

**LAKE HAVASU GENEALOGICAL SOCIETY, INC
BYLAWS**

Contents

Article I. Official Name

Section 1. The name of this organization shall be known as Lake Havasu Genealogical Society, Inc., (hereinafter called the society).

Section 2. The Society Headquarters are to be in Lake Havasu City, AZ.

Article II. Purposes

Section 1. The purpose of this Society is to encourage people to research their family history, geography, and values to gain a richer understanding of the nation's history and culture and the role of the family in maintaining a civil society.

Section 2. The Society shall support this purpose by collecting, cataloging, preserving, and providing access to genealogical reference and educational material and by conducting other appropriate programs and activities.

Article III. Non-Profit Corporation

Section 1. The Society shall be operated as a non-profit corporation and no part of its resources shall be used to inure to the benefit of any member or individual.

Section 2. This non-profit corporation is organized exclusively for charitable and educational purposes. For such purposes, this includes the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.

Article IV. Membership

Section 1. Membership in the Society shall be open to any individual interested in promoting the objectives of the Society, subject to the payment of membership fees.

Section 2. Individual and couples annual membership dues, per calendar year, shall be established by a two-thirds (2/3) vote of the members present at a general meeting. These dues shall be payable at the first meeting of the calendar year. Each member shall have voting rights.

Article V. Officers

Section 1. The elected officers shall consist of a President, a Vice-President, a Treasurer, a Recording Secretary, a Corresponding Secretary, and a Member at Large. Officers will be installed at the general meeting in December and take office January. Additional elected positions shall require an amendment to this article.

Section 2. Any member of the Society having been a member for at least one year (12 months), is eligible to be nominated for office.

Section 3. The President shall be the principal executive officer responsible for the general supervision of the Society and Board affairs and shall preside at all meetings of the Society and Board; be an ex-officio member of each committee, except the Nominating Committee, and appoint all committee chairpersons.

Section 4. The Vice-President shall perform the duties of the President in his/her absence or inability to serve and assume the presidency in the event that the office is vacated, serving out the unexpired term.

Section 5. The Member at Large shall act as a liaison between the general membership and the Board of Directors. The Member at Large shall be a member of the Audit and Budget Committees.

Section 6. The Recording Secretary shall keep accurate records of all general meetings and all Board Meetings. The minutes of each preceding meeting shall be presented during business sessions of each respective meeting. His/her duties will include providing copies of the minutes to the President within 10 days after each meeting.

Section 7. The Treasurer shall keep financial records in accordance with professionally accepted accounting methods. The Treasurer shall have custody of the funds of the Society and shall deposit them in an insured financial institution. The Treasurer shall submit monthly financial reports and an annual financial report through the Board to the Membership. The Society's books shall be reviewed or audited at the close of the fiscal year.

Section 8. The Corresponding Secretary shall handle all general correspondence, notices, news, and publicity releases.

Article VI. Board of Directors

Section 1. The Board of Directors (hereinafter called the Board) shall consist of the Elected Officers, the Immediate Past President, Membership Administrator and Chairperson of the House Committee.

Section 2. The duty of the Board is to act for the organization between general meetings of the Society. None of its acts shall conflict with actions taken by the Society and these bylaws.

Section 3. Any member of the Society has the right to attend regular and special meetings of the Board, but is not permitted to vote on any action taken by the Board. The members shall be made aware of all scheduled Board meetings.

Section 4. The Board members shall make monthly reports to the Society at general meeting.

Article VII. Meetings

Section 1. General Meetings shall be held monthly at a time, date, and location agreed to at a general meeting.

Section 2. The Board shall generally meet once each month and such other times as deemed necessary by the President. The President, or any other members, may call a special meeting with 5 days advance notification to all available board members by either letter, spoken word, or electronic mail.

Section 3. Both Board and General meetings may be suspended during a month when there is expected to be low activity or participation by the members.

Article VIII. Standing Committees

Section 1. Standing Committees and positions recommended are: Newsletter, Website, Education, Historian, House, Library Manager, and Membership Administrator. All committee chairperson may be appointed or re-appointed in January for each year by the President with the approval of the Board.

Article IX. Special Committees

Section 1. Special Committees shall be appointed by the President as needed. The President may also appoint a Parliamentarian if desired. Examples of Special Committees are Nominating, Audit, and Budget.

Article X. Finances

Section 1. The Society fiscal year shall be April 1 through March 31.

Section 2. The Budget Committee shall submit an annual budget to the Board for review in March. The budget is subject to membership approval.

Section 3. The established membership dues are based on single or couple memberships. The dues are considered delinquent if not paid by February First (1) of the calendar year.

Article XI. Terms of Office

Section 1. The terms of the elected officers shall be one calendar year.

Section 2. The terms of standing committee chairperson shall be one calendar year.

Section 3. Special Committee chairpersons shall serve a term equal to the length of their project but must be reappointed each calendar year.

Article XII. Elections

Section 1. The Nominating Committee shall present its slate of officers to the membership during the October General Meeting. Nominations from the floor may be made at the October and November General Meetings, with approval of the nominees.

Section 2. The election of officers shall take place during the November General Meeting. The vote can be by printed ballot or by acclamation if the slate is unopposed. The candidate receiving the most votes for each office is elected.

Section 3. The Nominating Committee shall handle all distribution, collection and counting of the ballots. They will then present the results of the vote to the President for announcement. The President may appoint additional tellers at his/her discretion.

Section 4. The installation of officers shall take place at the December general meeting and newly elected officers shall assume office on January 1.

Section 5. Any vacancy in the elected offices, except the Vice-President shall be filled by appointment of the President with the approval of the Board, except where otherwise restricted by these bylaws.

Section 6. All records of the outgoing officers shall be transferred to the corresponding incoming officers prior to the January Board meeting.

Article XIII. Quorum

Section 1. The members in attendance at a general meeting shall constitute a quorum.

Section 2. Five (5) members of the Board of Directors shall constitute a quorum

Article XIV. Parliamentary Authority

Section 1. *Roberts Rules of Order*, as most recently revised, shall be the parliamentary authority for all matters not specifically covered herein or in the Articles of Incorporation.

Article XV. Reserved

Article XVI. Insurance

Section 1. The Society's property and holdings shall be insured.

Section 2. The Society shall be covered by liability insurance.

Article XVII. Amendments to Bylaws

Section 1. New bylaws may be amended or revised by a two-thirds vote of those members present at a general meeting, the proposed changes having been submitted in writing and copies distributed at a previous general meeting.

Section 2. All proposed amendments shall be submitted to the Recording Secretary in writing and signed by the proponent.

Section 3. Future adopted amendments to the bylaws shall be incorporated into the main body in the article and section where they belong.

Article XVIII. Dissolution

Section 1. Upon dissolution of the Society, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal government or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the office of the Society is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated for such purposes.

End Bylaws

Originally Adopted 05/19/2000

Amended at the November 17, 2000 General Meeting upon recommendation of the Board of Directors.

Amended at the December 22, 2000 General Meeting upon recommendation of the Board of Directors.

Amended at the March 16, 2002 General Meeting upon recommendation of the Board of Directors.

Amended at the November 18, 2005 General Meeting upon recommendation of the Board of Directors.

Amended at the February 19, 2010 General Meeting upon recommendation of the Board of Directors.

Amended at the May 16, 2018 General Meeting upon recommendation of the Board of Directors.

This copy of the By-Laws has been created from the original plus incorporated amendments as required by Article XVII, Section 3.