

# **Cranberry Genealogy Club Bylaws**

## **I. Name**

The name of this organization is the Cranberry Genealogy Club.

## **II. Purpose**

The purposes of this organization are:

1. To assemble people who are interested in genealogy and in preserving family history,
2. To provide programs and publications for the instruction and education of interested persons, and
3. To help others gain genealogical information.

## **III. Membership**

1. Any applicant interested in furthering the objectives of this Club shall be accepted for membership upon submission of a completed application form and payment of dues.
2. Members are expected to actively contribute to the Club in addition to the payment of dues. Such contributions could be:
  - a) Serve as an officer,
  - b) Present or sponsor a program,
  - c) Plan a field trip,
  - d) Provide look ups or research for other members or those who send inquiries to the club,
  - e) Locate and transcribe or abstract local genealogical records,
  - f) Provide content for the Club's quarterly newsletter,
  - g) Provide content for the Club's web site, and
  - h) Share your knowledge and research with the membership.

## **IV. Officers**

1. The officers of the Club shall be a President, a President Elect, a Vice President of Programs, a Treasurer, and a Secretary. These officers shall perform the duties prescribed by these bylaws.
2. The Executive Board is comprised of the officers and shall perform the following duties:
  - a) Audit the Club's finances annually,
  - b) Make recommendations to the membership regarding business activities,
  - c) Appoint a Newsletter Editor,
  - d) Replace any officer who is not performing the duties of the office. This shall be done only after attempting to meet with the officer to resolve any issues, and
  - e) Shall appoint a new officer if a vacancy occurs in any office.
3. The officers shall perform the following duties:
  - a) President
    - 1) Conduct the Club's meetings,
    - 2) Conduct the Executive Board's meetings,

- 3) Co-sign checks written from the Club's account, and
- 4) Reserve the Club's meeting place.
- b) President Elect
  - 1) Conduct the Club's meetings in the absence of the President,
  - 2) Accede to the Presidency upon the expiration of the current President's term,
  - 3) Co-sign checks written from the Club's account,
  - 4) Provide publicity for the Club,
  - 5) Maintain a list of publicity contacts and notes on successful and unsuccessful publicity efforts.
- c) Vice President of Programs
  - 1) Schedule speakers and/or activities for membership meetings,
  - 2) Inform the President Elect and the Secretary of upcoming programs,
  - 3) Maintain a list of people and/or organizations for program ideas,
  - 4) Co-sign checks written from the Club's account.
- d) Treasurer
  - 1) Collect membership dues and maintains a membership list,
  - 2) Pay the bills of the Club,
  - 3) Co-sign checks written from the Club's account,
  - 4) Maintain financial records,
  - 5) Make regular reports to the membership and the Executive Board,
  - 6) Pick up the Club's mail on a regular basis.
- e) Secretary
  - 1) Take minutes at each meeting,
  - 2) Transcribe and distribute minutes to the membership,
  - 3) Handle the Club's correspondence,
  - 4) Co-sign checks written from the Club's account,
  - 5) Pass around an attendance list at each meeting, and
  - 6) Keep a hard copy of all minutes, all attendance lists, and a copy of each quarterly newsletter.
- 4. The term of office for all officers shall be one year, from November 1 through October 31.
- 5. Elections shall be held during the October meeting each year.
- 6. If an office becomes vacant, the Executive Board shall appoint a member to fulfill the unexpired term. If necessary, any officer may resign by notifying the Executive Board in writing.
- 7. The records of each office shall be turned over to the new officer after the October elections and before the November meeting. Club records shall not be destroyed without authorization from the Executive Board.

## V. Meetings

- 1. Regular meetings shall be held monthly, except for the month of December. The membership shall establish the day, time, and place where the meetings shall be held.
- 2. At a regular meeting, half of the members plus one shall constitute a quorum. At an Executive Board meeting, three officers shall constitute a quorum.

3. The Club's annual meeting shall be held in October. The annual meeting is when officers are elected and the year's activities are reviewed.
4. Special meetings may be called by the President or by written request of ten members. Written notice of a special meeting must be sent to the membership not less than seven days prior to the meeting. Email and letters sent through the US Postal Service are acceptable forms of written notice.
5. Executive Board meetings may be called by any officer as needed. Notice of an Executive Board meeting must be given not less than forty-eight hours before the meeting. This notice must be given via a telephone call.

#### VI. Finances

1. The operating expenses of the Club shall be covered from collection of dues, donations, sales of publications, and such additional functions as the membership may authorize.
2. The Treasurer shall notify any member who has not paid dues by January 1 of the expiration date one time in writing. Members still in arrears at the February meeting shall be removed from the membership roll. Suspended members will be reinstated after paying dues.
3. Dues for the current fiscal year must accompany all applications for membership.
4. The Executive Board shall designate the financial institution in which the funds of the Club are to be deposited.
5. To withdraw money from or write a check against the Club's account, the signatures of any two officers are required.
6. The Club's fiscal year shall be November 1 through October 31.
7. In the event of the dissolution of the Club, all salable assets shall be converted to cash. The monies of the Club shall be used to purchase genealogical materials for the Cranberry Township Public Library.

#### VII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules in Plain English*, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

#### VIII. Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Club by a two-thirds vote, provided that the amendment has been included in the minutes of the previous regular meeting.

Adopted: May 17, 2003

Revised: 18 November 2006

Signatures of Officers: