

Fort Worth Genealogical Society

Constitution and Bylaws

Revised 24 September 2013

Replaces Bylaws dated October 1999,
and as amended in May 2006 and Oct 2012.

Article I

CONSTITUTION, OFFICE and SEAL

- Section 1. Constitution.** The Articles of Incorporation shall be the Constitution of this Society, located at the end of this document.
- Section 2. Seal.** The Seal of the Society shall be a five-pointed star encircled by the name of the Society and date of organization.
- Section 3. Office.** The headquarters and mailing address of the Society shall be at such address as the Board of Directors may designate.

Article II

NAME and PURPOSES

(Copied directly from the Articles of Incorporation)

- Section 1. Name.** The name of this organization shall be Fort Worth Genealogical Society.
- Section 2. Purposes.** The purposes for which this organization is formed are:
- To support and to operate an educational and literary organization;
 - To create, foster, and maintain interest in the subject of genealogy among the citizens of Tarrant County, Texas, and surrounding areas;

- To collect and to preserve the early historical information relating to those pioneers who settled Tarrant County, Texas, and surrounding areas;
- To preserve church records, cemetery records, land records, testamentary documents, diaries, letters, manuscripts, and other source materials in which the achievements of those who established the foundation of this great community are chronicled;
- To copy, index, and catalog all such records, in order to make this information available to present and future generations;
- To collect and to make available the published records of other States, from which came the Texas pioneers;
- To exchange ideas and to collaborate in devising accurate and efficient methods for genealogical and historical research;
- To publish and to disseminate genealogical and historical information to the public;
- To assist the Fort Worth Public Library, and other libraries and institutions in their acquisition of genealogy and historical information;
- To acquire, by gift or purchase, genealogical and historical information for use by members, and for placement in libraries and institutions; and
- To perform any actions considered necessary to accomplish all of the above purposes.

Article III MEMBERSHIP

Section 1. Types. The membership of the Society shall consist of those in good standing; good standing meaning those who have paid the current year's dues. Membership shall consist of four types: Regular, Family, Contributing, and Honorary Life.

Section 2. Dues. The annual dues are on a calendar basis from January 1 through December 31. The amount of dues may be changed by a recommendation

from the Board of Directors and the Budget and Finance Committee with a majority vote of the membership present at any regular meeting.

Section 3. Voting. Each member shall have one vote, and each shall have the same rights and privileges to vote.

Section 4. Publications. Each paid membership shall receive one copy of each publication designated for membership.

Section 5. Compensation. No member of the Society shall receive compensation for services performed for the Society except upon the recommendation of the Board of Directors and a majority vote of members present at a regular meeting or annual business meeting.

Article IV GOVERNING BODY

Section 1. Members. The governing body of the Society shall be the Board of Directors consisting of **President, Vice-President, Secretary, Treasurer, Newsletter Editor, Program Director, Membership Director, Footprints Editor, Historian/Archivist**, and three (3) **Directors at Large**. Each member of the Board of Directors shall be considered an Officer in respect to these bylaws.

(A) Purpose. To direct and to administer business and funds of the Society. The Board of Directors shall have authority to act in all matters, subject only to such specific instructions as determined by resolution or motion passed by a two-thirds vote of those present at any regular membership meeting.

(B) Requirement. No person shall be eligible for office whose membership has not been in effect for one full year prior to consideration for nomination.

(C) Voting. Each officer is entitled to only one vote, regardless of the number of positions held.

Section 2. Officers.

- The Executive Officers of the Society shall consist of a **President, Vice-President, Secretary and Treasurer**. No member shall hold more than one executive office.
- The **Newsletter Editor, Program Director, Membership Director, Footprints Editor, Historian/Archivist** may occupy multiple offices simultaneously, including one as Executive Officer.
- **Directors at Large** shall not simultaneously occupy any other office. They remain eligible to be appointed to fill vacancies on the Board of Directors, but shall vacate the position of Director at Large upon ratification of this appointment.

Section 3. [Section 3 has been eliminated.]

Section 4. Election. The Board of Directors shall be elected at the October membership meeting. Nominations may be made from the floor with prior consent of the nominee. The election shall be by show of hands unless there is more than one nominee in which case election shall be by ballot. Every member of the Board of Directors shall be elected by a majority vote.

Section 5. Terms. Each officer shall serve a term of one calendar year.

- No member shall be elected for more than four (4) consecutive terms in the same Executive Office.
- The positions of Newsletter Editor, Program Director, Membership Director, Footprints Editor and Historian/Archivist shall not be subject to term limitations.
- No member shall be elected for more than two (2) consecutive terms as Director at Large.

Section 6. Vacancies. Vacancies at the time of the general election shall be filled by the nominating committee for presentation and vote by the membership. After the general election, and beginning January 1ST vacancies on the Board of Directors, including officers, may be filled by

nomination by the President, approval by the Board of Directors and ratification by the membership.

Section 7. Resignation. Any officer wishing to resign, one or more positions, shall give one month's written notice to the President. For confidentiality, letters of resignation shall be brief and shall not be read to the Board of Directors or to the membership, but filed in the President's report.

Section 8. Removal. Any officer may be removed from the Board of Directors by a two-thirds vote of the Board of Directors. Removal does not mean removal from membership in the Society.

(A) Board of Directors members shall be removed after three unexcused absences from a Board of Directors meeting. Excused absences are for a Board of Directors member's illness, death in one's family, or absence from the city. All Board of Directors members shall notify the President if absence is unavoidable.

(B) A member of the Board of Directors may be removed by majority vote of the Board of Directors upon failure or refusal to perform their duties as set forth in the Bylaws of the Society.

Section 9. Meetings. The Board of Directors shall meet each month except December. Meetings shall be at least seven days prior to the regular membership meeting, at such time and place as shall be determined by the President. Board of Directors members shall be notified as to time and place not less than seven days prior to the meeting.

Section 10. Special Meetings. A special meeting of the Board of Directors may be called by the President, or Vice-President, for a specific purpose, or upon written request of two-thirds of the Board of Directors.

Section 11. Quorum. A simple majority of the members of the Board of Directors shall be required to be present at any Board Meeting or Special Board Meeting to constitute a quorum for transaction of Society business. Members occupying multiple positions on the Board of Directors are counted only once in determining if a quorum exists.

Article V DUTIES OF OFFICERS

Section 1. Duties of the **PRESIDENT**. The President, as chief executive officer, shall:

- Preside at all meetings.
- Be responsible for securing all regular Society meeting places.
- Appoint all committee chairs with approval of the Board of Directors except those otherwise provided.
- Be an ex-officio member of all committees **except nominating**.
- Prepare in triplicate a brief annual report of the work of the Society; one for the incoming President, one for Recording Secretary, and one for the archives.
- Have access to post office box, and be responsible for opening and disbursing all mail to appropriate officers and committee chairs.
- Be responsible for changing the lock to the post office box when leaving office.
- Be entitled to vote only when vote is by ballot or only when vote would change the result.
- Give all Society materials to Archivist for placement in the archives.

Section 2. Duties of **VICE-PRESIDENT**. The Vice-President shall:

- Preside in the absence of the President and assume executive responsibility when the President is ill or out of town.
- Assume the office of President in the event it is vacated.
- Appoint Vice-President, as first Presidential act, with Board of Directors approval.
- Assist the President in all duties as requested.
- Have access to post office box and mail.
- Prepare an annual report in triplicate, one for the incoming Vice-President, one for Recording Secretary, and one for archives.

Section 3. Duties of **SECRETARY**. The Secretary shall:

- Keep full and accurate records in triplicate of all meetings, both membership and Board of Directors. These records shall be made

available to any member in good standing, after forty-eight hours notice.

- Keep all records in own possession at all times until office is filled by successor.
- Deliver records to Archivist at the end of the calendar year.
- These records of the Society may not be reproduced in any way without permission of the Board of Directors.
- Prepare annual report in duplicate, one for the incoming Recording Secretary, and one for archives.
- Handle correspondence as directed by the President and/or Board of Directors.

Section 4. Duties of the TREASURER. The Treasurer shall:

- Keep full and accurate account of receipts and disbursements. Be sole custodian of all funds of the Society.
- Deposit all monies in the name and to the credit of the Society in a Depository so designated by the Board of Directors.
- Make prompt disbursements.
- Submit all unbudgeted disbursements in excess of a predetermined amount for approval by the Board of Directors.
- Pay properly signed and itemized vouchers, statements and invoices.
- Receive all funds of the Society not later than ten days after the President receives them.
- Bring all financial records to all meetings.
- Records may be examined by a member in good standing with 48 hours advance notice, but only with the Treasurer's supervision or another Board of Directors member so designated by the President.
- Serve as ex-officio member of the publishing committee.
- Submit an annual report in triplicate, one for President, one for Recording Secretary, and one for archives.
- Submit report of the financial operations of the Society at the regular meeting of the Board of Directors.
- Be replaced temporarily when absent or disabled, by appointment of the President with approval of the Board of Directors.
- Submit a written report at each regular meeting.

- Prepare budget on the basis of all receipts of the Society during the period September 1 of the preceding year through August 31 of the current year.
- Shall serve as chair of the Budget and Finance Committee with two other members of the Society who shall be appointed by the President.
- Have financial records audited each year, after January 1st by an auditing committee appointed by the President with approval by the Board of Directors. The auditing committee shall not include members of the Budget and Finance Committee.

Section 5. Duties of the NEWSLETTER EDITOR. The Newsletter Editor shall:

- Be responsible for the preparation, printing, and mailing of the monthly newsletter, placing one copy of each newsletter in the archives.

Section 6. Duties of the PROGRAM DIRECTOR. The Program Director shall:

- Make program details available to Board of Director and publicity chair at least 30 days prior to meeting date.
- Appoint a committee, if desired, to assist in planning programs.
- Prepare annual report in triplicate, one for the incoming Program Director, one for Recording Secretary, and one for archives.

Section 7. Duties of the MEMBERSHIP DIRECTOR. The Membership Director shall:

- Prepare all mailing labels for Newsletter, Footprints, and other required mailings.
- Mail past due notices to previous year's member no later than April.
- Post dues payments.
- Issue membership cards upon request.
- Coordinate work with Treasurer.
- Submit a written membership report at each Board of Directors meeting.
- Maintain membership files and records.
- Prepare a membership roster by the end of August to be made available to the membership.

- Prepare annual report in triplicate, one for the incoming Membership Director , one for Recording Secretary, and one for archives.
- Prepare a copy of the complete membership roll at end of the calendar year for archives.

Section 8. Duties of the FOOTPRINTS EDITOR. The Footprints Editor shall:

- Edit, supervise, and direct all policies, contributions, and distributions of the publication Footprints.
- Be responsible to the Board of Directors, but have complete control of editing, and preparation of materials.
- Shall request assistance as needed for collection, preparation, and mailing of Footprints.
- Be responsible for timely distribution of Footprints.
- If publication is late, notify President of the Board of Directors as to reason.
- Give at least sixty days notice of resignation except in case of emergency illness.
- Deposit one copy of each issue of Footprints in the archives.

Section 9. Duties of the HISTORIAN/ARCHIVIST. The Historian/Archivist shall:

- Keep the Society's scrapbook, obtaining newspaper articles pertaining to the Society and its members.
- Take pictures at any time deemed appropriate for display in scrapbook.
- Shall be reimbursed for film and development costs from the Society's general fund as budgeted.
- Purchase a new scrapbook each year.
- Bring scrapbook for viewing as follows: February for previous year and September for current year.
- Place previous year's scrapbook in archives after February meeting.
- Maintain an archives to preserve the history and accomplishments of the Society.
- Accept and file reports and all other documents of the Society, i.e., Footprints, newspapers, etc.
- Shall not dispose of any materials or equipment without prior consideration and approval by the Board of Directors.

- Open archives, when convenient, to any member in good standing within seven days of written notice of request.
- Shall inventory and record the property, materials and physical assets of the Society when requested by Board of Directors. Shall submit a report of said inventory to the Board of Directors in a timely manner.
- Shall serve as an advisory non-voting member of the Board of Directors.

Section 10. Duties of the **DIRECTORS-AT-LARGE**. The Directors-at-Large shall:

- Represent the will of the membership, respect the needs of the Society, and serve in such other capacities as the Board of Directors deems necessary.

Article VI MEETINGS

Section 1. Regular. Regular meetings of the Society will be held on the last Tuesday of each month unless otherwise ordered by the Board of Directors, with notification made to the membership.

Section 2. Annual. The annual meeting for the election of officers shall be held on the last Tuesday in October. Officers shall be elected by a majority vote of members present, and installed at the November meeting in preparation for assuming duties on January 1st. All officers and committee chairs shall give their annual reports at the November meeting.

Section 3. Special Meetings. Special meetings of the membership may be called by the President, or a Vice-President, upon written request of twenty-five members or upon recommendation of the Board of Directors.

Section 4. Meeting Notices. A written notice of regular meetings shall be sent to all members at least seven days prior to meetings. Notice of special meetings shall be mailed at least four days prior to the meeting and

state the specific purpose for such meeting. All notices will give date, time, and place.

Section 5. Quorum. A quorum shall consist of members in good standing present at any regular meeting of the Society.

Section 6. Agenda. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, Chapter XI.

Section 7. Special Interest Groups. Special interest groups for the study of genealogy may be formed by members of the Fort Worth Genealogy Society with the approval of the Board of Directors. Each group shall choose a chair who is a member in good standing of the Society, subject to the approval of the Board of Directors. Each group shall be subject to all Bylaws and Standing Rules of the Society.

Article VII COMMITTEES

Section 1. At the January meeting of the Board of Directors, the President shall appoint, with Board of Directors approval, chairs for each committee. Each chair will supervise and be responsible for all matters pertinent to the work of that committee as long as the committee shall exist or until replaced. Members of each committee shall be members in good standing of the Society. Chairs shall submit an annual report in triplicate, one for the incoming chair, one for the President and one for the Recording Secretary. Committee chairs may attend Board of Directors meetings if invited by the President, and may vote only if a Board of Directors member.

Section 2. [Section 2 has been eliminated.]

Section 3. Appointments. The President, with Board of Directors approval, may designate such committees and chairs as needed for special purposes,

which shall continue until discharged by a two-thirds vote of the Board of Directors.

(Note to reader: All examples of committees will appear under Item 4 of Standing Rules.)

Section 4. Chairs. The committee chairs shall be responsible for filling committee memberships unless otherwise provided. Committees may contain as many members as are needed and shall be approved by the Board of Directors.

Section 5. Resignations. All committee chairs shall give two weeks written notice of resignation to the President. For confidentiality, letters of resignation shall be brief and shall not be read to the Board of Directors or to the membership, but filed in the President's report.

Section 6. Nominating Committee. In June a nomination committee shall be appointed consisting of five members. It shall be the duty of this committee to nominate a candidate for each elected officer and Director-at-Large on the Board of Directors.

Article VIII PUBLISHING COMMITTEE

Section 1. Members. The Publishing Committee shall consist of three or more members appointed by the President and approved by the Board of Directors. The Treasurer shall serve as ex-officio member to keep the committee informed on financial aspects to the publishing program.

Section 2. Duties. The committee shall examine all material offered to the Society for publishing, exclusive of Footprints, obtain bids and determine publishing costs. Based on this information, recommend publishing projects to the Board of Directors. Arrange for printing, binding, copyrighting, advertising, and sale of publications approved by the Board of Directors. Sub-committees may be appointed as needed to aid in the functions.

Section 3. Rights. All rights to materials published by the Society, including the copyright, shall belong to the Society. All revenues from all publications shall accrue to the Society.

Section 4. Revenues. All revenues received from Society publications, excluding Footprints, shall be deposited in a publishing account to be used in meeting expenses involved in future publications of the Society. Monies from this account may be used for other necessary purposes of the Society at the discretion of the Board of Directors.

Article IX PROPERTY OF THE SOCIETY

Section 1. When retiring from office, all officers, committee chairs and members shall deliver to their successor or to the President, all monies, accounts, record books, papers, and all other property of the Society.

Article X PARLIAMENTARY AUTHORITY

Section 1. This Society shall be governed by Robert's Rules of Order. Newly Revised in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Society may adopt.

Article XI BYLAWS AMENDMENTS AND ALTERATIONS

Section 1. The Bylaws may be amended, altered, repealed or added to, in whole or in part, at any annual or regular monthly meeting of members, by a two-thirds affirmative vote of the members present at such meeting, after having been presented at the previous regular meeting.

Section 2. The Standing Rules of the Society shall contain such rules of a continuing nature as may be adopted by a majority vote at any business meeting without previous notice. If notice of the proposed action was given at a previous meeting, or in the call for the present meeting, the Rules may be rescinded or amended by a majority vote. Rules may be suspended at any meeting by majority vote.