

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

*Approved – 13 March 2019*

## **ARTICLE I – NAME**

This organization shall be called **Doña 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 Doña 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 Doña Ana County Genealogical Society.
- D. Maintain and promote use of the website for genealogical research of Doña 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 by the Treasurer 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
    - Dispense funds as authorized by the Society's annual itemized budget after receiving the proper expense reports or invoices and maintain all receipts for the expenses. Budgeted expenses exceeding 10% of the budgeted amount and expenses for all items over \$50.00 that are not included in the budget must have pre-approval of two officers prior to the expenditure. The President, Vice-President, and Treasurer will sign the bank signature card. At the end of the fiscal year the Treasurer will submit all financial records and documentation to the Finance Committee for a year-end review

and will assist the Finance Committee in developing the itemized budget for the new fiscal year.

- 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 times and 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 November 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. Since very important business must be conducted at this meeting, the Executive Committee must take steps to try to ensure a quorum will be present. If a quorum cannot be assembled for the Annual meeting, business will be conducted at the next meeting where a quorum is present.
- 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. The Executive Committee will meet at least quarterly or as required by the President. If desired by the Outgoing President, a joint meeting of the outgoing and incoming Executive Committees shall be held at a time jointly determined.

## **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, and Treasurer), Standing Committee Chairs, Society Webmaster, Historian, Newsletter Editor, and the immediate Past President. The Executive Committee shall be headed by the Society President.

**Membership Committee.** 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 Committee.** 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.

**Finance Committee.** The Finance Committee with the Treasurer will prepare an itemized budget for the new fiscal year that may include a \$100.00 contingency fund for increased costs and unbudgeted expenses. The budget will be approved by the Executive Committee and presented to the general membership at the January meeting of the new fiscal year.

The Finance Committee also will conduct a financial review of the Treasurer's records at the end of the fiscal year. The Doña Ana County Genealogical Society fiscal year is defined as January 1 through December 31. Results of the financial review 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 Committee.** The Public Relations Committee shall publicize the Society's activities through various and prudent means and shall respond to genealogical inquiries.

C. The Ad Hoc Committees shall be as follows:

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

**By-Laws Committee.** The By-laws Committee shall be appointed by the President to review the current DACGS By-Laws when the President and/or other Officers have received concerns about the By-Laws or changes in circumstances appear to necessitate review and possible change.

## ARTICLE VIII – ORDER OF BUSINESS

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

- Call to order
- Recognize Guests
- Program (Speaker and entertainment)
- Roll call (via sign-in sheet)
- 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.

## **ARTICLE XI – DISSOLUTION**

In the event the Doña Ana County Genealogical Society shall choose to cease operations by a vote of a quorum of the membership, the organization shall first satisfy any and all outstanding liabilities and then the Treasurer and either the President or Vice President shall transfer all remaining assets of the Society to the Thomas Branigan Memorial Library for the purpose of furthering and aiding genealogical research and investigation. Any assets the Library is unable to accept will be distributed to another organization(s) supporting the same purpose.