Brevard Genealogical Society, Inc. Bylaws

Article I - NAME

The name of this organization shall be the Brevard Genealogical Society, Inc., hereinafter referred to as "the Society". The Society serves Brevard County, Florida. The mailing address is: P.O. Box 1123, Cocoa, FL 32923.

The Society was originally formed as the Brevard Chapter of the Southern Genealogists Exchange Society on 2 December 1968. The name was changed to the Brevard Genealogical Society on 11 February 1975, and bylaws were adopted. On 13 November 1989, Articles of Incorporation were filed and the Society became "Brevard Genealogical Society, Inc.", a not-for-profit corporation, effective 1 January 1990. The Society was recognized by the Internal Revenue Service as a 501(c)(3) public charity on 3 October 2007. Copies of the Articles of Incorporation and associated documents are in the possession of the Historian, the Secretary, and the Registered Agent.

Article II - PURPOSE

The primary purpose of the Society is educational. To this end, it shall strive to provide educational courses, workshops and seminars to the membership and public at large on methods and standards of genealogical research; stimulate interest in the recording of family history; establish and maintain a library for genealogical research in the Central Brevard area; publish materials of genealogical interest; and work with other organizations with similar goals.

Article III - MEMBERSHIP

Section A - ELIGIBILITY

> **Any person who subscribes to the purposes of the Society may become a member by providing his name and address and paying the established dues.**

Section B - CLASSES OF MEMBERSHIP

> **1. Individual membership.**
> **2. Family membership - husband, wife, and any children under eighteen years of age having the same mailing address.**
> **3. Distant membership - members having no residence in Brevard County, Florida.**

Section C - DUES

1. Annual dues, both individual and family, shall be recommended by the Board and approved by the membership at the Annual Meeting in November.
2. Dues shall be for the calendar year. Dues for new members joining after June 30th shall be one half the annual rate.
3. Annual dues shall be payable by the regular January meeting and shall be delinquent after the regular February meeting.

Section D - PRIVILEGES AND PROHIBITIONS

1. Those with Individual and Family memberships, but not with Distant memberships, may vote and hold office.
2. All members shall receive electronic access to the Society Newsletter, electronic access to Society groups and mailing lists, and notice of seminars and other events sponsored by the Society.
3. No member or other person or entity, other than this Society, shall benefit financially from research or other resources generated by the Society.

Section E - RESIGNATION, TERMINATION, AND REINSTATEMENT

1. Members whose dues are in arrears after the regular February meeting will have forfeited their membership. Reinstatement shall be automatic upon receipt of dues for the full year.
2. Any member who fails to abide by these bylaws or acts to the detriment of the Society may have membership terminated by the Board. Board approval must be obtained before readmission of a member whose membership has been so terminated.

Article IV - OFFICERS

Section A - OFFICERS OF THE SOCIETY

The officers of the Society shall be President, Vice-President, Secretary and Treasurer.

Section B - TERM OF OFFICE

The term of office shall be one year or until a successor is elected. Officers shall be elected according to Article X of these bylaws. They shall assume their duties on January 1st, following their election. All records of office and any Society property shall be turned over to the incoming officers by the end of the December meeting. Any outstanding expenses shall be submitted to the Treasurer by this meeting.

Section C - TERM LIMITS

The President and Vice President may not serve more than two consecutive terms in the same office. They may serve immediately in other offices or in those same offices after a

lapse of two years. All other officers and committee chairmen may serve without limit.

Section D - VACANCIES

A vacancy in any elective office except the Presidency shall be filled by the affirmative vote of the majority of the remaining directors on the Board for the remainder of the term. Normally, a vacancy in the Presidency shall be filled by the Vice-President and the office of Vice President shall be filled by the Board. If the Vice-President is unwilling or unable to serve as President, a new President shall be nominated and elected at the next regular meeting, or if necessary, a special meeting may be called for that purpose.

Section E - NONFEASANCE

Any officer or committee chairman who fails to perform the duties of the office in a satisfactory manner may be removed from office by the Board.

Article V - DUTIES OF OFFICERS

Section A - PRESIDENT

1. Shall be the chief executive officer with responsibility for the general supervision of the affairs of the Society.
2. Shall preside at all meetings of the Society and the Board.
3. Shall execute, with the Secretary or Treasurer, all official contracts and instruments of the Society.
4. Shall serve ex-officio on all committees except the Nominating Committee and the Financial Review Committee.

Section B - VICE PRESIDENT

1. Shall preside in the absence of the President.
2. Shall assume the office of President in case of a vacancy.
3. Shall be the chairman of the Program Committee.

Section C - SECRETARY

1. Shall record and report minutes of all Board and Society meetings and provide a copy to the President, the Historian, and any other member requesting them.
2. Shall keep a file of current minutes and copies of all official papers of the Society including the Bylaws, the Articles of Incorporation, and associated documents.
3. Shall conduct the correspondence of the Society as directed by the Board or the President and maintain a file of such correspondence except for correspondence assigned to others.

Section D - TREASURER

1. Shall be responsible for receiving and disbursing the funds of the Society using a checking account approved by the Board. The Board shall designate an alternate who will be authorized to sign checks in the Treasurer's absence.
2. Shall submit monthly financial statements to the Board and report to the membership at regular monthly meetings.
3. Shall make all treasury records available to the Financial Review Committee.
4. Shall inform the Membership Recorder of any new members or dues received directly or by mail

Article VI - BOARD OF DIRECTORS

Section A - COMPOSITION

The Board of Directors (the Board) shall be composed of the President, Vice-President, Secretary, Treasurer, the Chairmen of the Standing Committees, and the immediate Past-President.

Section B - FUNCTION

1. The Board shall establish policies and manage the affairs of the Society.
2. The Board shall appoint the Society's representatives to other organizations.
3. The Board shall appoint the Registered Agent.

Section C - MEETINGS

1. The Board of Directors shall meet monthly, except June, July and August, prior to the regular Society meeting, at a time, date, and place agreed to by a majority of the Board.
2. When required action does not permit waiting until a monthly Board meeting, the Board is authorized to conduct business by telephone, fax, or e-mail. The President shall notify each Board member in sufficient time to allow a full exchange of ideas among the members.
3. Special meetings of the Board may be called by the President or by any three members of the Board.

Section D - QUORUM

A majority of the Board shall constitute a quorum at any regular or special meeting.

Article VII - SOCIETY MEETINGS

Section A. - REGULAR MEETINGS

Regular meetings of the Society shall be held monthly, except June, July and August, unless otherwise ordered by the Board. Time and place of regular meetings shall be recommended by the Board and approved by the membership.

Section B. - ANNUAL MEETING

The Annual Meeting, required by Florida law for all corporations, shall be the regular meeting in November.

Section C. - SPECIAL MEETINGS

Special meetings may be called by the President with the approval of a majority of the Board, or upon written request of at least fifteen percent of the members. Notification of the meeting must be given via mail or e-mail to all members of the Society at least ten days in advance of the special meeting. The notification must include time, date, place, and purpose of the meeting.

Section D. - QUORUM

Twenty percent of the total membership shall constitute a quorum at any regular or special meeting.

Article VIII - COMMITTEES

Section A - STANDING COMMITTEES

1. There shall be ten standing committees as follows: Computer, Education, History, Library, Membership, Membership Recorder, Program, Publications, Publicity, Research, and Webpage.
2. The chairman of each committee except Program shall be elected annually for a term of one year. They shall be elected at the Annual meeting and take office on January 1st, following their election. All records of office and any Society property shall be turned over to the incoming chairmen by the end of the December meeting. Any outstanding expenses shall be submitted to the Treasurer by this meeting.
3. The chairman of each standing committee is expected to fill the committee with as many additional members as needed.

Section B - SPECIAL COMMITTEES

Special Committees may be established by the Board to accomplish the work of the Society. The Board shall appoint the chairman of each Special Committee. Additional members may be appointed by the Board or may be selected by the chairman, as the Board desires. Such committees must be limited to a specific purpose and for a specific goal or period of time.

Article IX - DUTIES OF STANDING COMMITTEES

Section A - COMPUTER COMMITTEE

1. Shall advise the membership of the availability of computer hardware and software of interest to genealogists. Determine needs and conduct courses accordingly on the application of computers to genealogy.
2. Shall inform the membership, either directly or via the Society newsletter, of on-line genealogy resources, attempting to maintain a balance of information for beginners as well as advanced users.

Section B - EDUCATION COMMITTEE

1. Shall conduct classes to educate members of the Society in the use of established research methods and normal standards of research and recording. The courses may include field trips.
2. Shall present programs on genealogy to schools and other organizations whenever opportunities arise.

Section C - HISTORY COMMITTEE

The History Committee chairman shall be known as the Historian. The Committee shall receive and file official records from all officers and committees and any other material relating to the history of the Society.

Section D - LIBRARY COMMITTEE

1. Shall select, acquire, and maintain books, periodicals, and other publications and electronic data of interest to genealogists.
2. Shall manage the Society's collection within the Central Brevard Public Library and arrange for volunteer staffing.
3. Shall serve as the point of contact with all public libraries associated with Society affairs.

Section E - MEMBERSHIP COMMITTEE

1. Shall greet attendees at Society meetings, concentrating on new members, visitors and other prospective members, and provide information about the Society.
2. Shall develop procedures for increasing Society membership.

Section F - MEMBERSHIP RECORDER COMMITTEE

1. Shall collect and record monies for dues during the Society meetings and record dues paid at

any other time.
2. Shall submit to the Treasurer a report of all dues received along with the monies collected.
3. Shall maintain the official Society Membership List. The membership list shall be available to all Society members.

Section G - PROGRAM COMMITTEE

Shall arrange programs and speakers for regular monthly Society meetings, except December, for the period from March through the following February.

Section H - PUBLICATIONS COMMITTEE

1. Shall edit, publish and distribute a newsletter. Frequency of publication shall be determined by the Board.
2. Shall publish other materials as directed by the Board.

Section I - PUBLICITY COMMITTEE

1. Shall submit information about Society meetings, classes, seminars and other pertinent activities to local newspapers and other media and to other genealogical societies.
2. Shall remind Board members of Board meetings and the membership of regular meetings via e-mail or telephone.
3. Shall organize and direct the Telephone Sub-Committee.

Section J - RESEARCH COMMITTEE

Shall search for and arrange for the recording of historical and genealogical data in the central Brevard area or the whole county when appropriate.

Section K - WEB PAGE COMMITTEE

The chairman of the Web Page Committee shall be known as the Webmaster. The Web Page Committee shall establish and maintain a Society web page. The web page shall contain information about our Society as well as information about Brevard County for all genealogy researchers.

Article X - NOMINATIONS AND ELECTIONS

Section A - NOMINATIONS

1. A Nominating Committee consisting of at least three members of the Society shall be nominated and elected by the general membership at the regular monthly meeting in February. The committee shall choose a chairman from its members.
2. The committee shall survey the membership to find candidates to fill the positions

of Officers and Chairmen of the Standing Committees. They may also compile a list of members willing to serve in other capacities.
3. The Nominating Committee shall present a candidate for each position to the membership at the regular meeting in October. Additional nominations for each position may be made from the floor at that time. The candidates must have agreed to fulfill all responsibilities of the office if elected.

Section B - ELECTIONS

1. Elections shall take place during the Annual Meeting in November. Additional nominations for each position may be made from the floor at that time.
2. Voting shall be by ballot. If there is but one candidate for office, voting may be by voice. A majority vote of the members present constitutes election. If a quorum is not in attendance, a special meeting shall be called to elect officers.

Article XI - FINANCIAL

Section A - FISCAL YEAR

The Society's fiscal year shall be the calendar year.

Section B - ANNUAL BUDGET

A Budget Committee of at least three persons, including the Treasurer, shall be appointed by the President in January. The committee shall draft a budget and submit it to the Board for approval at its regular February meeting. The Budget will then be submitted to the membership at the regular February meeting where it must be finally approved by a majority of the members present.

Section C - EXPENDITURES

1. Officers or Committee Chairmen may expend money from their budget up to a maximum of $125 for any single item. The Board may approve any higher budgeted amounts.
2. Unbudgeted amounts up to and including $250 may be approved by the Board. Unbudgeted amounts over $250 must be approved by the membership.

Section D - FEES

Registration or other fees for seminars, courses, and workshops shall be set by the Board.

Section E - ANNUAL FINANCIAL REVIEW

At the annual meeting in November, the President shall appoint a Financial Review Committee consisting of three Society members who are not members of the Board. They shall choose a chairman from their own number. The committee shall review the treasury records for the year and report to the membership at a regular monthly meeting no later than March.

Article XII - RULES OF ORDER

***Robert's Rules of Order* Newly Revised shall guide the proceedings of the Society in all instances not covered by these bylaws.**

Article XIII - DISSOLUTION

In the event of dissolution, the Society shall first satisfy any outstanding liabilities or obligations. Remaining assets shall be distributed to any one or more non-profit organizations with interests similar to those of the Society, as required by the Articles of Incorporation in the State of Florida. The recipient organizations may be recommended by the Board and shall be selected and approved by a majority vote of members attending a regular or special meeting.

Article XIV - AMENDMENTS

These bylaws may be amended or revised by a majority approval of the Board, followed by a two-thirds vote of the members present at any regular meeting. The Board shall be given sufficient time for consideration and discussion before their vote is expected. After approval by the Board, proposed changes shall then be published on the BGS list and/ or web site with written notice mailed or distributed to the members who do not have Internet access at the regular meeting one month prior to the meeting where the approval vote is taken.

These bylaws were amended on 9 December 1985, 11 June 1990, 9 June 1997, significantly revised 13 November, 2000, amended on 13 November 2006, amended on 9 April 2007, amended October 12, 2009 and most recently on April 19, 2010.

Approved April 19, 2010 by:

Elaine Harvey, Secretary (Copy of applicable Minutes attached.)

Vera Zimmerman, President.