

**BYLAWS OF THE  
AUDRAIN COUNTY AREA GENEALOGICAL SOCIETY**

**ARTICLE I – NAME**

The name of this organization shall be the Audrain County Area Genealogical Society and shall hereinafter be referred to as the Society.

**ARTICLE II – PURPOSE**

The object and purpose of the Society shall be to encourage, and assist in, the study, research, and recording of genealogical data and family history.

**ARTICLE III – MEMBERSHIP**

Section 1. Membership shall be open to any person who subscribes to the purpose of the Society, without regard to residence.

Section 2. Dues shall be \$15.00 per year, payable upon first joining and then renewable 12 months after date last paid. Membership shall not be accepted for periods of more than two years.

Section 3. A one-year membership may be granted by a majority vote of the Board of Directors to any individual, not already a member, who has performed a substantial service to the Society.

Section 4. Membership dues may be adjusted for the next fiscal year, starting on July 1<sup>st</sup> by a majority vote of the Board of Directors.

**ARTICLE IV – BOARD OF DIRECTORS**

Section 1. The BOARD OF DIRECTORS shall consist of the Elected Officers: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Program Chair, Newsletter Editor, and Membership Chair, and two additional members, appointed by the President.

Section 2. ELECTION OF OFFICERS. Terms of office shall be one year. Candidates willing to serve may be nominated from the floor. Nominations shall be held at the May meeting and voted upon at the June meeting. If only one candidate per office is nominated, election is by voice vote. If two or more candidates are nominated for any office, the election for that office is by paper ballot.

Section 3. BOARD MEETINGS. The Board of Directors shall meet routinely at the Genealogy Library six times per year. Time, date and/or place of routine meetings shall be set or changed by the Board. Special Board meetings may be called, at the discretion of the President. A quorum of the Board shall consist of 5 members.

## **ARTICLE V – DUTIES OF OFFICERS**

Section 1. The PRESIDENT shall preside at business meetings, see that by-laws are enforced and updated periodically, appoint all committees, and be an ex-officio member of all, and exercise general supervision over all affairs of the Society.

Section 2. The VICE PRESIDENT shall assist the President as required, and perform the duties of the President when the President is absent. The incumbent shall also serve as LIBRARIAN of the Society, taking charge of all items donated to, purchased by, or loaned to the Society and being responsible for maintenance, repair and replacement of all items used in the Society's normal library operations; organize and staff the Society's library so it will be open to the public during hours mutually agreed upon by the Society and the Public Library; and keep volunteers who staff the Society's library, and those who do research to help answer inquiries, informed as to inventory and location of research and reference materials.

Section 3. The CORRESPONDING SECRETARY shall be responsible for all correspondence pertaining to the Society's affairs, to include set-up and maintenance of appropriate files, and shall act as the Recording Secretary in that officer's absence. The incumbent is designated as the officer to act as the President in the absence of both the President and the Vice President, and to become President if such absence should be permanent. The incumbent shall also manage the answering of inquiries in a timely and appropriate manner. This responsibility includes reading new inquiries to the membership, maintenance of suitable files, selecting and training volunteers to do the required research, and supervision of transmission of timely and appropriate responses.

Section 4. The RECORDING SECRETARY shall keep an accurate record of the proceedings of all meetings of the Society and the Board of Directors, and read or distribute recorded minutes upon request. The incumbent shall also act as the HISTORIAN of the Society by collecting and preserving copies of documents, clippings, photos, etc. to constitute a historical record of the activities of the Society.

Section 5. The TREASURER shall be custodian of all funds, keep itemized accounts of all receipts and disbursements, prepare and distribute reports of the financial status of the Society for each regular meeting of the Society or the Board, and prepare and submit such annual reports as are required. An itemized bill or receipt, and the approval of the President shall justify each expenditure.

Section 6. The PROGRAM CHAIR shall select and arrange for programs at all regular meetings of the Society not reserved for all-business, or designated as work sessions. Suggestions from, and the needs and interests of, the membership shall be considered in scheduling programs, as well the availability of suitable speakers.

Section 7. The NEWSLETTER EDITOR shall be responsible for compiling, editing, printing and distributing the Newsletter in accordance with the established format.

Section 8. The MEMBERSHIP CHAIR shall receive all new members, prepare and maintain an up-to-date membership list, notify any member who is delinquent in the payment of dues. Members are encouraged to submit a five-generation (minimum) Pedigree Chart for their family and sign a Release Form for inclusion in future publications.

Section 9. The IMMEDIATE PAST PRESIDENT is automatically a member of the Board of Directors.

## ARTICLE VI – MEETINGS

**Regular Meetings:** The Society shall hold regular meetings at 1:30 p.m. on the third Sunday of March, April, May, June, August, September, October, and November, at the Mexico-Audrain County Library. Luncheon meetings will be held in June and December. There will be no meetings in January and February.

**Special Meetings:** Special meetings may be called by the President. The time and/or place of regular meetings may be changed with advance notice.

**Quorum:** A quorum for voting at business meetings shall consist of a majority of the members present.

**Cancellations/Rescheduling:** Scheduled meetings may be cancelled or rescheduled due to unforeseen circumstances.

## ARTICLE VII – AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting of the Society by a majority of the members present and voting, provided the amendment change has been submitted in writing at a previous regular or special meeting.

## ARTICLE VIII – DISSOLUTION OR DISBANDMENT

In the event that the Audrain County Area Genealogical Society, Inc. organization is dissolved or liquidated, all of the assets and property remaining after all debts, obligations, and expenses have been paid will be distributed to an organization Section 501(C)(3) that qualifies under U.S. Internal Revenue Code of 1954. This shall be determined by the organization's final Board of Directors, and by a 2/3 vote of the membership attending the final meeting.

## ARTICLE IX – EXEMPT ORGANIZATIONS REQUIREMENT

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Formulated: June 25, 1989  
Revised: November 17, 1991  
Revised: April 19, 1998  
Revised: February 17, 2002  
Revised: September 13, 2024

(SEAL)