

**BY-LAWS**  
**Anderson County Chapter**  
**Of The**  
**South Carolina Genealogical Society (SCGS)**

**Article I – Name**

The name of this not-for-profit Society, shall be Anderson County Chapter of the South Carolina Genealogical Society (SCGS), and hereinafter may be referred to as the Chapter.

**Article II – Objectives**

The objectives of this organization shall be:

1. To further encourage and support genealogical discovery and ancestral research.
2. To encourage and foster interest in the local history of Anderson County and the state of South Carolina.
3. To establish and maintain a genealogical research center to preserve historical documents such as Bibles, books, diaries or other relevant materials, to encourage public support of and participation in these endeavors.
4. To provide quality educational programming for our members.
5. To locate, publish and safeguard genealogical records; both private and public.
6. To encourage support and cooperation with other genealogical societies and organizations of similar purpose.

**Section A.** Anyone sincerely interested in participating in and promoting the objectives and activities of the Chapter shall be eligible for membership upon completion of a membership application form and payment of dues. All members shall be issued a copy of both the Chapter and Society's By-Laws and shall have their names entered on the Membership Roll. Members shall have the right to be present at all meetings, except for executive session. However, upon request of at least one week prior to a Board meeting, individual members may speak on a pre-disclosed subject during a Board and/or Executive Committee meeting for a limited amount of time.

**Section B.** Dues shall be determined annually in November by the Board of Directors. Dues are payable on or before January 1<sup>st</sup> each year and shall be considered delinquent after March 1<sup>st</sup>, unless the SCGS Society determines otherwise. The fiscal year for the Chapter will be from January 1 through December 31<sup>st</sup>.

**Section C.** There shall be five (5) classes of membership.

1. **INDIVIDUAL** members shall enjoy all the privileges of membership and shall participate actively in all Chapter projects, and receive any mailings sent by the Chapter of the SCGS, and entitled to one (1) vote.
2. **ASSOCIATE** members shall be individuals who wish to join the Chapter, and who already are members in good standing in another SCGS Chapter as an Individual or Family Membership. They shall enjoy all the privileges of membership, including



those of making motions, voting or holding office: and any mailing, etc., from the Chapter. The membership number of the Primary Chapter must be included with the application and with payment of the appropriate dues.

3.

3. FAMILY MEMBERSHIP is available when two (2) members, who reside at the same address, wish to join the Chapter. They will enjoy the privileges of membership as a family unit by the Chapter. Only one (1) Chapter mailing and (1) state mailing will be sent to the household, but they shall have two (2) votes to be used for voting as needed.

4. HONORARY CHAPTER MEMBERSHIP may be recommended by the Chapter Board of Directors for an individual who has made an outstanding contribution to the endeavors of the Chapter; followed by a 2/3 vote at a regular meeting of the Chapter. The Honorary Membership will be valid for a period of one (1) calendar year only. Honorary members shall have none of the obligations of membership in the Chapter and are not entitled to the privileges of making motions, voting, or holding office, unless they become members of the Chapter. They shall receive all mailings sent by the Chapter.

5. **Fellow:** The designation of Fellow may be bestowed upon a person for exceptional service to the Chapter or to the practice of genealogy upon recommendation by a 2/3 vote of the Chapter Board of Directors, followed by a 2/3 vote at a regular meeting of the Chapter. A Fellow is entitled to all of the privileges of Individual Members, but is exempt from paying dues. This honor is for the lifetime of this individual.

#### **Section D. Termination of membership:**

1. Membership shall be forfeited for non-payment of dues and the member shall be dropped from the roll of the Chapter if dues are not paid by March 1<sup>st</sup>, unless previous arrangements have been made with the Chapter Treasurer. Members may be reinstated with the payment of dues.
2. Membership may be terminated by the Board for just cause and the member shall have written notification of the action.

#### **Section E. Voting privileges:**

ALL members (to include individual, family and associate memberships) in good standing shall be entitled to one personal vote and must be present at the time the vote is taken in a legal meeting.

### **Article IV – Executive Officers**

**Section A.** The Officers of the Chapter shall be a President, Vice President, Recording Secretary, Treasurer and Corresponding Secretary. The same officers shall serve for the Chapter and the Board of Directors.



**Section B.** Officers shall serve for a term of two (2) years based upon the calendar year in conformity with the Chapter's year. These officers and directors shall perform the duties as prescribed in these by-laws; by the Chapter's adopted Authority; and as ordered by the Chapter Board. Officers shall serve for a term of two (2) years or they may serve until their successors are elected. Only members in good standing may be elected to office. Members shall have been a member of the Chapter for a minimum of one year.

### **Section C. Elections**

1. The President, Vice President, Recording Secretary, Treasurer and Corresponding Secretary shall be elected by a majority vote for a two (2) year term or until their successors are elected.

**Section D.** In election years it shall be the duty of the Nominating Committee to prepare a slate with at least one qualified nominee for each Executive Office at the October meeting, with elections to be held at the regular November meeting.

1. All Members are encouraged to submit nominations for any Executive Office position. Before submitting a nomination, the Member should verify that the nominee is willing to serve if elected.
2. Nominations for office shall be open from the floor.
3. Elections shall be by ballot unless there is only one candidate for each office, in which event the vote may be Viva Voce.

**Section E.** No member shall hold more than one office at any time and no member shall be eligible to serve more than two consecutive terms in the same office. Eligibility is regained after a lapse of one (1) year.

## **Article V. Duties of Officers**

Duties of the Chapter's Executive Officers:

President, Vice President, Recording Secretary, Treasurer and the Corresponding Secretary.

**1. President** – The President shall preside at all meetings of the Chapter, Board of Directors, and the Executive Committee except as provided in the Parliamentary Authority.

- The President shall be the official spokesperson for the Chapter and sign all Chapter documents as directed by the Board.
- The President shall call special meetings of the Chapter and/or Board of Directors when necessary.
- The President shall be ex-officio member of all committees except the Nominating Committee.
- The President shall appoint all committee chairs/ Directors. Each committee chair/director shall make a report to the Board of Directors and to the general membership meeting monthly or as designated by the President. No members shall be the chairperson of more than one committee but may serve and assist in the activities



of other committees. Members of the committees shall serve at the invitation of the committee chairperson or the president.

- The President shall appoint a Chapter Representative to the SCGS, who will also serve on the Society (SCGS) Nominating Committee. This appointment must be approved by a majority vote at the January Chapter meeting, with a majority approval of the general membership. This Representative will also serve on the Chapter Board of Directors.
- The President shall supervise the activities of the Chapter, assist in carrying out the policies determined by the Board, promoting the purposes of the Chapter, and making recommendations to the Board.
- The President shall appoint a Parliamentarian to serve in an advisory capacity to the President. He shall render an opinion on procedure when requested to do so by an officer or member.
- The President shall perform other duties as outlined in the Parliamentary Authority, as otherwise indicated in these Bylaws, or as requested by the Board.

## 2. Vice President – The Vice President:

- Shall preside in the absence of the President and fill the office of President in case of a vacancy.
- Shall assist the President in other matters when called on.
- Shall also be the Chapter Representative for the Society (SCGS) when needed.
- Shall assist and monitor all Special Projects of the Chapter to see they are completed in a timely manner.

## 3. Treasurer – The Treasurer:

- Shall collect all monies and provide for the regular financial operations of the Chapter.
- Shall disburse all monies; maintain financial reports required for the Chapter or Society [SCGS].
- Will file all necessary reports with the State Tax Commission, Secretary of State, Internal Revenue Service or Society [SCGS].
- In the absence or inability of the Treasurer, the President shall perform the duties of the office of the Treasurer until a successor has been elected or appointed by the President with Board approval.
- Shall maintain an accurate file of all active paid members with their addresses. This file shall be made available to the Officers and Board members whenever needed.
- Shall serve on the Budget committee
- Any expenses within the By-Laws, or approved by the Board of Directors, such as P.O. Box, Bulk mail permit and postage, printing of the Newsletter may be paid by the Treasurer and does not need approval but will be mentioned at the next regular meeting of the Chapter and included in the Treasurer's Report.
- The Treasurer is authorized to pay expenditures of the Chapter up to \$75 if included in the budget. Any expenditure in excess of \$75 requires the approval of the Board of Directors.
- The financial records shall be audited annually and/or at the end of the Treasurer's term in office by the Audit Committee.



**4. The Recording Secretary shall:**

- Keep a record of the proceedings of the regular Chapter meetings, Board meetings or any special meetings called and distribute the minutes of all meetings to the President, members of the Board of Directors and Newsletter Editor before next scheduled meeting.
- Keep and have available at all meetings the Articles of Incorporation, Chapter and SCGS Society Bylaws.
- Maintain a current inventory of all legal documents. Records, and equipment belonging to the Chapter.

**5. Corresponding Secretary shall:**

- Send notices of meetings and special meetings, as well as special bulletins to the membership. This can be done using electronic Communication.
- Shall be in charge of a committee of volunteers they select to call local members reminding them of a scheduled, special meeting or event.
- Each volunteer will be assigned a list of names to be called.
- The Corresponding Secretary will supply an up-to-date membership and telephone list to each volunteer, as needed
- Shall maintain the Membership Surname Research File.

**Article VI – Meetings**

**Section A.** The regular general membership meetings for the Chapter will be held on the first Monday of each Month; or as determined by the president, with a majority approval of the Board of Directors.

**Section B.** The Annual meeting of the Chapter shall be on the first Monday of November each year unless otherwise ordered by the Board.

1. Annual reports of officers and committees shall be presented at this meeting.
2. Election of Officers shall be conducted at this meeting.
3. Any other business that may arise shall be addressed at this meeting.

**Section C.** Special meetings may be called by the President, Board of Directors or upon written request of any ten members of the Chapter, of which two (2) shall be Officers. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least fifteen (15) days' notice shall be given each member by any means possible.

**Section D.** A quorum for a special meeting will be twenty five (25) members in good standing.

**Article VII – Board of Directors**

**Section A.** Composition: Five Officers, immediate past President and from seven (7) to twelve (12) Directors.

**Section B. Committee Chairpersons/Directors** are appointed by the President with a majority approval of the general membership. The committee chairs are to be submitted for approval no



later than the regular January Chapter meeting. Members of the Board shall chair the committees to which they are elected.

The Committee Chairs are:

- |                                |                             |
|--------------------------------|-----------------------------|
| 1. Newsletter Editor           | 7. Education Chair          |
| 2. Program Chair               | 8. Activities Chair         |
| 3. Research Center Coordinator | 9. Cemetery Chair           |
| 4. Membership Chair            | 10. Finance Committee Chair |
| 5. Publication Chair           | 11. Website Coordinator     |
| 6. Publicity Chair             |                             |

### **Section C. Duties of the Board of Directors**

#### **1. Newsletter Editor:**

- Shall collect and edit information for the newsletter, and oversee the preparation and distribution of the newsletter, The Record, the official periodical of the Chapter to all current members.
- The intent of the newsletter shall be to provide as much relevant genealogical information from local sources as possible to the Chapter members and other subscribers.
- Any article submitted by an individual should not be changed without permission of author.
- The Editor shall have the final authority of the content.
- The Record will be published quarterly, March, June, September and December; unless the President, with Board approval, votes otherwise.
- The Editor shall also be a member of the Publications Committee.
- The Newsletter Editor will meet with the Executive Officers for informational purposes only.

#### **2. Program Chair:**

- Shall be in charge of obtaining speakers and planning programs of interest for the Chapter meetings: Shall be responsible for suggesting off site locations for meetings.
- Shall assist in securing accommodations and transportation for guest speakers as needed.
- Shall be responsible for providing meeting topics and speaker information to the Corresponding Secretary and Publicity Chair in a timely manner for distribution to members and the community.
- If the speaker charges a fee, the Board of Directors will make the final decision on any charges to be paid by the Chapter.
- Shall perform such other duties as may be requested by the Board of Directors or the President.

#### **3. Research Center Coordinator:**

- Shall be responsible for the safeguard of all books, publications, family research records, maps, and other records archived in the Chapter's Research Center.
- Shall maintain an up to date inventory of all books, publications, maps, and equipment
- Shall schedule volunteers to staff the Research Center at all times required.



- Shall be responsible for purchasing office supplies as needed and requesting reimbursement of expenses from the Chapter's Treasurer.
- Shall be responsible for the Research Center's Petty Cash Fund.
- Shall be responsible for collecting funds from copies made for researchers/visitors, sales of books and publications.
- Shall make a monthly report to the Board..
- Shall be responsible for insuring that all queries submitted to the Research Center are addressed in a timely manner.
- Shall perform such other duties as may be requested by the Board of Directors or the President

#### **4. The Membership Secretary:**

- Shall maintain a current listing of all active members of the Chapter and provide same to other members as requested.
- Shall be responsible for recruiting new members.
- Shall be responsible for providing every new member with appropriate information regarding membership in the Chapter, by sending a packet to include a Newsletter, welcome letter and a copy of the Chapter and SCGS Society's By-Laws.
- These packets should be available at every meeting and at the Research Center.
- All members shall have their names entered on the Membership Roll.
- Shall be responsible for the placing of a Memorial Book in the Research Center in the event of the death of a member's death.
- Shall send written notices of delinquent dues By February 1<sup>st</sup> and again on March 1<sup>st</sup>.
- Shall perform such other duties as may be requested by the Board of Directors or the President.

#### **5. Publication Chair:**

- Shall be responsible for the general policy of publications of the Chapter pursuant to prior Board approval, and shall recommend to the Board of Directors any action or matters concerning all publications of every kind belonging to the Chapter prior to publishing.
- Cost of publications and determining prices for sale of each item will be submitted to the Board in writing for Board approval prior to taking any action.
- All cash or checks made from the sale of any items of the Chapter will be submitted to the Treasurer for deposit.
- All payments for Publications will be made by the Treasurer with prior consent from the President and/or Board of Directors before making payment.
- Secure copyrights and insure that the copyright laws are observed.
- Will meet with the Executive Officers for Informational purposes only.
- Shall perform such other duties as may be requested by the Board of Directors or the President.

#### **6. Publicity Chair:**

- Shall be responsible for placing and maintaining any advertisements for book sales, special events, for regularly scheduled, special meetings or social functions of the Chapter.



- Shall prepare press releases for newspaper.
- Shall distribute Rack cards and extra Newsletter.
- Shall perform such other duties as may be requested by the Board of Directors or the President.

#### **7. Education Chair**

- Schedule presentations on the chapter to outside groups, workshops, etc.
- Schedule webinars for members/public attendees
- Maintain a list of speakers within the Chapter's membership, which are available for speaking engagements to other societies, groups, events. These speaking engagements will be to assist in the promotion of our chapter.
- Shall perform such other duties as may be requested by the Board of Directors or the President

#### **8. Activities Chair:**

- Shall be responsible for organizing all miscellaneous or special activities of the Chapter; Educational Field trips should be a priority; which will be assigned by the President with Board of Directors approval.
- Shall suggest and organize fund raising projects for the Society, to be approved by the Board of Directors.
- Shall perform such other duties as may be requested by the Board of Directors or the President.

#### **9. The Cemetery Chair:**

- Shall be responsible for all cemetery surveys in Anderson County, and may ask for as many volunteers as necessary to complete certain work projects.
- All cemetery surveys must be done in duplicate copy and kept at separate locations due to fire, theft or storms.
- The Cemetery Chair will keep an up to date copy listing all cemeteries that have been read, or scheduled to be read, with the date they were completed.
- Shall submit to the Board by February 1<sup>st</sup> each year, in writing. The proposed projects for that year.
- Shall perform such other duties as may be requested by the Board of Directors or the President.

**10. Finance Committee Chair.** A Finance Committee composed of the Chair, Treasurer and three (3) other members shall be appointed by the President promptly after the annual meeting.

- It shall be the duty of this committee to prepare a budget for the fiscal year beginning the first day of January for the anticipated expenditures of the Chapter and to submit it to the Chapter at its regular meeting in February. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which will be adopted by a majority vote of the general membership.
- The monies for the general administrative budget will be based on past expenses incurred over a period of an average of 1-2 years.
- The Chapter President will serve as an ex-officio member of the Finance Committee.



**11. The Website Coordinator:**

- Shall collect and edit information for the Society's Internet website
- Shall add items of interest to members and the public.
- Shall oversee the preparation of any online membership or conference registration forms.
- Shall also be a member of the Publications Committee.

**Section D.**

1. A quorum of the Executive Officers shall be a simple majority.
2. A quorum at meetings of the Board of Directors shall consist of a simple majority of the officers and chairpersons of the standing committees.
3. Each Board of Director's term of office shall be for two (2) years.
  - a. Each term shall begin after being voted on by the general membership at the regular January Chapter meeting.
4. Meetings of the Board of Directors shall be monthly or as designated by the Board of Directors or at the call of the President.
5. The Board shall conduct all the business of the Chapter not handled by the Chapter at its regularly scheduled meetings.
6. Minutes of each Board meeting shall be kept by the Secretary. These minutes are accessible only to the members of the Board unless the Board by a majority approval grants permission to a member of the Chapter to inspect them or unless the Chapter agrees by a two-thirds ( $2/3^{\text{rd}}$ ) vote of the general membership of those present at a regular scheduled meeting permit the board's minutes to be produced and read.
7. In case of the need for an immediate decision, the President may take a ballot by mail or electronic written communication, Ballots must be received from three-fourths ( $3/4$ ) of the Board members and three-fourths ( $3/4$ ) of those replying must vote in the affirmative for the proposal to carry.
8. Members shall have the right to be present at all meetings, except for executive session. Individual Members may speak on a limited subject during a Board or Executive Committee meeting when permission is granted.
9. All records of the outgoing Officers and Board Members shall be transferred to incoming Board members no later than January 15.

**Section E.** Membership of the Board of Directors shall be forfeited if a member is absent for three (3) consecutive meetings unless excused for just cause prior to the meeting or in the case of an emergency.

## **Article VIII – Committees**

**Section A. Standing Elected Committees:**

1. **An Audit Committee** of three (3) appointed by the President, shall be elected by a majority vote of the members present each year for a one (1) year term. The Audit Committee shall audit



the books of the Treasurer at the end of the fiscal year, which is from January 1<sup>st</sup> through December 31<sup>st</sup>.

## **.2. Nominating Committee.**

- a. The Nominating Committee of three (3) members will be appointed by the Board of Directors and approved by the general membership. The President or Ex-Officio President will not be a member of this Committee.
- b. In election years it shall be the duty of the Nominating Committee to prepare a slate with at least one qualified nominee for each Executive Office at the October meeting, with elections to be held at the regular November meeting.
- c. All Members are encouraged to submit nominations for any Board position. Before submitting a nomination, the Member should verify that the nominee is willing to serve if elected
- d. Nominations for office shall be open from the floor.
- e. Elections shall be by ballot unless there is only one candidate for each office, in which event the vote may be Viva Voce.

## **Section B. Other Committees:**

### **1. The Hospitality Committee:**

- Shall assure the comfort of members and guests at meetings.
- Shall be responsible for refreshments for meetings and special activities.
- Shall perform such other duties as may be requested by the Board of Directors or the President

### **2. The Grant Committee:**

1. Shall explore the possibilities of obtaining grant funding from several sources
2. Shall apply for the Anderson County Grant each year.
  - Shall submit a list of Books and equipment to be purchased to the board for approval.
  - Shall submit the grant, ensure all checks are received, and send thank you letters to each contributor.
  - Submit final list of books purchased to Anderson County Council, along with thank you letter.
  - Shall perform such other duties as may be requested by the Board of Directors or the President

### **3. Mail Order Publication Chair:**

- Shall maintain and keep a current inventory of all books, maps, publications and all items for sale by the Chapter.
- Shall be a member of the Publication Committee
- Shall receive, pack and ship all orders.
- Shall perform such other duties as may be requested by the Board of Directors or the President



**4. Chaplain:** The Chaplain recites or leads invocations and benedictions where such prayers are offered at the opening or closing of meetings or other events.

**5. Historian:**

- Shall maintain scrapbooks of all society activities and shall preserve society materials of historical significance.
- Shall maintain and preserve the records of the Society at the Library
- Shall perform such other duties as may be requested by the Board of Directors or the President

**Section C.** Any other committee necessary to conduct the business and meet the objectives of the Chapter may be appointed by the President as needed to include any standing or special committees.

### **Article IX – Indemnification**

Each person who is or has been a director or officer of this Chapter, and each employee of the Chapter acting in a managerial capacity shall be indemnified by the Chapter against expenses, including attorney's fees necessarily incurred by such person in connection with the defense or settlement of any action, suit or proceeding to which he/she is a party, alone or together with others, by reason of his/her being a director, officer or an employee acting in managerial capacity of this association.

Each person shall also be reimbursed by the Chapter for any amounts paid by such person in satisfaction of any judgment or settlement in connection with any such action, suit or proceeding, unless the amount of such judgment or settlement is payable to the society itself or unless such person shall be adjudged in such action, suit or proceeding to be liable for misconduct in the performance of his/her duties to this Chapter.

The foregoing right of indemnification shall be in addition to any other rights to which such person may be entitled as a matter of law.

### **Article X – Enabling**

In the event the Chapter is unable to elect a complete Board to meet the needs of the Chapter, as few as five (5) interested members may resort to any means possible to continue the existence of the Chapter and fill all Board positions.

### **Article XI – Dissolution**

In the event that the Chapter is unable to fulfill its obligations financial of otherwise, resulting in the dissolution of this Chapter, all residual assets shall become the property in fee simple of another not-for-profit organization which has the same objectives as the Chapter unless a donor



of a particular piece of property, whether real or personal, shall have requested specific disposition otherwise. The organization to which the financial assets of the Chapter will pass to the Treasurer of the South Carolina Genealogical Society in Columbia, S.C. Any other assets will be transferred to a local organization with similar aims or designs of this Chapter. The recipient of the assets will be determined by the Board of Directors. All debts shall be satisfied and the services of an attorney may be employed.

### Article XII – Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the Chapter where applicable if not inconsistent with these by-laws and any special rules of order which the Chapter may adopt.

### Article XIII – Amendment

These by-laws may be amended at any regular or special meeting of the Chapter by two-thirds (2/3<sup>rd</sup>) vote provided that the amendment in writing has been submitted at the previous regular meeting. Any member of the Chapter may submit a proposed amendment to the By-Laws Committee for Chapter consideration and action.

Adoption of a Bylaws amendment requires a two-thirds (2/3s) affirmative vote of the Members present and voting.

Adopted amendments become effective immediately upon adoption unless an adopted proviso presented at the time of adoption specifies implementation at a different time.

Bylaws Committee:

Kay Burns: Kay Burns

Darlene Dowdy: Darlene Dowdy

Shelby H. Lollis: Shelby H. Lollis

These Articles were adopted by the membership of The Anderson County Chapter of the South Carolina Genealogical Society at the business meeting this 2nd day of November, year of 2015.

President of the Board: Shelby H. Lollis

Secretary of the Board: Doris Dowdy

Provisos

1. These By-Laws shall become effective immediately upon adoption by a majority vote of the general membership at a regular meeting of the Chapter.
2. The Board shall implement the transition to the revised election requirements in order to make the process as smooth as possible. This may require assistance of the Nominating Committee for 2015.

Bylaws restructured to meet current needs of Chapter

2006 Bylaws - Adopted 2006

2015 Bylaw Revision /Adopted: November 2, 2015