

**South Carolina
Genealogical Society, Inc.
By-Laws**

The following By-Laws shall govern the Society in all matters of policy and procedure.

ARTICLE 1. MEMBERSHIP

No individual may use the name or logo of the Society for private gain without written permission of the Board of Directors. Likewise, no member may speak for the Society without prior approval of the President or the Board of Directors.

ARTICLE II PARLIAMENTARIAN

The Parliamentarian shall be appointed by the President and shall serve in an advisory capacity to the President. He shall render an opinion on procedure when requested to do so by an officer or member.

ARTICLE III BOARD OF DIRECTORS

Section 1. In the event of a vacancy in any office except President, the Board of Directors shall appoint a successor to serve for the remainder of the calendar year in which the appointment is made. In the case of a chapter director, the chapter shall elect a replacement.

Section 2. The Board of Directors shall meet quarterly at times and places set by the President. A chapter president, if not an elected Director, may attend and have the privilege to address the Board and vote if the chapter Director is absent.

Section 3. A special meeting of the Board of Directors may be called by the President or any three (3) officers/Directors upon written request to the Recording Secretary. In the case of special called meetings of the Board, written notice shall be mailed to the Board members stating the specific business to be transacted.

Section 4. In case of the need for an immediate decision, the President may take a ballot by mail or electronic written communication, Ballots must be received from three-fourths (3/4) of the Board

members and three-fourths (3/4) of those replying must vote in the affirmative for the proposal to carry.

Section 5. Seven (7) members of the Board of Directors shall comprise a quorum.

ARTICLE IV DUES

Section 1. The amount of annual State Dues of memberships shall be established by the Board of Directors. Each Chapter shall pay the Society the State Dues of each of its paid-up members. New member dues and renewal dues will be sent to the State Treasurer. State Dues shall be payable the first day of January of each year.

Section 2. Chapter shall set their dues to include Society membership in addition to the dues of the local chapter.

Section 3. An individual member of the Society who joins more than one chapter shall be required to pay dues to the Society only once annually and those through his first chapter.

Section 4. Members whose dues have not been paid to the Treasurer by March 1, shall have their names removed from the active membership file and all mailing lists. A member dropped for non-payment of dues may be reinstated in the Society by payment through the chapter, to the Society, of the current annual dues.

Section 5. Members who join after September 1 shall be local chapter members only and not members of the Society until the following January 1, when all chapter members are liable for Society dues for the current year.

Section 6. Society membership entitles members to receive only those official periodicals of the Society published subsequent to receipt of members' dues by the Society Treasurer.

ARTICLE V MEETINGS

Section 1. The general program for the Annual Meeting shall be submitted to the President of the Society by the Host Chapter or the ad hoc arrangement committee prior to finalization for his approval. The Host Chapter or the ad hoc arrangement committee shall receive all monies, disburse all monies and pay all bills pertaining to the Annual Meeting.

Section 2. Notice of the Annual Meeting shall be published in The Carolina Herald and Newsletter at least thirty (30) days prior to the meeting and shall include an agenda of business to be transacted, including any proposed amendments to the Constitution, officers and/or By-Laws, and the slate of as prepared by Nominating Committee.

Section 3. Special Meetings of the Society may be called by the Board of Directors or upon special written request to the Board of at least three (3) of the chapters. Notice of a special meeting must reach the membership at least fifteen (15) days prior to the date for which it is called.

Section 4. All Society members who are in good standing shall have the right to vote. Those members in good standing in attendance shall constitute a quorum and a majority of those voting shall decide the question.

ARTICLE VI FINANCES

Section 1. The Fiscal year shall run from January 1 through December 31.

Section 2. The Audit Committee shall audit the books of the Treasurer at the end of the fiscal year.

Section 3. The Treasurer shall be bonded in the amount to be set by the Board of Directors, and the premium therefore shall be paid from the Society treasury.

Section 4. Any expenses within the By-Laws, or approved by the Board of Directors, i.e. Carolina Herald and Newsletter, P.O. Box, Bulk mail permit and postage, shall be paid by the State Treasurer. All bills, after approval by the proper chairman or official person, shall be sent directly to the State Treasurer to be paid.

ARTICLE VII. COMMITTEES

Section 1. The following Standing Committee shall be appointed by the President: Projects Committee, Publications Committee, Finance Committee, Website Committee and Audit Committee.

Section 2. The President shall appoint ad hoc committees as needed, and the Board of Directors may authorize other Standing Committees, if needed.

Section 3. Committee members, except for the Nominating Committee, shall be named by the President and serve for the same period as the appointing officer; or, in case of an ad hoc committee, until the committee is dissolved.

Section 4.

a. The Nominating Committee shall be composed of one member from each chapter, elected by the respective chapters, to serve for one calendar year. The member so elected, if unable to attend a meeting of the committee, may give written notice to the chairman of the name of an alternate member of the chapter who will represent the chapter at the meeting. Any alternate so designated may vote at the committee meeting, but may not serve as the committee's chairman. A member of the committee shall be elected to serve as chairman at the first meeting of the committee each year. The meeting at which the election is held shall be convened and chaired by the member representing the chapter of the chairman elected the previous year.

b. At least thirty (30) days prior to the Annual Meeting, the committee shall notify the general membership of its proposed slate of officers with one nominee for each office to be filled for that term. The general membership shall have the privilege of submitting additional nominees for consideration by filing a written nomination, endorsed by five members in good standing, with the consent of the nominee to serve if elected, and filed with the Recording Secretary at least ten (10) days prior to the election.

Section 5. The Audit Committee shall consist of three members in good standing, not to include the Society Treasurer, who annually, at the conclusion of the Fiscal Year, examine the books and records of the Society Treasurer and report its findings to the Board of Directors at the first meeting of the calendar year.

Section 6. the Projects Committee shall be responsible for all projects of a statewide nature undertaken by the Society or the Board of Directors, and it shall coordinate the work of the chapters in carrying out said projects.

Section 7. The Publications Committee shall be responsible for general policy on publications of the Society and for recommending to the

Board of Directors for its action all matters concerning publications of every kind of the Society. This Committee shall also recommend to the Board person(s) to be named as Editor(s) and Business Manager for the Society publications.

Section 8. The Finance Committee, of which the Treasurer shall be a non-voting ex-officio member, will consider matters of financing, serve in an advisory capacity to the Board of Directors, assure that the financial affairs of the Society are properly carried out and serve as an advisor to the Treasurer.

Section 9. The Workshop Committee shall:

a. Annually plan and carry out a Society Workshop to be held in Columbia at a time approved by the Board of Directors.

b. Receive all monies, disburse all monies, and pay bills pertaining to the Workshop.

c. Send excess monies to the State Treasurer along with a report of receipts and disbursements. A duplicate copy of said report will be sent to the State President.

ARTICLE VIII. OFFICIAL PUBLICATION

Section 1. The Carolina Herald and Newsletter is the official publication of the Society with its Editor named by the Board of Directors upon recommendation of the Publications Committee. The Business Manager shall be a person recommended by the Publication Committee and approved by the Board of Directors.

Section 2. Subscription to the Carolina Herald and Newsletter for non-member institutions will be an amount equal to the Society dues set by the Board of Directors.

Section 3. The Editor of any Society publication shall submit an annual financial accounting to the Treasurer of the Society by January 15 of each year.

ARTICLE IX. SC GENALOGICAL SOCIETY MEMORIAL FUND

The South Carolina Genealogical Society Memorial Fund is a duly constituted entity of the Society and is governed by the provisions of the Society as established by the Board of Directors.

ARTICLE X CHAPTERS

Section 1. The Society shall carry out its objectives through its constituent chapters chartered by the Society, and in its capacity as a coordinating agency, may make certain demands of the chapters as outlined in other sections of this Article.

Section 2. A chapter charter will be granted to an organized genealogical group whose objectives are consistent with those of this Society and whose application for a charter has been approved by three-fourths (3/4) of the members of the Board of Directors.

Section 3. A charter fee of \$15.00 shall be paid to the Society Treasurer at the time of application as a member chapter.

Section 4. The Society President, or an officer designated by him, shall install the new chapter by presenting the charter at a meeting of the new chapter.

Section 5. A chapter, in order to remain in good standing, shall:

a. Elect one of its members in good standing to serve as a Director on the Society Board of Directors, said Director to serve as a liaison between the chapter and the Board, attending all meetings of the Board and reporting Board actions back to the chapter at its next meeting.

b. Elect chapter officers to correspond to those of the Society, although some offices may be combined at the chapter level.

c. Hold a minimum of nine (9) meetings annually.

d. Cooperate with the Society in carrying out projects undertaken by the Society.

e. Be encouraged to submit one article annually of a topic suitable for inclusion in the Carolina Herald and Newsletter.

f. Through its chapter Director, inform the Projects Committee or appropriate Society officer of all major projects in order to reduce the likelihood of duplication of efforts by the respective chapters.

g. Submit membership lists and dues promptly at the end of each month.

h. Submit annually, not later than January 15, the following to the Society President to be forwarded by him to the appropriate officer for inclusion in the IRS report and the Archives:

- 1. a detailed financial report.***
- 2. a copy of all chapter publications, including Newsletters.***
- 3. copies of the minutes of chapter meetings.***

Section 6. Each chapter may adopt its own By-Laws providing they are not in conflict with those of the Society. If chapter By-Laws are adopted, a copy must be filed with the Archivist-Historian and also with the Recording Secretary of the Society. Amendments to the By-Laws shall be sent to those Society officers also.

Section 7. When a new member is reported, Chapter Treasurers must send to the State Treasurer, for each individual and family member (not associate member) membership application form with dues. When reporting a renewal, Chapter Treasurers must send to the State Treasurer, the name of the member, membership number as issued by the State Treasurer, changes in address and other data as requested by the State Treasurer and/or prescribed by these By-Laws.

Section 8. Chapters may have use of the SCGS Federal Employee (Tax) Identification number as a non-profit 501(c)3 organization.

- 1. Any funds under \$2,000, to be received by a chapter which requires the Society's Federal Employee (Tax) Identification Number, will require notification to the SCGS Finance Committee.***
- 2. Any funds over \$2000, to be received by a chapter which require the Society's Federal Employee (Tax) Identification Number, will require prior approval from the SCGS Board of Directors.***

ARTICLE XI AMENDMENTS

Section 1. These By-Laws may be amended by a two-thirds (2/3) vote of those members voting at an Annual Meeting of the Society.

Section 2. Proposed amendments, as approved by the Board of Directors, shall be published in The Carolina Herald and Newsletter for review by the membership at least thirty days prior to

the date of the Annual Meeting at which such amendments are to be considered.

ARTICLE XII. PARLIAMENTARY AUTHORITY

In all instances not covered by the Constitution or these By-Laws, Robert's Rules of Order, latest revised edition, shall stand as the final authority of the Society.

These By-Laws of the South Carolina Genealogical Society, Inc. were adopted by an unanimous vote of the membership at an Annual Meeting of the Society on the 28 the day of October 2017.