



# North Central Iowa Genealogical Society

## North Central Iowa Genealogical Society

### By-Laws 2019

#### Mission Statement

Founded in 1972 as a non-profit volunteer educational organization, the mission of the North Central Iowa Genealogical Society is to create and foster an interest in genealogy and to aid others in researching their family history.

#### ARTICLE I - NAME

The name of this Society shall be the NORTH CENTRAL IOWA GENEALOGICAL SOCIETY.

#### ARTICLE II – OBJECTIVES

The objectives of this society shall be:

1. To create and foster an interest in genealogy.
2. To preserve genealogical and historical data.
3. To aid individual members in compiling family genealogies.
4. To establish and maintain a genealogical library.
5. To furnish the Iowa Genealogical Society information for publication.
6. To cooperate with any group or individual interested in furthering genealogical research.
7. To establish and maintain a society website, including an obituary database for the nine county area.
8. To establish and maintain a research database in the NCIGS library.

The society shall operate as a non-profit organization as required for tax exemption under the laws which apply.

#### ARTICLE III – MEMBERSHIP

Section 1. Membership in this society shall be open to all persons interested in genealogical, biographical, or historical research.

Section 2. Membership shall be issued upon application and payment of the annual dues.

Section 3. The dues shall be set by the **Executive Board** and recommended to the membership for approval. Renewal dues shall be paid on or before December 31 of the current year. Members not renewing prior to January 15 shall be dropped from membership. New members who join and pay dues after September 1<sup>st</sup> shall be credited for the remaining months of the current year and the entire following year.

Section 4. Paid membership includes copies of the newsletter *THE GENIE BUG* issued during time of membership. Another membership benefit is the publication of one free query per year in *THE GENIE BUG*.

## ARTICLE IV - OFFICERS

Section 1. The officers of this society shall be **President, Vice President, Secretary, Treasurer, Librarian, Research Chair, Publicity Chair, Membership Chair and Website Chair.**

Section 2. Membership of at least one full year is required for eligibility to office.

Section 3. Officers shall be elected to serve one year or until their successors shall be elected. The normal term of office shall run from January 1 through December 31. (See Article VI, Section 5, #11 for **Treasurer**)

Section 4. No member shall be eligible to hold more than one office at a time, unless approved by the Executive Board.

## ARTICLE V - NOMINATIONS AND ELECTIONS.

Section 1. At the regular meeting in the month of September, the **President** will announce a **Nominating Committee** of three members.

Section 2. At the October meeting, the nominating committee will present a written slate of candidates for each office.

Section 3. Additional nominations from the floor as well as write-in candidates shall be permitted.

Section 4. Members of the society attending the October meeting will vote for the slate of candidates.

Section 5. Ballots will be counted and election results announced at the October meeting.

Section 6. Installation of Officers will occur during the November meeting.

## ARTICLE VI - DUTIES OF THE OFFICERS

Section 1. The nine elected officers shall serve as the **Executive Board** and as the Budget Committee. If a chairperson desires to have help with their duties, they are free to ask a member(s) to serve on their committee.

Section 2. The **President** shall be the presiding officer at meetings of the society and serve as chairman of the **Executive Board**. The **President** shall be an ex officio member of committees (except the Nominating Committee).

Section 3. The **Vice President** shall assume the duties of the **President** whenever necessary.

1. The **Vice President** shall serve as Chairperson of the Program Committee and shall be responsible for making reservations for meeting places and for program arrangements for all regular meetings and special workshops of the Society.
2. The poster and press release information needed to write up the publicity for these events shall be forwarded from the **Vice President** to the **Editor of THE GENIE BUG** at least 45 days prior to an event.

Section 4. The **Secretary** shall keep and read the minutes and shall provide a copy of the same to the **Executive Board**.

1. The **Secretary** shall keep a record book in which all by-laws, special rules of order, standing rules, any amendments, committee assignments and copies of committee reports shall be entered. This record book shall be available at each meeting.
2. The **Secretary** shall be responsible for the courtesy correspondence, thank you notes to speakers and such other outgoing correspondence as the **President** may direct.
3. The **Secretary's** records will be transferred to the new **Secretary**, within 45 days of term completion, with appropriate copies added annually to the NCIGS Archives contained within the NCIGS Library Database.

Section 5. The **Treasurer** shall serve as Chairperson of the Budget Committee.

1. The **Treasurer** shall receive all monies of the Society and shall deposit the same to the checking and savings accounts of the Society.
2. When payments for research are received, the **Treasurer** shall, in a timely manner, notify the **Research Chair**. When member dues are received, the **Treasurer** shall, in a timely manner, notify the **Membership and Website Chairs** and the **Editor of THE GENIE BUG**.
3. The **Treasurer** shall pay all bills falling within the approved operating budget.
4. Reimbursement of authorized bills shall be submitted with a completed NCIGS Expense form prior to payment.
5. Unbudgeted major expenditures shall be recommended by the Executive Board and approved by the membership.
6. The **Treasurer** shall keep up-to-date records of the financial condition of the Society, shall report to the society at regular meetings and shall make the records available upon request.
7. The **Treasurer** shall be issued a key to the society's P.O. Box and is authorized to pick up and distribute the mail.
8. The **Treasurer** shall electronically file a 990-N annually.
9. The **Treasurer** shall close the financial records as of December 31 and prepare the annual report.
10. The **President**, in coordination with the **Treasurer**, shall appoint an **Audit Committee** to audit the books and report the results of the audit to the membership at each February meeting.
11. Upon completion of a satisfactory audit, the **Treasurer's** records shall be transferred to the new **Treasurer** with appropriate copies added to the NCIGS Archives contained within the NCIGS Library Database.
11. The **Treasurer** shall be responsible for communicating with new members on how to access the Members Only portion of the website.

Section 6. The **Research Chair** shall serve as chairperson for the Research Committee and shall, with the assistance of committee members, undertake to answer requests for research help.

1. The **Research Chair** shall maintain a record of Research Requests and the subsequent results. Annually these research shall be added to the NCIGS Archives contained within the NCIGS Library Database.
2. The **Research Chair** shall bill, collect and transfer research payments to the **Treasurer**.
3. The Research Request records shall be transferred to the in-coming **Research Chair** within 45 days of term completion, with appropriate copies added to the NCIGS Archives contained within the NCIGS Library Database.

Section 7. The **Publicity Chair** shall send announcements of meetings, programs, workshops, and newsworthy events to the media in time for publication or broadcast before each such event.

1. The **Publicity Chair** shall promote the Society and its projects.
2. The **Publicity Chair** shall provide the **President** with a current copy of press release contacts at the beginning of each year.
3. The **Publicity Chair's** records shall be transferred to the in-coming **Publicity Chair** within 45 days of term completion with appropriate copies added to the NCIGS Archives contained within the NCIGS Library Database.

Section 8. The **Librarian** shall serve as Chairperson of the Library Committee. The genealogical library shall be a major focus of the Society. The stamp of the society shall be upon society property. The **President**, in coordination with the **Librarian**, shall appoint a **Surname** sub-committee which shall be responsible for encouraging society members to submit of 4-generational ancestral chart, organize said charts and promote their use.

The Librarian and/or Library Committee/Volunteers shall:

1. Select, deselect, prepare, process, preserve, record and arrange library materials to facilitate the development and use of the genealogical collection.
2. Provide one-on-one and group training on how to do genealogical research.
3. Assist researchers in the use of the genealogical collection as well as electronic resources and devices.
4. Create, organize and maintain the card catalog, databases and pathfinder aids.
5. The **Librarian** shall supervise the activities and contributions of volunteers.
6. The **Librarian** shall maintain a volunteer work schedule for the library. The **Librarian** shall be issued a key to the society P.O. Box and is authorized to pick up and distribute mail.
7. The **Librarian** shall write a quarterly column for *THE GENIE BUG* reporting on new acquisitions and progress in library projects.
8. The **Librarian** shall submit to the **Executive Board** a written monthly progress report.

Section 9. The **Membership Chair** shall serve as chairperson of the **Membership Committee**.

1. The major emphasis of the **Membership Committee** shall be to increase membership and participation in the Society.
2. The **Membership Chair** shall submit to the **Executive Board** a monthly progress report detailing the efforts made by the **Membership Committee** to promote membership growth.
3. The **Membership Chair** shall appoint a sub-committee, known as the **Hospitality Committee**. This committee shall be responsible for arranging for program refreshments.
4. The **Membership Committee** shall greet individuals who attend society meetings, offering name tags and access to membership forms, copies of *THE GENIE BUG* and other promotional materials.
5. The **Membership Committee** shall and maintain an attendance record for both members and guests. The attendance record shall request: name, mailing and e-mail address and phone number.

6. The **Membership Committee** shall use the monthly attendance records to contact guests and visitors by encouraging their continued interest in, and possible membership in, to the society. If membership seems likely, the **Membership Committee** shall notify the **Editor of THE GENIE BUG** to add this person's e-mail into the membership database for notification of program topics and other appropriate society activities.
7. The **Membership Committee** materials shall be transferred to the in-coming **Membership Chair** within 45 days of term completion.
8. The **Membership Chair** shall be responsible for adding attendance records and other membership paper work to the NCIQS Archives contained within the NCIQS Library Database.

Section 10. **Website Chair** shall serve as chairperson of the **Website Committee**.

1. The **Website Chair** is responsible for maintaining and updating the NCIQS website. New website content, except for updates involving programming and officers/committee members, shall be reviewed by the board prior to insertion.
2. The **Website Chair** shall be responsible for maintaining an updated list of usernames and passwords and other pertinent information necessary to the operation of the website. As this information changes, the **Website Chair** shall transmit a copy of the updated list to the **Treasurer**, to be kept by that officer as a back-up copy.
3. The **Obituary Project** shall be under the direction of the **Website Committee**. This work will include maintenance, updating and training of volunteers as well as briefing the **Executive Board** regarding progress and concerns.

## ARTICLE VII – EXECUTIVE BOARD & OTHER APPOINTMENTS:

Section 1. The **Executive Board** shall be the nine elected officers enumerated in Article IV. The President shall chair the **Executive Board**, shall schedule regular meetings, may call special meetings, and must call a meeting upon written request of three board members.

1. The **Executive Board** shall recommend an operating budget for the year, prepared by the Budget Committee under the chairmanship of the **Treasurer**. The proposed budget shall then be submitted to the membership for approval.
2. The **Executive Board** shall have general supervision of the affairs of the Society between business meetings and may make recommendations to the society.
3. The **Executive Board** shall be subject to orders of the society and none of its actions shall conflict with actions taken by the Society. Four shall be a quorum for regular and called meetings of the **Executive Board**. The quorum, including the President, shall be six when expenditures of over \$1,000 are to be discussed.
4. The **Executive Board** shall have authority to fill vacancies which occur during unexpired terms of office.

Section 2. The **President** shall appoint an **Editor** for *THE GENIE BUG* newsletter.

1. The **Editor** is a *non-voting* member of the Executive Board and is expected to attend **Executive Board** and monthly society meetings on a regular basis.
2. The **Editor** is responsible for the creation and distribution of the NCIQS newsletter. The newsletter will be issued in February, May, August, and November. Copies of the newsletter will be distributed by mail or electronically, with the annual membership list included in the May issue.

3. The **Editor** shall also be responsible for the distribution of program posters. The distribution of these posters shall be sent via e-mail to the **Executive Board** at least 30 days prior to an event. Society members (and potential members), using e-mail, shall be send copies of the program posters within 7-10 days prior to an event.

Section 3. The **President** shall appoint a **Publications Committee** (or committees) as needed to collect, compile, and publish genealogical materials, either locally or in cooperation with the Iowa Genealogical Society.

Section 4. The **President**, in coordination with the **Treasurer**, shall appoint an **Audit Committee** to audit the books and report the results of the audit to the membership each February meeting.

Section 5. Nominating Committee (See Article V)

Section 6. Other Committees may be appointed as deemed advisable for the growth and success of the Society.

## **ARTICLE VIII - MEETINGS**

Meetings of the Society shall be held on the second Saturday of each month (January through November) except as the **Executive Board** may make exception for a national holiday or to permit attendance at the State Conference or other genealogical event. There will be no meeting in December.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases in which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Society may adopt.

## **ARTICLE XI - AMENDMENT OF BY-LAWS**

The Executive Board is responsible for drafting and distributing proposed changes to the by-laws.

1. Voting on any changes to the by-laws will be scheduled by the **Executive Board** for a specific monthly meeting.
2. The **Executive Board**, at least 30 days prior to a scheduled vote, will draft and distribute proposed changes to the membership via e-mail as well as a hard copy posted in the genealogical library.
3. Votes will be cast by members in two ways: 1) at the designated monthly meeting or 2) via e-mail by an established deadline.
4. The **Executive Board** is responsible for counting, verifying and announcing the results of the voting process.
5. Suggested changes must receive a two-thirds vote for approval.

## **ARTICLE XII – DISSOLUTION OF THE SOCIETY**

In the event the North Central Iowa Genealogical Society officially decides to dissolve, the current **Executive Board** shall propose and approve the dispensation of all assets. The **Executive Board** will then request a vote from the general membership to approve the proposal.

## **STANDING RULES**

1. The first year of this Society will be from the time of organization until November 1973. All members joining the society during the first year shall be considered charter members.

2. Regular meetings of the Society shall be held at a location designated by the **Executive Board**. A temporary change in place may be designated by the **President**, if necessary. A permanent location change shall be approved by vote of the members.
3. The regular meeting shall begin at 1:30 p.m.
4. **Executive Board** meetings are open to all members. Board meetings will be held in the genealogical library and are scheduled for the Monday afternoon prior to the monthly meeting. Members will be informed of any changes as to time and place of the **Executive Board** meeting via e-mail. Only **Executive Board** members may vote at these meetings.