

Bylaws
of
Tazewell County Genealogical & Historical Society

Adopted 04-13-99
Revised 11-1-2016

Incorporated 17 August 1989

PLEASE PERUSE THE FOLLOWING CHANGES TO THE BY-LAWS. DELETIONS ARE STRUCK OUT. NEW WORDING IS HI-LITED. NOTE THAT ONE CHANGE IS THAT WE WILL NO LONGER OFFER ANY NEW LIFE MEMBERSHIPS. CHANGES WILL BE VOTED ON AT THE MARCH REGULAR MEETING.

- ARTICLE I NAME
- Section 1 The name of this Society shall be the Tazewell County Genealogical & Historical Society.
- Section 2 The Tazewell County Genealogical & Historical Society shall be a nonprofit, federal tax-exempt Corporation.
- ARTICLE II PURPOSE
- Section 1 To seek, preserve, and make available all pertinent data for the use of individuals, families and groups interested in tracing persons, incidents, and events in history ~~as they took place,~~ especially in Tazewell County.
- Section 2 To inform people of the value of and need for preservation of family and local history.
- Section 3 To encourage the preservation of public and private records of educational, patriotic, historical and individual personal significance, and to promote publication of related materials for public use.
- Section 4 To receive, hold, and invest monies, dues, gifts, sales, interests, etc., and to hold and administer property for the benefit of the Society and for its educational purposes as provided in Section 501(c)(3) of the Internal Revenue Code.
- ARTICLE III MEMBERSHIP AND DUES
- Section 1 Any person interested in the purposes of the Society shall be eligible for membership.
- Section 2 There shall be the following classification of membership: Charter, Charter Family, Individual, Family, ~~Student, Life Individual, Life Family, Patron, and Honorary.~~ All classes of membership may vote, make motions and hold offices unless otherwise indicated.
- A. A Charter membership shall be members joining before March, 1979.
- B. Charter family membership shall be a husband and wife joining before March, 1979.
- C. Individual membership shall be a **for one** person ~~over age eighteen.~~
- D. Family membership shall be two designated people of the same household.
- ~~E. A student membership shall be a person through age eighteen.~~
- ~~F. A life individual membership shall be a person who pays one designated sum.~~
- ~~G. A life family membership shall be a husband and wife who pays one designated sum.~~
- ~~H. The patron membership shall be for a business or organization that wishes to support our Society. The patron shall have none of the obligations of membership in the Society but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.~~
- ~~I. Honorary membership shall have none of the obligations of membership in the Society but shall be entitled to all the privileges except those of making motions and holding office.~~

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~~Section 3 Application for membership shall be submitted with dues to the Treasurer.~~

Section 4 Annual dues cover the period January 1 through December 31 and shall be submitted to the Treasurer. ~~Financial secretary.~~

~~Dues for charter, charter family, individual family, student, life individual, life family, and patron~~ Any dues increase shall be recommended by the Board to the membership for approval or rejection. The entire membership shall be notified immediately of any change in the dues. Charter members shall always pay a proportionately lower amount.

~~J. Honorary members pay no dues.~~

K. An official statement of the current dues shall be that which is in print in the latest official publication.

~~L. Life individual and life family dues shall be invested in a separate interest bearing account with the interest from said account deposited in the general fund.~~

Section 5 Dues are payable annually on or before January 1 to the Treasurer. ~~Financial Secretary.~~

Section 6 Members who have not renewed by March 1 shall be automatically dropped from membership after being duly notified in writing. Charter members dropped for nonpayment of dues shall lose their charter classification unless reinstated by payment of dues for all years of inactivity.

Section 7 Those members joining after October 1 are considered next year's members unless otherwise requested by the joining member.

~~Section 8 Honorary membership shall be awarded on rare occasions to persons making unusual contributions for the betterment of genealogy/history at the county level. Recommendation for honorary membership with supporting material must be sent in writing to the board.~~

Section 9 All voting members are entitled to one vote in the business of the Society when present at meetings.

Section 10 Membership may be suspended or refused by a two-thirds vote of the Board to anyone whose interest conflicts with the purposes of the Society. Anyone so rejected may appeal the decision to a review committee of three non-board voting members appointed by the President.

ARTICLE IV MEETINGS

Section 1 Regular meetings of the Society shall be held ~~on the second Tuesday~~ of each month or at such other time as may be announced by the President.

Section 2 The Board shall meet monthly, preceding the membership meeting or at such other time as may be announced by the President, as required by Article VI, Section 3A.

Section 3 Special meetings ~~or workshops~~ shall be called when requested by five members of the Board or by a petition signed by fifteen voting members of the Society. The purpose of the special meeting shall be stated in the call and notice posted in the Library of the Society.

Section 4 Membership quorum shall consist of ~~fifteen~~ ~~ten~~ voting members and the Board quorum shall consist of ~~five~~ ~~six~~ members.

Section 5 The President and the Board may invite other members to attend the Board meeting, such as other committee chairman or members of specific committees and/or special guests for specific reasons. The guests invited to board meetings shall be excluded from the right to make motions and to vote.

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- Section 6 Members may request to speak before the Board by ~~written notification to~~ notifying the President ~~three days~~ prior to the meeting. Members granted permission to speak before the ~~board~~ **Board** are excluded from the right to make motions and to vote.
- Section 7 Board meetings are open to members except for executive session to consider items covering individual members of the Society or other matters of a sensitive nature. Any member attending a Board meeting, except as designated in Article IV, Sections 5 and 6, are excluded from the right to make motions, to speak, or to vote.
- Section 8 Unless otherwise stated in the Bylaws of the Society, the order of business at all meetings shall be governed by *Robert's Rules of Order, Newly Revised*.
- Section 9 All meetings except executive sessions may be tape recorded.
- Section 10 The annual meeting and election of officers shall be held at the regular November meeting. If the regular November meeting is canceled, the annual meeting shall be at the ~~call of the President with notice of time and place.~~ **next regular meeting.**

ARTICLE V OFFICERS AND GOVERNMENT

- Section 1 The elected officers of the Society shall include a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, **Financial Secretary** and four at large Directors.
- Section 2 The Board shall include the elected officers, **directors** and the immediate Past President.
- Section 3 The Board shall perform the duties prescribed by the Bylaws and by the immediate parliamentary authority adopted by the Society.
- ~~Section 4 The Society shall provide employee dishonesty insurance to cover any members who handle money.~~

ARTICLE VI DUTIES OF OFFICERS

- Section 1 The President shall preside over all meetings of the Society and the Board. The President shall be the chief executive officer of the Society. ~~The President shall appoint the Parliamentarian who shall serve at the pleasure of said President.~~ The President shall appoint committees not otherwise provided for and be an ex-officio member of all committees except the nominating committee and the auditing committee.
- The President shall have the power to call special meetings of the Society upon a majority approval of the Board.
- The President shall vote only to break tie votes.
- Section 2 The Vice President shall preside and perform all necessary duties in the absence of the President. ~~The Vice President shall coordinate all projects.~~
- M. Section 3 The Recording Secretary shall keep the minutes of the meetings of the Society and of the Board and shall conduct any formal correspondence as ordered by the Society and/or the Board. **Approved minutes for the Board and regular meetings shall be filed with annotation of changes, at the end of the meeting.**
- ~~N. Unapproved minutes for the Board Meetings shall be posted in the library of the Society 24 hours before the next regular meeting exclusive of executive session.—~~
- ~~O. Unapproved minutes for the regular meetings shall be posted, in the library of the Society, 24 hours before the next Board meeting.—~~

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~~P. Approved minutes for the Board and regular meetings shall be filed with annotation of changes, at the end of the meeting.~~

Section 4 The Corresponding Secretary shall receive, open, and distribute all correspondence and publications to the proper committees and officials, and shall answer general correspondence.

Section 5 The Treasurer and Financial Secretary shall be responsible for the safe-keeping of Society funds and for maintaining financial records on software of their choice. The Financial Secretary shall record all incoming monies and shall deposit all monies received by him/her with a reliable banking company in the name of the Tazewell County Genealogical & Historical Society. The Treasurer shall pay all bills. The Financial Secretary and the Treasurer shall render a monthly report and an annual report. The Financial Secretary and the Treasurer shall make available all records upon request.

Section 6 The Board shall have general supervision of the affairs of the Society between its regular meetings, shall make recommendations to the Society, and shall perform all such duties as specified by actions of the Society.

Section 7 ~~Anyone who serves as Parliamentarian shall be able to exercise any other rights of membership he may have.~~

Section 8 Monies shall be paid out by the Treasurer, the President, the ~~Corresponding~~ Financial Secretary, the immediate Past President or others authorized by the Board.

ARTICLE VII ELECTIONS

Section 1 The Nominating Committee ~~consisting of five~~ ~~three~~ voting members shall be appointed by the President each year at the August ~~Society regular~~ meeting and shall give its report at the September regular meeting. ~~The President shall appoint the chairman of the Nominating Committee.~~

Q. It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled at the November regular meeting each year.

R. Members shall be mailed a list of proposed candidates for office in the monthly publication following the September regular meeting.

Section 2 The President shall conduct the election during the business session of the November regular meeting.

S. Additional nominations from the floor are encouraged.

T. If there is more than one nominee for an office, the election shall be by ballot. A majority of members present and voting shall elect.

Section 3 The four at-large directors shall be elected for two year terms, of which two at-large directors are elected each year. The President, Vice President, Recording Secretary, Corresponding Secretary, ~~Financial Secretary~~ and Treasurer shall be elected and shall serve for one year or until their successors take office. The elected officers shall begin their term at the first meeting of the calendar year following the election.

Section 4 Any member with the privilege of making motions and voting shall be eligible to hold an elected office in the Society provided he is eighteen years of age or older. To be elected President, the member must have previously served at least one year on the Board.

Section 5 ~~No member officer or director~~ shall hold more than one office at a time and no ~~member officer or director~~ shall hold the same office for more than two consecutive terms.

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- Section 6 In the event of the resignation or incapacity of any officer except the President, the vacancy shall be filled by a vote of the Board for the unexpired term with approval of the membership at the following regular meeting. The Vice President shall fill a Presidential vacancy, and the Board shall proceed to fill the Vice Presidential vacancy with approval of the membership at the following regular meeting.

ARTICLE VIII COMMITTEES

- Section 1 Major continuing committees are known as Standing Committees. The President shall present Standing Committee members and chairmen to the Board for approval before announcing at the regular meeting. Committees should be in place by the February meeting.

- Section 2 The Society shall have the following Standing Committees:

- U. Membership Committee
- V. The Program Committee
- W. The Publication Committee
- X. The Long Range Planning Committee
- Y. The Finance Committee
- ~~Z. Ways and Means Committee~~
- AA. Library Committee
- BB. Building Maintenance Committee
- CC. Publicity Committee
- DD. Research Committee

- Section 3 Committees needed to carry out specific functions at stated intervals and those needed to carry out specific projects shall be known as Special Committees. The President shall name Special Committees unless the method of selection is regulated by the Bylaws or the act creating the committee.

- ~~EE. The Nominating Committee shall be appointed by the President as noted in Article VII, Section 1. See same section for duties. —~~

The Budget Committee shall be appointed by the President in September to create a budget for the upcoming year. It shall consist of three appointed members plus the Financial Secretary and the Treasurer. The budget shall be presented and voted upon at the November regular meeting.

- FF. The Audit Committee shall be appointed by the President at the October Society meeting. The Audit Committee of three members shall examine the Society's financial accounts at the end of the fiscal year and submit a signed report to the Board at the February Board meeting.

- GG. A Long Range Planning Committee shall be appointed by the President as deemed necessary.

- Section 4 From time to time the President or Board may establish an Ad hoc Committee to study and complete a special assignment. Ad hoc Committees shall be appointed by the President unless the act of creating the committee specifies the method of selecting such committee members.

ARTICLE IX FISCAL YEAR

The fiscal year shall be from January 1 through December 31.

ARTICLE X AMENDMENTS

- Section 1 These Bylaws may be amended at any regular meeting of the Society by a two-thirds vote, provided that the proposed amendment has been ~~submitted in writing at a previous regular~~

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~~meeting and published in the official publication or by mail 30 days in advance of the regular meeting at which action is to be taken. made available to the membership at least 30 days prior to the vote.~~

Section 2 Every two years A Bylaws Committee shall be appointed by the President ~~and approved by the membership~~ to review the current ~~by laws~~ bylaws and make recommendations to the membership. ~~during the September meeting.~~

ARTICLE XI EXCLUSIVE PROPERTY OF THE SOCIETY

Section 1 Assets are our name, Tazewell County Genealogical & Historical Society, ~~our building~~ and all ~~other~~ possessions purchased or donated.

Section 2 Assets of the Society in the possession of any individual is subject to recall by the Society at any time.

Section 3 Tazewell County Genealogical & Historical Society's name ~~are~~ ~~is~~ the exclusive property of the Society and any assets obtained using this name are the properties of the Society.

ARTICLE XII DISSOLUTION

Section 1 In the event of a dissolution of the Society, the Board shall, after paying the liabilities of the Society, dispose of the assets to such organizations of educational, patriotic, and historical significance as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code. ~~This does not include Attempts should be made to return any articles on temporary or on indefinite loan to the Society as designated by the owner.~~

BYLAW CHANGES

ADD "HISTORICAL" TO NAME:

~~Voted on and approved at the Board Meeting, August 8, 1995.~~

~~Voted on and approved at the General Meeting, August 10, 1995.~~

~~Final approval from the Postmaster in early 1966.~~

~~Final report given to the Board, March 12, 1996.~~

~~Final report given to the membership, March 14, 1996.~~

CHANGE IN ARTICLE VI, SECTION 8:

~~Change from two signers on checks paid out to one signer on checks paid out.~~

~~Final approval given at the General Meeting, March 13, 2012.~~

ADDING POSITION OF "FINANCIAL SECRETARY" TO THE BOARD:

~~Voted on and approved at the General Meeting, November 12, 2013.~~