

WHIDBEY ISLAND GENEALOGICAL SEARCHERS
BYLAWS AND STANDING RULES

11/2016 amended Standing Rules Article I, Section 1B

12/2011 amended 2005 Bylaws were amended 5/2015 for spelling,
grammar, punctuation, and formatting correction.

2005 Standing Rules were revised for grammar, spelling, formatting,
increase in dues and speaker fees, and added definitions.

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BYLAWS

ARTICLE I – NAME

The name of this organization shall be Whidbey Island Genealogical Searchers, hereinafter referred to as 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 are 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 Section 501 (c) (3) or the corresponding provision 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 include 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 provision 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 provision of any future United States Internal Revenue Law), or
- B. By a Society's contributions to which are deductible under Internal Revenue Code Section 170 (c) (2) (or corresponding provision of any future United States Internal Revenue Law).

Section 4. The properties and assets of the Society are dedicated to genealogical education purposes. No part of the net earnings, properties (including print and electronic), or assets of this Society shall ever inure or for the benefit of, 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 to 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. A one-year membership may be given as an honorarium for guest speakers in lieu of fee.

Section 3. By a majority vote of members present at a board meeting of the Society, a life membership may be given.

ARTICLE V – Dues

Section 1. Dues shall be determined by the Executive Officers and the Board of Directors and ratified by two-thirds (2/3) vote of the membership.

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, regular 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, regular and special meetings of the Society. Give notice of special meetings; preserve all minutes, correspondence, and reports copies, and records of the Society's business and contractual related matters, retain custody of the Articles of Incorporation, Bylaws, contracts, and business related records of the Society; and ensure Articles of Incorporation and Bylaws 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 financial statement at the end of the year and provide access to the books for audits as required.

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 regular meetings. Two-thirds (2/3) of the Board membership shall constitute a quorum.

ARTICLE VIII – Standing Committees

Section 1. 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.

- A. Education - shall be responsible for the classes, seminars and workshops.
- B. Historian - shall be responsible for maintaining the history of Whidbey Island Genealogical Searchers.
- C. Library - shall keep a record of the Society's genealogical materials.
- D. Membership - shall be responsible for receiving membership monies and completed application forms and shall maintain a current membership list.
- E. Program - shall be responsible for monthly general meeting programs, and shall work with the Education Chairman on classes, seminars, and workshops.
- F. Project - shall be responsible for coordination of all data collection, research requests and projects.
- G. Publications - shall publish The Searcher newsletter quarterly and other publications as needed.
- H. Publicity - shall be responsible for publishing the activities of the Society.
- I. Telephone - shall be responsible for notifying members of meetings and other activities.
- J. Van - shall be responsible for setting up and organizing all group trips.
- K. Ways and Means - shall be responsible for all moneymaking projects.

ARTICLE IX – Meetings

Section 1. Regular membership meetings shall be held monthly in Island County.

Section 2. A quorum shall consist of one-third (1/3) of the members present at a general meeting.

ARTICLE X – Parliamentary Authority Governing Authorities

Section 1. The Articles of Incorporation, these Bylaws, the Revised Code of Washington, and Internal Revenue Code Section 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 'Roberts' Rules of Order', current edition, shall govern this Society in all cases except where in conflict with these Bylaws. A parliamentarian shall be appointed by the President.

ARTICLE XI – Amendment of Bylaws

Section 1. Proposed amendments or revisions shall be submitted in writing 30 days before the Board

meeting. The Secretary shall submit them to the membership at a succeeding regular meeting, for action.

Section 2. The Bylaws may be amended by a two-thirds (2/3) vote of the members present.

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 education 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 of the 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 a two-thirds (2/3) vote of the Society membership present.

STANDING RULES

Per Robert's Rules of Order, 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 XIV, Section 3 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 two-thirds (2/3) vote of the board members and ratified by the general membership.

ARTICLE I - 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. All Committee Chairpersons shall present an annual report to the Board of Directors at the December meeting. 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 Society brochure; welcome new members; and provide all new members with appropriate information to educate and assist in their ancestor search.
2. Society brochures shall be made available to the libraries, museums, senior centers, and other public establishments that support the concepts of the Society.
3. Membership Packet shall be provided to each new member:
 - a. A copy of the Bylaws and Standing Rules
 - b. A sample of forms such as 5-generation ancestor charts, family group records, etc.
 - c. Time, Date, Place of meetings
 - d. Website information and access
4. Provide current membership list to Board of Director members, as changes occur.
5. Acknowledgements: Distribute sympathy and get-well cards as needed.

B. Programs and Publicity

1. Working within an annual budgeted amount as set by the Board of Directors, the Program Chair shall procure an educational program that supports the goals of the Society for each general meeting.

C. Newsletter

1. Newsletter and other publications shall include the Society logo.
2. Society newsletters may be supplied to other genealogical societies at no charge.

D. Historian

1. Maintain a current scrapbook of Society news, activities, and achievements and make it available at the annual meeting.

E. Ways and Means

1. Responsible for all moneymaking projects.

F. Education and Trips

1. Responsible for furthering the educational purpose of the Society by offering opportunities to learn and acquire skills which promote interest in genealogical research and family history.

G. Library

1. Responsible for maintaining a record of the Society's genealogical materials.
2. Provide a yearly audit of the genealogical materials in January to the Board of Directors. A copy of the list of the materials is filed with the Secretary and with webmaster for posting to website.

H. Parliamentarian

1. Appointed by the President to attend Board of Directors meetings and general meetings to ensure the Bylaws, Revised Code of Washington (RCW), Internal Revenue Code Section 501 (c) (3), and Robert's Rules of Order are being followed.
2. Serves as an advisor and is a non-voting member of the Board of Directors.

Section 2. Committees

The listed committees support the functions of the Society.

A. 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. Fees for research shall be a \$10.00 donation to the Society for up to two (2) hours of research. Additional research may be provided by arrangement.
4. Copies may be sent at cost of postage and reproduction costs.
5. 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.

B. Webmaster

1. Responsible for maintaining the website 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/Elections Committee which is appointed by the Board of Directors. Special Committees Chairperson 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 Board of Director 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 a majority of the vote from the general membership shall be elected. Only members in good standing are eligible to participate in the vote process.
4. Ballots shall be counted at the earliest possible time between the November and prior to the December general meeting. The President shall be immediately notified of the election results for announcement at the December general meeting.

ARTICLE II - OFFICERS

Section 1. Elected Officers

- A. Elected Officers are President, Vice President, Secretary, and Treasurer. New Officers shall take office January 1st.
- B. 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 unanimous vote of the membership.
- C. 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 III - FINANCIAL

Section 1. Donations of money or properties 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. A money-raising project may be presented at general meetings either for raffle or auction.

Section 3. 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 4. The President shall appoint a Budget Committee, headed by the Treasurer, in December. The Budget Committee will develop a budget 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.

ARTICLE IV - DUES

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

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 current 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 in a secure location.

Section 3. Mail:

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

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