

Constitutions and By-Laws Of the Tuscaloosa Genealogical Society, Inc.

Article I: NAME

This Society, originally organized in 1975 at the Friedman Library, was known as the Morning Group and the Evening Group of the Tuscaloosa Genealogical Society. The Evening Group was renamed in 1998 The Night Group of The Tuscaloosa Genealogical Society. The Evening Group was renamed in 2010 the Tuscaloosa Genealogical Society, Inc.

Article II: OBJECTIVES

The objectives of The Night Group of the Tuscaloosa Genealogical Society shall be promotion of genealogy through:

- Aiding in genealogical research
- Preserving historical records
- Improving genealogical skills
- Familiarizing members with new research techniques
- Adding genealogy resources to the Tuscaloosa Public Library

Article III: MEMBERSHIP

Section 1

Admission to membership shall be determined by an expressed interest of an individual in genealogical research, and the payment of dues as set by the Society.

Section 2

Invitation to membership may be extended to persons or groups thought to be interested in genealogical research by members of the Society.

Article IV: OFFICERS

Section 1

Elective officers of the Night Group shall be President, First Vice President, Second Vice President, Third Vice President, Corresponding/Recording Secretary, Treasurer, Historian, Librarian and Parliamentarian. The elected officers will be the Executive Board.

Section 2

The term of office for each officer shall be one year, beginning January 1st.

Article V: ELECTION OF OFFICERS

Section 1

A Nominating Committee of three members shall be appointed by the President from the membership at the October meeting to report at the November meeting at which time officers for the coming year shall be elected. They shall be installed at the December meeting. This committee shall elect its own chairperson.

Section 2

Nominees for office shall have been members of the Society for at least one year.

Section 3

Following the report the Nomination Committee nominations may be made from the floor for each office.

Section 4

Election shall be by via voice (vote) if all candidates are unopposed. A majority of votes cast shall constitute election. If there is more than one candidate for an office the election shall be by ballot with the majority vote determining the winner.

Section 5

Vacancies in all elective offices shall be filled by the Executive Board until the next general election.

Article VI: OFFICERS DUTIES

Section 1

The officers of the Society shall perform the duties prescribed by the parliamentary authority adopted for use. *ROBERT'S RULES OF ORDER, NEWLY REVISED* is recommended as the Parliamentary authority to be used.

Section 2

- a. **The President** shall preside at all meetings of the Society over which he/she serves as president, as well as, his/her Executive Board. He/She shall be an ex-officio member of all committees and of the Nomination Committee, with the approval of the Executive Board.
- b. **The President** shall initial his/her approval to all bills for payment by the Treasurer. His/her signature shall appear on any and all papers of the Society when appropriate.
- c. **The President** shall present the various awards given by the Society to recipients and shall represent the Society at patriotic and civic occasions when invited to do so, or shall appoint a member to act in his/her stead.
- d. **The President** shall call the Executive Board meeting when the Society's business necessitates or when four Board members request a meeting to clarify policy.
- e. **The President** shall report, immediately after election, to the local newspaper the names and address of officers, the date of the election and any later changes.

- f. **The President** shall make recommendation of any projects deemed worthy of the Society's endeavor.

Section 3

The First Vice President of the Society shall be responsible for the general arrangements and programs shall be planned from March to March for regular meetings. He/She shall assume the duties of the president when necessary due to the absence or incapacity of same. He/She shall serve in any capacity designated by the President.

Section 4

The Second Vice President shall be responsible for membership and shall serve in other capacities designated by the president.

Section 5

The Third Vice President shall be responsible for the quarterly and annual directory of the Society.

Section 6

The Corresponding/Recording Secretary shall be responsible for all correspondence as directed by the president. He/She shall send a notice of the meetings of the Society at least two weeks in advance of the date of the meeting to the newspaper. He/She shall record the proceedings of all official meetings, including Executive Board Meetings, and shall make a copy for the Recording Secretary's record. He/She shall file in binders all records of the Society and Board meetings, reports of the officers and chairpersons, and other proceedings and keep them in a safe place.

Section 7

- a. **The Treasurer** shall keep records of the Society's finances and collect membership dues. He/She shall receive all funds and shall deposit them in a bank specified by the Society. He/She shall present a financial statement at each meeting and make three copies of the report for the following in the group: for the Treasurers record; for the Recording Secretary's record; and, for the President's file. Prior to December, the Treasurer's books shall be audited by three members appointed by the President.
- b. He/She shall report immediately all changes in membership including deaths, resignations, members dropped, and any changes of address.

Section 8

The Historian shall have charge of and shall catalog the historical and biographical papers contributed by members of the Society. He/She keeps the book of news clips and any other items relating to the Society and its membership.

Section 9

The Librarian shall report and keep records of the names of books, census records, etc. and manuscripts given to the local library. He/She shall encourage local libraries to provide additional space when needed for the genealogical donations of the Society.

Section 10

The Parliamentarian shall attend the Executive Board meetings and shall advise the President on matters of parliamentary concern.

Section 11

Each officer and chairperson shall keep a folder of reports and information to be given his/her successor.

Article VII: STANDING COMMITTEES

Section 1

Standing committees of the Society shall be the Preservation, Publication and Calling Committees, with designated duties as stated in the Society's parliamentary authority.

Section 2

All committee chairpersons, except the chairperson of the Nominating Committee shall be appointed by the President and approved by the Executive Board.

Section 3

Committee chairpersons shall select three to five members to serve on their committee.

Article VIII: MEETINGS

Section 1

The Society shall meet on the first Thursday of each month at 7 p.m.

Section 2

Place of meeting will be the Tuscaloosa Public Library, unless otherwise specified.

Section 3

The February meeting should be consistent with the celebration of Black History Month.

Section 4

The April meeting should be consistent with the celebration of Tuscaloosa Heritage Week.

Section 5

Special meetings may be called by the President, the Executive Board or by four members of the Society as the Society's business demands.

Article IX: PARLIAMENTARY AUTHORITY

The rules contained in *ROBERT'S RULES OF ORDER, NEWLY REVISED*, shall govern the Society in all cases.

Article X: AMENDMENTS

Section 1

The Constitution and By-Laws of the Society may be amended by a two-thirds vote of the members present at a regular meeting.

Section 2

No amendment may be made unless notice of such amendment shall have been read at a prior meeting or sent in writing to all members of the Society twenty days previously.

Article XI: STANDING RULES

Section 1

Standing rules shall be handled as amendments and voted on at any regular meeting by members of the Society.

Section 2

The Society shall provide copies of the current Constitution and By-Laws for all officers of the Society. These copies are to be the property of the Society and are to be passed on to succeeding officers.

Section 3

Each officer and each chairperson shall keep a folder of reports and information to be given to his/her successor. Files older than three (3) years will be stored in the archive file cabinet.

Section 4

A quorum for any general meeting shall consist of 20% of the local membership of the Society. Local members are defined as those residing in Tuscaloosa and contiguous counties.

Section 5

The Annual membership publication will be based on dues paid by the February meeting each year.