

Polish Genealogical Society of New York State, Inc. Bylaws

Approved by the Membership on 14 Sep 2023

Article I Name

The organization shall be named the Polish Genealogical Society of New York State, Inc. (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 14225-0984

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 submission of 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, each spouse 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 four (4) 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 Board of Directors and increases voted on by the membership.

Article IV Board of Directors

The Board of Directors shall consist of the president, vice president, secretary, treasurer, and five trustees. One person may not hold the office of president and secretary simultaneously. 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 Board of Directors. The Board of Directors shall meet prior to the regular monthly meeting unless otherwise designated by the president. The minimum number of required Board meetings is four per year. A quorum shall be necessary for transaction of business, and a quorum is defined as two-thirds of the Board members in attendance. In voting, a majority vote of the quorum of Board members in attendance shall rule and become part of the Minutes of the proceedings. In the case of a tie vote, any motion or proposition is automatically lost.

Article V Election of 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 two-year term. The president, treasurer and three (3) trustees will be elected in odd-numbered years, while the vice president, secretary and two (2) trustees will be elected in even-numbered years. The Board of Directors shall determine eligibility for the first election after this amendment is adopted. 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. The nominating committee may proceed with an incomplete slate for purposes of an election. In the event of an incomplete slate, vacancies will be filled in accordance with Article V, Section 7 of these Bylaws.

Section 3: A candidate for office must be a member in good standing for a period of at least six months prior to elections and must have attended at least three (3) Society meetings within the

same period. Elections will be by written ballot or other polling method 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 prior to the November meeting date.

Section 4: The newly elected officers and trustees will assume office at the January membership 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: At the beginning of the new fiscal year, the treasurer's books shall be reviewed by a committee of two members in good standing appointed by the president or engaged by the Board..

Section 7: Should any officer's position become vacant prior to the end of the elected term, the Board of Directors 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 VI 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 Board of Directors. 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 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 Board of Directors. The secretary shall be responsible for ensuring that a master record of all society documentation is maintained. 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 Board of Directors 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 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 Roadshow Committee

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

Article VIII Member 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 or one-third of the active membership, whichever is less.

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
- New business
- New member business
- Adjournment.

Section 2: Any matter not covered in these Bylaws shall be decided upon by the Board of Directors and presented to the membership for approval. The Society shall consider the latest edition of *Robert's Rules of Order* as the officially accepted guide for fair and orderly proceedings.

Article X Membership Meetings

Section 1: Regular meetings of the Society shall be held on the second Thursday of each month at a location designated by the Board of Directors.

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

Article XI Committees

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

Programming	Searchers
Library	Community Outreach and Events
Membership	Technology/Website
Hospitality	Media and Public Relations
Nominating	Special Projects

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 distributed to an organization focusing on genealogical, historical, or Polish research as approved by the Board of Directors.

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

Any amendment not covered in these Bylaws shall be decided upon by the Board of Directors and presented to the membership for approval.