

## **Howard County Missouri Genealogical Society By-Laws**

### **I. Identity**

Section 1—**Name:** The name of the organization shall be the Howard County Missouri Genealogical Society, hereinafter referred to as the HCGS.

Section 2—**Mission:** The HCGS promotes family history research by providing educational and research opportunities, offering community services in related fields, and collecting, preserving, and publishing genealogical and historical records.

### **II. Business Site**

The principal office of the HCGS shall be within Howard County, Missouri, at a location selected by the Board of Directors (Board).

### **III. Board of Directors**

Section 1—**Composition:** All Board members shall be active members of the HCGS. The Board shall be composed of five (5) elected officers: president, vice- president, 2nd vice-president, treasurer, and secretary, who make up the executive committee. Additional persons may be appointed to the Board by a majority vote of the executive committee.

Section 2—**Meetings and Quorum:** The Board shall meet a minimum of four times a year on dates it shall approve, normally in February, May, August, and November. The November meeting will be the Annual Meeting at which officers are elected. A quorum of the Board shall be a majority of the Board members. The Board's meeting schedule shall be communicated to the membership. The executive committee shall be authorized to act on an emergency basis, if necessary, between Board meetings. Board meetings, including the Annual Meeting, shall be open to HCGS membership.

Section 3—**Duties:** The Board shall establish and be responsible for long-range planning, overseeing the financial status of the organization, and making all major decisions affecting the HCGS.

Section 4—**Vacancies:** The executive committee shall declare an office vacant upon: a) death, b) resignation, c) illness, or d) failure to perform the duties of the office. The executive committee shall declare an office vacant by a majority vote, when, in its opinion, the incumbent is incapable of performing his/her duties. Vacancies in any elective office shall be filled by majority approval of the executive committee until the next election, except the office of president which shall be assumed by the vice-president. A new vice-president shall be chosen by the executive committee to serve until the next election.

### **IV. Membership, Dues, Fees**

Section 1—**Dues:** Membership dues shall be determined by the Board.

Section 2—**Payment of Dues:** To remain an active voting member of the HCGS, members shall be responsible for the payment of annual dues for the upcoming year on or before the date of the Annual Meeting

## **V. Officers of the Board**

Section 1—**President:** The president shall be the principal executive officer with responsibility for the general supervision of the affairs of the HCGS, shall be the official spokesperson for the HCGS and its Board, and shall conduct all meetings in a businesslike manner. The president shall be free to attend, observe, and address all committees and shall lead the executive committee.

Section 2—**Vice-President:** The vice-president shall assist the president and assume all duties and responsibilities of the president during the president's temporary absence or inability to serve.

Section 3 — **2nd Vice-President:** The second Vice-President shall assume the position of the Vice-President in the event of a temporary or permanent vacancy in that office. The 2VP will perform other duties as directed by the President.

Section 4—**Treasurer:** The treasurer shall be custodian of all HCGS funds and shall keep accurate records to account for the same. The treasurer shall deposit funds in a bank or other investment fund approved by the Board and make disbursements as directed by the Board, keeping financial accounts of the HCGS according to generally accepted accounting principles. The treasurer will send dues statements to all active members in September.

Section 5—**Secretary:** The secretary shall keep accurate records of all Board meetings and handle the general correspondence. The secretary shall maintain and annually review and update a record of all HCGS policies and procedures as well as the roster of members.

## **VI. Elections, Nominations, Terms**

Section 1—**Term of Office:** Elections for HCGS officers will be held at the Annual Meeting. Terms of elected officers shall begin on the first day of January following the election and shall be for one (1) year.

Section 2—**Nominating Committee:** The nominating committee shall be appointed by the Board to meet the election cycle and shall be dissolved after certifying the election. This committee shall consist of an appointed chair and from two (2) to four (4) additional members. Election voting shall be closed after the annual meeting every year.

Section 3—**Election Procedure:** After the nominating committee's slate has been presented to the membership, additional nominations may be made by any active member. Nominees must give their consent to stand for election. Members may cast votes either by emailing the nominating committee chairman or by voting in person at the Annual Meeting.

### **VIII. Finances**

Section 1—**Finances:** The HCGS is a 501 (c)(3) not-for-profit volunteer organization. The Society shall use its funds only for objectives and purposes specified for such organizations by law and in these bylaws. Only the Board shall authorize disbursements not provided for in the approved budget.

Section 2—**Fiscal Year:** The fiscal year for the HCGS shall be the calendar year.

Section 3—**Bonding:** At the discretion of the Board, persons entrusted with handling HCGS funds may be required to furnish, at HCGS expense, a suitable fidelity bond.

### **IX. Annual Membership Business Meeting**

The HCGS shall conduct a Business Meeting in November annually. Notice of this annual membership meeting shall be announced to the membership in advance. The election of HCGS officers will take place at this meeting.

### **X. Amendments**

These bylaws may be amended or repealed. A ballot with a copy of the proposed changes shall be provided to all the voting members at least twenty-one (21) days prior to the date of ratification thereof. Ballots returned by mail or email must be received no later than the date specified on the ballot. A majority of those voting shall be required for approval. The amended bylaws shall be announced and become effective as stated on the ballot. The membership shall be notified of the changes in the next regular HCGS communication.

### **XI. Copies of Bylaws**

Each member upon joining the HCGS shall have access to a copy of the current bylaws.

### **XII. Parliamentary Authority**

The rules contained in *Robert's Rules of Order Newly Revised*, or a future revision thereof, shall govern the HCGS in all cases in which they are not inconsistent with the bylaws of the HCGS.

### **XIII. Dissolution**

The HCGS may be dissolved by a vote of two-thirds (2/3) majority of its voting members.

#### **XIV. Application of These Bylaws**

The bylaws shall become binding on the HCGS as per Article X. Record of adoption and/or amendments:

The By-Laws adopted: NOVEMBER 2021

Amendment 1, adding the office of 2nd Vice-President adopted: NOVEMBER 2022