

BYLAWS OF THE ROCK ISLAND COUNTY ILLINOIS GENEALOGICAL SOCIETY

ARTICLE 1: NAME

Section 1: The name of this organization is the Rock Island County Illinois Genealogical Society, hereinafter called the Society.

ARTICLE 2: PURPOSE

Section 2: The purposes of the Society shall be to:

1. Preserve and perpetuate members' ancestral records and assist each other in genealogical research.
2. Discover, collect, and preserve any materials which may help to establish or illustrate the history of Rock Island County and all of Illinois.
3. Publish historical and genealogical materials covering, but not limited to, this area.
4. Establish and maintain a genealogical library to aid research through purchases, exchanges, donations, contributions and Society projects.
5. Receive and hold gifts of real and personal estate from any source for the benefit of the Society.
6. Conduct or sponsor lectures, discussions, workshops and conferences aimed at improving our knowledge of genealogical research methods and the resources available.

ARTICLE 3: INCORPORATION

Section 3:

1. The Society shall be incorporated under the general Not-for-Profit Corporation Act of the State of Illinois.
2. For the purposes of incorporation, the registered office of the Society shall be at 606 12th Avenue, Orion, IL 61273, and the registered agent shall be Beth Hoffman at the above address, and the Board of Directors shall be the elected officers, the immediate past president, and the standing committee chairpersons specified in these Bylaws and the Standing Rules of the Society.
3. The Treasurer shall file an annual report with the Illinois Secretary of State on forms provided by that office by 01 August, each year, with filing fees paid by the Society.
4. The Bylaws of the Society shall not conflict with the Act, especially in the event of a merger, consolidation or dissolution and distribution of assets.

ARTICLE 4: MEMBERSHIP

Section 4:

1. Membership in the Society shall be open to all who are interested in the purposes of the Society.
2. There shall be the following classifications of membership: charter, regular, family, student, contributing and life.
 - a. Charter: Those members enrolled by December 31, 1973. These members pay less than regular members.

- b. Regular.
 - c. Family: Family membership shall be \$2.00 more for each additional member at the same address.
 - d. Student: Grade, high school & college.
 - e. Contributing.
 - f. Life.
3. Membership dues shall be fixed by the Board of Directors annually.
 4. The Society's membership year shall be on a calendar year basis, from January 1 to December 31. Dues are payable on or before January 1 and are delinquent at the end of February. Members admitted after July 1 shall be credited as dues paid for the next year.

ARTICLE 5: ELECTED OFFICERS

Section 5:

1. Elected officers shall be members of the Society.
2. Elected officers shall be:
 - a. President
 - b. Vice-President
 - c. Recording Secretary
 - d. Treasurer
 - e. Corresponding Secretary
 - f. Members-at-Large (3)
 - g. Immediate Past President
3. Elected officers shall be elected for one year and shall serve no more than two consecutive terms, except for the Treasurer who may not serve more than five consecutive terms. At the board's discretion, the consecutive term limit may be waived.
4. The President shall:
 - a. Supervise the work of the Society.
 - b. Preside at all meetings of the Society.
 - c. Represent the Society with the Illinois State Genealogical Society.
 - d. Appoint/terminate chairpersons of standing committees with the advice and approval of the Board of Directors.
 - e. Act as custodian of the Society's Post Office box or designate a custodian.
 - f. Receive and distribute mail to the appropriate officer, committee or project head or designate a custodian to perform duty.
 - g. Remove monies received by mail, annotate the mail on the amount received and provide the monies to the Treasurer for accounting and deposit or designate a custodian to perform duty.
 - h. Be an ex-officio member of all committees and projects, except the Nominating Committee.
 - i. Coordinate all committee functions.
5. The Vice President shall:
 - a. Perform the duties of the President in his/her absence or inability to serve.
 - b. Perform such other duties as assigned by the President.

- c. Prepare the annual program plan of the Society for regular meetings, and special workshops.
 - d. Prepare news releases on Society programs.
 6. The Recording Secretary shall:
 - a. Record, through minutes, the business of all meetings of the Society and the Board of Directors.
 - b. Maintain the official record of the Bylaws, Standing Rules (policies and procedures) and Minutes and have them available at every meeting.
 7. The Corresponding Secretary shall:
 - a. Send notices preferably via e-mail to membership regarding board meetings and general meetings.
 - b. Send other information preferably via e-mail as requested by the board.
 8. The Treasurer shall:
 - a. Receive and have custody of all funds of the Society and shall deposit them in the name of the Society in such local financial institution in such type of accounts as may be approved by the Board of Directors.
 - b. Keep accurate records of receipts and disbursements in a ledger and submit them for audit January 31st.
 - c. Disburse Society funds by numbered check, signed by the Treasurer or the President, or other designated officer, and as approved by the Board of Directors or the membership.
 - d. Give a report of the financial status of the Society at each meeting of the Board of Directors, and regular meetings of the membership.
 - e. Prepare a budget for each calendar year with input from officers and committee chairs. Preliminary budget will be presented at January board meeting with final budget approved no later than February board meeting.
 - f. File papers necessary to register the Society as a tax-exempt organization under the Federal Internal Revenue Code and the State of Illinois.
 - g. File periodic reports required by the Illinois Secretary of State as specified in Section 3.
 - h. File IRS form 990-N (e-Postcard) with the Federal Internal Revenue Service annually by May 15 as required by the Federal Internal Revenue Code to maintain tax exempt status.
 - i. Act as custodian of Society's safe deposit box, with keys to be held by Treasurer and President, or other designated officer.
 - j. Shall be bonded, the amount to be determined by the Board, and the cost of bonding paid by the Society.
 9. The Members-at-Large shall:
 - a. Serve as a resource of knowledge and counsel to the Board of Directors.
 - b. Participate actively in Society policy and program issues.
 - c. Welcome and engage members at Society meetings, programs and events.
 10. The Immediate Past President shall:
 - a. Act as an advisor to the current President and Board of Directors.
 - b. Serve during all terms of current President, until the successor Immediate Past President is appointed.

ARTICLE 6: MEETINGS

Section 6:

1. Regular meetings of the Society shall be held monthly, January through October. Time and place of regular meetings shall be specified in the Standing Rules.
2. An annual meeting will be held, usually in November either in-person or virtually, when officers for the upcoming year will be installed. The annual meeting, if held in-person, may include a dinner.
3. Special meetings or workshops may be held subject to the approval of the Board of Directors, and the concurrence of the membership.
4. Twelve members shall constitute a quorum for regular, annual, and special meetings.

ARTICLE 7: BOARD OF DIRECTORS

Section 7:

1. The elected officers, standing committee chairpersons, immediate past president, and three members-at-large shall constitute the Board of Directors. At-large members will be elected to serve a three-year term in rotation.
2. The Board of Directors shall be subject to the will of the membership.
3. Regular meetings of the Board of Directors shall be held monthly. Special meetings shall be at the call of the President, or any two elected officers, provided that prior notice has been given. Six (6) members of the Board shall constitute a quorum.
4. The Board of Directors shall:
 - a. Transact the business of the Society during meetings. If an unexpected issue arises a special board meeting will be called. Virtual voting is allowed.
 - b. Make recommendations to the membership to further the aims and objectives of the Society.
 - c. Review and reaffirm, or revise and update the job descriptions and standing rules, as appropriate.
 - d. Approve the financial institution and types of accounts in which Society funds are deposited and the disbursements of those funds.
 - e. Create special committees and projects as necessary.
 - f. Approve appointments and terminations of committee chairpersons made by the President.
5. No one shall hold more than one elected office at any one time.

ARTICLE 8: STANDING AND SPECIAL COMMITTEES

Section 8:

1. There shall be the following standing and special committees and others as deemed necessary by the Board of Directors, their duties to be listed in the Standing Rules.
 - a. Registrar.
 - b. Library.
 - c. Cemetery.
 - d. Queries and Research.

- e. Digital Technology.
 - f. Publications.
 - g. Funeral Card Indexing.
 - h. Fundraising.
 - i. Education.
 - j. Historian.
 - k. Mailing
2. The following special committees shall be established with duties and functions as specified in the Standing Rules.
- a. Auditing.
 - b. Conference.
 - c. Goals
 - d. Nominating.

ARTICLE 9: PARLIAMENTARY RULES

Section 9:

Roberts Rules of Order shall govern parliamentary procedures of the Society unless otherwise specified in these Bylaws or in the Standing Rules.

ARTICLE 10: DISSOLUTION

Section 10:

The Society may be dissolved by meeting the requirements of the Illinois Not For Profit Corporation Act. Assets remaining after satisfaction of liabilities shall be distributed to a designated organization(s) of similar objectives exempt under Section 501c3 of the Internal Revenue Code or the Federal, State, or local government for public purpose.

ARTICLE 11: AMENDMENTS

Section 11:

It is recommended that these Bylaws be reviewed every 5 years. These Bylaws may be amended at any regular meeting of the membership by a two-thirds vote of the members present, provided that twenty days previous notice has been given to the voting body of the membership.

ARTICLE 12: STANDING RULES

Section 12:

Standing Rules may be adopted, revised, or suspended at any meeting of the Board of Directors, by a majority vote, without prior notice.