

BY-LAWS OF THE WESTERN NEW YORK GENEALOGICAL SOCIETY, INC.

Last Revised September 18, 2021

ARTICLE I – NAME

The name of the Society shall be the Western New York Genealogical Society, Inc.

ARTICLE II – OBJECTIVE

The objective of the Society shall be to collect all available genealogical related records in the eight Western New York Counties of Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming; to compile these records with their source by town and county; to stress accuracy in compiling these records by their verification; to hold meetings for the transaction of business, interchange of views, and discussion relative to furthering our genealogical knowledge; to promote and aid each other in research; and to put forth a publication of these records in such form and manner as deemed best by the Board.

ARTICLE III – MEMBERS

The members shall consist of those paying the initial fee and dues of the Society as hereinafter provided. All members that applied for membership prior to the acceptance of the first by-laws of the Society on 23 March 1974 shall be considered charter members.

ARTICLE IV – DUES AND FEES

Payment of dues entitles a member to receive the *JOURNAL*, and to participate in the activities of the Society. Annual membership shall correspond to the Society's fiscal year, 1 May through 30 April, and shall include the June through March issues of the *JOURNAL*.

There shall be the following types of memberships:

1. Individual annual.
2. Family annual, which is defined as two or more persons residing in the same household. A family membership includes only one subscription to the *JOURNAL*.
3. Individual life.
4. Family life.
5. Junior annual, for an individual 18 and under, with electronic copies of the *JOURNAL*.

The Society also offers annual subscriptions to the *JOURNAL* to Societies and Libraries (with no voting privileges).

The amount of dues for each category of membership or changes thereof shall be determined by a two-thirds vote of the Board.

New members shall be assessed an initial fee for the first year of membership in addition to the dues amount for the category desired. The amount of the initial fee or any change thereof shall be determined by a two-thirds vote of the Board. Annual renewal notices will be sent to members

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no later than March. A member whose dues are not paid on or before 15 May shall be considered dropped from membership. To be reinstated a former member shall pay a late renewal fee in addition to the dues amount required for the type of membership desired. The amount of the late renewal fee and any change thereof shall be determined by a two-thirds vote of the Board. Members shall be notified of any change in the amount of dues and fees in the renewal notice. (Revised March 19, 2005; revised September 18, 2021)

ARTICLE V – MEETINGS

The Board shall set the schedule of meetings to be held each year. The Annual Meeting and Election shall be held in the fall of each year. Advance notice shall be given of each meeting. (Revised March 19, 2005; revised September 18, 2021)

ARTICLE VI – OFFICERS AND DIRECTORS

Section 1 – Officers

The Officers shall be President, Vice-President, Secretary, Treasurer and Registrar. The Officers shall serve a term of two years. The term of office shall begin on January 1st. (Revised March 19, 2005; revised September 21, 2019)

Section 2 – Directors

There shall be six Directors. They shall serve a term of three years. The term of the six Directors shall be so staggered that two new Directors shall be elected each year. (Revised March 19, 2005)

Section 3 – Limitations

Officers or Directors may temporarily hold more than one office at a time or serve more than two consecutive terms, in the same office, at the discretion of the Board. All Officers and Directors shall be members of the Society in good standing. (Revised March 19, 2005; revised September 18, 2021)

Section 4 – Vacancies

Vacancies created by the resignation or death of Officers or Directors shall be filled by the Board, and the appointed Officers or Directors shall serve the remainder of the unexpired term of office. (Revised September 18, 2021)

ARTICLE VII – FINANCE

Approval of two of the following: President, Vice-President, Secretary, Treasurer, or Registrar shall be required to withdraw funds from the Society's investment accounts. (Revised March 19, 2005; revised September 21, 2019; revised September 18, 2021)

ARTICLE VIII – DUTIES OF THE OFFICERS

Section 1 – President and Vice-President

The President shall be responsible for conducting the meetings and the affairs of the Society, subject to the Board's approval. The Vice-President, in the absence of the President, shall assume the duties of that office. (Revised May 1987; revised November 16, 2013)

Section 2 – Secretary

The Secretary shall record and present the minutes of each meeting of the Board and of the Annual Election Meeting and shall be responsible for the permanent files of the Society. The Secretary shall also be responsible for correspondence directed to him/her by the Society or assigned by the President or the Board. (Revised December 1, 2019; responsibilities combined and revised September 21, 2019)

Section 3 – Treasurer

The Treasurer shall be responsible for all money of the Society and shall see that all approved bills are paid promptly, shall complete the necessary tax forms, shall keep the financial records in such form as approved by the Board, and shall assist and cooperate with any financial audit approved by the Board. The Treasurer shall retain one copy and shall submit copies of a financial report to the President, Secretary and Registrar at each Board meeting and at the annual meeting of the Society. The report at the annual meeting shall be the annual financial report. The Board at its discretion shall determine the method of dissemination of the financial reports to the membership. (Revised March 19, 2005; renumbered September 21, 2019; revised September 18, 2021)

Expenditures exceeding an amount set annually by the Board must be approved by the Board. (Revised March 19, 2005)

Section 4 – Registrar

The Registrar shall maintain all membership records and also receive all membership dues and forward them to the Treasurer. (Revised March 19, 2005; renumbered September 21, 2019)

ARTICLE IX – ELECTIONS

Section 1 – Balloting

The election of Officers and Directors shall be by vote of Society members in attendance at the annual meeting. Voting shall be on those nominated by the Nominating Committee and those nominated from the floor, at the annual meeting. (Revised March 19, 2005; revised September 18, 2021)

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Section 2 – Nominating Committee

The President shall appoint the Chairman of the Nominating Committee, who shall select a minimum of one member from the Board and one from the Society-at-Large. (Revised March 19, 2005)

Section 3 – Agreement to Serve

Before a member's name is placed in nomination for Officer or Director, the member's permission shall have been obtained.

ARTICLE X – BOARD

Section 1 – Membership

The Board shall consist of the Officers and Directors of the Society. Board members shall be members of the Society in good standing. The Editor of the *JOURNAL* and the Chairman of the Library Committee shall be ex-officio members of the Board with full voting rights except in regard to their own appointment or dismissal. (Revised May 1987; revised September 18, 2021)

Section 2 – Duties

The Board shall have general supervision of the affairs of the Society, fix the time and place of meetings, make recommendations to the Society, and shall perform such duties as are specified in these by-laws or may be determined by the Society.

Section 3 – Limitations

The Board shall be subject to the will of the Society and none of its acts shall be in conflict with actions taken by the Society. (Revised March 19, 2005)

Section 4 – Meetings

There shall be a minimum of four (4) Board meetings per year, and at such other times as shall be deemed necessary by the President. A meeting shall be held at the request of three or more Board members to the President. Notice of meetings shall be given by the Secretary. (Revised March 19, 2005; revised September 21, 2019)

Section 5 – Quorum

A quorum shall consist of 50% plus one of the Board members in order to transact business. (Revised May 1987)

ARTICLE XI – JOURNAL

Section 1 – Publication

The Society shall publish quarterly, in June, September, December and March, the Western New York Genealogical Society *JOURNAL*. Gratis copies of the *JOURNAL* may be provided to societies, libraries, and other entities at the discretion of the Board. (Revised September 18, 2021)

Section 2 – Editor

The Editor of the *JOURNAL* shall be selected, from the membership, by the Board, with the counsel of past Presidents of the Society. The Editor shall be responsible for the publication of the *JOURNAL* and for the level of scholarship of its contents. (Revised March 19, 2005)

Section 3 – Editorial Staff

The Editor, with the approval of the Board, shall select any necessary Assistant Editors to assist with editing and preparing material for publication in the *JOURNAL*.

Section 4 – Contributing Editors

The Editorial Staff shall also include, when available, Contributing Editors and Assistants selected by the Editor of the *JOURNAL*, with the advice and consent of the Board. (Revised September 18, 2021)

Section 5 – Editorial Articles

Any *JOURNAL* content expressing Editorial opinion shall be approved by the Board.

ARTICLE XII – COMMITTEES

The President shall appoint, with the approval of the Board, Chairs of the standing committees. Additional members, if required for any committee, shall be selected by the Committee's Chair. Committee Chairs shall submit, annually, a report of activities to the board.

The President shall be an ex-officio member of all committees except the Nominating Committee. (Revised March 19, 2005; revised September 18, 2021)

ARTICLE XIII – RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order that the Society may adopt.

ARTICLE XIV – AMENDMENTS

These by-laws may be amended at any regular meeting of the Society by a two-thirds vote of members present provided that:

1. The proposed change shall be submitted by a member in good standing to the By-laws Committee in writing and reported favorably by them to the Board.
2. The proposed change is approved by the Board.
3. The proposed change is submitted to the membership in writing, not as part of the *JOURNAL*, not less than 15 days prior to the date of the Society meeting at which a vote on the amendment will occur.

(Revised March 19, 2005; revised September 18, 2021)

ARTICLE XV – DISSOLUTION

In case of dissolution of the Society, and after payment of all debts and liabilities, the remaining property shall be transferred to the organization housing the Society's Library at that time.