

**BLACK FAMILY GENEALOGY  
AND HISTORY SOCIETY**



Phoenix, AZ

**Black Family Genealogy**

**And**

**History Society**

Confidential

**BYLAWS**

**(As Amended August 10,  
2020)**

*BYLAWS OF THE  
BLACK FAMILY GENEALOGY AND HISTORY SOCIETY  
As Amended August 10, 2020*

*ARTICLE I: INCORPORATION AND NAME*

*The Black Family Genealogy and History Society is incorporated as a nonprofit educational society under the laws of the State of Arizona, and shall follow all rules and regulations of the Internal Revenue Service Code Section 501(c)(3).*

*ARTICLE II: OBJECTIVES*

*The Black Family Genealogy and History Society (BFGHS) was established to encourage and promote interest in family history and genealogy, particularly that of African Americans. BFGHS is an educational society, which communicates ethical standards and scientific methods of conducting genealogical research. BFGHS provides guidance on how to archive and preserve documents and information.*

*ARTICLE III: MEMBERSHIP*

*Section 1. BFGHS membership is open to any adult person upon application who is willing to subscribe to its Bylaws and upon payment of dues.*

*Section 2. There will be four (4) classes of membership to BFGHS: Individual, Family, Institutional and Lifetime.*

- A. Individual - member entitled to attend and vote at any Business, Annual or Special meeting.*
- B. Family – membership may be granted for those living in the same household. Each family member is entitled to attend and vote at any Business, Annual or Special meeting.*
- C. Institutional – membership may be granted to any Library, Society, or Institution, that is interested in the objectives of the Society. Institutional members are not entitled to vote at any meeting and are not entitled to appoint a representative to stand for office in the BFGHS*
- D. Lifetime – membership same as Individual member. See application for applicable fees.*

*Section 3. BFGHS dues shall be for the calendar year January 1 to December 31. The Board, with approval of the membership, shall recommend any dues increase/changes by November 1<sup>st</sup> of each year. Dues will be considered past due on December 31, and the members name will be removed from the membership list.*

## ARTICLE IV: OFFICERS

*Section 1. The elected officers of BFGHS are President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, and Treasurer. The elected officers shall be known as the Executive Board.*

*Section 2. Elections of Officers will take place at the Annual Business Meeting in November. Officers shall be elected by simple majority votes cast. No proxy votes shall be used or recognized. The newly elected officers will begin their duties in January of the next year. The President of BFGHS shall appoint the chairperson of the Nominating committee at the first Board meeting of the year. The Nominating Committee shall oversee the election of officers of BFGHS. The President shall appoint a Chairperson for the Nominating Committee. The Nominating Committee shall not have less than (4) four active members. The Nominating Committee shall have one member from each Chapter.*

*Section 3. The Officers and Board members shall perform their duties as stated in the BFGHS' Policy and Procedures manual and follow the Roberts Rules of Order during all BFGHS business meetings.*

*Section 4. Only members in good standing that have been active members of BFGHS for at least one year may be nominated as an officer. The officers shall be elected to serve a term of two years. No individual member or officer may serve more than two (2) consecutive terms for the same office.*

*Section 5. If a vacancy occurs during the year for an officer, the President shall appoint a replacement, with Board approval. The appointed officer will fill the position for the remainder of the vacant officers term. The Vice President will fill the office of the President should the President's position become vacant.*

## ARTICLE V: MEETINGS

*Section 1. BFGHS shall hold a minimum of four (4) Board meetings a year, unless the President calls for additional meetings. The President is responsible for the date, time and location of these meetings. Members are welcome to attend Board meetings. If a member requests to be added to the agenda of a Board meeting they must notify the Board at least twenty-eight (28) days prior to the next Board meeting.*

*Section 2. The Executive Board shall meet quarterly. The President is responsible for the date, time and location of these meetings.*

*Section 3. The Annual BFGHS business meeting shall be held in November of each year. Election of new officers for the society will be held, along with approval of the annual budget and any other business items. The President will schedule additional business meetings throughout the year.*

*Section 4. The President, the majority of the Board or 10% of the membership, may call a Special meeting. The reason for the Special meeting must be stated and communicated to the members at least twenty-eight (28) days prior to the Special meeting.*

*Section 5. Quorum. A quorum is the majority of the membership in attendance at an annual, business, or special meeting. A quorum of a Board/Executive Board meeting shall consist of the President and two (2) other members of the Executive Board.*

*Section 6. Electronic Meetings. As a guide to maintain parliamentary procedures, Robert's Rules of Order, Chapter 4, Subsection 9 (Meeting and Session), pages 96-99, was used to construct the BFGHS new electronic society meeting procedures. If any new Federal/ State rules or procedures are published in the future, the below electronic meeting procedures will be changed and/or modified to bring BFGHS procedures up to current standards or in compliance.*

*Board, Executive Board, and Committee meetings. May be held at a designated venue with date and time of each scheduled meeting posted on the BFGHS website. Meetings may also be conducted using video-conference, teleconference and audio-conference formats.*

*General and Business meetings. May be held at a designated venue with date and time of each scheduled meeting posted on the BFGHS website. Meetings may also be conducted using a video-conference format, whereby each participant will be able to see each other. Date and time of the scheduled video-conference meeting will be posted on the BFGHS website. BFGHS will adhere to the terms of agreement for each video-conference company, Evite or BFGHS email used, along with current privacy and copyright infringement laws.*

## **ARTICLE VI: COMMITTEES**

*Section 1. BFGHS shall maintain the following Standing Committees and their responsibilities as stated in the Policy and Procedures manual. The President shall announce the committee chairperson for each standing committee at the beginning of each year.*

*A. The Membership Committee shall maintain the society's membership records and the status of active membership. The Vice President shall submit a report at each Board meeting. The Committee shall consist of the Vice President and at least two (2) other active members.*

*B. The Budget and Finance Committee shall prepare the annual budget for the Board's approval. They shall oversee and implement the society's financial policies and*

*procedures. The Financial Secretary shall submit a report at each Board meeting. The Committee shall consist of the Financial Secretary, the Treasurer and at least one (1) other active member.*

*C. Webmaster/ Program Committee shall maintain the master calendar and the various website updates of BFGHS. The Webmaster shall submit a report at each Board meeting. The Committee shall consist of a Chair and at least two (2) active members.*

*D. Editor/ Technology Committee shall publish the monthly newsletter for BFGHS. The committee shall oversee the social media entities for BFGHS. The Editor shall submit a report at each Board meeting. The Committee shall consist of a Chair and at least two (2) active members.*

*Section 2. Once a year the Audit Committee shall audit the Treasurer's accounts as stated in the BFGHS' financial handbook. The report shall be prepared to present to the membership at the November Annual Business meeting. The Committee shall consist of three (3) active members appointed by the President who do not hold the position of Treasurer or Financial Secretary.*

*Section 3. Other Committees, Standing or Special may be established as needed by the President. The President shall appoint the chairperson of these committees. The President is an ex-officio member of all committees except for the Nominating Committee.*

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## **ARTICLE VII: CHAPTERS**

*Section 1. Any ten (10) or more members of BFGHS may apply in writing to the Board for recognition as a Chapter. Upon Board approval communicated in writing the Chapter **shall:***

- A. Ensure that each member of the Chapter is a member of BFGHS.*
- B. Appoint a delegate from the Chapter to attend Board meetings along with a written report of the Chapters activities.*
- C. Submit an annual budget to the Treasurer/Finance Committee and Board for approval.*
- D. Follow the Bylaws and Policy and Procedures of BFGHS.*

*Section 2. A Chapter may plan its own meetings, projects, programs, leadership teams and operating procedures without the approval of Board. A Chapter must notify the Program committee of their activities to be added to the master calendar.*

*Section 3. All Chapters shall have a petty cash fund of \$ 100.00 to directly pay all vendors, speakers, and suppliers. Any amounts paid in excess of the petty cash fund must have prior BFGHS Board approval.*

*Section 4. In the event a Chapter decides to dissolve, a representative of the Chapter must forward all records, accounts, petty cash and files to the BFGHS Board.*

*Section 5. Any complaints of a Chapter's non-adherence to BFGHS' Bylaws and Policies or actions, which may jeopardize the non-profit status of BFGHS, upon investigation, will result in termination of the Chapter.*

#### *ARTICLE VIII: PARLIAMENTARY AUTHORITY*

*The rules contained in the Robert's Rules of Order Newly Revised 11<sup>th</sup> edition, or latest edition, shall govern BFGHS in all cases in which they are applicable and which are not inconsistent with the BFGHS Bylaws and the laws of the State of Arizona.*

#### *ARTICLE IX: BYLAWS*

*These Bylaws may be amended, corrected or rescinded in writing after the first Board meeting of each year. A majority vote of the members present at any Business Meeting of BFGHS is needed to change the Bylaws. Due notice (28 days) of the proposed amendment, correction or rescinded items shall be presented to the members prior to voting on the changes to the Bylaws.*

#### *ARTICLE X: DISSOLUTION OF THE SOCIETY*

*Upon the Dissolution of BFGHS, the Board shall, after paying all liabilities, dispose of all assets of the society in accordance with Section 501(c)(3) of the Internal Revenue Code.*