

Bylaws of the Genealogical Speakers Guild

As updated and adopted 1 December 2018



ARTICLE I: NAME

The name of the organization shall be The Genealogical Speakers Guild, hereinafter referred to as The Guild.

ARTICLE II: OBJECTIVES

Whereas, The Guild recognizes and respects the activities of existing organizations and societies in the field of genealogy whose missions are to serve societies, educate and protect genealogical consumers, certify professionals, and provide for an exchange of ideas in broadly based avocational, professional, and entrepreneurial activities related to genealogy, the objectives of this organization shall be:

1. To provide a unified, effective voice to promote speakers' interests by providing a forum for the discussion of topics of concern to genealogical speakers.
2. To broaden the speaker base by identifying, educating, and assisting promising speakers.
3. To raise professional lecture standards.
4. To aid speakers in understanding and fulfilling their obligations to program planners and to audiences.

ARTICLE III: MEMBERSHIP

1. Membership in The Guild is open to any interested person who submits a request along with payment of annual dues. Membership shall not be limited to genealogical speakers and no skill prerequisite shall be required. The Guild may deny or revoke membership for cause under guidelines established by the Executive Board [hereinafter the Board].

2. Annual dues for each membership classification shall be established by the Board and shall be for one (1) calendar year, as stated in the Standing Rules. Membership will be terminated automatically if annual dues have not been received by the Treasurer by the last day of the month following the month due.

3. Each active member shall be entitled to one (1) vote. The members shall elect the Board; shall amend the bylaws; and shall vote on matters of importance to The Guild as determined by the Board.

ARTICLE IV: OFFICERS

1. The officers of The Guild shall be a President, Vice-President, Secretary, Treasurer, and two (2) Directors elected by the membership. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Guild. The officers shall be elected for two-year staggered terms and hold office until their successors are elected. The President, Treasurer, and one (1) Director will be elected in even-numbered years; the Vice President, Secretary, and one (1) Director in odd-numbered years. Terms shall begin on June 1 of the election year.
2. The President shall preside at all meetings of the Executive Board and all membership meetings and shall be the chief executive officer of The Guild. The President may act on behalf of The Guild, subject to the approval of the Board. The President shall appoint all committees. The President shall be responsible for filing government forms other than tax forms.
3. The Vice-President shall execute the powers and duties of the President during the absence or incapacity of the President.
4. The Secretary shall record the proceedings of the meetings of the Board and of the general membership, shall provide a copy of those proceedings to each Board member, and supervise custody of such records.
5. The Treasurer shall be responsible for all funds of The Guild and shall receive and disperse funds, within limits approved by the Executive Board, and upon receipt of appropriate invoice, after approval of the President. The Treasurer shall present a financial report at each scheduled meeting for the Executive Board or the membership. The Treasurer shall prepare and mail a proposed annual budget to the members of the Board at least thirty (30) days prior to the Board's annual meeting. The Treasurer shall be responsible for filing all government tax forms (city, county, state, and/or federal), as required. The Treasurer shall maintain the official list of members in good standing and notify the webmaster and mail list coordinator of any delinquent members.
6. Directors shall vote on all issues before the Board and perform other duties as requested by the President or the Board.
7. Outgoing officers shall immediately transfer all records in their custody to incoming officers, except the Treasurer, who shall immediately transfer such records as provided in Article VII.2.

ARTICLE V: MEETINGS

1. An annual membership meeting will be held at a time and place to be determined by the Board and announced to the membership at least two (2) weeks prior to the meeting.
2. Additional meetings may be called by the Board with two (2) weeks prior notice. Upon petition signed by fifteen (15) members, the Board shall also call a meeting with the same notice.
3. Fifteen (15) members shall constitute a quorum. A simple majority of all members present will be required for all votes, except as required under Article X.

ARTICLE VI: EXECUTIVE BOARD

1. The Executive Board (the Board) shall consist of the elected officers of the Guild.
2. The Executive Board shall be the governing body of The Guild and shall exercise all powers and perform all duties not vested by these bylaws in the members or a specific officer. The Board shall provide for the management and operation of The Guild.
3. The Executive Board shall hold at least one (1) Board meeting annually, the time and place to be determined by the President and announced at least two (2) weeks prior to the meeting.
4. A meeting of the Executive Board may be called by the request of three (3) Board members to the President. Four (4) members of the Board shall constitute a quorum.
5. In the event of a vacancy on the Executive Board, the remaining members of the Board shall appoint a qualified replacement to serve the unexpired term.
6. The President shall appoint a Parliamentarian, with approval of the Board, for a term concurrent with that of the President. The Parliamentarian advises on questions of procedure at Board meetings and membership meetings, is the custodian of the bylaws, and is responsible for preparing proposed bylaws amendments to be presented to the membership.
7. The Executive Board shall determine procedures for Board members to vote by phone, by mail, or electronically. There will be no proxy voting.

ARTICLE VII: COMMITTEES

1. The President shall appoint all committees with the concurrence of the Board.
2. A standing Audit Committee shall consist of two (2) people appointed by the incoming President. The audit committee will receive the books from the outgoing Treasurer, review them, and present them to the incoming Treasurer with a written report.
3. Other standing committees may be appointed by the Executive Board as necessary to carry on the work of the Guild.
4. The President may appoint special committees to carry out specified tasks. At the completion of the task, the committee will present a report to the Executive Board, or the general assembly, and then automatically ceases to exist.
5. The President shall be an ex-officio member of all committees except the nominating committee.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

1. Three (3) months prior to the time of election, the President, with Board approval, will appoint

a nominating committee of three (3) Guild members who are not members of the Board. The Nominating Committee shall prepare a ballot for the upcoming year. The names of the members of the committee shall be announced electronically to all members in good standing.

2. Any member may nominate any other member, with the nominee's permission.
3. All nominees must be members of the Guild in good standing; nominees for President shall have been Guild members for at least one (1) year prior to election.
4. The Nominating Committee is responsible for verifying that all nominees are members in good standing.
5. The Nominating Committee is to present at least one (1) name for each vacant position. All nominees who are members in good standing, whether presented by the committee or the membership, shall be placed on the ballot for members' consideration.
6. Each member is allowed one (1) vote for each vacant position.
7. The Nominating Committee will be responsible for following the Election Policies and Procedures that have been established by the Executive Board and the Standing Rules

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules in the current edition of Robert's Rules of Order shall govern the proceedings of The Guild in all cases to which they are applicable, provided they are not inconsistent with these bylaws.

ARTICLE X: AMENDMENTS

These bylaws may be amended by two-thirds (2/3) vote of those voting at any regular meeting of the Guild or by electronic vote, provided that the amendments have been submitted to the membership thirty (30) days prior to the voting deadline and there is a quorum present for voting (see Article V.3.).

ARTICLE XI: DISSOLUTION

This organization shall be dissolved only upon written consent of two-thirds (2/3) of the members in good standing. In the case of dissolution, all properties and assets shall be converted into cash, and all outstanding liabilities paid. All remaining monies shall be given in the name of the Genealogical Speakers Guild to the Malcolm H. Stern NARA Gift Fund administered by the Federation of Genealogical Societies.