

BY – LAWS

OF

THE

KALAMAZOO VALLEY GENEALOGICAL SOCIETY

(KVGGS)

Adopted 1973

Amended 1976, 1985, 1988, 1995, 1996, 2004, 2005, 2016

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3 **Kalamazoo Valley Genealogical Society**
4 **By-Laws**
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8 **ARTICLE I: NAME**

9 The name of the Society is “The Kalamazoo Valley Genealogical Society,” hereinafter
10 called the “Society” or “KVGS.”
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12 **ARTICE II: PURPOSE**

- 13 A. Foster genealogical interest and activities in Southwestern Michigan.
14 B. Provide education in genealogical research techniques.
15 C. Publish and make available genealogical materials.
16 D. Ensure public access to records and the preservation of records.
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18 **ARTICLE III: BASIS OF ORGANIZATION**

19 The Society is a non-profit, 501(c)3 organization with a fiscal year of 1 July through 30
20 June, and is incorporated in the state of Michigan.
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22 **ARTICLE IV: GENERAL MEETINGS**

- 23 A. The Society meets on the third Monday of each month from September through
24 November and January through June, unless otherwise ordered by the Society or the
25 Board.
26 B. Ten (10) members of the Society, at least four (4) of whom are officers, constitute a
27 quorum.
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29 **ARTICLE V: MEMBERSHIP AND DUES**

30 Membership in the Society is available to anyone interested in genealogy.
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32 **A. Types of Membership:**

- 33 1. Family: Pays annual dues and has full membership benefits for one household.
34 2. Contributing: Pays annual dues in the amount of \$25 to \$49 and has full
35 member benefits.
36 3. Patron: Pays annual dues in the amount of \$50 to \$99 and has full member
37 benefits.
38 4. Benefactor: Pays annual dues in the amount of \$100 or more and has full
39 member benefits.
40 5. Honorary: Has all the privileges of membership but is exempt from payment of
41 dues for life. An Honorary membership may be conferred upon a member who
42 has given long-term, exceptional service to the Society in a variety of capacities.
43 The individual’s name must be proposed at the preceding April meeting and
44 the person must be elected by a two-thirds (2/3) vote of those present at the
45 Annual Meeting in May. Honorary membership is conferred upon no more
46 than two individuals in any one fiscal year.
47 6. Charter: Has all the privileges of membership but is exempt from dues for life.
48 Charter members organized KVGS in 1958.
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- 50 B. Membership Responsibilities:
- 51 1. Members are expected to adhere to the highest standards of conduct when
 - 52 using both public and private research materials at all genealogical libraries
 - 53 and facilities where such records are kept.
 - 54 2. It is the responsibility of all members to return any materials generated by or
 - 55 for the Society upon discontinuance of membership.
 - 56 3. Members whose dues are paid to-date and who abide by the Society By-Laws
 - 57 are in good standing.

58 C. Dues

- 59 1. Dues are reviewed annually by the Board. The Board reports to the Society at
- 60 the Annual Meeting in May for a vote by the membership of any changes in the
- 61 dues structure.
- 62 2. Members failing to pay dues by 1 July of any year are notified in writing by the
- 63 Membership Chair. If dues are unpaid by 30 September, the member is
- 64 removed from the membership list.
- 65 3. Any contributions above the family dues amount are charitable contributions to
- 66 the Society unless designated to special funds, the Ardis Pierce Memorial
- 67 Records Preservation Fund for preservation of Kalamazoo County records or
- 68 the Stern-NARA Gift Fund for preservation of records at the National Archives
- 69 and Records Administration. These contributions can be made in any
- 70 combination to the three options.

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72 **ARTICLE VI: OFFICERS**

- 73 A. Officers of the Society are President, Vice President, Secretary, Treasurer and two (2)
- 74 Trustees.
- 75 B. Officers are elected at the Annual Meeting in May and take office on 1 July. A majority
- 76 of all votes cast constitutes an election.
- 77 C. Officers must be members in good standing.
- 78 D. Elected officers serve one (1) two-year term with a maximum of two (2)
- 79 consecutive terms.
- 80 E. President, Secretary, and one (1) trustee are elected in even years.
- 81 F. Vice-President, Treasurer and one (1) trustee are elected in odd years.
- 82 G. One Trustee is elected each year, providing continuity on the Board.
- 83 H. No officer holds more than one office at a time.
- 84 I. The President, subject to Board approval, fills vacancies in any office.

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86 **ARTICLE VII: OFFICER RESPONSIBILITIES**

- 87 A. President:
 - 88 1. Conducts all general business meetings and board meetings.
 - 89 2. Is an ex-officio member of all committees except the nominating committee.
 - 90 3. Appoints committee chairs.
 - 91 4. Appoints an auditor to annually audit the financial records of the Society
 - 92 and makes a report of the audit at the September general meeting.
- 93 B. Vice-President:
 - 94 1. Serves as chair of the Program Committee.
 - 95 2. In the absence of the President, assumes all duties and authorities of that
 - 96 office.
- 97 C. Secretary:
 - 98 1. Records the minutes of all meetings of the Society and the Board.
 - 99 2. Attends to correspondence of the Society as requested by the President.

- 101 D. Treasurer:
- 102 1. Receives the funds of the Society.
 - 103 2. Deposits monies to the credit of the Society in a financial institution
 - 104 designated by the Board.
 - 105 3. Pays all bills upon approval of the Board.
 - 106 4. Keeps an itemized account of all receipts and disbursements.
 - 107 5. Presents a report at each meeting of the Society and the Board.
 - 108 6. Prepares records for an annual financial audit.

- 109 E. Trustees:
- 110 1. Attend Board meetings.
 - 111 2. Assist in business required of the Board.

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113 Detailed job descriptions are in the policy manual.

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115 All officers, upon retiring from office, should deliver to their successor in a timely

116 manner all money, accounts, records, books, papers, or other property belonging to

117 the Society.

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119 **ARTICLE VIII: BOARD OF DIRECTORS**

- 120 A. The above six (6) elected officers and the immediate Past-President constitute the
- 121 Board of Directors. The Past-President holds no other office.
- 122 B. The Board has general supervision of the affairs of the Society and performs such
- 123 duties as specified in the By-Laws. The Board is bound by all actions properly voted
- 124 by the general membership.
- 125 C. Any member of the Society may attend a Board meeting and have voice but not vote.
- 126 D. The Board meets monthly from September through November and January through
- 127 June.
- 128 E. Special board meetings may be called by the President or upon written request of
- 129 three (3) members of the Board.
- 130 F. Four (4) members of the Board constitute a quorum.
- 131 G. The resignation from office of any Board member should be submitted in writing to
- 132 the President.

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134 **ARTICLE IX: COMMITTEES**

- 135 A. Appointed Committees: The President appoints chairs for the following
- 136 committees:
 - 137 1. Membership Committee promotes the membership of the Society,
 - 138 keeps an accurate list of members, records attendance at each general
 - 139 meeting, collects dues and transfers monies to the treasurer, and provides
 - 140 mailing lists as needed.
 - 141 2. Research Committee is responsible for any genealogical inquiries.
 - 142 3. Publicity Committee is responsible for any publicity of the Society.
 - 143 4. Education Committee plans and provides opportunities for instruction in
 - 144 genealogical research and skills.
 - 145 5. Refreshment committee is responsible for all refreshments provided at
 - 146 society meetings.
 - 147 6. Other committees may be established by the Board as needed.
- 148 B. Elected Committee: The Nominating Committee, composed of two (2) or three (3)
- 149 members serving a two-year term, is elected at the annual meeting in May. One person
- 150 assumes the position of chairperson. The committee prepares a slate of nominees for
- 151 the following offices: President, Secretary, one (1) Trustee and one (1) or two (2)

152 Nominating Committee member(s) in even years and Vice-President, Treasurer, one
153 (1) Trustee, and one (1) or two (2) Nominating Committee member(s) in odd years.
154 The slate is presented to the membership at the April general meeting.

155 C. Committee Responsibilities:

- 156 1. All chairpersons and committee members are responsible for maintaining
157 their current and past fiscal-year records.
- 158 2. The resignation of any committee chairperson or committee member should be
159 in writing to the President.
- 160 3. All chairpersons are responsible to the Board through the President and should
161 submit a written report to the Board annually.
- 162 4. Chairpersons have voice but no vote at any Board meeting.

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164 **ARTICLE X: RETENTION OF SOCIETY RECORDS**

165 At the end of each fiscal year, the President collects written reports from all officers and
166 committee chairs for filing at the Society's official repository, the Western Michigan
167 University Archives and Regional History Collections, located at the Zhang Legacy
168 Collections Center. KVGS materials are located in Collection A-798. See the Society
169 Retention Policy for details.

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171 **ARTICLE XI: DISSOLUTION**

172 In the event of dissolution of the Society, all assets, real and personal, will be distributed
173 to genealogical or historical organizations that are qualified as tax-exempt under
174 Internal Revenue Law.

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176 **ARTICLE XII: PROCEDURE**

177 *Robert's Rules of Order Newly Revised (current edition)* is the parliamentary authority
178 governing this Society.

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180 **ARTICLE XIII: AMENDMENTS**

181 These KVGS by-laws may be amended at any regular meeting of the Society by a two-
182 thirds (2/3) vote of the members present, provided that the amendment has been
183 submitted in writing to the Society and discussed at the previous regular meeting.

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191 Adopted 1973;

192 Amended 1976, 1985, 1988, 1995, 1996, 1999, 2004, 2005, 2016