

# Root Seekers Genealogical Society Bylaws

Root Seekers Genealogical Society  
Bylaws created in 1992  
Last Revision August 15, 2016

## ARTICLE I Name:

- Section 1 The name of this organization shall be Root Seekers Genealogical Society (hereinafter referred to as the “Society”).
- Section 2 The mailing address of the Society shall be Tri-County Library, P.O. Box 1770, Mabank, Texas 75147.
- Section 3 Research materials of the Society are to be kept at the Tri-County Library, Mabank, Texas.
- Section 4 The Society is an unincorporated nonprofit organization.

## ARTICLE II Purpose:

- Section 1 To further the development of genealogical research and to train and educate persons interested in such research.
- Section 2 To acquire a collection of genealogical and historical materials for the Paula Davis Genealogical Library and on the Society’s website and to make the information available to others doing genealogical research.
- Section 3 The Society is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 4 No part of the net earnings of the Society shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the services of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the Society shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from any federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

### ARTICLE III Membership:

- Section 1 Membership is open to anyone subscribing to the purpose of the Society upon payment of annual dues.
- Section 2 The membership year shall be January 1 through December 31 of each calendar year.
- Section 3 Annual dues shall be \$15.00 for an individual, \$20.00 for a family and \$7.00 for a full-time student. Dues are payable no later than February 15<sup>th</sup> each year in order to remain a member in good standing. Dues will not be prorated.
- Section 4 All members will receive four issues of the Society's quarterly publication "Root Seekers Quarterly" each year. Quarterlies are delivered electronically unless the Member does not have email, at which time the Quarterly can be mailed. A Member may also elect to read and/or print their copy from the society website or pick up a copy at the Library or at one of the Society's regular meetings.

### ARTICLE IV Officers and Board Members:

- Section 1 The Officers of the Society shall be: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Public Relations, and Editor of the Quarterly.
- Section 2 The Board shall be composed of Officers, Webmaster, and two members at large selected by the officers provided persons so nominated have given their consent and are in good standing with the Society.
- Section 3 Officers and Board members shall be members of the Society in good standing.
- Section 4 Vacancies in any position shall be filled by the Board by a majority vote of those present and voting.
- Section 5 Officers shall serve for a period of one (1) calendar year or until a successor is elected.

### ARTICLE V Duties of Officers:

- Section 1 President:
- a. Preside at all meetings of the Board and Society.
  - b. Appoint committees as the need arises.
  - c. Appoint a Parliamentarian.
  - d. Sign all contracts and other instruments of the Society.
  - e. Keep a copy of all proceedings and permanent records.
  - f. Report the actions of the Board to the membership.

- g. Any special committees appointed during the term will cease at installation of the incoming President and committees will deliver their reports and/or files to the incoming President.

Section 2a First Vice President – Program Chair:

- a. Plan interesting and different types of monthly programs and field trips with the approval of the Board and advise the Webmaster of upcoming programs to be posted on Society’s website.
- b. Perform duties of the President in her/his absence.
- c. In the event of death or incapacity of the President, shall immediately assume the duties of the President with full powers.

Section 2b Second Vice President – Fundraising Chair:

- a. Plan seminars, genealogy workshops, and fundraisers with the approval of the Board.

Section 3 Recording Secretary:

- a. Serve as Secretary at meetings of the Society and Board, record minutes of meetings and read them at the following meeting, unless minutes have been provided to members prior to meeting day.
- b. Present a copy of the minutes of all meetings to the incoming President before the January meeting.
- c. Attest to the signature of the President or other officers on all appropriate papers.
- d. Make suggestions for changes to and be the officer who maintains the official and true copy of the society’s Bylaws.
- e. In the absence of a Corresponding Secretary the Recording Secretary will fulfill the duties of the vacant office.
- f. Distribute draft minutes to paid members via email prior to meeting day.
- g. Send corrected meeting minutes to webmaster for posting on Society’s website.

Section 4 Corresponding Secretary:

- a. Reply to all correspondence of the Society not assigned to other officers.
- b. Make a report at each meeting of letters received and action taken.

- c. In times of death the following guidelines apply:
  - 1. Immediate family, i.e. spouse and children, work with Library Committee to select a book to be donated to the Paula Davis Library as a memorial, cost not to exceed \$30.00.
  - 2. Member of the Society, send a memorial book for the library, for a maximum of \$45.00.
  - 3. Send cards to all others.
- d. In case of illness, send a card.

#### Section 5

##### Treasurer:

- a. Have the care and custody of all funds of the Society. Deposit the same in such banks or savings institutions as the Board may direct.
- b. Receive dues, deposit monies received and keep records of monies received and paid out.
- c. Sign all checks for payment of monies and make disbursements upon the direction of the Board. The President shall have authorization to sign checks on the accounts in the event the Treasurer cannot.
- d. Keep regular books of account showing receipts and expenditures and render an account of the transactions and the financial condition of the Society when called for by the President.
- e. Issue receipts to donors for monetary gifts to the Society.
- f. Read the Treasurer's report at each meeting.
- g. Provide existing and new membership names, addresses, and email addresses to the President, Editor, Recording Secretary and Webmaster.
- h. Prepare a budget for presentation to the Board outlining expected expenses and income from information available.
- i. Prepare and submit any governmental reports in a timely manner.

#### Section 6

##### Public Relations:

- a. Be responsible for media publications of the Society's meetings and workshops and issue news and other publicity as directed by the Board.
- b. Provide electronic copies of articles submitted for publication to Editor and Webmaster.

- Section 7 Editor of the Quarterly:
- a. Be responsible for publication of the Quarterly by the last day of January, April, July and October.
  - b. Provide Quarterlies to the membership roll as supplied by the Treasurer and exchange list as provided by the Board. Quarterlies will be sent electronically to members with email unless the Member so desires to retrieve their copy of the Quarterly from the Society website, at the Library or regular Society meetings. Quarterlies will only be mailed to a Member if the Member does not have email or is unable to download the Quarterly.
  - c. Maintain a “master” copy of each newsletter in order that extra issues may be printed at a later date.
  - d. Publish names of new members in each Quarterly as furnished by Treasurer.
  - e. Provide copies of the Quarterly to other genealogical societies that send us copies of their newsletter.

#### ARTICLE VI Election of Officers:

- Section 1 A Nominating Committee consisting of three (3) members shall be elected by the Board at the October Board meeting to name a slate of officers to be presented at the November meeting of the Society. Additional nominations may be made from the floor provided the consent of the nominee has been obtained.
- Section 2 Officers shall be elected at the November meeting of the Society and be installed at the January meeting and assume their duties the same day.

#### ARTICLE VII Duties of Committees:

- Section 1 Auditing Committee:
- Meet with the Treasurer to perform an annual audit of the Treasurer’s records prior to the January meeting of the Society. Following this audit, the Treasurer’s records shall be turned over to the newly elected Treasurer with a copy to the President.
- Section 2 Historian:
- Maintain the history of the society using the historian book and/or other means by preserving the pictures, newspaper clippings and other written or printed materials of society activities. The Historian shall, from time to time, make recommendations to the Board for the collection and preservation of historical materials.

Section 3 Library Committee:

Select genealogical research materials and recommend their purchase by the Society, and organize and maintain the research library.

Section 4 Bylaws Committee:

Whenever it is determined that the Society's Bylaws need to be amended, the President shall appoint a Bylaws Committee of at least two members to make the recommended written changes and submit them to the Board.

Section 5 Webmaster:

- a. Maintain the Society's website at [www.rootseekers.org](http://www.rootseekers.org), correcting any problems that may occur and keeping the website up to date.
- b. Post information about upcoming programs as provided by the First Vice President/Program Chair.
- c. Post information about upcoming fundraisers as provided by the Second Vice President/Fundraising Chair.
- d. Post each month's corrected/final minutes of all meetings and each Quarterly Newsletter to the Member's Only section of the website.
- e. Work with the Treasurer to maintain a current Members list in the Members Only section of the website.
- f. Assign all new Members, as provided by the Treasurer, a "user name" for the Members Only section of the website via email or mail, along with the password.
- g. Respond to any comments posted on the website.
- h. Add posts on a regular basis to keep the website active in Search Engines.
- i. Keep a current copy of the Bylaws on the website.
- j. Post any and all information on the website as might be required by governmental entities.

ARTICLE VIII Meetings:

Section 1 Regular meetings of the Society shall be held the third Monday of each month except December.

Section 2 Installation of officers for the ensuing year shall be at the regular meeting of the Society held in January of each year.

- Section 3 Annual Workshop shall be held at a time and place selected by the Board.
- Section 4 Special meetings may be held at other than the regular dates if deemed necessary by the Board. The membership shall be notified of any special meetings.
- Section 5 Board meetings shall be held as deemed necessary to carry out the duties and obligations of the officers, except that the Board shall meet in October to elect a Nominating Committee and in January to select two members at large to serve on the Board. Request for meetings other than the October and January meetings shall be made by the President and all members of the Board shall be notified.
- Section 6 Those paid members present shall constitute a quorum at all meetings of the Society for the purpose of conducting business.
- Section 7 The Order of Business at the Regular Meetings shall be:
- a. Call to Order.
  - b. Approval of the minutes of the last meeting of the Society.
  - c. Report of the Treasurer. To be filed for audit.
  - d. Report of officers.
  - e. Committee reports
  - f. Report of Board actions.
  - g. Unfinished business.
  - h. New business.
  - i. Program – This order of business may be altered with the consent of those present or at the discretion of the President.

#### ARTICLE IX Parliamentary Procedure:

The rules contained in the latest edition of “Robert’s Rules of Order, Revised” govern in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

#### ARTICLE X Amendment of Bylaws:

These bylaws may be amended only with the approval of a majority of paid members present and voting at a regular meeting or by Proxy from a paid member by emailing or mailing a statement denoting vote on the proposed Amendments of Bylaws to the Bylaws Committee prior to the month of voting. At least one month prior to voting, members shall receive by presentation at a regular meeting and by email or mail a written copy of proposed revisions to the Bylaws along with a written notice of time and place of voting.

## ARTICLE XI Dissolution of Society

Upon dissolution of the Society, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue code, or shall be distributed to the federal government, state or local government for a public purpose.

### End of Bylaws

Article III, Section 3, amended September 20, 1993

Article VII, amended July 18, 1994

Article III, Section 3, amended July 17, 1995

Article IV, Section 1 & Article V, Section 2, amended February, 2000

Article III, Section 4, Article IV, Section 2, Article V, Section 3e, Article VII, Section 2c, amended January, 2001, Article VII, Section 3 added January, 2001

Article III, Section 3, amended April, 2001

Article III, Section 3, Article VI, Section 2, Article VII, section 2, amended October, 2010

Amended August 15, 2016 – Article I, Section 1, Section 4; Article II, Section 1, Section 2; Article III, Section 3, Section 4; Article IV, Section 1, Section 2; Article V, Section 1a, Section 2a, Section 2a(a), Section 2b, Section 2b(a), Section 3a, Section 4c(1), Section 5g, Section 5i, Section 6a, Section 7, Section 7b, Section 7c, Section 7d; Article VII, Section 1, Section 2, Section 3; Article VIII, Section 5, Section 6, Section 7b; Article X

Added August 15, 2016 – Article II, Section 3, Section 4; Article V, Section 3f, Section 3g, Section 6b, Section 7e; Article VII, Section 4, Sections 5a, 5b, 5c, 5d, 5e, 5f, 5g, 5h, 5i, 5j; Article XI

Deleted August 15, 2016 – Article V, Section 3b, Section 5j, Section 5k