

FREDERICKSBURG REGIONAL GENEALOGICAL SOCIETY
CONSTITUTION AND BYLAWS

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: 1) Membership in the Society shall be open to any person, upon payment of dues, who subscribes to the purposes & principles of the organization as stated in Article I.
- 2) 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.
 - 3) All new members shall be given information and material about the Society, including access to the constitution and bylaws.

- 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 show School ID and have a parents' signature if under 18).
- 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: 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.
- Section 6: A roster of Individual, Family and Student memberships will be maintained by the membership Chair.

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 regular Membership and Executive Council Meetings. The president shall prepare an Agenda for all Meetings.

2) 1st VICE-PRESIDENT

The 1st 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.

The 1st Vice-President serves as Program Chairperson and shall oversee the Publicity and Events Committees.

3) 2nd VICE-PRESIDENT

The 2nd Vice-President shall preside in the absence of the President and the 1st Vice-President.

The 2nd Vice-President shall Serve as Membership Chairperson and assume the duties of the Registrar. Those duties include preparing, maintaining and preserving, the membership and surname directories of the Society. A copy of the membership roster shall be submitted to the EC on a monthly basis.

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 (EC).

The treasurer shall disburse and keep an accounting of all monies of the Society.

The Treasurer must submit a written monthly report at the membership meeting to be included with the minutes of the meeting.

All disbursements above normal business expenses, or not in the budget, shall require approval of the EC. Any disbursement over \$250 requires 2 signatures; the Treasurer and President. The signatories must not be related.

The Treasurer shall record all new dues-paying members to include name, address, phone # and email address and submit same to the Membership Registrar, and the Recording/Corresponding Secretary.

The Treasurer shall prepare an annual financial report as a non-profit organization and submit it, if required, to the Internal Revenue Service.

At the end of the fiscal year, the Treasurer shall provide a statement of the accounts to the EC and make all financial records available for audit by an individual or an organization determined by the EC.

The Treasurer and Finance Committee shall prepare and submit a preliminary budget to the EC in December for review and comment.

5) RECORDING/CORRESPONDENCE SECRETARY

The Recording Secretary shall keep, prepare, and preserve the minutes of regular membership business meetings and meetings of the Executive Council.

Shall handle the correspondence of the Society to include notice of regular Monthly meetings, both Membership & SIG. This office may be filled by a Volunteer, at the discretion of the Board.

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 twice yearly or as required, at a time convenient to the EC members, by Video Conference or in-person as agreed by the members of the EC.

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 normally be held on the second Wednesday of each month, at 7:00 pm, except July, August and December.

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 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 4: Opportunity will be given at the annual election meeting for additional nominations from the floor.
- Section 5: 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 6: Officers shall be elected by a show of hands of the members, eligible to vote and attending the November Membership Meeting.
- Section 7: 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 EC 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 committee shall report to the 1st Vice-President.

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 & any other member volunteer(s). The committee shall report to the EC.

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) HISTORIAN

The Historian shall have the care and custody of the Historical Documents of the Society. These documents shall be available for viewing at Special Events or other Membership Meetings, with sufficient notice to the Historian.

3) FGS DELEGATE:

The FGS Delegate shall be the point of contact between the Society the Federation of Genealogical Societies & 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 Society 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.

All changes to the by-laws 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 13th day of March 2019

Amended:

November 1995
24 April 1996
27 January 1999
14 March 2007
09 November 2011
11 November 2015
13 March 2019