

Constitution And By-Laws

Jefferson County Genealogical Society
P. O. Box 6453
Watertown, New York 13601

Amended on November 12, 2005 at a meeting at the Henderson Historical Society, also on December 12, 2005, at the Jefferson County Historical Society, Washington Street, Watertown and most recently on November 8, 2014 at a Jefferson County NY Genealogical Society meeting, LDS Church, Watertown.

CONSTITUTION

Article I

NAME

The name of the society shall be Jefferson County Genealogical Society

Article II

PURPOSE

The purpose of the society shall be:

1. Promote and encourage original genealogical research.
2. Disseminate and encourage a greater knowledge of genealogy and its history in the county of Jefferson, state of New York.
3. To gather, preserve, display and make available for study: genealogy information, manuscripts, papers, books, photographs, electronic data, and other records and materials relating to the genealogy and history of Jefferson County.

Article III

ORGANIZATION

The Society is organized exclusively for charitable, educational, genealogical and religious purposes as specified in section 501(c)(3) of the Internal Revenue Code. No part of the earnings of the Society shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its exempt purposes. No substantial part of the activities of the Society shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or enter into (excluding the publishing or distribution of statements) and political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by a Society exempt from Federal Income Tax under section 501 (c)(3) of the Internal Revenue Code (or the corresponding provision of a future United States Internal Revenue Law, or (b) by an organization contribution to which are deductible under section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of a future United States Internal Revenue Law).

Article IV

MEMBERSHIP

Any person interested in the purposes of the Society and who tenders the necessary dues shall become a member.

Article V

ANNUAL MEETING

The annual meeting of the Society, for the election of officers and to hear the year end report of the finance and audit committee and adopt a budget for the new year shall be held in September, with 21 days prior notice.

Article VI

OFFICERS

The governing body of the Society shall be the officers, to include a President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer, who shall be elected for a term of one year and may be reelected to succeed themselves for one additional term. Officers may again be reelected to the same office provided at least one year has passed since they last filled that office.

Article VII

ELECTION OF OFFICERS

1. Officers shall be elected by a majority of votes cast by members present at the annual meeting. Elections shall be by paper ballot.

2. Not less than two months prior to the annual meeting, a committee on nominations, appointed by the executive committee, shall select a slate of officers to be presented at the annual meeting. A candidate for election shall be an individual active member.

3. Officers shall be installed at the close of the annual meeting at which they are elected and shall serve until their successors have been duly elected and installed. Officers' vacancies shall be filled by a special election at the next regular meeting following the meeting at which such vacancy is declared.

4. The executive committee shall meet as necessary. A meeting may be called by any member of the executive committee. A quorum for an executive meeting will be three members. An officer may be replaced if absent from two successive business meetings without executive committee approval.

Article VIII

DISTRIBUTION OF ASSETS UPON DISSOLUTION

In the event of dissolution and after the membership has been notified, all of the remaining assets and property of the Society shall, after necessary expenses thereof, be distributed to such organizations as qualify under Section 501(c)(3) of the Internal Revenue Code, as amended, or to another organization to be used in such a manner as in judgment of a Justice of the Supreme Court of the state of New York will best accomplish the general purposes for which the Society was formed.

BY-LAWS

Article I

ORGANIZATION STRUCTURE

Section 1. Anyone interested in genealogy or history of Jefferson County and its environs shall be welcomed at all Society functions and meetings.

Section 2. A member of the Society is anyone who pays annual dues. Members will receive mailings and newsletters of the Society.

Section 3. The Society shall hold at least ten business meetings per year.

Section 4. Fifteen members shall constitute a quorum at all business meetings.

Section 5. The President shall preside at all business meetings of the Society, appoint all committees with the approval of the executive committee, serve as ex officio voting member of the committee and generally perform all duties associated with the office as defined in Robert's Rules of order.

Section 6. The 1st Vice-President, in the event of absence or disability of the President or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 7. The 2nd Vice-President, in the event of absence or disability of the 1st Vice-President or of a vacancy in that office, shall assume and perform the duties and functions of the 1st Vice-President.

Section 8. The Recording Secretary shall keep a record of all business and executive meetings of the Society prepare an agenda for each meeting, giving at least 15 copies to the President before the meeting and shall perform other duties that are generally associated with the office as defined in Robert's Rules of Order.

Section 9. The Corresponding Secretary shall tend to all correspondence of the Society and shall perform other duties that are generally associated with the office as defined in Robert's Rules of Order.

Section 10. The Treasurer shall accept all incoming money, shall provide a list of members to the membership chairman, pay expenses incurred by the Society, prepare month financial statements and shall perform other duties that are generally associated with the office as defined in Robert's Rules of Order.

Article II

COMMITTEES

Section 1. The Executive Committee shall consist of the six officers.

Section 2. The President shall, with the advisement of the Executive Committee, appoint the following:

- 1) Repository Committee
- 2) Publicity Committee
- 3) Program Committee
- 4) Newsletter Committee
- 5) Genealogical Collection Committee
- 6) Membership Committee
- 7) Surname Committee
- 8) Finance and Audit Committee
- 9) Genealogy Facilities Committee and other committees as needed for the society's operation.

No person may chair more than two committees.

Section 3. The Repository Committee shall evaluate gifts given to the Society for the permanent collection. A detailed record of all gifts shall be kept, complete with the names and address of the donor, and the disposition of materials, whether original or photocopy kept, etc. Thank you notices shall be sent to the donors.

Section 4. The Publicity Committee shall publicize meetings, programs and events of the Society.

Section 5. The Program Committee shall arrange for the programs for the Society's meetings, and shall assist the Publicity Committee by providing details of planned programs in time for appropriate publicity.

Section 6. The Newsletter Committee shall complete and publish to the Internet a bimonthly newsletter, the "Jefferson County New York Genealogical Society Informer."

Section 7. The Genealogy Collections Committee shall, through the use of the Internet and Informer, encourage the research and collection of genealogical and historical information of associated organizations and individuals doing similar work.

Section 8. The Membership Committee shall keep current the list of members and their addresses and make this list available to any other committee. They shall notify members whose dues are in arrears. They are responsible for preparing a packet for each new member which will include at least a copy of the Constitution and By-laws and copies of the "Informer" from the previous July issue to the time of their joining.

Section 9. Surname Committee shall collect the surnames which members are researching and make the list available for use by members.

Section 10. The Finance and Audit Committee shall annually review the Treasurer's records and report to the general membership at the annual meeting. They shall prepare a budget to be approved by the executive committee and accepted by the majority of those present at the annual meeting.

Section 11. The Genealogy Facilities Committee shall be responsible for inventorying the genealogy records in facilities in Jefferson County. The inventory of each known facility will be kept for reference and the use of individuals who are attempting to locate genealogy records in the area.

Section 12. All Standing Committees shall make written progress reports to the Recording Secretary of the Society previous to each scheduled meeting.

Article III

CHANGES AND RULES

Section 1. The Constitution may be amended by following the proper rules as specified in section 501(c)(3) of the Internal Revenue Code.

Section 2. The Society may amend these By-laws by a majority vote of those present at any regular meeting, providing notice of the amendment has been given to member's 21 days prior to the meeting.

Section 3. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-laws and any special rules of the Society may adopt.

End.