

**THE JEWISH GENEALOGY SOCIETY
OF GREATER WASHINGTON, INC.
BY-LAWS**

Preamble

The goal of this organization shall be to educate its members and the general public. More specifically, this organization shall:

- Collect, preserve, and disseminate Jewish genealogical knowledge and information;
- Promote interest in genealogical research;
- Stimulate and provide instruction in the use of research methodology and in the adherence to standards of accuracy and thoroughness in research;
- Foster careful documentation and to promote scholarly genealogical writing and publication;
- Promote the preservation of Jewish genealogical records and resources;
- Hold meetings of its members and the general public;
- And such other purposes as the organization shall from time to time elect to pursue.

ARTICLE I

Name

Section 1. The name of this organization shall be the Jewish Genealogy Society of Greater Washington, Inc. (JGSGW).

ARTICLE II

Membership

Section 1. Membership in this Society is open to anyone wishing to support the aims and activities of the Society.

Section 2. The Society shall have multiple categories of membership to include, but not limited to, individual and family. The board may create other membership categories by majority vote.

Section 3. Full membership rights and privileges are granted when the Society receives the membership application and payment of annual dues.

ARTICLE III

Dues

Section 1. The fiscal year of the Society shall run from July 1st to the following June 30th.

Section 2. Annual dues for each membership category shall be determined by the Board during the Board meeting prior to beginning of the new fiscal year.

Section 3. Those who have not paid their membership dues within sixty (60) days after the beginning of the fiscal year shall be suspended from membership. Membership shall be reinstated upon payment of delinquent dues.

ARTICLE IV Officers

Section 1. The nine elected officers of the Society shall be President, Vice-President of Programs, Vice-President of Logistics, Vice-President of Membership, Vice-President of Communications, Corresponding Secretary, Recording Secretary, Treasurer, and one Member-At-Large. The nine elected officers are the elected members of the Board of Directors (“the Board”).

Section 2. All elected officers shall be elected for a two-year term, commencing on July 1. No one shall serve as President for more than two consecutive terms.

Section 3. If there is a vacancy in an officer position, the President shall identify a replacement subject to approval by a majority of the Board. The appointed officer shall have the same rights and responsibilities of an elected officer including being counted as part of a quorum and voting on issues before the Board.

ARTICLE V Duties of Officers

Section 1. The President shall be the chief executive officer of the Society, shall preside at all meetings of the Society and the Board, and shall be an ex-officio member of all committees. The President is a signator on all financial accounts of the Society. The President nominates members to fill vacancies on the Board, subject to approval by the Board. The President shall report important highlights of the Board meetings for inclusion in Mishpacha and the website.

Section 2. The President shall nominate, subject to the majority approval of the elected members of the Board of Directors, any additional positions as deemed necessary.

Section 3. The Vice-President of Programs shall perform the duties of the President in the absence or disability of the President, shall serve as Chair of any Programs Committee, and shall be responsible for the program and workshop content of the Society meetings. The Vice-President of Programs shall propose, in conjunction with the Vice-President for Logistics, the meeting dates for the coming year at the April

meeting of the Board. The Vice-President of Programs shall have additional duties as may be assigned by the President.

Section 4. The Vice-President of Logistics shall be responsible for securing an appropriate meeting place and equipment needed for the meetings of the Society, of the Board, and of Society workshops. The Vice-President of Logistics shall maintain and inventory all IT and AV equipment owned by the Society. In the absence or disability of both the President and Vice-President of Programming, the Vice-President of Logistics shall carry out the duties of the President. The Vice-President of Logistics shall serve as Chair of any Logistics Committee. The Vice-President of Logistics shall have additional duties as may be assigned by the President.

Section 5. The Vice-President of Membership shall respond to inquiries about membership in the Society and shall send a welcome packet to new members, shall be Chair of any Membership Committee, and shall be responsible for welcoming new members at the sign-in desk at Society meetings. The Vice-President of Membership shall attempt to increase the membership of the Society. The Vice-President of Membership shall have additional duties as may be assigned by the President.

Section 6. The Vice-President of Communications will contribute to the organization by helping develop, design, deliver and promote messages, events and programs to the membership and the community. Duties will include distribution of press releases and facilitating participation in genealogy fairs and community events. The Vice-President of Communications shall have additional duties as may be assigned by the President.

Section 7. The Corresponding Secretary shall be responsible for all snail mail notices to the membership, as well as for the general correspondence of the Society. This includes mailing the Society newsletter, invoice notices and other general correspondence as directed by the President. The Corresponding Secretary shall be the Society Archivist, maintaining and updating the Society scrapbook. The Corresponding Secretary shall be responsible for obtaining such materials from his or her predecessor and such other duties as may be assigned by the President.

Section 8. The Recording Secretary shall keep a record of any business conducted at Society and Board meetings. The Recording Secretary shall be responsible for maintaining the Society's Book of Minutes. The Recording Secretary shall maintain the papers and reports of the Society on file in the Society Library with all documents and letters relating to the official business of the Society. The Recording Secretary shall have additional duties as may be assigned by the President.

Section 9. The Treasurer shall have custody of the funds of the Society, shall deposit them in Federally insured financial institutions, shall keep full and accurate accounts of all receipts and disbursements, and shall deliver an annual written report at the first membership meeting of the new fiscal year. The Treasurer shall prepare a proposed annual budget jointly with the President to present to the Board for their approval before the second membership meeting, The Treasurer shall make a financial report at

each Board meeting. The Treasurer shall be responsible for collecting any meeting/program fees. The Treasurer is a signator on all financial accounts of the Society and shall be insured by the Society. The Treasurer shall serve as chair of any Financial Committee, and shall oversee any commercial enterprise that may be hired to perform any responsibilities in connection with bookkeeping or auditing

Section 10. The Member-At-Large shall be the Society Parliamentarian and shall have such additional duties as may be assigned by the President.

ARTICLE VI Board of Directors

Section 1. The Board of Directors shall consist of elected and appointed members in good standing: the nine elected officers of the Society, a Past President nominated by the President who has served at least one term as President of the Society, and other committee chairs and coordinators as nominated by the President and approved by the Board.

Section 2. The Board shall manage the affairs of the Society.

Section 3. A quorum of the elected members of the Board is necessary to hold Board meetings. The quorum shall consist of a simple majority of the elected officers of the Board of Directors or their appointed replacements and is necessary for any action that requires a vote of the Board of Directors. No one can be counted more than once towards the quorum requirement no matter how many positions that individual may hold.

Section 4. Appointed members of the Board shall have a vote on matters coming before the Board but shall not count towards the quorum requirement.

Section 5. The Board shall meet at least three times during the period of July to June, inclusive, and at such other times as may be required on the call of the President or three (3) Board members, or on the written request of five (5) Society members, at least seven (7) days' notice having been given to each Board member as to the time and place of said meeting.

Section 6. Important highlights of the minutes of Board meetings shall be published in a subsequent issue of the Society newsletter.

Section 7. The Board shall approve the annual budget containing an itemized list of expected revenues and planned expenditures and present it to the membership at the second membership meeting of the new fiscal year.

Section 8. No Board member may spend more than the amount allotted by the budget for a committee, item, or activity without specific approval by the President. For any

expenditure over \$1000.00 not a line item in the budget, specific approval must be secured from the Board.

Section 9. Elected and appointed members present at a meeting may cast a vote on issues before the Board. Although a Society member may hold more than one (1) position on the Board, no such person shall have more than one (1) vote.

Section 10. The President may establish such Ad Hoc committees as shall be deemed necessary.

Section 11. The elected members of the Board of Directors may dismiss any Director as determined by a two-thirds (2/3) vote of the Board where the issue is on the announced agenda of a Board meeting.

Section 12. All Board meetings shall be open to society members in good standing, except for the first Board meeting of the new year (which is an organizational meeting). The Board may declare a meeting as closed to discuss financial, personnel or security matters.

Section 13. The Board of Directors may direct that audits be made of the receipts, disbursements, assets, and liabilities of the Society.

ARTICLE VII Nominations and Elections

Section 1. At the February Society membership meeting each year, the President shall announce the appointment of a Nominating Committee consisting of a Chair and at least two (2) other members.

Section 2. The Nominating Committee shall present a slate of nominees for elected positions at the April Society membership meeting, the consent of each nominee having been obtained prior to the notification of the membership. Additional nominations, supported by a minimum of three (3) members and consented to by the nominee, may be submitted to the President for inclusion on the ballot no later than two weeks after such notification to the membership.

Section 3. Only members in good standing by March 31 may vote in the annual election. Each member of record may cast a single vote. In the case of a Family membership, each family membership is entitled to cast two votes. Should additional categories of membership be created, the Board shall establish the number of votes that these membership categories are entitled to.

Section 4. Only members in good standing at the time of nomination will be considered eligible to run for office.

Section 5. All officers of the Board shall be elected by a majority vote of the membership cast by electronic or mail ballot. The membership shall receive an electronic or mail ballot in May. Votes must be cast by the date specified on the ballot. The membership shall be notified of the results at the June membership meeting or the next subsequent meeting if a June meeting is not held.

ARTICLE VIII Business Meetings

Section 1. The Society shall conduct business at membership meetings as necessary.

Section 2. A quorum at any membership meeting of the Society shall consist of twenty (20) members in good standing. Business shall be transacted only if a quorum is present. Motions shall be carried by a simple majority vote, except where these By-Laws provide otherwise.

Section 3. The rules contained in the most recent version of Robert's Rules of Order shall govern the Society in all cases unless they are inconsistent with the By-Laws of the Society, in which case the By-Laws shall take precedence.

ARTICLE IX Amendments

Section 1. Amendments to these By-Laws may be proposed by the Board or by petition signed by at least ten (10) members and submitted to the President.

Section 2. Notice of such proposed amendment shall be mailed, emailed or given to all members at least ten (10) days before the date of voting thereon.

Section 3. An amendment to these By-Laws may be ratified by a vote of two-thirds (2/3) of the members in good standing present at a membership meeting.

ARTICLE X Publications

Section 1. The Society shall publish a newsletter or journal to promote the objectives of the Society.

Section 2. Other publications may be undertaken as approved by the Board.

ARTICLE XI Products

Section 1. The society shall maintain ownership of all products resulting from Society activity. This may include, but is not limited to, membership records, research projects, minutes of the Board of Directors, and financial records.

Section 2. Products of the Society shall not be sold, published or donated without the approval of the Board of Directors

ARTICLE XII Financial, Legal, and Security

Section 1. Financial. The Board of JGSGW shall purchase on behalf of the Society such insurance products (i.e., liability, bonding, D&O) which the Board deems appropriate and adequate to cover those in the Society, officers or others, who handle or have access to monies (funds).

Section 2. Legal. The Board of JGSGW shall purchase on behalf of the Society such insurance products (i.e., liability, bonding, D&O) which the Board deems appropriate and adequate to cover those in the Society, officers or others, who may be subject to lawsuits.

Section 3 Security and Privacy. The Board and other Society members tasked by the Board shall take whatever steps they deem necessary, and exercise due diligence, in protecting the security and privacy of member data and other assets of the Society. Under no circumstance may the member data be sold, leased, transferred or use or any commercial endeavor by the Board or any member.

ARTICLE XIII Dissolution

If the Jewish Genealogy Society of Greater Washington, Inc., should be dissolved the Board shall, after paying or making provision for paying all liabilities of the Society, dispose of all assets of the Society to one or more organizations that are pursuing its objectives and qualify as tax exempt under section 501(c)(3) of the U.S. Internal Revenue Code of 1954, as amended or corresponding provisions of subsequently enacted legislation.

Adopted May 3, 1981
Revised January 11, 1987
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Revised May 17, 2009
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