

By-Laws of the Charleston Chapter, South Carolina Genealogical Society
Revised March 2012 and January 2017

Article I. - Mission:

The mission of the Charleston Chapter, South Carolina Genealogical Society, is to promote an interest in genealogy by providing the opportunity for education and the sharing of information.

Article II. - Function:

The Charleston Chapter, South Carolina Genealogical Society, shall carry out its function with advisory coordination of the State Society. Parliamentary authority is to be the latest published version of Robert's Rules of Order.

Article III. - Membership:

Membership in the Charleston Chapter, South Carolina Genealogical Society, shall be by application to the Chapter Membership Chairman who shall forward the name of the new member to the State Society.

Article IV. - Board of Directors:

Sec. 1. The Board of Directors of the Charleston Chapter, South Carolina Genealogical Society, shall consist of the officers of the chapter. The retiring President shall be an ex officio non-voting member of the board.

Sec. 2. The Board shall have all power and authority over the affairs of the chapter during the interval between meetings.

Sec. 3. The current President and Secretary of the chapter shall serve as the Chairman and Secretary of the Board, respectively.

Sec. 4. The Board shall meet at the call of the President, or of three other members of the Board, or upon petition of one-third of the members of the chapter.

Sec. 5. The Board is authorized to adopt rules for the transaction of its business provided they do not conflict with the by-laws.

Sec. 6. Members in good standing are welcome to attend Board meetings as observers. Non-Board members may address the Board if they have given prior notice to the President.

Article V. - Officers:

Sec. 1. The chapter officers shall be President/Director; First Vice-President, Projects; Second Vice-President, Programs; Secretary; Treasurer; Membership Chairman; Historian/Archivist; and Newsletter Editor.

Sec. 2. A Parliamentarian, appointed by the President, shall serve during the President's term of office.

Sec. 3. The term of elected officers shall be two years commencing January 1 following the election. Vacancies occurring in office, except the office of the President, shall be filled by appointment by the board until the next scheduled election.

Sec. 4. Elections shall be held annually by the membership at the November meeting. The President/Director, Second Vice-President, Treasurer, and Newsletter Editor shall be elected in

odd years; the First Vice-President, Secretary, Membership Chairman and Historian/Archivist in even years. Only the Treasurer, Historian/Archivist, Editor, and Membership Chairman may serve more than two (2) consecutive terms.

Article VI. - Duties of Officers:

Sec. 1. The President/Director shall preside at all meetings of the Chapter and its Board; shall call special meetings of the Chapter and of the Board when necessary; shall be an ex officio member of all committees except the nominating committee; shall fill vacancies on special committees; shall function as Director to the State Board (or appoint a member in good standing to attend and vote in her/his absence); shall perform all other duties specified in parliamentary authority.

Sec. 2. The First Vice-President shall preside in the absence of the President and shall accede to the office of President in case of vacancy. The First Vice-President shall appoint members and be chairman of the Projects Committee.

Sec. 3. The Second Vice-President shall preside in the absence of the First Vice-President. The Second Vice-President shall be responsible for chapter programs.

Sec. 4. The Treasurer shall receive all moneys of the Chapter, disburse all moneys, pay all bills; ensure dues paid by the membership are posted on the membership list kept by the Membership Chairman; and present a report at the regularly scheduled January meeting of the membership.

Sec. 5. The Membership Chairman shall keep an accurate listing of members in good standing; maintain a current mailing list for the newsletter Editor; notify delinquent members; report membership to the State Treasurer as required; present reports of membership matters to the chapter; correspond with prospective members; furnish membership cards and a chapter welcome letter to each new member; and present a membership report at the regularly scheduled January meeting of the membership.

Sec. 6. The Secretary shall keep a record of the proceedings of the meetings and attendance; shall send special notices and bulletins to the membership; handle correspondence; maintain a current list of officers and committees; and perform other duties as may be requested by the President.

Sec. 7. The Historian/Archivist shall oversee the management of all Chapter records; verify that records are managed by chapter officers in accordance with the board-approved Records Management Plan; receive all materials presented to the chapter; and see that all permanent records are placed in the chapter's repository.

Sec. 8. The Editor shall produce and mail the newsletter.

Sec. 9. The Parliamentarian shall serve in an advisory capacity to the President. She/he shall render an opinion when requested to do so by the President, an officer, or a member.

Article VII. - Nominating Committee:

A nominating committee of three (3) from the membership shall be appointed by the Board. This nominating committee shall serve during the term of the elected officers of the chapter.

Article VIII. - Quorums:

Sec. 1. Twelve (12) chapter members in good standing shall constitute a quorum at all meetings of the membership and shall be empowered to transact business of the Charleston Chapter, South Carolina Genealogical Society.

Sec. 2. Five (5) members of the Board shall constitute a quorum to transact the business of a Board meeting.

Sec. 3. The voting on all questions before the Chapter shall be by "Ayes" and "Nays" and shall be entered upon the minutes of such meetings, and a decision shall be determined by the majority of the votes of those present and in good standing.

Article IX. - Fiscal Period:

The fiscal year of the Charleston Chapter, South Carolina Genealogical Society, shall be January 1 through December 31 of the calendar year.

Article X. - Dues:

Sec. 1. The membership year is from January 1 through December 31, regardless of the actual dates on which a member joins the chapter. Dues are not prorated for members who join after January 1. The annual dues for renewal of membership shall be payable not later than December 31 of the year prior to the membership year for which renewal dues are being paid. A member failing to pay dues for membership renewal by February 1 shall be declared "Not in good standing," and failing to pay dues for membership renewal by March 1 shall be declared "Delinquent" and dropped from membership for non-payment. Such dropped members shall be reinstated after paying the current years dues. Changes in the amount of dues shall be determined at the regularly scheduled January meeting of the membership.

Sec. 2. Any member joining the chapter after September 1 shall be a chapter member only and not a member of the South Carolina Genealogical Society until the following January 1, when her/his dues will be applied to the next calendar year.

Sec. 3. Dues will be paid to the Treasurer of the Charleston Chapter, South Carolina Genealogical Society, who shall forward the required dues to the Treasurer of the South Carolina Genealogical Society.

Article XI. - Life Membership:

Sec. 1. Qualification. Any member in good standing with an extensive history of service to the chapter may be awarded life membership.

Sec. 2. Procedure. The President shall appoint a committee to evaluate the qualifications of the nominee and to assess the ability of the chapter to absorb the financial impact. The committee's recommendations will be forwarded to the Board. With Board approval, the President shall notify the recipient in advance so that she/he may attend the recognition meeting, and announce the recipient of the award at a regular meeting of the membership.

Sec. 3. Benefits. State dues of life members (and spouses, if appropriate) will be paid by the chapter, from treasury funds. Life members will receive a free subscription to the chapter newsletter. Life members will be entitled to all benefits of membership enjoyed by other members, including the right to hold office and to serve on committees.

Article XII. - Amendments:

Sec. 1. These by-laws may be amended at a duly constituted or called meeting of the chapter by a two-thirds vote of those present and voting.


Sec. 2. Proposed amendments shall be sent to the entire membership at least thirty (30) days prior to the meeting for consideration.

Article XIII. - Dissolution of the chapter:

In the event of dissolution of this chapter, all permanent records will be turned over to the South Carolina Genealogical Society. Permanent records are identified in the Records Management

Plan. All funds will be donated to an eleemosynary organization, to be determined by the Board at the time of dissolution.

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Susan Hutto Robinson, President
Charleston Chapter,
South Carolina Genealogical Society