

# GRAND STRAND GENEALOGY CLUB BYLAWS

## Article I – Name

The name of this club shall be the Grand Strand Genealogy Club. It may also be known by its acronym GSGC or, simply, the Club.

## Article II – Purpose

Section 1 – To assemble people who are interested in genealogy and in preserving family history.

Section 2 – To provide a forum for individual research through monthly meetings, education, and impartial sharing of information.

Section 3 – To promote the study and encourage the exchange of information related to research and techniques within the group.

Section 4 – To provide programs and publication opportunities for the instruction and education of interested persons and to help others gain genealogical information.

Section 5 – To support the acquisition and maintenance of genealogical resources at Chapin Memorial Library, Myrtle Beach, SC.

Section 6 – To maintain a relationship with other genealogy clubs, societies, and libraries.

## Article III – Organization

Section 1 – The Grand Strand Genealogy Club is a not-for-profit organization and not subject to Internal Revenue Service Section 501 (c) (3). It is not a charitable organization that is subject to public disclosure, tax exempt number (EIN), tracking, and maintenance of all financial transactions and meeting records, etc. All donations to the Club shall be used to secure quality speakers, to purchase equipment and operational sundries for the Club, and to donate elsewhere as the Board of Directors deems appropriate.

Section 2 – The logo of the Grand Strand Genealogy Club is the property of the GSGC and may not be published without the express written permission of the Board of Directors of the Grand Strand Genealogy Club.

## Article IV – Membership

Section 1 – Any person interested in genealogy may become a member of the Grand Strand Genealogy Club by submitting an application, by attending a minimum of one (1) meeting per year, and by renewing the application annually.

Section 2 – The membership year shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

Section 3 – Membership entitles one to voting rights and to emailed copies of GSGC's minutes and newsletter, as well as any other information distributed by the Club to its members.

Section 4 – Members are encouraged to accept nominations, to seek appointments, to serve on committees, and to take an [active part in the life of the Club](#).

## **Article V – Officers and Members of the Board**

Section 1 – The Executive Board shall consist of the following elected Officers: President, Vice President, Secretary, and Treasurer. The Past President is an ex-officio member for one year immediately following the completion of their term in office.

Section 2 – The Board of Directors shall consist of the Executive Board and the following members of the Board: the chairperson of the program committee, the membership registrar, the webmaster, the newsletter editors, the historian and any other position that is approved by the Board of Directors. The Board of Directors shall be responsible for carrying out the operational duties of the Club.

Section 3 – All Officers of the Club shall assume their duties on January 1<sup>st</sup> of each year.

Section 4 – The Board of Directors has the right to establish additional committees and to appoint their respective chairpersons. Said additional committee chairpersons may attend Board of Directors meetings.

Section 5 – A quorum shall consist of six members of the Board of Directors, three of whom must be members of the Executive Board.

Section 6 – If a person is not fulfilling the duties of his or her position, and cannot be contacted or after being contacted does not wish to resign, the Board of Directors may remove that person by a simple majority vote of the Board if it is deemed necessary for the well-being of the Club.

## **Article VI – Election of Officers**

Section 1 – Efforts to identify and recruit a slate of candidates for the Executive Board shall be ongoing and may utilize but not be limited to strategies recommended in the Addendum to these Bylaws.

Section 2 – A slate of proposed Officers shall be presented at the September meeting. Nominees must have consented to serve if elected. There shall be additional calls for nominations from the floor in September and in October.

Section 3 – Election of Officers shall take place at the November meeting. Members may also nominate from the floor at this time. Officers shall be elected by a simple majority vote of all members present in person and via Zoom.

Section 4 – When a November meeting is not scheduled because the customary second Saturday meeting date coincides with Veterans Day, the election of Officers shall take place at the December meeting.

## **Article VII – Duties of Officers**

Section 1 – The President shall preside at meetings of the Club, the Executive Board, and the Board of Directors; shall supervise the work of Officers, members of the Board, and committees; and shall be an ex-officio member of all committees. The President shall not serve as chairperson of any committee while in office.

Section 2 – The Vice President shall preside in the absence of the President, shall fill the office of the President in case of vacancy, and shall assist the President in other matters when called upon.

Section 3 – The Secretary shall keep a record of the proceedings and distribute the minutes of Club meetings to the Board of Directors within 10 days after the meeting. The Board of Directors shall provide comments within a reasonable time so that the minutes of the meeting are distributed within 20 days after the meeting.

Section 4 – The Treasurer shall maintain an accurate record of Club donations and expenses. The Treasurer will collect donations and deposit all money collected for the Club in a bank account, will pay all bills, and will check the bank balance at the end of each month. An annual report shall be submitted at the next regular meeting following the close of the fiscal year on December 31<sup>st</sup>.

Section 5 – [Each Officer shall deliver to her/his successor all accounts, record books, papers, or other property belonging to the Club within four \(4\) weeks following the completion of a term of office.](#)

#### **Article VIII – Appointment of Members of the Board**

Section 1 – Efforts to identify and recruit appointees as members of the Board likewise shall be ongoing and may utilize but not be limited to strategies recommended in the Addendum to these Bylaws.

Section 2 – Appointments of replacements for retirees shall be announced at the GSGC meeting in October each year with assumption of duties on January 1<sup>st</sup> of the following year.

Section 3 – Appointments shall be made and assumed as soon as possible when positions are unavoidably vacated during the year.

#### **Article IX – Duties of Members of the Board**

Section 1 – The duties of the chairperson of the program committee, the membership registrar, the webmaster, the newsletter editors, the historian, etc., should read the Board Position Descriptions Page of the Members Only Pages on the GSGC website [<https://www.scgsgc.org/board-position-descriptions>].

Section 2 – Each retiring member of the Board shall mentor her/his successor during the latter three months of the year to ensure a smooth transition. Should the vacating member be unable to fulfill this role, other members of the Board will mentor as they are able.

Section 3 – Each member of the Board shall deliver to her/his successor all accounts, record books, papers, or other property belonging to the Club within four (4) weeks following the term of her/his appointment.

#### **Article X – Meetings**

Section 1 – The meetings of the Executive Board shall be called by the President as needed.

Section 2 – The times, dates, and locations of the Board of Directors meetings shall be determined by the President. It is suggested that said meetings be held prior to GSGC monthly meetings.

Section 3 – A list of proposed times, dates, and locations for the Board of Directors and Grand Strand Genealogy Club meetings for the following year shall be compiled by the President and emailed to the Board of Directors. After the discussion and approval by the Board, the list is submitted to the full membership of the Club.

#### **Article XI – Committees**

With the approval of the Board of Directors, the President shall appoint such other special committees as may be directed by the membership in the best interests of the Club.

# Article XII – Rules of Order

The current edition of *Robert's Rules of Order* shall govern the meetings of this Club and shall be the final authority in the settlement of disputes, provided that *Robert's Rules of Order* is consistent with the Bylaws of this Club.

## Article XIII – Amendment of Bylaws

Section 1 – The *Grand Strand Genealogy Club Bylaws* may be amended with a formal motion by the Board of Directors and approved by a simple majority vote of the Board. The proposed amendment shall be presented to the Club at a Special Meeting where it will be voted on by members attending in person, via Zoom, and by proxy.

Section 2 – Notification of the proposed changes shall be distributed electronically to all members thirty (30) days prior to the Special Meeting.

Section 3 – A quorum of at least twenty-five percent (25%) of the membership must be represented at said Special Meeting in person, via Zoom, or by proxy. Approval of the proposed amendment to the Bylaws requires a simple majority of votes in its favor.

Section 4 – Amendments become effective immediately upon adoption unless an adopted proviso presented at the time of adoption specifies implementation at a different time.

## Article XIV – Dissolution of the Club

Section 1 – In the event the Club becomes inactive, it shall be dissolved by a simple majority vote of all members present at a meeting held for that purpose. All members shall be notified electronically at least thirty (30) days in advance.

Section 2 – All funds and properties of the Club, after liquidation of all debts and liabilities, shall be donated to Chapin Memorial Library or its successor.

Section 3 – Disposition of all records shall be voted on by a simple majority of the Board of Directors and approved by a simple majority vote of the active Club membership.

## ADDENDUM – Recruitment of Officers and Members of the Board

While volunteerism is essential to the success of the GSGC, a proactive Board of Directors that energizes and informs its members is key to its promotion. Identification and recruitment of their successors by the Club's Officers and members of the Board shall be ongoing but focused during the first eight months of the year prior to the publication of the slate of candidates in September and announcement of appointees in October.

Recruitment efforts for the Board positions may include but not be limited to:

- Polling the Board of Directors at their January meeting to learn who anticipates needing backup and/or retiring at year's end and announcing the results at that month's meeting of the Club, accompanied by a call for volunteers.

- Including slate development and prospective Board appointments as standing agenda items for Board of Directors' meetings.

- Building relationships with GSGC members during post-meeting lunches and so recognizing their talents, interests, and willingness to serve.

- Incorporating brief profiles given by or on behalf of newly elected Officers and newly appointed members of the Board into each January meeting.

- Describing "shadowing" in the context of positions being vacated at the end of that calendar year in a brief article in each February issue of *Genie Bytes* and continuing that focus in the May and August issues as prospective position vacancies are identified.

- Promoting, at both meetings, and in *Genie Bytes*, where to find position descriptions on the Club's website.

- Acknowledging at meetings, on the website, and in *Genie Bytes*, the achievements of current and past members of the Board of Directors as well as those of all GSGC members.

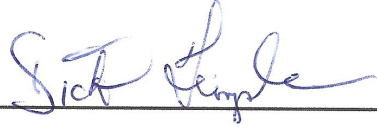
Publicizing the volunteerism of Club members in a variety of genealogy-related venues during Club meetings and in the minutes thereof, in *Genie Bytes*, on the Club's website, and in emails to the membership from the President.

Soliciting volunteers and recruiting candidates for vacancies on the Board of Directors and, with their consent, nominating/appointing them in September.

Emailing brief candidate-approved and/or written profiles to the entire membership two weeks before voting is scheduled to occur.

**These revisions and additions to the Bylaws of the Grand Strand Genealogy Club were approved and adopted by the membership of the Club on June 10, 2023.**

**President Dick Temple**

  
\_\_\_\_\_.

**Bylaws Committee:**

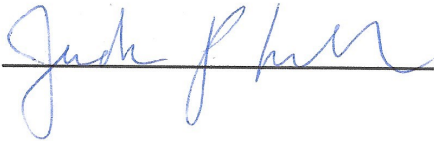
**Chairperson Dennis Fitzgerald**

  
\_\_\_\_\_.

**Ann Hamilton**

  
\_\_\_\_\_.

**Judy Phillips**

  
\_\_\_\_\_.

**Provisos**

These Bylaws shall become effective immediately upon adoption by a simple majority vote of the general membership at a regular or Special Meeting of the GSGC and supersede any previous Bylaws created or being utilized by the Club.