



# East Texas Genealogical Society

Founded 1977



Post Office Box 6967

Tyler, Texas 75711-6967

Representing Anderson, Gregg, Henderson, Panola, Rusk & Smith Counties

# BYLAWS



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## **ARTICLE I - NAME**

The name of this organization shall be EAST TEXAS GENEALOGICAL SOCIETY, referred to herein as the "Society." The Society may conduct its affairs, transact business or receive mail at such places as the Executive Board may determine from time to time.

## **ARTICLE II - PURPOSES**

Section A. The purposes of this Society shall be:

(1) To bring together persons who are researching family history, and to promote fellowship and cooperation among them.

(2) To foster, stimulate, and share ideas, information, methods and practices in family research, as well as act as a training agency for persons interested in genealogical research.

(3) To collect, preserve and make available to interested persons, material on family history, with special emphasis on research material concerning past and present families in the Counties of Special Emphasis (Section C. Below),

(4) To cooperate to the extent practicable with other similar societies and associations which are interested in genealogy and history.

(5) To encourage those officials in charge of public records and genealogical collections to preserve them and make them readily accessible to interested persons through printed media and the Internet.

(6) To encourage respect for and the preservation of the family unit.

Section B. The said Society is organized exclusively for educational, scientific and literary purposes, including for such purposes, compiling and distributing genealogical research publications to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954.

Section C. The following named counties shall be designated as "Counties of Special Emphasis": (1) Anderson; (2) Gregg; (3) Henderson; (4) Panola; (5) Rusk; and (6) Smith. The Executive Board may modify the list of Counties of Special Emphasis from time to time by resolution.

## **ARTICLE III - MEMBERSHIP**

Section A. Membership shall be open to anyone interested in subscribing to the purposes of this Society, whether living in the general area or elsewhere, upon payment of dues and such

membership shall include the right to receive *The Bulletin* and *East Texas Family Records*. Upon payment of dues, the member shall receive the four quarterlies published for that year and all newsletters, *The Bulletin*, published after date of membership.

Section B. There shall be five classes of active membership, viz.: (1) Individual or Family; (2) Student; (3) Patron; (4) Benefactor and (5) Life. An active member shall have all the duties and privileges of membership, and shall be encouraged to bring new members and generally promote the objectives and aims of the Society.

Section C. Active members who fail to pay annual dues within sixty (60) days after the beginning of any membership year shall be considered delinquent and not entitled to the rights and privileges of membership until all current dues are paid. No person shall receive issues of the Society's quarterly for any calendar year for which dues have not been paid.

Section D. On majority vote of the Executive Board of the Society, Special Life Memberships may be granted to those persons upon whom the Society may wish to confer special distinction in recognition of significant contribution to genealogy in the East Texas area. Such Special Life Member shall have all the rights and privileges of an active member and shall be exempt from payment of annual dues.

## **ARTICLE IV - DUES**

Section A. Dues payments for membership shall be set by the Executive Board and shall be printed on the membership application form. Any changes in the dues shall not become effective until January 1 of the following year and will be effective for that year and all subsequent years until changed by the Executive Board. Changes shall be enacted at least four (4) months prior to the start of the calendar year in which they are to become effective. Changes shall be published in *The Bulletin* as soon as feasible after they are enacted.

Section B. Membership year shall begin on January 1 of each year and dues shall be payable on that date.

Section C. New memberships applied for on or after October 1 shall be credited as dues for the next year at the election of the member in lieu of receiving copies of publications for the current year.

## **ARTICLE V - MEETINGS**

Section A. The regular monthly meeting of the Society shall be held on the second Saturday of each month at 2:00 p.m. at a place to be designated by the Executive Board. Regular meetings of the Executive Board shall be held at 12:30 p.m. immediately preceding each monthly meeting unless otherwise determined by the Executive Board.

Section B. Special meetings of the Society may be called by the President or by a majority of the Executive Board upon due notice to all active members. Special meetings of the Executive Board

may be called by the President or by a majority of the Executive Board upon due notice to all members of said Board. Special meetings may be held in person or by conference call.

Section C. Regular or special meetings of the Society or of the Executive Board may be held at such places as the Executive Board may determine from time to time. In the absence of specific action of the Executive Board designating another place for a regular or special meeting of the Society or the Executive Board all such meetings shall be held in the Tyler Public Library, Tyler, Texas.

Section D. Workshops or Seminars shall be held at the discretion of the Executive Board.

Section E. Twenty-five active members in attendance shall constitute a quorum at any regular or special meeting of the Society.

Section F. A quorum at any meeting of the Executive Board shall consist of one-half of the serving members of the Executive Board plus one.

Section G. Meetings of the Society shall adhere to the following Order of Business:

- (1) Regular
  - (a.) Call to Order
  - (b.) Reports
  - (c.) Welcome & Announcements
  - (d.) Unfinished Business
  - (e.) New Business
  - (f.) Program
  - (g.) Adjournment
- (2) Social/Refreshments
- (3) Computer Interest Group (as called by committee)

Section H. The method of voting shall be determined by the presiding officer. In the event a ballot vote is requested by an active member, the presiding officer shall appoint tellers to count the votes and will announce the result of the vote. The presiding officer may vote only in case of a secret ballot or in case of a tie vote.

## **ARTICLE VI- NOMINATIONS AND ELECTIONS**

Section A. A Nominating Committee of three active members shall be elected by the Society not later than the regular Society meeting in August of each year. The Nominating Committee shall make its report to the regular meeting of the Society in October of each year, after having first published its report of nominations in the October issue of The Bulletin. Additional nominations may be made from the floor with the prior consent of the nominee. The report of the Nominating Committee when made to the Society at its October meeting, in the absence of nominations from the floor, shall constitute a motion that the nominated officers be elected by acclamation.

Section B. Officers and Directors of the Society shall be elected at the regular meeting in October by vote as specified in ARTICLE V, Section H of these Bylaws. Officers shall hold office for one (1) year and Directors for three (3) years or until their successors are elected and installed.

Section C. Officers and Directors elected in October shall be installed in December to take office on the first of January following. Vacancies for offices occurring during the year shall be filled for the remainder of the unexpired term by majority vote of the Executive Board, except in the case of the President, when the First Vice-President shall succeed to the Presidency. ARTICLE IX, Section B, specifically stipulates the method of electing Directors for filling unexpired terms and takes precedence over the general terms of this section.

Section D. A list of the Officers, Directors, County Representatives and Committee Chairmen shall be distributed to each Executive Board member not later than the February Executive Board meeting. Such listing (including any possible amendments thereto) shall appear in the first Bulletin published subsequent to said meeting.

Section E. Each retiring Officer and Committee Chairman shall deliver to his successor on or before January 1 following installation of officers all materials, records, supplies, and other Society property in his custody. In the event of a vacancy in office, a retiring Officer or Committee Chairman shall within ten (10) days deliver to his successor all Society records and property in his custody.

Section F. In any election for officers of the Society the person who receives more than 50% of the votes cast in such election shall be elected to that position. If there are more than two (2) candidates for any position and no candidate receives more than 50% of the votes cast, a run-off shall be held immediately between the two (2) candidates receiving the most votes.

Section G. Only active members in good standing shall be eligible to vote, hold office or otherwise participate in the business affairs of the Society.

## **ARTICLE VII – OFFICERS & DIRECTORS**

The Officers of the Society shall consist of the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Editor of the Newsletter, Editor of the Quarterly, Director of the Computer Interest Group, and Director of Marketing and Sales. There shall also be six Directors of the Society.

## **ARTICLE VIII - DUTIES OF OFFICERS**

Section A. The President shall preside at all meetings of the Executive Board and of the Society, shall appoint the County Representatives, the chairman of each committee (except the Nominating Committee), and shall collaborate with each Committee Chairman in the selection of committee members, be an ex-officio member of all committees (except the Nominating Committee), and perform such additional duties as may be assigned by the Executive Board. All appointments contemplated herein shall be reported to the Executive Board by the President at the next regular

meeting after being made. Unless the Executive Board disapproves any such appointment at the meeting at which it is reported it shall be deemed to be approved by the Executive Board.

Section B. The President shall also appoint a Parliamentarian to advise in matters of Parliamentary Procedure, to give advice when requested and to give interpretations which may be used as a basis for a ruling, should the need arise.

Section C. The First Vice-President shall assume the duties of the President in the absence of the President or in the event of a vacancy in the office of the President. The First Vice-President shall serve as Chairman of the Program and Public Relations Committee.

Section D. The Second Vice-President shall assume the duties of the President in the absence of the President and First Vice-President, and shall act as Chairman of the Membership Committee.

Section E. The Recording Secretary shall keep a factual and unbiased record of the proceedings of all meetings of the Society and the Executive Board, shall maintain personnel records, shall furnish to the President as soon as possible after each meeting a typewritten copy of the Minutes of the regular meetings as well as meetings of the Executive Board, and shall perform such additional duties as may be required of the office. The Recording Secretary shall have custody of the Bylaws and all Society records not specifically assigned to another office.

Section F. The Corresponding Secretary shall handle the mail and general correspondence of the Society, shall keep such records as are properly required of the office, and furnish to each Executive Board member at each regular meeting of said Board an itemized, written monthly report of all the mail received the prior month. The Corresponding Secretary shall also be responsible for memorials in accordance with Article XVI hereof.

Section G. The Treasurer shall receive all income of the Society, keep accurate records of all assets, liabilities, receipts and disbursements; deposit all funds of the Society in a bank approved by the Executive Board; pay out by check expenditures previously authorized or approved by the Executive Board; submit books for audit in January; furnish to each Executive Board member at each regular meeting of said Board an itemized, written monthly report of all receipt and disbursements; and make such other reports and perform such additional duties as may be assigned by the Executive Board.

Section H. The Directors shall represent the membership at each meeting of the Executive Board.

## **ARTICLE IX - EXECUTIVE BOARD**

Section A. The Executive Board shall consist of the Officers, Directors, and the immediate Past-President.

Section B. The Directors shall be elected for a term of three years each, so that the terms of only two Directors shall expire in any one-year. Vacancies shall be filled at a regular meeting of the Society for the remainder of the unexpired term.

## ARTICLE X - DUTIES OF THE EXECUTIVE BOARD

Section A. The Executive Board shall be the administrative body of the Society, shall have authority to act in any and all matters pertaining to the affairs of the Society not expressly reserved to the membership, and shall exercise general control and supervision over all Society officers and committees, all in accordance with the bylaws of the Society.

Section B. It shall be the duty of the Executive Board, upon notice, to remove from office any Officer who fails to perform his/her duties, or who fails to attend three or more consecutive meetings without good cause.

Section C. No purchase or contract to purchase shall be made by any member of the Society without the prior approval or authorization of the Executive Board.

## ARTICLE XI - COMMITTEES

Section A. The President Elect shall, as soon as possible after the election, appoint the chairmen of the standing committees in accordance with ARTICLE VIII, Section A, hereof, and subject to the approval of the Executive Board. The chairmen, so appointed, shall not take office until January 1 thereafter, but in the interim shall work closely with the then serving chairmen of the respective committees, to insure a smooth transition and continuation of the work of the respective committees.

Section B. The standing committees shall be the following:

- (1) Bylaws
- (2) Budget & Planning
- (3) Education
- (4) History (optional)
- (5) Hospitality
- (6) Library
- (7) Membership
- (8) Newsletter, *The Bulletin*
- (9) Programs & Public Relations
- (10) Quarterly, *East Texas Family Records*
- (11) Sales and Marketing
- (12) Minorities
- (13) Books and Other Publications
- (14) Computer Interest Group
- (15) Special Projects

Section C. A special committee may be appointed by the President, subject to approval of the Executive Board, when necessary to carry out specific projects of the Society such as audits.

## ARTICLE XII - DUTIES OF COMMITTEES

Section A. BYLAWS - It shall be the duty of this committee to accept Bylaw amendments, consider same, and to present them to the Executive Board together with its recommendation before being presented to the membership for vote of approval or disapproval.

Section B. BUDGET & PLANNING – This committee shall be formed as soon as officers are elected for the next year and shall include the President Elect as Chairman (he/she would be President Elect at the time the committee is appointed and President when the Budget and Plan are submitted), the current President, and one Society member selected by the Executive Board at its September meeting. It shall be the duty of this committee, with the assistance of the current committee chairs and the chairs elect, to prepare a written plan covering short-term and long-term goals of the Society and with assistance of the Treasurer and Treasurer Elect, to draw up a proposed Budget for the ensuing year. In July it will present a written report to the Executive Board stating the progress of and/or any deviations from the plan and the budget. A revised budget for the remainder of the year and any recommended modifications to the Plan will be presented to the Executive Board for approval at that time.

Section C. EDUCATION - It shall be the duty of this committee to determine the educational needs of the members of the Society and the genealogical community at large, to work with the Tyler Public Library to provide classes at the library, and to sponsor other workshops and seminars as needed for Society members and the community. Proposed classes, workshops, and seminars will be presented to the Executive Board for approval with an estimated budget for the project prior to scheduling.

Section D. HISTORY - It shall be the duty of this committee to keep a Scrapbook of the current year's activities of the Society to be presented to the President at the end of his/her term of office. This committee shall be optional with the President. The chairman of this committee will be the Historian.

Section E. HOSPITALITY - It shall be the duty of this committee to solicit volunteers from the general membership to provide for any refreshments served at regular meetings of the Society, to provide names and phone numbers of those serving each month to be published in *The Bulletin*, and to maintain an inventory of other supplies needed.

Section F. LIBRARY - It shall be the duty of this committee to receive all books, catalogues and other donated genealogical material to be housed at the Society Repository at the Tyler Public Library, to acknowledge receipt to the donor of the material, and to make recommendations to the Executive Board of material to be purchased with Society funds appropriated for library material and of exchanges of periodicals and books with other societies.

Section G. MEMBERSHIP - It shall be the duty of this committee to maintain a current listing of all active members, to publish for the members an annual roster of membership no later than April 30<sup>th</sup> of each year, to solicit new members, to register those in attendance at each meeting, and to maintain a permanent list of those in attendance at each meeting. The Second Vice President shall be chairman of this committee.

Section H. NEWSLETTER - This committee shall be responsible for the preparation of the monthly newsletter, *The Bulletin*, subject to the Executive Board, and the editor of the newsletter is designated as Chairman.

Section I. PROGRAM & PUBLIC RELATIONS - It shall be the duty of this committee to provide the program of the Society at all meetings, to provide any accommodations needed for the program, and to see that news of the Society appears in the appropriate news media and shall be responsible for all other coverage. The First Vice President shall be chairman of this committee.

Section J. QUARTERLY - This committee shall be responsible for the preparation of the quarterly, *East Texas Family Records*, subject to the Executive Board. The editor of this publication is designated as Chairman.

Section K. SALES AND MARKETING - It shall be the responsibility of this committee to handle distribution, sales, and mailing of all regular and special publications of the Society. It shall maintain an adequate supply and an accurate inventory of all publications or other stock held for sale. This committee will reorder books and publications subject to the approval of the Executive Board.

Section L. MINORITIES – It shall be the responsibility of this committee to introduce and acquaint minority interest groups with Family History Research by scheduling workshops, seminars, and meeting that will teach as well as motivate minorities to do family history research.

Section M. BOOKS AND OTHER PUBLICATIONS – This committee shall be responsible for preparing and publishing of any book, catalogue, record, etc. for sale by the Society, with the approval of the Executive Board. This committee shall be optional with the President.

Section N. COMPUTER INTEREST GROUP – This committee shall lead the Society in usage of computers, Internet, and other advances which may develop in information sciences.

Section O. SPECIAL PROJECTS – This committee shall be responsible for such projects as it shall be assigned from time to time by the Executive Board.

### **ARTICLE XIII - COUNTY REPRESENTATIVES**

Section A. The President shall appoint as County Representative, with the approval of the Executive Board, an individual to represent each of the East Texas Counties of Special Emphasis. They will provide relevant materials to be published in the quarterly, *East Texas Family Records*.

Section B. It shall be the duty of the County Representatives to keep the Society informed as to what genealogical materials are available within counties; to encourage residents to submit genealogical materials; to aid in answering limited genealogical inquiries; and to aid the Executive Board with the help of other society members in their counties to carry out the purposes of the Society.

## **ARTICLE XIV - SPONSORED WEBMASTERS**

Section A. The President may appoint as a Sponsored Webmaster, with the approval of the Executive Board, an active member who maintains a genealogical website representing any of the East Texas Counties of Special Emphasis.

Section B. It shall be the duty of the Sponsored Webmaster to keep the Society informed as to what genealogical materials are available within their websites; to encourage residents to submit genealogical records; to aid in answering limited genealogical inquiries; and to aid the Executive Board with the help of other active members in their counties to carry out the purposes of the Society.

## **ARTICLE XV - PUBLICATIONS**

Section A. The Society shall publish a newsletter, *The Bulletin*, and a quarterly magazine, *East Texas Family Records*, which shall be compiled and distributed to members at no charge beyond payment of dues in accordance with these bylaws. The Executive Board shall specify the subject matter to be contained in these publications.

Section B. Other publications may be compiled, such as courthouse records, cemetery and census records, and Bible records which shall be prepared and offered for sale and which shall serve as a source of income to the Society.

## **ARTICLE XVI - FINANCES**

Section A. The Society shall be a non-profit, educational organization and all monies received shall be used to promote the purposes of the Society.

Section B. No officer or member shall be personally liable for any bills or obligations of the Society - past, present or future - except for the payment of their own dues.

Section C. The Society general fund shall be financed by the payment of dues from members, by donations, by the sale of publications compiled and prepared by the members, as well as by the sale of surplus copies of *The Bulletin* and *East Texas Family Records*, and monies from workshops and seminars.

Section D. Special funds (i.e., Birthday Money) may be collected from time to time as approved by the Executive Board. Such funds will be used for the purposes approved by the Executive Board. In the absence of any specific approval otherwise, such funds will be used for the purchase of books, microfilm or other research materials to be placed in the Local and Family History Room of the Tyler Public Library.

## **ARTICLE XVII - MEMORIALS**

A suitable memorial may be given in the event of a death of a member of the Society. Cards of condolence may be sent where appropriate.

## **ARTICLE XVII - DISSOLUTION AND RESTRICTIONS**

Section A. No part of the net earnings of the Society shall inure to the benefit of, or be distributable to its members, Officers, Directors, representatives, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws. No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, this Society shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) or (2) by a corporation, contributions to which, are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section B. Upon the dissolution, of the Society, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Society, dispose of all of the assets of the Society exclusively for the purposes of the Society in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of the County in which the principal 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 exclusively for such purposes.

## **ARTICLE XVIII - AMENDMENT OF BYLAWS**

Section A. These Bylaws may be amended by a two-thirds vote of the active members present at a regular meeting of the Society. Written notice of any proposed amendment shall be mailed to all active members of the Society a minimum of two (2) weeks prior to the meeting at which it shall be submitted for vote.

Section B. A proposed amendment must be submitted in writing to the Bylaws Committee and must be signed by no less than nine (9) active members in good standing. The Bylaws Committee shall then submit the proposed amendment to the membership of the Society.

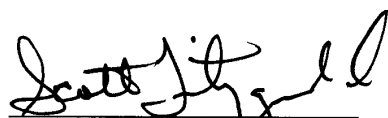
## ARTICLE XIX - PARLIAMENTARY PROCEDURE

The current revision of Roberts' Rules of Order shall be the parliamentary authority in all matters of procedure not specifically covered by the Bylaws of this Society.

\*\*\*\*\*END OF BYLAWS\*\*\*\*\*

### IDENTIFICATION OF THESE BYLAWS:

This statement of BYLAWS supersedes all previously approved BYLAWS and Amendments and was accepted by vote of the membership of the East Texas Genealogical Society. It was prepared by the Bylaws Committee consisting of June Everheart, Mary Love Berryman, and Lawrence E. Oliver and adopted by the membership of the Society on June 11, 2005:



Scott Fitzgerald, Resident.

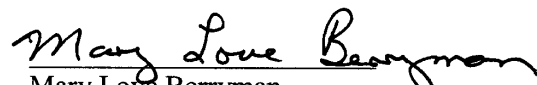
PREPARED and VERIFIED

ON THIS THE 11<sup>th</sup> DAY OF JUNE 2005, by

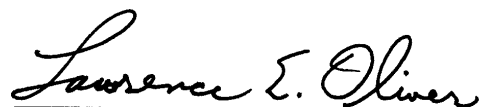
THE BYLAWS COMMITTEE



June Everheart, Chairman



Mary Love Berryman



Lawrence E. Oliver