

FREDERICKSBURG REGIONAL GENEALOGICAL SOCIETY
CONSTITUTION AND BYLAWS

November 11, 2015

ARTICLE I
NAME AND PURPOSE

- Section 1: The name of this society shall be the Fredericksburg Regional Genealogical Society (hereinafter referred to as the "Society").
- Section 2: The Society shall have its headquarters in the City of Fredericksburg, Virginia or one of the surrounding counties as determined by a majority vote of the Executive Council.
- Section 3: The Society shall be organized and operated as a non-stock, nonprofit, and educational organization under the laws of the Commonwealth of Virginia. No part of Society funds shall inure to the benefit of any private individual. The purpose of the Society shall be:
- 1) to bring together persons who are conducting genealogical research and promote fellowship and cooperation among them,
 - 2) to encourage, foster and organize the collection, preservation, and dissemination of genealogical research, knowledge and information,
 - 3) to foster and provide education in the use of proper genealogical methodology and adherence to standards of accuracy and thoroughness in genealogical research,
 - 4) to promote the preservation of records and resources within this region, as well as other areas, having genealogical research value, and
 - 5) to cooperate and participate with other organizations that have similar genealogical and local historical interests, and to undertake genealogy-related public service programs

ARTICLE II
MEMBERSHIP

- Section 1: A. Membership in the Society shall be open to any person, upon payment of dues, who subscribes to the purposes and principles of the organization as stated in Article 1.
- B. A member is encouraged to:
1. attend meetings regularly,
 2. accept assignments, committee appointments and offices,
 3. pay dues promptly, and
 4. maintain the good and welfare of the Society.

C. All new members shall be given a copy of the bylaws and a package of information and material about the Society.

Section 2: Each member present at a monthly or special meeting of the society shall be entitled to one vote on each matter submitted for a vote of the membership.

Section 3: Membership in the Society shall be of three classes:

- 1) Individual (includes other organizations such as libraries, etc.)
- 2) Family (two persons or more)
- 3) Student (must be under 18 years old, show identification that states age and have parent's signature on the application).

Section 4: The Society's fiscal year is January 1 through December 31. The annual membership year shall commence on January 1 and dues are delinquent on March 31st of that year. Any dues received after October 1 shall be credited to the following fiscal year.

Section 5: A roster of Individual, Family and Student memberships will be maintained. Dues may be changed by recommendation of the Executive Council or a motion from the floor and majority vote of the assembled membership at a regularly scheduled or called meeting of the Society.

ARTICLE III OFFICERS AND THEIR DUTIES

Section 1: The Officers of the Society shall be a President, 1st Vice-President, 2nd Vice-President, Treasurer, a Recording/Corresponding Secretary and a Past-President. The office of Past-President shall be filled by the most immediate past president able and willing to serve. These officers shall perform the duties prescribed in the following sections.

Section 2: The officers shall serve a one-year term. No officer shall serve in the same office for more than three consecutive terms.

Section 3: The officers shall constitute the voting members of the Executive Council. Nonvoting members include chairpersons of the standing Committees.

Section 4: The duties of the officers of the Executive Council shall be those common to the respective offices held. Such duties shall include, but not be limited to the following:

- 1) President. The President shall be responsible for administering the business of the Society and exercising direction consistent with the Constitution and Bylaws. The President shall preside at all meetings of the Society members and of the Executive Council. The President shall be a voting member of the Executive Council.
- 2) 1st Vice-President. The Vice-President shall perform all of the duties of the President in the absence of or at the request of the President and shall serve as President of the Society should that office become vacant. Serve as Program Chairperson. The

Vice-President serves as Chairperson of the Publicity Committee and the Events Committee.

- 3) 2nd Vice-President. The 2nd Vice-President shall preside in the absence of the President and First Vice-President and Serve as Membership Chairperson and assume the duties of the Registrar. Those duties include preparing the membership and surname directories of the Society.
- 4) Treasurer. The Treasurer shall collect all monies received by the Society and shall deposit this money to the credit of the Society in such financial institution(s) as designated by the Executive Council. The Treasurer shall disburse and keep an accounting of all monies of the Society. At the end of the fiscal year, the Treasurer shall provide a statement of the accounts to the Executive Council. The Treasurer shall maintain all financial records and make them available for audit by an individual or organization determined by the Executive Council. The Treasurer shall prepare an annual financial report for the Society as a nonprofit organization and submit it, if required, to the Internal Revenue Service. The Treasurer and the Finance Committee shall prepare and submit a preliminary budget to the Executive Council at the December EC meeting. The Treasurer must present a written monthly report at the membership meeting to be included with the minutes of the meeting. All disbursements above normal business expenses shall require the signature of any of the following officers: The Treasurer, the President, 1st Vice President, or 2nd Vice President. The Treasurer shall record all new dues-paying members to include name, and e-mail address. The Treasurer will then submit the name and e-mail address to the Recording/Corresponding Secretary and to the Registrar.
- 5) Recording/Corresponding Secretary. The Recording/Corresponding Secretary shall keep, prepare, and preserve the minutes of regular membership business meetings, special meetings, and meetings of the Executive Council.
- 6) Past-President. Any willing Past-President shall serve as a member of the Executive Council.

Section 5: Any officer of the Society may be removed for cause at the discretion of the Society by a two-thirds affirmative vote of all members present.

Section 6: Officers are expected to attend all meetings. If unavailable they should notify the President

ARTICLE IV

EXECUTIVE COUNCIL

Section 1: The Executive Council shall administer and manage the business of the Society and shall be responsible for establishing policy. The Executive Council shall develop the Society's budget for approval by the members.

Section 2: The Executive Council shall appoint a member to serve the remaining term of any officer in the event the position becomes vacant or is abandoned. Such appointment must be confirmed by a majority of members present at the next meeting of the Society membership.

Section 3: The Executive Council will meet monthly in advance of the general membership meeting at a time convenient to the EC members, via Skype conference. Any member of the Executive Council may call a special meeting of the Executive Council. A quorum for an Executive Council meeting shall be a majority of the members of the Executive Council. Business is conducted by majority vote.

ARTICLE V

MEMBERSHIP MEETINGS

Section 1: Society membership meetings shall be held on the second Wednesday at 7:00 pm of each month unless changed by majority affirmative vote of all members present at the monthly Society meeting.

Section 2: The annual election meeting shall be held at the November membership meeting with installation of officers at the January membership meeting.

Section 3: Only paid members are eligible to vote

Section 4: Seven (7) members shall constitute a quorum at all membership meetings of the Society. Business is conducted by majority vote.

ARTICLE VI

NOMINATIONS AND ELECTIONS

Section 1: A Nominating Committee consisting of three members shall be organized no later than the September membership meeting. No current member of the Executive Council shall be eligible to serve on this committee.

Section 2: The Nominating Committee shall select its own Chairperson from among its members.

Section 3: The Nominating Committee shall prepare a slate of nominees to be voted on by the membership at the annual election meeting. Space shall be allowed on the ballots for writing in other nominees for each office, if the voter so desires.

Section 4: The Nominating Committee shall submit a report naming the slate of nominees to the Recording/Corresponding Secretary no later than the October monthly meeting. The Recording/Corresponding Secretary shall transmit this report to the membership.

Section 5: Opportunity will be given at the annual election meeting for additional nominations from the floor.

Section 6: No nominee shall be named, either by the Nominating Committee or from the floor, without his/her consent and acknowledgment of his/her ability to serve.

Section 7: New officers shall be elected by a majority of written and e-mail ballots sent to Recording/Corresponding Secretary or to the Society P.O. Box received on or before the election meeting. The Recording/Corresponding Secretary shall tabulate the votes to be confirmed by the Past-President. The Recording/Corresponding Secretary shall then announce the results.

Section 8: New officers shall assume their positions on January 1 following the election. Outgoing officers shall transfer pertinent files to the newly elected officers no later than the January 1 membership meeting.

ARTICLE VII

COMMITTEES

Section 1: The Society standing committees shall be as follows:

- 1) Constitution and Bylaws Committee. The Constitution and Bylaws Committee shall have charge of all proposed amendments to the Society Constitution and Bylaws and shall examine all proposed amendments reporting its findings to the Executive Council before the proposed amendment is submitted to the members for approval. The members of this committee shall be the Executive Council and any other member volunteer(s). The President shall be the chairperson.
- 2) Program Committee. The Program Committee shall, in coordination with other affected committees, arrange for the speaker or other program for the regular and special meetings of the Society. Program responsibility can be delegated to other committees or subcommittees as appropriate. The 1st Vice President shall be the chairperson.
- 3) Publicity Committee. The Publicity Committee shall be responsible for publicizing all meetings and activities, financial campaigns, history, special articles, and all other phases of the aims and work of the Society. The 1st Vice President shall be the chairperson.
- 4) Membership Committee. The Membership committee shall encourage active Society membership on the part of all eligible persons. They shall devise special membership information material, conduct special campaigns, and mailings, etc. to contact prospective members. The members of this committee shall be the 2nd Vice President and any other member volunteer(s). The 2nd Vice President shall be the chairperson.
- 5) Finance Committee. The Finance Committee shall propose the annual budget. This committee shall propose the original dues for membership and any subsequent changes therein, for approval by the Council and members. The members of this committee shall be the Treasurer and other member volunteer(s).
- 6) Events Committee. The Events Committee shall propose and coordinate Society participation in local and genealogical events. The members of this Committee shall be the FGS Delegate and any other member volunteer(s). The 1st Vice President shall be the chairperson.

Section 2: The President shall appoint, with approval of the Executive Council, any Special Committees as may be necessary. Special Committees shall appoint their own Chairperson, who will report to The Executive Council.

ARTICLE VIII VOLUNTEER POSITIONS

The following positions will be filled on a continuing basis:

- 1) Newsletter Editor. The Newsletter Editor should prepare and edit the Society newsletter. The Editor shall recommend to the Executive Council matters of policy regarding the Newsletter and administer such as are approved by the Executive Council. The Newsletter Editor shall serve as nonvoting member of the Executive Council. The Society Newsletter shall be published at least quarterly.
- 2) Librarian: The Librarian shall have the care and custody of all books, microfilms manuscripts and other publications possessed by the Society and shall catalog all of its assets. The Librarian shall also have charge of soliciting gifts and negotiating exchanges and recommending purchases of new materials for the library. The Librarian shall be responsible for preparing the annual list for publication in the Society Newsletter. The Librarian shall maintain a process for lending assets to members.
- 3) FGS Delegate: The FGS Delegate shall be the point of contact between the Society the Federation of Genealogical Societies and shall be a member of the Events Committee.

ARTICLE IX AMENDMENTS

- Section 1: Amendments to the Constitution and Bylaws may be proposed by the Constitution and Bylaws Committee or by a member. Amendments proposed by the Constitution and Bylaws Committee shall be approved by said Committee, before being submitted to the Executive Council for review. Any amendment proposed by a member shall be submitted to the Constitution and Bylaws Committee in writing for review and for refinement into parliamentary language. The Committee, in so doing, shall not change the essence of the proposal. The proposed amendment shall then be referred with any recommendations, to the Executive Council for review and approval and for submission to the membership for vote. It must be presented to the membership of the Society in writing at least 30 days prior to the meeting at which it will be presented for vote.
- Section 2: Approval of amendments to the Constitution and Bylaws requires a majority of the members present at a membership meeting.
- Section 3: Amendment(s) shall become effective upon adoption by the membership unless otherwise specified in the amendment(s).

ARTICLE, X AUTHORITY IN DISPUTES

The final authority in the settlement of disputes shall be "Robert's Rules of Order Revised" in all cases in which they are not inconsistent with the Bylaws of the Society.

ARTICLE, XI
DISSOLUTION

The Society may be dissolved by a vote of two-thirds majority vote of its members. In the event of any dissolution of the Society, the Society's assets shall be transferred to a nonprofit organization to be chosen by the Executive Council.

Approved by the membership this 11th day of November 2015.

Amended:

November 1995
24 April 1996
27 January 1999
14 March 2007
9 November 2011
11 November 2015