

Constitution and Bylaws of the Douglas County Genealogy Club

Article 1 -- Name

The name of this organization shall be the Douglas County Genealogy Club, or as abbreviated: DCGC.

Article 2 -- Purpose

The objectives of this club are to create and foster an interest in genealogy, to aid individuals in their genealogical research and in compiling their family histories, to encourage the deposit of genealogical records in established historical societies, libraries, or archives, and to publish a newsletter.

Article 3 -- Membership

- A. The membership of the club shall be open to all persons interested in genealogy or local history and who abide by the bylaws of the club.
- B. Active members are defined as those who have paid dues for the current calendar year

Article 4 -- Annual Dues

Annual dues shall be \$10 per individual. These are payable at the first meeting of the calendar year (January – December). Dues received from new members after November 1 will be credited to the following year. The Treasurer will notify members who have not paid by February 28th. Names will be removed from the mailing list if dues are not received by the April meeting. Any proposed change to the annual dues must follow the rules as outlined in Article 11.

Article 5 -- Officers

- A. The officers of the club shall be President, Vice-President, Secretary and Treasurer.
- B. Election of President and Secretary will take place in even years.
- C. Election of Vice president and Treasurer will take place in odd years.
- D. Terms of office shall be for (2) years.
- E. These officers shall perform the duties prescribed by these bylaws and by Roberts Rules of Order.
- F. Elections shall be held at the January annual meeting. Elected officers

may succeed themselves once for a total of 4 consecutive years served

G. Officer Succession:

1. President: In the event the office of the President becomes vacant the Vice-President shall serve as President until the end of the President's term. The membership shall vote on filling the Vice-President's office and the newly elected Vice-President shall serve for the remainder of the Vice-President's term.
2. Vice-President: In the event the Vice-President's position becomes vacant the membership shall elect a new Vice-President who shall fill out the remainder of the term. In the event both the President and Vice-President's positions become vacant the membership shall elect a new President and Vice-President who shall serve out the remaining terms of the President and Vice-President.
3. Secretary and Treasurer: In the event either or both positions of Secretary and Treasurer become vacant the President shall appoint individuals with the approval of the Executive Board and the general membership to serve for the remainder of the respective terms of Secretary and Treasurer.

Article 6 -- Duties of Officers

A. President:

1. Preside over monthly meetings and special meetings.
2. Head committees as outlined in Article 9.
3. Send meeting agendas out to the membership.

B. Vice-President:

1. Head committees as outlined in Article 9.
2. Serve as president in the absence of the president.

C. Secretary:

1. Take minutes of all meetings and distribute them to the President and editor of the newsletter.
2. Track members and guests at meetings.
3. Keep custody of these same records.
4. Shall turn all records over to the President or Vice-President upon request.
5. Responsible for correspondence as directed by the board or general membership.

D. Treasurer:

1. Shall dutifully keep an accurate, up to date accounting of all club finances.
2. Report to the President and the club on a monthly basis.
3. Assist the financial review committee during the annual financial review.
4. Shall turn over all financial records upon request by the President or Vice-President.
5. At the completion of the treasurer's term, all financial records are to be turned over to the new treasurer or the executive board.
6. Shall develop a budget and present same to the board at the December board meeting.

Article 7 -- Meetings

- A. Regular meetings of the club shall be held the first Tuesday of each month.
- B. Meetings shall be conducted at an appointed location as determined by the membership.
- C. Members will be notified of any exceptions.
- D. The President or the membership may call special meetings.
- E. At least seven members must be present at a meeting to make motions or conduct business.
- F. The annual meeting will be held in January.

Article 8 -- Executive Board

The executive board shall consist of the officers of the club in addition to a minimum of three club members.

Article 9 -- Committees

The club shall have the following committees, as approved by the membership:

- A. Membership, Public Relations and Publications – chaired by the president.
- B. Education, Programs and Presentations—chaired by the Vice-President.
- C. Financial Review Committee. Shall meet in January with the treasurer to review the previous years financial records.
- D. Research Committee.
- E. Any other committees as needed.

Article 10 -- Rules of Decorum

All meetings shall be conducted with the parliamentary rules given in Robert's Rules of Order, or any modification of these rules, as approved by the membership.

Article 11 -- Amendments

- A. Any proposed amendment to the bylaws must be provided in writing one month prior to the meeting the proposed amendment is to be voted on.
- B. A simple majority vote is required for the adoption of the proposed amendment.

Article 12 -- Memorials

Active members who pass away will be honored through a \$50 gift to the Superior Public Library for the purchase of genealogical materials. A card shall be sent to the family notifying them of the memorial gift.

Article 13 -- Dissolution

Upon dissolution of the club, any funds, etc. will be disbursed 50/50 between the Douglas County Historical Society and the Superior Public Library.

Revised 1/5/2016, 11/5/2019