

Middlesex Genealogical Society, Inc.

Bylaws

Adopted May 10, 1983

Revised March 10, 1986, September 16, 2008, April 26, 2011, January 06, 2014, &
June 8, 2020

ARTICLE I

Name

The name of this organization shall be the MIDDLESEX GENEALOGICAL SOCIETY, INC. (hereafter referred to as MGS).

ARTICLE II

Purpose

Section 1 Non-Profit Status -- The MGS is a non-profit, volunteer organization established under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954 for literary, historical, and educational purposes.

Section 2 Mission -- Its mission is to:

- promote interest in the study of genealogy and family history
- educate members concerning techniques of gathering, evaluating, and recording genealogical information
- inform members regarding available sources of genealogical material.

ARTICLE III

Membership

Section 1 Eligibility -- Membership in MGS shall be open to all individuals, organizations, and businesses in support of its purposes.

Section 2 Dues -- The Board of Directors shall have the discretion to

establish various classes of membership and membership terms, including the membership fee structure. Dues shall be paid by January 1st for the calendar year. Members who have not paid their dues by January 31st will be considered delinquent and removed from the rolls.

Article IV

Board of Directors

Section 1 Authority -- There shall be a Board of Directors (hereinafter called the Board) responsible for managing the business, activities, property, and affairs of MGS.

Section 2 Members -- The Board shall consist of the elected officers, Immediate Past President, if willing to serve, and a number of directors serving as of the close of the last Annual Meeting so long as that number shall consist of not less than 7 and not more than 17 directors.

Section 3 Election and Term of Directors -- Directors shall be elected at the Annual Meeting of MGS in accordance with the requirements of Article VII, Section 1 (Nominating Committee). The term of a director elected at an Annual Meeting shall begin as of the date of such election and shall run for 3 consecutive years. The term of a director elected at any time other than at an Annual Meeting shall begin on the date of election and shall run until the third Annual Meeting after such election. A director shall be eligible to serve a maximum of 3 consecutive terms and will not be eligible for an additional term unless a period of at least 1 year shall have elapsed following the end of the third such term. This limitation, however, shall not forbid appointment by the Board to fill a vacancy in order to maintain the minimum number of directors.

Section 4 Qualifications -- A director shall be at least 18 years of age and a member of MGS. The Board may from time to time provide for other qualifications of directors.

Section 5 Compensation -- Directors shall not receive any stated salary or fee for their services as directors, but shall be entitled to reimbursement of reasonable expenses actually incurred in connection with their duties.

Article V

Officers

Section 1 Election and Term of Officers -- The officers of MGS shall be the President, Vice President, Treasurer, and Secretary, who shall be elected from among the directors at a regular board meeting. The terms of each office shall begin at the meeting at which he or she is elected and run as long as he or she remains a director of the organization or until his or her resignation, removal, or death. No person shall hold more than one office at any given time.

Section 2 President -- The President shall preside at each meeting of MGS, appoint the chairpersons of all committees except as provided otherwise under these Bylaws, and carry on all other duties connected with the office in accordance with these Bylaws. The President shall be a non-voting *ex officio* member of all committees except the Nominating Committee (Article VII, Section 1). At the request of the President, or in case of the President's absence or inability to act, the duties of the President shall be performed by and in order of 1) the Vice President, 2) the Treasurer, and 3) the Secretary, who when so acting shall have all the authority of and be subject to all the restrictions on the President. When required, and as approved by the board, there shall be an option for the election of Co-Presidents who shall share the duties of President as enumerated above. Wherever the term "President" appears in these Bylaws, it shall be understood to also mean Co-President.

Section 3 Vice President -- The Vice President shall preside in the absence of the President and shall perform such duties as requested by the President and in accordance with these Bylaws.

Section 4 Treasurer -- The Treasurer shall be responsible for maintaining complete and accurate records of the assets, liabilities, receipts, disbursements, and other transactions of MGS; depositing all moneys and other valuable effects in the name of and to the credit of MGS in such banks or other depositories as may be designated by the Board; disbursing the funds of MGS in accordance with the directions of the Board; seeing that the reports, statements, and other documents required by law

are properly kept and filed; and maintaining all financial statements and membership lists in the permanent electronic files of MGS. The Treasurer shall render to the President and the directors, at the regular meetings of the Board, an account of the financial condition of the society, and shall in general perform all the duties as may from time to time be assigned to him or her by the President of the Board.

Section 5 Secretary -- The Secretary shall give notice of, record, transcribe, and distribute the minutes of all meetings of the Board; shall have charge of the books, records, papers, and electronic records of MGS relating to its organization as a corporation, and shall see that the reports, statements, and other documents required by law are properly kept and filed; and shall in general perform all the duties as may from time to time be assigned to him or her by the Board or by the President.

Section 6 Appointment of Other Officers, Agents and Employees -- The Board may from time to time appoint such other officers, agents, and employees of MGS as the Board may deem necessary or advisable, each of whom shall hold office or employment for such period, have such authority, and perform such duties as the Board may from time to time determine.

ARTICLE VI

Meetings

Section 1 Regular Meetings -- Regular meetings of the Board shall be held at least 4 times each fiscal year which shall begin on the 1st day of January (meetings are generally held in January, March, September, and November) at such place as shall be specified by resolution of the Board. Such resolution shall constitute notice of the regular meetings and separate notice need not be given.

Section 2 Annual Meeting -- An Annual Meeting shall be held on a day designated by the Board each year for the election of directors and for the transaction of such business as may properly come before it and shall be announced in the MGS newsletter and/or by email at least one month in advance of the meeting.

Section 3 Program Meetings -- In addition to the regular and annual meetings, there shall be at least three general meetings of the membership

each year on dates to be determined by the Board. The Program Committee shall make the necessary advance arrangements for these meetings including written advance notice of such meeting to the general membership.

Section 4 Attendance at Meetings -- Directors are required to attend regular, annual, and program meetings of the Board unless such attendance is excused by oral, written, or electronic notice to the Secretary of the Board. Three consecutive unexcused absences by a director shall constitute an automatic dismissal of such director from the Board.

Section 5 Quorum, Adjournment, and Manner of Acting -- A majority of directors shall constitute a quorum for the transaction of business. The vote of a majority of the directors present at a meeting at which a quorum is present at the time of the vote shall constitute an act of the Board, except as otherwise specifically provided by statute or these Bylaws.

Any meeting of the Board may be adjourned by a majority vote of the directors present at the meeting. In the absence of a meeting, written or electronic consent by a majority of the directors, severally or collectively, shall constitute the action of the Board.

Section 6 Place of Meeting -- The Board may hold its meetings at such place or places within the State of Connecticut as may be approved by resolution of the Board or shall be specified in the notice or waiver of notice of any such meeting. The headquarters of MGS shall be located in Darien, Connecticut.

Article VII Committees

Section 1 Nominating Committee -- The Nominating committee shall consist of an odd number of not less than 3 directors, the chairman of which committee shall be the immediate past President, if available to serve. In the event that the immediate past President is not available, the Board shall appoint a chairman. The chairman, in consultation with the Board, shall appoint the other members, who shall be selected from the MGS at large. In the event of a vacancy on the Nominating Committee, the Board shall appoint a replacement.

The Nominating Committee shall approve and submit to the Board the nominations of persons eligible to serve as directors to fill vacancies on the Board. Director nominations shall be presented to the Board at least 1 month prior to each Annual Meeting or at such other times as requested by the Board.

The Nominating Committee shall also approve and submit to the Board at least 1 month prior to each Annual Meeting the names of those directors whose terms are due to expire at such Annual Meeting and who wish to stand for re-election. (See Article VIII, Section 1, re mid-terms vacancies of officers.)

The notice of the Annual Meeting should contain, in addition to the time and place of the meeting, the names of those nominated for membership on the Board. Additional nominations may be made from the floor during the meeting or in writing prior to the meeting.

Directors shall be elected by a voice vote of the membership present or by a motion of the membership instructing the Secretary to cast a unanimous ballot in favor of the recommendations presented by the Nominating Committee.

Section 2 Standing Committees -- The Board shall maintain the following standing committees:

- Membership - to assist the Treasurer in maintaining and increasing the membership list
- Publications - to prepare, edit, and distribute a quarterly newsletter
- Program - to prepare and present several programs each year
- Publicity - to inform the public of MGS offerings
- Audit - to annually audit the MGS financial records. (See Article IX Section 4)
- Archives - to assist the Secretary in filing, maintaining, and backing up MGS records.
- Website - to create and maintain the MGS website

The President shall have authority to appoint the chairman of each committee from among the membership and shall announce the chairs of each committee at the first regular meeting of the fiscal year. The chair of

a standing committee need not be a director of the Society. All chairs are expected to attend board meetings.

Section 3 Other Committees -- The Board may authorize other committees, and appoint chairmen, such as:

- Bylaws - to review and revise the Bylaws as needed

The chairman of such a committee need not be a director of the Society.

Article VIII

Vacancies, Resignations, and Removal

Section 1 Vacancies -- Except as otherwise provided in these Bylaws, if the office of an officer of MGS (President, Vice President, Treasurer, or Secretary) should become vacant due to death, resignation, or removal, the vacancy may be filled for the unexpired term by recommendation of the Nominating Committee and by action of the remaining directors.

Section 2 Resignations -- Any director or officer or any other officer, agent, or employee appointed by the Board may resign his or her office at any time by giving written notice of his or her resignation to the President or Secretary of MGS. Such resignation shall take effect at the time specified therein or, if no time is specified, at the time of its receipt, and the acceptance of the resignation shall not be necessary to make it effective.

Section 3 Removals -- Any director or officer of MGS may be removed for cause from his or her position as a director or officer at any time by an affirmative vote of 2/3 of the directors of the Board.

Article IX

Funds and Liability

Section 1 Authority -- The Board shall have general charge, management, and control of the affairs, funds, and property of MGS and shall authorize and control all expenditures.

Section 2 Books of Account -- Adequate books of account shall be maintained by the Treasurer who shall be responsible for the same.

Section 3 Transactions -- The President, Secretary, and Treasurer shall be designated as signatories to MGS's banking and investment accounts. Any one of the designated signatories shall have authority to effect payments or withdrawals from the MGS's checking account. Joint authorization by 2 of the designated signatories shall be required to affect any transfers, payments or withdrawals from MGS's investment accounts.

Section 4 Audits/Reviews -- The Board shall appoint an independent auditor, who is not an officer of MGS, to review the Treasurer's books on an annual basis if required. An audit is not required until MGS attains \$50,000 in cash donations. The results of the reviewed Treasurer's report shall be presented at the Annual Meeting.

Section 5 Fiscal Year -- The fiscal year of MGS shall be January 1 through December 31.

Section 6 Expenses -- No part of the funds of MGS shall inure to the benefit of or be distributed to its individual members, directors, officers, or other private persons except that MGS may pay reasonable compensation for services rendered or reasonable expenses incurred in connection with the administration of the society.

Section 7 Liability -- No director, officer, or member of the society shall be liable to or on behalf of MGS except for unpaid dues, and no personal liability shall be attached to any director, officer, or member in connection with the administration and actions of MGS.

Section 8 Dissolution -- In the event of the dissolution of MGS, all of the remaining assets and property of MGS shall, after payment of necessary expenses, be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of Connecticut will best accomplish the general purposes for which this society was formed. It is recommended that the first choice be the Darien Public Library and the second be the Darien Historical Society.

Article X Administration

Section 1 Offices -- The principal office of MGS shall be at such place in Darien, Connecticut, as the Board may from time to time determine. The Board may from time to time and at any time establish the office of MGS at whatever place or places it deems expedient.

Section 2 Books and Records -- There shall be kept correct and complete books and electronic records of account and minutes of the proceedings of MGS incorporators, board, and committees.

Section 3 Amendments and Interpretation -- These Bylaws may be amended or repealed or new Bylaws may be adopted at any meeting of the Board of Directors by a 2/3 vote of the members of the Board present or reporting their votes in writing, provided that notice of such amendments shall have been emailed to each member of the Board at least 20 days before the meeting, or presented to the Board at the board meeting previous to the one at which the vote will be taken. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern MGS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any standing rules MGS may adopt.

(End of Bylaws)