

BYLAWS

(As amended 2016)

SIOUX VALLEY GENEALOGICAL SOCIETY

ARTICLE I NAME

The name of this organization is Sioux Valley Genealogical Society, hereinafter known as the Society. This Society is incorporated and is a not-for-profit organization.

ARTICLE II PURPOSE

The purpose or objectives for which this society has been organized are:

1. To assemble people who are interested in preserving family history.
2. To carry on projects of a genealogical nature, including the publication of PIONEER PATHFINDER.
3. To provide educational programs and events for the instruction of interested persons.
4. To provide a means of carrying out the above objectives.

ARTICLE III MEMBERSHIP AND DUES

Section 1. There are three classes of membership. They are the following:

A. General Membership, which consists of

1. Individual Membership. This includes one vote and one subscription to the PIONEER PATHFINDER.
2. Family Membership. This type of membership includes two votes and one subscription to the PIONEER PATHFINDER.
3. Contributing Membership. This includes one vote and one subscription to the PIONEER PATHFINDER.
4. International membership. This includes one subscription to the PIONEER PATHFINDER.

B. Patron Membership. This includes one vote and one subscription to the PIONEER PATHFINDER.

C. Life Membership. Life members each have one vote and one subscription to the PIONEER PATHFINDER.

Section 2. The dues paid by members of this Society shall contribute to the financing of all activities. The dues will be determined by a majority vote of the Board of Directors and submitted in writing to the membership in the PIONEER PATHFINDER. At the meeting following notification in the PIONEER PATHFINDER, the dues structure will be presented for a vote. It will require a two-thirds favorable vote of those voting for approval.

Section 3. Membership year shall be January 1 to December 31. (Amended Sep. 1, 2016.)

Section 4. The annual meeting shall take place on the first Thursday in March, at which time election of officers shall take place.

ARTICLE IV MEETINGS

Section 1. Regular Meetings. This organization shall meet monthly except in June July and August, usually at 7:00 in the evening on the first Thursday of the month at the Old Courthouse Museum. In the event of an emergency the Board of Directors (also called the Executive Board) will decide on a different time and place and notify the members via an email message.

Section 2. Special meetings may be called by the President or by any two board members together as occasion demands, as long as notice is provided at least three days in advance to the membership.

Section 3. The annual meeting of the organization shall be for the purpose of electing officers and summarizing the year's work. The annual meeting shall be held at the regular meeting in March.

Section 4. The April meeting will be a dinner meeting when officers are installed.

Section 5. The December meeting will be for the purpose of proposing and adopting a budget for the next year.

Section 6. For purposes of conducting business, eleven members and two officers shall constitute a quorum.

Section 7. There can be no proxies for the purpose of voting.

ARTICLE V OFFICERS

Section 1. The officers of the society shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Researcher, Librarian, and Editor/ Publisher of PIONEER PATHFINDER.

Section 2. Election of President, Vice-President, Recording Secretary, and Corresponding Secretary shall be at the annual meeting in even numbered years.

Section 3. Election of Researcher, Treasurer, Registrar, Librarian, Editor/Publisher of PIONEER PATHFINDER shall be at the annual meeting in odd numbered years.

Section 4. Term of Office. The officers shall be elected for a two-year term. All elected officers other than the Librarian and Editor/ Publisher of PIONEER PATHFINDER may not serve more than two consecutive terms.

Section 5. All officers shall take office at the April meeting, after installation.

ARTICLE VI BOARD OF DIRECTORS

Section 1. The Board of Directors, also called Executive Board, shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Registrar, Researcher, Librarian, Editor/Publisher of Pioneer Pathfinder, and the Immediate Past President who has completed the term of office.

Section 2. Any vacancy occurring on the Board of Directors, with the exception of the President, may be filled for the completion of the term by a majority vote of the remaining members of the Board of Directors, and be ratified by the organization at its next meeting. In the event of absence of officers, the order of succession shall be as follows: President, Vice President, Corresponding Secretary, Treasurer, Registrar, Researcher, and Recording Secretary. This order allows for the taking of minutes in almost all cases.

Section 3. Election and Appointment. The Board of Directors shall be elected at annual meetings upon nomination by the Nominating Committee or by nomination from the floor if consent has been obtained previous to the meeting. Election shall be by a simple majority of those members present and voting. In contested elections, voting shall be by written ballot.

Section 4. The Board of Directors shall:

- A. Transact the business of the Society between general membership meetings.
- B. Authorize disbursements.
- C. Approve general membership meetings.
- D. Direct committees.
 1. They may request the chairman of committees to meet with the Board.

Section 5. Meetings

- A. Regular Meetings
 1. The first regular meeting following installation of officers shall take place within six weeks.
 2. There shall be at least 6 regular board meetings.
- B. Special Meetings may be called by the President or any two board members together as occasion demands, as long as notice is provided at least three days in advance to all board members.
- C. Voting
 1. The quorum for the Board of Directors shall be a majority of the Board members.
 2. Methods of voting may include phone polling, e-mail, voice vote, or written ballot.
 3. Where election is contested, voting will be in person by written ballot.

4. There can be no proxies for the purpose of voting.

ARTICLE VII DUTIES OF OFFICERS

Section 1. President. The President shall preside at all meetings of the organization and the Board of Directors, and shall perform the regular duties of the office. The President shall be the official representative of the Sioux Valley Genealogical Society.

Section 2. Vice President. The Vice President shall serve as an associate to the President and shall preside in the absence of the President and perform all the duties of that office for which provision has not otherwise been made. It is the duty of this officer to chair the program committee.

Section 3. Corresponding Secretary. The Corresponding Secretary will be responsible for:

- A. Opening the mail and distributing it to the officers in a timely manner.
- B. Attend to all incoming and outgoing correspondence as directed by the Executive Board.
- C. Keep a file of such correspondence and report correspondence of interest to the members at Society meetings.

Section 4. Treasurer. The Treasurer shall have general oversight of the finances of the organization under the direction of the Board of Directors. The duties include responsibility for receipts, banking, and disbursements of all funds, presentation of a report at each meeting of the organization, the Board of Directors, and an annual report at the annual meeting. The Treasurer shall prepare an annual budget, to be presented to the Board of Directors for approval prior to the December general meeting. The Treasurer shall chair the Finance Committee. The Treasurer's books shall be audited at close of term of office.

Section 5. Registrar. The Registrar shall be responsible for:

- A. Seeking out prospective members.
- B. Maintaining up-to-date records of members.
- C. Notifying members of delinquent dues and/or expiration of membership.
- D. At the close of each calendar year, the roll of members shall be turned over to the Recording Secretary for permanent record.
- E. Keeping changes to the membership list (ie. address, phone, e-mail) current on the member only portion of the website.

Section 6. Researcher. The Researcher shall answer letters pertaining to genealogical requests in the following manner:

- A. Fill in the information available on the approved form. This form includes the names of several society members who are willing to do research on their own and be paid by the inquirer. This will not be part of the Researcher's responsibility.
- B. A copy of the forms that the Researcher sends to the inquirer will be kept on file.
- C. The Researcher will be the backup for the Correspondence Secretary.

Section 7. Recording Secretary. The Recording Secretary shall keep the minutes of all

meetings for the organization and for the Board of Directors. Minutes will be submitted for approval at the following meeting. Other duties shall include keeping a permanent roll book of all members, keeping the Charter and Articles of Incorporation, Bylaws, Rules of Order and Standing Rules, and assisting the President as directed.

Section 8. Editor and Publisher of PIONEER PATHFINDER. The Editor and Publisher is a member of the Board of Directors and is responsible for the preparation and publication of the Society's quarterly publication.

Section 9. Librarian. The Librarian shall be responsible for:

- A. Maintaining and organizing the library materials.
- B. Overseeing library staffing.
- C. Participating with the library committee in making recommendations on acquiring new materials and on purging items in the present library inventory.
- D. Recruiting and organizing the Library Committee. (Does not require chairing.)

Section 10. Immediate Past President. The immediate past President, who has completed the term of office, is a member of the Board of Directors.

ARTICLE VIII COMMITTEES

Section 1. The Society shall have the following committees:

A. Nominating Committee. This committee, composed of three members, serves a one-year term from April through March, and shall present annually a slate of names of nominees to fill the offices for which the incumbent's officers' terms will expire. The committee shall present the names of at least one candidate for each of these offices. The Nominating Committee shall also recommend to the Board of Directors nominees to fill any vacancy which may occur between elections. The members of this committee are determined as follows: the President selects the chairman of the committee; the Board of Directors selects one member; and one person is elected at the annual election of officers to serve as the third member the following year. The committee presents the slate of nominees at the February meeting, and the election takes place at the March meeting.

B. Program Committee. This committee is chaired by the Vice President and shall plan the programs of the organization. Said chairman shall select other committee members to assist in carrying out their duties. They shall work with the publicity committee.

C. Publicity and Web Site Committee: This committee shall publicize all regular and special meetings of the society, as well as special events. The Committee will have the responsibility for the Society's website development, content and maintenance. The committee shall work closely with other committee's and board of directors to develop and publish content for the website. The webmaster shall be a member of this committee.

D. Publication Committee. This committee is chaired by the Editor and Publisher, and shall be responsible for the PIONEER PATHFINDER and all other published materials. Said chairman shall select other committee members to assist in carrying out their duties.

E. Library Committee. This committee is chaired by the Librarian or a member of the committee. The Librarian may appoint a sub-committee to deal with the computer-related aspects of library management and may select as many committee members as is necessary to carry out said duties in a creditable manner. Recommendations from the Board of Directors may be requested.

F. Education Committee. The Education Committee will be responsible for special programs and seminars. Genealogical Interest Groups (GIGs) are overseen by the Education committee and chairmen of GIGs are members of this committee.

G. Hospitality Committee. This committee shall welcome and register members and guests at each meeting. Its duties shall include responsibility for name tags and the providing for refreshments at meetings.

H. Obituaries Committee. This committee shall arrange and maintain a file of local obituaries.

I. Special Committees. Special committees may be appointed by the President with the advice of the Board of Directors as needed.

1. The President shall appoint the following officers:
 - a. Historian shall maintain an annual record of clippings and events commonly called a Scrapbook as well as a written history of the Society to be presented at the annual meeting.
 - b. Parliamentarian who shall be the authority on parliamentary procedure and rules of order.

Section 2. Term of Appointment. The term of office shall be for two years. Committee members may serve succeeding terms.

- A. With the exception of the nominating committee, chairmen of committees not chaired by elected officers shall be selected by the President upon the advice of the Board of Directors.
- B. In the event of a vacancy of an appointed chairman, the President shall, upon advice of Board of Directors, fill the position as soon as possible.

ARTICLE IX ORDER OF BUSINESS

Section 1. The order of business at any regular meeting shall be as follows:

- A. Call to order.
- B. Reading of minutes of previous meeting and Board of Directors' recommendations from Recording Secretary.
- C. Report of Treasurer.
- D. Report of Corresponding Secretary.
- E. Reports of Officers.
- F. Reports of committees as needed.
- G. Unfinished business.
- H. New business.

- I. Comments for the good of the society.
- J. Business meeting adjourned.
- K. Program.
- L. Social hour.
- M. The program may precede the business meeting if required by the nature of the program or the person responsible.

Section 2. The order of business for the annual meeting in March shall be planned by the Board of Directors and will include the following agenda:

- A. Call to order
- B. Reading of minutes.
- C. Annual financial report.
- D. Election of officers who are the Board of Directors members to be voted upon this year.

Section 3. The April social meeting shall be for the purpose of installing officers. The order of business for the April meeting may include:

- A.. Annual history to be read by the Historian; scrap books may be on display.
- B. Memorial remembrance of any deceased members.
- C. Social hour with display of scrapbooks.

ARTICLE X RULES OF ORDER

The rules contained in Robert's Rules of Order, Revised shall govern the Society in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or the standing rules of the Society.

AMENDMENTS

These bylaws may be amended by proposals submitted in writing by any member to the Board of Directors. All such proposed amendments, together with the recommendations of the Board of Directors, shall be presented to the membership. Notification of such proposed change must be made to the membership in writing, and may be published in PIONEER PATHFINDER as such notification. After such notification, the proposed amendment shall be taken up at any regular meeting of the society. A two-thirds favorable vote of those voting is required in order for amendments to be approved.

STANDING RULES

1. All the officers and chairpersons shall maintain notebooks and records relating to their areas of responsibilities.
2. All officers and chairpersons shall turn over all records and correspondence of their offices to the successors following installation.
3. All terms of office for elected officers shall begin immediately after installation at the April meeting.
4. Terms of office for appointed officers shall begin with the receipt of the books and records of the office, as soon after appointment as possible.