

Approved
13 November 2010

Benton County Genealogical Society

SOCIETY BY-LAWS



ARTICLE 1 NAME

The name of this organization shall be the Benton County Genealogical Society.

ARTICLE II STATUS

The Society is non-profit, non-sectarian, and non-political.

ARTICLE III PURPOSES

- To assist each other in genealogical research through association, inspiration, and mutual exchange and interaction.
- To encourage and provide for genealogical education.
- To cooperate with the Corvallis-Benton County Public Library and the Benton County Historical Society in matters pertaining to genealogical research.
- To advocate for accurate research and careful documentation.
- To encourage the study of family history through mutual support and the exchange of information.
- To accumulate resource materials for the Society library.
- To assist in the preservation and publication of local history.

ARTICLE IV MEMBERSHIP AND DUES

- Section A Membership in the Society is open to any person interested in genealogical research.
- Charter Membership closed 1 January 1972.
 - Annual Membership may be granted either as individual or family. All members shall have equal rights and privileges.
 - Complementary Membership may be granted to non-members who present a program at the General Meeting.

- Section B Benefits of Membership include:
- Library use during open hours
 - Book checkout privileges
 - Newsletter as published
 - Voting rights at business meetings
 - Program access

ARTICLE V FISCAL YEAR

The fiscal year is from September 1 through August 31.

ARTICLE VI MEETINGS

- Section A General meetings shall be held the second Saturday of each month from September to June.

- Section B Board meetings shall be held prior to all general meetings.
- Section C Special board meetings may be called by the President or by two board members as needed.

ARTICLE VII OFFICERS AND DUTIES

- Section A The elected officers shall consist of a President, Vice President, Secretary, and Treasurer to serve for one calendar year.
- Section B The President shall:
- preside at all meetings of the society
 - appoint all committees with the approval of the Board
 - serve ex-officio as a member of all committees except the Nominating committee
 - be the official spokesperson for the Society
- Section C The Vice President shall:
- act as Program Chair
 - preside at the meetings in the absence of the President
- Section D The Secretary shall:
- keep accurate minutes of all meetings of the Society
 - make a report of the Society minutes at each meeting
 - handle all communications deemed necessary
- Section E The Treasurer shall:
- receive all monies and make disbursements as approved by the Board of Directors
 - serve as chair of the Finance Committee
 - make a report of financial standing at each meeting
 - prepare an annual budget for board approval
 - prepare account books for an annual audit

ARTICLE VIII BOARD OF DIRECTORS

- Section A The Board of Directors shall consist of elected officers of the Society, Committee Chairs and immediate Past President.
- Section B The Board of Directors shall set Society policies and shall control and manage affairs and funds of the Society.
- Section C A quorum of the Board of Directors shall consist of the majority of the members of the Board.

ARTICLE IX COMMITTEES

- Section A The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer. The Executive Committee shall have the power of the Board of Directors between meetings of the Board of Directors, except that the Executive Committee is not empowered to make changes in Society policies.
- Section B The President, with the approval of the Board of Directors, shall appoint the Standing committees. The Standing committees shall be Finance, Nominating,

Publications, Library, and Audit Committees. The President, with approval from the Board of Directors, may appoint additional committees to work on special projects as deemed necessary. Members of Standing Committees shall be members in good standing in the Society.

- Section C The Finance Committee shall report to the Board of Directors and include, among others, the Treasurer and Membership Chair. The Finance Committee shall also include additional people to assist with fundraising and public relations.
- Section D The Nominating Committee, consisting of a chair and three other persons, shall be appointed by the President at the September General meeting of each year. Nominees shall be presented and nominations opened from the floor at the October meeting. Ballot will be made available in the November newsletter. Voting may be either mailed in or hand delivered. Ballots must be received at or before the December meeting. Installation of new officers shall take place at the beginning of the January meeting of the same year.
- Section E The Publication Committee shall report to the Board of Directors and include the Newsletter editor, Web Master, and any other persons involved in the publication of any document – digital or hard copy - related to the Society, such as brochures and books for sale.
- Section F The Library Committee shall include the Librarian, Society Historian, and Library Staff. The Library Committee shall be responsible for making recommendations to the Board of Directors regarding donations, de-accessioning, and book, periodical and research material purchases.
- Section G The Audit Committee shall consist of two members. The Audit Committee shall be responsible for auditing the account books of the Society and making a report to the Membership at the close of the fiscal year.

ARTICLE IX AMENDMENTS

These bylaws may be amended by a majority vote of the membership. Members shall be provided with notice of the proposed change(s) through the two consecutive Newsletters. Votes may be either mailed in or hand delivered at or before the third Newsletter goes out.

ARTICLE X DISASSOCIATION

In the unlikely event that the society should cease to exist, the then Board of Directors shall determine the disposition of any remaining assets. Priorities shall be given to any succeeding non-profit organization -- local, regional, or state wide --, which would provide similar continuing services.