

KENOSHA COUNTY GENEALOGY SOCIETY BY-LAWS

ARTICLE I – NAME

The name of this organization will be the KENOSHA COUNTY GENEALOGY SOCIETY. (Hereinafter referred to as the “SOCIETY”).

ARTICLE II – PURPOSE

This society is organized for the purpose of gathering together any individual(s) interested in genealogy and local history, to help its membership in tracing its lineage through regular and special meetings and workshops and to keep it informed through the various media.

ARTICLE III – MEMBERSHIP

Section 1 – Open Membership

Membership in the Society will be open to all individuals interested in genealogy and local history and who pay dues. There will be no restriction as to the place of residence.

Section 2 – Types of Membership

Charter Members – Any individual(s) who became members of the Society before 16 March 1972 shall be designated as Charter Members.

Family Group Members – A family group shall be designated as any members of the family living at the same address.

Individual Members – Any one individual paying current dues.

Section 3 – Application for Membership

All new members shall complete an application form upon joining the Society.

Section 4 – Proof of Membership

A current membership card will be issued upon payment of dues. The membership card will indicate the name of the member and date of expiration of membership.

Section 5 – Ethics

No member will speak for or represent the Society without the written consent of the Executive Board. Any members causing dissension within the Society may be denied membership upon review by the Executive Board. The Executive Board will review such unethical practice(s) within a period of sixty days. The decision of the Executive Board will be forwarded in written form to the member(s) concerned.

The decision of the Executive Board will be final.

Section 6 – Membership Lists

No membership list will be published or transferred to any organization or individual other than Society members.

ARTICLE IV – DUES

Section 1 – Dues for the next year will be subject to change upon approval of the membership at the annual meeting provided written notice is given thirty (30) days in advance.

Section 2 –The “membership year” shall mirror the “meeting year” September thru June.

Section 3 – Dues not paid by October 31 are subject to termination of membership or other penalty as determined by the Board. To be a member in good standing, all dues will be paid within a period of (30) days of the due date.

ARTICLE V – ELECTION OF OFFICERS

Section 1 – Officers will be elected at the Annual Meeting.

Section 2 – A slate of officers will be presented to the membership by the Nominating Committee at the Annual Meeting. Other nominations may be made from the floor.

Section 3 –In the event of more than one candidate nominated for office, the Election will be held by secret ballot.

ARTICLE VI – OFFICERS AND RESPONSIBILITIES

Section 1 – President

The President of the Society will be elected in even numbered years. The President as principal officer, will conduct all meetings of the Society and the Executive Board, appoint all temporary committees, and will service as ex-officio member of all committees except the Nominating Committee. The President is authorized to sign checks for the Society.

Section 2 – Vice President

The Vice President of the Society will be elected in odd numbered years. The Vice President will be a member of the Executive Board. The Vice President, in absence of the President, will conduct the meetings of the Society.

Section 3 – Secretary

The Secretary will be elected in even numbered years. The Secretary will be a member of the Executive Board. The Secretary will keep an accurate written account of the meetings of the Society and the Executive Board. The Secretary will give a report at each of the regular meetings of the Society. The Secretary will conduct the correspondence of the Society as directed by the membership or the Executive Board.

Section 4 – Treasurer

The Treasurer will be elected in odd numbered years. The Treasurer will be a member of the Executive Board. The Treasurer will be responsible for the safe keeping of the funds of the Society. The Treasurer will report to the membership and to the Executive Board at regular meetings. Such report will include the amount of monies in each fund. The monies of the Society will be deposited in the bank under the name of the Society on a timely basis. The Treasurer is authorized to sign checks for the Society. All routine bills will be paid promptly. Other expenditures require the approval of the Executive Board. The Treasurer's records and reports will indicate the division of funds as follows:

A. General Funds

These funds will include the amount of monies:

1. Paid in dues.
2. Special Fees.
3. Expended.
4. Current Balance.

B. Educational Funds

These funds will include the amount of monies:

1. Donated for the purchase of educational materials or educational programs.
2. Expended
3. Current Balance.

The Treasurer will be the Chairperson of the Budget Committee.

The Treasurer will prepare the books for audit for the Annual Meeting.

Section 5. – Officers responsibilities regarding the retention of Records and Properties of the Society.

Records and Properties of the Society shall be defined as any items acquired for the use and purposes of the Society.

A. Records

1. Minutes and records of monthly meetings and business.
2. Treasurer's records

B. Properties

1. Reference books, periodicals and microfilm kept at the Society's depository.
2. Surname Index also kept at the Society's depository.

At the Expiration of the term of office, all records of the Society will be immediately transferred to the newly elected or appointed officers and committees.

ARTICLE VII – EXECUTIVE BOARD

Section 1 – Membership

The Executive Board will consist of all elected officers and the chairperson(s) of permanent committees.

Section 2 – Responsibilities

The Executive Board will meet at the call of the President to conduct the business of the Society between regular meetings.

The Executive Board will review all issues resulting from ARTICLE III –

Section 5 – Ethics.

The Executive Board may ask the Chairperson(s) of temporary committees to be present at its meetings.

The Executive Board may approve Society expenditures that do not exceed \$200 without approval from the General Membership.

ARTICLE VIII – COMMITTEES

Section 1 – Permanent

History Committee – Historian

The History Committee Chairperson will be appointed by the Executive Board and will be a member of the Executive Board. The Chairperson may ask for additional help from the membership at his/her discretion.

The responsibility of the History Committee will be to keep the History Book of the Society in current order.

Editor

The Editor will be appointed by the Executive Board and will be a member of the Executive Board. The Editor may ask for additional help from the membership at his/her discretion. The responsibilities of the Editor will be to prepare and distribute information of the Society through the Society's newsletter.

Program Committee

The Program Committee Chairperson will be appointed by the Executive Board and will be a member of the Executive Board. The Chairperson may ask for additional help from the membership at his/her discretion.

The responsibility of the Program Committee will be to plan, arrange, and present programs for the months in which the Society meets.

Additional programs, workshops, fieldtrips and other special events may be scheduled if approved by the Executive Board.

Correspondence Committee

The Correspondence Committee will be appointed by the Executive Board and will be a member of the Executive Board. The Chairperson may ask for additional help from the membership at his/her discretion.

The responsibility of the Correspondence Committee will be to reply to queries and do the research, if possible, as requested.

Section 2 – Temporary

Nominating Committee

The Nominating Committee will be appointed by the President at least thirty (30) days prior to the Annual Meeting. The responsibilities of the Nominating Committee will be to present a slate of officers as required by these bylaws at the Annual Meeting. No member's name will appear on the slate without his/her consent. Only one name needs to appear for each office to be filled.

Additional nominations may be made from the floor at the Annual Meeting.

Budget Committee

The Budget Committee, chaired by the Treasurer, will be appointed by the President at least thirty (30) days prior to the Annual Meeting. This committee will consist of five members, two of which will be taken from the Executive Board, including the treasurer. The President as an exofficio member of this committee has no vote. The responsibility of this committee will be to prepare the Annual Budget for the ensuing year. Such budget will include recommendations for expenditures as based on the previous year and current available funds. The Annual Budget will be presented at the Annual Meeting.

Auditing Committee

The Auditing Committee will be appointed by the President at least thirty (30) days prior to the Annual Meeting. This committee will consist of three members. The responsibility of this committee will be to audit the Treasurer's books. The Auditing Committee will report at the Annual Meeting.

Other

Other committees as needed may be appointed by the President at the direction of the membership of the Executive Board.

ARTICLE IX – MEETINGS

Section 1 –The Society will hold meetings on the second Monday of each month unless otherwise designated.

Section 2 –The June meeting will be designated as the Annual Meeting.

Section 3 –No meetings will be held during the months of July, August, and December unless called by the Executive Board.

Section 4 –All business meetings will be conducted only when a majority of duly elected Officers and no less than fifteen members are present.

Section 5 –If there are not a sufficient numbers of members present at the annual meeting in June, the election of officers will be carried over to the next regularly scheduled meetings; or a special meeting may be called by the Executive Board.

ARTICLE X – DISSOLUTION

In the event the Society dissolves, all pecuniary assets of the Society will go to the Kenosha Public Library for the purchase of genealogical materials.

ARTICLE XI – AMENDMENTS AND REVISIONS

These By-laws may be revised only at the Annual Meeting of the Society.

Proposed revisions shall be presented to the membership by written notice no less than one month before such meeting.

ARTICLE XII – Roberts Rules of Order Revised shall govern the proceedings of this Society.

Adopted September 1981; Amended June 1983, 1985, 1989, 1993, 1996, 1997, 1999, 2002, 2007, 2009, 2011.