

**Amended Bylaws
of
North Florida Genealogical Society Inc.**

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Name

The name of the organization is North Florida Genealogical Society Inc., hereinafter the "Society".

Article I Purpose

The purpose of this society shall be:

- A. To establish a nonprofit organization in the Jacksonville, Florida geographical area devoted solely to the collection of and dissemination of factual genealogical information and raising standards of genealogical research.
- B. To provide a place of assembly and bring together at specific times people actively interested or engaged in genealogical research.
- C. To hold and sponsor genealogical seminars workshops and classes as well as scheduled series of lessons in genealogy.
- D. To gather genealogical books, magazines, records, and other source materials.
- E. To search for, collect, compile, and or publish source material of genealogical value.
- F. To promote and aid in every type of genealogical research.

Article II Members

Section 1. Qualifications: Any individual interested in promoting the purposes of the Society may be eligible for membership subject to any limitations imposed by these bylaws.

Section 2. Classification. There shall be four classes of membership:

- A. Active. Any member in good standing:
 - 1. Single.
 - 2. Family, which shall consist of two related individuals living at the same address, each of whom will be considered a member for voting purposes.
- B. Honorary. Upon the recommendation of the Board and by 2/3 vote by ballot, honorary membership may be conferred upon a person at any regular meeting who has made a notable contribution towards the purposes of the Society. Any honorary members shall be permitted to attend and speak at meetings but shall

not make motions, vote, or hold office. An honorary member is not required to pay dues.

- C. Charter. A member who joined prior to July 1965.
- D. Junior. Any Family Membership includes members of the family under 18 as Junior Members who have no voting rights.
- E. Life. A member who purchases a life membership certificate shall be exempt from paying any further dues. A life member shall be entitled to all benefits and privileges of the Society.

Section 3. Good standing. A member in good standing is one whose current dues are paid and who complies with the provisions of these bylaws. Subject to the limitations in Section 2 above, a member in good standing is entitled to one vote.

Section 4. Resignations and Terminations.

- A. A member in good standing may resign by written notice to the Board.
- B. A member whose dues have not been paid by March 1st may be dropped from membership.
- C. A member who fails to abide by these bylaws or willfully seeks to do harm to the Society must have their membership suspended by the Board. A 2/3 vote of the members present at the regular meeting following a 20-day notice is required for termination of the member.

Article III Fiscal Year

The fiscal year begins January 1 and ends December 31.

Article IV Dues

Section 1. Annual Dues.

- A. The annual dues amount will be determined by the Board of Directors prior to the beginning of the fourth quarter of each fiscal year.
- B. All annual dues are due on or before January 1 of each year except as detailed below.
- C. If a member joins the organization during the fourth quarter of any year, their dues will automatically be credited to the following year; however, their membership will begin immediately upon payment.

Article V Officers

Section 1. Officer Positions.

The elected officers of the organization are: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and any additional officers determined by the Board of Directors from time to time. These officers will perform the duties prescribed by these bylaws and the adopted parliamentary procedure.

Section 2. Qualifications for Office.

- A. A member seeking office should have been an active member for at least six months prior to their nomination.
- B. To be eligible for the office of President, a member must have been a member for a minimum of one year and have served as a director.

Section 3. Term of Office.

The officers will be elected for a term of one year or until they resign, are removed, or until their successors are elected and assume office.

No member may hold more than one office at a time except those of Recording and Corresponding Secretary.

Section 4. Vacancies.

- A. A vacancy in any office may be filled by the Board until the next election, except for President, which must be assumed by the First Vice-President.
- B. An officer who fails to attend three successive Board meetings without prior approval from the President will be deemed to have resigned from office.

Section 5. Duties of Officers.

In addition to the specified roles below, all officers shall be subject to the policies and procedures manual.

- A. The President shall:
 - 1. be the chief executive officer and official representative of the Society.
 - 2. be responsible for general supervision and affairs of the Society.
- B. The Vice President shall perform the duties of the President in the absence of that officer or assume the office of President in the event of a vacancy in that office.

- C. The Recording Secretary shall:
 - 1. record the proceedings of the Society, the Board of Directors, and the Executive Committee.
 - 2. serve as an Assistant Registrar of the Seminar.
 - 3. ensure that a copy of all minutes is on file in the Society office.
- D. The Corresponding Secretary shall:
 - 1. issue notices to meetings of the Society when directed by the President.
 - 2. conduct an official correspondence as directed by the President or Board.
 - 3. process renewals of subscriptions.
 - 4. process mail orders.
- E. The Treasurer shall:
 - 1. be the custodian of all funds of the Society.
 - 2. keep accurate records of receipts and disbursements.
 - 3. make a financial report at each meeting of the Board. Financial reports are available on a reasonable basis.
 - 4. prepare an annual report by January 31st.
 - 5. serve as a member of the Finance Committee.
 - 6. serve as Registrar of the Seminar.
- F. The Historian shall:
 - 1. compile and keep a record of the activities and achievements of the Society and make historical facts available upon request.
 - 2. act as custodian of all permanent records and materials related to the history of the Society.

Section 6. Officers' records.

All officers shall return all records and correspondence pertaining to their respective offices to the President within fifteen (15) days of vacating office.

Article VI Nominations and Elections

Section 1. Nominations.

Nominations shall be from the floor at a meeting for that purpose at least four weeks before the Annual Meeting.

Section 2. Election of Officers.

The officers will be elected by ballot at the annual meeting in November; however, the vote may be taken by voice vote if there is only one nominee for each office.

Article VII Meetings

Section 1. Regular Meetings.

The regular meetings of the Society shall be held on the day set by the Board unless otherwise ordered by the membership.

Section 2. Annual Meeting.

The regular meeting in November shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and any other business that may arise.

Section 3. Special Meetings.

Special meetings may be called by the President or 50% of the Executive Committee. Notice of at least five days shall be sent to all members giving time and purpose of the meeting.

Section 4. Quorum.

15 members of the Society shall constitute a quorum.

Article VIII Board of Directors

Section 1. Composition.

The Board of Directors will be composed of a minimum of six members including the officers. The Board of Directors may from time to time increase their number.

Section 2. Duties.

The Board of Directors shall:

- A. have general supervision of the affairs of the Society.
- B. transact the business of the Society between meetings except such as registered to the Executive Committee.
- C. adopt policies and procedures.
- D. adopt the budget at or before the February meeting.
- E. determine the time, place and fees for any seminars, workshops and classes.
- F. be subject to the will of the membership and none of its actions can conflict with the action of the Society.

Section 3. Meetings.

The Board must meet at least every other month after the Members' Meeting. A majority of the Board members shall constitute a quorum.

Article IX Executive Committee

Section 1. Composition.

The Executive Committee is composed of the elected officers of the organization.

Section 2. Duties.

The Executive Committee shall:

- A. transact urgent business between meetings of the Board and perform all duties assigned by the Board.
- B. approve appointments of the President and of the committee chairman when committee members are appointed.
- C. be subject to the will of the membership and none of its acts will conflict with the action of the membership.

Section 3. Meetings and Quorum.

The Executive Committee shall meet on the call of the President. The first meeting shall be held prior to the regular January business meeting. A quorum shall consist of four voting members.

Article X Committees

Section 1. Special Committees.

Special committee shall be appointed by the President as deemed necessary with the approval of the Board.

Section 2. Member Ex Officio.

The President shall be an Ex officio member of all committees.

Section 3. Records.

Committee Chairmen shall turn over all records and files pertaining to their respective committees within 15 days of vacating office to their successors, if appointed, or to the President.

Article XI Parliamentary Authority

The rules contained in the current edition of *Roberts 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 these bylaws and any special rules of order the Society may adopt.

Article XII Amendments

These bylaws may be amended at any regular business meeting of the Society, provided the Board has approved a written notice of such amendment that has been distributed to all members 20 days before said meeting. An amendment shall become part of these bylaws by a 2/3 vote of the members present and voting.

Article XIII Dissolution

The dissolution of the Society will be in accordance with Fla. Stat. § 617.1402 *et. seq.*