

**BYLAWS OF THE
ROGUE VALLEY GENEALOGICAL SOCIETY, INC.
3405 S. Pacific Highway, Medford, OR 97501**

ARTICLE I - NAME

1. The name of this Corporation shall be the Rogue Valley Genealogical Society, Inc., hereinafter called the "Society."
2. The Society owns and operates the Jackson County Genealogy Library.
3. The registered office of this Corporation shall be in Jackson County, State of Oregon.

ARTICLE II – MISSION AND PURPOSE

1. The mission of the Society is to inspire interest in genealogy, inform and educate the public, and maintain a growing, sustainable library with a strong online presence.
2. The Society is organized as a nonprofit organization exclusively for education and research within the meaning of Section 501(c)(3) of the Internal Revenue Code and the laws of the State of Oregon.

ARTICLE III – POLICIES

1. The Society shall be nonprofit, nonpolitical, and nonsectarian.
2. The Society shall not discriminate in any of its policies or practices.
3. The properties and assets of the Society are irrevocably dedicated to education and research.
4. No part of the net earnings, properties, assets or activities of the Society shall accrue to the benefit of any private person or individual, or of any member, officer or director of the Society.
5. Society property, time, supplies, and/or equipment shall not be used for anything other than Board of Directors (Board) sanctioned Society business and/or activities.
6. Ownership of any Board sanctioned project and any associated royalties and/or Copyrights rests solely with the Society.
7. No individual may use a position in the Society for personal gain or to benefit another at the expense of the Society, its mission, its reputation, or the community it serves.
8. Board members:
 - a. understand and support the mission of the Society.
 - b. sign the Conflict of Interest policy annually.
 - c. adhere to all Society policies.
 - d. base working relationships on equity and mutual respect.
 - e. adhere to professional standards of conduct when representing the Society.
 - f. promote the good of the Society rather than individual financial gain or personal interest.
9. The Society shall always act to preserve the physical and intellectual integrity of its library collection which is:
 - a. open and available for research by the public during business hours.
 - b. accessioned in permanent Society files following standard cataloging procedures.
 - c. maintained through replacement and disposal consistent with Society purposes and goals.
 - d. protected by security and fire alarm systems and insurance.
10. Dissolution of the Society
 - a. Dissolution of the Society is determined by a vote of the membership. The membership shall be kept notified of the proceedings until final disposition of assets.
 - b. The incumbent elected officers at the time of dissolution shall remain seated until the dissolution is completed, or an agent is named to act on the Society's behalf to complete the dissolution.

- c. Copies of itemized asset lists, compiled at the direction of the officers, shall be made available to each member of the Board, and another copy will stay with the assets.
- d. The Board shall dispose of all the liabilities of the Society.
- e. The Board, within one (1) year of dissolution, shall donate the assets of the Society, including all acquisitions, to an organization within Jackson County whose mission is similar to the Society's as stated in Article II and said organization qualifies at the time as an exempt organization under Section 501(c)(3) of the Internal Revenue Code. If, after the first year following dissolution, the officers are unable to find an organization organized under Section 501(c)(3) of the Internal Revenue Code within Jackson County, then the officers shall seek out an organization within Oregon that will accept the Society's assets.

ARTICLE IV – ENDOWMENT FUND

1. The Society shall have an endowment fund for the purpose of future Society sustainability.
2. The treasurer shall accept and receive legacies and endowment gifts made to the Society, crediting them to the established Endowment Fund. Endowment gifts shall include memorial gifts and other gifts which designate the Endowment Fund as the recipient. Gifts for which no designation has been made by the donor, may be credited to the Endowment Fund at the discretion of the Board. Additions may also be made to the Endowment Fund from operating funds or special projects by action of the Board.
3. Once funds are added to the Endowment Fund, no principal shall be withdrawn except in the case of extreme financial emergency.
4. The interest from the Endowment Fund may be withdrawn and utilized at the discretion of the Board.

ARTICLE V - MEMBERSHIP AND DUES

1. Any person who supports the purposes of the Society may become an active member by making application and paying the prescribed dues.
2. Life and Life Benefactor Membership
 - a. Purpose: A Life or Life Benefactor membership shall be a one-time payment to RVGS to provide long-term financial stability to the organization through the Endowment Fund or other fund(s) as stipulated by the donor.
 - b. Conditions: Life and Life Benefactor memberships shall be available to an individual of any age; the payment is non-refundable and non-transferable.
3. Annual dues and Life Memberships shall be set by the Board and approved by a vote of the membership.

ARTICLE VI – BOARD OF OFFICERS AND DIRECTORS

1. The governing body of the Society shall be the Board of Directors (hereinafter referred to as the Board) which shall consist of the five (5) elected officers and Past President, and the Directors appointed by the President and approved by the elected officers. All Board members must be Society members.
2. In the event the immediate Past President is unable to serve, the Board shall select another eligible Past President who is willing to serve.
3. A vote of the Board is not permitted outside of a Board Meeting, but a consensus of the Board may be sought with an official vote to follow at the next regular or special Board Meeting.
4. The Board shall set Society and Library policies and shall control and manage the affairs and funds of the Society.
5. The Board shall meet prior to each regular or Special Meeting of the Society membership.
6. The Board shall request preparation of an annual budget for the next fiscal year and submit it to the membership for approval by the last general meeting of the fiscal year.
7. The Board shall annually appoint an internal Financial Review Committee, composed of non-Board members.

8. An officer or director position shall be declared vacant when the officer or director has been absent for three (3) consecutive meetings of the Board without adequate reason, and/or has consistently neglected the duties of the position. Each case shall be determined by consensus of the Board.
9. In the event an officer is temporarily unable to serve in their elected position or resigns prior to the end of the term, the President, with the approval of the Board, may appoint an interim officer to fill the position.
10. No person will hold more than one elected office.
11. Appointed Directors will be sworn in by the same oath as elected officers at the first General Meeting following appointment.
12. All elected and appointed positions shall be for a one (1) year term. Re-nomination and re-election are required to serve additional elected terms. Appointed positions may be reappointed and confirmed for additional one-year terms with no limit on the number of terms.
13. The term of office for all positions is January 1 through December 31.

ARTICLE VII - DUTIES OF OFFICERS

1. The **President** shall:
 - preside at all Society regular and special meetings, and Board meetings.
 - appoint, with the approval of the Board, all directors, committee chairs, editors, historian, and cashier, except as noted in these Bylaws.
 - be an ex-officio member of all committees except the Nominating Committee and Finance Review Committee.
 - carry out the instructions of the Board and be the official spokesperson of the Society.
 - be a signer of checks of the Society.
2. The **Vice-President** shall:
 - assist the President in the performance of all duties. In the absence or upon the inability of the President to perform the duties, the Vice-President shall assume the duties pertaining to the office of the President.
 - be responsible for maintaining an annual inventory of all Society assets, other than the catalogued library collection.
 - be a signer of checks of the Society.
 - be responsible for leadership in long-range planning and goals.
3. The **Secretary** shall:
 - be responsible for keeping minutes of all Society regular and special meetings, and Board meetings, and for conducting the general correspondence of the Society upon the direction of the President.
 - maintain a permanent file of all minutes, reports, motions of record, and correspondence.
4. The **Treasurer** shall:
 - work closely with the Society's Finance Director, cashier, bookkeeper, and accountant.
 - maintain financial records of the Society.
 - make disbursements as directed by the Board.
 - supervise the collection and deposit of all dues, fees and debts owing to the Society.
 - invest and account for funds contributed for special purposes.
 - provide a written financial report at each meeting of the Board and each general membership meeting.
 - provide access to the financial books and serve as a resource for the Financial Review Committee.
 - serve on the Budget Committee.
 - be a signer of checks of the Society.
 - maintain a file of all financial records.
5. The **Trustee** shall:
 - serve as the coordinator of the Financial Review Committee.
 - maintain records of daily library usage.
 - keep a copy of the accessions book off premises.
 - maintain the Society Organizational Manual.

6. The **Past President** shall:
 - serve as Parliamentarian.
 - attend all business meetings.

ARTICLE VIII – DIRECTORS

1. Directors shall be appointed by the President with approval of the elected officers. Directors include, but are not limited to, Library, Education, Finance, Membership, and Public Relations. Directors may be reappointed and confirmed for additional one-year terms with no limit on the number of terms.
2. Detailed Director job descriptions will be maintained in the Society Organizational Manual.
3. The Library Director shall oversee the daily operation of the Jackson County Genealogy Library, train new librarians, maintain librarians' work schedule, communicate new procedures and technology updates to librarians, and maintain the Librarian's Manual.
4. The Education Director will chair the Education Committee and coordinate all educational activities of the Society.
5. The Finance Director will prepare the annual budget with the Budget Committee, serve as a resource to the Financial Review Committee, review contracts and insurance policy, and will be responsible for financial resource development for the Society, including, but not limited to, soliciting for grants, major contributors, and planning and implementing fundraising events.
6. The Membership Director will keep a current list of all members, maintain a welcome packet for new members, and send renewal reminder notices to members who have not renewed annual dues.
7. The Public Relations Director will publicize Society activities and events.

ARTICLE IX – COORDINATORS & EDITORS

Coordinators are appointed by the President with approval of the Board and shall serve one-year terms with no limit on the number of terms. Duties are detailed and stored in the Society Organizational Manual. All coordinators shall submit written reports as necessary. Coordinators and editors may include but are not limited to the following positions:

1. Project Coordinator
2. Technology Coordinator
3. Volunteer Coordinator
4. Maintenance Coordinator
5. Publications Editors

ARTICLE X - STANDING COMMITTEES

1. The Financial Review Committee shall examine the accounts of the Treasurer annually and report findings and recommendations to the Board.
2. The Budget Committee will prepare an annual budget for submission and approval by the Board and the general membership.
3. The Nominating Committee shall select from the membership at least one (1) candidate for each elective office. See Article XIII - Nominations and Elections.
4. The Book Committee shall be responsible for the library collection including coordinating the annual inventory, reviewing all donated materials, purchasing appropriate materials, and weeding the existing collection.
5. The Quilt Committee preserves the Society's quilt collection and provides educational programs that focus on the relevance of quilts to family history and genealogy.

ARTICLE XI - LIBRARY MANAGEMENT

1. The Society conducts business as Jackson County Genealogy Library and maintains an education & research library under the supervision of the Board.
2. The Jackson County Genealogy Library collection shall be catalogued, inventoried annually, and shall be accessible to both members and non-members for educational and genealogical research purposes.
3. The Board shall provide for the management of the Jackson County Genealogy Library and may either hire a library manager or appoint a volunteer director to oversee the daily operation of the library and the preservation of the collection.

ARTICLE XII – MEETINGS

1. The Society membership shall meet no less than once a year.
2. The time and location of Society meetings shall be determined by the Board and prior notification provided to the membership. Any changes shall be announced, posted and published at least one month prior to any membership meeting.
3. A quorum for any regular or special meeting of the Society shall consist of 15 active members in attendance including not less than three (3) members of the Board. For this purpose, active members are members eligible to vote; that is, all honorary members plus all individual members whose dues are paid to date.
4. All meetings of the Society shall be open to the membership. Notice of meetings shall be published in Society publications.
5. Regular Board meetings shall be held monthly at the Jackson County Genealogy Library. A quorum of Board members is required to conduct business. A quorum is a majority of the members of the Board.
6. Special meetings may be called by the President, the Board, or by request of members.
 - Members requesting a special meeting shall submit a written request to the Board signed by ten (10) active members stating the purpose of the meeting.
 - Notification of special meetings shall be posted and published at least one month prior to the meeting.

ARTICLE XIII – NOMINATIONS AND ELECTIONS

1. The Nominating Committee shall consist of three (3) members recommended by the President and approved by the Board no later than the September Board meeting. Members of the Board are excluded from participation on this committee. The Nominating Committee will elect one (1) of its members as chair.
2. The Nominating Committee will select at least one (1) willing nominee for each office and report recommendations to the President and to the membership at the October meeting.
3. Following the report of the Committee, nominations from the floor will be accepted at the October and November Society meetings.
4. Officers will be elected no later than the December Society meeting.
5. Election will be by written ballot. However, if there is only one (1) candidate for each office, the President may request the Secretary to cast a verbal unanimous ballot.
6. Proxy voting is not allowed.

ARTICLE XIV – MEMBERSHIP PUBLICATIONS

1. The Society will publish an online bulletin, The Rogue Digger, when material is available. The Rogue Digger will be devoted primarily to informative articles containing genealogical research, historical data, and/or resource materials.
2. The Society will publish a monthly electronic newsletter, the eNews. The main purpose of the newsletter is to keep members and other interested persons fully informed of Society and Library activities.

ARTICLE XV - INTEREST GROUPS

1. Members with mutual interests may request authorization from the Board to form an Interest Group. Such groups may meet at the Society's Library, subject to availability, and may publicize its meetings within the Society.
2. Interest Groups may not use funds of the Society for their operation.

ARTICLE XVI - FISCAL YEAR

The Fiscal Year shall be from January 1 through December 31.

ARTICLE XVII - GOVERNING RULES

1. The Articles of Incorporation and Bylaws shall constitute the governing rules of the Society.
2. The conduct of meetings and any other matters not covered by the Articles of Incorporation or Bylaws shall be governed by the Oregon Revised Statutes.

ARTICLE XVIII – AMENDMENTS

1. These Bylaws may be amended or revised by a two-thirds (2/3) vote of the members at any meeting of the Society at which a quorum is present.
2. All proposed amendment(s) to or a revision of these Bylaws must be submitted in writing to the Board and shall provide the wording of the entire paragraph(s) in which the change is requested.
3. After the Board approves the proposed amendment(s) or revision, the Board Secretary or designee shall submit copies of the approved revision or amendment(s) to the Membership at its next regular meeting and post the proposed changes at the Society Library for 1 (one) month. Members shall have 1 (one) month to submit in writing any objections, which will require further action by the Board of Directors.
4. After completion of the required notice, provided no written member objections have been presented, voting on the proposed revision or amendment(s) shall be at the next regular meeting of the Society.
5. The date of the most recent revision of these Bylaws will appear at the bottom of each page.

As required by these documents, this revision was posted in the Society Library and presented to the general membership for the required period and receiving no written objections, these documents were approved at the general meeting held May 15, 2018.

Signed: _____

Anne Billeter, RVGS President

Date: _____