

# **BYLAWS OF THE BLOUNT COUNTY GENEALOGICAL AND HISTORICAL SOCIETY**

## **PREAMBLE**

The Society shall be operated in compliance with IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the "Code") or the corresponding section of any future federal tax code.

The following Bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Tennessee. In the event of a direct conflict between the herein contained provisions and the Non-Profit Corporation Act of Tennessee, said Non-Profit Corporation Act shall be the prevailing controlling law.

## **ARTICLE I – NAME**

The legal name of the organization shall be known as the Blount County Genealogical and Historical Society, and shall herein be referred to as the "Society."

## **ARTICLE II – PURPOSE**

The purpose of this Society shall be:

1. to bring together persons interested in genealogical studies and in the collection and preservation of genealogical and historical materials.
2. to collect and preserve historical documents, traditions, oral history, and other items of historical value.
3. to assist the Blount County Public Library in enhancing its collection of genealogical and historical reference material.
4. to strive to increase in the citizens of Blount County, awareness of the pleasures and values to be gained from the study of family history and the preservation of items of historical interest.
5. to sponsor classes, seminars, tours and other events for the educational benefit of members and the public.
6. to publish a periodical entitled *THE BLOUNT JOURNAL* to provide a medium for exchange of genealogical and historical information.

## **ARTICLE III – MEMBERSHIP**

Section 1. Membership in the Society shall be open to all individuals in agreement with its purpose as defined in Article II.

Section 2. An active Society member is one whose dues are paid for the current calendar year. Only active Society members are entitled to vote.

Section 3. Complementary memberships may be approved by the Executive Board for individuals performing business related functions at no cost to the Society. Complementary memberships shall automatically terminate when the specific service to the Society has ended. Complementary members shall have all the rights and privileges of membership.

Section 4. Lifetime honorary memberships that were approved under previous revisions of these Bylaws are not required to pay dues and shall have all the rights and privileges of membership.

## **ARTICLE IV – FINANCIAL ADMINISTRATION**

Section 1. The fiscal year of the Society shall be January 1 through December 31.

Section 2. An annual operating budget shall be approved by the Executive Board during their first meeting of the fiscal year. A copy of the annual operating budget listing anticipated income and expenditures shall be made available to the General Membership.

Section 3. An annual report of the Treasurer listing the previous year's income and expenditures shall be completed during the first quarter of the current fiscal year. A copy of the Treasurer's reports shall be made available to the general membership upon request.

Section 4. The Treasurer's accounts shall be submitted to the Executive Board for an independent audit at least once every two years and any time there is change in the position of Treasurer. The Executive Board may request an independent audit at any time.

Section 5. No part of the net earnings of this Society shall be used to the benefit of any member, officer, or individual. The Society shall not engage in propaganda or intervention in any political campaign on behalf of any candidate for public office.

Section 6. In the event of the dissolution of the Society, all liabilities and obligations of the Society shall be discharged. Thereafter, all remaining assets of the Society shall be turned over to the Blount County Public Library for use in the genealogy and local history section.

Section 7. No officer, committee member, or member shall have the authority to make any contract, incur any indebtedness, financial obligation or liability in the name of or on behalf of this Society without the prior authority and approval of the Executive Board.

## **ARTICLE V – DUES**

Section 1. Annual membership shall be based on the calendar year of January 1st through December 31st. Members will receive a single copy of EACH ISSUE of *THE BLOUNT JOURNAL* per membership.

Section 2. Membership dues shall be established by the Executive Board and reviewed annually. The cost of membership dues shall be updated in the Society's Standing Rules.

Section 3. Payment and late fee for renewing members shall be set in the Standing Rules. New members shall not be subject to a late fee.

## **ARTICLE VI – MEETINGS**

Section 1. Meetings of the General Membership shall be held quarterly with the fourth quarterly meeting being the *annual* meeting. Other meetings of the General Membership may be called at the direction of the Executive Board. A quorum of ten members is required to be present at a meeting of the General Membership. Only members in good standing are eligible to vote. All members shall be notified in advance of any meeting of the General Membership.

Section 2. Executive Board Meetings shall be held quarterly. The President shall also be required to call a meeting of the Executive Board within 45 days when requested by three or more members of the Executive Board. Additional meetings of the Executive Board may be called at the direction of the President. A quorum of four members must be present at Executive Board Meetings. Executive Board Meetings are open to the general membership and invited guests however, only members of the Executive Board are eligible to vote.

## **ARTICLE VII – OFFICERS**

Section 1. The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Editor, and two Directors.

Section 2. Officers of the Executive Board shall be elected for a term of two years. The President and Vice-President shall serve no more than two consecutive terms. The positions of Secretary, Treasurer, and Editor are not term limited. If a member of the Executive Board is unable to fulfill the duties of office, the President shall have the authority to appoint a replacement to fill the office until the next election of officers. Appointed positions shall be for less than one year in duration and the election of a replacement shall occur at the Annual meeting of the General Membership. Persons serving as appointees are eligible for election.

Section 3. Directors (2) shall be elected for a term of two years, the term of one director expiring each year. No director shall serve consecutively more than one term.

Section 4. The Executive Board shall elect a three member Nominating Committee each year and the committee shall elect its own chairman. All Nominating Committee members shall be active Society members and at least one of its members should be a current member of the Executive Board. The Nominating Committee shall recommend a list of candidates to fill all Executive Board positions that are vacant or scheduled to expire by the end of the calendar year. The list of candidates should be presented and approved by the Executive Board prior to presenting it to the General Membership.

Section 5. Election of officers shall be taken by mail-in ballot to be returned by December 31<sup>st</sup>. The General Membership shall receive advance notice at least 30 days before the election. All nominees must be Society members and have given their consent prior to being nominated. Election shall be by a simple majority.

Section 6. Officers shall assume their duties effective January 1.

## **ARTICLE VIII – DUTIES OF OFFICERS**

Section 1. President: Shall preside over meetings of the Executive Board and meetings of the General Membership; be ex officio member of all committees except the Nominating Committee; appoint all committee chairpersons except the Nominating Committee; appoint a Parliamentarian; and be the primary point of contact with the Blount County Public Library Director.

Section 2. Vice President: Shall serve as President in the absence or incapacitation of the President; serve as Program Chairman; shall make all necessary arrangements for speakers and facilities, and be responsible for publicity in local media.

Section 3. Secretary: Shall maintain an accurate record of Society business by recording minutes of all meetings and filing them as a permanent record, with a record of attendance and financial statement attached; notify Executive Board members of all Board meetings and other meetings as directed by the President; conduct correspondence for the Society as directed; shall read or summarize important correspondence at meetings.

Section 4. Treasurer: Shall deposit all monies paid to the Society in a Federal Deposit Insurance Corporation bank as determined by the Executive Board; maintain bookkeeping records of such funds; disburse all monies as the Executive Board may direct; give a statement of finances at Executive Board Meetings; complete an annual financial report listing all income and expenses; shall prepare and present a proposed annual budget to the Executive Board during the first quarter of the fiscal year; pay sales taxes as required on the sales of Society products; shall submit required reports to the Internal Revenue Service; and maintain a Petty Cash fund following acceptable bookkeeping practices.

Section 5. Editor: Shall be responsible for publication of *THE BLOUNT JOURNAL*; shall train and oversee the editorial staff.

Section 6. Directors: Shall provide input to the Executive Board to promote the Society's purpose as defined in Article II.

Section 7. Additional Positions. The positions of Parliamentarian, Assistant Treasurer and Assistant Editor are appointed by the Executive Board. The Parliamentarian should attend all Executive Board Meetings and General Meetings of the Membership and advise the President in accordance with these Bylaws. The Assistant Treasurer and Assistant Editor shall operate under the direction of the Treasurer and Editor respectively.

## **ARTICLE IX – COMMITTEES**

Section 1. The standing committees of the Society shall be the Membership and Outreach Committee and the Acquisitions and Archives Committee.

The Membership and Outreach Committee shall promote the benefits of membership to non-members; ensure existing members are informed of Society programs; contact existing members during the annual drive for membership renewals; shall ensure all membership records are maintained and current; and coordinate research requests.

The Acquisitions and Archives Committee shall document and acknowledge all donations to the Society; evaluate and execute the disposition of all items donated to the Society; maintain an inventory of books and other materials owned by the Society; recommend the purchase of books or other materials which promote the preservation of items of local historical and genealogical interest; and coordinate the sale of books marketed by the Society.

Section 2. Ad hoc committees may be established at the discretion of the Executive Board. Chairs shall be appointed by the President with the advice of the Executive Board.

## **ARTICLE X – AMENDMENTS**

Section 1. Proposed amendment to these Bylaws were made to allow all members the opportunity to vote by mail-in ballot.

Section 2. Amendments to these Bylaws shall be approved by a two-thirds vote.

Section 3. Amendment History

[August 8, 2023] To allow voting by mail-in ballot

[November 19, 2019] Update to bring conformity to current standards and processes

## **ARTICLE XI – PARLIAMENTARY PROCEDURE**

ROBERT’S RULES OF ORDER Newly Revised (current edition), when not in conflict with these Bylaws, shall govern the proceedings of this Society.