

**Bylaws of the
Calhoun County Genealogical Society
Calhoun County, Michigan**

Article I — Name

The name of the Society shall be the Calhoun County Genealogical Society (CCGS).

Article II — Purpose

The Society shall be a non-profit organization. The purpose of this Society shall be:

- A) To gather and preserve information of genealogical value.
- B) To encourage the deposit of such information in suitable depositories.
- C) To aid genealogists in the study of family history through the exchange of knowledge.
- D) To publish and promote Calhoun County and other genealogical materials.

Article III — Membership

There shall be two classes of membership: regular members and honorary life members.

The regular membership of the Society shall consist of any person or organization interested in genealogy or family history who has paid current annual dues.

Honorary life membership may be conferred, by vote of the Board of Directors, on any individual who has performed exemplary service to the Society. A maximum of two honorary life members may be selected per year, and they shall remain members for life, with no obligation to pay dues. Honorary life members shall be entitled to all the rights and privileges of regular members.

The membership year shall be September 1 through August 31.

Article IV — Dues

The annual dues shall be set by the Board of Directors and due September 30.

Dues of new members received after May 30 will be considered a paid membership for the following year.

Any member delinquent after November 30 shall be dropped from the membership roll.

Special membership offers may be made at the discretion of the Board of Directors.

Only paid members shall be eligible to vote or to hold office.

Article V — Officers

The officers of the Society shall be the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. Those officers make up the Executive Board, which may make recommendations to the Board of Directors on issues that arise between Board of Directors meetings. Such recommendations are not official unless the Board of Directors votes to make them official.

Officers, the chairpersons of standing committees, representatives to the Michigan Genealogical Council, the representative to the Federation of Genealogical Societies, and the immediate Past President shall constitute the Board of Directors. One third of the number of individuals serving on the Board of Directors shall constitute a quorum for the transaction of Board of Directors business.

Officers and representatives to the Michigan Genealogical Council and Federation of Genealogical Societies shall serve for one year or until their successors are elected. Officers may serve no more than four consecutive terms in the same office and no more than six consecutive years as an elected officer.

Candidates for all offices shall be nominated by the Nominating Committee. Nominees will be listed on a printed ballot distributed to all members at a monthly Society meeting. Nominations from the floor and write-in candidates shall be permitted, with the consent of the candidate. Officers shall be elected by secret ballot, with the individual receiving a plurality, the highest number of votes declared, elected. In the case of offices with three or more candidates, the Society may choose, by vote of the membership, to vote a second time, dropping the lowest vote-getter(s) from the second ballot. The installation of new officers shall take place at the Annual Meeting.

Should the office of the President become vacant, the Vice President shall become President for the balance of the term. Other vacancies shall be filled by appointment by the President with the approval of a majority of the Board of Directors.

The Society agrees to indemnify and hold harmless the Board of Directors members from any and all liabilities that may be incurred as a result of carrying out their duties and obligations to the Society, except for willful and malicious injuries to persons or property.

Article VI — Duties of the Officers

The President shall preside over all meetings, appoint standing committee chairs and, when required, shall appoint special committee chairs. All chairpersons shall be appointed with the approval of the Board of Directors. The President shall appoint, and the Board of Directors shall approve, two members to represent the Society to the Michigan Genealogical Council and one to represent the Society to the Federation of Genealogical Societies. The President shall be empowered to disburse funds in the absence of the Treasurer. The President shall be an ex officio member of all committees without the right to vote.

The Vice President shall preside over meetings in the absence of the President and shall chair the Programs and Publicity Committee. The Vice President shall perform other duties as assigned by the President.

The Recording Secretary shall keep records of all meetings of the Society, the Board of Directors and the Executive Board.

The Corresponding Secretary shall be responsible for all correspondence with members, other groups and individuals. The Corresponding Secretary shall maintain a current list of genealogists who are willing to do research for others.

The Treasurer shall develop an annual budget, collect all dues and monies, attend to all disbursements and have charge of all funds of the Society. The Treasurer shall have the authority to disburse funds of the Society.

The Board of Directors or a subcommittee thereof shall audit the financial books of the Society. The financial books of the Society shall be presented to the audit committee in August and the results presented at the Annual Meeting. The financial books of the Society will undergo an external audit each time a new treasurer takes office.

All Board of Directors members shall attend the majority of meetings of the Society called by the President.

All Board of Directors members shall provide progress reports of their office or committee work at each board meeting, plus a printed annual report for the Annual Meeting.

All officers shall deliver to their successors at the Annual Meeting all monies, accounts, records, books, papers or other property belonging to the Society.

Article VII — Committees

The Standing Committees of the Society shall be: Cemetery Transcriptions, Hospitality, Membership Promotion, Newsletter, Nominating, Pioneer Certificates, Programs and Publicity, Publication, Records Preservation, Research and Website. **Special committees shall be appointed as necessary.**

The Program Committee shall plan programs for each meeting beginning in September following their appointment. The Program Chair shall be responsible for presenting the programs planned by his or her committee.

Article VIII — Meetings

The meetings of this Society shall be held on the fourth Tuesday of the month unless the Board of Directors votes to make an exception. Meetings shall be held monthly except July, August and December.

The Annual Meeting shall be held each September.

Special meetings may be called by the President.

Article IX — Board of Directors Meetings

Each officer, standing committee chair, Michigan Genealogical Council representative and Federation of Genealogical Societies representative **shall have the right to make motions, contribute to discussion and vote at Board of Directors meetings. No individual shall have more than one vote, regardless of the number of officer and committee positions the individual holds.**

Article X — Gifts

Any item given to the Society shall become the property of the Society and shall be used as the Board of Directors deems to be in the best interests of the Society unless alternate arrangements are made prior to the receipt of the gift.

Article XI — Publications

All publications compiled or written under the auspices of the Society shall become the property of the Society. All proceeds from the sale of such publications shall accrue to the Society.

Article XII — State and National Organizations

The Society shall maintain memberships in the Michigan Genealogical Council and the Federation of Genealogical Societies. The society will provide representatives as permitted by the organizations.

Article XIII — Amendments

Amendments to the bylaws shall be considered at the Annual Meeting or at a special meeting called by the President for that purpose and shall take effect upon the assent of two thirds of the members present and voting.

Notice of amendments to be acted upon shall be mailed to the members no later than 30 days prior to the Annual Meeting or the special meeting called for that purpose.

Article XIV — Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Article XV — Dissolution

In the event that the Society should decide by a two-thirds vote of the entire membership to disband, such items as are in its possession or custody shall be directed to suitable public repositories by the Board of Directors.

Last amended 24 September 2012