

# **Constitution and Bylaws**

## **Article 1—Name**

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

## **Article 2—Purposes**

The objectives of this club is 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 society 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. 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 January 31<sup>st</sup>. Names will be removed from the mailing list if dues are not received by the February meeting. Dues rates can change by a majority vote of the membership at the annual meeting.

## **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. Officers may succeed themselves once for a total of 4 years served.
- G. Officer Succession:

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.

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.

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—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 7—Executive Board**

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

#### **Article 8 - Committees**

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

- Membership, Public Relations and Publications – chaired by the president
- Education, Programs and Presentations—chaired by the Vice-President
- Financial Review Committee
- Any other committees as needed.

#### **Article 9—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 10—Amendments**

Any provision within the constitution and bylaws may be amended by a majority vote of membership present at a given meeting.

#### **Article 11: 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 12 – 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.

<sup>1</sup> Revised 1/5/2016

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