

CHICAGO GENEALOGICAL SOCIETY

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Chicago Genealogical Society.

ARTICLE II – OBJECTIVES

- Section 1 - To collect, preserve and perpetuate the records of our ancestors.
- Section 2 - To stimulate an interest in all of the people who contributed in any way, however great or small, in establishing Chicago and its surrounding areas.
- Section 3 - To publish and circulate literature of the Chicago Genealogical Society for the purpose of promoting genealogical and historical research, and to aid in the publication, dissemination, preservation and safeguarding of genealogical and historical manuscripts pertaining to Chicago, Illinois, and other genealogical materials, including biographies, and family and local histories, for educational purposes.
- Section 4 - To secure and hold copyrights, plates of books, periodicals, tracts, and pamphlets of genealogical and historical interest.
- Section 5 - To receive and hold gifts and devises of real estate and personal property from any source to be used or liquidated solely for the purpose and benefit of the Society, and to do all things incident to the perpetuation of the Society, and generally exercise the powers legally and properly requisite thereto.
- Section 6 - All of the foregoing are for carrying on the work of the Society for educational purposes operating solely for educational purposes as provided in Section 501(c)(3) of the Internal Revenue Code of 1954.
- Section 7 - Should dissolution of the Society ever be deemed advisable, the required notice shall be sent by mail to all members of record. The assets of the Society including all funds, books, pamphlets, periodicals, wherever housed, and all other property belonging to the Society, after satisfying all its just debts, shall be donated or applied to some society, library, or other non-profit organization, incorporated under Section 501(c)(3) of the Internal Revenue Code of 1954, which has similar objectives.

ARTICLE III - MEMBERSHIP

The type of membership of the CHICAGO GENEALOGICAL SOCIETY shall include four classes:

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| (1) | Individual, Institutional, or Commercial | (3) | Life |
| (2) | Family | (4) | Honorary |

ARTICLE IV – GOVERNMENT

- Section 1 - The officers of this Society shall include a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, a treasurer, and four (4) directors; each officer will be elected for a one-year term. The President may not be elected for more than two consecutive terms. The directors shall be elected for a two (2) year term. Two directors shall be elected each year.
- Section 2 - The Executive Committee shall consist of the elected officers, directors and immediate past president.
- Section 3 - The Board of Management shall consist of the Executive Committee and the chairpersons of standing committees.
- Section 4 - No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of the articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from the Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE V – MEETINGS

- Section 1 - The Board of management of the Chicago Genealogical Society shall meet as specified in the Bylaws.
- Section 2 - The membership of the Chicago Genealogical Society shall meet as specified in the Bylaws; all meetings shall be open to anyone who is interested in the objectives of the Society as set forth in Article II.

ARTICLE VI – ELECTIONS

- Section 1 - The officers and directors shall be elected by a majority of the votes cast at the annual meeting.
- Section 2 - The Nominating Committee consisting of a minimum of three (3) members shall be elected by the general membership at the February meeting. The Nominating Committee shall propose a slate of candidates to the Board of Management in April or no later than thirty (30) days prior to the annual meeting.
- Section 3 - The Board of Management on receipt of the Nominating Committee's proposed slate of candidates shall cause publication of same for the information of the Society members along with the advice that alternate nominations may be proposed in writing directed to the Board of Management. Any alternate nominations shall have the consent of the nominees.

Section 4 - An Election Committee shall conduct the election at the annual meeting and shall declare the winner in accordance with the provisions of Section 1 of this Article.

Section 5 - The Board of Management shall assume their duties on July 1.

Section 6 - In the event of the resignation or incapacity of any officer except the President and First Vice-President, the vacancy shall be filled by vote of the Executive Committee for the unexpired term of office. In the event of the vacancy of the office of President, the First Vice-President shall assume the duties of that office and the Second Vice-President shall assume the duties of First Vice-President. In the event of the vacancy of the office of the First Vice-President, the Second Vice-President shall assume the duties of that office. In the event that the First Vice President and/or the Second Vice President does not wish to or is not able to assume the duties of the office vacated, the vacancy shall be filled by a vote of the Executive Committee for the unexpired term of office.

ARTICLE VII – AMENDMENTS

This constitution may be amended at any regular or called meeting of the membership by a two-thirds (2/3) vote of the members present, provided the amendments have been sent to each member at least thirty (30) days in advance of the meeting at which action is to be taken thereon.

ARTICLE VIII – ADOPTION

This constitution shall go into effect upon adoption and not later than July 1, 2018.

June 2, 2018

CHICAGO GENEALOGICAL SOCIETY

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the CHICAGO GENEALOGICAL SOCIETY.

ARTICLE II - OBJECTIVES

The objectives of this Society are set forth in the Constitution of the Society.

ARTICLE III - MEMBERSHIP

- Section 1 - Membership is open to all individuals and institutions interested in promoting the objectives of the Society.
- Section 2 - Individual, Institutional, and Commercial memberships will be those paying dues as specified in Article X of these Bylaws. Each will receive the Newsletter and Quarterly of this Society.
- Section 3 - Family memberships are those paying dues as specified in Article X of these By-Laws. They will receive the Newsletter and Quarterly of this Society.
- Section 4 - Omitted June 2, 2018.
- Section 5 - Life memberships are available to any member remitting at one time the sum specified in Article X as a one-time payment of dues exempting the individual from additional dues payments. Life members will receive all the benefits of the Society.
- Section 6 - Honorary memberships will be awarded by a three-fourths (3/4) vote of the Board of Management in recognition for outstanding work or service to the Society. The recipient pays no dues, but receives all the benefits of the Society.
- Section 7 - Membership may be suspended or refused by a two-thirds (2/3) vote of the Executive Committee to anyone whose interest conflicts with the purposes of the Society. Anyone so rejected may appeal the decision to the Board of Management on his own behalf.

ARTICLE IV – MEETINGS

- Section 1 - The Society shall meet monthly from September through December and February through June at the time and place announced by the Executive Committee.
- (A) An exception may be made at the discretion of the Executive Committee.
- (B) All meeting dates shall be published for the information of the membership.

(C) Special meetings for stated purposes may be called at will of the Executive Committee, or by petition of ten members.

Section 2 - Meetings shall be open to anyone who is interested in the objectives of the Society as set forth in the Constitution.

Section 3 - The June monthly meeting shall be designated as the Annual meeting of the Society.

Section 4 - A quorum at any general meeting shall consist of fifteen (15) members. Any member who files a written vote on any question prior to the meeting shall be considered as attending and be counted in the quorum.

Section 5 - The regular monthly meetings of the Society shall be reserved for the conduction of those activities which promote the purposes of the Society. The business of the Society which cannot otherwise be conducted by the Board of Management shall be brought to the floor during the regular monthly meeting.

ARTICLE V - DUTIES OF OFFICERS

Section 1 - The President shall be the principal executive officer, with the responsibility for the general supervision of the affairs of the Society being guided by the wishes of the Executive Committee and the Board of Management. The President shall preside at all meetings of the Society, the Executive Committee, and the Board of Management. The President shall be ex-officio a member of all committees except the Nominating, Elections, and Auditing Committees.

Section 2 - The First Vice-President shall be the chairman of the Program Committee.

Section 3 - The Second Vice-President shall be the chairman of the Membership Committee and shall be responsible for maintaining the membership records, for promoting increased membership, for recording the dues payments and for keeping the necessary mailing lists current.

Section 4 - In the absence or incapacity of the President, the Vice-Presidents, in their order, shall assume the duties of the President in conducting meetings.

Section 5 - The Recording Secretary shall keep a record of the proceedings of the Society. This will include the minutes of the Executive Committee, Board of Management, general and/or special meetings.

Section 6 - The Corresponding Secretary will conduct the general correspondence of the Society as directed by the President and/or the Board of Management.

Section 7 - The Treasurer shall be responsible for safekeeping of the Society's funds and for maintaining adequate financial records. The Treasurer shall deposit all monies received in such Federally insured financial institutions or invest them in such securities as may be directed by the Executive Committee. The Treasurer shall prepare reports and submit to the Board of Management itemized statements of year to date receipts and disbursements. The Treasurer shall prepare an annual report after the end of the fiscal year and submit it to the Board of Management for review as well as all reports which may be required to comply with the regulations governing non-profit organizations. The Treasurer shall be bonded at the expense of the Society. The Treasurer shall send copies of the monthly Bank Statements to the Executive Officers and Directors.

Section 8 - The duties of the Directors shall be at the discretion of the President.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1 - The Executive Committee shall consist of the elected officers, directors, and the Immediate Past President.

Section 2 - A quorum shall consist of 50% of the Executive Committee.

Section 3 - The Executive Committee shall meet subsequent to the Annual Meeting, as soon as is convenient, to plan for the coming year's business, to determine the need for standing committees, to create the standing committee charges, and to appoint chairmen for the standing committees.

Section 4 - Other meetings of the Executive Committee shall be called at the discretion of the President.

Section 5 - A special meeting of the Executive Committee may be called at the request of six members of the Executive Committee.

ARTICLE VII - BOARD OF MANAGEMENT

Section 1 - The Board of Management shall consist of the Executive Committee and the chairpersons of standing committees. The Board of Management shall have the control and management of the affairs and funds of the Society. The Board of Management is subject to the will of the Society and none of its acts shall conflict with the purposes of the Society as set forth in the Constitution.

Section 2 - The Board of Management shall meet prior to each general meeting, or more frequently if deemed necessary to conduct the business of the Society. A quorum shall consist of 50% of the Board of Management.

Section 3 - The Board of Management shall conduct as much of the Society's business as is proper during its meetings. This procedure is to be followed to permit the greatest use of the monthly meeting for the purpose of the Society as specified in the Constitution.

Section 4 - If any member of the Board of Management shall miss attending three or more board meetings without just cause, he or she will be notified in writing by the Corresponding Secretary that he or she has been dropped from membership on the committee. The vacancy will be filled by an appointment of the Executive Committee.

ARTICLE VIII - STANDING COMMITTEES

Section 1 - A standing committee shall be considered as a committee whose charged duties are anticipated to require its attention for the entire fiscal year.

Section 2 - A standing committee shall be created by the Executive Committee after its need has been determined. In creating a standing committee and before appointing a Chairman, the Executive Committee shall reduce to writing the duties the Committee is to perform and enter these duties into the records of the Society. A copy of the committee's duties shall be provided the chairman upon his appointment. Each chairman is expected to submit an annual report, with copies for the President, Recording Secretary and the succeeding Chairman. The Executive Committee may create or dissolve standing committees as deemed necessary.

Section 3 - The chairman of a standing committee shall be responsible for his committee's actions and for carrying out the charged duties so long as they do not conflict with the purposes of the Society. Likewise, the standing committee chairman shall conduct the business of his committee to avoid conflict with the purposes of the Society.

ARTICLE IX - AD HOC COMMITTEES

Section 1 - An AD HOC Committee shall be a committee appointed by the Executive Committee for a special task which is anticipated to require an unspecified amount of time to accomplish. They shall consist of Auditing, Elections, Revisions, and any other deemed necessary.

Section 2 - An annual Auditing Committee shall be appointed by the President and approved by the Executive Committee no later than one (1) month prior to the end of the fiscal year. The Treasurer is to submit all his financial records to the Chairman of the Auditing Committee no later than two (2) weeks after the end of the fiscal year. The report of the Auditing Committee must be presented to the Executive Committee at its first meeting of the new fiscal year. The Auditing Committee must complete its audit and deliver all records to the Treasurer within thirty (30) days following the receipt of the records.

ARTICLE X – DUES

Section 1 - The membership year for new members begins in the quarter in which they join the Society and terminates in the same quarter in which they joined one year later. For existing members the annual dues are payable each July 1, the beginning of the fiscal year, and shall be reviewed annually by the Board of Management in February, based on the needs of the Society. The dues for the subsequent year shall be determined and announced/published by the regular March meeting of the Society. Dues shall be determined for memberships as defined under Article III of the Bylaws.

Section 2 - The Membership Committee shall examine the membership rolls and cause the names of those determined to be delinquent to be removed from the membership rolls. New members will receive Quarterlies for the current fiscal year. The Newsletter will begin with the next issue.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, or any future revision thereof, shall govern the Society in all cases in which they are not inconsistent with the Bylaws of the Society.

ARTICLE XII - SPECIAL INTEREST GROUPS

Section 1 - Those members of the Society wishing to pursue their interest in a particular area of genealogy may form a Special Interest Group to further this interest upon notification in writing to the Executive Committee, such statement to include the goals of the Special Interest Group.

Section 2 - Membership in the Society is a requirement for membership in a Special Interest Group.

Section 3 - Special Interest Groups shall be self-governing but operate under the aegis (protection) of the Society. Each group shall name one person to act as a representative to the Board of Management. The representative may attend Board of Management meetings but will not have a vote. All significant decisions shall be reviewed by the Board of Management.

- Section 4 - The leadership of the Special Interest Group shall be responsible for the group's actions and for carrying on the business of the said group so long as they do not conflict with the purpose of the Society.
- Section 5 - The leadership of the Special Interest Group shall submit to the Board an annual report of the group's activities which shall also include a financial report.
- Section 6 - The Board of Management will vote whether or not to provide the Special Interest Group a small set-up budget for the period of one year after the Special Interest Group has been formally recognized by the Board of Management. Beyond the confines of the start-up budget, the group will be required to cover all other group expenses.
- Section 7 - When a Special Interest Group wishes to be dissolved, the group's leadership shall give written notice to the President. A final report of activities and a final financial report are required. With the dissolution of a Special Interest Group, any monies, stationery, envelopes and other supplies will revert to the Society.

ARTICLE XIII – OWNERSHIP OF PUBLISHED MATERIALS

- Section 1 - All concepts or products, including but not restricted to such items as photographs, drawings, manuscripts, created by or resulting from work performed as a volunteer for the Chicago Genealogical Society, and all rights pertaining thereunto, become and remain (unless specifically released), the property of the Chicago Genealogical Society.

ARTICLE XIII – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of those present at a monthly meeting provided the amendment has been published for the information of the Society and the announcement of the monthly meeting including the notice that a vote on amendment to the Bylaws is to take place. Such announcement shall be mailed no later than ten (10) days prior to the meeting date.

ARTICLE XIV – ENABLING

These Bylaws shall go into effect upon adoption and no later than July 1, 2018.

June 2, 2018.