

Bylaws for the Genealogical Society of Yuma Arizona

Article 1 – Name

The name of this organization shall be the Genealogical Society of Yuma Arizona, hereafter referred to as GSYA residing in Yuma, Arizona.

Article 2 – Non-Profit Status

The GSYA is an incorporated, 501 (c) (3) non-profit, educational society under the Federal and Arizona laws.

Article 3 – Objectives of GSYA

The objectives of GSYA shall be:

Section 3.01 – General:

- A. Promote an interest in genealogical or family history research as well as encourage and assist its members to perform good genealogical research using quality standards and documentation.
- B. Help collect and preserve public and private records as well as artifacts, and ensure their public access for genealogical and historical purposes.
- C. Donate appropriate records to libraries, historical, or genealogical societies.
- D. Publish genealogical and historical information in its newsletters or by other means, such as paper or electronic publications, as recommended by the society's members.

Section 3.02 – Promotions and Programs:

- A. Promote any special projects as this organization deems to be in the best interest of the genealogical community.
- B. Promote and/or sponsor genealogical seminars, workshops, field trips, and other educational type programs that promote quality research standards and practices.

Article 4 – Membership and Dues

Section 4.01 – Membership:

Membership is open to any individual interested in furthering the objectives of GSYA. Applicants shall be eligible for membership upon submission of completed application form and payment of dues. Family members shall be two persons residing in the same household.

Section 4.02 – Fiscal Year:

- A. Amount of annual dues shall be set by the Board of Directors. If dues are not received by the Annual Business Meeting, the name shall be removed from the membership roster.
- B. Membership and the fiscal year shall run from 1 January to 31 December.

Section 4.03 – Member in good standing:

Any member whose dues are paid prior to the Annual Business Meeting shall be entitled to one vote at the Annual Business Meeting and all other meetings at which the member is in attendance.

Article 5 – Officers and Appointed Officials

Section 5.01 – Elected Officers:

- A. The Officers of the GSYA shall be the President, Vice-President, Secretary, and Treasurer. Committees may be added as established by the Board of Directors.
- B. Officers are elected at the Annual Business Meeting for a term of one year, effective immediately upon the conclusion of this meeting.
- C. Officers shall be active members of the society.

Section 5.02 – Appointed Officials:

- A. Newsletter Editor
- B. Computer Specialist Advisor
- C. Webmaster
- D. Historian
- E. FGS Delegate
- F. AzGAB Delegate
- G. Records Preservation Chairperson
- H. Dining with the Dead / Fundraiser Chairperson
- I. Research Chairperson
- J. Publicity and Exhibits
- K. Publications / Databases

Article 6 – Duties of Officers

Section 6.01 – In addition to the basic duties as defined by these bylaws, each officer shall be responsible for other duties as may be assigned by the Board.

- A. The President shall:
 - 1. Preside at all Board and Regular Meetings.
 - 2. Sign all contracts and documents authorized by the Board of Directors along with the Treasurer.
 - 3. Appoint Chairpersons of committees with the approval of the Board of Directors.
 - 4. Serve as an ex-officio member of all committees except the Nominating Committee.

- B. The Vice-President shall:
 - 1. Assume the duties of the President in the absence of, or at the request of, the President and/or Board of Directors.
 - 2. Assume the duties of the President for the remaining term of office in the event of a vacancy of the office of President.
 - 3. Assist with projects as directed by the President.
- C. The Secretary shall:
 - 1. Be the custodian of GSYA’s records except as specifically assigned to others.
 - 2. Keep or cause to be kept a record of the proceedings.
 - 3. Handle correspondence.
 - 4. Present minutes of previous meetings.
- D. The Treasurer shall:
 - 1. Be custodian of all funds.
 - 2. Sign checks along with the authorized signature of any other officer for authorized disbursements.
 - 3. Maintain the membership list.
 - 4. Present to the Board or the membership the financial statements as requested.

Article 7 – GSYA Meetings

Section 7.01 – General Meetings: GSYA shall meet a minimum of 9 meetings per year as determined by the Board of Directors.

Section 7.02 – Special Program Meetings: Additional or unscheduled program meetings may be held as deemed necessary by the Board of Directors.

Section 7.03 – Annual Meeting: The Annual Business Meeting shall be held in the first quarter of the fiscal year. Election of Officers shall take place at this meeting. Date, time, and place of the Annual Meeting will be announced in the GSYA newsletter, by electronic means, and in the local media.

Article 8 – Board of Directors

Section 8.01 – Members: The Board of Directors, hereafter referred to as “The Board,” shall consist of the elected officers of GSYA, Chairpersons of Committees, Appointed Officials, and the immediate past president.

Section 8.02 – Authority and Duties of the Board: The Board shall conduct any and all business and financial affairs of GSYA as approved by the Board between meetings of the Society.

Section 8.03 – Meetings:

- A. Regular Board meetings: a regular Board meeting shall be held at least six (6) times a year.

- B. Special Board Meetings: Special Board meetings may be called by the President, or at the written request of three (3) members of the Board of Directors.
- C. Committee Meetings: Committee meetings shall be called by the Committee Chairperson or by the Board of Directors.

Section 8.04 – Vacancies: Any vacancy created on the Board of Directors, except the office of President, shall be filled by a majority vote of the remaining members of the Board of Directors and shall stand until the next Annual Business Meeting.

Section 8.05 – Quorum: The quorum for Board Meetings shall be at least three (3) Board Members of the Board of Directors.

Article 9 – General Committees

Section 9.01 – Committees

- A. Committees are those charged with performing necessary functions.
- B. The Chairperson of any committee may serve on the Board of Directors.

Section 9.02 – Legal Agent

- A. The Legal Agent will be an individual appointed by the Board of Directors to maintain the incorporation of GSYA.

Section 9.03 – Special Committees: Special Committees are those that are established for special, short term purposes. Examples of such are the Nominating Committee, the Audit Committee, and the Compensation Review Committee.

Article 10 – Nominations and Elections

Section 10.01 – Nominations and Elections:

- A. The Nominating Committee shall present a list of at least one (1) nominee for each office. Persons wishing to submit a name for the consideration of the committee may do so by contacting a member of the Nominating Committee. Each person nominated must give his/her consent to the committee prior to submitting said name to the GSYA members.
- B. Nominations may be made by the membership from the floor at the Annual Business Meeting, provided each nominee is present or has provided written consent to serve if elected.
- C. Members in good standing may be nominated. Each member must also consent to his/her name placed for nomination. At least three (3) of the members elected to serve as officers must be year-round residents of Yuma.
- D. Elections shall be held at the Annual Business Meeting.

Section 10.02 – Voting and Eligibility

- A. Members in good standing may vote in the election.
- B. Voting shall be by show of hands unless two (2) members call for a written vote. Majority vote of those members present shall elect. No proxy votes will be accepted.

Article 11 – Parliamentary Authority

Meetings shall be conducted on an informal basis. However, in the event of a debate or if a question arises, the rules contained in *Robert's Rules of Order*, current edition, shall apply.

Article 12 – Amendment of Bylaws

Section 12.01 – Proposal of Amendments:

- A. Proposals may be submitted in writing by any member of the Board at least two (2) weeks prior to the last Board Meeting held before the Annual Business Meeting.
- B. Proposals may be made from the floor of the Annual Business Meeting.

Section 12.02 – Notice:

- A. Those proposals accepted will be included in the newsletter announcing the Annual Business Meeting in a timely manner;
- B. Or a written copy of proposals made from the floor at the Annual Business Meeting shall be given to each voting member prior to the discussion and vote.

Section 12.03 – Ratification: These bylaws may be amended only at the Annual Business Meeting by a two-thirds (2/3) majority vote of those present.

Article 13 – Dissolution

In the event of the dissolution of GSYA, all assets and monies shall be dedicated to purchase or enhance genealogical materials or equipment as decided by a special committee of at least five (5) members. Dissolution shall be in accordance with IRS 501 (c) (3).

The original Bylaws were first passed by the members of GSYA in March 28, 1981, and then subsequently revised and amended in March 27, 1993, March 25, 2000, March 28, 2009, and March 31, 2012.