

Polish Genealogical Society of New York State By-laws

Approved by the Membership on 8 Jan 2015

Article I Name

The organization shall be named the Polish Genealogical Society of New York State (PGSNYS), herein referred to as the "Society". The Society was formerly known as the Polish Genealogical Society of Western New York.

The official mailing address shall be:

PGSNYS
PO Box 984
Cheektowaga, NY 14225

Article II Purpose

The purposes for which the PGSNYS is formed are:

1. to provide a Society for persons interested in Polish genealogy, with a primary focus on families with a New York State connection;
2. to encourage and promote interest in Polish genealogical research, history, and culture;
3. to provide educational programs and publications to foster effective genealogical research skills;
4. to provide education on Polish history and culture;
5. to provide assistance to persons researching their family history;
6. to collect, preserve, and share Polish and related genealogical and historical records and materials;
7. to collaborate with other Polish community organizations in projects and activities that promote interest in Polish genealogical research, history, and culture.
8. to accept donations of money, real property, or other property for the above purposes or any other charitable and educational purposes allowed within the meaning of Section 501(c)(3) of the Internal Revenue Service code or any successor sections.

Article III Membership and Dues

Section 1: Any person interested in Polish genealogy may become a member upon filing an application and payment of annual dues.

Section 2: Members whose dues are current will be considered members in good standing.

Section 3: Membership is considered a family membership, the husband and wife each having a vote. Dependents do not have a vote under a family membership.

Section 4: The fiscal year shall be from January 1 to December 31. Annual membership fees shall be due and payable upon the anniversary date of joining.

Section 5: Members whose dues are not paid within nine (9) months will be placed on the inactive roster. Members whose dues remain unpaid for one year will be dropped from the inactive roster and will cease to be a member of the Society.

Section 6: Dues will be reviewed annually by the Executive Board and increases voted by the membership.

Article IV Officers

Section 1: The elected officers of the Society shall be a president, vice president, secretary, treasurer, and five trustees. Officers and trustees will be elected for a one-year term. Each officer and trustee shall serve no more than three consecutive terms in the same position. Each officer and trustee should mentor at least one other member to run for his or her position in a subsequent election. At the end of three consecutive terms in the same position, an officer or trustee may either run for a different position in the current election or run for any position in a subsequent election after a period of at least one term has passed.

Section 2: Nomination of officers and trustees will be at the October meeting of the Society. The Nominating Committee shall consist of a Chair and at least two members in good standing appointed by the president.

Section 3: A candidate for office must be a member in good standing for a period of at least one year prior to elections and must have attended at least six (6) Society meetings within the same period. Elections will be by written ballot of those in attendance or, if running unopposed the secretary casts one vote. An absentee ballot may be requested by any member in good standing. All absentee ballots must be returned to the secretary by the November meeting date.

Section 4: The newly elected officers and trustees will assume office at the January meeting.

Section 5: All books and documents held by the previous officers will be turned over to the new officers by the first meeting following the election.

Section 6: The treasurer's books shall be audited by a committee of two members in good standing and appointed by the president at the beginning of the new fiscal year.

Section7: Should any officer's position become vacant prior to the end of the elected term, the Board in its sole discretion, may: a) leave the position vacant until the start of the next term; b) appoint a member in good standing to fill the position until the next scheduled elections; or c) call for a special election for the vacant position for the duration of completing the current term.

Article V Duties of the officers

Section 1: President The president shall preside at all meetings of the Society and act as the official contact of the Society with other organizations. The president shall act as chairman of the Executive Board. The president is a member *ex officio* of all committees except the Nominating Committee. The president will appoint Chairs to each committee.

Section 2: Vice President The vice president shall perform the duties in absence of the president and shall assist and advise the president in the performance of duties when called upon.

Section 3: Secretary The secretary shall keep an accurate and concise record of all business transacted at meetings of the Society and Executive Board. The secretary shall assist the president in preparing the agenda for meetings.

Section 4: Treasurer The treasurer shall be the custodian of Society funds and shall deposit said funds in an account under the Society's name. The Treasurer will receive and disburse all funds as authorized by the Executive Board and shall keep a record of all financial transactions. Monthly reports will be read into the Society minutes.

Section 5: Trustees The trustees shall act as advisors to the president and shall have one vote each. They will assist in approving new or special expenditures of the Society over \$100.00 (one hundred dollars).

Article VI Executive Board

The Executive Board shall consist of the president, vice president, secretary, treasurer, and five trustees. The immediate past president shall be an *ex officio* member of the board, but will have no voting rights. General management of the Society's affairs shall be entrusted to the Executive Board. The Executive Board shall meet prior to the regular monthly meeting unless otherwise designated by the president.

Article VII Assets

Section 1: Assets shall be defined as any item that was donated or acquired for use by the Society.

Section 2: An accurate record of Society property will be maintained as follows:

- a) Books and publications by the Society librarian
- b) Computers, software and electronic records by the Technology/Website Committee
- c) All other assets by the Special Events Committee

Section 3: Any material borrowed by a member shall be recorded and returned within 60 days for the use by another member.

Article VIII Voting Rights

Section 1: All members in good standing will have the right to vote in elections or other Society business.

Section 2: A majority vote of those members present at a meeting shall rule and become part of the proceedings. In case of a tie vote, any motion or proposition is automatically lost.

Section 3: A quorum shall be necessary for transaction of business, and the number fixed as a quorum shall be 15.

Section 4: Voting results at the November meeting will be tabulated by the elections clerks appointed by the Nominating Committee.

Article IX Order of Business

Section 1: The usual agenda of each meeting shall be a brief business meeting followed by the scheduled program. In general, the order of business shall be as follows:

- Welcome
- Reading of minutes
- Treasurer's report
- Standing committee reports
- Unfinished business
- Communications and correspondence
- New business
- Adjournment.

Section 2: Any matter not covered in these By-laws shall be decided upon the Executive Board and presented to the membership for approval. The Society shall consider the official publication of *Robert's Rules of Order* as the officially accepted guide for fair and orderly proceedings.

Article X Meetings

Section 1: Regular meetings of the Society shall be held on the second Thursday of each month at Villa Maria College Cafeteria on Pine Ridge Road at 7PM unless otherwise specified.

Section 2: The president shall be responsible for calling special meetings of the Society.

Article XI Committees

Section 1: The president shall appoint committee members to the following committees or others as deemed necessary by the Society president.

Guest Speaker	Searchers Publication
Library/Archives	Special Events
Membership	Technology/Website
Nominating	

Article XII Dissolution

Section 1: In the event of the dissolution of the Society, after payment or satisfaction of all debts of the Society, the remaining funds will be donated to Villa Maria College designated for the promotion of Polish culture and heritage.

Section 2: Any assets or equipment will be donated to the Buffalo & Erie County Public Library Special Collection department (Grosvenor Room) for the continuation of research in Polish genealogy.

Section 3: No part of the said assets shall be distributed among the members or officers of the Society.

Article XIII Amendments

Any amendment to these By-laws shall be made by submission of a written proposal at the regular monthly meeting. The proposal will be read publicly and forwarded to the Executive Board for review. The proposal shall also be forwarded to the membership prior to voting on the proposal at the next meeting. The Executive Board will make a recommendation to the body at the next meeting. A two-thirds vote of those present in good standing shall be required to amend these By-laws.

Any amendment not covered in these By-laws shall be decided upon the Executive Board and presented to the membership for approval.