

# **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 by 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 house

### **Section 4.02 – Fiscal Year:**

- A. Amount of annual dues shall be set by the Board of Directors. Dues are due by January 1. 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 two years, effective immediately upon the conclusion of this meeting.
- C. Officers shall be active members of the society.

**Section 5.02 – Appointed Officials: The following may be filled as standing committees:**

- A. Webmaster
- B. Historian
- C. NGS Delegate
- D. AzGAB Delegate
- E. Records Preservation
- F. Research Specialist
- G. Publicity and Exhibits
- H. Publications / Databases
- I. Oral Interviews

**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.
  - 5. May sign checks along with the authorized signature of any other officer for authorized disbursements.
- 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.
4. May sign checks along with the authorized signature of any other officer for authorized disbursements.

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. May 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.
5. Prepares an outline for the annual budget to be presented to and approved by the Board of Directors prior to the annual meeting.

## **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 by electronic means and in the local media. If circumstances cancel the annual meeting, then the current board will continue for the following year.

## **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.

**Section 8.06 – Budget:** The Board shall prepare an annual budget to be presented at the annual meeting and voted upon by the membership.

**Section 8.07 – Audit:** An annual audit shall be conducted by an independent person knowledgeable in financing or accounting. This will be completed in the presence of the treasurer and at least one other board member.

## **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 – Select Committees:** Select 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:**

Proposals may be submitted in writing by any member at least two (2) weeks prior to the last Board Meeting held before the Annual Business Meeting.

### **Section 12.02 – Notice:**

- A. Those proposals accepted will be emailed ten (10) days prior to the annual meeting and posted on the website ten (10) days prior to that meeting.
- B. Each proposed amendment shall be ratified individually.

### **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 members 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 on March 28, 1981, and then subsequently revised and amended on March 27, 1993, March 25, 2000, March 28, 2009, March 31, 2012, March 26, 2016, March 26, 2022, and March 28, 2026.