

# **BYLAWS for the SUNCOAST GENEALOGY SOCIETY, INC.**



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**Edition 10, Revised July 2025**

**BYLAWS**  
**for the**  
**Suncoast Genealogy Society, Inc.**

**Article I – Name**

The name of this organization is the Suncoast Genealogy Society, Inc., referred to as “SGS”.

**Article II – Purpose**

Section 1: SGS is a non-profit organization with the purpose of teaching modern and ethical genealogy research techniques to the membership and general public through meetings, workshops, lectures, field trips and other educational activities. SGS encourages research, publication and preservation of genealogical and historical material.

Section 2: SGS is operated exclusively for the promotion of community service and the net earnings devoted exclusively to educational, charitable or recreational purposes.

**Article III – Membership and Dues**

Section 1: Any person who is interested in the purpose of SGS may become a member upon paying the dues and completing the Membership Application.

Section 2: SGS has two classifications of membership: Individual and Family. Each classification of membership is entitled to one newsletter.

Section 3: The annual dues for the two classifications of membership is determined by the Executive Board and is payable by the start of each calendar year. A change in annual dues must be approved by vote of the membership according to Article IV, Section 5 of these Bylaws.

Section 4: The Executive Director-Membership is responsible to give notification of dues payment to the membership at least fifteen days prior to the due date.

Section 5: Any member whose dues remain unpaid prior to the end of the fiscal year, will be removed automatically from the SGS Membership List.

## **Article IV - Meetings**

Section 1: Membership meetings are conducted at a time and place determined by the membership. A change to time and/or place may be called by the Executive Board with notice given to the membership at least five days prior to said change.

Section 2: A Special Membership meeting may be called by the President and two Board members or upon the written request of five members. The time, place and purpose of the meeting is to be stated in the call and, except in a case of emergency, notice given at least five days prior to said change.

Section 3: The Society has an Annual Meeting each year, normally in April.

Section 4: The Executive Board meetings are conducted at a time and place determined by the members of the Board, except in such situations when necessary. A change in the time and/or place may be called by the President or any two elected Board members with notice given to all Board members at least three days prior to the new date of the Executive Board meeting.

Section 5: For Membership meetings, a quorum must be present to conduct business. A quorum is the number of members in good standing present and decisions are based on the majority vote of those members in attendance.

Section 6: For Executive Board meetings, a quorum must be present to conduct business. A quorum is the majority of elected members and decisions are based on the majority vote of those members in attendance.

## **Article V – Government**

Section 1: The government of SGS is vested in an Executive Board which consists of: The Executive Officers (President, Vice President, Vice President of Programs, Vice President of Membership, Secretary, Treasurer, Immediate Past President) and three Directors. All decisions are reached through a majority vote of those voting members in attendance.

Section 2: The membership has the power to overrule the Executive Board of any decision by two-thirds vote of those voting members in good standing present at any Membership meeting.

Section 3: The Executive Board establishes policies with the approval by the membership required with notification of thirty days. Procedures related to these policies are also established by the Board and approval by the membership is not required.

## **Article VI – Duties of Executive Board**

Section 1: **President:** Acts as chief executive of SGS; presides at all Membership meetings and Executive Board meetings; serves as an ex-officio member of all committees, except the Nominating Committee; and has all other powers of supervision and management usually vested in the office of President.

Section 2: **Vice President:** Performs duties as requested by the President or Executive Board; presides in the absence of the President at all Membership meetings and Executive Board meetings; succeeds to the office of President for the unexpired term of President in the event of the President's incapacitation, resignation, removal from office or death. When the President's term of office expires, it is expected the Vice President will be a candidate in the election for the position of President.

Section 3: **Vice President of Programs:** Arranges for speakers, programs and seminars.

Section 4: **Vice President of Membership:** Maintains the official SGS Membership List; coordinates communication with the membership; presides in the absence of the President and Vice President at all Membership meetings and Executive Board meetings and otherwise, assumes the duties of that office.

Section 5: **Secretary:** Records the minutes of all SGS Membership meetings and Executive Board meetings; is custodian of all records, except those assigned to others; and performs other related duties as the President may direct.

Section 6: **Treasurer:** Acts as custodian of all SGS funds and deposits them in a banking institution in accordance with Article VII, Section 1.

Section 7: **Immediate Past President:** Serves on the Executive Board of SGS in an advisory capacity and represents the SGS membership.

Section 8: **Directors:** There are three Directors on the Executive Board and each directs the activities of their respective assigned areas.

Section 9: No member of the Executive Board may hold more than one elected office at any one time within SGS.

Section 10: A term of office is two years. The President cannot serve for more than one term, consecutively.

Section 11: The Executive Board may, by two-thirds vote at any officially called Executive Board meeting, remove from office any member who, in the opinion of the Board, acts to the detriment of SGS or is not fulfilling the responsibilities of the office held.

## **Article VII – Finances**

Section 1: All SGS funds are deposited by the Treasurer in a banking institution for savings and loans. The bank branch is to be located within the general service area of SGS.

Section 2: All expenditures of SGS funds must be approved by the Executive Board and are withdrawn only on checks bearing the signature of either one or two Executive Officers with bank signing authorization.

Section 3: All expenditures of SGS funds must be approved by the Executive Board under the limits of the annual budget, except for a check exceeding four hundred dollars, which requires approval of the membership at any officially called meeting. Program and seminar speaker expenditures are exempt from this four hundred dollars limit, but must stay within the limits of the budget or obtain approval of the membership at any officially called meeting.

Section 4: The fiscal year of SGS is from 1 May to 30 April.

Section 5: The Annual Budget is prepared by the Executive Board, in conjunction with the Treasurer, and submitted for approval at the Annual Meeting.

Section 6: The Audit Committee is designated in the first month of the new fiscal year, as a Special Committee. Auditor(s), not on the Executive Board, are appointed by the President to conduct a complete financial audit of SGS records

for one previous fiscal year and to report the findings to the Executive Board and membership.

### **Article VIII – Elections**

Section 1: The Executive Officers and Directors of SGS are elected every two years by the membership at the Annual Meeting. The New Board is installed at the April Annual Membership Meeting and their duties begin once installed.

Section 2: A Nominating Committee is designated in January as a Special Committee and consists of three members in good standing and only one member can be a Board member. The Nominating Committee Chair is appointed by the President and two volunteers are requested from the membership. The Nominating Committee Chair presents at the Membership meeting a slate of at least one candidate for each office and receives nominations from the floor.

Section 3: Each member in good standing in attendance at the Annual Meeting is eligible to cast one vote for each office. A vote will be by secret paper ballot, unless no offices are contested, then a show of hands to accept the new slate of officers will be acceptable. No mail ballots will be accepted.

Section 4: To be elected, a candidate must be present at the election or have turned in to an Executive Officer, not a Director, a signed statement indicating willingness to serve, accept all of the duties of that office and must receive a majority of the votes cast. Election results are announced the day of the election.

Section 5: In the event any elected member of the Executive Board resigns or is removed from office, the President appoints a replacement to complete the term of office, subject to the approval of the Executive Board.

Section 6: In the event of the President's incapacitation, resignation, removal from office or death, the position will be filled for the remainder of the term by the Vice President.

Section 7: Upon the induction of the new Board, the outgoing President assumes the position of Immediate Past President.

Section 8: Members are eligible for office if in good standing for one year before the Nominating Committee presents the slate. Candidates for President and Vice

President should have served for one year on the Board before the Nominating Committee presents the slate.

### **Article IX – Committees**

Section 1: The Executive Board, at their discretion, may create Standing and Special Committees, the duration and functions of these committees to be determined by the Board. Standing Committees continue to function from year to year; Special Committees function for a specified short time frame.

Section 2: The President, with approval of the Executive Board, makes all appointments of committee chairs.

### **Article X – Dissolution**

In the event of dissolution of SGS, all organization assets will be disposed of by donating to one or more organizations referred to “donee(s)”. To be considered a donee organization, it must be organized and operated exclusively for educational, charitable or recreational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (IRC) current edition. It is the intent of SGS, as the donor, that the donee(s) will have as similar purpose(s) as possible to SGS. In no event will any SGS assets revert to any SGS member, Executive Officer or Director.

### **Article XI - Rules of Order**

Robert’s Rules of Order current edition governs the proceedings of all meetings of SGS including Executive Board, Membership, Standing or Special Committees.

### **Article XII – Amendments/Revisions**

Amendments or revisions may be made to these bylaws and the President may appoint a Special Committee for Bylaws Review. A vote to approve amended or revised bylaws is required by two-thirds of the members in good standing present at any SGS Membership meeting, providing the proposed amendment(s) or revision(s) were submitted in writing to each member at least thirty days prior to said meeting.

**Dates of Amendments/Revisions:**

Edition 10 – July 2025

Edition 9 – April 2020

Edition 8 - April 2019

Edition 7 - June 2015

Edition 6 - January 2007

Edition 5 - April 2005

Edition 4 - February 1997

Edition 3 - February 1994

Edition 2 - May 1991

Edition 1 - October 1989 Adopted