

Western Massachusetts Genealogical Society

Constitution

Article I – Organization Name

The Name of this Organization shall be the Western Massachusetts Genealogical Society, Inc.

Article II – Purpose

The purpose of this society is to promote interest in and the study of genealogy.

Article III- Membership

Membership in this society is available to those in agreement with its purpose.

Article IV – Officers

The officers of the Society shall be President, Vice President, Recording Secretary, Treasurer, Assistant Treasurer, and three (3) Directors. They shall constitute the Executive Board.

Article V – Meetings

Section 1 - Regular meetings of this society shall be held on the 1st Wednesday of each month for the transaction of business.

Section 2 – Special meetings may be called by the President.

Or,

Upon application of seven (7) members, the President shall call such a meeting.

Section 3 – The annual meeting shall be held in May.

Article VI- Amendments to the Constitution

Section 1 – At least 15 days before voting on any amendments to the Constitution or By-laws, each member shall receive notice of said amendment change. Proposed changes will be posted on the Society’s website for members’ review.

Section 2 – Upon compliance of section 1, the Constitution may be amended at any meeting of the organization by a two-thirds vote of the members present.

By-laws

Article I- Duties of the Officers

Section 1 – It shall be the duty of the President to preside at all meetings of this society and perform all the duties usually pertaining to this office.

Section 2 - In the absence or disability of the President, the Vice President shall perform all the duties of the President.

Section 3 – The Secretary shall keep the minutes of all proceedings and record the same. The Secretary shall give notice of all meetings, and perform such other duties as this office shall require.

The Secretary shall place reports on file and compile one annual report.

Section 4 – The Treasurer shall receive and keep all funds of the society and pay out the same only on the order of the President. The Assistant Treasurer will perform all duties requested by the Treasurer. The Treasurer shall, in a timely manner, ensure that the required financial forms and reports to the IRS and the Commonwealth of Massachusetts are submitted as necessary.

The Treasurer shall make an annual report of receipts and disbursements.

Section 5 – The Directors shall assume such responsibilities as are delegated by the President.

Section 6 – The Board shall meet regularly throughout the year, at least on a quarterly basis, to conduct the affairs and activities of the society, subject to Federal and State law and the limitations of the Constitution and these By-laws. The Board may engage other members, on the membership’s behalf, to coordinate activities and events that support the purpose of the Society.

Article II – Nomination and Election of Officers

Section 1 – A nominating committee of three (3) active members shall be appointed by the President, at least one month prior to elections. The nominating committee shall select one of their members to serve as chairman.

During the annual meeting, the members shall elect to fill open Officer and Director positions, for two (2) year terms. Any member in good standing above the age of 18 qualifies for election to the Board.

The Officers and Directors shall hold office for two years or until their successors shall be chosen in their stead. No individual shall hold more than one officer's position. Upon implementation of this revision, the President, Treasurer, and two Directors shall be elected for a two-year term. The Vice-President, Secretary, Assistant Treasurer, and one Director shall be elected for a one-year term, in order to stagger the terms. Thereafter, all Officers and Directors shall be elected for two-year terms.

Section 2 – The chairman of the nominating committee at the annual meeting shall present the slate of officers. Nominations may also be accepted from the floor at the annual meeting and voted on. Officers and Directors shall be elected by a majority vote of the members voting at the annual meeting.

All Officers and Directors shall be elected by ballot and shall assume office at the close of that business meeting.

Section 3 – The term of office for all elected officers shall be for two (2) years, in staggered terms.

Section 4 – No member shall be eligible for office who is not a member in good standing.

Section 5 – Should an Officer or Director resign during the year, the President shall appoint a member of the Society to assume the office temporarily. The President will order the Secretary to send notice of a special election to all members for the next regular meeting at such time the vacancy will be filled.

Section 6 – Any Officer or Board member may be removed from office at any time with or without cause, by a vote of the majority of the members at a special meeting of the membership.

Section 7 – Board members (Officers and Directors) shall not be held personally liable for any debt, liability, or other obligation, unless the debt, liability or obligation is the result of an illegal act by the individual.

Section 8 – No member, Officer, or Director of this society shall derive any profit or compensation from any assets of the society, except that the society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2 of the Constitution.

Article III- Annual Dues

Section 1 – The annual dues shall be paid no later than September 15th. The amount of annual dues shall be subject to annual review by the members at the annual meeting.

Section 2 – When an application for new membership takes place within two (2) months of the expiration of the fiscal year, the dues shall be credited to the following year.

Article IV – Committees

Section 1 – At the regular meeting prior to the annual meeting, the President shall appoint the following committees to report at the annual meeting:

A. Nominating Committee (see Article II, Section 1)

B. An Auditing Committee of two (2) members to report on the correctness of the Treasurer's accounts.

C. The President shall be empowered to appoint such special committees as he/she deems needful at the time, or, on the majority vote of the members present at any meeting, the President shall appoint committees as they direct.

Article V – Amendment of By-laws

These By-laws may be amended at any meeting by a two-thirds vote of the members present, with membership having been notified 15 days previous (see Constitution, Article VI).

Article VI – Parliamentary Authority

Robert's Rules of Order, revised, will be used as a guide.

Revised 5/3/17