

The Orangeburgh German-Swiss Genealogical Society, Inc.

By-Laws

As Amended 19 Oct 2013

Article I – Name

The name of this organization shall be The Orangeburgh German-Swiss Genealogical Society Inc., (OGSGS) hereafter referred to as the Society. It is a non-profit, non-political and non-sectarian organization.

Article II – Purpose and Objectives

The **purpose** of this society shall be to promote the collection and preservation of early records of the German and Swiss settlers and allied families of Orangeburgh District.

The **objectives** of the Society are:

1. To promote the collection and preservation of early records of the people of Orangeburgh District, the great majority of whom were German-Swiss.
2. To serve, through its publications, website and meetings, as a medium of exchange of early Orangeburgh District genealogical information.
3. To acquaint members with the techniques and sources of genealogical research, to encourage well-documented research and to share the experience of new discoveries through research.

Article III – Membership

Section 1. Membership in the Society is open to individuals of German-Swiss descent and to others interested in the history and genealogy of the Orangeburgh District.

Section 2. Membership shall include three classifications: Single, Family, and Honorary, all of which constitute the voting body of the Society.

Section 3. Family membership may be held by two or more individuals residing at the same address.

Section 4. Societies and institutions may subscribe to the Society newsletter by paying single member annual dues.

Section 5. Honorary membership may be conferred by the Board of Directors on individuals whom the Society recognizes for outstanding service to the organization and/or for distinctive contributions to the objectives of the Society.

Article IV – Dues

Section 1. Annual dues for single and family members shall be for the calendar year, payable in advance. The amount of dues shall be determined by the Board of Directors. Honorary members pay no dues.

Section 2. Life membership dues for both single and family members shall be determined by the Board of Directors.

Section 3. Any member failing to pay dues after appropriate notification shall be dropped from membership.

Article V – Meetings

Section 1. The Society shall hold an Annual Meeting at a time set by the Board of Directors.

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Section 2. Special meetings of the Society may be called by the President with the approval of the Executive Committee.

Section 3. Twenty members present and voting shall constitute a quorum for the transaction of business.

Article VI – Officers

Section 1. The elected officers of the Society shall include President, Vice President, Secretary, Treasurer, and Reserve Fund Manager. They will be elected at an Annual Meeting by majority vote of the members present. The Newsletter Editor and Web Master are officers of the Society who are appointed by the President with the consent of a simple majority of the elected officers.

Section 2. The term of office shall be two years. The President and Vice-President may serve no more than two consecutive terms.

Article VII – Duties of Officers

The **President** shall preside at all meetings of the Society, Board, and Executive Committee; shall call special meetings of these bodies as needed; shall be ex-officio member of all committees except the nominating committee; shall serve as chief executive officer of the Society and shall perform all other duties specific by parliamentary authority.

The **Vice President** shall preside in the absence of the President, shall assist the President in carrying out the activities of the Society; and shall fill the office of President in case of vacancy in the Presidency.

The **Secretary** shall keep a record of all proceedings of the Society, distribute minutes of Board meetings and Executive Committee meetings to the members of each group, preserve documents associated with proceedings, preserve a copy of all material published by the Society, respond to mail as necessary, and perform any other duties designated by the President.

The **Treasurer** shall serve as custodian of the funds and securities of the Society and shall deposit all funds received to the account of the Society in a local national bank; shall disburse funds, pay all bills, and report to the Board of Directors and to the Annual Meeting. At the end of the term of office, the Treasurer shall deliver to the succeeding Treasurer all books, papers, and properties belonging to the Society within sixty days following the election.

The **Reserve Fund Manager** will be responsible for the management of the reserve fund. All decisions are to be approved by the finance committee and are subject to review by the Board of Directors.

The **Editor of the Newsletter** with the assistance of associate editors and the Board will publish the quarterly newsletter and use various media to promote the organization.

The **Web Master** will be responsible for creating and maintaining the OGS website in a manner consistent with the directions of the Board, to provide services and research resources to the membership and to others.

Article VIII – Elections

Section 1. The election and installation of officers and at-large members of the Board of Directors for two-year terms shall be held biennially at the Annual Meeting in the uneven years.

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Section 2. The Vice President shall fill a vacancy in the office of President. The Board of Directors shall fill a vacancy in any other elective office until the next Annual Meeting when an election shall be held to fill the remaining term of office.

Article IX – Board of Directors

The Board of Directors shall include the elected officers, the Immediate Past President, the standing committee chairs and three at large members elected by the Society. The Board shall meet quarterly with authority to conduct business for the Society.

Article X – Executive Committee

Section 1. The Executive Committee shall include the elected officers and the immediate past President. The Executive Committee is authorized to conduct business for the Society between meetings of the Board. When an urgent decision is needed the President may take a ballot by mail, electronic mail or message, or telephone.

Section 2. Any action taken or recommendation made by the Executive Committee shall be recorded by the Recording Secretary and reported at the next meeting of the Board of Directors.

Section 3. A majority vote of the Executive Committee shall be required for a decision.

Article XI – Committees

Section 1. The Nominating Committee shall include a chair and two members appointed by the President with the approval of the Executive Committee. The Committee shall nominate officers and at-large members of the Board of Directors.

Section 2. The Finance Committee shall consist of the Treasurer, the Reserve Fund Manager, and one additional member nominated by the President and approved by the Board of Directors. The chair of the committee shall be nominated by the President and approved by the Board of Directors.

Article XII – Dissolution

In the event of dissolution of the Society, all residual assets shall be given to the Orangeburg County Historical Society, located in Orangeburg, South Carolina, or in the event that organization has ceased to exist, to its successor organization.

Article XIII – Amendment

These By-Laws may be amended by a two-thirds vote of the members present and voting at an Annual Meeting.

Article XIV – Parliamentary Authority

Robert's Rules of Order, Newly Revised shall be the parliamentary authority in all cases not covered in the by-laws.

Article XV

These by-laws shall supersede all prior governance resolutions including the Constitution approved on October 7, 1989, and previous By-Laws, as amended.