

# COLLETON GENEALOGY SOCIETY

## BYLAWS

### ARTICLE I. IDENTIFICATION

- Section 1. The name of this organization shall be Colleton Genealogy Society, hereinafter referred to as CGS.
- Section 2. The area served by CGS shall be Colleton County and its neighboring counties, especially those townships of adjacent counties which once were part of Colleton District.
- Section 3. CGS shall be an all-volunteer, non-profit, non-political, and non-sectarian organization in compliance with the IRS section 501(c)3.

### ARTICLE II. OBJECTIVES

- Section 1. The role of CGS is to collect, preserve, and archive genealogical and Genealogy materials, with particular interest in being a resource site for the ancestry of the people of Colleton and nearby counties. This role includes promoting interest and providing presentations and/or publications for education and for expanding understanding of our earlier peoples.
- Section 2. CGS shall strive to maintain an archive or center as a local space to organize and preserve genealogical lineages and such useful documents as are entrusted to us. CGS will endeavor to make these materials available to members and to visitors who come to the location for local research.
- Section 3. CGS shall strive to publish quarterly a newsletter, The Rice Planter. This newsletter should provide the membership with basic happenings and the current status of CGS, with particular emphasis on local genealogical research, studies of area family lines, and similar information.
- Section 4. The objectives of the SCGS bylaws shall be supported.

### ARTICLE III. MEMBERSHIP, FISCAL PERIOD, AND DUES

- Section 1. Membership in CGS shall be open to any person or organization interested in Genealogy, genealogy and in the objectives of CGS.

- Section 2. Membership may be Individual, Family (two persons at the same address), or organization and is to be by submission of a completed application and by payment of annual dues.
- Section 3. CGS membership may begin anytime during the year. Applications after September 1 may be applied to membership in the following year, at the discretion of the Treasurer / Membership Chair.
- Section 4. The fiscal year shall run from January 1<sup>st</sup> through December 31<sup>st</sup>.
- Section 5. Membership dues shall be payable annually, and as soon as possible after January 1. Members more than 3 months late in payment of dues will become inactive and will be taken off of the Rice Planter mailing list. Active reinstatement will occur with late payment, but back issues of current publications may not be sent unless specifically requested.
- Section 6. The amount of the annual dues shall be set by the CGS Board and approved by the membership. Dues should be paid to CGS, and given or mailed to the CGS treasurer.

#### ARTICLE IV. MEETINGS

- Section 1. CGS shall hold monthly meetings except for July, August, and December. Programming at meetings should allow for expression of the various fields and interests of Genealogy and genealogy.
- Section 2. All CGS members who are in attendance at a meeting may vote and shall constitute a quorum.
- Section 3. CGS, in place of a June meeting, and at its discretion, may hold a public workshop, consisting of morning speakers on various Genealogy and genealogical topics, and an afternoon of assisted research for attendees.

#### ARTICLE V. THE BOARD OF DIRECTORS

- Section 1. The Board of Directors of CGS (or Board) shall consist of the elected officers of the chapter.
- Section 2. The Board shall have authority over CGS affairs during the interval between meetings of the membership.
- Section 3. The current President and Secretary shall serve as Chairman and Secretary of the Board as well.

- Section 4. The Board shall meet at the call of the President, or of three Board members, or upon petition of one-third of the members of CGS.
- Section 5. Three members of the CGS Board shall constitute a quorum to transact business.
- Section 6. In the case of the need of immediate action, the President may take a vote of the Board by email or by phone, to be documented promptly in writing, and given to the Secretary for the records. At least 3 affirmative votes must be received for the proposal to carry.

ARTICLE VI. OFFICERS/DUTIES

- Section 1. The elected officers of CGS shall be the President, the Vice President, the Secretary, the Treasurer, the Newsletter Editor, Webmaster and the Historian/Archivist. Terms shall be for 2 years.
- Section 2. The election shall take place on even years, at the November CGS meeting. Service shall begin the following January 1<sup>st</sup>.
- Section 3. The President:
- a. Shall be the chief executive, administrative, and legal officer of CGS.
  - b. Shall preside at all meetings of CGS and of its Board, and shall call special meetings of CGS and of the Board when needed.
  - c. Shall follow standard, simple, parliamentary procedures.
  - d. Shall see that all decisions of the CGS membership and of the Board are faithfully executed.
  - e. Shall appoint necessary committee members and chairs, with approval of the Board, and shall serve as an ex-officio member of all committees, except for the nominating committee.
  - f. Shall sign letters and documents necessary to carry out the will of CGS.
  - g. Shall, with Board approval, fill any vacated Board position, until the next election.
  - h. Shall see that CGS programs of interest are publicized not only to members but, when beneficial, to the general public.
  - i. Shall, with the Historian/Archivist, be a conduit for receiving and handling inquiries for local Genealogy and genealogical information.
  - j. The President shall be responsible for signing and submitting all leases for the local archive.

**Section 4. The Vice President:**

- a. Shall preside in the absence of the President, and shall fill the office of President in case of vacancy.
- b. Shall annually see that a site is provided for CGS meetings, with appropriate scheduling.

**Section 5. The Secretary:**

- a. Shall keep a record of the proceedings of the CGS meetings and the Board meetings, and shall read or otherwise distribute the minutes at the next meeting.
- b. Shall provide a brief summary of the minutes to the Newsletter Editor for inclusion in the next Newsletter.
- c. Shall keep and have available at all meetings a copy of the Bylaws of CGS.
- d. May help the President publicize meetings to the membership and to others.
- e. Shall carry on any official correspondence requested by other officers.

**Section 6. The Treasurer:**

- a. Shall receive all funds of CGS, deposit them in the bank, and pay all regular and recurring bills of CGS. The Board should approve all CGS bills that are non-recurring and over \$100. In the absence of the Treasurer, the President shall perform the duties until return of the Treasurer, or in case of vacancy, until the President and Board shall appoint a successor to serve.
- b. Shall pay the recurring costs of operating the archival location, including the payment of annual rent, annual liability insurance, and the calculated portion of annual fire insurance.
- c. Shall make available at each meeting a written financial report.
- d. Shall keep membership records, including a list of active members, and a current mailing list, to be available to officers, and especially to the Newsletter Editor for CGS mailings.

**Section 7. The Historian/Archivist:**

- a. Shall receive and archive materials of a Genealogy or genealogical nature deemed useful.
- b. Shall keep an inventory of all materials archived.
- c. Shall notify the Newsletter Editor of new acquisitions and donations.
- d. Shall direct the functions of the archival location, under the guidance of The Board.
- e. Shall try to be responsive to inquiries about genealogical information which CGS may have.

Section 8. The Editor of the Newsletter:

- a. Shall prepare, edit and mail to the CGS membership a quarterly newsletter, The Rice Planter.
- k. Shall provide quarterly to the Treasurer a list of costs incurred in providing the newsletter.

Section 9. The Webmaster:

- a. Shall provide a website for posting of pertinent CGS information and links.

ARTICLE VII. COMMITTEES

Section 1. Nominating Committee:

- a. Three members shall be appointed by the President and approved by the Board preferably in May, but at least by September, of each even year.
- b. The committee shall, at the October CGS meeting, present its proposed slate.

Section 2. Other Committees:

- a. From time to time the President may form a committee to work on various areas of emphasis to CGS. Such committees might include Cemetery, Membership, Programs, Publicity, Workshop, and others.

ARTICLE VIII. AMENDMENTS

Section 1. Proposed Bylaw amendments, as approved by the Board of Directors, shall be posted on the website or printed in the newsletter at least 30 days before the meeting for consideration.

Section 2. These Bylaws may then be amended or changed by a two-thirds majority of member present at the regular or called meeting of CGS.

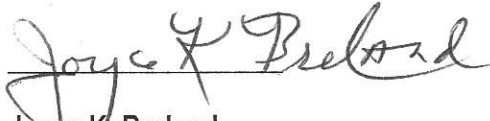
ARTICLE IX. PARLIAMENTARY AUTHORITY

In all instances not covered by the Constitution or these By-Laws, Robert's Rules of Order, latest revised edition, shall stand as the final authority of the Society.

**ARTICLE X. DISSOLUTION**

Section 1. Upon the dissolution of CGS, its residual assets shall be distributed for one or more exempt purposes and to interested local organizations which themselves are exempt as organizations, such as described in Sections 501(c)(3) or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or Local government for public purpose. Any such assets not so disposed shall be disposed of by a Court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. The last duly elected Board of Directors shall carry out such dissolution as described herein.

These Bylaws were adopted by a unanimous vote of those CGS members present at the April 13, 2014 meeting, Walterboro, SC.



Joyce K. Breland  
President of CGS



Catherine Branham  
Secretary of CGS