

Bylaws
Of the Anne Arundel Genealogical Society

Article I

Name

The name of this Society shall be the *Anne Arundel Genealogical Society*

Article II

Objectives

This Society is organized exclusively for the educational purposes as defined in Sec. 501 (c) (3) of the Internal Revenue Code. The objectives are:

1. To help educate those interested in methods of tracing their family lines.
2. To encourage the exchange of genealogical ideas, experiences and problems.
3. To promote genealogical research.
4. To collect, preserve and publish materials of a genealogical nature related to Anne Arundel County for the use of members and the general public.

Article III

Membership

Sec. 1 Types of Membership.

- a. **Individual Members.** Any person who supports the ~~purpose~~ objectives of this Society is eligible to become an individual member upon completion of the application form and payment of annual dues.
- b. **Family Membership.** Any two adults living at the same address may have a Family Membership at the fee set by the Board of Directors. Their minor children may have the same privileges.
- c. **Life Members.** Anyone who chooses to pay the established fee may become a Life Member.
- d. **Joint Membership.** Joint membership with other societies as determined by the Board of Directors.
- e. **Organizational Membership.** Any organization interested in promoting the objectives of the Society is eligible for organizational membership upon payment of dues as established by the Board of Directors.
- f. **Honorary Members.** The title of Honorary Member whose distinction shall warrant it may be conferred by a vote of the Board of Directors.

Sec. 2. Termination of Membership. Membership shall be terminated:

- a. Upon resignation of any member in good standing; or
- b. If dues are not paid within two months of the annual renewal date.

Bylaws

Of the Anne Arundel Genealogical Society

- Sec. 3. **Reinstatement.** Any former member shall be reinstated to membership upon payment of the full current year's dues.

Article IV

Dues

- Sec. 1. **Annual Dues.** Annual dues shall be determined by the Board of Directors.
- Sec. 2. **Membership Year.** Members shall pay annual dues as of their anniversary date.

Article V

Meetings

- Sec. 1. **Regular Meetings.** Regular meetings of the Society shall be held on the first Thursday of each month, unless the membership has been previously notified otherwise.
- Sec. 2. **Annual Meetings.** The Annual Meeting shall be held in May for the purpose of election of officers, giving annual reports to the membership, and installation of officers.
- Sec. 3. **Special Meetings.** Special Meetings may be called by the President or by members of the Board of Directors, and shall be called upon request of ten members of the Society. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least seven days' notice shall be given; no business other than that specified in the call shall be transacted at any Special Meeting.
- Sec. 4. **Notices.** Notices of all regular meetings shall be included in a Society publication.
- Sec. 5. **Quorum.** Ten members of the Society shall constitute a quorum.

Article VI

Nominations and Elections

- Sec. 1. **Eligibility.** Any individual, joint or family member shall be eligible to hold any elected position. No person shall serve in more than one office at a time.
- Sec. 2. **Term of Office.** Officers shall be elected to serve for a two-year term or until their successors are elected and qualified. The President and Treasurer cannot immediately succeed themselves. No other officer shall be elected to serve in the same position for more than two consecutive terms. Any member who has served for more than half a term shall be considered to have served a full term.
- Sec. 3. **Nominating Committee.** The Nominating Committee shall consist of three members appointed by the Board of Directors.
- Sec. 4. **Slate of Candidates.** The Nominating Committee shall present a slate of candidates for officers at the regular March meeting of the Society. Additional nominations may be made from the floor at the May meeting. All nominees shall give their consent to serve as candidates for office.
- Sec. 5. **Election of Officers.** In order to achieve continuity within the Board of Directors, the following officers shall be elected in the "even" years – President, First Vice-President, and Treasurer. In the "odd" years, the following shall be elected – Second Vice-President, Corresponding Secretary and Recording Secretary.

Bylaws

Of the Anne Arundel Genealogical Society

Sec. 6. **Installation.** Installation of officers shall be held at the end of the Annual Meeting, when the term of office shall begin.

Article VII

Officers

Sec. 1. **Number and Names.** The officers of this Society shall consist of a President, First Vice-president, Second Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

Sec. 2. **Vacancies.** If a vacancy occurs in the office of President, the First Vice-President shall become President. A vacancy in any other office shall be filled by a majority vote of the Board Of Directors. Any officer who fails to attend two consecutive board meetings without notification may be deemed to have submitted a resignation, and the Board of Directors may declare the office vacant.

Sec. 3. **Duties.** Duties of the officers shall be:

- a. **President.** The President shall preside at all meetings of the members and of the Board of Directors. The President shall be ex officio without vote of all the committees except the Nominating Committee. The President shall name, with the approval of the other officers, chairmen and members of all committees except the Nominating Committee. The President may sign or countersign all certificates, contracts and other legal instruments, and shall perform such other duties as are incident to the office or may be assigned from time to time by the Board of Directors.
- b. **First Vice-President.** The First Vice-President shall assume the duties of the Presidency in the absence of, or at the request of, the President. The First Vice-President shall act as Program Chairperson and perform such other duties as assigned by the Board of Directors.
- c. **Second Vice-President.** The Second Vice-President shall perform the duties of the President in the absence of the President and the First Vice-President. The Second Vice-President shall act as Membership Chairperson and shall perform such other duties assigned by the Board of Directors.
- d. **Recording Secretary.** The Recording Secretary shall record all business transacted at all meetings of the Society and keep custody of its records. The Recording Secretary shall keep and have available for reference at all meetings one book in which the Society's bylaws and standing rules are kept current. The Recording Secretary shall perform all other duties as assigned by the Board of Directors.
- e. **Corresponding Secretary.** The Corresponding Secretary shall conduct the general correspondence of the Society, maintain a file of correspondence, and perform such other duties as assigned by the Board of Directors.
- f. **Treasurer.** The Treasurer shall:
 - 1) Be custodian of all funds of the Society and deposit them promptly in federally-insured financial institutions.
 - 2) Issue checks for authorized disbursements of the Society.
 - 3) Be responsible for all bookkeeping and accounts.

Bylaws

Of the Anne Arundel Genealogical Society

- 4) Make regular financial statements to the board and membership.
- 5) Make all records available for annual audit.
- 6) Serve as a member of the Finance Committee.
- 7) Perform such other duties as assigned by the Board of Directors.

Sec. 4. **Compensation.** Elected officers shall not receive any compensation for their services. Elected officers shall not use the resources of the Society (such as membership lists) for personal profit. Necessary expenses of the officers incurred in the service of the Society shall be reimbursed at an amount approved by the Board of Directors.

Article VIII

Board of Directors

Sec. 1. **Composition and Number.** The Board of Directors shall consist of the elected officers and appointed committee chairpersons.

Sec. 2. **Powers and Duties.** All powers of the Society are vested in and shall be exercised by the Board of Directors, unless otherwise prescribed by law or by these bylaws. The Board of Directors shall:

- a. Transact the business of the Society between meetings and report to the membership on business transacted.
- b. Supervise the affairs of the Society and devise measures for its growth and prosperity.
- c. Propose an annual budget for the fiscal year, September 1 through August 31.
- d. Decide on the sites, dates, and times of all meetings.
- e. Select a place for the deposit of funds, provide for and authorize their investment.
- f. Provide for an annual audit of all accounts to be completed by September 30.
- g. Approve the appointments of all committees and their chairmen.
- h. Establish special committees as the need arises.
- i. Approve the publication or publication project before the Society publishes any manuscript.

Sec. 3. **Vacancies.** With the exception of the office of President and committee chairpersons, if a vacancy occurs on the Board of Directors, the remaining directors by majority vote shall elect a successor to the office for the unexpired portion of the term.

Sec. 4. **Meetings.** The Board of Directors shall hold at least four board meetings a year. Special meetings shall be called by the Corresponding Secretary at the request of the President or of five members of the Board. No business other than that specified in the notice of the meeting shall be transacted at any special meeting. Meetings shall be held at such places as the Board of Directors may determine.

Sec. 5. **Quorum.** Five members of the Board of Directors shall constitute a quorum at all meetings of the Board.

Bylaws

Of the Anne Arundel Genealogical Society

- Sec. 6. **Removal from Office.** An officer or committee chair may be removed from office for dereliction of duty by a two-thirds vote of the Board of Directors.

Article IX

Committees

- Sec. 1. **Standing Committees.** The standing committees shall be Historian, Bible Copy/Church Records, Cemetery, Editors of the Periodicals (including Copy Editor), Finance, Genealogy/Queries, Hospitality, Library (including Librarian and Library Catalog), Membership, Program, Publicity, Publications, Publication Sales, Property Manager (including Computer resources) and Webmaster.
- Sec. 2. **Special Committees.** Committees needed for a special purpose may be appointed from time to time by the Board of Directors. All special committees shall be considered dissolved without special action by the Board of Directors upon presentation of their final report on the assigned project.
- Sec. 3. **Term of Office.** All standing committees shall serve for two years or until their respective successors are appointed.
- Sec. 4. **Composition.** The President of the Society or a designated representative shall serve ex officio on every standing and special committee except the Nominating Committee and Audit Committee.
- Sec. 5. **Annual Report.** The chairperson of each standing committee shall submit an annual report at the May annual meeting.
- Sec. 6. **Duties.** Duties of the standing committees shall be:
- a. **History.** The History Committee shall:
 - 1) Collect and preserve items of historical interest to the society.
 - b. **Bible Copy/Church Records.** The Bible Copy/Church Records committee shall:
 - 1) Maintain the Bible and Church Records filed at a suitable repository accessible to the membership.
 - 2) Schedule Bible-Record copying days.
 - 3) Encourage persons to give copies of their Bible records to the Society.
 - c. **Cemetery.** The Cemetery Committee shall:
 - 1) Locate, identify cemeteries, and arrange for transcribing tombstone information.
 - 2) Prepare the transcriptions for publication.
 - 3) Deposit the data in a suitable repository accessible to the membership.
 - d. **Editors of the Periodical Publications.** Editors of the periodical publications shall:
 - 1) Publish the official periodical publications of the Society on a regular basis.

Bylaws

Of the Anne Arundel Genealogical Society

- 2) Collect and receive materials to be considered for publication in the periodicals.
 - 3) Publish in the Society periodicals any items specifically requested by the Board of Directors.
- e. **Finance.** The Finance Committee shall consist of at least three members, including the Treasurer. The Committee shall:
- 1) Consider and recommend a means of securing adequate income for the Society.
 - 2) Recommend an annual budget to the Board of Directors, from September 1 to August 31, the fiscal year.
 - 3) Advise concerning investments and other financial concerns of the Society.
- f. **Genealogy/Queries.** The Genealogy/Queries Committee shall:
- 1) Answer genealogical queries, maintain records, account for income and expenses related to queries, and deposit the data in a suitable repository accessible to the membership.
 - 2) Organize or support study groups, workshops, and seminars on genealogical topics.
 - 3) Bring items of genealogical interest to the attention of the membership.
- g. **Hospitality.** The Hospitality Committee shall include the Recording Secretary and shall:
- 1) Greet attendees at meetings of the Society and maintain a list of attendees.
 - 2) Schedule and serve refreshments at the Society's meetings.
- h. **Library (including Librarian and Library Catalog).** The Library Committee shall:
- 1) Select those books and materials which are appropriate for the purpose of the Society Library.
 - 2) Provide for the accessioning, cataloging, shelving, and maintenance of the collection.
 - 3) Assist with staffing and operation of the library facility.
 - 4) Keep the permanent issues of the Society publications.
- i. **Membership.** The Second Vice-President shall chair the Membership Committee. The Membership Committee shall:
- 1) Process all membership applications.
 - 2) Maintain a current record of Society membership and forward copies of status reports to the Treasurer and President.
 - 3) Prepare and publish an annual directory of current members in May for the use of the Board and Society members.
 - 4) Prepare mailing labels from a list of current members for each mailing of the regular Society publications.

Bylaws

Of the Anne Arundel Genealogical Society

- 5) Assist the officers and committee chairs in using the membership database for research purposes.
 - 6) Encourage new membership and retain current members.
 - j. **Program.** The First Vice-President shall chair the Program Committee. The Program Committee shall:
 - 1) Receive suggestions for programs from the membership.
 - 2) Plan the program and make arrangements for all meetings, subject to the approval by the Board of Directors.
 - 3) Send advance notice of programs to the publicity chair, newsletter editor, and webmaster.
 - k. **Publicity.** The Publicity Committee shall:
 - 1) Maintain a list of local newspapers and other media, and follow the deadlines for submitting press releases to them.
 - 2) Plan any public displays for the Society.
 - 3) Maintain contact with local mass media to take advantage of opportunities for interviews, in-depth articles, etc.
 - l. **Publications.** The Publications Committee shall:
 - 1) Encourage the publication of original local source material.
 - 2) The Publications Committee shall request and receive approval from the Board of Directors prior to their publication of any manuscripts for the Society.
 - m. **Publication Sales.** The Publication Sales Committee shall:
 - 1) Prepare and maintain an inventory of all available Society special publications for sale.
 - 2) Sell books, forms, charts, and other items.
 - 3) Provide quarterly financial reports.
 - n. **Property Manager (including Computer resources).** The Property Manager Committee shall:
 - 1) Acquire capital equipment approved by the board of Directors for the use by the Society.
 - 2) Maintain a record of the Society's capital equipment.
 - 3) Maintain the working order of the Society's capital equipment.
 - o. **Webmaster.** The Webmaster shall:
 - 1) Provide the equipment and maintain the Society's webpages on the Internet.
- Sec. 7. **Compensation.** Committee chairpersons and committee members shall not receive any compensation for their services. Committee chairpersons and committee members shall not use the

Bylaws

Of the Anne Arundel Genealogical Society

resources of the Society (such as membership lists) for personal profit. Necessary expenses of the committee chairpersons and members incurred in the service of the Society shall be reimbursed at an amount approved by the Board of Directors.

Article X

Research Ownership

1. Research done for the Society becomes the property of the Society.
2. Master copies of research including electronic media files shall be deposited with the Society.
3. Compilers of research material shall not receive any compensation for their services

Article XI

Parliamentary Authority

The rules contained in the current Robert's *Rules of Order* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XII

Dissolution

This Society upon dissolution shall dispose of its funds and other assets to the Ann Arrundell County Historical Society after all just and due bills are paid. If the named recipient is not then in existence or no longer a qualified distribute or is unwilling or unable to accept the distribution, then the assets of this Society shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purpose specified in Section 501 (c) (3) of the Internal Revenue Code.

Article XIII

Amendments

Sec. 1. These bylaws may be amended at any meeting of the members, provided that notice had been given at a previous meeting or sent to each member at least one month before the meeting. Majority vote by members in good standing who are present and voting shall be required for adoption of any amendment.

Sec. 2. These bylaws are to be reviewed by a specially appointed bylaws committee no less than every 5 years.

Original bylaws adopted	1 May 1975
First Revision	8 April 1976
Second Revision	2 March 1978
Third Revision	3 March 1983
Fourth Revision	14 June 1984
Fifth Revision	??
Sixth Revision	2001
Seventh Revision	December 2006