

**PASCO COUNTY GENEALOGICAL SOCIETY, INC.**  
**Bylaws**

Approved December 2012 Bylaws

**Article I - NAME**

The name of this organization shall be PASCO COUNTY GENEALOGICAL SOCIETY, INC., also referred to as "PCGS" or "Society". It was chartered in the State of Florida in April 1994 as a 501(c)(3) non-profit corporation of which the identifying tax number is 65-0520851. The Articles of Incorporation are on file, as required, with the Florida Department of State, Division of Corporations.

**Article II - SOCIETY OBJECTIVES**

The Objectives of this Organization shall be to encourage the research, publication, preservation and availability of genealogical material.

To instruct and lend assistance to the membership and general public on modern methods of research. These shall be accomplished at regular and special meetings by means of lectures, workshops, field trips, and other educational activities.

To encourage our members to strive for a personal level of achievement in genealogical research, to preserve that documented research with a lineage society and to place a record of research in the membership files.

**Article III - NONPROFIT CHARACTER**

Section 1 The society shall be operated as a nonprofit organization. No part of the net earnings of the Society shall inure to the benefit of any member, Officer, or other private person. No part of the activities shall be carried on for propaganda or otherwise attempting to influence legislation.

Section 2 It is the intent of these bylaws that they shall be deemed to comply with the provisions of Chapter 617 of the Florida Statutes.

**Article IV - MEMBERSHIP & DUES**

Section 1 Membership in this Society shall be open to all those interested in genealogy who have paid the appropriate dues.

Section 2 The Society shall be composed of Individual, Family, Honorary and Student members.

Section 3 An Individual Membership shall be one person. A Family membership shall include an individual member, plus additional adult members from the same

household. A Student member shall be any one attending any institution of learning in a full time capacity.

Section 4 Honorary members are those whom the Executive Committee has recommended for membership. Honorary membership shall be on a one-year basis, with annual renewal at the discretion of the Executive Committee. Honorary members shall pay no dues. Honorary members shall be entitled to the rights and privileges of paid membership.

Section 5 All members of the Society are eligible to vote at any Membership meetings of the Society.

Section 6 The fiscal year of the Society shall be the calendar year commencing January 1, and ending December 31.

Section 7 Annual dues, the amount to be determined by vote of the membership, shall be due and payable on or before the first meeting of each year, and shall be considered delinquent if not paid by the last day of January.

Section 8 New members shall pay dues according to the schedule approved by the membership.

Section 9 Dues for a family membership shall be one and one-half times of the cost of an individual membership, and shall include one newsletter per household. Student membership dues shall be one-third the individual dues approved by a vote of the membership and shall include all regular membership privileges.

Section 10 Use of Society funds shall be limited to Society purposes only. No member is authorized to obligate the Society to any expenditure unless duly authorized in advance by the Executive Committee, annual budget or the membership.

Section 11 Any member may be dropped from membership in the Society for misconduct or conduct prejudicial to the welfare of the Society by two-thirds vote of the Board of Directors. Such action may be appealed to the general membership by written petition to the President by the subject member within ninety days after that member receives written notification of this action. Upon appeal, a two-thirds vote by the general membership present and voting at a regular meeting shall be required to uphold the decision of the Board of Directors.

## Article V - OFFICERS

Section 1 The Officers of the Society shall be the President, Vice-President, Secretary and Treasurer elected by the society membership at the Annual Meeting.

Section 2 All Officers shall be elected for a term of one year. No one shall serve as President for more than two consecutive terms.

Section 3 All Officers shall be paid up members and regularly attend meetings.

Section 4 Qualification of Officers. No person shall be eligible to hold office who has not been a PCGS member for at least one year prior to the nomination.

#### Article VI - EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of the Officers of the Society and the Chairpersons of the Standing Committees.

Section 2 The President shall chair the Executive Committee meetings.

#### Article VII - BOARD OF DIRECTORS

Section 1 There shall be a minimum of three members of the Board of Directors, one of whom shall be the elected President of the Society, and two of whom shall be Directors at Large, elected by the membership.

Section 2 The Directors at Large, who may also serve as Officers of the Society, shall be elected for a term of two years, as outlined in Article IX, Sections 7 & 8.

Section 3 The number of Directors may be increased or decreased by majority vote of the membership, however at no time shall the number of Directors be less than three.

Section 4 The outgoing President shall serve as a Director for a one-year period after leaving the Office of President.

Section 5 The Chairman of the Board shall be elected from their members at the time of the first meeting after the annual elections.

Section 6 All Directors must be paid-up members of the Society and regularly attend Society meetings.

#### Article VIII – MEMBERSHIP & ANNUAL MEETINGS

Section 1 A Membership meeting of the Society shall be held every month, except June, July, and August on the date, time and place determined by a membership vote. Individual meeting dates, which conflict with holidays or meeting place availability, may be adjusted by the Executive Committee.

Section 2 A quorum at any regular Membership meeting of the Society shall consist of twenty-five percent of the membership, and must include two Officers. Business shall be transacted only if a quorum is present.

Section 3 Motions shall be carried by a simple majority vote, except where Bylaws provide otherwise.

Section 4 The rules contained in Roberts Rules of Order, Revised, shall govern the Society in all cases in which they are not inconsistent with Bylaws of the Society.

Section 5 At the monthly Membership meetings, the President shall conduct the business of the Society, and all Officers and Chairpersons of Standing Committees and active Ad Hoc Committees may make oral reports or provide a report in writing.

Section 6 Guests and new members attending Membership meetings shall be introduced.

Section 7 A program will be presented at the Membership meeting, which will assist the membership in achieving the purposes of the Society. The program will be accomplished by means of a lecture, workshop, field trip or other educational activity that will lend assistance on modern methods of research.

Section 8 Annual Meeting – There shall be an Annual Meeting of the Society to be held in the month of December. The purpose of the Annual Meeting shall be to elect the officers of the Society for the coming year and make necessary changes to the bylaws as presented.

#### Article IX - NOMINATIONS & ELECTIONS

Section 1 A Nominating Committee shall be appointed at the October Membership meeting, consisting of three (3) members. One of whom shall be appointed by the President and two (2) elected from the floor.

Section 2 At the November Membership meeting, the Nominating Committee shall present a candidate for each office. Nominations from the floor will be accepted. All members shall be eligible for office if they meet the requirements as set forth in Article 5 Section 4 of these Bylaws. Candidates must agree to serve in the nominated capacity.

Section 3 The November issue of the Society Newsletter, or a special mailing from the Executive Committee, shall contain the names of each Candidate, and shall be mailed within ten (10) days after the November Membership meeting. Notification may be made utilizing member provided email addresses.

Section 4 The November Newsletter or special mailing shall also contain an Absentee Ballot for members who expect not to attend the December Annual Meeting. Instructions for returning the ballot in an unmarked, sealed inner envelope shall be included. The Absentee Ballot may also be used to vote for write-in nominees.

Section 5 Absentee Ballots must be received by the Secretary before the December Annual Meeting is called to order.

Section 6 The election shall be held at the Annual Meeting in December. A quorum of the membership, as specified in Article VIII, Section 2 must be present.

Section 7 Each Officer and Director shall be elected by a majority vote. Written ballots shall be used if there is more than one nominee for an office. Those elected shall assume office at the January Membership meeting.

Section 8 At the initial election upon formation of the Society, the nominee for Director at Large who receives the highest number of votes shall serve for two (2) years. The nominee receiving the next highest number of votes shall serve for one (1) year. Thereafter, one (1) Director shall be elected each year to serve a two-year term.

Section 9 A vacancy occurring in any elective office shall be filled by nominations by the Executive Committee and elected by the membership at the current or next Membership meeting of the Society.

#### Article X - DUTIES OF OFFICERS

Section 1 The President shall be the Chief Executive Officer of the Society and shall whenever possible preside at all meetings of the Society. The President shall appoint or reappoint yearly, the Chairpersons of all Standing and Ad Hoc committees, and serve as ex-officio member of all committees, with the exception of the Nominating Committee.

Section 2 The Vice-President shall assist the President in organizational duties and perform the duties of the President in the absence or inability of the President. The Vice-President shall also conduct special projects or perform special duties assigned by the President or the Executive Committee.

Section 3 The Secretary shall prepare and keep a record of the proceedings of the Society's meetings including those of the Executive Committee and Board of Directors. The Secretary shall read the minutes of the previous meetings at respective meetings, and shall maintain the original file of all papers and records relating to the official minutes of the Society, its Executive Committee and its Board of Directors.

Section 4 The Secretary shall conduct the official correspondence of the Society, shall maintain the official Post Office Box of the Society, and shall maintain the documents and records to support Society correspondence.

Section 5 The Treasurer shall keep a current record of all funds received and distributed by the Society, and present a report at each regular Membership meeting of the Executive Committee and Society. The report shall include the Beginning Balance, Receipts, Disbursements, Ending Balance, and other details as requested.

Section 6 The Treasurer shall make deposits in such financial institutions as directed by the Executive Committee. The treasurer shall collect dues, maintain a current

membership roster with the assistance of the Chairperson of the Membership Standing Committee, and remove delinquent members from the roster after the last day of January of the current year.

Section 7 The Treasurer and President will have primary signatory on the Society checking account. The Vice-President will also have signatory authority. Two signatures are required and may be any two of the above Officers.

Section 8 The Treasurer each year, with the advice and assistance of the Executive Committee, shall prepare an annual budget for the next fiscal year. This shall first be approved by the Executive Committee, at the December Executive Committee meeting, for review and approval. It shall then be presented to the Society membership for approval at the January Membership meeting.

Section 9 The Treasurer shall, at by the end of January following the end of each fiscal year, submit an accounting of all receipts and disbursements for review by the Auditor appointed by the President. The Auditor shall make a report at the March Membership meeting in the new fiscal year.

Section 10 The officers shall turn over all records and correspondence pertaining to the offices to their successors within fifteen days after their terms of office expire or upon resigning from office.

#### Article XI - DUTIES OF THE EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall be responsible for the day-to-day operation of the Society, and shall take such actions as they deem necessary to keep the Society as a functional unit, meeting the objectives as set out in Article II.

Section 2 Executive Committee meetings are to be held once per month at a time and place agreed upon by the Committee. Meetings shall be chaired by the President or designated representative. Fifty percent of the members of the Executive Committee, as defined in Article VI, Section 1, shall constitute a quorum.

Section 3 The Executive Committee may authorize expenditures up to \$100.00 for single purposes. Expenditures, which are in the approved budget, or have been approved by the membership will need no further approval, however, they may be reviewed by the Executive Committee.

Section 4 Donations of monies to the Society must be approved by the Executive Committee prior to deposit of funds. All other donations must have prior approval of the Executive Committee before the Society accepts the donation(s).

## Article XII - DUTIES OF THE BOARD OF DIRECTORS

Section 1 The Board of Directors shall act in an advisory capacity to the Executive Committee, shall perform special projects and studies toward improving and advancing the Society, and shall accept special assignments requested by the President.

Section 2 Items requiring membership approval shall be referred to the President for action at the next Executive Committee, or Membership meeting.

Section 3 Each year, in conjunction with the Executive Committee, the Board of Directors shall prepare a written set of goals for potential actions and activities to be undertaken by the Society during the next three years. Goals will be realistically achievable over a reasonable period of time. These goals shall be presented and discussed with the Executive Committee, then presented at the March Membership meeting.

Section 4 Board of Directors meetings are to be held at least once a year at a time and place agreed upon by the Board. Meetings shall be chaired by a Chairman elected from the group at their first meeting after elections. A quorum shall consist of the majority of the number of Directors prescribed by the Articles of Incorporation or the Bylaws.

## Article XIII - ATTENDANCE OF OFFICERS AND DIRECTORS

Section 1 An elected Officer or Director shall be considered to have resigned that office if he/she:

Fails to pay annual dues by the late deadline as specified in Article IV Section 7.

Fails to attend three consecutive monthly meetings unless excused by the Board of Directors.

Fails to attend two consecutive Executive Committee or Board of Directors meetings to which they were scheduled to attend, unless excused by the Board involved.

Section 2 Vacancies occurring due to absence shall be filled in accordance with Article IX Section 9.

## Article XIV - COMMITTEES

Section 1 The Standing Committees of the Society shall be:

Genealogy Research  
Programs & Education  
Community Relations  
Membership

Section 2 Members serving on these committees may be appointed by the President or the Committee Chairperson.

Section 3 Special Ad Hoc Committees may be appointed by the President when necessary for specific purposes.

The Ad Hoc Committees of the Society may be:

Audit  
Fund-raising  
Nominating  
Technology

Section 4 Sub Committees to Standing Committees may be appointed by the President to facilitate Society goals and activities.

Suggested Sub Committees of the Society Standing Committees may be, but are not limited to:

Community Relations Sub Committees  
Public Communications  
Social Media  
Family History Center Volunteers and Library  
Community Projects  
Membership Sub Committees  
Member Directory  
Newsletter

Section 5 Elected Officers or Directors may also serve on committees.

## Article XV - PUBLICATIONS

Section 1 A newsletter to promote the objectives of the Society should be published at least four (4) times a year. All members are encouraged to submit articles pertaining to genealogy.

Section 2 The nominating Committee Report shall appear in the November newsletter. This issue shall also include forms for Absentee Ballots for the Election of Officers as outlined in Article IX Section 3.

Section 3 Other publications relating to genealogy may be undertaken as approved by the Executive Committee.

Section 4 The Membership Directory will be published annually for the March meeting. The Membership Directory will include but not be limited to paid and honorary



members contact information for the current year, a calendar of Society events, lists of the Standing Committees, Sub Committees and Ad Hoc Committees, and other society information.

#### Article XVI - AMENDMENTS TO BYLAWS

Section 1 Any member may propose an amendment to these Bylaws by submitting a written request detailing the proposed changes to the Executive Committee to review. Changes will be voted upon only at the Annual Meeting.

Section 2 Proposed amendments must be read by the Secretary at the November Membership meeting. The proposed changes shall be published in the newsletter at least fourteen days before the Annual meeting. Changes may also be available in written form at the November Membership meeting or sent via email at the members request. The changes will be voted upon at the Annual meeting of the membership, and shall require a two-thirds vote of the members present for approval. A quorum must be present at the meeting as stated in Article VIII Section 2.

#### Article XVII – BYLAW REVIEW

Section 1 There shall be a review made of the Bylaws at least every two (2) years, by a special committee appointed by the President.

#### Article XVIII - DISSOLUTION

Section 1 In the event the Pasco County Genealogical Society, Inc. should be dissolved, after payment of all Society liabilities, the residual monies will be given to any Genealogical or Historical Library or Archives open to the public.

Section 2 All net assets, including books, magazines, documents and other materials shall be donated to any Genealogical or Historical Library or Archives open to the public.

Section 3 Should the Pasco County Genealogical Society, Inc. dissolve within a year after having received a donation of physical property, of value greater than \$500.00, from a member, the donor shall have the option of disposal of the property donated.