

WHIDBEY ISLAND GENEALOGICAL SEARCHERS
BYLAWS AND STANDING RULES

12/15/2022 Bylaws and Standing Rules amended due to new State law and for clarity
8/4/2020 Bylaws and Standing Rules amended for changes to Board of Directors and Committees
11/2016 amended Standing Rules Article I, Section 1B
5/2015 for spelling, grammar, punctuation, and formatting correction.
12/2011 amended 2005 Bylaws were amended
2005 Standing Rules were revised for grammar, spelling, formatting, increase in dues and speaker fees, and added definitions.

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WHIDBEY ISLAND GENEALOGICAL SEARCHERS BYLAWS

(Revised December 2022)

ARTICLE I – Name

The name of this organization shall be the Whidbey Island Genealogical Searchers, hereinafter referred to as the Society or WIGS, a non-profit corporation, incorporated in Island County under the laws of the State of Washington and Internal Revenue Code Section 501(c)(3).

ARTICLE II – Purpose

Section 1. The purpose of this Society shall be educational, as provided in the Internal Revenue Code Section 501(c)(3) and consistent with the laws of the State of Washington. The Society is devoted exclusively to furthering genealogical research, promoting interest in family history, and preserving records, including for such purposes, the making of distributions to organizations that qualify as exempt under Internal Revenue Code 501(c)(3) or the corresponding provisions of any future United States Internal Revenue Law.

Section 2. To further this educational purpose, this Society may conduct meetings, offer classes, compile and print research material; receive, hold and manage gifts; and engage in other activities that encourage family history investigations. These activities do not exclude other activities within the intent of the Internal Revenue Code Section 501(c)(3) and are consistent with the laws of the State of Washington.

Section 3. No part of the activities of the Society shall carry on propaganda or otherwise attempt to influence legislation and the Society shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the Society shall not carry on any other activities not permitted

- A. By a Society exempt from Federal Income Tax under the above mentioned Internal Revenue Code Section 501(c)(3) (or the corresponding provisions of any future United States Internal Revenue Law), or
- B. By a Society's contributions which are deductible under Internal Revenue Code Section 170(c)(2) (or corresponding provisions of any future United States Internal Revenue Law).

Section 4. The properties and assets of the Society are dedicated to genealogical educational purposes. No part of the net earnings, properties (including print and electronic), or assets of this Society shall ever inure (defined as: to take effect; to be of use, benefit, or advantage to an individual) or be distributable to its members, or other private person except that the Society shall be empowered to pay reimbursement for approved expenses incurred on behalf of the Society.

ARTICLE III – Fiscal Year

The fiscal year of the Society shall be January 1 through December 31.

ARTICLE IV – Members

Section 1. Upon payment of the prescribed dues, any person or organization who supports the purpose of the Society may become a member.

Section 2. By a majority vote of members present at a Board of Directors Meeting of the Society a life membership may be given to anyone.

ARTICLE V – Dues

Section 1. Dues shall be determined by the Executive Officers and the Board of Directors. With the required quorum of 10% of membership present at a general meeting, the Society members can ratify any change in dues by a majority vote.

Section 2. Annual dues shall be payable at or before the January meeting.

ARTICLE VI – Officers

Section 1. The elected Executive Officers of this Society shall be President, Vice President, Secretary and Treasurer.

Section 2. Duties:

- A. The President shall preside at meetings of the Executive Committee, Board of Directors, general and special meetings of the Society and shall perform such other duties as prescribed in the parliamentary authority.
- B. The Vice President shall assist the President in administrative duties and assume the duties of the President in that officer's absence.
- C. The Secretary shall be responsible for recording proceedings of the Executive Committee, Board of Directors, general and special meetings of the Society. Shall give notice of special meetings; preserve all minutes, correspondence, reports, copies and records of the Society's business related matters; retain custody of the Articles of Incorporation, Bylaws, and business related records of the Society, and ensure Articles of Incorporation, Bylaws, and Standing Rules are available to members of the Society.
- D. The Treasurer shall be responsible for all funds received by the Society and for their deposit to the approved account(s) at the designated financial institution(s); make timely expenditures for the Society to include Board of Directors' budgeted and/or authorized amounts; keep accurate records of all monies received and expended by the Society; provide a financial report for each business meeting of the membership and an annual year-end financial statement; provide access to the books for audits as required and submit State and Federal reports.

ARTICLE VII – Directors

The Board of Directors is composed of the elected Executive Officers and the appointed Standing Committee Chairs, as designated in Article VIII, and shall transact business between the Society's general meetings.

Section 1. One-half (1/2) of the Board membership shall constitute a quorum. The affirmative vote of a majority of the quorum number shall be the vote requirement for the adoption of any motion during meetings.

Section 2. Meetings of the Executive Committee and/or Board of Directors may be held in person or by electronic means such as e-mail or other Internet communication systems, telephone conferences, video conferences, etc.

ARTICLE VIII – Standing Committees

Each Standing Committee Chairperson is appointed by the President and approved by the Board of Directors at the January Board meeting. The term of office shall be from January 1 through December 31.

Section 1. Standing Committees that comprise the Board of Directors

- A. Education, Trips & Transportation – Responsible for classes, seminars and workshops. Responsible for the organization and transportation for group trips and activities.
- B. Membership – Responsible for receiving membership monies and completed application forms. Responsible for maintaining a current membership list.
- C. Programs & Publicity – Responsible for monthly general meeting programs and shall work with the Education Chairperson on classes, seminars, and workshops. Responsible for the publicity of the activities of the Society.

ARTICLE IX – Meetings

Section 1. General membership meetings shall be held monthly, September through June, in Island County and may be held in person or by electronic means.

Section 2. The General meeting in November shall be known as the Annual Meeting of the Membership and shall be for the purpose of electing officers, making an annual report, and conducting other business which may arise.

Section 3. A quorum shall consist of 10% of the membership in the Society to conduct business and vote at a general meeting. The majority vote of those present at the meeting will constitute an affirmative vote and shall be required to ratify or change matters presented by the Board of Directors.

ARTICLE X – Parliamentary and Governing Authorities

Section 1. The Articles of Incorporation, these Bylaws, the Revised Code of Washington, and Internal Revenue Code 501(c)(3) shall be the governing authorities of the Society.

Section 2. Standing Rules shall be recommended by the Board of Directors for implementing these Bylaws.

Section 3. The Board of Directors shall review these Bylaws, at least annually, to ensure they are in compliance with the Articles of Incorporation, the Revised Code of Washington, and Internal Revenue Code Section 501(c)(3).

Section 4. The rules from “Robert’s Rules of Order, Newly Revised”, current edition, shall govern this Society in all cases except where in conflict with these Bylaws and Standing Rules.

ARTICLE XI – Amendment of Bylaws

Section 1. Proposed amendments or revisions shall be submitted in writing 30 days before the Board Meeting. After approval by the Board of Directors the Secretary shall submit the proposal to the membership at a succeeding general meeting for action.

Section 2. The Bylaws may be amended by a majority vote of the members present with verification that the quorum requirement has been met.

Section 3. Amendments not requiring membership approval shall be limited to spelling, punctuation, grammar and formatting. These changes cannot change the operation, organizational structure, or original meaning of the Article.

ARTICLE XII – Dissolution

Section 1. Property and assets of this Society are dedicated to educational purposes.

Section 2. Upon the dissolution of this Society, the elected Officers and Standing Committee Chairpersons shall, after paying or making provision for the payment of all liabilities of the Society, dispose/distribute all assets for one or more exempt purposes within the meaning of the Internal Revenue Code Section 501(c)(3) (or corresponding section of any future tax code) or to the Federal Government, State Government or Local Government for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the Society is then located, exclusively for such purposes or to such organization(s) organized and operated exclusively for such purposes, as said Court shall determine.

Section 3. The recipient of the above dispersal will be determined by the Board of Directors.

WHIDBEY ISLAND GENEALOGICAL SEARCHERS STANDING RULES

(Revised December 2022)

Per “Robert’s Rules of Order, Newly Revised” a standing rule is a rule that relates to the details of the administration of a society and which can be adopted or changed the same way as any other act of the deliberative assembly. Standing Rules are authorized in Article X, Section 2 of the Bylaws of the Society. These Standing Rules deal only with the administrative matters and function under the umbrella of the Bylaws and are not interchangeable with the Bylaws.

Proposals for change to the Standing Rules may be made by any Society member by submitting the proposal in writing to the Board of Directors thirty (30) days prior to a Board Meeting. Proposals for change may be ratified by a majority vote of the Board members and ratified by the general membership.

ARTICLE I – Officers

Section 1. Elected officers are President, Vice President, Secretary, and Treasurer. New officers shall take office January 1st.

Section 2. Officers shall serve for one year or until a successor has been elected. No person may hold the same office for more than two (2) consecutive one-year terms. If a successor cannot be elected, the incumbent may be elected by a majority vote of the members present.

Section 3. A vacancy occurring during the year shall be filled by appointment by the Board of Directors, except for the office of President. The Vice President shall become President in case of a vacancy in that office. In the absence of both the President and Vice President, the meeting shall be called to order by the Secretary, who will ask for nominations from the floor to elect a President Pro Tem.

ARTICLE II – Committees

The Society is not limited to these committees. Current methods of function, purpose, communication, education, and/or research may change the scope of the committee causing the committee to be absorbed by another committee of similar scope or become obsolete. The President of the Society shall be considered ex officio to all committees.

Section 1. Standing Committees that comprise the Board of Directors

A. Membership

1. The Membership Committee shall consist of a chairperson and other members as necessary. The purpose of the committee is to promote increased membership; maintain a current list of all Society members; develop, publish, and distribute the Society brochure; welcome new members; and provide all new members with appropriate information to educate and assist in their ancestor search.
2. A Membership Packet shall be provided to each new member consisting of:
 - a.) A copy of the Bylaws and Standing Rules.

- b.) A sample of forms such as five-generation ancestor charts, family group records, etc.
 - c.) The time, date, place of meetings.
 - d.) Website information and access.
4. Provides current membership list to Board of Directors as changes occur.

B. Programs and Publicity

1. Working within an annual budgeted amount as set and approved by the Board of Directors, the Program Chair shall procure an educational program for each general meeting that supports the goals of the Society.
2. Financial guidelines for speaker fees, travel, and other expenses will be set by the Board of Directors annually. These guidelines will be recorded in the minutes.
3. The Chairperson will publicize the activities of the Society.

C. Education, Trips & Transportation

1. Responsible for furthering the educational purposes of the Society by offering opportunities to learn and acquire skills which promote interest in genealogical research and family history.
2. Responsible for the organization and transportation for group trips and activities.

Section 2. Other Committees that support the functions of the Society

A. Audio-Visual

1. Responsible for providing audio-visual services for meetings.
2. Recommends acquisition of audio-video equipment to meet the needs of the Society.

B. Historian

1. Responsible for maintaining the history of Whidbey Island Genealogical Searchers.
2. Records and preserves an historical record of WIGS by gathering photos, brochures, notes and any other information of historical value pertaining to organizational activities and storing them in such a way as to protect them for future reference.

C. Library

1. Responsible for maintaining and controlling the material in the Society's library.
2. Provides a yearly audit of the material to the Board of Directors.
3. Provides a copy of the inventory to the Secretary and to the Webmaster for posting to the website.

D. Refreshments

1. Responsible for contacting members to provide refreshments for meetings.
2. Responsible for purchasing and maintaining refreshment supplies.
3. Responsible for setting up refreshments and cleaning up after meetings.

E. Webmaster

1. Responsible for maintaining the website and email address and updating information as directed by the Board of Directors.

Section 3. Special Committees

Special committees are committees of specific purpose and limited duration. Special committees may be established by the President and Executive Committee with the exception of the Nominating / Election Committee which is appointed by the Board of Directors. Special Committees Chairperson(s) shall receive from the President a statement of conditions and goals which shall govern the committee. At the call of the President, the chairman of a special committee shall attend the Board of Directors meetings.

A. Nominations/Elections Committee

1. The committee consisting of a chairperson and one (1) to five (5) members shall be appointed by the Board of Directors at the September meeting and shall present one or more nominees for each elected officer position (President, Vice President, Secretary and Treasurer) to the membership at the October general meeting for election in November.
2. Nominees from the floor may be made by any member at the October and November general meetings. Nominees shall be members in good standing.
3. At the November general meeting of the Society the Nominations/Elections Committee shall present the slate of prospective officers to the general membership. Voting shall be by ballot. If there is but one nominee for an office, a voice vote may be taken. The candidate receiving the majority of the votes from the members present shall be elected. Only members in good standing are eligible to participate in the voting process.
4. Ballots shall be counted at the earliest possible time between the November and the December general meetings. The President shall be immediately notified of the election results for announcement at the December general meeting.

B. Research and Projects

1. Requests from members for projects shall be submitted in writing to the Board of Directors for consideration. If approved as a project, the request shall be forwarded from the Board of Directors to the appropriate committee.
2. Research may be conducted by the Society in response to a query.
3. A donation to the Society of \$10.00 for up to two (2) hours of research is suggested.
4. Additional research may be provided by arrangement.
5. Copies may be sent at cost of postage and reproduction cost.
6. Expenditures for equipment and supplies related to any project shall require approval of the Board of Directors unless the cost is \$50.00 or less.

C. Ways and Means - Responsible for all fund raising projects.

ARTICLE III – Financial

Section 1. Donations of money or property shall be considered tax exempt and the Society will provide the donor with a tax-exempt receipt. The donor shall indicate the value of said donation.

Section 2. The President shall appoint a member of the Society in December to audit the Treasurer's books for accuracy. The auditor shall provide a written report to the Board of Directors in January. Additional audits may be performed if there is a change of Treasurer.

Section 3. The President shall appoint a Budget Committee, headed by the Treasurer, in December. The Budget Committee will develop a budget for the next fiscal year and present the budget to the

Board of Directors at the January Board Meeting for approval. The retiring Treasurer shall be an ex-officio member of the committee.

Section 4. Financial records shall be retained digitally or physically for six years.

ARTICLE IV – Dues

Section 1. Society membership fees shall be as follows and shall continue until amended and ratified by the membership.

Individual	\$15.00
Family	\$20.00
Libraries and Societies	\$15.00

Section 2. New members' dues paid on or after September 1st will be pro-rated for the year plus full dues for the following year.

ARTICLE V – Miscellaneous

Section 1. Inventory: An inventory shall be taken each January of all equipment and records belonging to the Society. The inventory list shall be maintained by the Secretary.

Section 2. Minutes: The Secretary shall archive prior year's minutes and maintain all minutes digitally or physically in a secure location.

Section 3. Mail: The Society shall maintain a post office box with the Society's postal address. The President shall appoint a Board member to pick up the mail at least once a week and distribute appropriately.

Section 4. The Society shall maintain membership in the Washington State Genealogical Society.