at any regular meeting by a two-thirds vote of the members present. All proposed changes shall be in writing and shall be distributed to the members at the next regular meeting. Voting on the proposed amendment shall take place at the next regular meeting. Unless otherwise provided, such amendment shall become effective upon adjournment of the meeting at which it is adopted.

Article X. Dissolution

In the event that the Society shall be dissolved, any assets held by the Society shall accrue to the benefit of the Prince William Public Library if it qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954, Revised July 1981 (or the corresponding provision of any future United States Internal Revenue Law). If they do not qualify under the Internal Revenue Code, then the assets will be disposed of in a like manner to another library or genealogical society that qualifies under Section 501(c)(3) as mentioned above, at the discretion of the Executive Committee.

Approved by the membership this 23rd day of March, 2003.

Amended: 16 September 1987
21 September 1988
20 June 1990
16 September 1992
20 April 1994
18 May 1994
17 May 1995
19 June 1996
21 May 1997
19 November 1997
20 May 1998
26 May 1999
22 Feb 2001
23 March 2003