

JOHNSON COUNTY GENEALOGICAL SOCIETY AND LIBRARY, INCORPORATED

BY-LAWS

ARTICLE I NAME

The name of the organization shall be: Johnson County Genealogical Society and Library, Incorporated

ARTICLE II OBJECTIVES

The objectives of the Society shall be:

1. To preserve and perpetuate the records of our ancestors.
2. To locate, preserve, index and publish public and private genealogical records.
3. To acquire a collection of genealogical and historical material for our library.
4. To encourage and instruct members in the art and practice of genealogical research and compilation.
5. To maintain and elevate genealogical standards.
6. To publish an official quarterly magazine.

ARTICLE III MEMBERSHIP

Membership in the society shall be open to all persons having an active interest in genealogy and the Society's objectives and who present a completed application and pay the annual dues as set by the Executive Board.

ARTICLE IV MEETINGS

1. Regular membership meetings shall be held every month except December. At least one seminar will be held each year in lieu of a regular membership meeting as scheduled by the Executive Board.
2. Special meetings of the Society may be called by the President or at the written request of ten percent of the current paid membership. The call for a special meeting shall include a place and purpose of the meeting. No business other than that stated in the call shall be conducted.
3. The Executive Board shall meet every month except December. Exigent meetings will be held as necessary.
4. Four (4) officers shall constitute a quorum at the Executive Board meeting. Ten (10) percent of the current paid membership shall constitute a quorum at regular membership meetings.
5. All meetings will be conducted in accordance with the latest edition of *Roberts Rules of Order*.

ARTICLE V OFFICERS

1. The Society shall be governed by an Executive Board consisting of the elected officers and the immediate past President who shall be a member ex officio.
2. The elected officers of the Society shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Librarian. Each elected officer shall have one vote.

3. All officers shall be elected for a two (2) year term beginning January 1st of odd numbered years by a majority vote of the members present and voting at the preceding November meeting.
4. A Nominating Committee appointed by the President no later than the October 1st prior to the election shall present a slate of at least one nominee for each office. Nominations may be made by the membership from the floor. All nominees shall declare their intent to serve a full term if elected.
5. An interim vacancy in an office other than President and First Vice President shall be filled by an appointment of the Executive Board. In case of the unexpired term of the President, the First Vice President shall become President and the Second Vice President shall become First Vice President. No person shall hold more than one elected office.

ARTICLE VI DUTIES OF OFFICERS

1. PRESIDENT

- a. Preside at all meetings of the general membership and the Executive Board.
- b. Appoint all special and ad hoc committee chairmen and assign tasks to other Executive Board members.
- c. Safeguard the Corporate Seal, Corporate Book, Gavel and pertinent possessions of the Society.
- d. Be a member ex-officio of all committees except the Nominating Committee.
- e. Be the joint signor on the Society bank account with the Treasurer.
- f. Collect and distribute mail as appropriate.

2. FIRST VICE PRESIDENT (Membership Chair)

- a. Perform the duties of the President in his or her absence or inability to serve.
- b. Chair the Membership Committee.
- c. Greet members at membership meetings.
- d. Provide membership application forms as appropriate.
- e. Providing membership cards to any member who requests one.
- f. Assign member numbers.
- g. Keep a current membership roster and mailing list. Give an updated copy to the President and Treasurer at each Executive Board meeting and to anyone in the Society requesting one.
- h. Give a copy of the by-laws to any member requesting one.
- i. Provide mailing labels to the Mailing Committee for Society mailings.

3. SECOND VICE PRESIDENT (Program Chair)

- a. Perform the duties of the President or First Vice President in the absence or inability to serve.
- b. Chair the Program and Seminar Committees.
- c. Engage speakers and maintain a file of any speaker handouts to provide to members upon request.
- d. Oversee physical arrangements for the various assemblies.
- e. Arrange for meeting facilities for regular meetings.

4. RECORDING SECRETARY

- a. Serve as recording officer of the Society and the custodian of its records, except such as are specifically assigned to others.
- b. Keep a record of proceedings of the Society, providing a copy to any board member requesting one.
- c. Maintain a current inventory of all legal documents, records and equipment belonging to the Society.
- d. Sign, with the President, all contracts and documents authorized by the Society.

5. CORRESPONDING SECRETARY

- a. Conduct the correspondence of the Society as directed by the President.
- b. Research and answer queries.
- c. Maintain file copies of all correspondence for a period of five years.

- d. Submit a summary of queries and replies for each issue of the Genealogist.

6. TREASURER

- a. Be custodian of all funds of the Society.
- b. Deposit all funds to the Society's account in an institution which is federally insured and approved by the Executive Board.
- c. Sign checks for authorized disbursement's on behalf of the Society.
- d. Keep accurate records of all receipts and expenditures.
- e. Make all financial records available for audit at end of each fiscal year or upon demand of the Executive Board.
- f. Prepare a Treasurer's report for each Executive Board meeting.
- g. Make all required annual reports and filings to the Kansas Secretary of State and to the Internal Revenue Service.

7. LIBRARIAN

- a. Chair the Acquisition Committee.
- b. Have charge of the Society collection.
- c. Prepare a list of new acquisitions for each issue of the Genealogist.

8. DUTIES OF ALL OFFICERS

- a. Be current members of the Society.
- b. Conduct their duties according to the by-laws.
- c. Attend all Executive Board meetings and regular membership meetings or as many meetings as possible. Advise the President or another officer when attendance at a meeting is not possible.
- d. Advise the President when he can no longer perform his duties. The board shall then have the option of declaring the position vacant and appointing a replacement in accordance with these by-laws. Upon vacating the office deliver to their respective successors all monies, unused supplies, records, books, papers, or other property belonging to the Society.

ARTICLE VII DUTIES OF APPOINTED COMMITTEE CHAIRS

All appointed committees shall report to the Executive Board.

1. QUARTERLY EDITOR

- a. Edit and publish the society quarterly magazine, *The Johnson County, Kansas Genealogist*, determining format and content. Content should include: information about the society, the magazine, the Society library, meetings, magazine mailing, non-profit status, a list of Executive Board members and other committees names and telephone numbers, Letter from the President, Librarian's Report, Quarterly Exchange Editor's report, information on how to conduct research and sources, extracts from records of Johnson Co., KS such as: wills, marriages, land, etc., a membership application that can be removed, information on society publications, queries from members and non-members and a comprehensive index), credit acknowledgement, mailing and printing costs, deadlines (quarterly should be out around the first week of publication date) and distribution. The magazine's content may be changed at the Editor's discretion.
- b. Be in charge of getting materials to the printer at an affordable time so that the quarterly will meet the deadline.
- c. Be in charge of reissuing any quarterlies which need to be sent due to change of address or to a new member who has joined late in the year and need updated quarterlies.
- d. Make arrangements with the mailing committee for distribution of the quarterly.

2. HISTORIAN

- a. Collect and preserve items of genealogical interest and Society events for the Society collection.
- b. Keep a permanent record set of The Johnson County Kansas Genealogist.

3. PUBLICATION COORDINATOR

- a. Select and arrange special publications of the Society.
- b. Maintain the inventory of Society publications, receive and fill orders, and forward proceeds to the Treasurer.

4. PUBLICITY CHAIR

- a. See that all meetings, special events, events, promotions and other activities of the Society are published in the media.
- b. Assist all committees with publicizing their activities
- c. Provide the Program Committee and Seminar Committee with media deadlines for publicity.
- d. Call or e-mail members to remind them of monthly meetings, programs, and other Society events.

5. MAILING COMMITTEE CHAIR

- a. Organize and execute the mailings of the Society.
- b. Prepare items for mailing (quarterlies, advertising for workshops, etc.) according to U.S. Postal Service regulations for the most advantageous rate.
- c. Assure mail is delivered to the post office on or before deadlines.

6. HOSPITALITY COMMITTEE CHAIR

- a. Provide coffee, tea, pastries and other refreshments for the membership meetings.
- b. Maintain custody of the Societies' coffee makers, teapot and other refreshment paraphernalia.

7. QUARTERLY EXCHANGE EDITOR

- a. Review quarterly magazines received from other genealogical groups.
- b. Submit a report of contents to the Quarterly Editor for publication in the Genealogist.

8. WEBMASTER

- a. Maintain the Society webpage.

ARTICLE IX AMENDMENTS

1. Provisions of these by-laws may be amended at any regular meeting of the Society by a vote of two-thirds of the members present and voting, provided that notice of such proposed amendment has been given at a prior meeting or by letter from the Secretary to all members, at least ten (10) days prior to the vote.
2. Proposed amendments to the by-laws may be presented to the Society in writing by any member at any regular meeting for consideration at the next regular meeting.

ARTICLE X DISSOLUTION

1. In the event the Society is dissolved, the Library holdings and equipment shall be given to the Johnson County Kansas Library System.
2. Any funds remaining in the Society Treasury after payment of all bills outstanding will be transferred to the Kansas Council of Genealogical Societies if still active. Otherwise such assets will go to the Johnson County Library System in compliance with Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE XI
POLICIES

1. Where the words "he" or "his" appear in these by-laws they shall not be construed as male only and may also be interpreted as reading "her" or "hers".
2. The Johnson County Genealogical Society and Library, Incorporated does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status or age in granting membership, election of officers, or the administration of any of its educational programs.

End of By-Laws.

Approved by the Executive Board:

 /S/ Marsha Donaldson
Recording Secretary

 February 11, 2008
Date

Approved by the Membership:

Recording Secretary

Date