

**BYLAWS OF  
VIRGINIA BEACH GENEALOGICAL SOCIETY  
Virginia Beach, Virginia  
October 11, 2007**

**Article 1: Name and Location**

- 1.1 The name of the Society shall be Virginia Beach Genealogical Society.
- 1.2 The principal meeting place of the Society shall be located in the City of Virginia Beach, Virginia.

**Article 2: Purpose**

- 2.1 The Virginia Beach Genealogical Society is organized exclusively for educational purposes, including for such purposes as the making of distributions to organizations under Section 501(c) (3) of the Internal Revenue Code (or the corresponding section of any future Federal Tax Code).
- 2.2 The primary objectives of this Society shall be to aid individuals:
  - a. In conducting their genealogical research and in compiling their family histories.
  - b. In preparing or writing their genealogy or family history, through literary and educational means, including lectures, discussions, and workshops.
- 2.3 Other objectives of the Society shall be:
  - a. To create and foster an interest in genealogy.
  - b. To gather and preserve genealogical and historical data, particularly with respect to ancestors and founders and early settlers of our country.
- 2.4 Non-Permitted Activities:

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on:

  - a. By an organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code (or corresponding section of any future Federal Tax Code).
  - b. By an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code (or corresponding section of any future Federal Tax Code).

### **Article 3: Members**

- 3.1 Membership in this Society is open to all interested persons who pay specified dues on a current basis.
- 3.2 Members shall be classified as:
  - a. Individual.
  - b. Household.
  - c. Honorary, as approved by the Awards and Recognition Committee.
  - d. Special life, as approved by the Awards and Recognition Committee.

### **Article 4: Officers**

- 4.1 The officers of this Society shall be a President, a Vice President, a Secretary, a Treasurer, and four Members-at-Large.
- 4.2 Officers, including Members-at-Large, shall be elected at an annual meeting of the membership and shall hold office for a term of two years or until their successors are elected. Officers, including Members-at-Large, may be reelected; however, none shall serve in the same position for more than two consecutive terms.
- 4.3 Officers may serve as committee chairmen or committee members.

### **Article 5: Executive Board**

- 5.1 The Executive Board shall consist of the elected officers and the immediate Past President.
  - a. The Board shall meet biannually or more frequently if required to determine the course and policies of the Society and to transact any necessary business occurring between regular meetings.
  - b. If deemed necessary the Board shall meet at the request of the President, any three Board members, or by one third of the members of the Society.
  - c. A simple majority of the Board shall constitute a quorum.
- 5.2 The Executive Board shall:
  - a. Have control and management of the affairs and funds of the Society.
  - b. Carry on the work and purposes of the Society as stated in Article 2.
  - c. Select a financial institution to serve as the banking facility for the Society. Such facility shall be insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC).
  - d. Approve the annual budget by February 1 annually.

(4.2 revised Feb. 2009)

## **Article 6: Duties of Officers**

6.1 The President shall preside at all meetings of the Society and Executive Board. He shall be an ex-officio member of all committees except the Nominating Committee. Within thirty days of taking office, he shall appoint chairmen of all committees except the Nominating Committee and the Awards and Recognition Committee.

In the event of a vacancy in an elected office, he shall, with the approval of the Executive Board, appoint a successor to complete the term.

6.2 The Vice President shall assist the President, as requested, and perform the duties of the President in the event of the absence of the President.

6.3 The Secretary shall keep all resolutions and proceedings of meetings of the Society in proper form and perform all duties pertaining to this office.

6.4 The Treasurer shall receive and be responsible for all dues and other funds received by the Society.

6.5 These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

6.6 In the event that neither the President nor Vice President is present at a meeting, the line of precedence for determining a presiding officer is: Secretary and then Treasurer.

6.7 Members-at-Large shall act in an advisory capacity and as a channel of communication between the membership and the Executive Board.

## **Article 7: Meetings/Calendar**

7.1 The fiscal year of the Society shall be from January 1 through December 31 of each year.

7.2 There shall be a regular meeting of the Society except for the months of July and August unless otherwise directed by the Executive Board.

7.3 The regular meeting in January shall be known as the annual meeting and shall be for the purpose of receiving the President's year-end report, electing and installing officers, and conducting other appropriate business of the Society.

7.4 Special meetings may be called at any time by the President or the Executive Board, or by one third of the membership. The purpose of the meeting must be specified in the call.

## **Article 8: Elections**

- 8.1 A Nominating Committee, of at least three members, shall be appointed by the President no later than three months before the annual meeting. The committee shall propose a slate of officers, including Members-at-Large, for the coming year and present it at the meeting prior to the annual meeting. Nominations for any office may be made from the floor with written permission of the person being nominated.
- 8.2 A written ballot shall be required for offices having more than one candidate.
- 8.3 Officers, including Members-at-Large, shall be elected and installed at the close of business at the annual meeting.

## **Article 9: Finance**

- 9.1 Annual dues shall be established by the Executive Board.
- 9.2 Dues are payable January 1. Dues paid after October 31 shall be credited for the following year, allowing membership to begin at the date of payment.
- 9.3 A budget shall be developed for the upcoming year by the month of December.
- 9.4 Officers and committee chairmen shall not exceed the amount of expenditure authorized in the annual budget. Requests to exceed budget limits must be approved by the Executive Board prior to the expenditure.
- 9.5 An annual audit of the Society's financial records shall be conducted each January.
- 9.6 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

## **Article 10: Committees**

- 10.1 The President shall appoint the chairmen and members of the following standing committees:
- a. Membership.
  - b. Program.

When appointing committee members, the President may seek assistance from the committee chairman.

- 10.2 The Awards and Recognition Committee shall be composed of three Past Presidents. The most recent Past President shall serve as the chairman of the committee.
- 10.3 Additional committees may be formed by the President.
- 10.4 Except for the Awards and Recognition Committee, the President shall appoint committee chairmen and the committee members of any special committee.

## **Article 11: Amendment of Bylaws**

- 11.1 These bylaws may be amended at any regular meeting of the Society by a two-thirds affirmative vote of those members present, provided that the amendment has been submitted to the membership in writing at the previous regular meeting.

## **Article 12: Dissolution**

- 12.1 The Virginia Beach Genealogical Society may be dissolved by a majority vote of the members present at a meeting held for that purpose, providing that all members have been notified in writing at least thirty days in advance. All funds and property of the Society, after liquidation of all debts and liabilities, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **Article 13: Parliamentary Authority**

- 13.1 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 and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.



