

# Quail Creek Genealogy Club

## BYLAWS

### ARTICLE I: NAME

The Organization shall be known as “Quail Creek Genealogy Club” (QCGC).

### ARTICLE II: PURPOSE

**Section 1.** The purpose of QCGC shall be educational and social, and will provide to the residents of Quail Creek:

- a forum for discussion and social interaction centered around the common interest in genealogy and family history research.
- information on resources available to study and research family histories and genealogies.
- encouragement and help in collecting and preserving materials related to genealogy.
- demonstrations, workshops and educational speakers in order to disseminate materials related to genealogical research.

**Section 2.** Mission Statement: To foster and nurture an interest in genealogy by providing instruction, information, and inspiration, while encouraging club members and others in the development of family histories and genealogical records, for the benefit of future generations.

**Section 3.** The Organization has been set up as a non-profit club.

**Section 4.** No part of the activities or net earnings from dues shall unfairly benefit any Director, Officer, or Member.

**Section 5.** In the event QCGC ceases to exist, all assets remaining after the payment of outstanding debts shall be distributed to the local non-profit library, genealogy club or society.

### ARTICLE III: MEETINGS

**Section 1.** General Membership meetings of the Club shall be held once a month. Meeting dates may be changed or omitted entirely at the discretion of the Board. In addition to regular member meetings, special meetings, workshops, trainings, or other special events including guest or paid speakers may occur.

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**Section 2.** Special meetings of the Club may be held at any time at the discretion of the Board, provided that notice is given to the members no less than seven (7) days prior to the meeting by email and by posting on the Club website.

**Section 3.** All members in good standing shall be entitled to attend and take part in QCGC activities such as General Membership meetings, special meetings, workshops, trainings, and special events including guest or paid speakers.

**Section 4.** In the event membership meetings are not held, announcements shall be made via email, Quail Creek's "What's Happening", or equivalent method.

### ARTICLE IV: MEMBERSHIP AND DUES

**Section 1.** Membership is open to all individuals who either currently reside in Quail Creek as a homeowner or a renter. Members in Good Standing who have moved out of Quail Creek may retain their membership by paying the proper dues. These members will be referred to as "Alumni" members.

**Section 2.** Annual Dues will be decided by the QCGC Board. Annual calendar-year dues shall be collected by the Treasurer or Director-Membership starting in October for the following calendar year. New members who join at other times of the year shall pay full dues with the provision that those who join during the last three months and paying the full amount will be considered fully paid for the following year.

**Section 3.** Members not meeting their dues obligation by February 1<sup>st</sup> shall lose Club privileges and will be dropped from the Membership Roster and must submit current dues to be reinstated.

**Section 4.** The annual dues amount is currently set at \$15 for Individuals and \$25 for 2 people residing in the same Quail Creek residence. The amount may be changed at the recommendation of the Board with approval of the General Membership by a simple majority of the members voting.

**Section 5.** Prospective members may attend two General Membership meetings prior to paying the annual membership dues.

**Section 6.** Members in Good Standing are defined as members who have completed and turned in their membership form, along with the proper dues, by their third (3rd) meeting.

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**Section 7.** Only Members in Good Standing are eligible to attend special meetings, workshops, trainings, or other special events including guest or paid speakers.

### ARTICLE V: OFFICERS AND EXECUTIVE BOARD

**Section 1.** The Quail Creek Genealogy Club shall be governed by an Executive Board of Directors initially consisting of eight members: President, Vice-President, Secretary, Treasurer, Director-Education, Director-Resources, Director-Membership, Director-Communications, Director-Guest Speaker, Director-Special Events.

All Officers and Board members must be full-time residents of Quail Creek.

**Section 2.** The Executive Board may also include former Board members if approved by a vote of the majority of the Board. These Board members will be designated as "Director at Large".

**Section 3.** The maximum number of Executive Board members shall not exceed 12 individuals.

**Section 4.** All members of the Executive Board have voting rights. In matters requiring a vote of the Executive Board, the President shall cast the tie-breaking vote. To transact business at any meeting, fifty percent of the Executive Board of Directors must be present to constitute a quorum.

**Section 5.** The term of office for the Executive Board positions of President, Vice-President, Secretary, and Treasurer shall each be two years.

**Section 6.** The term of office for all Director positions shall be one (1) year, but may be extended by the President with the concurrence of the Executive Board.

**Section 7.** For all Officers, there shall be a maximum of three terms in the same office, as long as they are 1) nominated and 2) are then elected by a majority vote. The same person, however, may be elected to a different office for an added elected term.

**Section 8.** Meetings of the Executive Board shall be held once a month. Pertinent items from the Executive Board meetings shall be presented to the General Membership. For an item needing a vote prior to the next Executive Board meeting, the Executive Board shall vote on said item via email. The results of said vote shall be confirmed by the President at the next Executive Board meeting following said email vote.

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**Section 9.** If an elected officer or Director is absent for three consecutive Executive Board meetings without approval of the Executive Board, that office shall be declared vacant. The President shall, with the ratification of the Executive Board, appoint a successor to complete the vacant position.

**Section 10.** In case of a resignation and/or termination of QCGC Membership of any elected officer other than the Vice-President, their successor shall be appointed by the President with ratification of the Executive Board. The appointed successor shall serve for the remaining term of the resigning officer. In the event the President cannot complete their term of office, the Vice-President shall serve for the duration of the unexpired term and then accede to the Presidency. In the event the Vice-President cannot complete their term of office, the Club shall hold a Special Election as outlined in Article VIII, Section 8, below. Until the Special Election is completed, the President may ask the immediate Past President to assume the duties of the Vice-President.

**Section 11.** Any member of the Executive Board may be removed from office by a majority vote of “no confidence” by the remaining members of the Executive Board. Said vote shall only take place after notification in writing to that officer of the pending action. The Executive Board shall meet and vote by secret ballot.

**Section 12.** Election of officers shall take place at the December meeting of the General Membership. Newly elected officers shall assume their duties as of January 1. In the event the December meeting is not held, voting shall take place as set out in Article VII below.

### ARTICLE VI: DUTIES OF OFFICERS AND DIRECTORS

**Section 1.** Board duties will be to oversee the general business of the club. These activities include but are not limited to conducting membership meetings, updating bylaws and policies and procedures as needed, maintaining financial information of the Club, providing opportunities to members for educational and social interactions.

Section 1.1 The President shall:

- Preside over all General Membership and Executive Board meetings.
- Distribute the agenda prior to each General Membership and Executive Board meeting.
- Cast the deciding vote in case of a tie on any Executive Board decisions.
- Convene at least one business meeting of the membership per year.

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- Prepare periodic messages on Club activities to be circulated to all members.
- Work with the Treasurer, review the Treasurer's books no later than January 30 and report findings to the Executive Board no later than the end of the first quarter of said calendar year.
- Be authorized to sign all documents on behalf of the club.
- In addition to the Treasurer, have signature authority for Club bank accounts.
- Act as the Club's representative in any matters before the POA.

### Section 1.2: The Vice-President shall:

- Assist the President as asked.
- Serve on committees as directed by the President.
- Perform specific duties as assigned by the President.
- Assume the President's duties in their absence.
- Be an ex-officio member of all committees except the Nominating Committee.
- Attend Executive Board and General Membership meetings.
- Supply a monthly report to the Executive Board on all activities related to their duties.

### Section 1.3: The Secretary shall:

- Record the minutes of all Executive Board meetings and General Membership meetings.
- Present a draft of the Executive Board and General Membership minutes to the Executive Board no later than 5 days prior to the monthly board meetings.
- Process all correspondence as directed by the President.
- Maintain the Club Bylaws and ensure placement on the Club's website.
- Attend Executive Board and General Membership meetings.

### Section 1.4: The Treasurer shall:

- Receive and deposit all monies belonging to QCGC promptly.
- Maintain the banking accounts and meet with bank officers to settle any banking errors.
- Pay bills and place orders using both checks and credit card.
- Obtain and keep receipts for all monies disbursed.

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- Keep financial records, prepare and monitor the annual budget for review by the Executive Board and, if asked, at General Membership Meetings.
- Review contracts and Memorandums of Understanding which involve QCGC activities.
- Upon request, meet with all board members and committee members concerning purchasing and budget expenses/needs.
- Offer training to committee members about any budget reports that may be needed.
- Supply the President and Executive Board copies of all financial reports, if asked.
- If needed, supply financial files to an auditor for review.
- Present a financial status report at the Annual Business Meeting when asked.
- Perform other duties as needed or assigned by QCGC Executive Board.
- Attend Executive Board and General Membership meetings.

### Section 1.5: The Director-Membership shall:

- Oversee and coordinate Membership volunteers.
- Work with their volunteers to recruit and welcome new members throughout the year, collect dues and contact information as asked, accept and record membership renewals each year, record all check numbers and give cash and checks to the Treasurer.
- Update and keep the membership database contact information each January and whenever there is a renewal or new member.
- Notify any member without email of all pertinent information concerning the Club and upcoming meetings.
- Set up and manage the sign-in procedure at monthly meetings.
- Attend the Executive Board and General Membership meetings.
- Report to the Executive Board of all activities related to their duties.

### Section 1.6: The Director-Communications shall:

- Serve as coordinator of publicity.
- Maintain the Quail Creek Genealogy Club website.
- Supply and/or author articles, announcements, and flyers about programs and events of the Club.
- Aid in editing other publications as asked.

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- Work with the Treasurer to determine and budget any fees/costs associated with Communications.
- Work with local media to supply coverage of QCGC events.
- Attend Executive Board and General Membership meetings.
- Electronically record, via appropriate camera and camcorder, select meetings and events (social and otherwise) upon official request by the Executive board.
- Report to the Executive Board of all activities related to their duties.

Section 1.7: The Director-Education shall:

- Work with organizations to find and develop potential educational information for QCGC membership programs.
- Coordinate with the Director-Resources to help develop educational programs and workshops for our membership.
- Determine and communicate any logistical requirements for scheduling Education Committee planned events.
- Work with the Treasurer to determine and budget any associated fees.
- Report to the Executive Board about all planned activities for workshops, programs, etc.
- Attend Executive Board and General Membership meetings.

Section 1.8: The Director-Resources shall:

- Work with organizations to find and develop potential resources for QCGC members.
- Coordinate with the Director-Education to help develop educational programs and workshops for our membership.
- Determine and communicate all logistic requirements for scheduling events.
- Work with the Treasurer to determine and budget any fees/costs associated with Resources.
- Present potential resource suggestions to the President for consideration by the Executive Board.
- Approve any third-party links that are added to the QCGC website.
- Report to the Executive Board on all activities related to their duties.
- Attend Executive Board and General Membership meetings.

Section 1.9: The Director-Guest Speaker shall:

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- Work with the Education and Resources Directors to find speakers for QCGC programs, special events, and workshops or small group activities that meet the needs of QCGC members and that are consistent with the Mission of QCGC.
- Convene regular meetings of the Guest Speaker Committee.
- Determine and communicate all logistic requirements for scheduling events.
- Work with the Treasurer to determine and budget any associated fees.
- Present suggestions for Guest Speakers to the President for consideration by the Executive Board.
- Supply a monthly report to the Executive Board on all activities related to their duties.
- Work with the Webmaster and Director-Communications to supply specific information about upcoming guest speaker events as well as articles about completed events.
- Assure the completion of all contracts necessary for guest speakers.
- Attend Executive Board and General Membership meetings.

### Section 1.10: The Director-Special Events shall:

- Be responsible for completing and submitting all annual calendar and room request forms/data in compliance with POA requirements.
- Work with the Board to design and implement special events, luncheons, and other activities that meet the needs of QCGC members and that are consistent with the Mission of QCGC.
- Create and convene meetings of the Special Events Committee, as required.
- Explore possibilities for luncheons, small group activities, and virtual presentations for QCGC membership.
- Work with the Treasurer or other Directors to determine any associated fees and logistic requirements for scheduling events.
- Present suggestions for Special Events to the President for consideration by the Executive Board.
- Report to the Executive Board on all activities related to their duties.
- Work with the Director-Communications to supply specific information about upcoming events as well as articles about completed events.
- Follow all financial procedures set up by the Treasurer.
- Keep a written record of all expenditures.
- Prepare the Special Events budget for the following year.

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- Solicit information from the Director-Membership about new members of QCGC who express an interest in event planning when appropriate.
- Serve as a host on Zoom meetings as needed for virtual events.
- Assure the completion of all contracts necessary to facilitate programs.
- Attend Executive Board and General Membership meetings.

### ARTICLE VII: PROJECTS AND COMMITTEES

**Section 1.** Various committees may be set up in support of the Board of the QCGC to manage Club activities. Additional committees may be set up by the Executive Board as the need arises. All committees formed shall reflect the mission of the Club.

**Section 2.** Each committee shall have a Chair (usually a Director) and if needed, an Assistant Chair, appointed by the Chair. The Chair(s) shall coordinate the committee's efforts and shall supply periodic reports to the Executive Board.

**Section 3.** The Committee Chair shall be responsible for supplying a list of committee members at the request of the President.

**Section 4.** The Committee Chair shall be responsible for creating a list of procedures, a timeline for operations, and necessary forms for inclusion on the organization's secure website and training manual.

**Section 5.** Committees shall not publish information about their project without the approval of the Director-Communications or the President.

**Section 6.** Committees may be retired when no longer considered necessary or effective.

**Section 7.** Terms of office as stated in these Bylaws are subject to the discretion of the Executive Board approval.

### ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS

**Section 1.** Beginning at the August General Membership meeting (and by email to the all members), the President shall announce the appointment of a Nominating Committee consisting of no less than three (3) Club members, whose duty is to nominate candidates for the respective open officer positions. Note: A member may nominate themselves. At the October Board meeting, the board will review all nominees and create a ballot for the election of officers. The ballot will include all eligible nominees put forward by the Nominating Committee and any additional nominees made by the membership or the Executive Board. It shall be the

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responsibility of the Nominating Committee (and the Executive Board, if necessary) to obtain written consent of those nominated.

**Section 2.** The following Officers shall be elected in odd-numbered years and take office January 1st of the following even-numbered year.

- President
- Secretary

The following offices shall be elected in even-numbered years and take office January 1st of the following odd-numbered year.

- Vice-President
- Treasurer

**Section 3.** The President shall announce the proposed slate of officers at the General Membership meeting in November and send a general email announcement to the members immediately following the November meeting.

**Section 4.** More nominations may be made from the floor at the November General Membership meeting and/or through a general email sent to members asking for more nominations. Said additional nominations shall be sent to the Executive Board, if the nominee has given their written permission.

**Section 5.** In the event that there are no candidates for any of the above positions, and there are no nominations for said position at the December General Membership meeting, the President shall appoint an individual to fill that position with ratification by the Executive Board.

**Section 6.** At least two (2) weeks prior to the December General Membership meeting, the proposed slate of officers shall be posted on the Club's website with a ballot form. And a reminder will be sent to all members by general email and US mail to those without email to review and vote for the candidates.

**Section 7.** At the December General Membership meeting the results of the election will be announced.

**Section 8.** In the case where the existing Vice-President or Treasurer is elected to the office of President, nominations for replacement Vice-President or Treasurer following Article V, Section 10, above, the Immediate Past President shall appoint a

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Nominating Committee as set out in this Article. The Committee shall announce the candidates at the next scheduled General Membership meeting. The vote shall take place at the monthly meeting in the month following the announcements of candidates.

**Section 9.** In the event any of the membership meetings as referenced above are not held, the required announcements for the Nominating Committee and the candidates shall be through the Club's website and to the membership by email or US mail for those without email.

In the event the December General Membership meeting is not held, voting for the annual slate of officers shall be through electronic means sent to the membership in December.

In case of a Special Election, all announcements and voting shall take place as set out in this Section.

### ARTICLE IX: RESTRICTIONS

**Section 1.** Members of QCGC shall not enter into a verbal or written contracts to supply services to this organization without prior approval of the Executive Board. All contracts/agreements shall originate with the Board. Any commitment for services or payment for such services shall not be honored without said approval.

### ARTICLE X: AMENDMENTS

**Section 1.** The Bylaws may be amended by a majority vote of the Executive Board.

**Section 2.** The Bylaws shall be reviewed and revised as needed.

### ARTICLE XI: PARLIAMENTARY AUTHORITY

**Section 1.** Robert's Rules of Order shall be the authority for all questions of parliamentary law unless in conflict with these Bylaws.

Approved and adopted by the Executive Board of the Quail Creek Genealogy Club (QCGC) on the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2023.

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President

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Secretary