

# **BYLAWS OF THE VIRGINIA BEACH GENEALOGICAL SOCIETY**

## **Article 1: Name and Location**

- 1.1 The name of the Organization is the Virginia Beach Genealogical Society.
- 1.2 The principal meeting place of the Society is in Virginia Beach, Virginia.

## **Article 2: Purpose**

- 2.1 The Virginia Beach Genealogical Society is organized for educational purposes.
- 2.2 The objectives of this Society are:
  - a. To help individuals conduct their genealogical research and compile their family histories
  - b. To aid individuals by educational means, including lectures, discussions, and workshops
  - c. To create and foster an interest in genealogy
  - d. To gather and preserve genealogical and historical data.

## **Article 3: Members**

- 3.1 Membership in the Society is open to all interested persons who pay dues on a current basis.
- 3.2 Members are classified as:
  - a. Individual
  - b. Household
  - c. Honorary, as approved by the Awards and Recognition Committee
  - d. Special life, as approved by the Awards and Recognition Committee.

## **Article 4: Officers**

- 4.1 The officers of this Society are President, Vice President, Secretary and Treasurer.
- 4.2 The President presides at all meetings of the Society and meetings of the Board.

- 4.3 The Vice President assists the President, as requested, and performs the duties of the President in the absence of the President.
- 4.4 The Secretary records minutes, keeps all resolutions and proceedings of meetings of the Society in proper form and performs all duties pertaining to this office.
- 4.5 The Treasurer receives and is responsible for all dues and other funds received by the Society and distributes funds as required.
- 4.6 Members at Large are a channel of communication between the membership and the Board.
- 4.7 In the event that neither the President nor the Vice President is present at a meeting, the order for determining a presiding officer is Secretary and then Treasurer.
- 4.8 With the approval of the Board, the President will appoint a member to fill the unexpired of any vacant office on the Board. The appointment must be confirmed by a majority vote at the next Society meeting.
- 4.9 Officers may serve as committee chairs or committee members.

## **Article 5: Board of Directors**

- 5.1 The Board consists of the elected officers, the immediate Past President and Members at Large.
  - a. The Board meets at least twice a year.
  - b. A meeting of the Board may be called by the President, any three Board members, or by one third of the members of the Society. The purpose of the meeting must be specified in the call.
  - c. A simple majority of the Board constitutes a quorum
  - d. "Approval by Board" means a majority of the voting members.
- 5.2 The Board:
  - a. Controls and manages the affairs and funds of the Society
  - b. Selects a financial institution to serve as the banking facility for the Society
  - c. Approves the annual budget
  - d. Determines the amount of annual dues.

## **Article 6: Meetings/Calendar**

- 6.1 The society will hold monthly meetings from September through June unless otherwise directed by the Board.
- 6.2 Meetings may be held electronically.

- 6.3 The June meeting is the annual meeting and will be for receiving the President's year-end report, electing and installing officers, and conducting other appropriate business of the Society.
- 6.4 For the purpose of conducting business, 25 % of the membership will constitute a quorum.
- 6.5 A special meeting of the Society may be called at any time by the President, three members of the Board, or one third of the membership. The purpose of the meeting must be specified in the call.

## Article 7: Elections

- 7.1 A Nominating Committee, of at least three members, will be appointed by the President with approval of the Board no later than two months before elections. The committee cannot be composed entirely of Board members. The committee will propose a slate of officers for the coming term and present it at the meeting prior to the annual meeting. Nominations may be made from the floor with written permission of the person being nominated.
- 7.2 A written ballot is required for offices having more than one candidate.
- 7.3 The President, Vice President, Secretary and Treasurer will be elected at the annual meeting of the membership in odd numbered years. Two Members at Large will be elected in odd numbered years and two will be elected in even numbered years.
- 7.4 Officers will hold office for two years or until a successor is elected or appointed. Officers may be reelected; however, no officer can be elected to the same position for more than two consecutive terms.
- 7.5 Officers will be installed at the close of business at the annual meeting.

## Article 8: Finance

- 8.1 Annual dues are established by the Board. The membership year and fiscal year run from September 1 to August 31.
- 8.2 A member who is current in dues or is a Life Member is a Member in Good Standing. A member late in payment of dues is a Delinquent Member.
- 8.3 A budget is to be developed for the upcoming year by the month of August and approved by the Board by September 1.

- 8.4 Officers and committee chairs should not exceed the amount of expenditure authorized in the annual budget. Requests to exceed budget limits must be approved by the Board prior to the expenditure.
- 8.5 An annual audit of the Society's financial records must be conducted in the last month of the fiscal year.
- 8.6 No part of the net earnings of the organization will inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization may be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization must not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

## Article 9: Committees

- 9.1 The President, with the approval of the Board, will appoint the chairs of the following standing committees within thirty days of taking office:
  - a. Membership
  - b. Program
  - c. Publicity
- 9.2 Committee chairs should seek members for their committee. The Chairs are appointed for one year but may be appointed for numerous terms.
- 9.3 The President is an ex-officio member of all committees except the Nominating Committee and the Awards and Recognition Committee.
- 9.3 The Awards and Recognition Committee will be appointed by the President with Board approval and be composed of three former Board members who are not currently serving. The members will choose a chair.
- 9.4 The Nominating Committee will be appointed by the President with Board approval.
- 9.5 Additional committees may be formed by the President with Board approval.

## Article 10: Amendment of Bylaws

- 10.1 These bylaws may be amended at any regular meeting of the Society by a two-thirds affirmative vote of those members present, provided that the amendment has been submitted to the membership in writing at the previous regular meeting.

## Article 11: Dissolution

- 11.1 The Virginia Beach Genealogical Society may be dissolved by a majority vote of the members present at a meeting held for that purpose, providing that all members have been notified in writing at least thirty days in advance. All funds and property of the Society, after liquidation of all debts and liabilities, will be distributed to the Virginia Beach Public Library.

## Article 12: Parliamentary Authority

- 12.1 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.