

# **Alabama Genealogical Society**

## **BYLAWS**

ALABAMA GENEALOGICAL SOCIETY, INC.

Effective as amended March 7, 2020.

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### **ARTICLE I. NAME**

The name of this organization shall be THE ALABAMA GENEALOGICAL SOCIETY, INC. (AGS).

### **ARTICLE II. OBJECT**

The object of this organization shall be exclusively scientific and educational as defined within the Articles of Incorporation as may be revised.

### **ARTICLE III. MEMBERSHIP, DUES, and DONATIONS**

Section 1. All individuals or institutions known to be interested in the objects of and in good standing with this Society shall be eligible for membership upon payment of dues for the current year.

Section 2. Dues for each class of membership as defined in this article shall be determined from time to time by the Board of Directors and are due at the beginning of each calendar year. If not received by the end of the second calendar month, the membership chairman shall notify these members, and those whose dues are not received by the end of the third calendar month shall be automatically dropped from membership in the Society.

Section 3. Classification of Membership

#### **A. ACTIVE INDIVIDUAL AND FAMILY MEMBERS**

Active members are participating members and are entitled to one copy of each regular Society publication thereafter printed or otherwise distributed during membership.

1. Individuals shall pay annual dues.
2. Family members shall be entitled to receive one copy of each regular Society publication thereafter printed or otherwise distributed during membership for one household. Each registered adult family member resident in one household shall be entitled to all other privileges of a participating member.
3. Members residing outside the continental United States shall receive all publications and communications in digital form by email.

#### B. LIBRARIES, GENEALOGICAL AND HISTORICAL ORGANIZATIONS

Library, Genealogical and Historical Organizations shall be entitled to one copy of each regular Society publication thereafter printed or otherwise distributed during membership and will carry no other participating privileges.

#### C. LIFE

Life membership may be conferred upon any active member in recognition of outstanding and exceptional service to the Society. Life membership will include all privileges of an active member with the exception of paying dues.

Section 4. Donations to the society of an unrestricted nature will be accepted and placed in the general fund.

### ARTICLE IV. PERSONNEL

Leadership of this Society shall consist of elected officers and appointed directors.

#### Section 1. ELECTED OFFICERS

Elected officers shall be President, First Vice President—Human Resources, Second Vice President—Asset Management, Recording Secretary.

- A. All elected officers shall be elected for a term of two (2) years or until their successor is named. No member shall be eligible to be elected to more than two consecutive terms in the same elected office.

#### B. Duties

##### 1. PRESIDENT

- a. Serves as the official representative of this Society in its contacts with all other persons or organizations for the purpose of advancing the objectives of this Society.
- b. Presides at all meetings of this Society.

- c. Serves as chairman of the Board of Directors and the Executive Committee.
- d. Calls special meetings of the Society, Board of Directors, and Executive Committee, and affixes the time and place of such meetings as outlined in these Bylaws in Article V.
- e. Names committees and appoints nonelected Directors.
- f. Serves as ex-officio member on all standing and special committees of the Society, except the Nominating Committee.
- g. Performs all such duties as assigned by these Bylaws or designated by the Board of Directors or Executive Committee.

2. FIRST VICE PRESIDENT—HUMAN RESOURCES

- a. Assists the President as requested.
- b. Presides at all meetings of the Society, Board of Directors, and Executive Committee at the request of or in the absence of the President.
- c. Assumes the office of President should such an office become vacant.
- d. Fills the following Society functions:
  - 1. Serves as Education Director
    - A. Chairs the Education Committee.
    - B. Engages speaker with the approval of the President.
    - C. Sets time and place for educational programs with the approval of the President.
    - D. Oversees the cross-committee work of staging educational events.
  - 2. Exercises executive oversight of the Events and Membership Committees and directs the volunteer staff work of the Web Editor(s) and Social Media Editor(s).
- e. Performs such duties as may be provided for in these Bylaws or delegated by the Board of Directors and the Executive Committee.

3. SECOND VICE PRESIDENT—ASSET MANAGEMENT

- a. Assists the President as requested.
- b. Presides at all meetings of the Board of Directors and the Executive Committee in the absence of both the President and First Vice President.

- c. Serves as the Society Treasurer and Financial and Membership Records Manager. Duties:
  1. Acts as custodian of all funds of the Society and maintains an accurate accounting of said funds.
  2. Signs all checks or other forms of payment, disbursing funds of the Society and disburses said funds only as approved by the President, Executive Committee, or Board of Directors.
  3. Guides the volunteer staff work of the AGS Records Administrator.
  4. Keeps a permanent record of membership.
  5. Submits written financial and membership status reports to the Board of Directors prior to each business meeting of the Society.
  6. Reports, upon request, on the financial condition and membership statistics of the Society to the Society, Board of Directors, Executive Committee, or President.
  7. Exercises executive oversight of the Technology, Records Preservation, and First Families Committees.
  8. Performs such duties as may be provided for in these Bylaws or delegated by the Board of Directors or Executive Committee.

#### 4. RECORDING SECRETARY

- a. Assists the President as requested.
- b. Keeps a permanent record of all proceedings of all meetings of the Society, Board of Directors, Executive Committee, and Bylaws Committee, and sends a copy of all minutes of all meetings to the President within two weeks of said meeting.
- c. Maintains a current copy of the Bylaws of the Society as it may be amended and maintains current copies of all special or standing rules and procedure documents of the Society.

Section 2. APPOINTED DIRECTORS shall be the chairpersons of the Society's standing committees. (See Article VII)

- A. Appointed Director positions shall be appointed by the President and approval of the majority of the Board of Directors at a meeting or by email with unanimous approval.
- B. Duties: Recruit and direct committee members, oversee the fulfillment of committee objectives determined by the Board of Directors, or Executive Committee, coordinate with other Directors on shared projects, and report to the Board of Directors on the activities of the committees.

C. Terms of appointed directors shall be at the discretion of the President.

### Section 3. VOLUNTEER STAFF

Volunteer staff handle recurring tasks of the Society.

A. General Administration. Volunteer Staff are

1. Appointed by the President and approved by the Board of Directors. At the discretion of the President, a role may be filled by more than one person, and a person may fill more than one role.
2. May be recruited from outside the organization, receiving free membership for the term of their service, if approved by the Board of Directors.
3. Serve until the Board of Directors determines the service should end or the staff person resigns.
4. Perform such duties as may be provided for in these Bylaws or delegated by the Board of Directors or Executive Committee.
5. Report to the Board of Directors on their activities through their supervising Directors, unless asked by their Director, executive oversight Officer, or President to report in person.

B. Roles and Duties

#### 1. AGS RECORDS ADMINISTRATOR

- a. Reports to the 2<sup>nd</sup> Vice President—Asset Management.
- b. Collects, records, and deposits all dues and other monies received by the Society and maintains permanent and current records of all dues-paying members.
- c. Sends welcome materials to new members.
- d. Notifies delinquent members at the end of the second fiscal month of dues payable and that the member shall be dropped automatically from membership if dues are not received by the end of the third fiscal month.
- e. Sends a membership application to temporary members at the beginning of the fiscal year.
- f. Gathers Society mail and disseminates it to proper personnel.

#### 2. AGS MAGAZINE EDITOR

- a. Reports to the Communications Director, with the executive oversight of the President.
- b. Serves as the interim Communications Director should the director's role become vacant.

- c. Produces the Society's magazine biannually, ensuring a diversity of quality content.
- d. Negotiates printing and mailing contracts with approval of the President and Communications Director.
- e. Adheres to style standards, policies, and procedures established by the Communications Committee.

3. *AGS NEWSLETTER* EDITOR

- a. Reports to the Communications Director, with the executive oversight of the President.
- b. Produces the Society's quarterly newsletter, ensuring a diversity of quality content of interest to the Society.
- c. Delivers newsletters through the Society's chosen mail management system to ensure compliance with anti-SPAM regulations.
- d. Adheres to style standards, policies, and procedures established by the Communications Committee.

4. GRAPHIC DESIGNER

- a. Reports to the Communications Director, with the executive oversight of the President.
- b. Supports the work of the editors, creating engaging and effective designs for society publications and communications.
- c. Supports the Board of Directors and standing committees in the creation of publicity designs.
- d. Adheres to style standards, policies, and procedures established by the Communications Committee.

5. WEB EDITOR

- a. Reports to the Communications Director, with the executive oversight of the 1<sup>st</sup> Vice President.
- b. Creates and maintains up-to-date and useful content on the Society website.
- c. Oversees website redesign activities.
- d. Adheres to style standards, policies, and procedures established by the Communications Committee.

6. SOCIAL MEDIA EDITOR

- a. Reports to the Communications Director, with the executive oversight of the 1<sup>st</sup> Vice President.
- b. Engages with the public and Society members through various social media channels.
- c. Monitors developments in social media, keeping the Society current in its offerings.
- d. Establishes and enforces policies for user conduct of interactive social media environments.
- e. Seeks remedies for problems in the technology.
- f. Adheres to style standards, policies, and procedures established by the Communications Committee.

#### 7. WEB ADMINISTRATOR

- a. Reports to the Technology Director, with the executive oversight of the 2<sup>nd</sup> Vice President.
- b. Handles the technology and infrastructure requirements of the Society's website.
- c. Serves in the Technology Director's stead should that position be vacant.

#### Section 4. VACANCIES

- A. A vacancy occurring in the elected office of President shall be filled by the First Vice President.
- B. Vacancies in all other offices shall be filled immediately by presidential appointment with approval of the Board of Directors.

#### ARTICLE V. MEETINGS

Section 1. The Society shall hold two meetings annually—one in the winter/spring and the other in the summer/fall period. The time and place shall be selected by the 1<sup>st</sup> Vice President as stated in Article IV) and written notice shall be distributed, by email or mail, to the membership no less than 15 days prior to each meeting.

Section 2. Officers shall be elected and installed at the odd-year annual meeting in the summer/fall and take office at the beginning of the even fiscal year.

#### Section 3. Special Meetings

- A. Special meetings of the Society may be called by
  - 1. The President with approval of the Board of Directors.
  - 2. A signed petition to the President by 25 active members.

- B. Such meeting dates shall be set by the President within no less than 15 days and no more than 30 days of official call, all active members being given written notice—by email or mail—of the time, place and date. Only business stated in the official call shall be transacted except by unanimous consent of members present.

Section 4. Nine (9) active members shall constitute a quorum at any regular or special meeting of the Society.

## ARTICLE VI. BOARD LEADERSHIP

### Section 1. BOARD OF DIRECTORS

- A. Consists of the elected officers and appointed directors of the Society.
- B. Promotes the objects of the Society by developing long-range planning for the Society.
- C. Serves as the administrative body of this Society except as otherwise restricted by these Bylaws.
- D. Meets in person and/or by videoconferencing no less than semi-annually and reports to the membership at each regular meeting of the Society.
- E. Requires a quorum of three (3) to conduct official business.
- F. Considers a decision approved by either a majority vote of the board at a meeting with a quorum present or by a unanimous vote of the board by mail or email.

### Section 2. EXECUTIVE COMMITTEE

- A. Consists of the President and Vice Presidents of the Society.
- B. Meets as deemed necessary by the President or a majority of said committee to make decisions that should not wait until a meeting of the full board.
- C. Requires a quorum of two (2) to conduct official business.
- D. Considers a decision approved by either a majority vote of the committee present or by a unanimous vote by mail or email.

## ARTICLE VII. COMMITTEES

The President shall name committees and appoint directors as stated in Article IV.

### Section 1. STANDING COMMITTEES

- A. **COMMUNICATIONS.** Consists of all Society communications-related volunteer staff members. Facilitates professionalism, cross-germination of communications ideas, a unified message, and shared editorial policies.
- B. **EDUCATION.** Identifies the educational needs of Society members and methods of filling such needs, using programs, publications, and other media. Recruits and hosts speakers, creates and learns from program evaluations, and takes the lead in coordinating the multicommittee efforts to stage events.



- C. **EVENTS.** Handles event logistical planning, in support of the Education Committee's programs and any other Society events. Scouts, sets up, and clears event sites; creates maps and signage; recruits and hosts exhibitors; handles food and drink needs; controls crowds; and ensures the comfort, safety and enjoyment of attendees.
- D. **FIRST FAMILIES OF ALABAMA CERTIFICATION.** Administers the First Families of Alabama certification program, determining protocols, evaluating applications, and awarding certification. Provides training and counseling, promotes the program, and ensures the secure storage of the materials collected.
- E. **MEMBERSHIP.** Promotes growth of the organization and the retention of existing members. Creates new member materials and encourages members to become involved in committee work and other service opportunities within the Society. Ensures the Society's service to diverse and under-represented populations. Handles the registration activities for events.
- F. **RECORDS PRESERVATION.** Engages the Society and its members in records preservation activities of value. Creates a volunteer indexing and transcription corps of members ready to assist in digitization projects related to the Society's mission. Promotes the awareness of and educates on the use of records of value to genealogists statewide.
- G. **STATEWIDE OUTREACH.** Consists of Society representatives to nine districts, covering the state of Alabama. Represents the Society to genealogy- and history-related people, groups, and institutions in a designated multicounty area and brings back information to the Society about the said area. Director may, at his or her discretion, serve as one of the representatives. A representative may serve more than one district, if a contiguous area has no representative, though all effort should be made to fill the vacated position.
- H. **TECHNOLOGY.** Researches, implements, and maintains technology used by the organization or needed at events. Promotes data security and backups and ensures Society documents and other information assets are preserved. Recommends contracts with technology service providers.

Section 2. **SPECIAL COMMITTEES.** Such committees may be appointed by the President to perform a specific task or duty. The term of such committees shall be until the completion of its task or the decision by the current or succeeding President to terminate the project.

### Section 3. **ANNUAL OVERSIGHT COMMITTEES**

- A. **BYLAWS.** Meets at least annually to review current Bylaws, review any proposed amendments, and propose any amendment that would facilitate the operation of the Society.
- B. **FINANCE.** Reviews the Treasurer's report annually. Makes any recommendations it sees fit to improve the financial condition of the Society. Calls for an audit of the finances of the Society if it deems necessary.

- C. NOMINATING. shall consist of a chairman and two members and shall present names to fill vacancies and unexpired terms. (See Article IV) Shall present a slate of officers at the summer/fall meeting of the odd year.

#### ARTICLE VIII. FISCAL YEAR

The fiscal year of the Society shall be from 1 January through 31 December.

#### ARTICLE IX. PARLIAMENTARY AUTHORITY:

*Roberts Rules of Order, Revised* shall be the parliamentary authority for the Society.

#### ARTICLE X. AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Society by two-thirds vote of those present and voting, provided the proposed amendment or amendments shall be sent to the chairman of the Bylaws committee at least 30 days prior to the meeting and notice of proposed amendment(s) shall be mailed or emailed to all members 15 days prior to said meeting.

#### ARTICLE XI. DISSOLUTION OF SOCIETY

Upon dissolution of the Society, all assets of the society shall be given to the Samford University Library's Special Collections Department for its use. These assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.