

## BY-LAWS

### ARTICLE I -- NAME AND PURPOSE

#### Section A. Name

The name of the organization is THE MESA COUNTY GENEALOGICAL SOCIETY, a non-profit organization.

#### Section B. Purpose

The general purpose of this organization shall be exclusively charitable and educational within the meaning of Section 501C(3) of the Internal Revenue Code. The business of the Society shall be performed by volunteer work to meet the objectives of the organization.

### ARTICLE II -- OBJECTIVES

The objectives of this organization are:

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.

#### Section A. Membership

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.

### ARTICLE III -- MEETINGS

#### Section A. Regular 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 By-Laws.

## Section B. 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 C. Quorum

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

## ARTICLE IV -- OFFICERS

### Section A. Officers

The Officers of the Society shall be a President, a Vice President, a Recording Secretary, and a Treasurer. Term of office is one year.

## ARTICLE V -- DUTIES OF OFFICERS

### Section A. Officers

1. President
  - a. Shall preside at the meetings of the Board of Directors and of the general membership.
  - b. Shall appoint all Committee Chairpersons.
  - c. Shall sign all contracts and documents authorized by the Society.
  - d. Shall, at the September meeting of each year, 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 at the Annual meeting.
2. Vice President
  - a. Shall assume the duties of the President in the absence of the President.
  - b. Shall be responsible for Publicity.
3. Secretary
  - a. Shall be the recording officer of the Society and the custodian of its records except such as are specifically assigned to others.

- b. Shall keep a record of the proceedings of the Society.
  - c. Shall keep and have available at all meetings a book in which the current Standing Rules and By-Laws are kept.
  - d. Shall furnish the officers and Committee Chairpersons with copies of all papers and books, as needed, for the proper performance of their respective duties. Shall preserve Committee reports among the records for which he/she is responsible.
  - e. Shall sign, with the President, all contracts and documents authorized by the Society.
  - f. Shall prepare and maintain a current inventory of all legal documents, records and equipment belonging to the Society.
  - g. Shall notify officers, committees and the general membership of meetings as necessary or as directed by the Board of Directors.
4. Treasurer
- a. Shall be the Director of Finance and Budget.
  - b. Shall be responsible for collection and deposit of all monies due the Society.
  - c. Notice of delinquent dues shall be sent after April 30<sup>th</sup>.
  - d. A current membership list of all members in good standing shall be maintained.
  - e. A statement of finance shall be prepared and presented at each meeting of the general membership.
  - f. Submit records of the Audit Committee at their request.
  - g. Shall make authorized disbursements on behalf of the Society.
  - h. Shall maintain a current signature authorization at the banking facility for the Society funds with the signature of the Treasurer, President, and Secretary.
  - i. Shall prepare and present at the Annual meeting, a financial report covering the previous year.
  - j. Shall be responsible for retrieving the Society's mail and distributing it to the proper departments/members within the Society.

## ARTICLE VI -- COMMITTEES

### Section A. Chairperson

1. The President of the Society will appoint chairpersons for the committees at the March meeting of the general membership.
2. All Chairpersons shall prepare and present a yearly report of their activities at the Annual Meeting.

### Section B. Duties of Standing Committees

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 genealogical books, pamphlets and other publications, which are available to the public at local libraries and other research facilities.
  - 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 quarterly publication of the Society, Mesa Dwellers.
    - b. Shall be responsible for collecting the materials to be considered for publication in the Society quarterly.
  4. Society (MCGS) 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 By-Laws of the Society and shall use Robert's Rules of Order to resolve parliamentary questions that may occur.
  6. Program Director
    - a. Shall be responsible for programs for general membership meetings, and physical arrangements and equipment.
  7. Research Director
    - a. Shall be responsible for ensuring research requests received by the Society are acted upon in a timely manner.
    - b. Shall ensure fees for paid research are negotiated by Research Director and approved by the Board of Directors.
  8. Membership
    - 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, By-Laws, and a membership card.
    - d. Shall welcome all members and guests at general meetings and ensure the availability of name tags.

## ARTICLE VII -- ELECTIONS

### Section A. Elections

1. Elections shall be held at the Annual meeting.
2. Nominations.
  - a. 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.
  - b. The Nominating Committee shall consist of one board member, the Membership Committee Chairperson, and a member from the general membership to be appointed by the President at the September meeting.
3. Voting
  - a. Eligibility - All members in good standing (those members whose dues are currently paid in full) may vote in Society elections.
  - b. Voting shall 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 B. Appointments

1. Appointed Chairpersons 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 Chairpersons and members of their committees may be re-appointed for successive terms in office.
2. In case of vacancy of an office other than President, the President shall appoint a replacement for the remainder of that term.

## ARTICLE VIII - BOARD OF DIRECTORS

### Section A. Membership

The Board shall consist of the elected officers of the Society and 3 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 all major expenditures of Society funds. Major expenditures exceed a value set by the Board of Directors.

#### Section C. Meetings

Meets at the call of any Board Member.

1. Subjects to be discussed may be proposed by any member at the general meeting.
2. Regular Board meetings shall be open to the general membership.
3. Two-thirds of the members of the Board shall constitute a quorum.

#### Section D. Ratification

The general membership shall ratify all decisions made by the Board of Directors.

### ARTICLE IX - DISSOLUTION OF SOCIETY

In the event of the dissolution of this organization, all assets of the Society shall be donated to The Museum of Western Colorado.

### ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained Robert's Rules of Order, Revised shall be used by the Parliamentarian in all cases in which they are applicable, and which are not inconsistent with these By-Laws.

### ARTICLE XI - AMENDMENTS

These By-Laws can be amended at any regular membership meeting by a two-thirds vote of the members present, provided the amendment was submitted in writing at a previous meeting.

STANDING RULES  
of  
Mesa County Genealogical Society

1. Members are encouraged to submit in black ink (1) or more typed or printed pedigree charts and (5) 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 in 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 \$10.00 per year individual, or \$12.00 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.