

INDIAN RIVER GENEALOGICAL SOCIETY, INC
P.O. BOX 1850
VERO BEACH, FLORIDA 32961-1850

BYLAWS OF THE SOCIETY
Adopted 12 December 2005

ARTICLE I - NAME

1.1. The name of the organization shall be the Indian River Genealogical Society, Inc., a non-profit corporation, hereinafter referred to as the Society or IRGS.

ARTICLE II - OBJECTIVES

The objectives of the Society are to further genealogical research and promote interest in family and local history by:

- 2.1.1. Providing instruction on methods of researching, organizing, indexing, retrieving, preserving and disseminating genealogical information and records, through programs, classes and seminars.
- 2.1.2. Providing genealogical and historical information through publications, lectures, workshops, seminars, field trips and study groups.
- 2.1.3. Encouraging the donation of genealogical and historical material to the Genealogical Section of The Indian River County Main Library for use by the general public.
- 2.1.4. Maintaining liaison with local, national and international genealogical and historical organizations.

ARTICLE III - MEMBERSHIP AND DUES

3.1. **Membership.** Any applicant interested in furthering the objectives of this Society shall be accepted for membership upon submission of a completed application form and payment of dues.

3.2. **Classes of Membership.** The Society shall have three classes of members. A list of names in each class shall be maintained by the chair of the membership committee.

3.2.1. **Member.** Any household that meets the above requirements for membership and pays the annual dues, shall be a member in good standing. All individuals within that household shall be entitled to vote and hold office and the household shall receive the Society Newsletter.

3.2.2. **Life Member.** A Member may become a Life Member by paying a lump sum equal to fifteen (15) times the annual membership dues while retaining all the rights and privileges of a Member.

3.2.3. **Honorary Member.** Upon approval of the Executive Board and a two-thirds vote of the Membership present at any regular meeting of the Society, Honorary Membership may be conferred upon an individual who has made an outstanding contribution to the Society. Honorary Membership is granted for life and acquires all the rights and privileges of a Member, but is excused from the payment of annual dues.

3.2.4. The total number of Honorary Members shall not exceed ten (10).

3.3. **Dues.** Annual dues shall be payable on or before January 01. The membership chair shall notify members whose dues are not paid by January 01. If dues are not paid by February 20, the name shall be removed from the membership roll.

3.3.1. A new member paying dues after September 01, shall be entitled to membership through the end of the following year.

ARTICLE IV - MEETINGS

4. 1. **Society.** The Society conducts four types of meetings for the membership.

4.1.1. **Regular Meetings** shall be held monthly from September through May on an appointed day and time established by the Executive Board.

4.1.2. **Annual Meeting.** The regular meeting in December shall be known as the Annual Meeting.

4.1.3. **Special Meeting** may be called by the President, the majority of the Executive Board, or the written request of twenty members. The notice for a special meeting shall be sent to all members in good standing at least twenty days prior to the meeting. The notice shall state the purpose of the meeting and no business other than that stated shall be conducted.

4.1.4. **Workshop Meetings** may be held as needed, to assist members in conducting genealogical research.

4.1.5. **Quorum.** For the purposes of conducting business, *30 members shall constitute a quorum.*

ARTICLE V - OFFICERS

5.1. **The Officers of the Society** shall be President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, and the immediate Past President. If the immediate Past President is not available, the Board shall appoint a Past President

5.2. **A Nominating Committee** shall be elected by the Executive Board no later than October 1. It shall be the duty of this committee to nominate a candidate, whose consent to serve has been obtained, for each office to be filled at the December meeting. Additional nominations shall be made from the floor, provided the consent of the nominee shall first have been obtained.

5.3. **The officers** shall be elected by majority vote of the members present at the December meeting, for a term of one year, or until their successors are elected. They shall be installed at the annual meeting.

5.4. **All officers** shall take office at the close of the Annual Meeting in December, but shall not serve more than three consecutive terms in the same office.

5.5. **Vacancies:** In the case of a vacancy in the office of President, the Vice President shall become President. Vacancies in other offices shall be filled by the Executive Board until the December regular meeting when the Society elects new officers.

5.6. **Removal:** A motion may be made at a board meeting to remove an officer with or without cause. A motion for removal of an officer, if seconded, shall be tabled for 30 days following discussion. Following the 30 day tabling period a 2/3 majority vote of the current officers shall be required for the motion for removal to pass.

ARTICLE VI - DUTIES OF OFFICERS

6.1. **The Officers** shall perform the duties prescribed by these bylaws, the parliamentary authority and such other duties as shall be ordered by the Society. The Standing and Special Committee chairs shall perform the duties prescribed by these bylaws.

6.2. **The President shall:**

6.2.1. Be the chief executive officer of the Society and shall preside at all meetings of the Society, the Executive Board and shall have general supervision of the officers and chairs of the Society.

6.2.2. Appoint a parliamentarian

6.2.3. Be an ex-officio member of all committees, except the Nominating and Audit Committees.

6.2.4. Execute with the Recording Secretary and/or Treasurer, all contracts and other legal documents.

6.2.5. Appoint the Chairs of all Standing Committees with the approval of the Executive Board.

6.3. **The Vice-President shall:**

6.3.1. Preside in the absence of the President.

6.3.2. Assume the office of President in case of a vacancy.

6.3.3. Assist the President or the Executive Board when called upon.

6.3.4. Serve as a liaison, or representative of IRGS to regional, state, and national coordinating societies, such as, The Federation of Genealogical Societies (FGS), East Central Florida Genealogical Society Co-Op (Co-Op) and the Florida State Genealogical Society, Inc. (FSGS). Duties shall include:

6.3.4.1. Provide news to IRGS about genealogical issues and activities of these societies.

6.3.4.2. Update IRGS of national projects.

6.3.4.3. Provide information on proposed governmental changes to obtaining vital records.

6.3.4.4. Submit information on IRGS activities or accomplishments for distribution to other societies.

6.4. **The Treasurer shall:**

6.4.1. Be responsible for receiving and disbursing funds for the Society. Receipts shall be deposited in a bank designated by the Executive Board.

6.4.2. Keep accurate records and submit financial statements at regular Executive Board meetings.

6.4.3. Submit an annual report at the Annual Society Meeting.

6.4.4. Prepare an annual budget in accordance with these Bylaws.

6.4.5. Provide the financial records to the Auditing Committee in accordance with these Bylaws.

6.4.6. Verify that the appropriate procedure for processing donations (gifts from patrons) made to IRGS is in accordance with procedures established by the Executive Board.

6.4.7. All lump-sum moneys received from Life Members shall be applied as directed by the Executive Board.

6.4.8. The Executive Board may appoint an Assistant Treasurer to perform the duties of the Treasurer in the temporary absence of the Treasurer.

6.5. The Recording Secretary shall:

6.5.1. Record and report minutes of the Society and Board meetings and provide a copy to each Executive Board member.

6.5.2. Maintain a list of all motions and the action taken for the year.

6.5.3. Keep a file of all official papers, current bylaws and committee reports.

6.5.4. In an annual report, keep a separate record of:

6.5.4.1. All motions passed.

6.5.4.2. The names of each recipient of the following classes of membership: Life and Honorary which is provided by the chair of the Membership Committee.

6.5.5. Maintain an inventory of significant possessions of the Society.

6.6. The Corresponding Secretary shall:

6.6.1. Handle all matters that require correspondence pertaining to the Society.

6.6.2. File all correspondence.

6.6.3. Send special occasion cards.

6.6.4. Acknowledge donations to IRGS.

6.7. The Immediate Past President shall:

6.7.1. Serve as a program coordinator of a committee which is responsible for:

6.7.1.1. Securing speakers and arranging for programs, seminars and workshops.

6.7.1.2. Having a hospitality sub-committee to assist members and guests and be responsible for refreshments at meetings and special activities.

6.7.1.3. Providing information about upcoming programs in a timely fashion to the Chair of the Public Relations and Editorial Committees.

6.7.2. Be a member of the Bylaws Committee.

ARTICLE VII - EXECUTIVE BOARD

7.1. The elected officers, immediate past president and five standing committee chairs shall constitute the Executive Board.

7.2. The Executive Board shall have general supervision of the affairs of the Society between its meetings, and shall make recommendations to the Society.

7.3. Meetings of the Executive Board shall be held on a monthly basis from August through April on an appointed day and time established by the Executive Board.

7.4. **Special Executive Board Meetings** may be called by the President, or three members of the Executive Board, to conduct emergency business of the Society that requires resolution prior to a regular Executive Board Meeting. The notice for a special meeting shall be by phone and/or electronic means to all Executive Board Members not less than twenty-four hours prior to the meeting. The notice shall state the purpose of the meeting and no other business other than that stated shall be conducted.

7.5. A majority of the members of the Executive Board shall constitute a quorum.

7.6. When their term of office expires, or upon resignation, the Officers and Chairs of Standing Committees shall deliver to their successors all moneys, accounts, records, books, papers, and other property belonging to the Society.

7.7. Resignations. A member of the Executive Board desiring to resign shall present the resignation in writing to the Recording Secretary who will report it immediately to the President, and the President shall report it to the Executive Board..

ARTICLE VIII- FINANCIAL

8.1. **Fiscal Year** - The Society's fiscal year shall be the calendar year.

8.2. **Records** - Financial records shall be according to established standard accounting principles.

8.3. **Annual Budget** - The Treasurer, in consultation with, and approval of the Executive Board, shall prepare and submit a proposed annual budget to the Membership at the December Annual Meeting for approval. If required, a revised budget shall be submitted to the Membership at the next Society meeting.

8.4. **Expenditures** - Disbursement of funds shall be made;

8.4.1. Within the approved budget, or with approval of the Board for any unbudgeted expenditure in excess of \$250, or with approval of the Membership for an unbudgeted expenditure in excess of \$250 for any one action.

8.4.2. In accordance with the constraints of a contributor or donor who specified how the contribution/donation is to be used. (i.e., purchase of books, tapes equipment, etc.) and is approved by the Executive Board.

8.5. **Auditing** - An Audit Committee, consisting of at least two members of the Society, shall be appointed by the President in December to review the financial records of the previous fiscal year. The Treasurer's records shall be made available to the Committee by 15 January. The audited report shall be presented at the February Executive Board meeting.

ARTICLE IX - STANDING AND SPECIAL COMMITTEES

9.1. The President, with approval of the Executive Board, shall appoint a Chair for each of the five standing committees: Education, Public Relations, Library, Membership, and Editorial. Each Chair shall be a voting member of the Executive Board.

9.2. The Chair of each committee may appoint, with the approval of the President, other members to serve on the committee and designate a Vice Chair to conduct the affairs of the committee in the absence of the Chair. The name of the Vice Chair to be posted with the Recording Secretary.

9.3. Standing committee chairs shall serve for a term of one year from the date of appointment, or for the remainder of the then President's term of office. They may be reappointed with the approval of the Executive Board.

9.4. Special committees of the Society shall be appointed as needed by the President with the approval of the Executive Board.

9.5. Standing and Special Committees working on major projects delineated in these bylaws; i.e., genealogical training courses, seminars, etc. and other special projects approved by the membership shall maintain a detailed accounting of the assets, liabilities, income and disbursements associated with each project.

9.6. At the November meeting, the Chair of each committee shall submit a year-end summary of activities and accomplishments with recommendations for improvements, as appropriate.

9.7 Duties.

9.7.1. The Education Committee shall:

9.7.1.1. Provide classes for members for instruction in genealogical/historical research.

9.7.1.2. Organize trips for genealogical/historical research if there is interest shared by the members.

9.7.1.3. Provide educational materials and instruction with non-profit organizations, as the need arises.

9.7.2. The Public Relations Committee shall:

9.7.2.1. Provide for the advertisement of meetings, classes or seminars, in local newspapers, television, radio and state and local genealogical publications in a timely manner.

9.7.2.2. Provide the Chair of the Editorial committee with information of events which are considered appropriate for the Newsletter.

9.7.3. The Library Committee shall:

9.7.3.1. File and maintain newsletters exchanged with other Societies.

9.7.3.2. With the advice of the resident Genealogical Librarian of The Indian River County Main Library, submit to the Executive Board for approval, a list of genealogical references to be purchased with budgeted Society funds, which will then be donated to the Genealogical Department of the library.

9.7.3.3. Create three sub-committees as needed: Archive, History and Records, who shall protect and preserve the Society's scrap book, member's files and historical records, pertinent to Indian River County.

9.7.4. The Membership Committee shall:

9.7.4.1. Process membership applications and collect dues to be given to the Treasurer for deposit.

9.7.4.2. Provide membership cards, if requested.

9.7.4.3. Staff registration table at all Society meetings and special functions.

9.7.4.4. Maintain an up-to-date membership roster (change of addresses, etc.) and use the Newsletter to notify members whose dues are in arrears.

9.7.4.5. Provide a list to the Recording Secretary of the names of each recipient of the following classes of membership: Life, and Honorary.

9.7.5. The Editorial Committee shall:

9.7.5.1. Collect, edit and organize material for the Society Newsletter for printing and mailing to members of the Society.

9.7.5.2. Print a list of events, and committee reports as appropriate in the Newsletter.

9.7.5.3. Maintain the master copies of current IRGS forms and publications, such as, New Member Kits, Executive Board List with telephone numbers, New Member Application forms, Guest Registration Forms and any other materials the Board may authorize.

ARTICLE X - DISSOLUTION OF SOCIETY

Upon dissolution of the Society all liabilities and obligations shall be satisfied. Any remaining assets shall be distributed exclusively for educational purposes to one or more non-profit genealogical or historical societies, libraries, museums, or educational institutions in the State of Florida operating under Section 501 (C) (3) of the Internal Revenue Code.

ARTICLE XI - PUBLICATION

- 11.1. The Executive Board shall authorize such publications as may be appropriate, including Newsletters and/or Bulletins. Exchange of publications with other genealogical or historical societies shall be encouraged.
- 11.2. The name of the official journal of the Society shall be *The Indian River Genealogical Society Newsletter*.

ARTICLE XII - PARLIAMENTARY AUTHORITY

- 12.1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern in all cases applicable and not inconsistent with these Bylaws or any special rules of order the Society may adopt.

ARTICLE XIII - AMENDMENTS

- 13.1. The Bylaws of the Society may be amended by a two-thirds (2/3) vote of the members present and voting at any meeting, provided the proposed change has been presented at an Executive Board meeting and the membership notified in the Newsletter at least two weeks in advance of the proposed vote.
- 13.2. The Bylaws were adopted by the membership at a regular meeting 8 May 1983, 3 April 1985, March 1987, 15 March 1988, 10 October 1992, 11 November 1994, 8 October 1996, 14 December 1999, 11 September 2001.
- 13.3 These revised Bylaws were presented to the Executive Board on 15 November 2005 and adopted by the Society membership at a regular meeting on 12 December 2005.