

WESTERN MONTANA GENEALOGICAL SOCIETY BYLAWS

[Revised March 7, 2017]

ARTICLE I -NAME

The following shall prevail throughout these Bylaws in the interpretation thereof unless specific provision directs otherwise: WESTERN MONTANA GENEALOGICAL SOCIETY is the incorporated organization that is to be governed by, and which is empowered to act in accordance with, these Bylaws. Hereinafter said corporation shall be referred to as the "Society."

ARTICLE II -ADDRESS

The address of the principal office of the Society shall be: Post Office Box 2714, Missoula, Montana 59806-2714.

ARTICLE III -POWERS

The Society shall have all the powers of a non-profit corporation enumerated and set forth in Title 35, Chapter 2, M.C.A., 1978. The purposes of the Society are those set forth in the Articles of Incorporation.

ARTICLE IV - MEMBERSHIP

Section A:

Any individual or institution willing to promote the objectives of the Society and pay the requested annual dues may be eligible for membership.

Section B:

Membership is effective when dues are received and shall continue to the end of the Society's fiscal year. Membership is terminated by failure to pay the annual dues. A sixty-day grace period shall be allowed for renewal of membership.

1. Individual dues are \$11 per year, which includes a \$1 yearly membership in the Montana State Genealogical Society.
2. Family dues are \$13 per year, which includes a \$1 yearly membership in the Montana State Genealogical Society. A family membership receives one newsletter per issue.

Section C:

Non-members may be invited to assist in the objectives of the Society.

ARTICLE V-EXECUTIVE BOARD

The executive board (hereinafter the "Board") shall consist of all elected and appointed officers, and the immediate past-President.

ARTICLE VI -OFFICERS AND DUTIES

Section A: Officers

All officers shall be paid-up members. An officer who misses three consecutive business meetings without reasonable cause shall be subject to action by the Board as to his continuance in office. Each officer shall:

1. Perform the duties outlined in these Bylaws and those assigned in the future.
2. Deliver all official material to his successor one month prior to the end of the fiscal year.
3. Present an annual written report at the annual corporate meeting. The annual corporate meeting, at the discretion of the President or a majority of the officers, may be conducted by email
4. Report on the activities of his office at the request of the President.

Section B: Elected Officers

The elected officers shall be President, Vice-President, Recording Secretary and Treasurer. They may be elected and serve in any one office for no more than three consecutive 2 year terms.

Additional non-consecutive terms may be served as well.

1. The President shall plan meeting agenda, preside at all meetings of the Society, and be an exofficio member of all committees. The President shall, when requested by the Montana State Genealogical Society, submit information about activities of the local Society for the State Society Newsletter.
2. The Vice-President shall temporarily perform the duties of the president or shall fill the unexpired term of the President in the absence or inability of that officer to serve. The Vice-President shall maintain the Society's surname file. They will also be responsible for announcements of all Society meetings and Special Society events to the public media.
3. The Recording Secretary shall record the minutes of the business at Board and Corporate meetings, read the minutes of previous meetings as requested by the President, preserve all minutes and reports, and provide the president with a copy of the previous minutes prior to each meeting.
4. The Treasurer shall collect and record all dues and funds received by the Society, pay all budgeted bills of the Society, keep an accurate record of all receipts and expenditures, and give a financial report at each meeting and an annual report at the annual corporate meeting in November.
 - a. The Treasurer shall maintain the 1.) Checkbook; 2) Bank statements and cancelled checks; 3) Account Book; 4) Paid bills, statements and other financial records.
 - b. Checks must be signed by one of the following four officers: Treasurer, President, Vice-President, or Recording Secretary.
 - c. The Treasurer shall serve as chairman of the budget committee when a budget committee has been determined to be necessary.
 - d. The Treasurer shall maintain a current membership list and provide a copy to the President and Officers in January of each year the Treasurer shall send the current membership list to the Registrar of the Montana State Genealogical Society, and submit to the State Society the appropriate portion of each member's annual dues.

Before July 1 each year the Treasurer shall check for additions to Society membership and send names to the State Registrar via email.

- e. The Treasurer's accounts shall be examined annually before the November meeting by the Auditing Committee.

Section C: Appointed Officers

The Communications Officer, Librarian, and the Webmaster shall be appointed by the President, and must be members with the required skills for the assigned duties. Any appointed officer may simultaneously hold another office.

1. The Communications Officer shall be responsible for preparing a newsletter to be emailed before the meetings in September, November, January, March, and May that informs members of the upcoming meetings, elections, proposed Bylaws amendments and revisions, and other announcements or topics of interest. They will also distribute mail to the appropriate person and handle the non-financial correspondence of the Society, including research requests. This will be done by the President unless otherwise assigned.
2. The Librarian shall catalog and maintain, and suggest new materials for, the Society's Genealogy Collection.
3. The Webmaster shall write and maintain updates to the Society's active websites and Social Media pages, and shall manage its links to the website of the Montana State Genealogical Society. This will be done by the Vice-President unless otherwise assigned.

ARTICLE VII - COMMITTEES AND CHAIRMEN

Section A:

The following committees and chairmen shall be appointed by the President as necessary. They shall recommend policy to the membership and upon approval shall implement it within their estimated budgets. Additional *ad hoc* committees shall be selected to be responsible for special projects as they are undertaken. Chairmen may simultaneously hold other officer positions, and they may ask for assistance from the membership.

1. The Auditing Committee of two or three persons shall audit the Treasurer's records at the end of each fiscal year and shall report its findings in a signed statement at the November business meeting.
2. The Program Chairman shall secure and arrange programs for each meeting. Programs should be centered on genealogy and related topics.
3. The Budget Committee shall determine financial requirements and compile the annual budget. The Treasurer shall serve as chairman. The membership shall approve or disapprove the proposed budget and any expenditure exceeding the approved budget.
4. The Nominating Committee shall consist of at least two members. (For duties see ARTICLE IX -ELECTION OF OFFICERS.)

ARTICLE VIII - MEETINGS

Section A: Business Meetings

1. A business meeting of the Society shall be held in September, November, January, March, and May, unless waived by majority vote. The meeting day will be selected to

- accommodate the majority of the members.
2. Five members in good standing must be present to constitute a quorum for conducting business. Of that five, at least two officers must be included
 3. All voting shall be by simple majority unless otherwise stated.
 4. Any member must be present to vote. A family membership constitutes one vote.

Section B: Board Meetings

1. Meetings of the Board may be called as needed by the President or by a majority of the Board members, provided all Board members are notified. Board meetings shall be open to the Society. In lieu of physical Board Meetings, the officers may hold virtual meetings by email correspondence. Any member may request inclusion in the virtual meeting correspondence between Board officers.
2. A majority of the Board shall constitute a quorum.
3. The Board shall report at business meetings of the Society on proposed policy changes and new projects. Minutes of Board meetings will be read upon request. In the case of virtual Board meetings, copies of email correspondence shall be provided upon request of any member.

ARTICLE IX - ELECTION OF OFFICERS

Section A:

The Nominating Committee shall use the Bylaws (which list each elected officer's duties), together with the current membership list, to select one nominee for each elected office.

Section B:

Following the Nominating Committee's report at the March business meeting, an opportunity shall be given for nominations from the floor.

Section C:

In the absence of a Nominating Committee report, nominations shall be made from the floor.

Section D:

Only those who have consented to serve if elected shall be eligible for nomination either by the Nominating Committee or from the floor.

Section E:

Officers shall be elected by the majority vote of the members present at the May business meeting and take their position for the September Meeting.

Section F:

A vacancy occurring in an elected office other than the Presidency shall be filled for the unexpired term by a member elected by a majority vote at a business meeting. The President may appoint an interim officer.

ARTICLE X - AMENDMENTS AND REVISIONS

Section A:

Bylaws amendments and revisions (hereinafter "proposed change") may be proposed by:

1. Any member or;
2. A five-member committee that shall be appointed by the President every five years, from the time of the last revision, to review the Bylaws. This committee shall report its findings and proposals to the membership.

Section B: Procedure for Proposed Changes:

1. Any proposed changes shall be introduced in writing (in person or in letter) at a business meeting and read into the minutes, and shall be recorded by the Recording Secretary.
2. A copy of the proposed changes and notification of its voting shall be emailed prior to the meeting at which the voting will take place.
3. Voting shall be no earlier than the next business meeting after the proposed changes are introduced.
4. Ratification of a proposed change shall be by a two-thirds majority vote.

ARTICLE XI - FISCAL YEAR

The Society's fiscal year shall be from September 1 through August 31.

ARTICLE XII -PARLIAMENTARY AUTHORITY

The Society shall be conducted in accordance with the parliamentary procedure set forth in the most recent edition of *Robert's Rules Of Order* in case of question not covered by these Bylaws.

This version of the Bylaws, as amended, was accepted by a two-thirds majority vote of the Society on May 9th, 2017, and replaces all earlier Bylaws versions and amendments.

President: _____

Vice-President: _____

Secretary: _____