

# Connecticut Professional Genealogists Council, Inc.

## **Bylaws**

### Article I

#### **Name**

This organization shall be known as the Connecticut Professional Genealogists Council, Inc., (subsequently called “the Council” in this document).

### Article II

#### **Purpose**

The purpose of the Council is to foster excellence in genealogical work in Connecticut by supporting those individuals researching professionally and those Connecticut repositories that serve as their primary resources.

### Article III

#### **Membership**

Any genealogist who works in the field in a professional capacity, or who manages a genealogical collection or publication, is welcome to join the Council. Individuals who are interested in becoming professionals are also welcome.

Membership is effective upon acceptance of application and payment of dues. Any applicant joining within ninety days prior to the end of the fiscal year is considered to have joined for the next fiscal year.

### Article IV

#### **Meetings**

Meetings will be held regularly at the discretion of the Executive Committee at least six times a year. Additional meetings may be called by the President upon approval of two members of the Executive Committee or upon request of five members of the Council.

A quorum shall consist of those present at a regularly called meeting.

The Annual Meeting will be held in November. All members will receive notification of the Annual Meeting by mail, telephone or email.

### Article V

#### **Dues**

Annual dues will be set by the Executive Committee. Members in arrears by two months may be dropped from membership. The fiscal year begins November 1 and ends October 31.

### Article VI

#### **Elected Positions**

The elected officials of the Council shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and one (1) Council member-at-large. The terms of the elected officials shall be two years.

#### **Duties of the Officers**

The duties of the President are to preside at all meetings of the Council and Executive Committee, make committee appointments as stated in Article VII, and oversee the business of the Council, reporting same to the membership at general meetings.

The Vice President shall preside at those meetings for which the President cannot be present. In addition, the Vice President shall chair the Program Committee.

The Recording Secretary shall keep a careful record of all meetings of the Council and Executive Committee and distribute meeting notices and minutes at the proper time.

The Treasurer shall receive all income from dues and other sources and disburse such sums as are directed by the Membership or Executive Committee. The Treasurer shall maintain a bank account on behalf of the Council and shall maintain records of income and expenditures. The Treasurer shall file any reports required by the State of Connecticut or the Internal Revenue Service of the United States.

The Corresponding Secretary's duties shall include all correspondence deemed necessary and monitoring of the Council's post office box.

#### **Article VII**

#### **Committees**

There shall be an Executive Committee and standing committees. In addition, a Nominating Committee shall be appointed biennially.

The Executive Committee shall comprise the elected officials and, *ex officio*, the immediate past President.

The standing committees are Program Committee, Membership Committee and The Donna Holt Siemiatkoski Acquisition Fund Committee.

The Nominating Committee shall consist of three (3) members appointed every two years by the President to prepare a slate of nominees to present at the biennial elections.

Other committees may be created by the President with the approval of the Executive Committee. Committee Chairs shall be appointed by the President with the approval of the Executive Committee.

#### **Duties of Committees**

The Executive Committee shall have custody of all property of the Council. Meetings of the Executive Committee shall be called at the discretion of the President. The Executive Committee shall transact any necessary business between meetings of the Council. The Executive Committee shall be empowered to fill any office left vacant for the duration of the unexpired term. Such business of the Executive Committee may be conducted in person, electronically or by conference telephone call or other means of communication acceptable to Committee members.

The Program Committee shall develop the program content of the general and annual meetings.

The Membership Committee shall handle requests for new membership and renewal of existing memberships. The Membership Committee shall keep membership records, share them with the President and issue membership identification suitable for use at vital records offices.

The Donna Holt Siemiatkoski Acquisition Fund Committee shall accumulate funds to be used for purchasing research materials to be donated to genealogical repositories that have significant Connecticut holdings. The duties of the DHSAF Committee are 1) to arrange for fundraising through Ancestor Road Shows for which Council members donate their time as consultants; 2) choose as recipient(s) one or more repositories; 3) select, purchase and deliver the materials to the chosen recipient(s).

The Nominating Committee shall compile a potential list of officers to be elected every two (2) years at the Annual Meeting.

The duties of other committees shall be set by the Executive Committee.

#### Article VIII **Amendments**

These Bylaws may be amended by a majority vote at any regular meeting provided that the substance of any proposed amendment be communicated to all members in writing or by email one (1) month in advance of that meeting.

**Originally accepted: 07 October 1993**

**Revised: 14 November 1997**

**Revised: 10 November 2015**