

BYLAWS

ARTICLE I – NAME

The name of the organization is MESA COUNTY GENEALOGICAL SOCIETY.

ARTICLE II – PURPOSE

Section A. Purpose

The general purpose of this organization shall be exclusively charitable and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

Section B. Objectives

1. To promote an interest in genealogy, to encourage and instruct members in the art and practice of genealogical research.
2. To maintain and elevate genealogical standards, to stress the importance of accuracy in research through careful documentation.
3. To locate, preserve and index public and private genealogical records and make such records available to members and to the general public.
4. To assist and support any genealogical library in Colorado which is open to the public.

ARTICLE III – MEMBERSHIP

Section A.

Any applicant interested in furthering the objectives of this organization shall be eligible for membership upon submission of completed application form and payment of dues.

Section B.

The two categories of membership are individual and family. A family membership includes additional individuals living in the same household. A household shall receive only one copy of Society publications and is entitled to two votes.

Section C.

The fiscal year of the Society is March 1 through the end of February. Dues are due and payable on the first of March and membership expires the following year at the end of February. Dues become delinquent March 31, at which time the member's name shall be removed from the membership roll.

ARTICLE IV – MEETINGS

Section A. General Meetings

1. General membership meetings of the Society shall be held at least once a month.
2. These meetings shall provide opportunities to accomplish the objectives of ARTICLE II of the Society Bylaws.

Section B. Regular Meetings

Regular meetings at which official business is conducted shall be held at least twice a year.

Section C. Annual Meeting

The regular meeting in February shall be known as the Annual Meeting. At the Annual Meeting the following business shall be conducted:

1. Election of Officers
2. Annual Reports
3. Other business as deemed necessary

Section D. Special Meetings

Special meetings may be held with written notice to the membership at least five days in advance. At a special meeting, only the business for which the meeting has been called may be addressed.

Section E. Meeting Format

Meetings may be in person or in electronic format.

Section F. Quorum

For the purpose of conducting business, five members in good standing present shall constitute a quorum.

Section G. Voting

There shall be no proxy voting.

ARTICLE V – OFFICERS

Section A. Officers

The Officers of the Society shall be a President, a Vice President, a Recording Secretary, and a Treasurer.

Section B.

Term of office is one year.

Section C.

Officers shall assume office on March 1.

Section D. Qualifications

1. Any individual elected to serve as an officer must be a member in good standing.
2. Elected officers may not serve in more than one elected office at one time, except when the Board of Directors votes to combine an office for the current term.

Section E. Vacancy

A vacancy in any office shall be filled by a vote of the Board of Directors until the next election meeting.

ARTICLE VI – DUTIES OF OFFICERS

Section A. President

1. Shall preside at the meetings of the Board of Directors and of the general membership.
2. Shall appoint all Committee Chairs from the list of members in good standing.
3. Shall sign all contracts and documents authorized by the Society.
4. Shall, in January, appoint a committee of two members for the purpose of auditing the books of the Treasurer. Results of the audit shall be reported to the Board of Directors and to the general membership.
5. Be an ex-officio member of all committees except for the nominating and audit committees.
6. Shall perform other duties applicable to the office as assigned by the Board of Directors.

Section B. Vice President

1. Shall assume the duties of the President in the absence of the President.
2. Shall be responsible for publicity.
3. Shall perform other duties applicable to the office as assigned by the Board of Directors.

Section C. Recording Secretary

1. Shall be the recording officer of the Society and the custodian of its records except such as are specifically assigned to others.

2. Shall keep a record of the proceedings of the Society.
3. Shall keep and have available at all meetings a book in which the current Standing Rules and Bylaws are kept.
4. Shall preserve committee reports.
5. Shall sign, with the President, all contracts and documents authorized by the Society.
6. Shall prepare and maintain a current inventory of all legal documents, records and equipment belonging to the Society.
7. Shall notify officers, committees and the general membership of meetings as necessary or as directed by the Board of Directors.
8. Shall perform other duties applicable to the office as assigned by the Board of Directors.

Section D. Treasurer

1. Shall be the Director of Finance and Budget.
2. Shall be responsible for collection and deposit of all monies due the Society.
3. Notice of delinquent dues shall be sent in April.
4. A current membership list of all members in good standing shall be maintained.
5. A statement of finance shall be prepared and presented at each meeting of the general membership.
6. Submit records to the Audit Committee at their request.
7. Shall make authorized disbursements on behalf of the Society in accordance with the budget approved by the Board of Directors, the Standing Rules of the Society or according to an appropriation made by the Board of Directors.
8. Shall maintain a current signature authorization at the banking facility for the Society funds with the signature of the Treasurer, President, and Secretary.
9. Shall prepare and present at the Annual Meeting, a financial report covering the previous year.
10. Shall be responsible for retrieving the Society's mail and distributing it to the proper members within the Society.
11. Shall perform other duties applicable to the office as assigned by the Board of Directors.

ARTICLE VII – BOARD OF DIRECTORS

Section A. Composition

The Board shall consist of the elected officers of the Society and three members elected from the general membership. The term of office for the three members elected from the general membership shall be for three years each. In case of vacancy, the President shall appoint a replacement for the unexpired term.

Section B. Duties

1. Establishes overall direction of Society.
2. Approves a budget for the fiscal year. Approves all major deviations of Society funds from the budgeted amounts.
3. Adopts the annual audit and requests special audits as needed.
4. Approves all contracts
5. Reviews and forwards to the membership any changes/amendments to the Bylaws. Adopts standing rules and policies as needed to carry out the business of the Society.
6. Creates and appoints additional positions or committees as needed to carry out the purposes and goals of the Society.
7. Retains legal, accounting, and/or other professional advice if needed.
8. Has the authority to remove an officer, other board member or committee chair by a two-thirds vote of the Board of Directors if, in their judgment, the removal will best serve the interest of the Society.

Section C. Qualifications

Only members in good standing may be elected or appointed to the Board of Directors.

Section D. Meetings

1. Meets at the call of any Board member.
2. Subjects to be discussed may be proposed by any Society member.
3. Regular Board meetings shall be scheduled twice a year during the first weeks of April and October and shall be open to the general membership.
4. Two-thirds of the members of the Board shall constitute a quorum.

ARTICLE VIII – COMMITTEES

Section A. Standing Committees

1. The President of the Society will appoint Chairs for the committees at the March meeting of the general membership or in the event of a vacancy. The Chairs must be approved by the Board of Directors. The Standing Committees and their duties shall be listed in the Standing Rules of the Society.
2. All Chairs shall prepare and present a yearly report of their activities at the Annual Meeting.

Section B. Term of the Standing Committee Chairs

The term of office of the Standing Committee Chairs shall correspond to that of the current President. Chairs may be reappointed.

Section C. Members

Standing Committee Chairs shall appoint committee members as necessary to carry out the duties of the committee.

Section D. Special Committees

A special committee shall be appointed by the President when necessary for a limited time for a specific purpose.

ARTICLE IX – ELECTIONS

Section A. Nominations

1. The Nominating Committee shall consist of one Board member, the Membership Committee Chair, and a member from the general membership to be appointed by the President.
2. A list of at least one nominee for each office shall be presented to the general membership at the Annual Meeting by the Nominating Committee. Nominations may be made by the general membership from the floor at the Annual Meeting provided each nominee is present or has given written consent to serve if elected.

Section B. Elections

1. Elections shall be held at the Annual Meeting.
2. Eligibility – All members in good standing (those members whose dues are currently paid in full) may vote in Society elections.

3. Voting shall be in person or by electronic ballot. No absentee or proxy voting will be allowed for elections of officers or board members. Voting may be by a show of hands, provided there is only one candidate for the office. If more than one candidate is running for any one office, the voting shall be by written ballot with the candidate receiving the highest number of votes winning.

Section C. Appointments

1. Appointed Chairs and members of their committees shall serve for a term of one year from the date of appointment, or for the remainder of the then President's term of office, whichever is shorter. Appointed Chairs and members of their committees may be reappointed for successive terms in office.
2. In case of vacancy of an office other than the President, the President shall appoint a replacement for the remainder of that term.

ARTICLE X – DISSOLUTION OF SOCIETY

In the event of dissolution of the Society, remaining assets will be inventoried and distributed to one or more nonprofit organizations at the discretion of the Board. Dissolution shall be in accordance with IRS Code 501(c)(3) rules.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised shall govern the Society in all cases in which they are applicable, and which are not inconsistent with these bylaws, the IRS code, state nonprofit laws or special rules of order the Society may adopt.

ARTICLE XII – BYLAWS AMENDMENTS AND REVISIONS

These bylaws can be amended or revised at any regular membership meeting by a two-thirds vote of the members present, either physically, electronically, or by absentee ballot, provided the amendment or revision was distributed in writing at least one month in advance.

STANDING RULES
of
Mesa County Genealogical Society

Section A. General Rules

1. Members are encouraged to submit in black ink one or more typed or printed pedigree charts and five typed or printed surname cards which the Society will provide.
2. Notices of meetings and/or quarterlies may be mailed to non-members for public relations purposes.
3. An attendance list shall be maintained at all membership meetings of the Society by the Recording Secretary.
4. The membership and fiscal year of the Society shall run from March 1 until the last day of February.
5. Society records shall be open for inspection by any member at reasonable times.
6. Reimbursement of expenses paid on behalf of the Society shall be made with proof of purchase (cancelled check, statement, receipt, etc.) accompanying each request.
7. To provide for a smooth transition, outgoing Officers shall advise and instruct the new Officers in the duties of their respective offices as soon as possible after the Annual Meeting.
8. Local dues are \$20.00 per year individual, or \$25.00 per year family. Family membership is represented by two voting members. Annual membership covers the period from March 1 through the last day of February of the following year.

Section B. Standing Committees and Duties

1. Historian/Archivist
 - a. Shall collect and preserve all items of historical interest to the Society.

2. Genealogist/Librarian
 - a. Shall collect and preserve the genealogical and biographical records and make them available to the membership and to others doing genealogical research.
 - b. Shall maintain a file of MCGS genealogical books, pamphlets and other publications which are available to the public.
 - c. Shall cooperate with the local libraries in furthering the availability and access to genealogical materials.
3. Newsletter Editor
 - a. Shall be responsible for publishing the official publication of the Society.
 - b. Shall be responsible for collecting the materials to be considered for Society publication.
4. Webmaster
 - a. Shall be responsible for maintaining and updating the Society's website as needed, but no less than once a quarter.
5. Parliamentarian
 - a. Shall be familiar with the Standing Rules and Bylaws of the Society and shall use Robert's Rules of Order to resolve parliamentary questions that may occur.
6. Program Chair
 - a. Shall be responsible for programs for general membership meetings and physical arrangements and equipment.
7. Research Chair
 - a. Shall be responsible for ensuring research requests received by the Society are acted upon in a timely manner.
 - b. Shall negotiate fees for paid research as approved by the Board of Directors.
8. Membership Chair
 - a. Shall serve on Nominating Committee.
 - b. Shall promote the growth of the Society through membership recruitment.
 - c. Shall provide all members in good standing a copy of the Standing Rules, Bylaws and a membership card.
 - d. Shall welcome all members and guests at general meetings and ensure the availability of nametags.