

Treasure Coast Genealogical Society, Inc.
BYLAWS

ARTICLE I – NAME

The name of the organization shall be Treasure Coast Genealogical Society Inc. Treasure Coast Genealogical Society, hereinafter known as TCGS, is a non profit 501(c) (3) Florida Corporation located in Fort Pierce, St. Lucie County, Florida.

ARTICLE II – PURPOSE

Objectives: The objectives of the Society shall be:

To unite the educational efforts of persons interested in the art and science of genealogy;

To promote scientific methods of research;

To promote the study of history, geography and the social customs of our ancestors;

To preserve and to save from deterioration any and all vital records, having any degree of genealogical significance;

To make available to the public general knowledge concerning the availability of records and their different places of storage; and

To foster the compilation of available records in forms that will increase their usefulness.

Non-Profit Society: This society is a non-profit organization. No net earnings of the Society shall benefit any private individual.

ARTICLE III – MEMBERSHIP AND DUES

Eligibility: Any Individual(s), firm(s) or organization(s) interested in promoting our objectives are eligible for membership.

Classification of Members:

Individual – Individual members with a paid up membership shall be entitled to one vote in all elections.

Family – Family members, related by blood or marriage, living at the same address and having a paid up membership. A family membership can be up to four household members, but only two family members shall be entitled to vote in all elections.

Organization – Any organization with a paid up membership shall be entitled to one vote in all elections.

Lifetime – Any individual, firm or organization shall be entitled to one vote in all elections with a paid up membership. Lifetime Membership Dues are equal to 15 years of dues payable in a lump sum. Lifetime Membership may also be accorded gratis to select individuals with the approval of the Board.

Dues are due before January 1. A member becomes in arrears after January 1 and will be dropped from the rolls, if dues are not paid before February 14. Members dropped for non-payment of dues

may be reinstated upon payment of dues for the current year. Dues paid by new members after September 1 shall be entitled to membership through the end of the following year.

ARTICLE IV – MEETINGS

Regular Meetings: The Society shall meet at least nine (9) times per year, September through May, with date, time and place in St. Lucie County, Florida agreed upon by the membership.

Annual Meeting: An annual meeting shall be held in December for the purposes of receiving reports of officers and committees, and electing and installing officers

Special Meetings: A special meeting may be called by the President or by the Board of Directors or by the written request of 25% or more of the members then entitled to vote.

Voting: All members whose dues are paid to date are entitled to vote.

Voting percentage: A majority of votes cast is necessary for passage of any action, with the exception of Article III, Dues, and Article IX, Amendments

Quorum: Fifteen members shall constitute a quorum at any meeting.

ARTICLE V – BOARD OF DIRECTORS

Number and qualifications: The Board of Directors shall be composed of the officers of the Society: President, Vice President, Secretary, and Treasurer; and immediate past President, Newsletter Editor, Webmaster, Membership Chairman, and Library Volunteer Coordinator. This group will act on behalf of the Society between meetings and will make recommendations to the membership for their approval. A quorum of the Board shall be five members.

Term of office: A Board member shall serve for the term of one year or until a successor has been elected or appointed.

Powers of the Board of Directors:

Management: The Board shall evaluate projects and functions proposed by Committees, and members, considering also the costs involved.

Financial: The Board shall approve the budget when presented by the Treasurer.

Duties: The Board shall approve committee appointments made by the President, fill vacancies in any elected position, by majority vote, until the next general election, and shall recommend to the Society courses of action they have approved at Board meetings. The Board shall be responsible for providing programs as appropriate for monthly meetings of the Society and arranging for refreshments at meeting as appropriate. The Board shall cause to be written any special occasion correspondence such as acknowledgements of contributions, thank you notes for presentations and condolence notes as appropriate.

Meetings: There shall be at least two regular meetings of the Board each year. Additional or emergency meetings may be held on call from the President or upon written request of at least five Board members, with no less than thirty days' notice. The Board may conduct the business of TCGS in person, by telephone conference, by fax communication, by online conference, or via electronic mail.

ARTICLE VI – OFFICERS AND THEIR DUTIES

Officers: The following officers shall be members in good standing who are elected by the majority of those present and voting each year at the December meeting to serve the term of one year, or until successors have been elected or appointed upon resignation: President, Vice President, Secretary, and Treasurer. The officers shall not serve more than five consecutive one year terms.

Duties:

PRESIDENT is the Chief Executive Officer of the TCGS and will preside at all meetings of the Society and can call special meetings. The President will be ex-officio member of all committees except the Nominating Committee; will appoint a parliamentarian and committee chairmen; and may appoint other members of the committees, or delegate this authority to the named chairperson; and will sign checks for the Society in the absence or disability of the Treasurer.

VICE PRESIDENT will perform all duties and responsibilities of the President in his/her absence or disability and will assist the Board in the coordination of the meeting programs and speakers. The Vice President will replace the President in the event that the President's position is vacated. The Vice President will be delegated responsibilities on behalf of TCGS by the President.

SECRETARY shall keep minutes of all Society meetings and at each meeting will read minutes of the previous meeting, and shall be responsible for all correspondence of the Society and shall inform the membership of any correspondence of special interest.

TREASURER shall collect, hold and disburse all monies of the Society, will keep proper account books, will report at each meeting the current financial status of the Society, will sign all Society checks, will prepare an annual budget when required, and will comply with state and federal laws and filing requirements governing the organization.

IMMEDIATE PAST PRESIDENT will assist the President in carrying out the duties of leading the Society and will be responsible for bringing to the Board speakers and programs for monthly meetings and workshops that will educate and be of interest to the Society's members, and to the public.

NEWSLETTER EDITOR shall be responsible for producing, installing on the web site and mailing as appropriate, the four newsletters of the Society each year.

LIBRARY VOLUNTEER COORDINATOR shall be responsible for the acquisition, training, scheduling and recognition of volunteers at the library. The Library Volunteer Coordinator shall act as the liaison between the Society and the Library

MEMBERSHIP CHAIRMAN will work closely with the Treasurer to keep a record of the members, and will greet members at each meeting and establish if there is a quorum present for the purposes of voting.

WEBMASTER will maintain the website to assure that the website content is accurate, current and appropriately displayed and accessible. The webmaster is the liaison with the web host provider.

Removal: A motion may be made at a board meeting to remove a Board member with or without cause. A motion for removal of the Board member, if seconded, shall be tabled for 30 days following discussion. Following the 30 day tabling period, a majority vote of the Board shall be required for the motion for removal to pass.

ARTICLE VII – COMMITTEES

Standing Committees: Each year at the annual meeting in December, the President may appoint a chairman of the following committees:

AUDIT COMMITTEE shall audit the books of the Treasurer.

BYLAWS COMMITTEE will review the bylaws and at any time prepare amendments to keep the bylaws up to date.

HISTORY COMMITTEE will maintain all records of the Society that are not currently being used, including, but not limited to all official papers, bylaws and committee reports.

WEBSITE COMMITTEE shall maintain the Society's website with items of interest to members and the public.

NEWSLETTER COMMITTEE shall produce and distribute at least four newsletters a year.

NOMINATING COMMITTEE will be elected by a majority vote. It shall be the duty of this committee to nominate candidates for officers, who have consented to serve and who are members in good standing. A slate of officers shall be presented by the Committee at the November meeting. Officers will be elected by a majority of those present and voting at the annual December meeting. Those officers will be installed immediately following their election.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order Newly Revised* shall govern the Society.

The President shall appoint a Parliamentarian to advise the President and the Society at the meetings as needed and to insure that the organization's rules are followed.

ARTICLE IX - AMENDMENTS

These bylaws may be amended, repealed or new bylaws adopted at any regular meeting of the Society by a two-thirds vote of members present and voting. The amendment must have been submitted to the membership in writing or electronically at or in conjunction with the previous meeting, after first being approved by a majority vote of the Board of Directors. These bylaws shall be effective immediately upon adoption by a majority of the members of the Society present and voting.

X - DISSOLUTION AND LIQUIDATION

Upon dissolution of the Society, all liabilities and obligations shall be satisfied. Any remaining assets shall be distributed exclusively for educational purposes to one or more non-profit genealogical or historical societies, libraries, museums or educational institutions in the State of Florida operating under Section 501(c)(3) of the Internal Revenue Code. No net earnings of the Society shall benefit any private individual.

Revision as of August 16, 2011

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