

TALLAHASSEE AFRICAN AMERICAN GENEALOGICAL SOCIETY
BYLAWS

Revised September 18, 2022; Revised June 12, 2022; Revised August 2019;
Adopted May 20, 2018

ARTICLE I NAME

The name of this organization is Tallahassee African American Genealogical Society which shall be referred to as TAAGS in the remainder of this document.

ARTICLE II OBJECTIVES/MISSION

- To educate and promote interest in African American Family Genealogy.
- To provide resources for African American historical and genealogical studies.
- To encourage and assist members, and the general community, in documenting and sharing their family history.
- To provide a network of persons with similar interests.

ARTICLE III MEMBERSHIP CATEGORIES AND DUES

Section 3.10: Membership Eligibility

- (1) Membership is open to any person interested in promoting, researching, and studying African American genealogy/family history, and who supports the objectives of TAAGS upon submission of the membership application and payment of dues.
- (2) A member in good standing is one whose dues are current, who has no outstanding debts to TAAGS, and is not under disciplinary action as determined by the Board of Directors.
- (3) Only members in good standing may vote, hold an elected office, chair a committee, or be an appointee. **(Revised 9.18.2022)**
- (4) A member in good standing who has been an active member for one year is eligible to run for an elected office.

Section 3.20: Categories of Membership; Dues

- (1) Individual membership is available to a person who is at least 18 years old, completes the application form and pays the annual individual dues of \$20.00.
- (2) Family membership is available to two (2) or more people who define themselves as a family, completes the application form and pays the annual family dues of \$25.00. The person signing the family application must be at least 18 years old. Any family member, in accordance with Sec. 3.10(4), may run for an elected office. Each family membership will have one (1) vote.

Section 3.25: Membership Year and Dues

- (1) Annual dues for the categories above are for the period of January 1 through December 31.
- (2) For Applications received after November 1, the annual dues will cover the new member through December 31 of the next calendar year.
- (3) Payment of dues must be received by February 28, or the member will be listed as inactive.

ARTICLE IV MEETINGS, SPECIAL MEETINGS, QUORUMS

Section 4.10: Regular Meetings

TAAGS will hold its regular meetings on the third Sunday of every month except June and December. In June, the meeting is held the second Sunday of the month, and the date of the December meeting will be determined during the year. **There is no meeting in July. (Revised June 12, 2022)**

Section 4.20: Special Meetings

The President may call special meetings to address time sensitive or emergency concerns when they arise. Notification of special meetings can be by phone or by email.

Section 4.30: Quorum

A quorum is five (5) members or 51% of the membership, whichever is the lesser number.

Section 4.40: Manner of Voting (Revised 9.18.2022)

- (1) The voting on all questions coming before TAAGS membership except the election of officers shall be by show of hands.
- (2) The voting for the election of officers shall be done annually by ballot.
- (3) Members eligible to vote may submit nominations to the Elections Committee by September 10th. Members must consult with each of their nominees to confirm that the individual is eligible and willing to run for the office for which he or she is being nominated before submitting the individual's name as their nominee to the Elections Committee. An eligible voting member may nominate herself or himself.
- (4) Using the nominations received by the due date established in this section, the Elections Committee will prepare the Official Ballot. The Official Ballot will be sent to all members eligible to vote no later than September 15th, five (5) days after the established due date for nominees, via email.
- (5) The due date for the return of voted Official Ballots will be included in the email message transmitting the Official Ballot to voting members. The names and email addresses of each member of the Election Committee will be included in that message.
- (6) Voting members should send their voted Official Ballot to each member of the Elections Committee using the email addresses provided.
- (7) Election results will be announced at the regularly scheduled October meeting.
- (8) The outcome of all voting shall be determined by a majority of the votes cast by the members who voted.

ARTICLE V OFFICERS, TERMS, BOARD OF DIRECTORS, AND COMMITTEES

Section 5.10: Officers

The elected officers of TAAGS shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Historian

Section 5.20: Terms

- (1) The fiscal year for TAAGS shall be January 1 through December 31. Each elected officer shall serve a term of one fiscal year.
- (2) Officers shall be elected annually by ballot in accordance with the process described in Section 4.40. The election results will be announced during the October meeting. **(Revised 9.18.2022)**
- (3) Newly elected officers will assume the responsibilities of their positions on January 1 of the following year.

Section 5.30: Board of Directors

The Board of Directors shall consist of the five elected officers and the chairpersons of each of the standing committees.

The Board of Directors will meet at least two times a year in January and August. Special meetings as needed will be called by the President with at least three (3) weeks' notice. TAAGS Board of directors may conduct business using any approved means of communication.

Section 5.40: Committees

- (1) TAAGS will have the following standing committees:
 - 1. Education
 - 2. Membership
 - 3. Publications and Technology
 - 4. Publicity and Public Relations

- (2) TAAGS will also have one Special Committee, The Elections Committee. This committee will prepare the ballot and supervise the elections.
- (3) Other Special Committees may be appointed when deemed necessary by the Board of Directors.

Article VI Duties of Officers

Section 6.10: President

The President shall:

- (A) Preside at all meetings of TAAGS and the Board of Directors.
- (B) Serve as official spokesperson for TAAGS.
- (C) Exercise all powers and perform all duties normally incident to this office.
- (D) Cosign the withdrawal of TAAGS funds .

Section 6.20: Vice President

The Vice-President shall:

- (A) Perform all duties and responsibilities of the President in the absence of the President.
- (B) Perform such other duties as the Board may authorize.

Section 6.30: Secretary

The Secretary shall:

- (A) Record the minutes of each meeting of TAAGS and the Board.
- (B) Send a copy of the minutes to the President within a week after each such meeting.
- (C) Keep the records of TAAGS.
- (D) Handle correspondence of TAAGS as directed by the President.
- (E) Issue all official notices.
- (F) Maintain supervision over any property of TAAGS.

Section 6.40: Treasurer

The Treasurer shall:

- (A) Receive all monies due to TAAGS.
- (B) Deposit TAAGS funds in the bank approved by the Board.
- (C) Maintain all financial books and records as required by state and federal laws.
- (D) Make a Treasurer's report at all meetings of TAAGS and the Board, and provide a copy of each report to the Secretary.
- (E) Cosign withdrawal of TAAGS funds.
- (F) Arrange for payment of accounts owed by TAAGS.

Section 6.50: Historian

The Historian shall:

- (A) Maintain the historical files of TAAGS.
- (B) Keep material produced by TAAGS during each year, like brochures and publicity flyers.
- (C) Document TAAGS achievements through the year.
- (D) Keep TAAGS history files organized.
- (E) Provide historical information to members as needed.

ARTICLE VII DISSOLUTION

In the event of dissolution, the residual assets of the Society will be turned over to one or more organizations, which are themselves exempt as organizations described in Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding section of any prior or future Internal Revenue Code) or be expanded exclusively for charitable or educational purposes.

ARTICLE VIII Parliamentary Authority

The Parliamentary Authority for TAAGS shall be Roberts Rules of Order, Newly Revised. Should any conflict develop between the TAAGS Bylaws and Roberts Rules of Order, the TAAGS Bylaws will take precedence.

ARTICLE IX Amendments

These Bylaws may be amended or revised by two-thirds votes of voting members present. Proposed amendments or revisions shall be provided to all voting members at least thirty (30) days prior to the meeting to vote on said amendment.

ARTICLE X Implementation

These Bylaws shall become effective immediately after the approval by TAAGS membership.