

Kentucky Genealogical Society Bylaws

ARTICLE I – Name

The name of the organization is the Kentucky Genealogical Society, hereinafter referred to as KGS.

ARTICLE II-- Organization

KGS is a nonprofit, 501(c)(3), educational organization.

ARTICLE III – Objectives

The objectives of KGS shall be:

- A. To foster excellence in genealogy through educational programs and projects that preserve, produce, and disseminate knowledge of genealogical or historical value.
- B. To bring together persons who are interested in genealogy or family history, and to promote fellowship and networking.
- C. To encourage the preservation and availability of records essential to genealogical and historical research.

ARTICLE IV – Membership and Dues

Section 1. Membership

- A. Membership is open to all persons who have an interest in KGS's objectives
- B. A person shall be declared a member upon filing a membership application and submitting payment of the annual dues.

Section 2. Types of Membership.

- A. Individual: Upon the payment of annual dues, individuals will become members of KGS with all rights and benefits of membership.
- B. Household: Upon the payment of annual dues, a two (2) household will become members of KGS with all rights and benefits of membership. A household is defined as two people residing at the same physical address. Additional household members at that address may be added to the household's membership by adding 1/2 of the established individual membership fee for each person.
- C. Institutional Membership: Any genealogical/historical society, library, or museum that has completed a membership application or subscribed through EBSCO, and has paid the annual dues becomes an institutional member. This membership will have no voting rights. Any discounts available to an individual member within the institutional organization will be limited to two employees of said institution.
- D. Lifetime Membership: Lifetime memberships are no longer offered, but those who purchased a lifetime membership in the past are fully recognized members of KGS with all benefits available to other members.

Section 3. Annual Dues and Renewal of Membership

A. Annual Dues.

- i. The Board of Directors shall determine the dues for each type of KGS membership for the next calendar year no later than the board meeting prior to the Annual Meeting.
- ii. Annual membership shall be twelve (12) months commencing upon receipt of the payment of annual dues.
- iii. Each new member, regardless of the enrollment date, shall pay full annual dues for their category of membership.

B. Renewal of Membership.

- i. Dues are payable annually on or before the member's expiration date.

- ii. Dues become delinquent as determined by the Board of Directors, at which time the member's status becomes inactive and membership benefits are no longer available to them.

ARTICLE V – Officers

Section 1. Term of Office: The term of office for each elective position, shall be from January 1 for a two-year term.

Section 2. Term Limits: A limit of two consecutive terms for each position will be imposed.

Section 3. Effective Date: Officers will assume the duties on January 1 following the elections.

Section 4. Standing: All officers must be a current member of KGS.

Section 5. Officers: The officers of KGS shall be the President, Vice President, Vice President of Membership, Recording Secretary, Corresponding Secretary, and Treasurer.

A. President.

- i. The president shall preside at all meetings of KGS and of the Board of Directors.
- ii. The president shall appoint all Committee Chairpersons except the Program Committee Chairperson.
- iii. The President shall be an ex-officio member of all committees except the Nominations Committee.
- iv. The President shall perform all duties as required of the office.
- v. The President shall keep the membership informed of all activities of KGS and the Board of Directors.
- vi. The President shall sign all contracts and documents.
- vii. The President shall appoint Special Committees with board approval.

B. Vice President of Administration.

- i. The Vice President shall, in the absence of the President, exercise all the functions of the President and be vested with all of the President's powers.
- ii. The Vice President shall serve as the Chairperson of the Program Committee.
- iii. The Vice President shall automatically assume the duties of President for the remainder of the term in the event of a vacancy in the office of President.

C. Vice President of Membership

- i. The Vice President of Membership shall maintain the membership list.
- ii. The Vice President of Membership will solicit dues.
- iii. The Vice President of Membership will head the Membership Committee.
- iv. The Vice President of Membership will send notices of special meetings to members.

D. Corresponding Secretary.

- i. The Corresponding Secretary shall answer routine correspondence for KGS.
- ii. The Corresponding Secretary shall distribute mail to officers, committee Chairpersons, and others.

E. Recording Secretary.

- i. The Recording Secretary shall keep the minutes of all meetings of KGS and the Board of Directors.
- ii. The Recording Secretary shall present the minutes for approval at the next meeting of the Board.
- iii. The Recording Secretary shall record the minutes for permanent record.
- iv. The Recording Secretary shall preserve all reports and official correspondence.

- v. The Recording Secretary shall take and record a list of all members and guests present at each board meeting.

F. Treasurer.

- i. The Treasurer shall receive all income of KGS.
- ii. The Treasurer shall keep accurate records of all receipts and disbursements.
- iii. The Treasurer shall deposit all funds in KGS account at a reliable bank.
- iv. The Treasurer shall pay out, by check, expenditures as authorized by the Board of Directors.
- v. The Treasurer shall submit the financial accounts for audit by a board-approved auditor.
- vi. The Treasurer shall make such reports and perform such duties of Treasurer as are properly required by KGS and the Board of Directors.

ARTICLE VI– Meetings

Section I. Regular Meetings. Regular monthly meetings of KGS shall be determined by the Board of Directors. The Annual Seminar shall be designated as the monthly meeting in the month it is held.

Section 2. Regular Board of Director’s Meetings. The regular meetings of the Board of Directors shall be held at a date and time to be determined by the Board of Directors. If a Board member is unable to attend in person, the Board reserves the right for the member to attending using a digital format that is agreed on by President

Section 3. Special Board of Directors Meetings. Special meetings of the Board of Directors can be called by the President or upon the request of three members of the Board of Directors. All members of the Board of Directors shall be notified of special meetings at least one week in advance of the meeting. If a Board member is unable to attend in person, the Board reserves the right for the member to attending using a digital format that is agreed on by President.

Section 4. Special Vote. If a vote by the Board of Directors is necessary between board meetings voting by electronic means shall be permitted (see standing rules document).

Section 5. The Annual Meeting. The regular October meeting of KGS shall constitute by the Annual Meeting of KGS.

Section 6. Quorum. A quorum for conducting business at a regular monthly or annual meeting of KGS shall be the active members present at that time, if more than 5% of the members are present. A quorum for conducting the business of the Board of Directors shall be five members of the Board of Directors.

Section 7. Rules of Order. The most current edition of Robert's *Rules of Order, Revised*, when not in conflict with the bylaws of KGS, shall be the authority for the conduct of regular membership meetings and meetings of the Board of Directors.

ARTICLE VII- Board of Directors

Section 1. Board Membership. The Board of Directors shall consist of the officers named in Article V as well as the Immediate Past President, and three members-at-large, elected from the active membership. If an officer holds two offices on the Board, there shall be a 4th Director-at-large elected from the active membership.

Section 2. Responsibilities and Duties. The Board's actions shall not conflict with the purpose of KGS. The responsibilities of the Board shall be to

- A. Establish policies for KGS.
- B. Direct the activities for the benefit of the society.
- C. Assure that expenditures are in line with requirements of IRS Code for nonprofit organizations.
- D. Maintain sound fiscal management policies.

ARTICLE VIII Committees

Section 1. Standing Committees. Standing committees are permanent committees charged with performing the functions of the Society. Their duties include but are not limited to:

- A. Program Committee. The Program Committee shall be responsible for all programs at the regular meetings of KGS.
- B. Membership Committee. The Membership Committee shall be responsible for the preparation and execution of a plan for soliciting new members and encouraging renewals.
- C. Projects Committee. The Projects Committee shall be responsible for initiating and conducting all projects approved by KGS.
- D. Publicity Committee. The Publicity Committee shall be responsible for publicizing the activities of KGS.
- E. Finance Committee. The Finance Committee shall be responsible for the preparation of the budget and shall arrange an annual audit for presentation at the annual meeting. This Committee shall also ascertain new sources of income for KGS.
- F. Publications Committee. The Editorial and Publications Committee shall be responsible for the preparation, editing, and publishing of the Bluegrass Roots Quarterly and other publication duties assigned to this Committee.
- G. Seminar Committee. The Seminar Committee shall conduct the Annual Seminar normally held the 1st Saturday in August.
- H. Technology Committee. The Technology Committee shall be responsible for keeping KGS abreast of advancements in technology and the benefits of that technology to KGS and its members.

Section 2. Chairperson. The Chairperson of each standing committee shall be appointed by the President and is responsible for naming the committee members, who shall carry out the designated functions of the committee under the general direction of the Chairpersons. The Chairpersons shall report the names of their committee members to the President no later than the next regular meeting after the member(s) join the committee

Section 3. Special committees. Special committees may be created to perform a specific function for a limited and specified amount of time.

ARTICLE IX – Elections

Section 1. Annual Elections. Annual elections of officers and Board of Directors members of KGS shall be held at the annual meeting in December in the odd-numbered years.

- A. Nominating Committee. In August, a Nominating Committee of three persons shall be elected by the Board for the purpose of determining and nominating the best and most qualified candidates for Officers and Board of Directors members for the ensuing term. This Committee shall nominate at least one candidate for each elective office of KGS. The

Nominating Committee shall report to the membership those candidates for office at the November meeting. The general membership will vote for the Board of Directors at the December meeting, with the officers taking charge on January 1.

- B. Other Nominations. Any active member of KGS at the annual meeting may make other nominations for elective office from the floor.
- C. Eligibility and Willingness of Nominees. Any active member of KGS is eligible to be nominated to any office in KGS. The willingness to serve and the eligibility of each candidate shall be ascertained by the nominator prior to placing the member in nomination for any elective position.
- D. Voting. Only active members of KGS are eligible to vote in any election. Simple majority of members voting shall constitute the election of any candidate. The three candidates receiving the greatest number of votes shall fill At-Large positions on the Board of Directors.
- E. Ballots. Ballots shall be provided and used when there is more than one candidate for any elective office or more than three candidates for At-Large membership to the Board of Directors.
- F. Balloting Committee. The President shall appoint a Balloting Committee of at least three who will be responsible for distributing, collecting, and tabulating ballots. No candidate for office shall be a member of this Committee.
- G. Tie Votes. In the event of a tie vote for any elective office, as determined by the Balloting Committee, a ballot will be issued and a special vote taken to determine the winning candidate. If, after a special vote, the candidates are still tied, the winner shall be decided upon the toss of a coin.

Section 2. Vacancies. Any vacancies, except that of President, shall be filled by a special election at the first regular meeting following identifying at least one qualified candidate for the position.

ARTICLE X - Amendments

Section 1. Amendments. The bylaws may be amended only at a regular meeting of KGS by a two-thirds (2/3) affirmative vote of the membership present after proposed amendments have been presented and discussed at the previous regular meeting.

Section 2. Proposed amendments to the bylaws shall be submitted in writing to the President, who will appoint an ad-hoc review committee to study the amendment and make recommendations to the membership at the next regular meeting of KGS.

ARTICLE XII - Dissolution

Section 1. In the event of dissolution, all funds and property, both real and personal, remaining after satisfaction of all liabilities will be distributed to a designated organization decided upon by the Board, exempt under Section 501 (C) (3) of the Internal Revenue Code of 1954, as amended, or to the local, state, or federal government for public purposes.

Johnna Waldon

President of KGS

Approved by Society Members

At Frankfort, Kentucky on 12 September 2015