

**BY – LAWS
OF THE
DEARBORN GENEALOGICAL SOCIETY
2010**

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ARTICLE I. NAME

This organization shall be known as the “Dearborn Genealogical Society,” herein after: the Society.

ARTICLE II. PURPOSE

Section A. The Society shall promote and encourage an interest in genealogy, history and biography among its members and the general public.

Section B. Objectives of the Society shall be to:

1. Locate, publish, and safeguard public and private genealogical records.
2. Encourage and instruct others in genealogical research through individual mentoring, sharing of information, workshops and other educational means.
3. Procure and/or distribute genealogical or historical material for educational purposes, the proceeds of which, if any, are to be used exclusively for the expressed purpose of this organization.

Section C. The Society shall be organized and operated as a non-profit organization, according to Section 501 (c)(3) of the United States Internal Revenue Code.

ARTICLE III. MEMBERSHIP

Section A. Any person interested in genealogy, history, or biography shall be eligible for membership in the Society.

Section B. There shall be three (3) classes of membership:

1. Individual
2. Household: any two (2) persons residing at the same address.
3. Patron(s): any person(s) who voluntarily provide additional support for the activities and programs of the Society by paying a minimum of at least twice the current amount of individual or household dues. No additional or special privileges shall accompany Patron membership.

Section C. Dues for the new year must accompany the application for membership.

- Section D. New members joining after the February meeting shall have their membership dues extended through the following fiscal year.
- Section E. Members shall be encouraged to hold office, serve on committees, and take an active part in all affairs of the Society
- Section F. No officer, agent or member shall have the power or authority to bind the society by contract or engagement or to pledge its credit for any purpose or to any amount, unless authorized by the Executive Board or the membership.
- Section G. The private property of the members shall not be subject to payment of any debts or obligations incurred by the Executive Board or the membership of the Society.

ARTICLE IV. MEETINGS

- Section A. Regular meetings of the Society shall be held on the fourth (4th) Thursday of the month in September, October, and January thru April. The December and May meetings shall be held on a date to be determined each year by the Executive Board. No meeting shall be held in November, June July and August.
- Section B. By a two-thirds (2/3) vote of the Board members present, the Executive Board may reschedule a regular meeting due to extraordinary circumstances.
- Section C. The Annual Meeting of the Society shall be the regular meeting in May.
- Section D. Special meetings of the Society may be called by the President or upon written request of at least four (4) Executive Board members. The call for the special meeting shall state the business to be transacted and no other business shall be conducted.
- Section E. A quorum for meetings shall be:
1. For any Executive Board meeting, fifty percent (50%) of the Executive Board members.
 2. For any regular, Annual, or special meeting, twenty-five (25%) of total Society membership.
- Section F. Robert's Rules of Order shall govern all matters of parliamentary procedure at all meetings of the Society and its subdivisions not otherwise specified in these By-Laws.

ARTICLE V. OFFICERS AND EXECUTIVE BOARD

- Section A. The Society shall have the following elected officers: President, Vice-President, Secretary, Treasurer and three (3) Directors.
- Section B. These officers shall comprise the Executive Board.
- Section C. All terms of office shall be for one (1) year, July 1 through June 30.
- Section D. No President, Vice-President, Secretary, or Treasurer shall serve more than three (3) consecutive terms in the same office.
- Section E. No Director shall serve more than five (5) consecutive terms in that office.

ARTICLE VI DUTIES OF OFFICERS

- Section A. The President shall:
1. Be the chief executive officer of the Society.
 2. Preside at all membership and Executive Board meetings.
 3. Be an ex-officio member of all committees except the nominating committee, with voice but no vote.
 4. Appoint all committees not provided for in these By-Laws.
 5. Supervise all financial activities of the Society.
 6. Be responsible for scheduling and reserving a meeting place for all membership and Executive Board meetings.
 7. When required, the President shall appoint a member to complete the term of any elected office vacated between regularly scheduled elections.
 8. Such appointment shall be approved by the members at the next regular meeting following appointment.
- Section B. The Vice-President shall:
1. Assume all duties and authority in the absence of the President.
 2. Be program chairperson.
 3. Be responsible for program related duties, i.e.:
 - a. Scheduling program speakers and topics.
 - b. Paying honorariums, speakers' fees, and/or program-related costs.
 - c. Sending of "thank-you" notes.
 - d. Introducing speakers at meetings.
 4. Provide the Secretary and Publicity Chairperson with information regarding the monthly program.
- Section C. The Secretary shall:
1. Record and preserve the minutes of regular, special, and Executive Board meetings.
 2. Preserve all committee reports.

3. Provide copies of the minutes to the President and Treasurer at the next regular meeting, and to a member upon request.
4. Record attendance at all meetings.
5. Notify all members of the date, place, time, and program of monthly meetings.

Section D. The Treasurer shall:

1. Receive all funds of the Society and deposit the same to the credit of the Society in a designated financial institution.
2. Pay regular and ordinary expenses of the Society, not to exceed four hundred dollars (\$400) for any single disbursement.
3. Pay any single disbursement over four hundred dollars (\$400) authorized by a vote of the members present at a meeting.
4. Keep an accurate account of all receipts and disbursements.
5. Present a written financial report at each regular and Executive Board meeting. Provide copies of such reports to the President and Secretary, and to any member upon request.
6. Submit all financial records to a committee appointed by the President for a yearly audit.

Section E. The Executive Board shall furnish three (3) hosts/hostesses to provide and serve refreshments at the September monthly meeting.

Section F. Upon leaving office, an Executive Board member shall deliver to his/her successor all monies, account records, books, papers, or other property belonging to the Society, except those filed in the Dearborn Historical Museum. Any appointed committee chairperson shall likewise deliver these items to his/her successor or to the President if that committee no longer functions.

ARTICLE VII. DUES AND FINANCE

Section A. Annual dues of the Society shall be recommended by the Executive Board and approved by a vote of the membership. The amount of annual dues shall remain the same from year to year until changed as specified in the preceding sentence.

Section B. Members who have not paid their dues by the December meeting shall be notified in writing of the expiration date. Members still in arrears at the February meeting shall be suspended for non-payment of dues and their name removed from the roll. Any suspended member shall be reinstated upon payment of dues in arrears.

Section C. The fiscal year of the Society shall be from July 1 thru June 30.

- Section D. A committee of two (2) persons shall be appointed by the President to conduct an annual audit of the Society's financial records no later than September 1. The committee shall make an oral report at the September meeting. Copies of the report shall be given to the President, Secretary and Treasurer. Any member may receive a copy from the Secretary upon request.
- Section E. The operating expenses of the Society shall be paid by dues, donations, sales of publications and such other functions of activities, as the members shall authorize.
- Section F. The Executive Board shall designate a financial institution in which the funds of the Society shall be deposited. Such funds shall be deposited in the name of the Society and withdrawn and expended according to the provisions of these By-Laws.
- Section G. In the event of the dissolution of the Society, any remaining assets shall be donated to the Dearborn Historical Museum or any other organization, which is tax-exempt under Section 501(c)(3) of the United States Internal Revenue Code.

ARTICLE VIII **STANDING COMMITTEES**

- Section A. There shall be three (3) Standing Committees: Publications, Publicity, and Hospitality. Each committee shall be chaired by one (1) of the Directors.
- Section B. The Publications Committee shall:
1. Prepare and offer for sale genealogical materials and publications as authorized by the Executive Board or a vote of the members.
 2. Collect and maintain an archive of five-generation charts submitted by Society members.
- Section C. The Publicity Committee shall prepare and distribute to the news media notices and articles to keep the public informed of Society activities.
- Section D. The hospitality Committee shall:
1. Obtain three (3) volunteers at each meeting for the next regular meeting who shall provide and serve refreshments. Volunteers shall:
 - a. Provide, prepare, serve refreshments, and perform cleanup as required.
 - b. Secure a substitute and notify the Hospitality chairperson if they are unable to serve when scheduled.
 2. Be responsible for maintaining an adequate supply of cups, coffee, etc., in the supply box.

3. Participate as directed by the President at the Annual Meeting, Potluck Dinner, or any other Society activity.
4. Be available to assist the volunteer hosts/hostesses.
5. Remind all volunteer hosts/hostesses who are to provide refreshments.

ARTICLE IX **APPOINTED POSITIONS**

Section A. The President shall appoint:

1. Two (2) delegates and one (1) alternate to the Michigan Genealogical Council.
2. One (1) delegate to the Dearborn Historical Museum Guild.
3. Newsletter Editor, who shall prepare and distribute the Society newsletter.
4. Historian, who shall maintain a scrapbook/file of newspaper articles and photographs of the Society's activities.
5. Librarian, who shall maintain the Yulon V. Smith Memorial Collection of genealogical materials for use by our members and the public.
6. Membership Chair, who shall keep the membership database and be responsible for sending out dues notices on a timely basis. The need for this position is at the discretion of the President. Duties of the Membership chair are:
 - a. Record and report the names of all applicants for membership.
 - b. Maintain a record of the dues payments of members.
 - c. Distribute membership cards.
 - d. Notify members in writing when in arrears of annual dues.
 - e. Distribute a current membership list at the Annual Meeting. Such list is to be used only for private informational purposes among Society members unless authorized by the Executive Board or a vote of the membership.
 - f. Distribute a "New Member Information" packet which shall include the following:
 - i. Membership card/name tag.
 - ii. Membership list.
 - iii. Copy of the By-Laws.
 - iv. Five-generation chart, family group sheet, and research log.
 - v. List of items for sale by the Publications Committee.
 - vi. Catalog of materials in the Society's Yulon V. Smith Memorial Collection.
7. Any other position(s) as determined on an "as-needed" basis.

ARTICLE X. **NOMINATIONS AND ELECTIONS**

Section A. A nominating committee shall be appointed by the President each year no later than the February meeting. The committee shall nominate a slate of candidates at the March meeting.

Section B. Nominations may be made from the floor at the April meeting, with the consent of the person nominated.

Section C. Election of officers shall take place at the regular meeting in April.

ARTICLE XI **AMENDMENTS**

Section A. Amendments to these By-Laws may be proposed by the Executive Board or any member in good standing. Such proposed amendments shall be distributed in writing or mailed to the Society members at least three (3) weeks prior to the meeting at which they will be voted on.

Section B. Voting on amendments shall take place at any regular, special or Annual meeting of the Society.

Section C. Proposed amendments shall be approved by a simple majority of a quorum of the Society's membership.

Ratified by the membership of the Dearborn Genealogical Society on 22 April 2010

Supersedes By-Laws of 25 May 2000

Revision Committee – March, 2010

Linus Drog, President
Tom Barrett, Past President
Otto Scherf, Past President
Tom Koselka, Secretary