

BYLAWS OF THE RILEY COUNTY GENEALOGICAL SOCIETY

ARTICLE I. ORGANIZATION

- Section 1. **Name.** The name of this organization shall be the Riley County Genealogical Society (RCGS).
- Section 2. **Non-profit Status.** The Society is incorporated under the laws of the State of Kansas as a non-profit, non-stock corporation. It shall at all times operate as a tax-exempt organization within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of future United States Revenue codes.

ARTICLE II. PURPOSES

The purposes of this Society shall be:

- A. To create and foster an interest in genealogy.
- B. To prepare and preserve genealogical data, particularly, but not limited to, the ancestry of its members.
- C. To maintain a library for use of the public.
- D. To receive articles of historical and genealogical interest for publication in the Society's journal, KANSAS KIN.
- E. To aid individual members in compiling genealogies.
- F. To receive and hold gifts from any source for the benefit of the Society and to dispose of gifts not needed, and to use solely for the purpose of the Society any funds derived therefrom or from gifts generally, and to do all things for carrying on the work of the Society for educational purposes as provided in Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III. MEMBERSHIP

- Section 1. **Open Membership.** Membership in this Society shall be open to any person or organization interested in the purposes of the Society.
- Section 2. **Dues.** Annual membership dues shall be recommended by the Board of Directors and approved by a majority vote of a quorum at any general meeting. The membership year shall be the calendar year.
- Section 3. **Entitlement.** Membership dues entitle each membership to special library privileges, one subscription to the journal, newsletters as published, checking out books other than books published by RCGS for a period of one week, and free services as determined by the Board of Directors.
- Section 4. **Ancestral Charts.** Each member shall file an ancestral chart with the Society. That information will be filed in the Society's library.
- Section 5. **Annual Meeting of Members.** The annual meeting of the members shall be held in November at a date, time and place selected by the Board of Directors and announced to the membership in FYI or by other publication notice designed to reach a substantial number of the membership. The election of officers shall be conducted at the annual meeting.
- Section 6. **Special Meetings of Members.** Special meetings of the members shall be at such times and places as the President or Board of Directors shall direct and be announced in a manner deemed appropriated by the President or Board of Directors.

ARTICLE IV BOARD OF DIRECTORS

- Section 1. **Number.** There shall be no fewer than nine or more than eighteen members on the Board of Directors.

- Section 2. **Composition.** The Board of Directors shall be composed of the elective officers, the immediate past president and the appointive officers.
- Section 3. **General Powers.** The business and affairs of the Society shall be managed by the Board of Directors, except for those matters deemed by the Board of Directors to be of special importance to the general membership, which matters shall be submitted to a majority vote of the members at any meeting of the members.
- Section 4. **Regular Meetings of the Board.** A regular meeting of the Board of Directors shall be held without any other notice than this bylaw, immediately after and at the same place as the annual meeting of members and it may be adjourned to another time and place as announced by the President-elect. The Board of Directors may provide, by resolution, the time and places for the holding of additional regular meetings without other notice than resolution. Section 5. **Special Meetings of the Board.** Special meetings of the Board of Directors may be called by the President or any two Directors. The person or persons authorized to call special meetings may fix the time and place for holding such meeting. Notice of such meeting shall be given at least two days previous thereto by written or telephone message personally delivered or by mail posted at least five days previous thereto.

ARTICLE V. QUORUM

- Section 1. **Board of Directors Meeting.** A majority of the Directors shall constitute a quorum for the conduct of the Society's business at any regular or special meeting of the Board of Directors.
- Section 2. **Meetings of Members.** The members present at the annual or special meeting of the members must number at least sixteen to constitute a quorum for the election of officers or conduct of any business (other than presentation of programs).

ARTICLE VI. OFFICERS

- Section 1. **Elective Officers.** The elective officers of this Society shall be President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.
- Section 2. **Appointive Officers.** The President, with the advice and consent of the other elective officers, shall appoint the following: Building and Grounds Coordinator, Computer Support Coordinator, Library Coordinator, Historian, Membership Secretary, Publications Coordinator, Public Relations Coordinator, Genealogical Societies Representative, Kansas Kin Editor, FYI Newsletter Editor, Volunteer Coordinator, and Financial Advisory Coordinator. They shall be members of the Riley County Genealogical Society.
- Section 3. **Ex-Officio Officer.** The immediate Past President shall serve as an ex-officio officer.
- Section 4. **Term.** All elective and appointive officers shall serve a term of one year in the calendar year following their election at the November annual meeting of members or for the calendar year following their appointment by the incoming President.
- Section 5. **Nominating Committee.** The President, with the advice and consent of the Board of Directors, shall appoint a nominating committee which shall propose a slate of elective officers for consideration at the annual meeting of members. Such a slate shall not preclude further nominations from the floor at such meeting.
- Section 6. **Majority vote.** A majority vote of the members present shall constitute an election of officers.

Section 7. **Vacancies in Office.** The Board of Directors shall fill any vacancy that may occur in any elective or appointive office.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. **Section 1. President.** The President shall preside at all meetings of the Society, shall serve as chair of the Board of Directors, and as a liaison to Greater Manhattan Community Foundation, and shall, with the approval of the elective officers, appoint the appointive officers, any standing or special committees, and a committee to audit the Treasurer's books.

Section 2. **Vice President.** The Vice President shall assume the duties of the President during his/her absence, shall be Education Coordinator, and shall assist the President as requested by him/her. The Vice President shall schedule speakers for general meetings, classes of genealogical and computer research and outreach.

Section 3. **Recording Secretary.** The Recording Secretary shall keep the minutes of all meetings of the Society and the Board of Directors.

Section 4. **Corresponding Secretary.** The Corresponding Secretary shall conduct the correspondence of the Society and serve as Memorial Secretary.

Section 5. **Treasurer.** The Treasurer shall receive and disburse funds, prepare a preliminary budget to be acted upon by the Board of Directors, keep an accurate record of the society's funds, prepare a monthly report for the Board of Directors and an annual report for audit.

Section 6. **Past President.** The Past President shall work with the officers to provide continuity in the activities of the Society.

Section 7. **Building and Grounds Coordinator.** The Building and Grounds Coordinator shall oversee the maintenance of the house and grounds.

Section 8. **Computer Support Coordinator.** The Computer Support Coordinator shall be responsible for business relating to the management of the computer activities of the Society. The Coordinator shall appoint the following: Webmaster and E-mail Secretary and arrange for necessary paid technical services.

Section 9. **Historian.** The Historian shall keep a scrapbook(s) of all pertinent materials, which show the work and activities of the Society and shall assist in preserving records of the Society, such as the journal and the newsletter and shall serve as Chart Recorder.

Section 10. **Membership Secretary.** The Membership Secretary shall be responsible for maintaining the membership records, promoting increased membership, collecting and recording dues.

Section 11. **Publications Coordinator.** The Publications Coordinator shall be responsible for the development and publication of books and periodicals published by the Society and shall appoint a Distribution Coordinator.

Section 12. **Public Relations Coordinator.** The Public Relations Coordinator shall provide Society members and the public with information about the Society, its meetings, classes, seminars, and projects.

Section 13. **Library Coordinator.** The Library Coordinator shall be responsible for the development and maintenance of the library collection and for the management of the library. The Library

Coordinator shall appoint the following: Acquisitions Coordinator, Periodicals Coordinator, Genealogist, Librarian/Computer Assistant Scheduler, , and Supplies Purchaser.

Section 14. **Genealogical Societies Representative.** This Representative shall act as Riley County Genealogical Society liaison and official delegate to National Genealogical Society (NGS) and Kansas Council of Genealogical Societies (KCGS) and will keep the Board and the membership aware of NGS and KCGS activities.

Section 15. **Financial Advisory Coordinator.** Coordinator shall direct the Financial Advisory Committee to plan for the future financial needs of the Society, review spending and budget procedures, 3 identify funding opportunities, write grants for society projects, and serve as a liaison to Greater Manhattan Community Foundation.

Section 16. **Kansas Kin Editor.** The *Kansas Kin* Editor shall acquire and prepare historical and genealogical articles for publication in the *Kansas Kin*.

Section 17. **FYI Newsletter Editor.** The FYI Newsletter Editor shall prepare and disseminate a newsletter to RCGS members.

Section 18. **Volunteer Coordinator.** The Volunteer Coordinator schedules workers to assist patrons at the RCGS Library.

ARTICLE VIII. ADDITIONAL DUTIES OF OFFICERS

Section 1. **Correspondence.** Officers shall conduct correspondence pertaining to their offices and their particular responsibilities.

Section 2. **Reports.** Retiring officers and appointees shall prepare a written report of their activities during their term of office to be published in FYI Newsletter and filed with the president and historian. At the expiration of the term of office, each shall transfer to the successor all money, records, and/or files of the Society's business in his/her possession.

ARTICLE IX. AMENDMENTS

Subject to Article V, these bylaws can be amended at any special or annual meeting of the Society by a two-thirds vote of the members present, provided that the amendment(s) was previously approved by two-thirds of the Directors present at any regular or special meeting of the Board of Directors. Written notice of the proposed amendment(s) shall be published in the newsletter or journal prior to the meeting at which the amendment(s) is to be adopted. Amendments, which change terminology, shall be reflected automatically throughout the bylaws for purposes of maintaining consistency in language and meaning.

ARTICLE X. ORDER OF BUSINESS

Robert's Rules of Order Revised shall govern all proceedings of the Society in all cases not covered by these bylaws.

ARTICLE XI. DISSOLUTION

In implementing Article III of the Articles of Incorporation with respect to the dissolution of the corporation and distribution of its assets, the Board is directed, insofar as it is possible to make such distribution to another qualifying genealogical or historical association, society or non-profit corporation. Likewise, with respect to all assets of the Riley County Genealogical Society Endowment Fund administered by the Greater Manhattan Community Foundation, the Riley County Genealogical Society Board shall recommend a similar distribution of such assets.

ARTICLE XII. EFFECTIVE DATE

These bylaws shall become effective immediately upon the assent of two-thirds of the original directors designated in the Articles of Incorporation of the Society as witnessed by their signatures hereto. 24 Feb 1988.

1st Amending and Ratification

These foregoing amended bylaws were submitted to the Board of Directors of the Riley County Genealogical Society for their ratification on 11 Nov 1994.

2nd Amending and Ratification

These foregoing amended bylaws were submitted to the RCGS membership at a special meeting held 13 July 1998. The membership voted to ratify the suggested changes. Further housekeeping changes were made and ratified by the Board of Directors on 13 Nov 1998.

3rd Amending and Ratification

These foregoing amended bylaws were approved by the Board of Directors of the Riley County Genealogical Society on 5 October 2001 and were submitted to the RCGS membership at the annual meeting held 26 November 2001.

4th Amending and Ratification

These foregoing amended bylaws were approved by the Board of Directors of the Riley County Genealogical Society on 14 May 2004 and were ratified by the RCGS membership at the annual meeting held 15 November 2004.

5th Amending and Ratification

These foregoing amended bylaws were approved by the Board of Directors of the Riley County Genealogical Society on 12 September 2014 and were ratified by the RCGS membership at the annual meeting held 3 November 2014.

6th Amending and Ratification

These foregoing amended bylaws were approved by the Board of Directors of the Riley County Genealogical Society on September 9, 2016 and were ratified by the RCGS membership at the annual meeting held 7 November 2016.

- **7th Amending and Ratification**

These foregoing amended bylaws were approved by the Board of Directors of the Riley County Genealogical Society on September 10, 2021 and were ratified by the RCGS membership at the annual meeting held November 8, 2021.

- **8th Amending and Ratification**

These foregoing amended bylaws were approved by the Board of Directors of the Riley County Genealogical Society on October 11, 2024 and were ratified by the RCGS membership at the annual meeting held November 17, 2024.