

# **DONA ANA COUNTY GENEALOGICAL SOCIETY BY-LAWS**

*Approved – 13 Mar 2013*

## **ARTICLE I – NAME**

This organization shall be called **Dona Ana County Genealogical Society**, Las Cruces, New Mexico.

## **ARTICLE II – PURPOSE**

The purpose of this society shall be to bring together those who are interested in the research of ancestors through information obtained from its members, seminars, libraries and communications with other genealogical societies.

## **ARTICLE III – GOALS**

The Society's goals include, but are not limited to, the following:

- A. Conduct regularly scheduled meetings during which the Society's business will be conducted and, when possible, an educational program related to genealogy will be presented.
- B. Transcribe records of Dona Ana County deaths, wills, probates, cemeteries, and marriages. Compile these transcriptions into media suitable for publication and sale.
- C. Acquire additional research material for the Dona Ana County Genealogical Society through the sales of books and conduct of fund raisers.
- D. Create and maintain a website for genealogical research of Dona Ana County.
- E. Create an Educational Outreach Program.
- F. Periodically publish newsletters for issue to each member.

## **ARTICLE IV – MEMBERSHIP**

- A. Membership is open to all persons interested in genealogy.
- B. Dues
  1. The annual dues for the upcoming fiscal year shall be determined at the Annual Meeting (Article VI. B).
  2. Dues are collected for annual (12 months) membership and will be considered in arrears if not renewed by the 12<sup>th</sup> month of membership.
  3. Members who have been declared in arrears in the payment of dues shall not be eligible to vote.

4. No cancellation or refund of dues shall be made.

### C. Membership Types

The DACGS has defined four types of membership:

1. Individual.
2. Couple. Any two individuals residing at the same address may elect to join the DACGS as a couple.
3. Youth. Any individual up to the age of 18 shall pay the dues of one-fourth (1/4) of a regular adult membership amount rounded down to the nearest whole dollar.
4. Complimentary. At the discretion of the Executive Committee, complimentary (free) membership may be extended to individuals providing special service or value to the Society. Such memberships are renewable on an annual basis.

## ARTICLE V – OFFICERS AND DUTIES

A. Officers shall be elected at the November meeting each year to serve for one year. They may be re-elected for additional terms. The elected officers will assume duties at the January meeting following their election.

B. The officers of this society shall be President, Vice-President, Secretary and Treasurer.

1. The President shall preside at all meetings at which he/she is present; shall exercise general supervision over the affairs and activities of the club; and shall serve as member *ex-officio* on all standing committees. If the President desires to participate in a debate, he/she shall turn over the chair to the Vice-President or such other officer, as he/she shall select.
2. The Vice-President shall assume the duties of the President during his/her absence and shall be Chairman of the Program Committee.
3. The Secretary shall:
  - Record the minutes of all meetings of the society.
  - Be the custodian of all society records.
4. The Treasurer shall:
  - Receive all Society funds, keep them in a bank or repository selected or approved by the Society and
  - Disperse funds as authorized by the Society after receiving the proper expense report, including receipts, for the expenditure. All bills over \$50.00 must have the pre-approval of two officers prior to the expenses. The President, Vice-President, and Treasurer will be on the bank signature card.

C. Officer vacancies occurring during the society year shall be filled by vote of the members.

## ARTICLE VI – MEETINGS

A. The society shall meet regularly on the second Wednesday of each month January to December, inclusive, at the Thomas Branigan Memorial Library, Las Cruces, New Mexico or places designated by the President. The Society's regular meetings may not be virtual meetings.

B. The Annual meeting shall be the regular meeting held in December at which time reports from all officers and standing Committee Chairs will be presented. Dues for the upcoming fiscal year shall be determined by a vote of the members.

C. Special meetings may be called by the Society's Officers at such times as are deemed advisable. Such special meetings may transact only such business as is specified in the call.

D. One third of the membership shall constitute a quorum for the transaction of society business.

E. The Executive Committee may conduct virtual meetings via the web or telephonically.

## ARTICLE VII – COMMITTEES

A. All Committee Chairs, except Program Chair, shall be appointed by the President.

B. The Standing Committees shall be as follows:

**Executive Committee.** The DACGS Executive Committee shall be comprised of the Society Officers (President, Vice-President, Secretary, Treasurer), Standing Committee Chairs, Society Webmaster, Historian, Newsletter Editor, and the immediate Past President. The Executive Committee shall be headed by the Society President and will meet at least quarterly or as required by the President to address Society business.

**Nominations.** The Nominations Committee shall develop a slate of potential candidates for the DACGS Officers and present it to the President at the October meeting.

**Membership.** The membership committee shall develop strategies for attracting new Society members and retaining existing members. The membership chair will follow-up with visitors and guests to Society meetings, encouraging them to formally join. The membership chair will also contact former Society members to determine why they are no longer active members.

**Program.** The program committee will be headed by the Vice-President. Prior to the December meeting, the Program Chair will submit to the President a proposed program schedule for the upcoming January, February and March meetings.

**Audit.** The audit committee will conduct an audit at the end of each fiscal year. The Dona Ana County Genealogical Society fiscal year is defined as January 1 through December 31. Results of the audit will be made available to the President prior to the scheduled February meeting and presented to the general membership at the February meeting.

**Public Relations.** The Public Relations Committee shall publicize the Society's activities through various and prudent means and shall respond to genealogical inquiries. Cost of inquiries shall be \$5.00 plus expenses. The \$5.00 fee will be required in advance to initiate the research and is nonrefundable. Collected inquiry fees will be conveyed to the Treasurer for deposit in the Society's bank account.

## **ARTICLE VIII – ORDER OF BUSINESS**

The order of business at all meetings of this organization shall be as follows:

- Call to order
- Roll-call (via sign-in sheet)
- Recognize Guests
- Program (Speaker and entertainment)
- Approve Minutes
- Treasurer Report
- Officer and Standing Committee Reports
- Special Committees Reports
- Unfinished business
- New business
- Announcements
- Adjournment

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

“Robert's Rules of Order, Revised” shall be the parliamentary authority.

## **ARTICLE X – AMENDMENT**

Any proposed amendment to these By-Laws shall be submitted in writing to the general membership at least seven (7) days prior to a regular meeting of the society. After such

notice, it may be voted on at the next regular meeting and shall become a part of the By-Laws if approved by a two-thirds majority of the members present and voting.

## Revision History

1. Presented Oct 2008 meeting. Approved Nov 2008 meeting.

### ARTICLE V – OFFICERS AND DUTIES

B. The officers of this Society shall be President, Vice-President, ~~and Secretary/Treasurer~~ **and Treasurer.**

3. The Secretary/~~Treasurer~~ shall:

- Record the minutes of all meetings of the Society.
- Be the custodian of all Society records.
- ~~• Receive all Society funds, keep them in a bank or repository selected or approved by the Society and disperse funds as authorized by the Society after receiving the proper expense report, including receipts, for the expenditure. All bills over \$50.00 must have the pre-approval of two officers prior to the expenses. The President, Vice President, and Secretary/Treasurer will be on the bank signature card.~~

**4. The Treasurer shall:**

- **Receive all Society funds, keep them in a bank or repository selected or approved by the Society and**
- **Disperse funds as authorized by the Society after receiving the proper expense report, including receipts, for the expenditure. All bills over \$50.00 must have the pre-approval of two officers prior to the expenses. The President, Vice-President, and Treasurer will be on the bank signature card.**

### ARTICLE VIII – ORDER OF BUSINESS

The order of business at all meetings of this Society shall be as follows:

- Call to order
- Roll-call (via sign-in sheet)
- ~~• Secretary/Treasurer Report~~
- **Approve Minutes**
- **Treasurer's Report**
- Old business
- New business
- Program (Speaker and entertainment)
- Adjournment

2. Presented Sep 2009 meeting. Approved Oct 2009 meeting.

## ARTICLE II - PURPOSE

The purpose of this society shall be to bring together those who are interested in the research of ancestors through information obtained from its members, seminars, public-library **libraries** and ~~communicating~~ **communications** with other genealogical societies.

## ARTICLE III – GOALS

~~Its~~ **The Society's** goals ~~are the following but not limited to~~ **include, but are not limited to, the following:**

- A. **[Added] Conduct regularly scheduled meetings during which the Society's business will be conducted and, when possible, an educational program related to genealogy will be presented.**
- B. Transcribe records of Dona Ana County deaths, wills, probates, cemeteries, and marriages. Compile these transcriptions into ~~books~~ **media suitable** for publication and ~~sell~~ **sale**.
- C. Acquire additional research material for the Dona Ana County Genealogical Society through sales of books and fund raisers.
- D. Create and maintain a website for genealogical research of Dona Ana County.
- E. Create an Educational Outreach Program.
- F. Periodically publish newsletters for issue to each member.

## ARTICLE IV - MEMBERSHIP

### B. Dues

1. The annual dues **for the upcoming fiscal year** shall be determined at the Annual Meeting (**Article VI. B**). **Dues shall be payable by the close of the fiscal year and will be considered in arrears if unpaid by January 31<sup>st</sup> of the new fiscal year.** ~~Currently annual dues are \$20.00 (Individual), \$25.00 (Couple) and \$5.00 (Youth).~~ and are payable on or before February 1st.

### C. Membership Types [Added]

**The DACGS has defined four types of membership:**

1. **Individual.**
2. **Couple. Any two individuals residing at the same address may elect to join the DACGS as a couple.**
3. **Youth. Any individual up to the age of 18.**

4. **Complimentary. At the discretion of the Executive Committee, complimentary (free) membership may be extended to individuals providing special service or value to the Society. Such memberships are renewable on an annual basis.**

## **ARTICLE V - OFFICERS AND DUTIES**

A. Officers shall be elected at the ~~December~~ **Annual** meeting each year to serve for one year. They may be re-elected for additional terms. The elected officers will assume duties at the next regular meeting following their election.

## **ARTICLE VI - MEETINGS**

A. The society shall meet regularly on the second Wednesday of each month January to December, inclusive, at the Thomas Branigan Library, Las Cruces, New Mexico or places designated by the President. **[Added] The Society's regular meetings may not be virtual meetings.**

B. The Annual meeting shall be **the regular meeting** held in December at which time ~~election of officers~~ **will be elected** and reports from all officers and standing Committee Chairs will be presented. **[Added] Dues for the upcoming fiscal year shall be determined by a vote of the members.**

D. ~~One Third Fifty one (51) percent of those~~ **the membership present at the regular meeting** shall constitute a quorum for the transaction of society business.

E. **[Added] The Executive Committee may conduct virtual meetings via the web or telephonically.**

## **ARTICLE VII – COMMITTEES**

A. All Committee Chairs, except Program Chair, shall be appointed by ~~the President or other officer~~ **a consensus of the Executive Committee**, and shall be ratified by the society at a regular business meeting.

B. The Standing Committees shall be as follows:

**Executive Committee. [Added] The DACGS Executive Committee shall be comprised of the Society Officers (President, Vice-President, Secretary, Treasurer), Standing Committee Chairs, Society Webmaster, Historian and the Newsletter Editor. The Executive Committee shall be headed by the Society President and will meet at least quarterly or as required by the President to address Society business.**

**Nominations. [Added] The Nominations Committee shall develop a slate of potential candidates for the DACGS Officers and present it to the President prior to the November meeting.**



**Membership. [Added]** The membership committee shall develop strategies for attracting new Society members and retaining existing members. The membership chair will follow-up with visitors and guests to Society meetings, encouraging them to formally join. The membership chair will also contact former Society members to determine why they are no longer active members.

**Program [Added].** The program committee will be headed by the Vice-President. Prior to the December meeting, the Program Chair will submit to the President a proposed program schedule for the upcoming year. This schedule should be firm for the January, February and March meetings.

**Audit** - The audit committee will conduct an audit at the end of each fiscal year. The Dona Ana County Genealogical Society fiscal year is defined as January 1 through December 31. **[Added] Results of the audit will be made available to the President prior to the scheduled February meeting and presented to the general membership at the February meeting.**

**Public Relations – The Public Relations Committee shall publicize the Society’s activities through various and prudent means and** shall respond to genealogical inquiries. Cost of inquiries shall be ~~?? [TBD]~~ **\$5.00** plus expenses The ~~?? [TBD]~~ **\$5.00** fee will be required in advance to initiate the research and is nonrefundable. Collected inquiry fees will be conveyed to the ~~Secretary~~/Treasurer for deposit in the Society’s bank account.

~~**Book**—Organizes the compilation of data for books published by the Society and sell genealogical services to organizations and individuals which include:~~

~~Collecting data~~

~~Typing~~

~~Printing and correlating~~

~~Proofreading~~

3. Presented at the December 2010 meeting. Approved at the January 2011 meeting.

## ARTICLE VII – COMMITTEES

A. All Committee Chairs, except Program Chair, shall be appointed by ~~a consensus of the Executive Committee, and shall be ratified by the society at a regular business meeting~~ **the President**.

B. The Standing Committees shall be as follows:

**Executive Committee.** The DACGS Executive Committee shall be comprised of the Society Officers (President, Vice-President, Secretary, Treasurer), Standing Committee Chairs, Society Webmaster, Historian, ~~and~~ the Newsletter Editor, **and the immediate Past President**. The Executive Committee shall be headed by the Society President and will meet at least quarterly or as required by the President to address Society business.

4. Presented at the January 2011 meeting. Approved at the February 2011.

#### **ARTICLE IV – MEMBERSHIP**

A. Membership is open to all persons interested in genealogy.

B. Dues

1. The annual dues for the upcoming fiscal year shall be determined at the Annual Meeting (Article VI. B). ~~Dues shall be payable by the close of the fiscal year and will be considered in arrears if unpaid by January 31<sup>st</sup> of the new fiscal year.~~

**2. (Added) Dues are collected for annual (12 months) membership and will be considered in arrears if not renewed by the 12<sup>th</sup> month of membership.**

**3.** Members who have been declared in arrears in the payment of dues shall not be eligible to vote.

**4.** No cancellation or refund of dues shall be made.

5. Presented at the September 2011 meeting. Approved at the October 2011 meeting.

#### **ARTICLE V – OFFICERS AND DUTIES**

A. Officers shall be elected at the ~~Annual~~ **November** meeting each year to serve for one year. They may be re-elected for additional terms. The elected officers will assume duties at the ~~next regular~~ **January** meeting following their election.

#### **ARTICLE VI – MEETINGS**

B. The Annual meeting shall be the regular meeting held in December at which time ~~officers will be elected and~~ reports from all officers and standing Committee Chairs will be presented. Dues for the upcoming fiscal year shall be determined by a vote of the members.

#### **ARTICLE VII – COMMITTEES**

**Nominations.** The Nominations Committee shall develop a slate of potential candidates for the DACGS Officers and present it to the President ~~prior to~~ **at the November October** meeting.

6. Presented at the February 2013 meeting. Approved at the March 2013 meeting.

### ARTICLE III – GOALS

C. Acquire additional research material for the Dona Ana County Genealogical Society through **[added]** the sales of books and **[added]** **conduct of** fund raisers.

### ARTICLE IV – MEMBERSHIP

C. Membership Types

3. Youth. Any individual up to the age of 18 **[Added]** shall pay the dues of **one-fourth (1/4) of a regular adult membership amount rounded down to the nearest whole dollar.**

### ARTICLE V – OFFICERS AND DUTIES

C. **[Added]** **Officer** vacancies occurring during the society year shall be filled by vote of the members.

### ARTICLE VI – MEETINGS

- A. The society shall meet regularly on the second Wednesday of each month January to December, inclusive, at the Thomas Branigan **[Added]** **Memorial** Library, Las Cruces, New Mexico or places designated by the President. The Society's regular meetings may not be virtual meetings.

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### ARTICLE VIII – ORDER OF BUSINESS

The order of business at all meetings of this organization shall be as follows:

- Call to order

- Roll-call (via sign-in sheet)
- **Recognize Guests [Added]**
- **Program (Speaker and entertainment) [Moved]**
- Approve Minutes
- Treasurer Report
- **[Added] Officer and Standing Committee Reports**
- **[Added] Special Committees Reports**
- ~~Old~~ **[Added] Unfinished** business
- New business
- ~~Program (Speaker and entertainment)~~
- **[Added] Announcements**
- Adjournment