

Eaton County Genealogical Society (Michigan)

Bylaws

Article I. Name. The name of this organization is the Eaton County Genealogical Society and shall be referred to as the Society hereafter in this document.

Article II. Object. The object of the Society is to encourage and assist the study of family history, to promote the exchange of knowledge, to encourage the deposit of genealogical records, to preserve records of our ancestors, to make the records available for genealogical research, to cooperate with other societies and to publish materials of interest to the genealogist.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for each purpose, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or 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 corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article III Basis of the Organization. The Society shall be conducted as a nonprofit organization. Operating expenses shall be covered by membership fees, donations, and fundraising activities.

Article IV. Membership.

1. Membership shall be open to any person who is interested in the objectives of the Society upon payment of annual dues.
2. The membership year shall be the same as the calendar year, January 1 through December 31. Membership is nonrefundable.
3. Termination No membership shall be continued more than 90 days beyond the paid membership year.
4. Honorary lifetime membership may be conferred upon any person for exceptional service to the Society by a majority vote of the Executive Board. Honorary lifetime members are entitled to all the privileges of individual members but are exempt from paying dues.
5. Non-discrimination Policy: The Eaton County Genealogical Society is committed to providing an environment free of discrimination and harassment against any person for any reason, including age, marital status, ethnicity, gender identity/expression, health status, language, military/veteran status, physical or mental ability, political affiliation, race, religion, and sexual orientation.

Article V. Meetings.

1. The regular membership meeting shall be held March through November at the same time and place designated by a majority vote of the Executive Board.
2. The regular meeting in November shall be the annual meeting.
3. The Executive Board meeting shall be held monthly at a time and a place designated by a majority vote of the Executive Board.
4. Special meetings may be called for any purpose by the President, by the Executive Board or by written request of ten (10) members. Notice of a special meeting shall be given at least ten (10) days in advance and shall state the purpose of the meeting.

Article VI. Officers.

Officers shall be elected from the membership, shall be in good standing, and shall be a President, a Vice-President, a Recording Secretary, a Membership Secretary, a Corresponding Secretary, a Treasurer, and three (3) Trustees.

Article VII. Election of Officers.

Officers shall be elected as follows:

1. A Nominating Committee shall be appointed by the President each September. The Nominating Committee shall present at least one nominee for each office at the annual meeting, with each nominee's prior approval.
2. Additional nominations may be made from the floor provided the consent of the nominee is secured.
3. The election shall be by ballot and a plurality of those members present at the annual meeting shall be elected.
4. Newly elected officers shall begin their terms of office with the January meeting.
5. Officers retiring from office shall deliver to their successors all records and other property belonging to the Society at or before the January board meeting.
6. A vacancy in any elective office shall be filled by a majority vote of the Executive Board at their next meeting.

Article VIII. Duties of Officers.

1. The President shall be the principal executive officer, with responsibility for supervising the affairs of the Society, presiding at meetings and appointing committee chairpersons with the approval of the Executive Board.
2. The Vice-President shall assist the President, assume the duties of the President in the absence of the President and assist the chairs of standing committees.
3. The Recording Secretary shall keep accurate records of the Society's meetings.
4. The Membership Secretary shall maintain/provide a list of active and past members of the society, record membership dues received, email/mail out membership information/cards and notify webmaster of new members to be added to the members database.
5. The Corresponding Secretary shall communicate with the public, responsible for obtaining/distributing the mail from the post office and tend to general office tasks.
6. The Treasurer shall have custody of the funds of the Society, collect dues, attend to disbursements, keep accurate financial records, and prepare, sign, and file all necessary and required regulatory reports and correspondence in a timely manner.
7. The Trustees will serve as a liaison between the membership and the board.

Article IX. Standing Committees.

1. The Librarian will be responsible for the purchase/inventory of resources approved by the Executive Board, maintain a database of all resource materials, dispose of excess materials, and make copies of fragile resources.
2. The Computer Chair shall inventory/maintain/document computer systems, database inventory, and train staff/volunteers on equipment usage.
3. The Historian shall keep a history of the society/activities/accomplishments and collect memorabilia regarding the society.
4. The Research Assistance Committee shall facilitate attendees in furthering their research and/or gain new knowledge/skill sets to aid in research.
5. The Webmaster shall be responsible for providing an online presence for the society.
6. Special committees may be appointed by the President or Executive Board as needed.

Article X. Executive Board. The Executive Board shall consist of the elected officers, standing committee chairs, and the immediate Past-President. The voting members of the Executive Board shall consist of current officers. The Executive Board shall provide general guidance to the officers and committees of this Society, except as specified in these Bylaws. The Executive Board shall have authority over the expenditure of funds.

Article XI. Quorum. A quorum for a regular meeting of the Society shall be twelve (12) members. A quorum at an Executive Board meeting shall be five (5) members. "By a majority vote" means a vote at a regularly or properly called meeting at which a quorum is present that is passed by a majority of those members present who are entitled to vote.

Article XII. Parliamentary Procedure. All questions of parliamentary procedure shall be determined according to the latest edition of Robert's Rules of Order in all cases in which they are not inconsistent with these bylaws and any special rules of order the society may adopt.

Article XIII. Dues and Finance.

1. Dues shall be determined by a majority vote at a regularly scheduled meeting. Annual dues shall be payable on or before February 28.
2. The fiscal year of the society shall be from January 1 through December 31.
3. A checking, savings and/or investment account shall be established in the name of the society at a financial institution selected by the Executive Board. The Treasurer and President shall be authorized to sign checks with only one signature required.

4. An Audit Committee chair shall be appointed at the November meeting by the president. The person must understand financial documents. The committee shall present a report to the general membership at the March meeting.

Article XIV. Amendments. These by-laws may be amended at any regular meeting of the society by a majority vote, provided the amendment has been submitted in writing at the previous regular meeting.

Article XV. Power to Bind Society. Unless authorized by the Executive Board or a vote of society members, no officer, agent or member of the society shall have the authority to bind the society or render it liable for any purpose.

Article XVI. Property of Members. The private property of the members shall not be subject to payment of any debts or obligations incurred by the society.

Bylaws written and incorporated March, 1989

Bylaws amended, adopted May, 1994

Bylaws amended, adopted February, 1995

Bylaws amended, adopted March, 1996

Bylaws amended, adopted October, 1996

Bylaws amended, adopted September, 1997

Bylaws amended, adopted February, 1998

Bylaws amended, adopted April, 2008

Bylaws amended, adopted November, 2011

Bylaws amended, adopted November, 2013

Bylaws amended, adopted November, 2014

Bylaws amended, adopted November, 2017

Bylaws amended, adopted September, 2024