

# 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:

- A. To encourage its members to find and record their family histories.
- B. To 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.
- C. To foster the collection, preservation, research, documentation and dissemination of authentic records or materials relating to ancestral histories.

### ARTICLE III Membership

#### Section 1. Types of 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 Council. 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.

- A. Principal Member. Any person who receives membership at full rate.
- B. 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, 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.

- C. Student Member. Open to any full time-student enrolled in a local 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.
- D. Life Member
  - 1. Principal. 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 his<sup>1</sup> life.
  - 2. Dual.
    - a. Upon payment of no less than one-fourth of the prescribed dues for a Principal Life member, a Dual member may concurrently become a Dual Life member with his Principal Life Member spouse and be subject to no other payment of dues for the rest of his life.
    - b. Upon payment of no less than one-half of the prescribed dues for a Principal Life member at the time of application, a Dual member may subsequently become a Dual Life member with his Principal Life Member spouse and be subject to no other payment of dues for the rest of his life.
- E. Subscriber Membership. An individual who elects to pay for a subscription to the Society Newsletters and/or Quarterlies. The fee is as set forth by the Council.
- F. Honorary Member. The Society, upon recommendation of the Council, 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.
- G. Institutional Member. Open to all institutions; historical, patriotic, fraternal an other genealogical

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<sup>1</sup> The use of the masculine gender herein is intended to mean either male or female, as applicable.

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 Newsletters and/or Quarterlies. The fee is as set forth by the Council.
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 Council and Society. Except as otherwise provided, the President shall appoint the Standing Committee Chairmen subject to the consent of the Council. The President is an ex-officio member of all committees, Standing or Special, 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 Council or dictated by the Society. Each shall assume these duties in addition to those inherent to

his 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 Council and regular Society meetings.
2. Report the approved minutes of the Council meeting at the following regular Society meeting.
3. Report to the Council the minutes of the regular Society meeting of the previous month.
4. Provide the Historian with a copy of the approved minutes taken at Council 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 Council.
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 Council meetings and annually to the general membership.
5. Prepare an annual report to be audited by the Finance 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 Council 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's quarterlies and newsletters.
  5. Be responsible for the timely publication or printing of the quarterlies, newsletters and other Society publications, such as 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. Answer routine queries to the Society concerning its organization and benefits.
  3. 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 Council, 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 Council meetings and serves in an advisory position to the President at Council 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 Council in the calendar year of the expiration of their term
  2. or, upon leaving office prior to the expiration of their term
  3. and shall assist their successor to learn the responsibilities of their office.

Section 3. Replacement or removal of an Officer.

- 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 Council 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 Officer elected by the membership, or approved by the Council to fill a vacancy, may be removed for cause, by a vote of a majority plus one of the Council whenever in its judgement the interests of the Society would best be served.

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 Council.

ARTICLE VI  
The Council

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

Section 2. The Council shall administer the affairs and funds of the Society. The Council 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 Council shall meet:
- A. At least once during each calendar month, unless such meeting be canceled by a vote of the Council.
  - B. On the call of the President.
  - C. Upon written request of five Council members,

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

- Section 6. Replacement or Removal of a Councilor.
- A. Whenever a vacancy exists on the Council it shall be the duty of the Council to immediately fill the vacancy by majority vote.
  - B. Any member approved by the Council to fill a vacancy in the Council shall hold office for the unexpired term.
  - C. Any Councilor elected by the membership, or approved by the Council to fill a vacancy, may be removed for cause, by a vote of a majority plus one of the Council whenever in its judgement the interests of the Society would best be served.

## ARTICLE VII Committees

### Standing Committees

Section 1. Membership Committee. The First Vice President is the Chairman of the Membership Committee. Two or more committee members shall be selected by the chairman and shall meet on the call of the chairman or as required by the council. 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). Mass mailings shall be limited to the labels generated from this list.

Section 2. Publicity Committee. The Second Vice President is the Chairman of the Publicity Committee. Two or more committee members shall be selected by the chairman together with the Education and Program Committee Chairman and shall meet on his call or as required by the council. 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. Two or more committee members shall be selected by the chairman and shall meet on the call of the chairman or as required by the council. 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 Council. Two or more committee members shall be selected by the chairman and shall meet on the call of the chairman or as required by the council. The chairman shall automatically be a member of the Publicity Committee. 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 Council. Two or more committee members shall be selected by the chairman and shall meet on the call of the chairman or as required by the council. The chairman shall automatically be a member of the Publicity Committee. 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 Council. Two or more committee members shall be selected by the chairman and shall meet on the call of the chairman or as required by the council. Primarily, the committee shall be responsible for locating and securing copies of unpublished genealogical records/data from reliable sources for publication by the Society.
- Section 7. Finance Committee. The chairman shall be appointed by the President with the approval of the Council. The Treasurer shall be a member of this committee. Two or more committee members shall be selected by the chairman and shall meet on the call of the chairman or as required by the council 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. Library Committee. The chairman shall be the Librarian and be appointed by the President with the approval of the Council. Two or more committee members shall be selected by the chairman and shall



meet on the call of the chairman or as required by the council. The committee shall be responsible for cataloging, maintaining and housing all books, periodicals, manuscripts, films, etc. acquired by the Society either by purchase or donation.

#### 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 Council, 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.

### ARTICLE VIII

#### Nominations and Elections

- Section 1. Nominating Committee.
- A. This committee shall be composed of five members, four elected from the membership, and one elected from the Council. At the regular meeting of the Society in August of odd years, five members of the nominating committee shall be elected by majority vote of the members attending.
  - 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 an member in accordance with ARTICLE III (Membership).
  - D. The slate of nominees shall be presented in writing to the membership on or before the regular meeting of the following month (September), 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 mailed to all members at least 21 days in advance of the date of the voting.
- Section 2. Election
- A. Election by ballot shall take place at the November meeting of the Society (odd years).
  - B. All members (ARTICLE III (Membership)) present shall be

- entitled to vote.
- C. 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.
  - D. 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.
  - E. 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 Council.
- 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 Council.
- B. Fees for any Society function, project or social gathering shall be set by the Council. 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 Council 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 Council 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 present, and voting, at any meeting of the Society, provided that the proposed

change shall have been submitted to the Council in writing. A copy of the proposed change(s) shall be mailed to all members at least 21 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.