

Trilogy at Vistancia Genealogy Club Bylaws - Version 2.0

Article I — General

Section A - Name of Organization: Trilogy at Vistancia Genealogy Club

Section B - Purpose of Organization: To provide an organized framework under which Trilogy at Vistancia residents may engage in research in their genealogy and Family History.

Section C - Non-Profit: This organization shall be operated as a non-profit association in accordance with applicable statutes and the Trilogy at Vistancia Association Documents.

Article 11 — Meetings

General membership meetings will be held on the first Monday of the month at 1:00 P.M. in the Kiva Club, September through June. Meeting types, dates, and frequency may be modified by the Executive Board to achieve club objectives.

Article III — Membership

Section A - Eligibility Membership is open to all residents in good standing without discrimination regarding race, religion, color, sexual preference, ethnic culture, or national heritage.

Section B — Bylaws: All members will receive a copy of these Bylaws.

Section C - Guest Privileges: A guest is defined as a person(s) who are not active club members. This is a one-time privilege. Guests or prospective members may attend one meeting at no charge/fee/cost.

Section D - Dues: Club Dues shall be \$10.00 per person per year and are payable each year on or before January 1st. Dues not paid within 30 days following this date will be deemed delinquent and the member may be dropped from the rolls. Dues collected from new or existing members during the months of September through December shall be considered payment in full for the following year.

The Executive Board may decrease or waive the dues for all members in any given year. Any increase in dues over \$10.00, either temporary or permanent, shall require approval by a vote of the majority of club members present at a club meeting.

Article IV — Executive Board

Section A — Board Members: The Executive Board shall consist of a President, Vice President, Secretary, and Treasurer. Officers serve without compensation of any kind. The Executive Board shall be chaired by the current club President. All officers must be members in good standing of the Trilogy at Vistancia Association.

Section B - Term of Office: All officers are elected for a one-year term; January 1st through December 31st. No person may serve more than two full terms in the same position.

Section C - Election of Officers: Any member in good standing may nominate another member for an officer position or may offer to have his/her name placed in nomination for any office. Nominations will be gathered before November 1st of each year and discussed during the November meeting. An electronic ballot will be sent to all members no later than November 15th, with a deadline for the voting of November 25th. The votes will be tallied, and the results announced at the December meeting. The new officers will assume their responsibilities on January 1st. In the event that there is a tie between two candidates for the same office, the final selection will be made by the Executive Board.

Section D - Vacancies: In the event that any officer is unable to serve their full term, the Executive Board will appoint a replacement.

Section E — Board Meetings: Meetings may be called by the President or by a majority of the Executive Board at any time with notification to all Board members.

Section F — Responsibilities: The Executive Board shall direct and supervise the administration and management of the Trilogy at Vistancia Genealogy Club. All officers are expected to attend all board, annual and special meetings of the board in so far as practical.

Section G — Authority: The Executive Board shall have the authority to create standing rules and procedures not in conflict with the Association Rules or with these bylaws.

Section H - Decisions by the Executive Board: All decisions requiring a vote of the Executive Board shall be made by a simple majority of those present. At least three-quarters of the members must be present to conduct a vote. In the event of a tie vote among board members, the President's vote shall prevail.

Article V — Committees and Special Interest Groups

Section A - Committees: The Executive Board may create standing or temporary committees. Committee members are volunteers selected from the club members in good standing by the Executive Board.

Section B – Special Interest Groups: The Executive Board may create Special Interest Groups (SIG) focused on any topic relative to Genealogy. The

purpose of a SIG is to engage members with common interests to share with and help each other to the mutual benefit of all SIG members.

All SIGs must have a member designated as the SIG leader and approved by the Executive Board. The SIG Leader is responsible for organizing and facilitating SIG meetings and for facilitating communications between SIG members.

All SIGs must have a written Charter approved by the Executive Board. SIG leaders may alter their Charter at any time with the approval of the Executive Board. SIG Charters shall be posted on the club website.

The membership in all SIGs will be maintained by the Club Secretary. SIG leaders are responsible for notifying the Secretary when members join or leave their SIG.

Article VI – Financial

Section A — Budgets: The Treasurer will prepare an annual budget itemizing projected income and expenses for the coming calendar year. This budget will be submitted to the Executive Board for approval by the November Board meeting. The budget shall be finalized and approved by the Executive Board and the Treasurer will present the budget to the members at the December meeting.

Section B — Authorizations:

- The Treasurer is authorized to issue checks to guest speakers up to a maximum of \$100, providing the total amount expended for the year for guest speakers does not exceed the line-item amount for this purpose in the budget. Speaker fees in excess of \$100 require the approval of the Executive Board.
- The Treasurer is authorized to issue checks for budgeted items.
- The President may authorize non-budgeted distribution up to \$500.
- Any non-budgeted distribution over \$500 shall require the approval of the majority of the members present at a general meeting.
- The above notwithstanding, the club's treasury may not go into debt at any time for any purpose.

Section C - Signatory Requirements: Two signatures are required on all checks. The Treasurer and at least two other Executive Board members shall have signatory authority on record with the bank.

Section D — Records: The Treasurer shall maintain accurate and up-to-date financial records in accordance with accepted accounting practices.

Section E — Monthly Reports: Monthly financial reports shall be available to any member at any time upon request.

Article VII — Bylaw Governance, Approval and Amendment

Section A - Governance: These bylaws shall serve as the governing rules for the operation of the Trilogy at Vistancia Genealogy Club.

Section B - Compliance: These bylaws fully comply with all federal and state laws and the Association's governing documents. In the event of a conflict between the bylaws and the Association's documents or rules, the latter shall apply.

Section C - Approval: These bylaws have been approved by a majority vote of the Trilogy's general membership at Vistancia Genealogy Club as certified below by the club secretary.

Section D - Amendments or Revisions: This document may be amended or revised as necessary from time to time. All such amendments or revisions shall be in writing and must be approved by the Executive Board. The amendment will be submitted to all members electronically. A two-week period will be allowed for review, after which a vote will be taken in a Club Meeting. Approval requires a simple majority of all members present.

Certified as approved by a vote of the general membership.

Signed: _____ **Date:** _____
Club Secretary