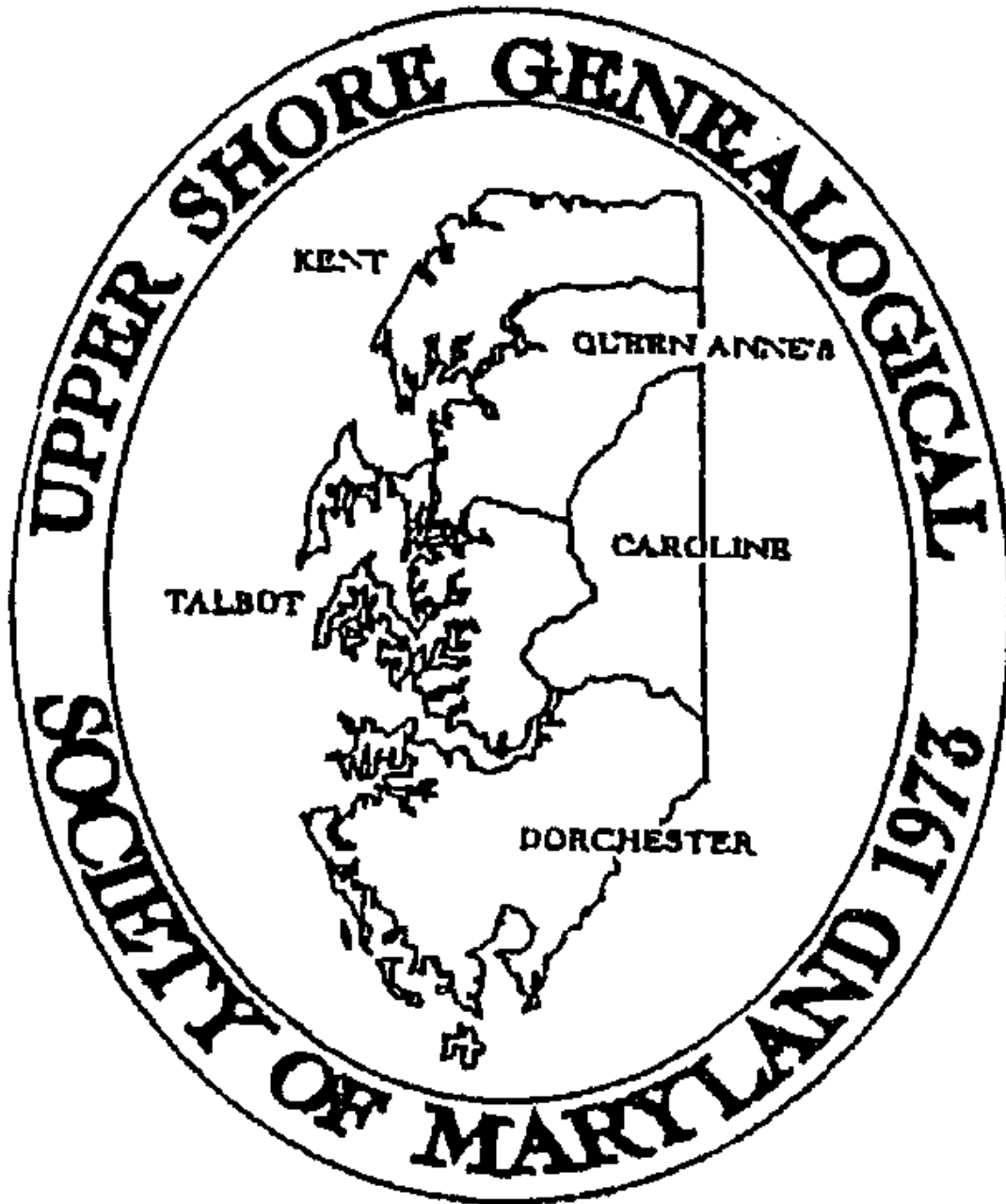


By-Laws of The Upper Shore Genealogical
Society of Maryland



November 2016

The Upper Shore Genealogical Society of Maryland By-Laws

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Article 1. Name and Purpose

Section 1.

The name of the society shall be The Upper Shore Genealogical Society of Maryland (also referred to as the USGS), herein known as the Society.

Section 2.

The purpose of the organization shall be as follows:

- A. To encourage all of those interested in researching their ancestral heritage and promote fellowship and cooperation..
- B. To educate members and the public on genealogical information from the Maryland counties of Caroline, Dorchester, Kent, Queen Anne's, and Talbot through meetings, seminars, workshops, and publications.
- C. To provide a forum for sharing knowledge that individual members have acquired in their own research.
- D. To collect, preserve, and disseminate genealogical, biographical, and historical knowledge and information.

Section 3.

The Society shall be operated as a nonprofit organization. No part of the funds of the Society shall be used for the personal benefit of any private individual.

Section 4.

The name of the Society or the names of any members in their official position shall not be used in connection with a commercial or political concern nor with any partisan interest for any purpose not appropriately related to the purposes of the Society as stated in Section 2 of this Article.

Article II. Membership and Dues

Section 1.

Members are dues paying individuals who are interested in the genealogy and history of the upper Eastern Shore of Maryland. Membership shall be available to all those who subscribe to the purposes of the Society as stated in Article I of these by-laws.

Section 2.

Members shall have the right to vote for Society officers, hold any elected or appointed office in the Society, and participate in Society events.

Section 3.

Membership dues will cover the period of one year from the time that the member pays their dues. Any member that does not renew their membership within 30 days of its expiration will be considered as having terminated their membership. If a member renews within 30 days, their original date of membership will remain the same.

Section 4.

Membership dues will be set by the Executive Board of the Society. Annual dues may be modified by a two-thirds vote of the Executive Board.

Section 5.

Any member may be dropped from membership in the Society for deliberate actions that are deemed to be detrimental to the welfare or the good name of the Society by a vote of two-thirds of the Executive Board. Any member whose membership is dropped shall be notified by letter within 14 days of the decision.

Section 6.

Membership dues shall not be refunded for any reason including resignation, death, or dismissal from the Society.

Article III. Society Meetings

Section 1.

Regular Member meetings of the Members of the Society shall be held five times each fiscal year on the second Saturday of September, November, January, March, and May or at other times and at such places as may be determined by the Executive Board. Member meetings are open to all interested persons, although only members may vote at Member meetings. Only members who are present may vote at meetings.

Section 2.

Regular meetings of the Executive Board of the Society shall be held twice a year on the second Saturday of August and February.

Section 3.

Special meetings may be called by the President or a majority of the Executive Board when it is deemed to be in the best interest of the Society. Notices of such meetings will be posted to the Society web site and notifications will be emailed (mailed to

members without email) to members at least ten days prior to the date set for the scheduled meeting.

Section 4.

The order of business at all meetings of the Society shall be determined by the President, although it may be altered or suspended at any meeting by a majority vote of the Members present at the meeting.

Section 5.

The President may invite Committee Members to Executive Board meetings as non-voting participants.

Article IV. Officers

Section 1.

The officers of the Society shall be:

President

Vice President

Treasurer

Recording Secretary

Corresponding Secretary

These officers will, by virtue of their office, be members of the Executive Board.

Section 2.

The President shall: (a) preside over all meetings of the Society (b) appoint committee chairpersons and members as provided in article VI, and (c) be ex-officio a member of all committees with the exception of the Nominating Committee. No person shall hold the office of President for more than three consecutive terms. Any President who has served for 180 days of fiscal year will be considered as having served one term.

Section 3.

The Vice-President shall perform such duties as shall be assigned by the President and shall perform the duties of the president in the case of his or her absence or inability to serve. If the President can no longer serve, the Vice President will be appointed to the position of President. If they take over the position and serve for 180 days in the fiscal year, then they are considered to have served on term as defined in Section 2 of this Article.

Section 4.

The Treasurer shall (a) receive all dues and other funds of the Society; (b) deposit such funds in a bank or banks approved by the Executive Board; (c) keep a record of all funds received and expended; (d) pay all bills of the Society as authorized by the

Executive Board; (e) prepare a report and financial statement for each meeting of the Executive Board; (f) prepare a draft budget for consideration by the new Executive Board at the first meeting of each fiscal year. The Treasurer's and one other officer's signature will be required for expenditures of \$1,000.00 or more for Miscellaneous Expenses.

Section 5.

The Corresponding Secretary shall receive the mail and conduct the correspondences of the Society, informing the members of the Executive Board and/or chairs of the various committees as may be necessary for the performance of their duties, and perform such other duties as may be required by the Executive Board.

Section 6.

The Recording Secretary shall keep a record of the proceedings of all Society meetings and shall maintain the records of the Society as shall be appropriate or directed by the Executive Board.

Article V. Executive Board

Section 1.

The Society shall be governed by an Executive Board consisting of the officers of the Society as well as the members listed in Section 2 of this Article.

Section 2.

The members of the Society's Executive Board shall be as follows:
The Officers of the Society
Chairpersons of each standing Committee as defined in Article VI
Member at Large as defined in Section 5

Section 3.

Fifty percent of the members of the Executive Board shall constitute a quorum. A majority of those present, where a quorum is present, shall be necessary to make any decisions. If a member is, by necessity, the chair of more than one committee, they shall still receive only one vote.

Section 4.

Any member of the Executive Board who misses three consecutive meetings without notice will be contacted by a member of the board assigned by the President. Three attempts within one month shall be made to contact the member to verify that they still wish to continue in their position. If no reply is received, the member will be

viewed as having vacated their position and the President will appoint a Nominating Committee to find a replacement.

Section 5.

The Member at Large position can be filled by any active Member of the Society. Although this person has no specific duties, they may assist any Executive Board member or Committee Chair in the execution of their assignments. The ideal candidate for this position would be a past president or a member who regularly attends meetings. The Member at large position shall be appointed by the President.

Article VI. Committees

Section 1.

There are four standing committees of the Society as follows: (a) Program and Publicity, (b) Publications, (c) Library, and (d) Membership. The President, with the approval of the Executive Board may, from time to time, establish temporary committees which will expire at the end of each fiscal year, or after a predetermined period of time if it is before the end of the fiscal year. The President shall appoint the chairpersons and members of each Standing Committee annually, and shall appoint the chairperson and members of each other committee after its establishment.

Section 2.

The Program and Publicity Committee shall be responsible for programs for the regular meetings of members. They will also send press releases to local publications, advertise the Society in opportune places, and initiate the publication of the Society's brochures. A webmaster shall be appointed by the Executive Board to serve under the Program and Publicity Chair. The webmaster shall be responsible for the Society's Internet presence including a web page and social media.

Section 3.

The Publications Committee shall be responsible for the publication of the Society's periodical publications including *Chesapeake Cousins*, *Cousin to Cousin*, as well as the publication and distribution of books which shall be from time to time compiled by the Members of the Society.

Section 4.

The Library Committee shall be run by a Head Librarian and shall be responsible for the maintenance of the Society's library including the collection and cataloging of acquisitions (both published and unpublished), the staffing of the research center with volunteers and, with the approval of the Executive Board, the hours and days when the research center will be open to the Members and public.

Section 5.

The Membership Committee shall be responsible for establishing and maintaining a list of all current members, their membership numbers, addresses, surnames, email addresses, personal genealogical web sites, and the Membership/Surname directory. The list is to be made available to the committees for the execution of their particular duties.

Article VII. Fiscal Management

Section 1.

The Society's fiscal year shall run from July 1 to June 30.

Section 2.

All non-budgeted expenditures over \$100 must be approved by majority of the Executive Board. Expenditures or reimbursements under \$100 may be approved by the President of the Society. Examples of non-budgeted expenses would include but not be limited to: office equipment, repairs to library, and general maintenance items. Examples of budgeted expenses would include but not be limited to: rent of library, printing costs for Society periodicals, insurance premiums, utilities, standard office supplies (postage, envelopes, paper, etc.)

Article VIII. Nominations and Election

Section 1.

A Nominating Committee of at least 2 Society members shall be appointed by the president with the advice and consent of the Executive Board at the March Member's Meeting prior to the election meeting which shall be held that the Member's meeting on the second Saturday of May.

Section 2.

The Nominating Committee shall prepare a single slate of officers to be voted on by the Members at the election meeting on May

Section 3.

Any person nominated for a position must be a Member of the Society as of the March Member's meeting when the Nomination Committee is chosen. Once elected or appointed, the Officer or Chairperson must maintain their membership throughout their term. If they do not maintain their membership during their term (as laid out in Article II Section 3), they will be viewed as having vacated their position.

Section 4.

Opportunity shall be given at the election meeting for additional nominations from the floor, provided that the nominee meets the eligibility requirement of Section 3 of this article.

Section 5.

No nominees shall be named either by the Nominating Committee or from the floor without the nominee's consent and acknowledgement of willingness to serve.

Section 6.

New officers shall be elected by a majority of the Members present and voting at the election meeting.

Section 7.

New members of the Executive Board shall assume their position on the first day of the fiscal year. The outgoing Executive Board will provide new members with a copy of the by-laws, and the newly elected Board Members will be announced on the web site and in the next newsletter. Outgoing Board Members will turn over all records, files, keys, or other information that pertains to the position that they are leaving.

Article IX. Parliamentary Authority

Section 1.

"Roberts Rules of Order" shall be used as to govern the Society on all cases in which it is applicable, and in which the rules are not in conflict with these by-laws.

Article X. Amendments

Section 1.

These by-laws may be altered, amended, or repealed by an affirmative vote of a majority of Members at a regularly scheduled or special meeting. Any proposed changes must be proposed by the Executive Board or by a petition signed by at least ten Society Members,

Section 2.

The proposed amended by-laws must be distributed to the membership at least 14 days prior to the meeting at which they will be voted on. This may be done by mail or email using the addresses and email addresses provided to the Society. Proposed changes will also be posted to the Society web site. Approval of any amendments requires a two-thirds vote of the members present at the meeting.

Section 3.

Upon approval of any amendments to the by-laws, the Recording Secretary will provide a new copy of the by-laws to the Executive board and ensure that there is a copy kept on file at the library.

Section 4.

Amendments shall be effective upon adoption, unless otherwise specified in the amendment(s).

Article XI. Dissolution

Section 1.

Upon dissolution of the Society, assets shall be evenly distributed between the historical societies of Caroline, Dorchester, Kent, Queen Anne's and Talbot counties after all just and due bills are paid. If any of the above named societies are no longer in existence, or are unable or unwilling to accept the distribution, the Executive Board will distribute their portion of the funds to another fund, foundation, or organization operated exclusively for the purpose specified in Section 501(3)(c) of the Internal Revenue Service.

Approved, enacted, and executed at the
General Membership Meeting held
November 12, 2016 in Greensboro, MD.

By: _____SIGNED_____

Eric Alexander, President

By: _____SIGNED_____

Elinor Thompson, Vice-President

By: _____SIGNED_____

William Schaffner, Treasurer

By: _____SIGNED_____

Nathalie Thomas, Recording Secretary

By: _____

Corresponding Secretary, Vacant

This original copy to be filed at the
Society's Research Center and Library,
12156 Greensboro Road,
Greensboro, MD 21639