

SOUTH MISSISSIPPI GENEALOGICAL & HISTORICAL SOCIETY

BYLAWS

ARTICLE I. NAME AND PURPOSES

- A. The name of this society shall be the SOUTH MISSISSIPPI GENEALOGICAL & HISTORICAL SOCIETY.

- B. The SOUTH MISSISSIPPI GENEALOGICAL & HISTORICAL SOCIETY is organized exclusively for non-profit educational, literary, and charitable purposes. The goals of the society shall be to:
 - 1. Promote interest in genealogical research and historical events.

 - 2. Promote public access to historical records.

 - 3. Maintain a library devoted to collecting, transcribing, and preserving public and private records and disseminating genealogical and historical records and information.

 - 4. Conduct public lectures, programs, discussion groups, courses of instruction, and forums related to historical events and issues, genealogical research, and standards of documentation.

ARTICLE II. POLICIES

- A. The society shall be nonsectarian, nonpartisan and nonprofit. No substantial part of the society's activities or assets shall be committed to supporting political campaigns on behalf of any candidate for public office, or to influencing legislation not related to the purposes of the society. This organization shall not carry on any activities not permitted for organizations exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code, or by any future U. S. Internal Revenue Code.

- B. A majority of the society's financial support shall be from membership dues, donations, and activities related to its stated purposes.

- C. No part of the assets or earnings of the society shall inure to the private benefit of or be distributable to any individual, except for payment of reasonable services rendered and reimbursement of expenses incurred in operation of and furthering the purposes of the society. Purchases of items costing more than \$300 shall be addressed by the board and presented to the membership for approval.

ARTICLE III. MEMBERSHIP AND DUES

- A. Membership shall be open to individuals, societies, or other entities that support objectives of the society.
- B. Annual membership dues shall be determined by a vote of the membership upon recommendation of the board at the first meeting of the fiscal year, payable in advance at the beginning of the fiscal year. Persons applying for membership in July, August, and September will have their memberships applied to the upcoming fiscal year.
- C. Members in good standing will receive the society newsletter, may attend, vote and make motions in any meeting, hold office, or be a member of any committee.
- D. Members whose dues have not been paid by December 31 shall be removed from the society's roster, but may be reinstated upon payment of dues for the current year.

ARTICLE IV. FISCAL RESPONSIBIITY

- A. The fiscal year shall commence on the first day of October and shall end on the last day of September.
- B. An auditing committee of three members who are not members of the board shall be elected at the regular August meeting. Nominations of three or more members who are not board members shall be made from the floor. Voting shall be by a show of hands or a ballot; three nominees who receive the highest votes will be selected to serve on the committee. If there are only three nominees, the nominees may be accepted by acclamation. This committee shall audit the financial records of the treasurer and report to the society at its annual meeting in October.

ARTICLE V. OFFICERS

- A. The officers of the society shall consist of a president, vice president, secretary, treasurer, librarian, and historian. The President may appoint a parliamentarian.
- B. At the regular meeting in August of election years, a nominating committee of three or more members shall be elected by the society. Nominations of three or more members shall be made from the floor. It shall be the duty of this committee to present one or more nominees for each office to be filled at the end of the annual meeting in September. Consent of each nominee must have been obtained prior to nomination. Additional nominations may be made from the floor in the September meeting.

- C. The officers of the society shall be elected by a show of hands or a ballot to serve two years. If there are no nominees from the floor, the slate of nominees proposed by the nominating committee may be accepted by acclamation. Their term of office shall begin at the close of the annual meeting at which they are elected.
- D. In the event an elected officer cannot fulfill his or her term, a special election will be held to fill the office.
- E. The offices of Member(s) at large, Newsletter Editor and Webmaster shall be appointed at the beginning of the fiscal year, if there is a vacancy.

ARTICLE VI. DUTIES OF OFFICERS

- A. The duties of the officers shall be as are specified by these bylaws and by the parliamentary authority adopted by the society.
- B. The president shall be the principal officer of the society and shall: preside at all meetings of the society and the executive board; appoint committees; serve as an ex-officio member of all committees, except the nominating committee. The president shall appoint up to three member(s) at large, a webmaster and newsletter editor to serve on the board.
- C. The vice president shall: perform the duties of the president in the absence of the president; serve in such other capacities as may be requested by the president of the society.
- D. The secretary shall: keep an accurate record of the proceedings of all meetings of the society and of the executive board, including a record of those in attendance at each meeting; conduct the correspondence of the society, as requested by the president; and call the meeting to order and preside over the meeting in the absence of both the president and the vice president.
- E. The treasurer shall: have custody of the funds of the society, which shall be deposited in such bank as the society shall direct; collect dues from members; notify members who have not paid annual dues by the regular meeting in November; furnish a current list of paid members and the lines on which they are working to the librarian at the January meeting and notify the president, newsletter editor and librarian of new members as added; make disbursements as required and directed by the society; make a financial report of all receipts, disbursements and outstanding accounts at each regular meeting, furnishing a copy of the report to the secretary; deliver to the auditing committee, prior to the October meeting all records for the current year; keep itemized records of all receipts and disbursements in a permanent file and deliver to the successor treasurer within fifteen days after the close of a term of office all books, records, papers and other property belonging to the society.
- F. The historian shall: prepare a summary of the society's activities, which shall become a permanent part of the society's official history, and maintain a scrapbook; and provide pictures to the newsletter editor for publication.

- G. The librarian shall: keep an up-to-date record of all members and of the lines upon which each is working; furnish each member a copy of this list at the January meeting; be responsible for collection of all family group records, ancestral charts and other genealogical records to be contributed to libraries selected by the society; receive, catalog and arrange library holdings; notify the society of deficiencies in library holdings, materials and equipment needed; and recommend procedures for effective and secure use of the library; utilize petty cash funds generated by library patrons for copies to pay for supplies as needed. In the event library expenses exceed the petty cash fund, receipts shall be presented to the treasurer for reimbursement.
- H. The Newsletter editor shall publish the society newsletter and membership directory and shall be reimbursed by the society for publication costs.
- I. The Webmaster shall be responsible for the design of the society's webpage on the Internet, be responsible for all updates to the site, make suggestions to the society for best providers, design ideas, and marketing strategies.
- J. Immediately after retiring from office, each officer, except the treasurer, shall deliver to the successor in office all accounts, records, books, keys, papers, and other property belonging to the society.

ARTICLE VII. MEETINGS

- A. The regular meetings of the society shall be open to the public and shall be held on the first Tuesday of each month except July. The time of a meeting may be changed by a majority vote of the members, or by the executive board.
- B. The regular meeting of the society in September shall be the annual meeting for the purpose of electing officers, receiving reports of officers and committees, and for other business that may arise.
- C. Special meetings may be called by any means available by the president or by the executive board as needed. No matter shall be considered at the special meeting except that stated in the call. Except in cases of emergency, at least five days notice shall be given.
- D. Five members in good standing present at any meeting of the society shall constitute a quorum.
- E. No member shall have more than one vote; voting by proxy shall not be allowed.

ARTICLE VIII. EXECUTIVE BOARD

- A. The officers of the society, board member(s) at large, and the immediate past president shall constitute the executive board.
- B. The executive board shall: have general supervision of the affairs of the society between its regular meetings; make recommendations to the society; be subject to the directives of the society; and take no actions that shall conflict with the society or its purposes.
- C. Regular meetings of the executive board shall be held at such times and places as shall be determined by the board at its first meeting.
- D. Special meetings of the executive board may be called by the president or upon the request of three (3) members of the board. Requests for meetings and meetings may be communicated/conducted by any available means five (5) days before the meeting.
- E. A majority of the members of the board shall constitute a quorum.
- F. No member shall have more than one vote; voting by proxy shall not be allowed.

ARTICLE IX. COMMITTEES

- A. The standing committees of this society shall be appointed by the president immediately after its annual meeting, as follows: membership, program and publicity. Special committees as may be deemed necessary may be appointed by the president at other times.
- B. It shall be the duty of the membership committee to research, recommend, and lead in activities and efforts to recruit new members.
- C. It shall be the duty of the program committee to plan the programs of the society.
- D. It shall be the duty of the publicity committee to explore means and outlets for publicizing society events, compose news releases, send pertinent news items to the news media and contact news organizations regarding coverage of events.

ARTICLE X. AMENDMENT OF BYLAWS

These bylaws may be amended by two-thirds vote of the members present and voting at any regular meeting of the society, provided notice of the proposed amendment shall have been given at a previous meeting or by electronic notification at least one month in advance.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERTS RULES OF ORDER NEWLY REVISED shall govern the society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the society may adopt.

ARTICLE XII. DISSOLUTION

Upon the dissolution of the Society, the Board shall, after paying and making provisions for payment of all the liabilities of the Society, dispose of all assets of the Society exclusively to such organization or organizations organized and operated exclusively for charitable, educational, religious, or historical purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 as amended (or corresponding provisions of any future United States Internal Revenue Law) as the Board shall determine. Any such assets not so disposed of shall be disposed of by the general trial court of the county in which the principal office of the Society is then located exclusively for such purposes or to or to organizations determined by the court to be organized and operated exclusively for such purpose.