

Sunflower Genealogy Society Bylaws

Article 1-General

Section A – Sunflower Genealogy Society (referred to as “the club, “Society” and SGS”)

Section B - The purpose of the Society is to promote and stimulate knowledge and interest in the study of genealogy; to provide an opportunity for exchange of information among members; provide educational presentations and workshops; and to assist members in genealogical research.

Section C - These bylaws will fully comply with the Sunflower Community Association's (SFCA) bylaws, and club rules, regulations and procedures. In the event of a conflict between these bylaws, the governing documents of the SFCA shall prevail.

Section D - This organization shall be operated as a nonprofit Association in accordance with Arizona statutes, and the bylaws of the SFCA.

Section E – This organization will maintain additional rules and regulations to keep abreast of the changing needs of the society. If there arise any conflict between the provisions in those rules and regulations and these Bylaws, the Bylaws will prevail.

Article II – Membership

Section A - Membership shall be open to all members in good standing of the SFCA.

Section B - There will not be preconditions for membership, nor will members be required to join any national, state, or regionally affiliated organization. In some instances, national, state or regional membership may be necessary to compete in sanctioned tournament or league play.

Section C - Guest privileges are specified in the Rules, Regulations, and Procedures. Refer to charter club Rules and Regulations.

Section D - Dues – the amount of dues will be determined annually on the recommendations of the club board and approved by a majority vote of the club members attending the meeting after a quorum has been established.

Section E - Other (e.g., disciplinary actions). The following are recommended for club disciplinary actions (in case of a serious violation, more appropriate action may be taken):

1. First offense - a written warning from the club.
2. Second offense - a short term suspension by the club.

3. Third offense - a longer -term suspension by the club.
4. Fourth offense termination recommended by the General Manager to the Associations Board of Directors.

A club may recommend membership termination at any stage of the disciplinary process depending on the level of the violation. Any temporary suspension will remain in effect until the Associations Board of Directors makes a final determination. Any suspended or terminated club member has the right to appeal to the Associations Board of Directors.

Article III - Club Board Presidency

Section A - The Executive Board shall consist of a president, vice president, secretary / treasurer.

Section B - The Officers of the Society must be elected by a majority vote of the club's membership at the club's annual meeting after a quorum is established and shall serve without compensation. An officer cannot serve as an independent contractor; however, an officer may volunteer instructional services.

Section C – Officers Primary Duties

1. President – presides over general membership and Executive Board meetings and is the central point of contact for the Society.
2. Vice President – assumes duties of the Director during his/her absence or carries out tasks determined by the Director.
3. Treasurer - produces an annual budget with Executive Board input and approval; collects membership fees; maintains financial records; maintains the banking relationship and disburses funds as needed.
4. Secretary -- records all business sessions and publishes minutes of the General Membership meetings.

Section D - Other (e.g., vacancies in office, impeachment)

If a vacancy occurs on the Board for any reason, the remaining Executive Board shall have the power to appoint a member in good standing to the position.

Article IV - Meetings

Section A - Frequency of meetings. At a minimum, there will be (2) business meetings conducted each calendar year.

Section B - Provisions for calling and recording meetings. Minutes will be taken by the

Secretary to document all business sessions and be approved by the club president. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section C - Voting and quorum requirements.

1. Membership and Executive Board meetings.
 2. Quorum for membership meetings and Executive Board meetings (50% + 1).
 3. Refer to Roberts Rules of Order for assistance in parliamentary procedures.
- Please note that stated bylaw provisions take precedence over Roberts Rules, i.e., anything not stated in the bylaws shall be referred to Roberts Rules for parliamentary rule.

Section D - All members and guests are welcome at the general membership meetings.

Article V – Financial

Section A – Financial records will be retained for a period of (7) years.

Section B - Specified dollar limitation on expenditures of club funds by other than a vote of the general membership. (Only expenditures of \$15 or less can be paid by petty cash).

Section C – Financial records must be audited on a yearly basis by individuals other than those elected to the club board. The results of the report of audit will be presented to the general membership and duly recorded in the applicable minutes of such meeting. A copy will be provided to the General Manager.

Section D – Annual expenses are paid from member dues. The treasurer shall submit an income and expense budget at each Executive Board meeting and additionally report the status of the expenses versus the budget to the Executive Board.

Article VI – Committees

Section A - Committees and/or chairpersons may be elected by the general membership or appointed by the Executive Board.

Section B – Permanent (standing) committees, at a minimum will include safety and audit.

Article VII - Amendments

To amend the bylaws of this club requires a two-thirds vote of the membership. Procedures for filing for amendment(s) are as follows:

1. The General Manager shall review the proposed amendments prior to submittal to the club membership,

2. Proposed amendments shall be well publicized to the membership one-month prior to the vote. All amendments must be voted upon and approved by the membership. Unless specified in the bylaws, a quorum is considered to be a simple majority of the entire membership (50% + 1). If changed in the bylaws, the number selected needs to be as large as can be reasonably expected to be present at all meetings.

3. A complete revised set of the club's bylaws will be submitted to the General Manager for initial approval. The amended bylaws require the approval of the General Manager prior to implementation. The results and date of the membership vote should be duly noted on the document submitted.

Article VIII – Dissolution

Prior to club dissolution, all property and assets shall be turned over to the SFCA. In the event that club-incurred debts are not satisfied by club assets, members may be held liable.

Sunflower Genealogy Society

Operating Rules and Regulations

Article 1 – Name and Office

The name of this organization shall be the Sunflower Genealogy Society (hereafter referred to as the Society). The principal office of the Society shall be at the Sunflower Village Center.

Article 2 – Purpose

The purpose of the Society shall be to promote and stimulate knowledge and interest in the study of genealogy, to provide an opportunity for exchange of information among members, to provide educational presentations and workshops, and to assist members in genealogical research. The Society is a not-for-profit organization.

Article 3 – Membership and Fees

A. Membership shall be open to all residents and/or owners of property within the Sunflower Community (hereafter referred to as Sunflower).

B. An annual fee will be required to keep a family membership current. The membership year begins January 1 and ends December 31. New members joining after September 1 shall pay a fifty percent prorated fee. Any fee change shall be proposed by the Executive Board and voted on by the members.

C. Each member in good standing shall be entitled to participate in all Society functions, have access to Society files and subscriptions and be entitled to vote on all matters that come before the membership, including election of officers and amendments to the Bylaws. A member shall be in good standing if he or she has paid the current year's fees.

Article 4 – Meetings

A. Meetings of the Society shall be held monthly at the Sunflower Village Center or at other times and places as designated by the President. Meetings may be offered as hybrid (in-person + online) meetings using Zoom when appropriate and feasible. Meetings may be changed from hybrid to Zoom-only when authorized by the President and/or the Board of Directors.

B. At general membership meetings, members present shall constitute a quorum and a majority vote will rule on all matters. Any member may request a further review of an accepted ruling by submitting a request in writing or by email to the Executive Board.

C. All members and guests are welcome at the general membership meetings.

Article 5 – Officers and Appointed Positions

A. The Officers of the Society shall consist of President, Vice President, Secretary and Treasurer. These are elected positions for a term of one year. The term of office shall begin on January 1 and expire on December 31. The elected offices are limited to three consecutive years in the same position.

B. The Members-at-Large shall consist of two members of the Society. These are appointed by the President for a term of one year. The term of office shall begin on January 1 and expire on December 31.

C. The Executive Board shall consist of the annually elected Officers, Members-at-Large, and Chairpersons.

D. Chairpersons shall be appointed by the President, with the approval of the Executive Board, to the Mentoring, Library, Membership, Webmaster, and Zoommaster standing committees and also to any temporary (ad hoc) committees (e.g., nominating).

Article 6 – Elections

A. A Nominating Committee comprising of at least two members in good standing, shall be appointed by the Director, with the approval of the Executive Board.

B. The slate of officers shall be presented at the November meeting. Additional nominations shall be accepted from the floor.

C. If there are no nominations from the floor, the Director shall ask the membership to accept the slate as presented. In the event there is more than one nominee for any office, voting shall be done by ballot.

D. All nominations for officers shall be initiated in November and voting will be completed at the December meeting.

E. If a vacancy occurs on the board for any reason, the remaining Executive Board shall have the power to appoint a member in good standing to the position.

Article 7 – Officers' Primary Duties

A. President – shall preside over general membership and Executive Board meetings, appoint Members-at-Large and committee chairpersons with Executive Board approval, prepare the monthly PowerPoint slides for general membership meetings and be the central point of contact for the Society. The President, or

his/her designee, shall notify members of meetings, special events, and genealogy extras.

B. Vice President – shall assume duties of the President during his/her absence and carry out tasks as determined by the President. She/he shall provide monthly meeting communications for the Sun Catcher and the Communicator.

C. Treasurer – shall produce an annual budget with Executive Board input and approval, collect membership fees, maintain and report the financial records monthly, maintain the banking relationship, and disburse approved funds. She/he shall communicate membership renewals and new members' contact information to the Membership Chairperson.

D. Secretary – shall record and publish minutes of the general membership meetings and the Executive Board meetings.

Article 8 – Member-at-Large Primary Duties

Members-at-Large shall advise the Executive Board on member issues and perform other temporary duties as defined by a consensus of the Executive Board.

Article 9 – Committee Chairpersons Primary Duties

A. Genealogy Mentor Chairperson – shall recruit other Mentors, set up schedules for mentoring programs, and assist members in their ongoing development. The Genealogy Mentor Chairperson shall be the contact person for all mentoring activities and her/his phone shall be listed in notices regarding the mentoring program.

B. Nominating Committee Chairperson – shall preside over the annual Nominating Committee meeting and produce a slate of officer candidates for the November general meeting.

C. Webmaster – shall develop and maintain quality webpages for members' use, with direction from the Executive Board. Webmaster shall also assist in the development of presentations as requested. Webmaster shall send the new password for the Society website to the Village Center when it is changed each year.

D. Zoommaster – shall assist in development of presentations and operate equipment necessary for Society meetings.

E. Library Chairperson– shall maintain the library, which contains books, pamphlets, magazines, maps, CDs and DVDs, and also cull outdated materials from the library and remove them from the library and the catalog. Chairperson shall also suggest new acquisitions, order new material, and catalog them. Chairperson also shall assist members with the use of the library.

F. Membership Chairperson – shall generate new member packets, maintain name badges or delegate that activity to another member, and update membership information. Chairperson shall provide a membership list to the Village Center in January and update it as new members join during the year. He/she shall send updates of all member emails to the President. Chairperson shall greet members at meetings and provide assistance.

G. Program Chairperson – The Program Committee's primary responsibility shall be to recommend monthly activities and events for the new year that fulfill the purpose of the club as defined in Article 2 above. Before the Program Committee convenes, the Director may solicit suggestions from the members so that the Program Committee has the benefit of knowing what activities the members prefer, such as luncheons, parties, or other forms of meeting events, in addition to genealogy speakers. The Program Committee shall meet annually for a minimum of two meetings. Their recommendations shall require a majority approval by a quorum of at least 2/3 of the Executive Board membership for implementation. The Committee shall follow through with the details of enacting their recommendations for the annual program, including signing speaker contracts, obtaining handouts, and providing travel information to the Village Center.

Article 10 – Finances

Fees received by the Society shall be used to pay for expenses incurred. The treasurer shall submit a monthly income and expense report to the general membership and a monthly actual versus budget report to the Executive Board.

Article 11 – Revisions of Bylaws and SGS Rules and Regulations

These Bylaws and SGS Rules and Regulations may be amended or revised by the Executive Board or by the request from the majority of the membership. They must then be approved by a majority of the membership at a regular meeting.

Approved by a majority vote of the Society membership _____.