

NORTHWEST INDIANA GENEALOGICAL SOCIETY

BYLAWS

ARTICLE I - NAME

The NAME of this organization shall be "THE NORTHWEST INDIANA GENEALOGICAL SOCIETY."

ARTICLE II - OBJECTIVES

The objectives of the Society shall be:

1. To collect, preserve and disseminate knowledge and information with reference to genealogy, history, biography and heraldry.
2. To promote and sustain interest in the study of these fields.
3. To pool interests and aid individual members of the Society.
4. To issue publications relating to genealogy.

ARTICLE III - MEMBERSHIP

Section 1. Membership is open to all individuals and institutions interested in promoting the objectives of the Society.

Section 2. Dues: Memberships are available for the following categories. Dues for each category are the ones currently printed on the membership application. Dues may be changed at a meeting of the Society by a majority vote of the members present at the meeting.

Individual membershipfor 1 year
..... for 2 years
Couple membership.....for 1 year
..... for 2 years
Individual Life membership
(Total sum to be invested in a Life Membership
Fund with the interest income only to be used
by the Society.)
Library or Organizational membership

ARTICLE IV - OFFICERS

Section 1. The prudential affairs of the Society shall be vested in an executive committee which shall have control of all its affairs subject to the provisions of the Articles of Incorporation of this Society. The members of

said Executive Committee shall be the elected and appointed officers of the Society and shall serve until their successors are elected or appointed.

- Section 2. The officers shall be elected at the annual meeting to be held in June. The officers shall be a PRESIDENT, FIRST VICE-PRESIDENT, SECOND VICE-PRESIDENT, SECRETARY, TREASURER, AND GENEALOGIST-HISTORIAN. All officers shall serve for a term of one year and can be re-elected by the membership to an unlimited number of successive terms in the same office.
- Section 3. The Executive committee shall fill any vacancy of an elected position until the next annual election.

ARTICLE V - DUTIES OF THE OFFICERS

- Section 1. The PRESIDENT shall be the principal executive officer, with the responsibility for the general supervision of the affairs of the Society, and shall preside at all meetings of the Society and the Executive Committee. The president shall be an ex-officio member of all committees except the Nominating Committee.
- Section 2. The FIRST VICE-PRESIDENT shall perform the duties of the President in his/her absence or upon request of the President, and shall assume the Presidency in the event that the office is vacated, serving out the unexpired term. The First Vice-President shall also serve as the Chairperson of the Program Committee.
- Section 3. The SECOND VICE-PRESIDENT shall perform the duties of the President and/or the First Vice-President in the event that those offices become vacant during an unexpired term. The Second Vice-President shall be responsible for marketing and order fulfillment. In addition, the Second Vice-President shall assist the First Vice-President with programming and meeting arrangements.
- Section 4. The SECRETARY shall record the minutes of all meetings of the Society and the Executive Committee, give notice of all meetings, notify all committees of their appointments, and shall handle any correspondence as directed by the Executive Committee.
- Section 5. The TREASURER shall have custody of the funds of the Society; shall deposit them in such F.D.I.C. banks or invest them in such securities as may be directed by the Executive Committee; the Treasurer shall make

disbursements as directed by the Executive Committee and shall also send notices to the membership of dues payable for the ensuing fiscal year at least two months prior to the end of the fiscal year and shall serve as Chairperson of the Finance Committee. The treasurer shall maintain the membership roll. The Treasurer shall submit an Annual Report to the Society and the books should be audited at the close of each fiscal year by an Auditor appointed by the Executive Committee.

- Section 6. The Genealogist-Historian shall record and preserve all accurate lineage and historical data presented to the Society by its members and shall aid in the collection of genealogical data for its members when requested. The Genealogist-Historian shall maintain scrapbooks and/or files of articles and records of the Society and shall supervise and direct the compilation of biographical records, and family and personal histories pertaining to the Society.

ARTICLE VI - COMMITTEES

- Section 1. The elected officers shall appoint an Editor, standing committees to be determined by the Society and special committees as required.
- Section 2. The Executive Committee shall have the control and management of the affairs and funds of the Society subject to the will of the Society and shall not act in ways which conflict with the intentions or directives of the Society. The immediate past president shall be an ex-officio member of the Executive Committee. The committee shall meet at least quarterly, and at such other times as deemed necessary by the President. A quorum shall consist of a majority of the committee's members.
- Section 3. The Editor shall have the responsibility for editing the newsletter, under the direction of the Executive Committee. The minimum expectations of the Society shall be a quarterly newsletter.

ARTICLE VII - FISCAL YEAR AND ELECTIONS

- Section 1. The fiscal year of the Society shall be from July 1 to June 30.
- Section 2. A Nominating Committee of three members shall be elected by the membership at a regular meeting at least three months before the close of the fiscal year. It shall be the duty of this committee to present a slate of officers from which prior consent to serve has been obtained. Nominations may also be made from the floor.

- Section 3. All officers shall be elected by a majority vote of members present at the June meeting of the Society provided a quorum exists.
- Section 4. All elected officers shall commence their terms of office on July 1, following their election.
- Section 5. All records of the outgoing officers shall be transferred to the incoming officers filling these positions by July 1.

ARTICLE VIII - MEETINGS

- Section 1. The Society shall have a minimum of four meetings a year. The dates are to be set by the Executive Committee.
- Section 2. A quorum at meetings of the Society shall consist of ten members of the Society.

ARTICLE IX - DISSOLUTION

In the event of any dissolution of the Society, its assets shall be transferred to nonprofit, tax-exempt organizations to be chosen by the Executive Committee subject to the requirements of the Articles of Incorporation.

ARTICLE X - AMENDMENTS

The Bylaws of the Northwest Indiana Genealogical Society may be amended, altered or added to be a majority vote of the members of the Society present at the meeting.

Voting on amendments may occur either by voice vote at a meeting of the Society or by ballot returned through the mail.

ARTICLE XI - NONPROFIT CHARACTER

This Society shall be operated as a nonprofit corporation under the laws of the State of Indiana, no part of the net earnings of which shall inure to the benefit of any private individual.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, or any future revisions thereof, shall govern the Society in all cases in which they are not inconsistent with the bylaws of the Society.

ARTICLE XIII - EFFECTIVE DATE OF BYLAWS

These Bylaws shall go into effect upon their adoption.

NOTE: Bylaws Amendments to Article V, Section 3 and Section 5 were passed March 20, 1999 and have been incorporated into this Bylaws revision.