



# KENAI TOTEM TRACERS GENEALOGICAL SOCIETY

## BYLAWS

January 1, 2015

### Article I.

The name of the organization shall be Kenai Totem Tracers Genealogical Society, herein after referred to as "Society". The name was established pre 1983.

### Article II. Purpose

**Section 1** - The purpose of the Society is to generate interest in research, collection, and preservation of genealogical information, family histories, and related works; to provide education and training workshops to members and the public in the principles and techniques of genealogy research; and to work with the other genealogical organizations in collecting and preserving genealogical information.

**Section 2** - The Society shall work to add genealogy resources to the Kenai Community Library's genealogy collection.

### Article III. Membership

**Section 1** - The membership year shall be January 1 through December 31st. Dues are payable January 1 each year.

**Section 2** - All members may vote for and are eligible to be members of the Board.

### Article IV. Officers

**Section 1** - The elected officers shall be President, Vice President, Secretary, Treasurer, and Library Liaison and Membership. Each officer shall hold the position for 2 years.

**Section 2** - The President shall have executive supervision over the activities of the Society within the scope provided by these bylaws.

**Section 3** - The Vice President shall assume the duties of the President in the event of the absence, incapacity, or resignation of the President. The Vice President shall serve as program coordinator, and any other duties as assigned by the Board of Directors.

**Section 4** - The Secretary shall keep the minutes for the general meetings and the board meetings, and provide copies to appropriate parties. The secretary shall maintain all

correspondence, the membership directory, and perform any other duties as assigned by the Board of Directors.

**Section 5** - The Treasurer shall be responsible for the keeping and maintaining the Society's checkbook and ledger; deposit all monies as required and pay bills promptly. A report shall be given at each meeting. The Treasurer shall also perform other duties as assigned by the Board of Directors.

**Section 6** - The Library Liaison shall initiate and maintain resources, coordinate staffing for the Kenai Community Library's Genealogy Room, review recent publications and recommend acquisitions. The Library Liaison shall open mail and disperse as necessary, and perform any other duties as assigned by the Board.

**Section 7** - The Membership person shall keep membership records updated and maintains the memberships or correspondence with other groups of interest to the Society, and maintains a surname list for interested members along with performing any other duties as assigned by the Board.

**Section 8** - Board members may be removed by a two-thirds vote of the membership.

**Section 9** - All board members shall be members in good standing of the Society.

**Section 10** - Should a vacancy occur in one of the Board positions, the Board shall appoint a member to fill the vacancy for the remainder of the term. This does not apply to the position of Presidency.

## **Article V. Meetings**

**Section 1** - Regular meetings of the Society shall be held monthly except during the months of June through August, unless; the President or the Board of Directors calls a special meeting.

**Section 2** - The monthly meeting shall be held on a specified day voted on by the membership.

**Section 3** - The annual meeting of the Society shall be held during the month of January.

**Section 4** - A quorum shall consist of 50% of members present.

## **Article VI. Elections**

**Section 1** - The names of the candidates for election to office shall be provided 10 (ten) days prior to annual meetings.

**Section 2** - Any member of the Society at the annual meeting may make nominations with the consent of the nominee. The nominee must be a member of the Society.

**Section 3** - All officers shall be elected by a simple majority vote cast by secret ballot at the annual meeting. Should only one person be nominated, the presiding officer may declare the candidate elected.

## **Article VII. Board of Directors**

**Section 1** - The Board of Directors shall administer the day to day affairs of the Society.

**Section 2** - The members of the Board of Directors shall be the President, Vice President, Secretary, Treasurer, and Library Liaison and Membership.

**Section 3** - The Board of Directors shall meet as often as needed to be determined by the President.

**Section 4** - Special meetings, of the Board of Directors may be called by the President or by requesting of one or more of the members of the Board.

**Section 5** - A quorum for the transaction of business shall consist of a majority of the Board members.

### **Article VIII. Finances**

**Section 1** - The fiscal year of the Society shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

**Section 2** - Books and accounts of the Society shall be kept under the direction of the Treasurer and in accordance with the standard practices of accounting.

**Section 3** - All expenditures over twenty-five dollars (\$25) for any one item or purpose must be approved by a majority of the Board of Directors.

**Section 4** - At the close of each fiscal year, a committee appointed by the President for that purpose should audit the books and records of the Society.

**Section 5** - All reports and records of the Society shall be available for inspection at reasonable times by any member.

**Section 6** - With the prior authorization for the Board of Directors, the President or the Vice President shall execute all notes, contracts and other legal documents on behalf of the Society. All checks shall be executed on behalf of the society by two for the elected officers.

### **Article IX. Amendments**

**Section 1** - These bylaws may be amended by a 2/3rd vote of the Board members. Any proposed amendments shall be distributed to Board members prior to the meeting, at which the amendments are to be voted on.

**Section 2** - Any member of the Society may recommend an amendment of these bylaws to the Board of Directors for consideration by the membership at a meeting.

**Section 3** - The Board of Directors shall adopt a resolution setting forth the proposed amendment and direct that it shall be submitted to a vote at a meeting of the members.

**Section 4** - Written or printed notice setting forth the proposed amendment shall be presented to each member with the meeting notice.

**Section 5** - At any such meeting a vote of the membership shall be taken on the proposed amendment, and the proposed amendment shall be adopted receiving affirmative vote of at least two-thirds of the members voting with a quorum being present.

**Section 6** - The Board will periodically review these by laws to determine that they fulfill the need of the Society.

## **Article X. Parliamentary Authority**

The Rules contained in *Robert's Rules of Order, Newly Revised 10<sup>th</sup> Edition*, shall govern the proceedings of the Society and the Board of Directors except in such cases as are covered by these bylaws.

## **Article XI. Dissolution**

Upon dissolution of the Kenai Totem Tracers Genealogical Society, the officers who serve as the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Society, offer the assets of the Society to the Friends of the Kenai Community Library.