

BYLAWS
SCV GENEALOGICAL SOCIETY

ARTICLE I

NAME

The name of this organization shall be SCV Genealogical Society (SCVGS), a service organization in these Bylaws referred to as the Society.

ARTICLE II

PURPOSE

The purpose of the Society shall be to promote interest in the study of genealogy, to provide its members with education and the exchange of helpful information in tracing their family histories, and to encourage fellowship among its members.

ARTICLE III

AUTHORITY AND LIMITATIONS

The Society will operate as a club within the Sun City Vistoso Community Assn. Inc., in these Bylaws referred to as SCVCAI, in compliance with its Bylaws and Regulations, but will not conduct business or obligate funds in the name of SCVCAI.

ARTICLE IV

MEMBERS

Section 1. Membership shall be open to any person having a current SCVCAI membership card or to any former resident of Sun City Vistoso who was a member of the Society while a resident. No eligible person shall be denied membership because of race, color, religion or national origin. Only members are entitled to have voice or vote in any portion of a business meeting of the Society.

Section 2. Annual dues shall be on a calendar year basis. The amount for the annual dues or partial year dues, if any, must be first approved by the Board of Directors, and then by a majority vote of those members present and voting at a regular Society meeting.

ARTICLE V

OFFICERS

Section 1. The Officers of the Society shall consist of the following: President, Vice-President, Secretary, and Treasurer. The Board of Directors shall consist of the Officers and a Director at Large. The previous past President shall serve as an ex-officio member of the Board with voice but no vote at the Board meetings.

Section 2. Every elected Board member shall hold office for a term of one (1) year and may be elected to the same office for not more than two (2) consecutive terms. No member shall hold more than one (1) office at a time.

ARTICLE VI

NOMINATIONS AND ELECTIONS

Section 1. Prior to the February meeting each year, the President shall appoint a Nominating Committee and designate its chairperson. These appointments are to be announced at the February meeting. The committee will nominate one member, with the member's consent, for each office to be filled and will report the slate to the Society at the March meeting. Election of Board members will take place at the April meeting. Installation of the new Board will be in May. Official duties shall begin with the new fiscal year.

Section 2: The slate of candidates proposed by the Nominating Committee shall be electronically published to the membership on the Society website, and posted on the door of the Genealogy Research Room in the Vistoso Center, or on the bulletin board inside the room at least two weeks prior to the election meeting in April.

Section 3: Nominations may be made from the floor, with the consent of the nominees(s) at the April meeting.

Section 4: A majority of those members present and voting shall elect. In case of multiple candidates for a given office, the vote shall be by written ballot.

ARTICLE VII

GOVERNING BODY

Section 1. The governing body of the Society is the Board of Directors, as defined in Article V, Section 1 above. At the discretion of the President,

Chairpersons of standing committees may be invited to attend meetings of the Board with voice and no vote.

Section 2. It shall be the duty of the Board to conduct, manage and control the affairs and business of the Society between meetings of the regular membership.

Section 3: Board Meetings:

- a. The Board shall meet monthly, if necessary.
- b. Prior to the new Board members taking office, there shall be individual meetings between each of the outgoing and incoming Board members for each Board position held.

Section 4: Three (3) voting members of the Board shall constitute a quorum.

Section 5: A vacancy occurring in any office, other than the presidency, shall be filled by Board appointment. Should the President resign or be unable to serve, the Vice-President will automatically assume that office.

Section 6: All Board members, upon retiring from office, shall deliver all records, procedure books and other property belonging to the Society to their successor(s).

ARTICLE VIII

DUTIES OF OFFICERS

Section 1: **PRESIDENT:** The President shall be the chief administrator of the Society and shall preside over all meetings; shall be an ex-officio member of all committees, except the Nominating Committee; shall appoint the Chairpersons of both Standing and Special Committees; and shall appoint a committee of two or three (2 or 3) to audit the outgoing Treasurer's books at the end of each fiscal year. In addition, the President or the President's designee shall schedule facilities usage with the SCVCAI Facilities Coordinator, and negotiate and sign for Society contracts.

Section 2: **VICE-PRESIDENT:** The Vice-President shall assist the President and shall, in his/her absence, perform the duties of that office.

Section 3. **SECRETARY:** The Secretary shall record the minutes of regular and special meetings of the Board and general membership and shall publish via e-mail the minutes of the Board meetings to the Board members, and electronically publish the minutes of the general membership meetings to the members on the Society website; shall be in charge of all records of the Society, other than the financial and

membership records; shall be responsible for correspondence as required by the members of the Board, and shall make available to SCVCAI any non-routine reports it requires.

Section 4. **TREASURER:** The Treasurer is the Society's chief financial officer and shall be responsible for collecting the annual dues of the members and other monies, if required; shall pay all bills owed by the Society; shall present a financial report at each meeting of the Board and electronically publish it on the Society's website to the membership; and shall present the Society's annual financial report to the Audit Committee.

Section 5. **DIRECTOR AT LARGE:** The Director at Large shall represent the general membership; shall handle special projects as deemed necessary and required by the Board; and shall function in the capacity of other Board Officers during any short term absence, excluding the absence of the President.

ARTICLE IX

COMMITTEES

Section 1. The President shall appoint Committee Chairpersons of all committees including Program, Hospitality, Library, Membership, Ancestral Search and others deemed necessary.

Section 2. Unless otherwise provided for in these Bylaws, members of each committee shall be appointed by the Committee Chairperson.

Section 3. Each committee shall maintain brief up-to-date procedures which shall describe the duties of the committee members and chairperson.

ARTICLE X

FISCAL AND FINANCE

Section 1. The fiscal year shall be July 1 through June 30.

Section 2. An annual audit of the Treasurer's books shall be made by an Audit Committee of two or three (2 or 3) members appointed by the President. The audit shall be made following the end of the fiscal year and shall be reported to the Board of Directors and the General Membership at the next regular meeting of each.

Section 3. Budget:

- a. The Treasurer shall prepare a budget to be approved by the Board at its first meeting of the fiscal year, and electronically published to the membership on the Society's website after Board approval.
- b. The budget may be revised as needed during the year with the approval of the Board of Directors.
- c. No single unbudgeted expenditure in excess of five hundred dollars (\$500) shall be made without the approval of the membership.

Section 4. The Treasurer and at least one other Officer shall be authorized to sign checks.

Section 5. No member of the Society shall receive compensation for services performed.

ARTICLE XI

SOCIETY MEETINGS

Section 1. Meetings shall be held monthly October through May on the second Tuesday of the month unless otherwise designated.

Section 2. Special meetings may be called at any time by the President, or by any two (2) members of the Board, provided notice of such meeting has been given by telephone or e-mail to members in the area, at least two (2) days prior to the day of such meeting.

Section 3. All meetings, unless otherwise designated, shall be held at SCVCAI facilities.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall be the authority on all questions of parliamentary law unless in conflict with these Bylaws, SCVCAI or with the laws of the State of Arizona.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting, at a regular or annual meeting of the Society provided (a) the text of the proposed amendment or proposed new Bylaw(s) has been presented to the membership as an item of business in a prior meeting and provided (b) that the written text of each proposed amendment or proposed new Bylaw(s) has been electronically published on the Society's website, and has been posted on the door of the Genealogy Research Room in the Vistoso Center, or on the bulletin board inside the room at least two (2) weeks prior to the meeting when it is voted upon.

ARTICLE XIV

DISSOLUTION

In the event of Dissolution of this Society, all assets will be donated to SCVCAI. Dissolution is mandatory when membership drops below the SCVCAI required level of 15 paid members.

Dissolution will not be initiated until all outstanding Society debts are satisfied. The President may direct the use of any and all assets to satisfy outstanding debts, provided the majority of the Society membership has voted for the President to do so.

All members must be advised that they are liable for any debts incurred by the Society and must satisfy them in full prior to the Society's dissolution.

If dissolution is contemplated, the membership must be notified at least two weeks in advance of the meeting date and time in which the motion to dissolve is brought to a vote.