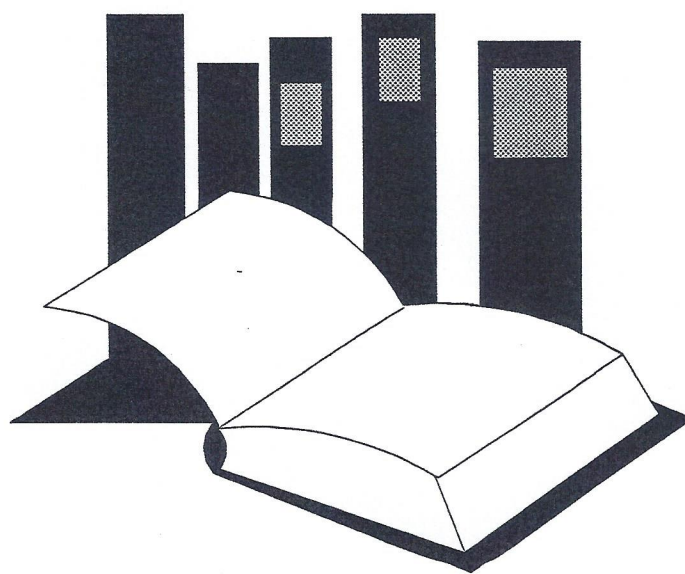


***BALTIMORE COUNTY
GENEALOGICAL SOCIETY, INC.***

BY-LAWS



***THE BALTIMORE COUNTY
GENEALOGICAL SOCIETY, INC.***

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BALTIMORE COUNTY GENEALOGICAL SOCIETY, INC.

BY-LAWS

Article I - NAME

The name of this organization shall be The Baltimore County Genealogical Society, Inc.

Article II - PURPOSE

This society is organized exclusively for educational purposes.

1. To help educate members in methods of tracing their family lines.
2. To collect, preserve and publish materials of a genealogical nature.
3. To encourage the exchange of genealogical ideas, experiences and problems.

No part of the society's earnings or assets shall inure to the benefit of or be distributable to any of its members or any other individuals. All such earnings and assets shall be used exclusively to further the purposes of the society. Upon dissolution or liquidation of the society, its assets shall, after payment or making provisions for the payment of its liabilities, be given to the Maryland Genealogical Society, Inc., to be held in escrow for a period of five years and then to be used for the above purposes in Baltimore County by the Maryland Genealogical Society, Inc.

Article III - MEMBERSHIP

Section 1. Eligibility. Any person who supports the purpose of this society is eligible to become a member upon completion of the application blank and payment of one year's dues.

Section 2. Default and Reinstatement. Any member whose dues are not paid by March 31st shall be dropped from membership. Any former member of the society may be reinstated to membership at any time upon payment of the full current year's dues.

Article IV - DUES

Section 1. Annual Dues. Annual dues shall be determined by the membership upon recommendation of the Board of Directors.

Section 2. Membership Year. Members shall pay annual dues as of January 1 of each calendar year. Any person joining the society after October 1st, shall be considered paid in full for the ensuing year.

Article V - MEETINGS

Section 1. Regular Meetings. Regular meetings of the society shall be on the fourth Sunday of each month except July, August and December, unless the membership has been previously notified otherwise.

Section 2. Special Meetings. Special meetings shall be called by the Corresponding Secretary upon written request of the Board of Directors or by petition of at least 20 members. NO business other than that specified in the call to meeting, or matter incident to it, shall be transacted at any special meeting.

Section 3. Notices. Notices of all meetings shall be mailed to all members at least two weeks before the meeting.

Section 4. Quorum. Ten members shall constitute a quorum for all meetings of the society.

Article VI - NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. Eligibility. Any member shall be eligible to hold any of the elected positions. No person shall serve more than one office at a time.

Section 2. Term of Office. Officers shall serve a term of two (2) years or until their successors are elected. No member shall be eligible to serve more than two (2) consecutive terms in the same office. Appointments to fill vacancies shall not be counted as an elected term. The term of office shall commence at the end of the fourth Sunday in June. Any member who has served for more than half a term shall be considered to have served a full term (two years).

Section 3. Nominating Committee. The Nominating Committee shall consist of three members appointed by the President at the January meeting. The Chairperson shall be appointed by the members of the committee.

Section 4. Slate of Candidates. The Nominating Committee shall present a slate of candidates for offices at the regular March meeting of the society. Additional nominations may be made from the floor. All nominees shall give their consent to serve as candidates for office.

Section 5. Elections. Elections shall be conducted at the April meeting.

Article VII - OFFICERS

Section 1. Number and Names. The officers of this society shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. Vacancies. If a vacancy occurs in the office of President, the Vice-President shall become President. A vacancy in any other office shall be filled by majority vote of the Board of Directors. Any officer who fails to attend three successive meetings without explanation may be deemed to have submitted a resignation, and the Board of Directors may declare the office vacant.

Section 3. Duties.

- A. President-The President shall preside at all meetings of the members and at all meetings of the Board of Directors. The President shall be a member ex officio without vote of all committees except the Nominating Committee. The President shall name, with the approval of the other officers, chairpersons and members of all committees. The President shall sign or countersign all certificates, contracts, and other legal instruments, and shall perform such other duties as are incident to the office or may be assigned from time to time by the Board of Directors.
- B. Vice-President-The Vice-President shall assume the duties of the Presidency in the absence of, or at the request of, the President. The Vice-President shall perform other duties as assigned by the Board of Directors and shall be the Chairperson of the Program Committee unless otherwise directed by the Board of Directors.
- C. Recording Secretary-The Recording Secretary shall record all meetings of the society and keep custody of its records. The Recording Secretary shall perform all other duties incident to the office, and such other duties assigned by the Board of Directors.
- D. Corresponding Secretary-The Corresponding Secretary shall conduct the general correspondence, send out notices of all meetings, maintain a file of correspondence, and perform other duties as assigned by the Board of Directors.
- E. Treasurer-The Treasurer shall:
 - 1.) Be the custodian of all funds of the society and deposit them promptly in federally insured financial institutions.
 - 2.) Issue checks for authorized disbursements of the society.
 - 3.) Be responsible for all bookkeeping and accounts.
 - 4.) Make regular financial statements to the Board and the membership.
 - 5.) Make all records available for annual audit.
 - 6.) Serve as a member of the Finance Committee.
 - 7.) Perform such other duties assigned by the Board of Directors.

Section 4. Compensation. Elected officers shall not receive any compensation for their services. Necessary expenses of officers incurred in the service of the society shall be reimbursed.

Article VIII - BOARD OF DIRECTORS

Section 1. Composition and Number. The Board of Directors shall consist of the elected officers and appointed committee chairman.

Section 2. Powers and Duties. All powers of the society are vested in and shall be exercised by the Board of Directors, unless otherwise proscribed by law or by these bylaws. The Board of Directors shall:

- A. Transact the business of the society between meetings and report to the membership on business transacted.
- B. Supervise the affairs of the society and devise measures for its growth and prosperity.
- C. Approve and supervise an annual budget.
- D. Decide on the sites, dates, and times of all meetings.
- E. Select a place for the deposit of funds, provide for and authorize their investment.
- F. Provide for an annual audit of all accounts.
- G. Approve the appointments of all committees and their chairmen.
- H. Establish special committees as the need arises.

Section 3. Vacancies. With the exception of the office of President and Committee chairmen, if a vacancy occurs on the Board of Directors, the remaining directors, by majority vote, shall elect a successor to hold office for the unexpired portion of the term.

Section 4. Meetings. The Board of Directors shall hold at least one regular meeting a year. Special meetings shall be called by the Corresponding Secretary at the request of the President or of five members of the Board. No business other than that specified in the notice of the meeting shall be transacted at any special meeting. Meetings, regular or special, shall be held at such place or places as the Board of Directors may determine.

Section 5. Quorum. Five members of the Board of Directors shall constitute a quorum at all meetings of the Board.

Article IX - COMMITTEES

Section 1. Standing Committees. The standing committees shall be Archives and Library, Historian, Hospitality, Program, Public Relations, Publications and Facilities.

Section 2. Special Committees. Committees needed for a specific purpose may be appointed from time to time by the Board of Directors. All special committees shall be considered dissolved without special action of the Board of Directors upon presentation of their final report on the assigned project.

Section 3. Term of Office. All standing committees shall serve for two years or until their respective successors are appointed or elected.

Section 4. Composition. The President of the society or a designated representative shall serve ex officio on every committee except the Nominating Committee.

Section 5. Duties. Committees shall assume such duties as specified in these by-laws and such other duties as may be assigned by the Board of Directors from time to time. All committees appointed by the Board shall work under its direction and all of their reports shall be submitted to and shall be subject to the approval by the Board.

Duties of the Standing Committees shall be:

- A. Archives and Library-The Archives and Library Committee shall:
 - 1.) Collect and preserve all items of historical and/or genealogical interest to the society.
 - 2.) Collect and preserve the genealogy and biography of the society's members.
 - 3.) Keep the permanent issues of the society's Newsletter.
 - 4.) Establish and maintain a system of loans of circulating materials to the membership.
 - 5.) Prepare and present a report to the membership of the society's acquisitions, loans and recordkeeping.
- B. Historian-The Historian shall keep a record of all activities of the society, pictures, newspaper articles (if any) and anything pertinent to the society's functions for the year.
- C. Hospitality-The Hospitality Committee shall:
 - 1.) Greet attendees at meetings of the society.
 - 2.) Make the society's speakers welcome.
 - 3.) Provide and serve refreshments at the society's meetings.
- D. Program-The Program Committee shall:
 - 1.) Receive suggestions for programs from the membership.
 - 2.) Plan the program for all meetings, subject to the approval of the Board of Directors.
 - 3.) Introduce the speaker.
- E. Public Relations-The Public Relations Committee shall:
 - 1.) Maintain a list of local newspapers and radio stations and deadlines for submitting press releases to them.
 - 2.) Plan any public displays for the society.
 - 3.) Maintain contact with local mass media to take advantage of opportunities for interviews, in-depth articles, etc.
- F. Publications-The Publications Committee shall:
 - 1.) Be responsible for all special publications for sale by the society.
 - 2.) Prepare and maintain an inventory of all available society special publications for sale.
 - 3.) Locate and collect original record sources for publication.

- 4.) Prepare and present a report.

G. Facilities-The Facilities Committee shall:

- 1.) Be responsible for overseeing the maintenance of the society space.
- 2.) Establish and maintain an inventory of the society's property.
- 3.) Review all building improvements and modifications. Then make recommendations to the Board of Directors on what action should be taken in order to receive final approval.
- 4.) Set-up the meeting room for general and special meetings to conduct the society business.

H. Computer Interest Group-The Computer Interest Group shall:

- 1.) The Computer Interest Group is open to all members who have an interest in computers (hardware and software).
- 2.) Provide education and guidance to the membership on genealogy programs, software programs, electronic media tools for research and computer technology.
- 3.) Be responsible for overseeing the operations and maintenance of the Society's computer equipment (hardware) and programs (software).
- 4.) Review all requests for upgrades or changes to the Society's computer equipment (hardware) programs (software). Then make recommendations to the Board or Directors on what action should be taken in order to receive final approval.
- 5.) Establish rules and procedures for operating the Society's computer equipment and preparation of material for publication.
- 6.) Assist the Publications Committee in computerizing data, indexing, data entry and preparation of material for publication.

Article X - PARLIAMENTARY AUTHORITY

The rules contained in the current Robert's Rules of Order shall govern the society in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

Article XI - AMENDMENTS

Section 1. With Previous Notice. These by-laws may be amended at any meeting of the members, provided that notice has been given at a previous meeting or sent to each member at least one month before the meeting. Majority vote by members in good standing who are present and voting shall be required for adoption of any amendment.

Section 2. Without Previous Notice. These by-laws may be amended without previous notice at any meeting of the membership by a 99% vote of the members in good standing who are present and eligible to vote.

Re-written and adopted
January, 1997