Bylaws of the National Danish-American Genealogical Society

Article I: NAME

The name of this organization shall be the National Danish-American Genealogical Society, hereinafter referred to as the Society.

Article II: PURPOSE

The purposes of this organization shall be:

A. To promote an interest in Danish and Danish-American genealogy through instruction, encouragement, and education on topics pertaining to Danish and Danish-American heritage, history, and genealogy.

B. To encourage research, publication, presentations, and the exchange of ideas by contributing and distributing information to the field of genealogy and its community.

C. To support the Danish and Danish-American genealogical community.

D. To hold meetings and events for the education and engagement of the membership and those interested in genealogy.

E. To advocate for the field of genealogy, the importance of preserving family history, and the historical contribution of Danish and Danish-Americans for current and future generations.

Article III: MEMBERSHIP

Section 1: Membership Eligibility

A. Any person with interest in genealogy and the Society's purpose may establish their membership by submitting a membership application and payment of annual dues.
B. Members are considered to be in good standing with the Society with full payment of applicable dues.

Section 2: Membership Categories

A. Categories of membership in the Society are:
    a. Individual for any one person who meets the membership eligibility.
    b. Household membership for two people who reside at the same address and meet the membership eligibility criteria.

Section 3: Dues and Period of Membership

A. The Executive Committee determines the membership dues and may adjust as needed.
B. Membership to the Society is from January to December. The Executive Committee may adjust membership periods as deemed necessary for new members joining the Society near the end of the calendar year.
C. Renewal dues should be paid no later than March 1 or the membership and all benefits will automatically terminate. A member who has failed to pay their membership dues by March 1 can reapply as a new member when they are ready to do so.

Section 4: Benefits of Membership

A. Each member has one vote in elections or other voting that includes members of the Society.
B. Members receive a digital copy of the Society's newsletter.
C. Members are invited to attend meetings. Members receive access to recorded meetings and handouts provided at the meetings.
D. Membership benefits may be changed by the Executive Committee as needed.

Article IV: ELECTED OFFICERS

Section 1: Officers and the Executive Committee:

A. The elected officers of the Society shall be the President, Vice President, Secretary, and Treasurer. These officers along with the immediate Past President shall constitute the Executive Committee. Officers must be members of the Society in good standing.
B. Officers shall be elected annually and shall serve until their successors are duly elected and installed. All officers may succeed themselves for additional terms by a vote of the membership.
C. Terms begin at the January meeting following the election of the officers.
D. If an officer is unable to complete their term, the vacancy will be filled by the Executive Committee as it sees fit. The officer appointed by the Executive Committee will serve until the next officer election.
E. An Officer may be removed from their position if determined appropriate by a vote of the Executive Committee.
F. Elected Officers are volunteering to participate in the Society and do not receive compensation such as wages, salaries, or monetary gifts from the Society or its members for performing their appointed job duties for the Society.
G. Within thirty days after retiring from office, an officer shall deliver to their successor all records, passwords, and other property of the Society. In cases of resignation, a resigning officer must deliver all Society property to the President or the Executive Committee as a whole within thirty days.

Section 2: Appointments to Special Committees

A. The Executive Committee may appoint individuals to responsible committees for finite terms which aid in achieving the Society's purpose.
B. The Executive Committee will be responsible to monitor any such appointed committees and manage the Society's assets, property, accruals, expenditures, or disbursement which may occur thereof.
C. Individuals who are appointed are volunteering to participate on the committee and do not receive compensation such as wages, salaries, or monetary gifts from the society or its members for their efforts and service towards the committee.

Section 3: Voting and Quorum Among the Executive Committee

A. Each member of the Executive Committee, despite the number of positions held, gets one vote.

B. A quorum consists of three of five members of the Executive Committee, or the majority of Officers currently in office.

Section 4: Conflict of Interest

A. If an Officer or appointed individual has a financial or personal conflict of interest in any topic or matter that affects the Society, the person with the conflict of interest will fully disclose the nature of their interest to the Executive Committee. The person with the conflict of interest will not participate in conversations where they can influence or vote in a matter where they have conflict of interest.
B. The conflict of interest will be recorded in the meeting minutes along with the actions and decisions of the Executive Committee regarding the Officer or appointed individual's conflict of interest.

Article V: MEETINGS

Section 1: Meeting Categories

A. Membership meetings are scheduled by the Executive Committee. The purpose of these meetings is to provide regular connection and educational opportunities to membership and event attendees. Time, date, and place of the meetings is decided by the Executive Committee.
B. Special membership meetings may be called to discuss Society business by the President with the approval of the Executive Committee, a majority of the Executive Committee, or by a written request to the Executive Committee signed by at least ten members. A special membership meeting must be scheduled at least thirty days in advance to allow for sufficient written notice to membership. The notice for the meeting must state the purpose of the meeting. No business other than that stated shall be conducted.
C. Annual Membership Meeting shall be held in the Fall at which reports of officers and any committees will be heard.

Section 2: Voting and Quorum Among Membership

A. Members' votes are kept confidential.
B. Voting may be conducted electronically. In electronic elections, members will have at least thirty days to review what is being voted on and cast their ballot.
C. A quorum consists of ten members.

Article VI: SOCIETY RECORDS, ACCOUNTS, AND DOCUMENT RETENTION

Section 1: Society Records

All records of the Society, created or prepared by an Officer, member or non-member that address any function of the Society are property of the Society. These records include Society minutes, agendas, correspondence, newsletters, guidebooks, membership lists, reports, and other documentation.

Section 2: Society Accounts
All accounts opened for purposes of the Society are the property of the Society. These include financial accounts, email accounts, Google accounts, Zoom accounts, and social media accounts.

Section 3: Document Retention Policy
A Document Retention Policy outlining the documentation that the Society keeps and the length of time types of documents are retained is enacted by the Executive Committee. Changes to this policy are made within the Executive Committee by majority vote and kept in compliance with state and federal laws and recommendations.

Article VII: FISCAL YEAR
The fiscal year for the Society is January 1 through December 31.

Article VIII: DISSOLUTION
In the event of dissolution, the Executive Committee, after paying or making provisions for payment of all liabilities of the National Danish-American Genealogical Society, shall arrange for the transfer of all remaining assets to one or more organizations that exemplify the purposes for which the Society was created. Such organizations shall be in accordance with the provisions of Section 501(c)(3) of the Internal Revenue Service Code.

Article IX: AUTHORITY
Section 1: *Robert's Rules of Order Newly Revised* shall govern the Society in all cases where they are applicable and which are not inconsistent with these bylaws and any special standing rules of order the Society may adopt.

Section 2: The Society is responsible for creating policies and procedures to serve the Society's functions and purposes. Policies shall be approved by the Executive Committee by a majority vote. Procedures may be changed as needed by Officers and committees. Guidance on changing procedures may be discussed by the Executive Committee.

Article X: AMENDMENTS
Section 1: Amendments
These bylaws can be amended by a two-thirds majority vote of the members present and voting provided that the proposed amendment has been:
a) presented to the Executive Committee at any committee meeting.
b) presented to the membership at a previous regular meeting or via electronic correspondence.

Section 2: Proposed amendments will be submitted in writing for membership to review, either by email, in the Society's newsletter, or both at least thirty days before a vote.

Section 3: Members shall be notified of results in the Society's newsletter.

Revised 1 November 2025