

THE JACKSONVILLE GENEALOGICAL SOCIETY, INC.

BYLAWS

ARTICLE I

Name

The name of the Society shall be THE JACKSONVILLE GENEALOGICAL SOCIETY, INC., hereinafter referred to as the Society. THE JACKSONVILLE GENEALOGICAL SOCIETY, INC., organized 8 January 1969, is a nonprofit organization operated for the benefit of its members. No part of the earnings or dues shall accrue to the benefit of any officer, member, private individual or group.

ARTICLE II

Objectives

The objectives of the Society are to:

- A. encourage its members to find and record their family histories;
- B. instruct and assist genealogists in the research, analysis and interpretation of source materials; and in the preparation of such scholarly writings as will stand critical examination; and
- C. foster the collection, preservation, research, documentation and dissemination of authentic records or materials relating to ancestral histories.

ARTICLE III

Membership

General: Active Membership is open to any person who is sincerely interested in sustaining and working for the objectives of the Society and pays the prescribed dues as set forth by the Board of Directors, referred to herein as the "Board". An active member, hereafter referred to as "member", is entitled to all privileges and benefits afforded by the Society, except as may be excluded by a particular type of membership. A member is expected to serve in any capacity for which elected or appointed, except as may be excluded by poor health or living out of commuting distance from Jacksonville, FL.

Section 1. Types of Membership

- A. Principal Annual Member. Any person who receives membership at full rate.
- B. Principal Life Member. Upon payment of the prescribed dues, a Principal member, or prospective Principal member may become a Principal Life member and be subject to no other payment of dues for the rest of their life.
- C. Dual Member is a person, married or single, who receives membership at a reduced rate and resides at the same address with a Principal Member (Annual or Life). A Dual Member is not entitled to any Society publications free of charge and will not be on the mailing list; however is entitled to all other privileges and benefits and is eligible to hold any office to which elected or appointed. If the principal member dies, the dual member becomes the principal member for the remainder of the membership.
- D. Student Member. Open to any full time-student enrolled in a school or college, public or private, who has not reached the age of 22 years, who receives membership at a reduced rate and who is sincerely interested

in sustaining and working for the objectives of the Society. A Student Member is not eligible to hold office, but is entitled to all other privileges and benefits afforded by the Society.

- E. Honorary Member. The Society, upon recommendation of the Board, may confer Honorary Membership for life upon any person who has distinguished himself above all others and in recognition of outstanding and unusual service to the Society. Election to Honorary status must be supported by a two-thirds vote of members attending a regular meeting of the Society when the individuals name is presented for consideration. Honorary Members are exempt from the payment of dues, do not have a vote in Society deliberations, are not eligible to hold office but are entitled to all other privileges and benefits afforded by the Society.
- F. Institutional Member. Open to all institutions; historical, patriotic, fraternal and other genealogical organizations, libraries and archives devoted to finding, documenting, preserving and housing the records of our forbearers. Such members are exempt from all benefits and privileges of the Society except the receipt of publications.
 - 1. Paid. Institutional members who elect to pay for a subscription to the Society publications. The fee is as set forth by the Board.
 - 2. Exchange. Institutional members who elect to exchange their Newsletters and/or Quarterlies with this Society in lieu of dues.

Section 2. Discipline.

- A. Any member who conducts himself in a way calculated to disrupt or disturb the harmony of the Society; or injure its good name, or hamper its good work shall, upon charges being filed, be reprimanded, suspended or expelled from the Society by the majority vote of members attending and voting, at a regular or special meeting.
- B. A member against whom a charge is filed, shall be informed in writing by the President of such charge(s) at least ten days prior to the meeting, and shall have full opportunity to be heard in person or by counsel. Counsel shall be no more than two members of the Society.

ARTICLE IV
Officers

Section 1. Society officers shall consist of:

President	First Vice President
Second Vice President	Recording Secretary
Treasurer	Editor
Historian	Corresponding Secretary

Section 2. Duties of Officers

- A. President. The President is the chief executive officer with responsibility for the general supervision of the affairs of the Society and for community and public relations. The President shall be the official spokesman of the Society and shall preside at meetings of the Board and Society. Except as otherwise provided, the President shall appoint the Standing Committee Chairmen subject to the consent of the Board. The President is an ex-officio member of all committees, Standing or Special (Article VII, Committees), except the Nominating Committee.
 - 1. In the absence or inability of the President, the Vice Presidents in order shall perform the duties of the presidency and shall discharge such other duties as may be requested by the President; prescribed by the Board or dictated by the Society. Each shall assume these duties in addition to those inherent to their own position until or unless relieved.
 - 2. In the absence of all members of the presidency the duties of the President will be assumed in the following order:
 - (1) Recording Secretary
 - (2) Treasurer
 - (3) Editor

- (4) Historian
- (5) Corresponding Secretary

- B. The First Vice President shall be the Chairman of the Membership Committee. He shall assume and discharge the duties of the Office of the President in the absence of, or when called upon to do so by the President; and shall assume such other duties as the President may direct.
- C. The Second Vice President shall be the Chairman of the Publicity Committee. He shall assume and discharge the duties of the Office of the President in the absence of the President and First Vice President, or when called upon to do so by the President; and shall assume such other duties as the President may direct.
- D. The Recording Secretary shall:
1. keep an accurate record (minutes) of the proceedings of the Society, including Board and regular Society meetings;
 2. make the approved minutes of the Board meeting available to the membership;
 3. report to the Board the minutes of the Board meeting of the previous month;
 4. provide the Historian with a copy of the approved minutes taken at Board and Society meetings;
 5. and shall assume such other duties as the President may direct.
- E. The Treasurer shall
1. have custody and accountability of the funds of the Society and shall deposit them in a proper account(s) in the Society's name in such bank or banks as may be determined by the Board;
 2. keep an itemized record of all funds received into or disbursed from the account(s);
 3. promptly pay all authorized bills or charges against the Society and secure a receipt or bill for each disbursement;
 4. report the status of Society funds at the Board meetings and annually to the general membership;
 5. prepare an annual report to be audited by the Finance Committee or a Special Committee as soon as practicable after the December bank statement is received;
 6. serve as a member of the Finance Committee;
 7. and shall assume such other duties as the President may direct.
- F. The Editor shall:
1. be the Chairman of the Publications Committee;
 2. advise the Board on matters concerning Society sponsored publications;
 3. recommend the format and other editorial policies;
 4. be responsible for editing genealogical submissions to be included in the Society publications;
 5. be responsible for the timely publication or printing of the Society publications, such as newsletters, books, programs, pamphlets, directories, etc;
 6. and shall assume such other duties as the President may direct.
- G. The Historian shall maintain a repository of copies of records including accomplishments and history of the Society and its members; and shall assume such other duties as the President may direct.
- H. The Corresponding Secretary shall:
1. prepare such correspondence as the President shall direct;
 2. and shall assume such other duties as the President may direct.
- I. In addition to the above provisions of these bylaws, the officers shall be governed by such policy and procedures, approved by the Board, that establish the manner in which the duties are to be carried out. Such policy and procedures shall remain in effect until they are, in like manner, amended, revised or rescinded.
- J. The Parliamentarian, appointed by the President, has no vote in Board meetings and serves in an advisory position to the President at Board and regular meetings of the Society.
- K. Officers shall turn over to their successor all records and correspondence pertaining to their respective offices:
1. within 15 days after the last meeting of the Board in the calendar year of the expiration of their term or, upon leaving office prior to the expiration of their term,
 2. and shall assist their successor to learn the responsibilities of their office.

ARTICLE V Meetings of the Society

Section 1. The regular meetings of the Society shall be held monthly at a predetermined time and place. There normally will be no regular Society meeting in December.

Section 2. The election of officers will be held as prescribed in ARTICLE VIII (Nominations and Elections).

Section 3. The presiding officer shall establish for the record that a quorum exists before presenting business for approval by the Society. A quorum shall consist of no less than seven members.

Section 4. Special meetings of the Society or gatherings may be called by the President with the approval of the Board.

ARTICLE VI The Board of Directors

Section 1. The officers together with the standing committee chairmen shall constitute the Board of Directors referred to herein as the Board. Each member of the Board shall be referred to as Director or by the title of their elected office and must be members of the Society as defined in ARTICLE III (Membership). The Board may be increased from time to time by the bylaws but shall never be less than three.

Section 2. The Board shall administer the affairs and funds of the Society. The Board is subject to the will of the Society and none of its acts shall conflict with action taken by the Society as a whole.

Section 3. The Board shall meet:

- A. at least once during each calendar month, unless such meeting be canceled by a vote of the Board;
- B. on the call of the President;
- C. or upon written request of five Board members,

Section 4. The date, time and place of such meetings shall be determined by the President. A simple majority of the Board members shall constitute a quorum.

Section 5. The Board may conduct the business of the Society in person by telephone, fax communication, online conference, United States Postal Service, or electronic communication. The approved means of communicating with the membership are by presentation at a meeting, via the United States Postal Service, or by electronic communication.

Section 6. Replacement or Removal of a Director.

- A. Should the office of President be vacated for any reason whatsoever, the First Vice President shall automatically succeed thereto.
- B. Whenever any other vacancy exists, the Board shall immediately fill the vacancy by majority vote.
- C. Any member appointed to fill such a vacancy shall hold the office for the unexpired term.
- D. Any Director elected by the membership, or approved by the Board to fill a vacancy, may be removed for cause, by a vote of a majority of the Board whenever in its judgement the interests of the Society would best be served.

- E. A member of the Board who fails to attend three Board meetings and three Society meetings per year, unless excused by the President, shall be considered voluntarily resigned.

ARTICLE VII Committees Standing Committees

- Section 1. Membership Committee. The First Vice President is the Chairman of the Membership Committee. Committee members can be selected by the chairman and shall meet on the call of the chairman or as required by the Board. The Membership Committee shall be responsible for maintaining the official Society mailing list, to include but not be limited to, "members" as defined in ARTICLE III (Membership).
- Section 2. Publicity Committee. The Second Vice President is the Chairman of the Publicity Committee. Committee members can be selected by the chairman and shall meet on the call of the chairman or as required by the Board. The primary responsibility of this committee shall be to publicize the activities and accomplishments of the Society and to keep the name and purpose of the Society before the public.
- Section 3. Publications Committee. The Editor is the Chairman of the Publications Committee. Committee members can be selected by the chairman and shall meet on the call of the chairman or as required by the Board. This committee is responsible for the publishing, distributing, mailing and housing of all Society publications
- Section 4. Program Committee. The chairman shall be appointed by the President with the approval of the Board. Committee members can be selected by the chairman and shall meet on the call of the chairman or as required by the Board. The committee shall be responsible for planning programs to further the knowledge of the members and the general public.
- Section 5. Education Committee. The chairman shall be appointed by the President with the approval of the Board. Committee members can be selected by the chairman and shall meet on the call of the chairman or as required by the Board. The committee is responsible for planning and recommending genealogical courses of study to be presented to Society members and the general public.
- Section 6. Genealogical Research Committee. The chairman shall be appointed by the President with the approval of the Board. Committee members can be selected by the chairman and shall meet on the call of the chairman or as required by the Board. Primarily, the committee shall be responsible for locating and securing copies of unpublished genealogical records/data from reliable sources for publication by the Society, maintaining the Pedigree/Lineage Charts, and answering research inquiries.
- Section 7. Finance Committee. The chairman shall be appointed by the President with the approval of the Board. The Treasurer shall be a member of this committee. Committee members can be selected by the chairman and shall meet on the call of the chairman or as required by the Board and shall be responsible for preparing an annual budget, recommending and carrying out sound fiscal policies and procedures for the benefit of the Society.
- Section 8. Online Communications Committee. The chairman shall be appointed by the President with the approval of the Board. Committee members can be selected by the chairman and shall meet on the call of the chairman or as required by the Board. Primarily the committee is responsible for maintaining the society website and other social media platforms.

Special Committees

- Section 1. Special Committees and their chairmen may be appointed by the President as deemed necessary to successfully carry out a specific task, at the completion of which it automatically ceases to exist.

Section 2. In addition to the above provisions of these bylaws, the Standing and Special Committee Chairmen shall be governed by such policy and procedures, approved by the Board, that establish the manner in which the duties are to be carried out. Such policy and procedures shall remain in effect until they are, in like manner, amended, revised or rescinded by the Board.

ARTICLE VIII Nominations and Elections

Section 1. Nominating Committee.

- A. This committee shall be composed of three members. At the regular meeting of the Society in August of odd years, three members of the nominating committee shall be appointed by the President.
- B. The committee shall elect its own chairman.
- C. The committee shall assemble and nominate a candidate for each office to be filled at the next election. Members may submit names for consideration for nomination. Consent to serve must be obtained prior to nomination. No person shall be nominated for office who is not a member in accordance with ARTICLE III (Membership).
- D. The slate of nominees shall be presented to the membership by September 30th. At the October meeting additional nominations may be made from the floor by any member present and the nominations then closed. The final slate shall be provided to all members at least 7 days in advance of the date of the voting.

Section 2. Election - The board shall decide by majority vote whether elections will take place by ballot at the meeting or via electronic ballot. Only one method can be utilized per election cycle.

A. Method 1 – Election by written ballot:

1. Election shall take place at the November membership meeting of the Society (odd years).
2. All members (ARTICLE III (Membership)) present shall be entitled to vote.
3. Officers must be elected by majority vote and if no single candidate secures a majority of the votes cast for a particular office, the members present shall vote by ballot on the two candidates with the highest number of votes to establish a majority election.
4. Installation of officers shall be held after the elections but prior to the close of the meeting and they shall take office on the first day of January.
5. The term of office shall be for a period of two years, or until a successor is elected or appointed, as provided elsewhere in these Bylaws.

B. Method 2 - Election by electronic ballot:

1. Election shall take place in November (odd years).
2. The Nominations Committee shall prepare an electronic ballot for voting and assure that all eligible voters are informed by postal mail or by email. A written ballot will be available for anyone who does not use email. It is each member's responsibility to maintain a current and valid email address with the Society.
3. All members (ARTICLE III (Membership)) shall be entitled to vote.
4. Officers must be elected by majority vote and if no single candidate secures a majority of the votes cast for a particular office, the members present at the November membership meeting (odd years) shall vote by written ballot on the two candidates with the highest number of votes to establish a majority election.
5. Installation of officers shall be held after the elections but prior to the close of the November meeting and they shall take office on the first day of January.
6. The term of office shall be for a period of two years, or until a successor is elected or appointed, as provided elsewhere in these Bylaws.

ARTICLE IX Dues and Fees

Section 1. Dues.

- A. The amount of Society membership dues shall be prescribed by the Board.
- B. Dues are on a calendar year basis, 1 January through December, and are due and payable on January 1.
- C. Membership is terminated if dues are not received before March 1.

D. Members accepted after 31 October shall be credited with dues paid for and membership commencing the following calendar year unless membership is specifically requested to be for the current calendar year.

Section 2. Fees.

A. Fees for special programs, instructional courses, seminars etc. shall be set by the Board.

B. Fees for any Society function, project or social gathering shall be set by the Board. Such fees shall be kept to a minimum with the exception of fund raising projects.

ARTICLE X
Parliamentary Authority

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Society and the Board in business portions of meetings and in all other cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society or Board may adopt.

ARTICLE XI
Amendments

These Bylaws may be altered, amended or changed, or entire new Bylaws adopted by a two-thirds vote of those members (ARTICLE III, Membership) present, and voting, at any meeting of the Society, provided that the proposed change shall have been submitted to the Board in writing. A copy of the proposed change(s) shall be provided to all members at least 14 days in advance of the date of the voting.

ARTICLE XII
Liquidation or Dissolution

Upon dissolution of the Society, or the liquidation of its assets, whether voluntary or involuntary or by operation of law, except as, and to the extent otherwise provided by law, the net assets remaining after payment of all debts and obligations on dissolution, shall be distributed to an organization which shall have qualified for a Federal tax exemption as not for profit with the specific condition that none of the net assets of the Society shall be distributed to or for the benefit of any member or officer of the Society or to any other individual.