

By-Laws

Article I – Name and Object

- Section 1. The name of this organization is the Fairfield County Genealogy Society.
- Section 2. The mission of the Fairfield County Genealogy Society is to:
- promote genealogy through education of its members and the general public;
 - improve access to genealogical information in Fairfield County by maintaining an educational research center;
 - foster collaboration among members;
 - assist those researching their ancestors;
 - conduct periodic educational programs and conferences to explore cultural, genealogical, and historical topics;
 - disseminate cultural, genealogical, historical and biographical information to members and to the general public.

Article II - Definitions

In this document the term “Board” shall be defined as the Board of Directors and Standing Committee Chairpersons.

Article III – Membership

- Section 1. Annual memberships shall be by application accompanied by appropriate payment of dues. Membership period is from January 1 through December 31 of the membership year.
- Section 2. Membership is open to any individual that desires to promote our mission and purpose. The Board of Directors reserves the right to refuse membership to any individual that consistently discriminates openly, consistently brings disorder to our society meetings or events and consistently violates our mission and purpose.

Article IV – Board and Their Election

- Section 1. Board of Directors shall consist of:
- President
 - Vice-President
 - Recording Secretary
 - Treasurer
 - Corresponding Secretary
 - Member At Large
 - Immediate Past President
- Section 2. Standing Committees shall consist of:
- Cemetery
 - DNA
 - Liaison
 - Social Media (Newsletter Editor, Webmaster, FACEBOOK Coordinator, LinkedIn Coordinator)
- Section 3. President.
- The duties of the President shall be those customarily assigned to the office. The President shall represent the society.

These Bylaws were adopted by a unanimous vote of those Fairfield County Genealogy Society members present at the January 13, 2017 meeting at Winnsboro, South Carolina.

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Article IV – Board and Their Election (continued)

Section 4. Vice President.

The duties of the Vice-President shall be those customarily assigned to the office. The Vice President shall also serve as the Program Director. The Vice President shall also represent the society in the President's absence.

Section 5. Recording Secretary.

The duties of the Recording Secretary shall be those customarily assigned to the office. The Recording Secretary shall keep the minutes and the attendance at each Board meeting. The Recording Secretary shall submit minutes of the previous Board meeting at the next Board meeting for approval by Board members present.

Section 6. Treasurer.

The duties of the Treasurer shall be those customarily assigned to the office. The Treasurer is authorized to pay any funds deemed in the interest of the society up to \$100 with the President's approval and over \$100 with the Board of Directors approval. The Treasurer shall also handle all applications and monies for membership. The Treasurer shall maintain a Membership Database (spreadsheet) for record of payment. The Treasurer shall send the original membership application and provide a copy of the membership spreadsheet quarterly to the Corresponding Secretary. The Treasurer shall submit a monthly report at the next Board meeting for approval by the Board members present. The Treasurer shall maintain the Society's yearly budget (spreadsheet) and keep the Board of Directors informed of estimated expense overages in the budget. The Treasurer shall submit an annual report to the Board of Directors and file the appropriate federal reports by May 15th.

Section 7. Corresponding Secretary.

The duties of the Corresponding Secretary shall be those customarily assigned to the office. The Corresponding Secretary shall send reminder notices of regular and board meetings as well as special bulletins requested and approved by the President. Corresponding Secretary is to send a welcome letter to all new and renewal members along with the pertinent information and file the original membership application. Corresponding Secretary shall snail mail the quarterly newsletter to any member requesting a hard copy.

Section 8. Member At Large.

The Member At Large member of the Board of Directors will be appointed by the President from the local membership subject to approval of the Board of Directors. The Member At Large member attends Board meetings and is a representative of the membership at large.

Section 9. Immediate Past President.

The Immediate Past President member of the Board of Directors attends Board meetings.

Section 10. Terms of office.

All Board of Directors shall serve for one year commencing January 1. Election of Board of Directors shall be at the November meeting; unless all Board of Directors are willing to serve another year, run unopposed (i.e. no nominations from the floor) and are approved by the members present.

Section 11. Vacancy on Board of Directors.

In the event of a vacancy on the Board of Directors between elections, the Board of Directors shall be empowered to appoint a successor to fill the vacancy until the next regular election.

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Article V – Committees

Section 1. If at least one position is available on the Board of Directors, a Nominating Committee shall be elected at the September Board meeting to submit a slate of officers at the November meeting. Any nominations from the floor may be presented to the members present at the November meeting.

Section 2. Chairpersons of the Standing Committees shall be elected by the Board as needed. In the event of a tie vote, the Board will cast another vote. The President will cast the deciding vote in event of a second tie vote. All committee members may attend the Board meetings. At the minimum, the Standing Committee Chairperson or their representative shall attend the Board meetings giving a report; as long as the committee exists.

Section 3. Cemetery Committee.

The Cemetery Committee Chairperson shall seek to identify and record any known/unknown cemeteries in Fairfield County (adjacent counties at the chairperson's discretion) and report back to the Board.

Section 4. DNA Committee.

The DNA Committee Chairperson shall seek to assist any members of the society with their DNA results, inform members of DNA opportunities and report back to the Board.

Section 5. Liaison Committee.

The Liaison Committee Chairperson shall report back to the Board any and all pertinent information to the Society from other meetings. We welcome other societies and organizations to send a liaison to our Board meetings in order to successfully achieve our mutual goals and missions.

Section 6. Social Media Committee.

The Social Media Committee Chairperson shall seek to assist any of the committee members of this committee and report back to the Board.

Newsletter Editor.

The Newsletter Editor shall produce a quarterly society newsletter. Editor may appoint assistant(s) as needed for producing the Society Newsletter. The Board of Directors shall proof and give approval before the newsletter is published.

Webmaster.

The Web Site Webmaster shall seek to keep the members and the general public aware of the Society activities, resources, projects and events by maintaining the society's web site and its postings upon approval of the Board of Directors. The Webmaster shall report back to the Board.

FACEBOOK Coordinator.

The FACEBOOK Coordinator shall seek to keep the members and the general public aware of the society's activities, resources, projects and events by maintaining the society's FACEBOOK Page and its postings upon approval of the Board of Directors. The FACEBOOK Coordinator shall report back to the Board.

LinkedIn Coordinator.

The LinkedIn Coordinator shall seek to keep the members and the general public aware of the society's activities, resources, projects and events by maintaining the society's LinkedIn account and its postings upon approval of the Board of Directors. The LinkedIn Coordinator shall report back to the Board.

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Article VI – Meetings

- Section 1. Society program meetings shall be scheduled a minimum of once per quarter and submitted by the program director. Other meetings such as reunion booths, fund raiser support, community parades, events, support groups, etc. may be held or supported in lieu of program meetings. Any other meetings may be announced with the approval of the board. The announcement page on the society's website and FACEBOOK will display program meetings and other approved meetings.
- Section 2. The Board shall hold a Board meeting every month except December to facilitate the work of the organization. Meeting may be attended by any member at large of the Society. All Board members attending will have a vote at these meetings.
- Section 3. Once per year the society will pay up to \$100 for any member of the Board to attend an external conference or meeting pertaining to the duties of their office or the responsibilities of any committee of which they are a part. Requests to attend such conferences or meetings are subject to the approval of the President or the Board of Directors.

Article VII – Order of Business

The order of business shall follow the provisions of Robert's RULES OF ORDER, REVISED.

Article VIII – Dues

- Section 1: Members of the Society at the November meeting may recommend changes to the Society's regular dues to be approved by the Board of Directors. Membership dues paid after October 1st, will be applied to the next year's membership year.
- Section 2: Annual Newsletter Subscription Designation:
\$15.00 – Quarterly Newsletters by U.S.P.S. (Libraries, Schools, Societies, Non-members)
- Section 3: Annual Membership Designation (emailed newsletter):
\$20.00 – Annual Membership (Quarterly Newsletters; Free research*, \$15/request non-members; Priority assistance; Free copies, \$.10/copy non-members; 10% discount, books & publications; access to Members Only web pages; access to Newsletter archives; Queries published; Quarterly workshops, public welcome; Giving of your support for your society activities & projects; Contact with people who share your interests in genealogy and History)
* after 6 hours, request will be returned with research found along with list of paid-researchers
- Section 4: Annual Family Membership Designation:
\$25.00 – Annual Family Membership (Annual Membership for Family's Household)
- Section 5: Project Supporter Membership Designation:
\$50.00 – Patron Member (Annual Membership, Donation \$30 toward Projects)
\$100.00 – Benefactor Member (Annual Membership, Donation \$80 toward Projects)
- Section 6: Life Time Membership Designation:
\$300.00 – Life Time Annual Membership (Annual Membership, Donation \$280 toward Projects)

Article IX – Amendments

Amendments to these By-Laws may be revised and adopted at a membership meeting provided they have been submitted to the Recording Secretary and reviewed by the Board at a prior Board meeting or by electronic means. Any grammatical errors or formatting for presentation only require Board approval.

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Article X – Parliamentary Authority

This Society shall conform to its By-Laws including the use of Robert’s RULES OF ORDER, REVISED.

Article XI – Dissolution

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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 asset not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation 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.

President: _____
Robert E. Killian, Jr.

Date: _____

Recording Secretary: _____
Suzanne P. Johnson

Date: _____

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