

# ***ST. AUGUSTINE GENEALOGICAL SOCIETY***

## **CONSTITUTION**

*Membership Approval: November 8, 2014*

### **ARTICLE I – NAME**

The name of this organization shall be: **ST. AUGUSTINE GENEALOGICAL SOCIETY**, and shall herein be referred to as the **SOCIETY**.

### **ARTICLE II – PURPOSE**

The purposes of the **SOCIETY** shall be:

- A. To preserve and perpetuate the records of our ancestors.
- B. To locate, preserve, index, and publish public and private records
- C. To encourage and instruct members in the art and practice of genealogical research and completion.
- D. To encourage the collection of genealogical and historical material for the St. Johns County Library.

### **ARTICLE III – NON-PROFIT**

The **SOCIETY** shall be a non-profit educational organization, and no part of its assets shall inure or accrue to the benefit of any officer, member, or individual.

### **ARTICLE IV – OFFICERS**

The Officers of the **SOCIETY** shall consist of: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The offices of the Recording Secretary and Corresponding Secretary may be combined in to one position.

### **ARTICLE V – EXECUTIVE COMMITTEE**

There shall be an Executive Committee consisting of the elected Officers, the Immediate Past President of the **SOCIETY**, the Standing Committee Chairmen and the Library Liaison(s).

### **ARTICLE VI – ELIGIBILITY**

Any person or institution is eligible for membership, subject to the conditions set forth in the Bylaws.

### **ARTICLE VII – BYLAWS**

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The **SOCIETY** shall, by the enactment of suitable Bylaws provide for the election of officers, the length of terms, the election of members, the place and conduct of meetings, the amount of dues, and such other matters as may be necessary. The Bylaws shall contain nothing inconsistent with the Constitution.

## **ARTICLE VIII – AMENDMENTS**

A proposal to amend the Constitution may be made by:

- A. A resolution proposed by the Executive Committee
- B. A petition to the Corresponding Secretary signed by not less than thirty (30) members in good standing.

Such proposals shall be sent to all members, using normally accepted means of communication, and in time to support presentation of the proposal at the Annual Meeting. A two-thirds majority of all votes cast shall be required for adoption of a proposed amendment, which shall become effective immediately, if so adopted.

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## **BYLAWS**

*Membership Approved: November 14, 2015*

### **ARTICLE I – OFFICERS**

#### **Section 1: Duties**

The duties of the Officers of the **SOCIETY** shall be those listed herein. The Officers shall also perform other duties assigned to them by a majority vote of the members of the **SOCIETY**. Officers and Committee members must be current dues paying members of the **SOCIETY**.

#### **PRESIDENT:**

The President shall lead the **SOCIETY** toward achieving common objectives established with the Executive Committee for the year. The President shall: (a) Develop all meeting agendas and preside effectively at Executive Committee and General Member Meetings, (b) Call and preside over special meetings of the Executive Committee, (c) Supervise and coordinate all **SOCIETY** activities, (d) Assure the holding of the Annual Meeting, as called for in these Bylaws and (e) Appoint a Special Committee to perform an Annual Audit of the Treasurer's records. The results of the Audit will be shared with the membership.

#### **1<sup>ST</sup> VICE PRESIDENT, PROGRAMS:**

The 1<sup>st</sup> Vice President responsibilities shall be to: (a) Act on behalf of the President in his/her absence. (b) Schedule, and arrange a location for monthly Executive Committee and General Member Meetings for a given calendar year by meeting with any location management to acquire monthly meeting dates. When possible, the General Member Meetings will be scheduled for the second Saturday of each month at 1:00 p.m. (c) Program events need not be limited to one event per month, but can include visitations to other genealogical groups and/or libraries. (d) Schedule, arrange and execute programs for monthly General Membership Meetings which include the suggestions, interests and talents of the membership. Every effort should be made to schedule Programs ninety (90) days in advance of their scheduled date. (e) Strive for high acceptance and attendance for each presentation. (f) Emphasize program content which includes genealogical tools and techniques. (g) Maintain an ongoing inventory of all property and make a proper accounting thereof as defined in ARTICLE VIII Section 1 of these Bylaws.

#### **2<sup>ND</sup> VICE PRESIDENT, MEMBERSHIP:**

2<sup>nd</sup> Vice President responsibilities shall be to: (a) Act on behalf of the President and 1<sup>st</sup> Vice President in their absence. (b) Maintain a **SOCIETY** roster of paid members and publish an annual Member Directory. (c) Maintain membership application information including: research software used (if any); Surname(s) searched, with supporting geographical areas of research and dates for each surname. (d) Maintain records, in conjunction with the Treasurer, of dues payment. (e) Generate opportunities and ideas for recruitment of new members.

#### **TREASURER:**

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The Treasurer has three duties to fulfill: (a) Maintain a constant and accurate record of all **SOCIETY** financial transactions. (b) Organize all accounting and budgeting procedures for the coming year and (c) Provide records in support of the Annual Audit.

Operating policies should include: (1) To never retain cash in excess of \$50.00. (2) Be certain the **SOCIETY** bank account is in proper order. (3) Deposit all funds immediately. (4) Always give a receipt upon receiving payments to the treasury. (5) Keep the President, and all others concerned, informed of the **SOCIETY's** financial position. (6) Collect dues and other money from projects, gifts, etc. (7) Prepare an annual operating budget to present to the Executive Committee for approval and to the **SOCIETY**.

## **SECRETARY:**

The Recording Secretary's responsibilities shall be to (a) Maintain all **SOCIETY** records. (b) Record and keep minutes of all General Member and Executive Committee Meetings and provide copies to the Executive Committee. The Corresponding Secretary's responsibilities shall be to (a) Maintain all **SOCIETY** correspondence. The functions of the Recording and Corresponding Secretaries may be combined as directed by the Executive Committee.

## **Section 2: Compensation**

Neither an Officer of the **SOCIETY** nor a member of any Standing Committee or Special Committee shall receive any compensation for services.

## **Section 3: Expenditures**

All expenditures, such as postage, office supplies, etc. shall be presented to the Executive Committee for approval, unless previously approved in the annual budget for immediate payment by the Treasurer. Any non-budgeted expense exceeding \$50 must be approved by the Executive Committee. The Treasurer shall include those expenditures in the monthly report.

## **Section 4: Reports**

A report may be made by the President, the Vice-President(s), the Secretaries and the Treasurer at each General Member Meeting, as appropriate.

## **Section 5: Terms of Office**

The terms of office of the President, Vice-Presidents, Secretaries, and Treasurer, shall be two years or until their respective successors are elected.

## **ARTICLE II – ELECTIONS**

### **Section 1: General Member Meeting**

The election of Officers shall always be held in connection with the required Annual Meeting (October or November) of the **SOCIETY**. The term of office shall be two calendar years, beginning in January of the following year.

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## **Section 2: Voting**

Hard copy ballots will be available at the Annual meeting or may be obtained in advance from a member of the Nominating Committee. If **SOCIETY** members are unable to attend and cast their vote at the designated Annual Meeting, ballots will be made available on the St. Augustine Genealogical Society website ([www.stauggens.com](http://www.stauggens.com)). Ballots may also be downloaded, mailed, emailed or given to a member of the Nominating Committee in a sealed envelope no later than 72 hours prior to the election date. Special elections, when necessary, will be conducted in the same manner.

Issues presented at the General Member Meeting require a simple majority of attending members in good standing for approval.

## **Section 3: Vacancy**

When a vacancy occurs in one of the Offices, the Executive Committee may appoint a member to fill such vacancy until the next Annual Meeting when elections are held.

## **ARTICLE III – EXECUTIVE COMMITTEE**

### **Section 1: Duties**

The Executive Committee shall be responsible for the day-to-day operations of the **SOCIETY** and shall act on behalf of the members in all matters. The Executive Committee shall enforce the Constitution and Bylaws by declaring null and void any practices or procedures not in accordance with the Constitution and Bylaws.

### **Section 2: Meetings**

Executive Committee meetings should be held monthly, in advance of the General Membership Meetings, for the purpose of conducting **SOCIETY** business.

However, the Executive Committee shall meet at any other such times and places as may be necessary for the fulfillment of its duties. A meeting of the Executive Committee may be called by the President or by any two members of the Executive Committee. The reporting of actions of the Executive Committee shall be offered to the membership.

### **Section 3: Voting**

The Executive Committee may meet and vote in person or by a mutually agreed upon method of communication, however voting will require that a quorum be present. A quorum of the Executive Committee shall be a simple majority of its members. For example, with five (5) officers and four (4) filled Committee Chairs, a quorum would be five (5) out of the nine (9). Approval for any issue requires a simple majority. Without a quorum, the Executive Committee can meeting to discuss issues but may not vote.

### **Section 4: Immediate Past President**

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The Immediate Past President's responsibilities shall include serving as a non-voting member of the Executive Committee and as advisor to the President. However, the Immediate Past President will be a voting member to break a tie and/or to meet the quorum requirement.

## **ARTICLE IV – COMMITTEES**

### **Section 1: Standing Committees**

Besides the Program and Membership Committees, the nature of the remaining Standing Committees and their duties shall be flexible so as to reflect the current and future needs of the SOCIETY. As a result, the creation of each Standing Committee shall be made by the President in concert with the Executive Committee and listed in a Standing Committee Exhibit along with their respective duties.

The Chair of each Standing Committee shall be appointed by the President within four weeks after the close of each Annual Meeting. The term shall be two years or until successors are appointed, and an indefinite number of reappointments is permissible. The Chair of each committee will choose the committee members and the President shall be an ex-officio member of each committee. A Standing Committee Chair failing to perform their assigned duties may be dismissed by the Executive Committee and a new Chair appointed.

### **Section 3: Special Committees**

Special Committees may be created at any time and shall consist of one or more members appointed by the President and/or the Executive Committee. By example, an Audit Committee and a Nominating Committee are considered Special Committees due to their short term requirements. Special Committee Chairs shall be non-voting appointees, and do not affect any quorum determination of the Executive Committee. Any Special Committee shall automatically be dissolved upon completion of the special duties for which it was formed.

## **ARTICLE V – MEMBERS**

Eligibility for membership shall consist of a personal interest in preserving and perpetuating the records of our ancestors and locating and preserving public and private genealogical records.

### **Section 1: Application**

An applicant shall request membership by completing and submitting an application for approval by the Membership Committee.

### **Section 2: Classes of Membership**

There shall be five (5) classes of membership defined as follows:

(1) Single Annual

(2) Household Annual: Includes all persons residing permanently in the same household. Each adult member shall be entitled to one vote, to a maximum of two (2) per household membership.

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Each Household membership is entitled to one (1) set of publications.

(3) Single Lifetime

(4) Household Lifetime: Includes all persons residing permanently in the same household. Each adult member shall be entitled to one vote, to a maximum of two (2) per household membership. Each household membership is entitled to one (1) set of publications.

(5) Institutional: Ineligible to vote, as these are primarily publications subscription members.

## **Section 3: Dues**

(1) The annual dues for the ensuing fiscal year shall be established at each Annual Meeting and announced to the membership immediately following the Annual Meeting.

(2) Annual dues for each year shall be due and payable at the beginning of each calendar year.

(3) If dues are not received by January 31st, a reminder notice shall be provided to the member by the Membership Chair. If a member's dues remain unpaid on March 31st, Executive Committee action may ensue. A member joining the **SOCIETY** in the months of October, November, or December is a member for the next calendar year (or a total of up to 15 months).

(4) Lifetime dues may be adjusted by action of the Executive Committee and announced to the membership immediately following the Annual Meeting.

## **Section 4: Resignation**

Resignation of membership shall be made known to the Membership Chairman in writing, and there shall be no remission of dues.

## **Section 5: Honors**

The **SOCIETY** may honor, by presentation of suitable certificates, individuals or organizations that have rendered outstanding service to the **SOCIETY**. Such honor shall be expressed only by a resolution of the Executive Committee.

## **ARTICLE VI – GENERAL MEMBERSHIP MEETINGS**

### **Section 1: Monthly Membership Meetings**

General Membership Meetings shall be held at a time, place and in a format determined by the Program Committee and coordinated with the President. Program Committee proposals will be subject to approval by the Executive Committee. **Section 2: Annual Meeting**

(1) In a non-election year the Annual Meeting shall be held in October or November at a time and place determined by the Program Committee.

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(2) In an election year the Annual Meeting shall be held in November at a time and place determined by the Program Committee.

## **ARTICLE VII – PUBLICATIONS**

### **Section 1: Official Publication**

The official publication of the **SOCIETY** shall be called **THE ANCIENT CITY GENEALOGIST**. Material incorporated in the **SOCIETY'S** official publication shall be related to the subject of genealogy and history related thereto. Statements of opinion or fact made by authors of papers or articles are to be accepted as the author's own. The **SOCIETY** accepts no responsibility for the accuracy or correctness of any statement of the contributors.

### **Section 2: Additional Publications**

Occasional publications such as a Membership Directory, Newsletter, or other material of interest to the members of the **SOCIETY**, may be published at the direction of the Executive Committee.

### **Section 3: Copyright**

The publications of the **SOCIETY** may be copyrighted in the name of the **SOCIETY**, at the will of the Executive Committee, without prejudice to the individual authors. The author or owner of any material submitted for presentation or publication may protect his/her work by copyright if he/she so desires.

## **ARTICLE VIII – PROPERTY**

### **Section 1: Property**

An ongoing inventory of all property – real, personal or mixed, tangible or intangible – donated to, purchased by or offered to the **SOCIETY** as a loan or gift, shall be maintained by the 1<sup>st</sup> Vice President. Bi-annually, and prior to the transition of responsibility to a new Executive Committee, the 1<sup>st</sup> Vice President shall make a proper accounting thereof. If at any time the value of the property warrants, and it is so directed by the members, the 1<sup>st</sup> Vice President may be required to furnish a suitable bond, such bond to be paid by the **SOCIETY**.

### **Section 2: Books and Publications**

Genealogical books, periodicals, and publications offered to the **SOCIETY**, instead, shall be donated to the St. Johns County South East Branch Library.

### **Section 3: Ownership**

No part of the net income or assets of the **SOCIETY** shall inure to the benefit of any private member or individual. Any property of which the **SOCIETY** shall be or become the owner shall, for purpose of enjoyment thereof, be considered to be equally the property of all the members except that no member may remove or sell his share under any circumstances.

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## **Section 4: Dissolution**

In the event of dissolution of the **SOCIETY**, the funds and property then owned by it, shall be distributed as a gift to such non-profit libraries, and/or other non-profit educational organization, institutions and foundations whose aims and purposes are similar or allied to those of the **SOCIETY**, as determined by the Executive Committee.

## **ARTICLE IX – FISCAL YEAR**

The fiscal year of the **SOCIETY** shall start on **January 1<sup>st</sup>** and end on **December 31st** of each calendar year.

## **ARTICLE X – AMENDMENTS**

These Bylaws may be amended at any time by the procedure for amending the **Constitution** as set forth in **ARTICLE VIII** thereof. These Bylaws may be amended by a **two-thirds** majority of the votes cast, providing that notification of the proposed amendment shall have been sent to the members at least three weeks in advance of the meeting.