

**CONSTITUTION AND BYLAWS-**

**ARTICLES Of ORGANIZATION** of The Saginaw Genealogical Society, Inc.

Organized August 3, 1971



**CONSTITUTION PREAMBLE**

Believing that genealogy is fun, mentally stimulating and intellectually rewarding, and that the bare bones of fact are best covered with the clothing of biography. We, the members of this Society are determined to achieve the enjoyable balance of names, dates, and places with complete knowledge of the individuals known in our genealogies. And to help promote within our community the advancement of the building and gathering of genealogies and the stories from those past citizens. For we believe that **“From shared knowledge comes preserved history.”**



**CONSTITUTION**

ARTICLE I. **Name**: The name of this Society shall be: **The Saginaw Genealogical Society, Inc.**

ARTICLE II. **Objective**: The Purpose of the Saginaw Genealogical Society is to promote the collection, preservation and publishing of genealogical, biographical, and local historical material relating to American families and places; to promote the knowledgeable use of the Public Libraries of Saginaw facilities and online internet genealogy programs; and to hold meetings for the instructional pleasure of its members.

ARTICLE III. **Basis of Organization**:

1. The Saginaw Genealogical Society shall be conducted as a non-profit organization with no divisions of monies or properties at any time, except upon discontinuance of the Society.

2. No shares of stock shall be issued.

3. The operating expenses of the Society shall be covered by membership fees, service charges, fundraising, and donations.

4. The private property of the members shall not be subject to payment of any debts or obligations incurred by the Society.

5. The existence of the Society is to be as perpetual as possible.

ARTICLE IV. **Membership**:

1. Any person interested in genealogy, family history or biography, either amateur or professional, may become a member of this Society.

2. Membership in this Society shall be of three classes: Active, Honorary, and Life.

3. Active members may file with the Society for publication on the sgsmi.org website a list of Pioneer family lines on which they are able to furnish data of deceased family members only, with non-identifying links to living family.

4. Active members have an obligation to hold office, serve on committees, cooperate in every way possible, and take an active part in the affairs of the Society.

5. All records and data compiled by the Society shall be accessible to members for private use other than for publication.

6. Membership shall be open by application, to all who are interested in genealogy. Effective date of membership shall be the same as the date of application.

7. Death of a member: Upon the demise of any member, the name shall be retained on the membership list for the balance of the fiscal year of paid-up membership and any family member is to receive all regular publication of the Society TimberTown logs for that period of time, printed or emailed.

ARTICLE V. **Officers:**

1. Officers of this Society: shall be a President, a Vice-President, a Secretary, a Treasurer and three elected Directors. (The positions may be combined due to lack of volunteers or need.)

2**. These officers**, (except for the APPOINTED Directors, Editors, and Web Administrators), **shall be elected by ballot at the Annual Meeting and continue in office for one year, or until their successors have been elected.** (Ballots are mailed with the TimberTown Log/Newsletter; or will be accessible on the sgsmi.org website in the MEMBERS ONLY section (however verbal nominations are also acceptable.) **Their term of office shall begin at the close of the Annual Meeting at which they are elected.**

3. **Directors:** One Director shall be elected by ballot at the Annual Meeting each year and shall hold office for three years, or until their successor is elected, **with the following exceptions of the initial election**, when three Directors, to serve terms of one, two and three years shall be elected, or when a President retires from office.

4. **A majority vote** of the members present, and voting shall be necessary to constitute an election.

5. **Vacancies in office** may be filled by the remaining Board of Directors, voting thereon by ballot.

6. **The Board of Directors** shall be empowered to appoint as ex-officio members of the Board, persons of eminent genealogical standing to serve at the pleasure of the Board, in an advisory capacity.

7. **The immediate Past President** should serve as a member of the Board of Directors, or he/she serves in another Officer position, unless for reasons of health they are exempt.

8. **Appointed positions to the Board:** Newsletter Editor, Web Administrator, Facebook Manager and Membership Chairperson are appointed by the Board of Directors and may serve as long as the Board directs and approves.

9**. Other Assistant positions:** As needed and requested by either the Director or other officer of the Board, may be filled by appointment by the Board, combined with other positions or terminated when no longer needed. **Such as Assistant:** Treasurer, Web Administrator, Editor, Facebook Manager, Historian, Recording Secretary and Membership Director.

ARTICLE VI. **Meetings**

1. **Annual Member Meeting** shall be the regular meeting of June, on the second Tuesday of that month.

2. **Regular meetings** shall be held the Second Tuesday of each month, September to June, at such a place as the President of the Society, with the Board of Directors shall decide.

3. **The Board meetings** will be held on the first Tuesday of each month that we meet at such a place determined by the President of the society.

4. **Special meetings** may be called by the President or any three members. The call for a special meeting must state the business to be transacted and no **other** business shall be transacted except that stated in the call.

ARTICLE VII. **Quorum**

1. Ten active members of the Society shall constitute a quorum at any regular or Annual Meeting, but at no time shall a lack of a quorum prevent those present from proceeding with the program (but not business) of the day.

2. A simple majority of the Board (half plus one) shall be necessary for a quorum at a Special Meeting or of any Board meeting.

ARTICLE VIII. **Amendments**

1. This Constitution may be amended at any Annual Meeting by a two-thirds vote of all the active members present and voting. The proposed amendment having been submitted in writing and read to the Society or mailed and /or emailed to the members at least four weeks before the Annual Meeting. By-laws and standing rules may be adopted, amended, or repealed at any regular or special board-meeting or Annual Meetings by a two-thirds vote of the active members present and voting or by a simple majority.

ARTICLE IX. **Original Members**: The names of the original members are attached as a list to the original Constitution and By-Laws in the possession of this Society.



**BY-LAWS**

ARTICLE I. **Dues:**

1. **Dues** for the Saginaw Genealogical Society shall be set by the Board of Directors.

2. Any member failing to pay his/her dues by the third meeting of the year shall be notified in writing of his delinquency twice, thereafter, at an interval of one month. (Written notification can be defined as emails or mailed notices) If the dues are unpaid at the end of six months, the member shall be dropped automatically from active membership and from the use of the MEMBER ONLY section of the website.

3. **Dues** for the current fiscal year must accompany all new applications for membership. The membership year is defined as June 1 – May 31. Dues may be paid online on the SGS website, through SQUARE or by a mailed check to the SGS. Dues may be prorated for first time members if they join at times other than in May. Dues will currently be prorated at $5.00 per quarter for new single membership and at $6.50 per quarter for families.

ARTICLE II. **Life Members**: One time fee for Life Members for the Saginaw Genealogical Society shall be set by the Board of Directors.

ARTICLE III. **Duties of Officers**: The regular term of office of all officers shall commence at the adjournment of the Annual Meeting at which time they are elected.The President, Secretary, Treasurer, Web Administrator and TimberTown Log/Newsletter Editor and Facebook Manager shall make a report (either written or verbal) at the Annual Meeting. The report of the Treasurer’s Auditor (if there is one) shall be read and approved at the Annual Meeting. The duties of officers shall be such as are implied by their respective titles, and such as are specified in these by-laws.

**DUTIES OF OFFICERS:**

**The President:** Is the chief executive officer of this society, and subject to the control of the Board. The President presides over all meetings, general or Board. The President shall appoint all standing committees, subject to the approval of the Board of Directors and may be an ex-officio member of the same with the right to vote and shall have the deciding vote in case of a tie.

**The Vice-President**: Works with the President to ensure that meetings and other activities proceed smoothly. The Vice President may also take on special duties, such as chairing special committees or projects. In the absence of the President, the Vice President shall assume all the duties and authority of that office.

**The Board Secretary**: The Secretary is essential in public relations, advisor, and scribe, and shall record and preserve the minutes of all meetings of the Society. All minutes shall be printed out and held by the Secretary. They shall notify all officers of their election and committees of their appointment and attend to all correspondence of the Society. And shall be listed on said Bank with access to the Societies accounts, and given a Debit Card from the same.

**The Treasurer:** Is charged with overseeing the management and reporting of an organization’s finances.

1. They ensure accurate and complete financial reporting at each monthly meeting and at the Annual General meeting by presenting both a verbal and a written report of income, expenses, and balances.

2. Keeps proper maintenance of financial records and information and or tax returns.

3. Keeps a calendar of filing requirements and deadlines and have clear assignments (with backups) to help ensure they are all met in a timely manner.

4. Prepares checks or payment of incoming bills and for purchases authorized by the Society.

 5. Shall have the organization’s financials ready for an AUDIT whenever required or advisable.

6. Shall receive the funds of the Society and deposit the same to the credit of the Society in a bank designated by the Board of Directors. And shall be listed on that Bank with access to the accounts, and given a Debit Card from the same.

7. Pays all bills, keeps an itemized account of all receipts and disbursements, all currency/checks received shall be acknowledged with

prenumbered receipts and presents a written report at each meeting of the Society.

**DUTIES OF OFFICERS:**

**The Treasurer or Assistant Treasurer:**

1. All information on the check should be captured on the donation form. They should compare cash receipts records and authenticate deposit slips with mail listing. The deposit slip should be attached to the appropriate bundle of donation forms. The deposit should be numbered sequentially. The bundled donation forms, and deposit slip should be retained for the audit team. Checks should be stamped **“For Deposit Only”** by the person opening the mail. Cash receipts should be witnessed and then entered in ledgers. Checks and cash should be deposited on the next available business day. Individuals handling monies should sign the ***Code of Ethics and Conduct*.**

**The Membership Chairperson:** As appointed by the Board, and shall notify applicants of their membership to the Society by receipt of a membership card. They should also keep current membership records and receive membership fees, which can be deposited by the Treasurer or Membership Chairman at the earliest date. They shall assist in picking up the mail at least weekly. All monies received should be opened in the presence of a witness and recorded on a deposit slip. Individuals handling cash should sign the***Code of Ethics and Conduct*. (Treasurer)**

**The Historian or Assistant Historian :** Working in conjunction with the Publicity Chairman, shall keep an annual record of this Society, as regards to growth, history, publicity received, and attainment by the various members of any genealogical mention or honors. **(TTL Editor)**

**The** **Publicity Chairperson:** Shall receive and arrange for publication and filing, all material submitted by the Committee of Records and Publications or the Historian; and have charge of such material as shall be filed in the Public Libraries of Saginaw. **(Secretary)**

**The TimberTown Log/Newsletter Editor:** As appointed by the Board, shall serve as a member of the Board of Directors, and shall be responsible for publication of the Society's Newsletter, and to include notification of membership as to meeting dates, and annual voting of officers.

**The Assistant Editor** of the TimberTown Log/Newsletter shall assist the Editor as required and act with full authority in the absence of that officer.

**The Web Administrator:** of the society’s website, **www.sgsmi.org** shall serve as a member of the Board of Directors and shall be responsible for publication of all internet materials, both current and archival, of the society. To include invitation to all new and renewing members to the website with **Member Only sign in privileges** with paid membership. Web Administrator to notify the Treasurer of renewal dates for website domain name and online website fees.

**The Assistant Web Administrator:** shall assist the Web Administrator as needed and have access to the website [**www.sgsmi.org**](http://www.sgsmi.org/) the passwords and information as to the renewal dates on the website and domain name, and act with full authority in the absence of that officer.

**The Facebook Manager:** shall maintain the Facebook page and authorize additions to the page as long as they reflect the ethics and policies of the Saginaw Genealogical Society and shall be appointed by the Board.

**Assistant to the Facebook Manager:** shall have full access to the website, and the passwords and shall maintain the Facebook page in the absence of the manager and shall be appointed by the Board.

**All Officers:**

In order to maintain order of the society all officers, upon retiring from office, shall deliver to their successor all monies, accounts, records, books, papers, and other properties belonging to the Society, except those filed in the Public Libraries of Saginaw.

ARTICLE IV. **Committees:** There can be up to six (6) standing committees: Membership, Records and Publications, Research, Press Relations, and Council Delegates. These committees may be reduced to the Board of Directors or to the Board of Officers.

**1. The Committee on Membership** shall promote the membership of the Society, and investigate qualifications of applicants for membership, and report their recommendations to the Board of Directors. (Treasurer)

**2. The Committee on Programs** shall prepare and arrange for speakers and papers and have supervision of all entertainment. (Treasurer)

**3. The Committee on Research** shall acquire and compile such historical and Genealogical data as may be needed and is of value to the Society.

(Editor TTL)

**4. The Committee on Records and Publications** shall pass on all records or information submitted for printing and publishing by committees or individual members before passing on such material to the Editor for arrangement and publication. (Editor TTL)

**5. The Committee on Press Relations** shall prepare such articles for the press as will keep the public informed of the purposes and activities of the Society. (Secretary)

**6. The Committee of Council Delegates** shall consist of two delegates and one alternate, appointed by the President, to the Michigan Genealogical Council, of which the Saginaw Genealogical Society Inc. is a member with the right of representation. The duties of the Delegates shall be to attend three (3) regularly designated meetings of the Council representing the Society within the prescribed Articles of Agreement with the Michigan Genealogical Council. (Directors)

ARTICLE V. **The Board of Directors**: Shall oversee all committees and ensure that the meetings are held in accordance with **Robert’s Rules.**

1**. The Board of Directors** shall plan the work of the Society, determine the policies to be adopted, and transact the general business of the Society, subject to the approval of the Society. **They shall also fill vacancies in office** and act upon all applications for membership and pass all disbursements for necessary expense. **In addition, they shall appoint:** an Editor and/or assistant Editor of the TimberTown Log

/Newsletter, Web Administrator and/or Assistant of sgsmi.org website and Manager and/or Assistant Manager of the Facebook site.

2. **Regular meetings** of the Board of Directors and Board of Officers shall be held monthly, September through June.

 3. **Special meetings** of the Boards of Directors and Officers shall be called at any time by the President or at the request of any three members of the Boards. Motions can be made **if** a quorum is met. (ARTICLE VII Quorum Constitution)

ARTICLE VI. **Fiscal Year** The fiscal year shall end May 31 of each year, and begin on June 1.

ARTICLE VII. **Discontinuance**: In the event the Society is forced to discontinue activities because of a lack of membership or finances, the records and properties of the Society shall be given into the keeping of the Public Libraries of Saginaw. The records and properties shall remain there until the Society may again be re-organized and become actively engaged in the affairs of genealogy research and education unless an alternative site is named.

ARTICLE VIII. **Rules of Order**: For this 5O1(c)(3) organization, or to such organizations as are qualified as tax exempt under Section 5O1(c)(3) of the Internal Revenue Code, or the corresponding provisions of a future United States Internal Revenue Law. The order of business at all meetings of the Society shall be as listed in **Robert's Rules of Order Newly Revised.**

ARTICLE IX. **Audits:** The task of the audit team requires *diplomacy with determination*. The purpose is to assure accuracy and protection, not to find indiscretions by staff or officers.

1. **Internal Audits** shall take place at the end of each fiscal year, reviewed by the board members, and presented by the Treasurer.

**2. External audits** shall take place every other year (or even years).

**3. Final Audits** to be read at the annual meeting. Volunteers should be selected from the board or general membership to perform the audit, and they should make a determination of the physical existence of the following assets:

1. **Verification** that signature cards on the bank accounts are up to date (check annually)

2. **A review** **of the tax-exempt status** and identification of any activities that may endanger the status.

3. **A review of all membership fees** to determine if all the direct expenses were properly charged to the attendees.

4. **Ascertaining** that any taxes, licenses, membership fees and Form 990 are properly filed in a timely manner.

5. **Determination** that the organization’s activities remain consistent with its established exempt purpose and those sufficient controls are in place to determine and assure continued compliance.

ARTICLE X.  **STANDING RULES:**

1. MEETINGS: The General meetings of the Society shall begin with a business meeting at 6:30 PM and be followed by the main program.

2. DUES: The annual dues of the active member shall be $20.00 for individuals and $25.00 for joint family membership, per year, within the United States. Upon payment of dues a numbered membership card shall be issued to each member signed by the President, certifying to the good standing of the member. Membership cards will also be available at meetings from the Membership Chair. Dues shall be prorated for new members when they join at a time other than in May. Dues will be prorated at per quarter for new membership ($5.00 per quarter for a single member at current rates or $6.50 for families)

3. LIFE MEMBER: Any member of the Society, upon the payment of $150.00 shall be considered an active member of the Society for the remainder of his/her life. Such Life Members are otherwise subject to the same conditions and privileges as regular members.

4. HONORARY MEMBERSHIP: Any person, group or previous member deemed worthy, may be nominated by three members of this Society and accepted as an Honorary Member (along with a two-thirds vote of the members that attend the meeting that this nomination is made at),

Honorary membership is given to someone, usually because of their public achievements in Genealogy or past service to the Society. This is a lifetime membership without a fee.

5. NON-PAYMENT OF DUES: Any member who fails to pay his/her dues by the third meeting of the year shall be notified in writing of his delinquency twice, thereafter at an interval of one month. If the dues are unpaid at the end of six months, the member shall be dropped automatically from active membership. and removed from the Member Only section of the **sgsmi.org** website.

6. MAILED NEWSLETTERS: A separate fee to be charged for mailed TimberTown Log Newsletters for members opting not to have them emailed, this fee to cover the escalating cost of postage and printing. Fee price to be determined by the Board and updated, as necessary. Fee not to be prorated. (Current fee is $5.00 per year)

7. BANK ACCOUNT: Two members of the board are required to have their names listed on the checking account at the bank. As persons who may write checks and pay bills or withdraw monies. These should be the Secretary and the Treasurer. In case if one of these offices is not being filled, or that member is ill and absent, a member of the Board of Directors will temporarily fill the place.

8. LETTER OF INTENT: ***A CODE OF ETHICS AND CONDUCT****:* Shall be signed by all individuals who shall handle monies, checks, pay bills or file documents on behalf of the Society, and be held by the Secretary.

9. SGS Financial Records: will now be stored in the secured SGS closet at the LDS Church. (Closet C) within a locked box. This will ensure that these items are available at a central location to appropriate board members, as necessary. This will eliminate the need to inconvenience anyone to retrieve records. The SGS financial items will be available during Family Search Center hours, SGS meeting times or as needed by contacting the FS C Director to open the building.

**PREVIOUSLY REVISED ON**:

**June 1997, October 2007, March 2011, February 2016, March 2017, June 2017, June 2021 and on Tuesday January 30, 2024**

**PLEASE NOTE:** All high-lighted **GREEN** statements are recent additions to the By-Laws.

These changes were implemented to bring things up to date with the addition of the new website, the Facebook site and to address past omitted items or changes in time.

All Changes were read through and voted on and approved by a simple majority at the following Board meeting on: **30 JANUARY 2024** ***-****Latest Revision*