

NEVADA COUNTY GENEALOGICAL SOCIETY

BYLAWS

The Nevada County Genealogical Society (NCGS) is comprised of anyone who is interested in the pursuit of genealogy.

ARTICLE I. NAME

The name of this organization is "Nevada County Genealogical Society."

ARTICLE II. PURPOSE

The purpose of this organization is

1. to pursue the research of one's personal family lineage and to assist others in their pursuit of same,
2. to help benefit the community with projects related to preserving our past,
3. to preserve records and documents related to genealogy for future generations,
4. to educate the public in the science of genealogy.

ARTICLE III. MEMBERSHIP AND FEES

1. Eligibility

Membership shall be open to any person who supports the NCGS purpose.

2. Fees

Membership fees shall be set by the Board. The year shall begin January 1 and end December 31. After July 1, membership fees shall be prorated for incoming members.

ARTICLE IV. GOVERNMENT

1. Governing Body

The board of directors shall be the governing body of the Nevada County Genealogical Society. The board of directors shall consist of all the officers, and the founder, each having one (1) vote.

2. Parliamentary Authority

All questions of parliamentary procedure shall be settled in accordance with Roberts Rules of Order, current revision.

ARTICLE V. MEETINGS

1. Regular Meetings

Regular meetings of NCGS shall be held on the second Tuesday of every month at a time and place to be set by the board. A study group will meet the 4th Tuesday of the months January through October at the Board's discretion.

2. Special Meetings

Special meetings may be called at any time and any place by the president or any two (2) directors so requesting. All members shall be notified of such meetings at least one week in advance, in writing or by telephone.

3. Election Meeting

Election of officers shall take place at the November meeting.

4. Installation Meeting

The installation meeting of NCGS shall be held on the regularly-scheduled meeting date for January, annually, as set by the board. Newly-elected officers shall be installed at this meeting.

ARTICLE VI. VOTING

1. Voting shall be empowered to all members in good standing at any general meeting of NCGS.

2. A member is in good standing in NCGS when not in arrears with dues, assessments or levies for longer than three (3) months from billing or due date.

ARTICLE VII. ELECTION & TERM OF OFFICERS

Election of officers shall be held at the regular meeting in November. Terms of the officers shall be for one (1) year; however, consecutive terms may be served by any of the officers.

ARTICLE VIII. ELECTED OFFICERS

1. **Officers**

There shall be a president, vice president, past president, secretary, and treasurer.

2. **Duties of Elected Officers**

a. **President**

Will operate the organization in a prudent and professional manner.

b. **Vice President**

Will work at the discretion of the president and in his/her place when absent.

c. **Past President**

Will work at the discretion of the president.

d. **Secretary**

Shall keep a record of minutes of all meetings of NCGS and maintain a Master Bylaws Book. Shall receive and administer all correspondence, maintain adequate files, and be responsible for all written communications with NCGS members.

e. **Treasurer**

Shall receive all NCGS funds, make deposits and pay all bills generated by authority of NCGS, make written financial reports of receipts and expenditures specifying the commitments of funds for each budgeted program for presentation at each general meeting, make financial reports as required by government authorities, keep supporting documentation on all funds expended.

ARTICLE IX. COMMITTEES

1. Committees shall include Librarian, Historian, Program Coordinator, Publicity, Newsletter Editor, Audit, Membership, Refreshments, and Study Group.
2. The president shall appoint all committee chairmen and together they will name the other members of the committee.

ARTICLE X. FISCAL YEAR

The fiscal year of NCGS shall begin the first day of January and end the thirty-first day of December.

ARTICLE XI. CONTRACTUAL LIMITATIONS

NCGS may enter into contracts to further its goals and purposes. Contracts require approval of a majority of the board, in writing.

ARTICLE XII. AMENDMENTS

1. These bylaws may be amended by a majority vote of the members in good standing in attendance at any regular or special meeting called for that purpose, provided that such amendments shall be plainly stated in writing in the call for the meeting at which they are to be considered.
2. Notice of meetings at which amendments are to be considered must be given at least two (2) weeks prior to the time of the meeting.

ARTICLE XIII. BUSINESS MANAGEMENT

The officers of NCGS may sign checks, make financial commitments, issue purchase orders and make other transactions when authorized by the board. Checks must be signed as authorized by the board of directors. Office and staff expenses, before payment is made, must be reviewed by the treasurer and must be within the limits of the adopted budget.

ARTICLE XIV. LIABILITY

Officers and members shall not be held personally liable for any financial obligations or transactions made by NCGS for NCGS.

ARTICLE XV. DISSOLUTION

In the event of dissolution, the assets of NCGS shall be distributed to other non-profit organizations as defined by the Internal Revenue Code.

Adopted 1990 (Maria Brower, President; Nadine Ford, Secretary)

Revised by unanimous vote, November 14, 1995 (Nancy Sauers, President; Josie Vaughn, Secretary)

Revised by unanimous vote, July 9, 1996 (Nancy Sauers, President; Barbara Sterner, Recording Secretary)

Revised by unanimous vote, January 12, 2010 (Keith Sauers, President; Nancy Sauers, Recording Secretary)