

WASHINGTON STATE GENEALOGICAL SOCIETY BYLAWS

ARTICLE I. NAME

Section 1. The name of this organization shall be Washington State Genealogical Society, hereinafter referred to as the Society or WSGS.

ARTICLE II. PURPOSE

Section 1. The purpose of WSGS shall be educational, as provided in Section 501(c)(3) of the Internal Revenue Code. It shall be devoted to furthering genealogical research.

Section 2. The objectives of WSGS shall be:

- A. To disseminate genealogical information throughout the state.
- B. To assist in the formation of genealogical societies in Washington State.
- C. To encourage participation in local genealogical societies, as well as encouraging those societies in the state to participate in WSGS.
- D. To promote the preservation of public and private genealogical material.
- E. To cooperate with other organizations in the furtherance of mutual objectives.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership:

- A. Any organization or individual interested in genealogical research that subscribes to and promotes the objectives of the Society and pays the prescribed dues, shall thereby become a member.
- B. Each individual WSGS member shall be entitled to vote, hold office, take part in the business of the Society, receive a copy of the current WSGS bylaws, and be on the mailing list for WSGS.

Section 2. Classification of Membership:

- A. Organizational Membership:** An Organization shall be defined as an organized group which promotes genealogical research and whose bylaws are not in conflict with the bylaws of WSGS.
- B. Individual Membership:** Any person interested in genealogical research.
- C. Joint Membership:** Any two (2) persons of the same household may have a joint membership with each entitled to a vote, but will receive only one copy of the Society's mailings (Newsletter, etc.).
- D. Charter Member:** Any society, person or organization which joined the Society before 30 May 1983 shall be recognized as a charter member.
- E. Contributing Membership:** Any person, firm or organization subscribing to the efforts of the Society shall be eligible for membership without voting privileges.
- F. Life Membership:** No longer available; however, those individuals who paid a one-time fee equal to the required multiple of annual dues prior to 2005 will retain the benefits of life membership.
- G. Honorary Membership:**
 1. A person who has made an outstanding contribution to the Society may be awarded honorary membership.
 2. Honorary members need not pay dues, but shall have the right to attend meetings,

make motions, debate, and vote.

3. Any member may nominate a person for honorary membership, which will then be conferred by a majority vote of the Board of Directors.

Section 3 The fiscal year shall be 1 January through 31 December.

Section 4. Dues shall be determined by the Executive Committee with the approval of the Board of Directors and current dues shall appear on applications for membership.

ARTICLE IV. OFFICERS

Section 1. Elected and Appointed Officers:

- A. The elected officers of the Society shall be: President, Vice President, Secretary, and Treasurer, who shall have been members of WSGS for at least the immediate past year and be current members.
- B. A member shall hold only one elected office in WSGS at one time.

Section 2. Term of Office:

- A. Officers shall serve for a term of two years beginning 1 January and ending 31 December or until their successors are elected. The president and secretary will be elected in even years and the treasurer and vice president in odd years.
- B. Officers shall not serve more than two (2) consecutive terms in the same office.
- C. An officer serving more than one year in an office shall be said to have served a full term.

Section 3. All officers shall be elected by a majority vote of those eligible and voting.

Section 4. Duties of Officers:

A. The Officers shall:

1. Perform the duties prescribed by the bylaws and by the parliamentary authority adopted by the Society.
2. Report on the activities of their area of responsibility at each Annual Meeting and each Board of Directors meeting as required.
3. Deliver to their successor all official materials of that office by the first Board meeting of the fiscal year.
4. Have the authority to declare a position vacant by a two-thirds vote and fill such a vacancy by appointment within 60 days of vacancy if any member of the Society holding an elected or appointed position fails to perform the duties of the position, in the opinion of the Board.

B. The President shall:

1. Preside at all meetings of the Executive Committee, Board of Directors, the Annual Meeting and Special Meetings.
2. Serve as ex-officio member of all committees except the Nominating Committee, Election Committee and Auditing Committee.
3. Appoint, with approval of the Executive Committee, the Chairs of all standing committees, except the Nominating Committee.
4. Perform such other duties as pertain to the office of president.
5. Activate the Nominating Committee on or before 1 July.
6. Appoint two members of the Elections Committee, in addition to the Corresponding Secretary, for a total of three members.
7. Send the elections results to the editor of the Newsletter immediately and notify all candidates of the election results.

C. The Vice President shall:

1. Assist the President in administrative duties.
2. Perform the duties of the President in the absence of that officer.
3. Act as liaison between the Regional Representatives and the Executive Committee.
4. Initiate or facilitate correspondence between the Regional Representatives and the Newsletter Editor.

D. The Secretary shall:

1. Record the minutes of Executive Committee, Board, Annual and special meetings.
2. Preserve all minutes and reports.
3. Provide all members of the Board of Directors with a copy of the minutes within two (2) weeks following the meeting.

E. The Treasurer shall:

1. Collect and record all dues and funds received by the Society.
2. Pay all bills as per approved budgeted amounts or authorized by the Board of Directors.
3. Keep an accurate record of all receipts and expenditures.
4. Report as requested.
5. Submit a written report to the general membership at the Annual Meeting.
6. Prepare the annual budget for the submission to the Board.

ARTICLE V. THE BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected and appointed officers, immediate past president, the Regional Representatives, and the chairman of all Standing committees. The Board shall:

- A. Conduct the business of the Society, referring major decisions and unusual expenses to the membership for approval.
- B. Meet at least three (3) times a year, the dates and places to be determined by the Executive Committee.

Section 2. Members of the Board are expected to attend all meeting called by the President and the Executive Committee.

Section 3. All elected Board Members shall be current members of the Society.

ARTICLE VI. THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and the immediate Past-President. This committee shall:

- A. Be empowered to make decisions on WSGS business which requires immediate action. Decisions require a majority vote. Such actions shall be ratified at the next Board Meeting.
- B. Serve at the call of the President and assist the President in carrying out the objectives of the Society.
- C. Meet at any time when called by the President, or by three (3) members of this committee.
- D. Be empowered to authorize unbudgeted expenditures in excess of one thousand dollars (\$1000.00). Such actions shall be ratified at the next Board meeting.

Section 2. Notice of all committee meetings shall be given to each member not fewer than five (5) days prior to the meeting insofar as possible.

ARTICLE VII. REGIONAL REPRESENTATIVES

Section 1. Regional Representatives shall:

- A. Attend all Board of Directors and general membership meetings to represent the members of their respective regions.
- B. Communicate regularly with all societies in their regions.
- C. Prepare a written report for each issue of the Newsletter and for the Board of Directors and the Annual Meetings of the activities, concerns and interests in their regions.
- D. Perform additional duties as defined in the standing rules.

Section 2. Be elected by a majority of those eligible and voting.

ARTICLE VIII. STANDING COMMITTEES

Section 1. The Standing Committees will be: Conference Liaison, Education/Outreach Committee, Historian, Internet Webmaster, Membership Committee, Newsletter Committee, Pioneer Certificate Committee and Recognition Committee.

ARTICLE IX. MEETINGS

Section 1. The Annual Meeting of the Society shall be held between 1 April and 30 September. The Society shall hold an annual membership meeting, in conjunction with an seminar or conference. The date and place to be approved by the Board.

Section 2. Special meetings of the membership of the Society may be called by the President, the Executive Board, or by thirty (30) percent of the voting members. Written notice of special meeting shall be given to the members at least thirty (30) days prior to the meeting, and shall specify the business to be transacted.

Section 3. A quorum for the transaction of business of the Society shall be:

- A. Three (3) members at a meeting of the Executive Committee.
- B. Six (6) members of the Board of Directors at a Board Meeting.
- C. Those members present at a general membership meeting.

Section 4. There shall be no proxy voting.

ARTICLE X. FINANCE

Section 1. Authority to sign checks is given to the President, the Vice President and the Treasurer of the Society.

Section 2. The earnings and/or income of the Society shall not inure to the benefit of any person having a personal or private interest in the Society.

Section 3. Budget. The Board of Directors shall establish a proposed annual budget for the following year and disseminate the proposed budget to the membership for review at least 30 days prior to the Annual Meeting. The budget shall be presented to the membership for approval at the Annual Meeting.

ARTICLE XI. INDEMNIFICATION

Section 1. Any person acting in faith, who is or was serving at the request of the society, and against whom a claim is made, shall be indemnified by the Society.

Section 2. Expenses incurred in defense of such claims shall be paid for by the Society in advance of the final disposition of such claim by two-thirds (2/3) vote by the Board of Directors.

Section 3. The Society shall not be held responsible for any statements or actions not authorized by the Board.

ARTICLE XII. DISSOLUTION

Section 1. The dissolution of the Washington State Genealogical Society must be made by a majority of those members present at the annual meeting or a meeting called specifically for this purpose.

Section 2. Upon dissolution of the Washington State Genealogical Society, the officers who serve as the Executive Committee shall, after payment of or making provisions for the payment of all liabilities of the Society, equally divide the assets of the Society between current WSGS member non-profit organizations having objectives substantially like those of this organization under Section 501(c)(3) of the Internal Revenue Code. No funds shall be distributed to individual members.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Section 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 the bylaws and any special rules of order the Society may adopt.

ARTICLE XIV. BYLAWS

Section 1. The bylaws of the Society may be amended by the following procedure:

- A. A Bylaws Committee consisting of at least five (5) members, preferable including one previous WSGS Bylaws Committee member, may be appointed by the President as needed.
- B. Proposed amendments shall be presented to the Board of Directors for approval before presentation to the membership.
- C. The proposed amendment shall be mailed no less than thirty (30) days prior to the vote.
- D. Two-thirds of the votes returned must approve the proposal or revision before it is adopted.

Section 2. Any member of the Society may recommend an amendment to the Bylaws Committee or to the Executive Committee.

Section 3. The bylaws of the Society shall be supplemented by the Standing Rules of the Society. Revisions to WSGS Standing Rules shall be ratified by a quorum of the Board of Directors.

Bylaws Revised as of: 1 January, 2009

Revision eliminated PO Box in Olympia (art.1.Sec 2); eliminated position of Corresponding Secretary and all references to such (Art. IV. Sec 1.B., Sec. 4.B.4., Sec. 4.F.; Art. VI. Sec. 1.); Change Education Committee to Education/Outreach Committee (Art. VIII. Sec. 1); Add Recognition Committee (Art. VIII. Sec. 1).

WASHINGTON STATE GENEALOGICAL SOCIETY STANDING RULES

ARTICLE 1. REGIONS & REGIONAL REPRESENTATIVES

Section 1. WSGS Regions. There shall be eight (8) regions in the State of Washington.

- A. Region 1: Whatcom, Skagit, San Juan, Island and Snohomish counties.
- B. Region 2: King and Pierce counties.
- C. Region 3: Clallam, Jefferson, Mason, Kitsap, Grays Harbor and Thurston counties.
- D. Region 4: Clark, Cowlitz, Lewis, Skamania, Pacific and Wahkiakum counties.
- E. Region 5: Kittitas, Yakima and Klickitat counties.
- F. Region 6: Benton, Franklin, Walla Walla, Adams, Columbia, Garfield, Asotin and Whitman counties.
- G. Region 7: Spokane, Pend Oreille, Ferry, Lincoln and Stevens counties.
- H. Region 8: Chelan, Douglas, Okanogan and Grant counties.

Section 2. Regional Representatives. Each Region shall be represented on the Board of Directors by a Regional Representative who shall:

- A. Be nominated by the nominating committee and elected by their regional members to a two-year term.
- B. Keep in communication with the Executive Committee through the Vice-President concerning projects, problems, and interests of that Region.
- C. Provide assistance to societies in that Region.
- D. Assist in the formation of new societies.
- E. Attend meetings of the societies in that Region whenever possible and give a report of the activities of WSGS.
- F. Submit written reports for the Board of Directors and Annual Meetings. If unable to attend, submit the reports to the Vice-President prior to the meeting.

ARTICLE 2. COMMITTEES

Section 1. Standing Committees. The Chairman of a Standing Committee shall be appointed by the President with the approval of the Executive Committee.

A. **The Historian** shall:

- 1. Maintain a current scrapbook of Society news, activities, and achievements and make it available at the annual meeting.
- 2. Take or arrange for photographs of newly appointed or elected Board members, Board and annual meetings, and WSGS conference.
- 3. Annually write a comprehensive historical report of WSGS activities and make copies available for distribution at the WSGS conference and annual meeting.

B. **The Membership Committee** shall:

- 1. Consist of a chairman and as many other members as needed.
- 2. Keep a current computerized list of the membership using the Society-owned software.
- 3. Provide current membership lists, as requested, to the Board of Directors.
- 4. Promote increased membership.
- 5. Provide mailing labels for mailing the Newsletter and the Conference mailings including member's region number on label.
- 6. Send out renewal notices to societies.

C. The Pioneer Certificate Committee shall:

1. Accept applications for pioneer certificates.
2. Check the documentation of the records accompanying the application.
3. Issue Pioneer Certificates.

D. The Newsletter Editor shall:

1. Select committee members as needed to edit, publish, and mail the newsletter in January, March, May, July, September and November.
2. Abide by established newsletter guidelines.
3. Assure that special newsletter inserts (election ballots, seminar announcements, bylaws, etc.) are sent out as directed by the Board.

E. The Education Committee shall support existing societies and initiate the founding of new Washington State genealogical societies.

Section 2. Special Committees. Special committees may be established by the President and approved by the Executive Committee, with the exception of the Nominating Committee which is to be nominated from the floor and elected by the membership at the Annual Meeting. Special Committees shall receive from the President, as statement of conditions and goals, which shall govern the committee. At the call of the President, the chairman of a special committee shall attend meetings.

A. Nominations Committee:

1. The committee shall consist of three (3) to five (5) members who shall be appointed by the President and the President shall designate a Chairman.
2. Duties of the Nominating Committee shall be to:
 - a. Select at least one nominee for each office.
 - b. Ascertain the eligibility of each nominee to run for office.
 - c. Obtain the consent of each nominee to run for office and inform said nominee of the responsibilities and duties of office.
 - d. Mail the list of nominees and their biographical sketches to the Chairman of the Elections Committee no later than 15 October.

B. Elections Committee: Duties of the Elections Committee shall be to:

1. Prepare the ballot, which will consist of the names of all nominees for each position, with blank space for write-ins.
2. Mail the ballot and biographical sketches to the Newsletter Editor by 1 November for inclusion in the November-December issue with a return deadline by 1 December.
3. Count ballots as soon after 1 December as feasible and immediately notify the President of the results of the election.

C. The Recognition Awards Committee shall be responsible for:

1. Seeing that certificates of appreciation are presented to all WSGS board members, committee and project chairpersons at the close of their term of office.
2. Manage annual outstanding Volunteer Awards Program.

ARTICLE 3. FINANCE

Section 1. Two (2) signatures are required on checks written over \$500 (five hundred dollars).

Section 2. The conference registration fees will be paid by WSGS for the conference chairperson and the president.

Section 3. Dues will be \$12 for individuals and institutions and \$13 for households, to take effect with the 2008 dues. Money from membership dues and the membership information is sent on to the membership chair.

Section 4. Checks and cash received by WSGS committees shall be forwarded to the Treasurer for deposit.

Section 5. Vouchers requesting reimbursement or payment of bills shall be forwarded, along with supporting documents, to the Treasurer for payment.

ARTICLE 4. GENERAL

Section 1. Up to three complementary memberships may be given to any member society at the discretion of the Executive Committee when WSGS is asked for donations for door prizes.

Section 2. WSGS will maintain a membership in the National Genealogical Society and the Federation of Genealogical Society.

Section 3. The WSGS historical documents shall be housed in the Yakima Valley Genealogical Society library facility unless otherwise specified. Access is allowed with a written request to and permission from the Board of Directors.

ARTICLE 5. ANNUAL MEETING AND CONFERENCE

Section 1. WSGS Conference Liaison shall:

- A. Solicit invitations from member organizations in all eight regions for the site of the annual meeting and conference, alternating whenever possible between eastern and western Washington.
- B. Provide suggestions to the member organizations for the planning, preparation and execution of the conference, encouraging use of the WSGS Conference Guidelines.
- C. Keep the WSGS Board informed of conference planning progress.
- D. Coordinate approval of the WSGS Executive Committee for contracts or agreements if the cost of the proposed conference venue or total compensation of a major speaker will be six hundred dollars (\$600.00) or more. The WSGS President may delegate approval of contracts less than \$600 to the Conference Liaison.

Section 2. The selected host organization shall:

- A. Appoint a Host Conference Committee Chair to coordinate with the WSGS Board through the WSGS Conference Liaison.
- B. Develop a preliminary plan and financial estimate for approval by the WSGS Board.
 1. The plan will include recommendations for the conference dates, the location of a preferred venue, a theme title, the desired nationally known speaker, the total number of classes proposed, and an estimate of attendance.
 2. The financial estimate will include the full price and deposit quoted by the proposed venue, total compensation requested by the desired major speaker, the estimated compensation for other speakers, estimated per person cost for food, and estimated costs for printing, postage and miscellaneous expenditures.
 3. The financial estimate will recommend fees for registration and lunch, if to be charged separately, for approval by the WSGS Board.
- C. Keep the WSGS Conference Liaison informed of progress on the conference planning and preparations.

D. Appoint a Conference Treasurer to act as the host focal point to work with the WSGS Treasurer on financial matters and processing expense vouchers and the transfer of monies to WSGS.

E. Provide WSGS with an attendee evaluation report following the conference.

Section 3. WSGS will provide full or partial financial backing for the conference, as determined by the WSGS Board. If requested by the host organization, the WSGS Treasurer will provide two hundred (\$200) as a preliminary petty cash fund to pay for minor expenditures. The petty cash fund may be replenished with an additional \$200, if necessary.

ARTICLE 6. STANDING RULES

Section 1. Standing Rules shall be supplemental to the Washington State Genealogical Society bylaws.

Section 2. Revisions to the Washington State Genealogical Society Standing Rules may be ratified by a quorum of the Board.

Standing Rules as Revised: 16 May 2008

Revision deleted Art. 2, Sec 1. Para A, and Art. 3, Sec 1 (Conference Liaison & petty cash) and added Art. 5. Annual Meeting and Conference.