

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 director, assistant director, 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. Director – presides over general membership and Executive Board meetings and is the central point of contact for the Society.
2. Assistant Director – 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 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. The Society is a not-for-profit organization.

Article 3 - Membership and Fees

- 1. Membership shall be open to all residents and/or owners of property within the Sunflower Village. (Hereafter referred to as Sunflower)**
- 2. An annual fee of \$15.00 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 will pay a fifty percent prorated fee. Any fee change shall be proposed by the Executive Board and voted upon by the members.**
- 3. 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 is in good standing if he or she has paid the current year's fees.**

Article 4 – Meetings

- 1. Meetings of the Society shall be held monthly at the Sunflower Village Center or at other times and places as designated by the Director.**
- 2. 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 E-Mail to the Executive Board.**
- 3. The Planning committee's primary responsibility is to recommend monthly activities and events for the new year that fulfill the purpose of the club as defined in Article 2 above. They will meet annually for a minimum of two meetings. Recommendations require a majority approval by a quorum of at least 2/3 of the Executive Board membership for implementation.**
- 4. All members and guests are welcome at the general membership meetings.**

Article 5 - Officers and Appointed Positions

- 1. The Officers of the Society shall consist of Director, Assistant Director, 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.**
- 2. The Members-at-Large shall consist of two members of the Society. These are appointed by the Director for a term of one year. The term of office shall begin on January 1 and expire on December 31.**
- 3. The Executive Board will consist of the annually elected Officers, Members-at-Large, and Chairpersons.**
- 4. Chairpersons shall be appointed by the Director, with the approval of the Executive Board, to the Mentoring, Library, Membership and Webmaster standing committees and also to any temporary (ad hoc) committees (e.g., nominating).**

Article 6 – Elections

- 1. A Nominating Committee comprising of at least two members in good standing, will be appointed by the Director, with the approval of the Executive Board.**
- 2. The slate of Officers shall be presented at the November meeting. Additional nominations shall be accepted from the floor.**
- 3. 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.**
- 4. All nominations for Officers shall be initiated in November and voting will be completed at the December meeting.**
- 5. 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

- 1. Director – presides over general membership and Executive Board meetings, appoints Members-at-Large and committee Chairpersons with Executive Board approval, prepares the monthly power point slides for General Membership meetings and is the central point of contact for the Society.**
- 2. Assistant Director – assumes duties of the Director during his/her absence or carries out tasks determined by the Director. Provides monthly meeting communications to the Sun Catcher and the Communicator.**

3. Treasurer - produces an annual budget with Executive Board input and approval; collects membership fees; maintains and reports the financial records monthly; maintains the banking relationship and disburses approved funds.

4. Secretary -- records and publishes minutes of the General Membership meetings and the Executive Board meetings.

Article 8 – Member-at-Large Primary Duties

Advisor to the Executive Board on member issues and performs other temporary duties as defined by a consensus of the Executive Board.

Article 9 – Committee Chairpersons Primary Duties

1. Genealogy Guides – recruits Genealogy Guides (mentors) and assists members in their ongoing development and schedules mentors for the year.

2. Nominating - presides over the annual Nominating Committee meeting and produces a slate of Officer Candidates for the November general meeting.

3. Webmaster – with direction from the Executive Board, develops and maintains quality webpages for members use; assists in development of presentations and operates the equipment necessary for presentation at Society meetings.

4. Librarian – Provides members support for genealogy research through available internet, CD, and hard copy resources; maintains and updates a catalog of those resources and selects and archives documents generated or purchased by the Society.

5. Membership -- generates new member packets and maintains name badges, maintains and updates membership information, notifies members of meetings, special events, genealogy extras; greets members at meetings in order to provide member assistance.

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 12/18/2018.