

BYLAWS

ARTICLE I

Name

The name of this organization shall be the Polish Genealogical Society of Massachusetts (PGSMA).

ARTICLE II

Purpose and Objectives

Section 1. To promote interest and research in Polish Genealogy and Family History, as well as preserve historical materials which would aid in researching the history of Polish families.

Section 2. To make available a common forum allowing for the uniting of those persons interested in Polish research.

Section 3. To assist members in research efforts and share knowledge acquired.

Section 4. To sponsor and to engage educational programs, research projects, and publications for members and the general public.

Section 5. To cooperate with other genealogical groups for mutual benefits.

Section 6. To disseminate genealogical information, including research and related historical material.

Section 7. To engage in statewide research when possible and maintain an archive of data.

Section 8. To periodically publish a newsletter.

ARTICLE III

Members

Section 1A. Any adult at least 18 years of age shall be eligible for membership in the Society.

Section 1B. The Society offers the following membership levels:

~Individual Membership

~Family Membership – An eligible adult as primary member and up to three (3) additional family members age 18 or older who must reside at the same address.

Eligible family members are: Spouse or Domestic Partner, Unmarried Child/Children, and Unmarried Sibling/Siblings.

~Lifetime Individual Membership

~Gift Membership (all three levels)

Section 2. A person shall be declared a member upon filing an application form and enclosing the payment of annual dues for the first year or for a Life Membership.

Section 3. The amount of dues shall be reviewed by the Board of Directors periodically.

Section 4. The fiscal year shall begin on January 1. All dues for the current year are due by April 1, after which the Treasurer shall notify members that they are in arrears, and those whose dues are not paid by the following April 1st shall be dropped from membership in the society.

ARTICLE IV

Officers

Section 1. The officers of the society shall be a President, a Vice-President, a Secretary, a Treasurer, and eight directors. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

Section 2. At the June meeting of every odd-numbered year, the Board of Directors shall elect a Nominating Committee of three, composed of one member of the Board and two non-Board members.

Section 3. The Nominating Committee shall prepare a list of candidates to fill all offices having first attained the consent of each such candidate. This list shall be recommended to the Society at the annual meeting in October when elections shall be

held. Additional nominations from the floor shall be permitted.

Section 4. The Nominating Committee shall serve as the Election Committee. The Chair shall serve as Judge and the Committee members as tellers. They shall take charge of the details of the election and shall report the results to the assembly. A majority vote shall constitute election to office. A member of the Nominating Committee shall distribute ballots prepared by the Nominating Committee to all members present who are in good standing.

Section 5. The Officers and Directors shall be elected for a term of two years, or until their successors are elected.

Section 6. Officers and Directors shall begin their term of office January 1. The retiring Officers and Directors shall meet with the new administration at the meeting of the Board of Directors at a date selected by the President to complete the transition.

Section 7. The retiring President may serve as Director for two terms.

Section 8. The President shall fill by appointment a vacancy arising in any office for the remainder of the term.

ARTICLE V

Duties of Officers

Section.1. The President shall preside at all meetings of the society and the Board of Directors in the manner prescribed by the parliamentary authority adopted by the Society.

(a) The President shall appoint members to all Standing and Special committees except the Nominating committee, and shall be an ex officio member of each committee except the Nominating Committee. The President shall be entitled to notice of every committee meeting.

(b) The President shall be empowered to act in an emergency upon the prior approval of three other members of the Board.

Section 2. The Vice-President shall perform the duties of the President in the President's absence.

Section 3. The Secretary shall keep a record of all proceedings of the society and shall read the minutes at every meeting.

(a) The Secretary shall keep on file all committee reports, and shall have custody of all documents belonging to the Society.

(b) The Secretary shall maintain record books in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded.

Section 4. The Secretary shall send out to the membership a notice of each meeting, and shall conduct the general correspondence of the Society, that is, correspondence which is not a function proper to other offices, or to committees.

Section 5. The Treasurer shall receive payments of dues, keep and account of each member, issue membership cards, and shall deposit the money received to the Society bank account and obtain a receipt for the deposit.

(a) In the first week of May, the Treasurer shall send notices to members who are delinquent in payment of dues.

(b) The Treasurer at June meeting shall submit a copy of the current list of members to the Secretary.

Section 6. The Treasurer shall have custody of, and shall maintain an accurate record of all funds entrusted to him/her, and shall hold all financial documents and receipts belonging to the Society.

(a) The Treasurer shall payout funds on the order of the President subject to the approval of the Board of Directors.

(b) The Treasurer shall submit a written report at each regular meeting.

(c) The Treasurer shall submit his/her accounts to the Auditing Committee at the close of the fiscal year. The Treasurer shall give a full financial accounting at the annual meeting in October.

(d) The Treasurer shall be bonded in such sum as the Board of Directors shall determine. The cost of such bond shall be paid by the society.

(e) The Society shall receive into its treasury gifts and grants made to it.

Section 7. The Directors shall serve as consultants, and shall represent the Society at gatherings of genealogical researchers and historians.

ARTICLE VI Meetings

There will be a minimum of three regular meetings a year. The regular meetings of the Society shall be held on the fourth Thursday of March, June, and October, unless otherwise ordered by the Board of Directors.

(a) The regular meeting on the fourth Thursday of October shall be known as the annual meeting, and shall be for the purpose of receiving reports of officers and committees, and in odd-numbered years, electing officers.

(b.1.) The meetings of the Board of Directors shall be subject to the call of the President.

(b.2.) A simple majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE VII Board of Directors

Section 1. The Board of Directors shall consist of the Officers, eight Directors, and the retired President (for up to two terms).

Section 2. The Board of Directors shall have supervision over the business matters of the Society, and shall make recommendations regarding policy .

Section 3. Members of the Board of Directors shall submit annual reports at the October meeting.

ARTICLE VIII Standing Committees

Section 1. The Publishing Committee shall prepare and publish a newsletter and other publications subject to the approval of the Board of Directors, and publicize the goals and benefits of the Society.

Section 2. The program committee shall plan the annual program of the Society, and shall organize and conduct workshops.

Section 3. An Auditing Committee of three members shall audit the accounts of the Treasurer and submit a report in writing at the annual meeting of the Society.

ARTICLE IX Parliamentary Authority

The rules contained in Robert's Rules of order, Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws nor with any special rules of order that the Society may adopt.

ARTICLE X Amendment of Bylaws

Section 1. These bylaws can be amended at any regular meeting of the Society by a two-thirds vote, provided that the amendment had been submitted in writing at the previous regular meeting or by mail to the membership postmarked prior to thirty days before the meeting.

Order of Business

Section 2.

1. Reading and approval of minutes
2. Reading of correspondence
3. Reports of Officers, standing Committees
4. Reports of Special Committees
5. Special Orders i.e. Nomination and Election of Officers in odd numbered years
6. Unfinished business
7. New business
8. Announcements
9. Program

ARTICLE XI Dissolution of Society

Section 1. Upon dissolution of the Society, all money and assets including books, documents, maps, photos, business records, conference and meeting notes, archival data and research files on paper, disc form, video tapes, equipment, and personal property, regardless of present location will be given to the Polish Center of Discovery and Learning, presently at 33 South St., Chicopee, MA for their ownership and use in the Genealogy Room.

APPROVED on October 28, 2017 for an effective date of 1-1-2018.

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