

BYLAWS
CLARKE-OCONEE GENEALOGICAL SOCIETY
Athens, Georgia
Revised in 2009

ARTICLE I: NAME

The name of the Society shall be CLARKE-OCONEE GENEALOGICAL SOCIETY.

ARTICLE II: NONPROFIT CHARACTER

The Society shall be operated as a nonprofit corporation under the laws of the State of Georgia, no part of the net earnings of which shall inure to the benefit of any private individual or agency.

ARTICLE III: OBJECTIVES

The objectives of the Society shall be to: (1) Collect, preserve, and disseminate knowledge and information with reference to genealogical and related historical, biographical, and heraldic data; (2) Encourage accurate research in these fields; (3) Adhere to practices of accuracy and thoroughness in research; (4) Champion ethical standards and discourage and oppose incompetent and disreputable practices and researchers; (5) Foster careful documentation and scholarly writing; (6) Issue publications; and (7) Encourage and provide scholarly training for all interested in these endeavors.

ARTICLE IV: MEMBERSHIP

Section 1. Any individual or institute willing to support the objectives of the Society, upon signed written application and payment of the prescribed dues and fees, is eligible for membership, subject to such limitations as the Society may impose without regard to sex, race, color, creed, or national origin of individuals.

Section 2. Any member may be dropped by the Council, for cause, after an opportunity to be heard.

Section 3. Membership in the Society shall be a prerequisite for participation in any of the activities of the Society, with the exceptions of events declared open to the general public by vote of the Council.

Section 4. A candidate for membership shall submit the appropriate form together with payment of dues for the first year. Membership shall be for one calendar year.

ARTICLE V: OFFICERS

Section 1. Any regular member in good standing shall be eligible for nomination as an officer of the Society.

Section 2. The elected officers of the Society shall consist of President, Programs, Activities, Secretary, Treasurer, Membership, Publications, Technology, Hospitality, Publicity, Newsletter, and Special Events.

Section 3. A vacancy in any elective position shall be filled by the Council until the next election is held.

Section 4. All elected officers shall serve for a term of one year, commencing in January of the year following the election. Elected officers shall hold office until the end of the term or until an election is held.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. The President shall serve as the Executive Officer of the Society, and shall be responsible for the general supervision of the affairs of the Society, and shall be the official spokesman. The President shall preside at all meetings of the Society and the Council and carry out the instructions of the Council. The President shall appoint all standing and special committee chairmen, with the approval of the other elected officers of the Society, and shall be an ex-officio member of all committees except the Nominating Committee.

Section 2. The Program Officer, formally known as the First Vice President, shall be responsible for the planning and coordination of programs of the Society, as well as other educational programs as may be appropriate for the benefit of the Society and its members. A well-rounded educational program shall be provided for Society members. In the absence or inability of the President to serve, the Program Officer shall perform the duties of President.

Section 3. The Membership Officer, formally known as the Second Vice President, shall be responsible for growth in membership, sending out renewal notices, encouraging attendance at meetings, and reporting to the Secretary at the close of each meeting the number of members in attendance. A current membership roster shall be maintained by the Membership Officer. The Membership Officer or designee shall be present at all activities and programs with name tags and membership materials.

Section 4. The Activities Officer shall be responsible for the planning and coordination of activities, such as field trips, cemetery cleanups, and any other activity deemed appropriate for the benefit of the Society. In the absence of the President and the Program Officer, the Activities Officer shall perform the duties of the President.

Section 5. The Secretary shall be responsible for keeping a record of the proceedings of Society meetings including the meetings of the Council. The Secretary shall have custody of the papers of incorporation, the Seal, and other important documents and records of the Society. The Secretary shall conduct correspondence for the Society, as directed by the President and the Council.

Section 6. The Treasurer shall be responsible for receiving all monies of the Society, disburse monies, pay bills of the Society, and present a financial report at each meeting. The Treasurer shall receive all membership dues and maintain a ledger of each member's account. The Treasurer shall insure pickup of the Society's mail. The name and address of each new member, member information and member updates shall be provided to the Membership Officer, the Newsletter Editor Officer, the Technology Officer, and the Secretary for the permanent records of the Society. Checks disbursing Society funds shall be signed by the President or the Treasurer. The Treasurer shall act as an ex-officio member of the Finance Committee of the Society and shall assist in preparation of the Annual Budget. The Treasurer shall maintain an inventory list of physical assets of the Society.

Section 7. The Publications Officer shall be responsible for book sales, purchasing new books for donation to local libraries, and searching for genealogical media deemed appropriate for the benefit of the Society.

Section 8. The Technology Officer shall be responsible for maintaining the Society's web pages and Google documents.

Section 9. The Hospitality Officer shall be responsible for arranging for refreshments for all Society programs and activities, and will plan holiday parties, picnics, etc.

Section 10. The Publicity Officer shall be responsible for publicizing all Society events in various news media.

Section 11. The Newsletter Officer shall be responsible for assembling, editing, distributing and archiving the Society's quarterly newsletter and shall be responsible for all matters that maintain the integrity of the newsletter.

Section 12. The Special Events Officer shall be responsible for organizing and directing all special events (e.g. genealogy Expo, anniversary celebrations), with the aid of the other Officers.

ARTICLE VII: ELECTIONS

Section 1. A Nominating Committee shall consist of three active members, not to include the President, appointed by the President at the general meeting in August. The committee shall nominate a slate of one active member for each of the elective offices. Consent of the active members to serve shall be obtained by the Nominating Committee prior to placing the name of a member in nomination. The slate of candidates shall be presented to the general membership at the regular meeting in October.

Section 2. The election of officers shall take place at the annual election meeting in November at which time additional nominations for any or all offices shall be in order from the floor, providing consent has been given by the nominees.

Section 3. In the event that there is more than one nominee for any office, a vote of the members attending the election meeting shall be by written ballot. The President shall appoint a Committee of three active members, not candidates in the election, to count the votes. The candidate receiving the majority of votes cast for each office shall be declared elected.

Section 4. In the event of a tie for any office, a new vote shall be taken for the office until one candidate receives a majority.

Section 5. In the event there are no nominations from the floor, the slate shall be elected by acclamation.

Section 6. The elected officers shall assume office in January following the election.

ARTICLE VIII: COUNCIL

Section 1. The Council shall consist of the elected officers of the Society and the immediate Past President.

Section 2. The Council shall have control and management of the affairs and the funds of the Society. The Council is subject to the will of the Society and none of its acts shall conflict with or override the actions of the Society membership.

Section 3. The Council shall meet at least five times per year and at such other times as called by the President. At least three days notice shall be given to each council member as to the time and place of said meetings. Notices of extraordinary meetings shall state the purpose of said meetings.

Section 4. A summary of minutes of each Council meeting shall be in print in the Society newsletter.

Section 5. A quorum of the Council shall consist of five members.

Section 6. Any Council member who is absent from three Council meetings, without a valid excuse, in any one Society year shall be subject to termination as a Council member, and the selection of a replacement for that office shall conform to Article V, Section 3 of the Bylaws.

ARTICLE IX: COMMITTEES

Section 1. Any regular member of the Society in good standing shall be eligible for appointment to a committee.

Section 2. A Finance Committee may be organized to oversee the work of the Treasurer, review financial reports and audits, prepare the annual budget for approval by the Council, and recommend sources of funds to accomplish the objectives of the Society. The Treasurer shall serve as an ex-officio member of this committee.

Section 3. The President may appoint such additional committees as are deemed necessary to accomplish the objectives of the Society.

ARTICLE X: SOCIETY MEETINGS

Section 1. A program or an activity of the Society shall be held each month of the year, unless otherwise indicated. The membership in good standing shall be notified by mail or e-mail during the week prior to each meeting.

Section 2. The November meeting shall be designated as the Annual Election Meeting.

Section 3. A business session shall be set aside as a part of each ~~monthly meeting~~ program for the purpose of transacting business of the Society and for voting on matters that require the Society membership's participation in the decision process.

ARTICLE XI: FEES AND DUES

Section 1: The Council shall set the annual dues for membership in the Society.

Section 2: Dues are payable in advance.

Section 3: Dues shall be established for individual memberships, for family memberships, and for such other categories of membership as may be determined by the Council.

ARTICLE XII: PUBLICATIONS

Section 1. A newsletter shall be published quarterly for distribution to the general membership. It shall serve as the basic means of communication within the Society and shall assist members in their research efforts.

Section 2. The Council shall seek out other publications that will be worthy of compilation and printing.

ARTICLE XIII: DISSOLUTION OF THE SOCIETY

In the event of the need to dissolve the Society, its assets shall be transferred to a nonprofit tax-exempt organization to be chosen by vote of the Council.

ARTICLE XIV: AMENDMENTS TO THE BYLAWS

Section 1: These Bylaws may be amended by a two-thirds vote of the membership of the Society present at a regular meeting after having been approved by a vote of the Council.

Section 2: The vote on changes to the Bylaws may be taken at any regular **or** properly called meeting of the Society membership.

Section 3. Proposed revisions or amendments to the Bylaws shall be sent to the full membership in writing at least fourteen days prior to the meeting at which such changes are to be considered.

ARTICLE XV: PARLIAMENTARY AUTHORITY

Section 1: The Bylaws of the Society shall be the primary authority for the operation of the Society.

Section 2: Parliamentary rules in *Robert's Rules of Order, Newly Revised* shall govern the Society's deliberations so long as they do not conflict with the Society's Bylaws.

Section 3. The President shall appoint a Parliamentarian who will pass judgment on matters pertaining to the conduct of order at Society's meetings should questions or issues arise.