

**BEAUFORT COUNTY GENEALOGICAL SOCIETY
P. O. BOX 1089
WASHINGTON, NORTH CAROLINA 27889**

BY-LAWS

Approved March 1985
Amended March 1989
Amended February 1994
Amended January 1995
Amended & Approved March 2004
Amended & Approved September 2007
Amended & Approved November 3, 2009
Amended Sept 2014
Amended June 2019
Amended & Approved 1 April 2023

ARTICLE I: NAME

- (1) The name of this non-profit corporation is the **Beaufort County Genealogical Society**; hereinafter called Society.
- (2) This Corporation is organized under the provisions of Internal Revenue Code 501(c) (3).

ARTICLE II: PURPOSES

The purposes of this Society shall be:

1. To maintain an association of persons interested in the research of family histories associated with Beaufort and surrounding counties.
2. To promote information concerning laws preventing desecration of cemeteries and aid in the recording of cemetery sites.
3. To establish and maintain records of genealogical resources.
4. To encourage genealogical activity, including but not limited to education, research and publication.
5. To accumulate index and file cemetery and family records in order to facilitate easy retrieval and to make them accessible to researchers.
6. To publish appropriate materials as approved by the Beaufort County Genealogical Society.
7. To encourage the exchange of information with other genealogical/historical organizations.
8. To enter into any other activities in furtherance of these and other similar purposes which may be directed by the Society's Directors, and which are not inconsistent with this Corporation's organization under the appropriate Sections of the Internal Revenue Code, and the Non-Profit Corporations Act of North Carolina.

ARTICLE III: MEMBERSHIP

1. Membership shall be open to all individuals interested in assisting in the achievement of the purposes outlined herein; and the number of memberships shall be unlimited unless otherwise specified by the Board of Directors.
2. Types of Membership: (a) Individual Membership (b) Family Membership - 2 members at one address.
3. Membership Dues: There are dues for admission as a member. Individual dues shall be \$20.00 annually, and Family membership shall be \$25.00 annually, as of 1 January 2023, and may change annually as directed by the Board of Directors. Dues will entitle each member to have full voting rights and 2 free queries each year.
4. Term of Membership: The term of membership shall be from 1 Jan through 31 December. Membership shall continue from year to year upon payment of dues required.
5. Maintenance of Membership Rolls. The Recording Secretary shall be responsible for maintaining a roll of the names and addresses of members. The Corresponding Secretary and/or the Treasurer will furnish the name and address of every new member to the Recording Secretary. The Recording Secretary will use this information for maintenance of the membership rolls. The Corresponding Secretary Shall maintain a list of members. The two Secretaries and Treasurer shall compare and reconcile their lists of members at least once a year and any discrepancies shall be submitted to the Society at the next regular meeting of the members.
6. Resignation of Members. Members shall be deemed to have resigned if they do not re-affirm their membership when requested to do so, as provided in sub-paragraph (4) supra. Additionally, any member may resign from the membership of the Society by delivering a written resignation to the Board of Directors, which shall furnish such information to the Secretaries.
7. Memberships are non-transferable.
8. Rights of Members. The right of a member to vote and all his rights, title and interest in or to the Society shall cease on the termination of his membership. No member shall be entitled to share in the distribution of the Society assets upon the dissolution of the Corporation, cut in such event the assets shall be distributed as provided by law in North Carolina General Statutes, Sec. 55A, Non-Profit Corporation Act, with all monies in the treasury after all debts have been settled, to be contributed as the Board of Directors direct for the purchase of materials for genealogical research according to Section 501 (c) (3).

ARTICLE IV: MEMBERSHIP MEETINGS

1. General. There may be a general meeting of all members, to be held when and where as decided by the Board of Directors. Notice of the general meeting will be given to members at least 10 days prior to the meeting either by phone, postcard, email or publication in newspapers.

2. **Monthly Meetings.** Monthly meetings shall be held at 2:00 pm on the first Saturday of each month at The Church of Jesus Christ of Latter-Day Saints, 80 Cedar Circle, Washington, North Carolina, and at other areas within Beaufort County on a periodic basis, with the time and place of each subsequent monthly meeting or suspension thereof, subject to a vote of a majority of the members present at a regular monthly meeting, or by a vote of the Board of Directors. Notice of any change in the time or place of the regular monthly meeting shall be given as required under sub-paragraph (1) supra. Beaufort County Genealogical Society will only meet ten months of each year. No meetings will be held in July and August.
3. **Special Meetings.** Special meetings of the members may be called by the Board of Directors, by the President, or upon request of six members. Notice of such special meeting shall be the same as above, except that the purpose(s) of such meeting shall be stated in the Notice.
4. **Voting.** At every meeting of members, each member present shall be entitled to one vote on every issue submitted to a vote. All elections shall be held and all questions decided by a majority vote of the members present, provided that one must have been a member for a minimum of a month or since the last regular monthly meeting to qualify to vote in elections for officers or for members of the Board of Directors.

ARTICLE V: BOARD OF DIRECTORS

1. **Membership.** The Board of Directors shall consist of five members. Of these five members, two shall serve terms of three years each; one shall serve a term of two years; and two shall serve terms of one year each. (a) The current President of the Society shall serve on the Board of Directors and may serve as Chairman of the Board; (b) The current officers of the Society may meet with the Board of Directors, if requested by the Chairman. All officers not serving on the Board of Directors will not have any voting privileges; (c) The immediate past President shall be appointed to a term of not less than one year on the Board of Directors if not already serving on that body.
2. **Duties.** It shall be the duty of the Board of Directors to establish policy consistent with the objectives of the Society and the Statutes under which it is organized; to promulgate such policy to the Officers and the membership and to require reports that will ensure that their policies are being adhered to.
3. **Vacancies.** Regular vacancies on the Board of Directors shall be filled by election. Other vacancies occurring, such as by resignation or inability to serve, shall be filled temporarily by a qualified member of the Society, selected by a vote of the Officers of the Society. If the vacancy becomes apparent at a general meeting of the membership, then members qualified to vote in elections may nominate and elect a member to fill the unexpired term, or upon a motion, seconded and carried, may delay a vote until a subsequent meeting.
4. **Meetings.** The Board of Directors shall meet at a minimum of once per calendar year, and additionally when requested to meet by the President. A meeting of the Board of Directors may also be called at the request of two or more directors of the current Board.
5. **Quorum.** Three members of the Board of Directors shall constitute a quorum for the transaction of business.
6. **Attendance.** It is the responsibility of each member of the Board of Directors to attend all Board meetings during his term on the Board. When a member has missed two consecutive board meetings, he forfeits his position. The remainder of the forfeited position will be filled

by a member of the Society in good standing, appointed by the remaining members of the Board of Directors.

ARTICLE VI. OFFICERS:

1. Number. The officers of the Beaufort County Genealogical Society shall be a President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.
2. Election and Tenure of Office. The officers shall be elected from the membership at each November meeting. They shall be installed at the December meeting and shall assume their duties in January. They shall serve for one year, or until their successors shall have been elected and assume their duties.
3. Duties:
 - a. President: The President shall preside at all meetings of the members, shall direct the day-to-day on-going operations of the Society, and shall perform such other duties as are common to his office. Additionally, he shall co-sign all checks with the Treasurer.
 - b. Vice-President: The Vice-President shall perform the duties of the President in his absence or temporary inability to serve. It is also the duty of the Vice President to be the Program Chairman, and to recruit members as needed to serve on the Program Committee. It will be the duty of the Program Chairman to have a program for each meeting unless otherwise decided by the officers and/or members.
 - c. Recording Secretary. The Recording Secretary shall keep a record of the proceedings of the Society, and shall maintain the membership rolls. Further, the Recording Secretary shall perform such other duties as he might be assigned by the President, or might be required by these By-Laws.
 - d. Corresponding Secretary. The Corresponding Secretary shall handle the correspondence as directed by the President. He shall receive all applications for membership. He shall maintain a list of members and their names and addresses.
 - e. Treasurer: The Treasurer will be responsible for maintaining detailed records of all receipts and expenditures of money by the Society. All monies coming to the Society will be turned over to the Treasurer, who will record them and deposit them immediately in the Society's account at the Bank designated by the President. He shall disburse all monies at the request or direction of the President, and shall co-sign all checks. He shall file a photocopy of each monthly bank statement and an itemization of each receipt and disbursement with the Recording Secretary, who will file it with the minutes of the monthly meetings.

ARTICLE VII. ELECTIONS:

1. Nominations. A Nominating Committee shall be elected at the September monthly meeting to present in October a slate of candidates for Offices and for all seats on the Board of Directors which will become vacant, and which will be voted upon at the November meeting. Candidates must be a member in good standing to qualify for election as an Officer. In

addition to the slate of candidates offered by the Nominating Committee, nominations may be made from the floor.

2. Elections. Elections shall be held at the meeting in November, and election shall be by majority vote of qualified members present and voting.

ARTICLE VIII. FISCAL YEAR:

1. The Fiscal Year of the Beaufort County Genealogical Society shall be from 1 January through 31 December.

ARTICLE IX. PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS:

1. No member, director, officer, employee, member of a board or a committee, or any other private individual shall receive at any time any of the net earnings or a pecuniary profit from the operations of this Society, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Society in effecting any of its purposes as shall be fixed by the Board of Directors.

ARTICLE X. AMENDMENTS:

1. These By-Laws may be amended at any regular meeting of the members of the Society, by a two-thirds vote of those present and voting, provided that the amendment has been submitted in writing at the previous meeting and does not conflict the with Articles of Incorporation.

THE END

APPROVED BY: _____