

TENNESSEE VALLEY GENEALOGICAL SOCIETY

BY-LAWS

ARTICLE I NAME

The name of this Society shall be the Tennessee Valley Genealogical Society, INC. of Huntsville, Alabama.

ARTICLE II PURPOSE

The purpose of the Society is stated in the Articles of Incorporation and is:

To raise the standard of genealogical research in the Tennessee Valley region of Alabama through educational programs, workshops and the publication of genealogical data.

To provide direct assistance to the Huntsville Madison County Library Heritage room and help to other Libraries in the Tennessee Valley of Alabama region in building their genealogical collections.

To promote the collecting and preservation of the early records of the State of Alabama and the Tennessee Valley of Alabama.

To do and perform such other things as may be necessary and proper for the carrying out and accomplishment of such purposes and objects as are deemed necessary or proper by the Executive Board of the Society.

ARTICLE III MEMBERSHIP

Section 1. Membership in the Tennessee Valley Genealogical Society shall be by payment of annual dues.

Section 2. Individuals within and outside the Tennessee Valley region shall be eligible for membership in the Society.

ARTICLE IV DUES

Section 1. The annual dues for individuals shall be established by the Executive Board and approved by a majority vote of the membership at any regular meeting of the Society and shall be published in the journal.

Section 2. Dues are payable by July 1st. A member failing to pay dues by the September meeting shall be considered not in good standing.

Section 3. An exchange of publications only (Valley Leaves journal) with other historical/genealogical societies and institutions shall be approved the Executive Board. There will be NO CHARGE for this exchange as it is reciprocal.

Section 4. Individuals, societies and institutions may purchase available publications (Valley Leaves journal) for an amount established by the Executive Board.

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ARTICLE V OFFICERS

Section 1. The officers of the Society shall be a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, a treasurer, an editor, a historian-archivist and four directors. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Society.

Section 2. The officers of the Society, including the directors, shall constitute an executive board. The retiring president of the Society shall be an ex-officio for two years.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1. At the regular meeting in January, a nominating committee of five members shall be elected by the Society. It shall be the duty of this committee to nominate officers for a two year term. The nominating committee will give their report at the regular meeting in April and ask for nominations from the floor. Any such nominations will be contingent upon the consent of the nominee. The newly elected officers will be installed at the July meeting.

Section 2. The officers shall be elected to serve for two years or until their successors are elected. Their term of office shall begin July 1. Annually, two directors will be elected; biennially, officers and two directors will be elected.

Section 3. Vacancies occurring in the office, except the office of President, shall be filled by the Executive Board.

ARTICLE VII
DUTIES OF OFFICERS

- Section 1. The President shall preside at all meetings of the Executive Board, shall call special meetings of the Society and of the Executive Board when necessary, and shall be the ex-officio of all committees except the nominating committee. The President shall appoint, after consultation with appropriate chairmen, members of the standing committees, and shall appoint members to special committees and perform all other duties specified in the parliamentary authority. At the discretion of the President, he/she shall appoint a Parliamentarian to serve in an advisory capacity during the President's term of office at all meetings of the Society and at meetings of the Executive Board when requested. The Parliamentarian shall render an opinion when requested to do so by an officer or member.
- Section 2. The First Vice-President shall preside in the absence of the President, and shall accede to the office of President in case of a vacancy. He/she shall assist the President when called upon. He/she shall be chairman of the Program Committee, shall be responsible for all publicity concerning programs and shall designate the time and location of regular meetings.
- Section 3. The Second Vice-President shall preside in the absence of the President and First Vice-President and shall accede to the office of First Vice-President in case of a vacancy. He/she shall assist the President when called upon and shall be chairman of the Membership Committee. He/she shall be responsible for notifying those members who so desire it, of time and place of meetings. He/she shall also be responsible for recruiting new members and shall maintain a complete roster of active members, notifying delinquent members when necessary.
- Section 4. The Recording Secretary shall keep a record of the proceedings of the meetings and shall send a copy of such proceedings to the President. He/she shall have custody of the Articles of Incorporation and other important business documents and records, and shall perform such other duties as may be delegated to him/her.
- Section 5. The Corresponding Secretary shall handle all incoming and outgoing correspondence for the Society and he/she shall perform other duties as may be delegated by the society.
- Section 6. The Treasurer shall receive all funds of the Society, pay all bills of the Society and present a report of the treasury at each meeting.
- Section 7. The Editor shall be chairman of the Publications Committee. He/she is responsible for the critical selection of material for publication in VALLEY LEAVES or other publications of the Society. This material must meet the high standard of research, documentation and collection of data demanded by the Society's objectives.

Section 8. The Historian-Archivist shall be custodian of the permanent archives of the Society and shall keep a record of all activities of the Society. He/she shall receive all materials presented to the Society and shall place them in the Society's permanent depository. He/she shall have access to all official non-current records of the Society and shall determine which records should be retained in the Society's permanent archives.

Section 9. The Directors shall assist the President and other officers of the Executive Board in the conduct of the business of the Society. Their role includes advising and providing continuity in the Executive Board, serving on committees appointed by the President, and acting as assistants to the Chairmen of the various standing committees when required.

ARTICLE VIII
DUTIES OF THE EXECUTIVE BOARD

Section 1. The officers of the Society, including the Directors, shall constitute the Executive Board.

Section 2. The Executive Board shall act for the Society during the interim between meetings of the Society. The Board shall meet as deemed necessary by the President or upon request of five members of the Board. The Board is authorized to adopt rules for the transaction of its business, provided they do not conflict with these by-laws.

ARTICLE IX
STANDING AND SPECIAL COMMITTEES

Section 1. The Standing Committees shall be Program, Membership and Publications.

Section 2. Such Special Committees as may be needed shall be appointed by the President. Since a Special Committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is finished and its final report is received.

ARTICLE X
MEETINGS

Section 1. Regular meetings of the Society shall be held on the fourth Thursday of July, October, January and April, except when the date coincides with a holiday, in which case the President may reschedule the meeting.

Section 2. Special meetings of the Society may be called by the President or by any five members of the Executive Board.

ARTICLE XI
VOTING

Section 1. The payment of annual dues by an individual member entitles that member to one vote.

Section 2. The voting on all questions coming before the Society shall be by “ayes” and “nays.” The result shall be determined by a majority of the votes of those present. (See exception, Article XV. Amendments.)

ARTICLE XII
QUORUM

Section 1. The majority of those members attending shall constitute a quorum and be empowered to transact the business of the Society at a regular or special meeting.

Section 2. Six members of the Executive Board shall constitute a quorum to transact the business of the Board meeting.

ARTICLE XIII
FISCAL PERIOD

The fiscal year of the Society shall be July 1 to June 30 of the following year.

ARTICLE XIV
PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, Newly Revised, shall be the parliamentary authority of the Society. Should any conflict develop between these by-laws and said rules of order, the by-laws shall take precedence.

ARTICLE XV
AMENDMENTS

These By-laws may be amended by a two-thirds vote of the members present at any regular meeting. Proposed amendments to the By-laws shall be presented in writing to the Executive Board and along with the Board’s recommendations shall be presented for a vote at the next scheduled meeting. Area members shall be notified through the usual notice-of-meeting that a By-Laws amendment will be presented for a vote.

ARTICLE XVI
FINAL DISBURSEMENT OF ASSETS

Whereas the Tennessee Valley Genealogical Society, Inc. is a nonprofit organization, in the event of its dissolution, after all just debts are paid, cash assets shall be donated to the Huntsville Public Library Huntsville, Alabama for use in purchasing genealogical material.

Revised 13 September 2004

Revised 28 July 2005

Revised 25 June 2013

Revised 27 April 2017