

Revised BIGWILL Bylaws

BRITISH INTEREST GROUP OF WISCONSIN AND ILLINOIS

BYLAWS

Article I: Name

The name of this organization shall be British Interest Group of Wisconsin and Illinois. It shall hereinafter be referred to as “the organization.”

Article II: Nonprofit Status

This organization shall be operated as a nonprofit corporation under the laws of the State of Illinois, no part of the net earnings of which shall inure to the benefit of any private individual.

Article III: Objectives

The objectives of the organization shall be: (1) To bring together persons who are researching family genealogies, with specific interest in the British Isles; (2) To collect and make available information on British Isles genealogical research to its members; (3) To provide an educational forum for speakers, genealogists and members in a social setting.

Article IV: Membership and Dues

Membership qualifications: Membership is open to any person, library, or society who is interested in genealogy and intending to further the purposes of the organization and to abide by the rules thereof. Any such person or organization which applies for membership and tenders the necessary dues shall become a voting member of this organization. Any person may become a member of this organization without regard to race, creed, color, or nation of origin.

Dues:

1. Dues are payable in advance. The amounts for dues for the next fiscal year will be decided by the Board of Directors no later than its meeting immediately preceding the membership Annual Meeting.
2. Membership year and the fiscal year shall run from January 1 through December 31.
3. Annual payment of dues shall be made no later than January 31 of each year.
4. If dues are not received by February 15, the member shall be removed from the membership rolls.

Member in Good Standing: A member in good standing is one whose current dues are paid and who complies with the provisions of the Articles of Incorporation and the Bylaws.

Membership Categories:

1. Individual.
2. Family: Two (2) individuals of the same family residing at the same address may hold a family membership which will entitle the two (2) individuals to one (1) vote each but to only one organizational mailing for the family.
3. Charter membership: Individuals having joined this organization and been members continuously from the 1994 membership year to the present.
4. Charter Family: Two (2) individuals of the same family residing at the same address, having joined this organization and been members continuously from the 1994 membership year to the present. Such membership will entitle the two (2) individuals to one (1) vote each but to only one (1) organizational mailing for the family.
5. Libraries and other Societies: Each member library or society shall be entitled to one (1) vote.

Article V: Meetings

Membership meetings: General membership meetings shall be held six (6) times per year on the third Saturday of January, March, May, July, September, and November. The Board of Directors reserves the right to change the date of, or to cancel, any of these meetings at their discretion. All general membership meetings shall be open to the public.

Annual Meeting: Shall be held at the regular membership meeting in November.

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Special Meetings: Special Board of Directors or general membership meetings may be called by the President or by five (5) members of the Board of Directors upon written request with no less than thirty (30) days' prior notice. Notices of special meetings shall state the purpose of the meeting.

Board of Directors Meetings: Shall be held as often as necessary but no fewer than three times per year. Meetings will be at a place and time agreed upon. A quorum shall consist of five (5) members. Other individuals may attend the Board of Directors meetings.

Article VI: Officers

The elected officers of this organization shall be: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and three (3) Directors. If willing to serve, the Immediate Past President may serve as a non-elected officer. The Immediate Past President shall be an ex-officio member of the board.

Officers shall be elected by ballot for a (2) two-year term and shall serve until the installation of their successors takes place on the following January 1 as referred to in Article X. Officers may not serve for more than two (2) consecutive terms in the same office. Any officer who has served at least one-half term shall be deemed to have served a term.

Article VII: Duties of Officers

In addition to the basic duties prescribed by these Bylaws and by the parliamentary authority adopted by the organization, each officer shall be responsible for such other duties as may be assigned by the Board of Directors.

The President shall:

1. Preside at all meetings of the general membership and of the Board of Directors.
2. Be the principal executive officer with responsibility for the general supervision of the affairs of the organization and be the official spokesperson of the organization.
3. Represent the organization in all matters concerning external affairs and relations with other organizations.
4. Appoint, with the advice and consent of the Board of Directors, the chairs of all standing committees except the Nominating Committee.
5. Be a member ex-officio of all committees except the Nominating Committee.

The 1st Vice-President shall:

1. Assume the duties of the President in the absence, incapacity, or resignation of the President.
2. Carry out other responsibilities as are mutually agreeable between the 1st Vice-President and the President, including being chair of at least one Standing Committee. Additionally, the President may delegate some of the President's assigned duties to the 1st Vice-President.

The 2nd Vice-President shall:

1. Assume the duties of the President in the absence, incapacity, or resignation of both the President and the 1st Vice-President.
2. Carry out other responsibilities as are mutually agreeable between the 2nd Vice-President and the President, including being chair of at least one Standing Committee. Additionally, the President may delegate some of the President's assigned duties to the 2nd Vice-President.

The Secretary shall:

- 1) Maintain an accurate record of the proceedings of the Annual Meeting, of any business conducted during any general membership meeting, and of all Board of Directors Meetings.
- 2) Keep and have available for reference at all meetings one book in which copies of the organization's Articles of Incorporation, Charter, Bylaws, and Standing Rules are kept current.
- 3) Maintain a current inventory of all legal documents, records, and equipment belonging to the organization.
- 4) Notify officers, committees, and the general membership of any special meetings as necessary.
- 5) Conduct the correspondence of the organization as needed.
- 6) Assist in any organizational mailings as requested by any other officer or by any committee.

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The Treasurer shall:

1. Be custodian of the funds of the organization and disburse or invest them pursuant to the Board of Directors' policies or directives.
2. Present a proposed budget for the next fiscal year to the Board of Directors no later than the fifteenth (15th) day of the next fiscal year.
3. Prepare financial reports for each Board of Directors meeting and at the end of the fiscal year.
4. Make all financial records available for audit within thirty (30) days after the close of the fiscal year.
5. Present a yearly report to be published in the first issue of the newsletter in the following fiscal year.
6. Report Membership dues payments to the Chair of the Membership Committee.

Records of Office: All officers who maintain records of the Organization including Secretary and Treasurer but not limited to these officers shall transfer such records intact to the person who succeeds him or her in office, along with guidelines and/or procedures for keeping and/or maintaining said records. In the event of a vacancy of a Board of Directors position due to election vacancy, resignation, or any other reason, records are to be temporarily held by the President until a replacement is appointed to fill said vacancy.

Article VIII: Duties of Board of Directors

Members: The Board of Directors, hereinafter referred to as "the Board," shall consist of the elected officers and the Immediate Past President willing to serve.

General Duties:

1. Approve an Annual Budget.
2. Authorize disbursements not provided for in the approved budget.
3. Manage the business of the organization between general membership meetings.

Each Officer shall:

1. Attend at least two (2) Board meetings annually.
2. Be generally available for communication with other Board members throughout the year either by postal mail, email, or fax communication.
3. Serve as chair or member of at least one standing or special committee.
4. Promote the organization.

Article IX: Standing and Special Committees

The Standing Committees of the organization shall be:

1. Audit
2. Library
3. Membership
4. Newsletter
5. Nominating
6. Programming
7. Publicity
8. Refreshments
9. Society historian
10. Internet

Duties of the Standing Committees will be as deemed necessary by the Board. The Chair of each Standing Committee shall appoint other members of said committee as he or she deems appropriate.

The Board of Directors will provide each Standing Committee with written guidelines pertaining to their duties. Special Committees may be appointed on an ad hoc basis as deemed necessary by the Board.

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Article X: Nominations and Elections

Elections: Elections shall be held at the Annual Meeting

Nominations: The Board shall appoint the chair of the Nominating Committee. The Board shall appoint two (2) other individuals to serve on the Nominating Committee. The Nominating Committee shall propose at least one candidate for each position to be filled by ballot at the Annual Meeting. Candidates must be members in good standing of the organization. Nominations may be made by the general membership from the floor at the Annual Meeting provided each such nominee is present or has given written consent to serve if elected.

Voting: All members in good standing may vote in the organization's elections. Voting for each office shall be by written ballot, provided there is more than one candidate running for that office. If there is only one candidate, voting shall be by voice.

Terms of Office: Officers shall be elected or appointed for a (2) two-year term, and no officer may serve more than two (2) consecutive terms in any one office. A vacancy in any elective position shall be filled by appointment of the Board until the next scheduled election for that office. The term of office shall begin on 1 January, if elected, or immediately upon appointment by the Board.

President, 1st Vice-President, Treasurer, and one (1) Director shall be elected in **uneven years** to begin serving a term in the following even year.

2nd Vice-President, Secretary, and two (2) Directors shall be elected in **even years** to begin serving a term in the following uneven year.

Article XI: Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Standing Rules the organization may adopt.

Article XII: Amendment of Bylaws

The Board or five percent (5%) of the members in good standing of the organization may submit proposed amendments to these Bylaws. Bylaws may be amended at any general membership meeting by a two-thirds vote of members in attendance, providing the amendment(s) have been proposed at a previous general membership meeting and published.

Article XIII: Dissolution

Upon the dissolution of the organization, the Board shall, after paying or making provisions for payment of all liabilities of the organization, dispose of all assets of the organization to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1954 as amended (or corresponding provision of any future United States Internal Revenue Code) as the Board shall determine. Any assets not so disposed of shall be disposed of by the general trial court of McHenry County, Illinois, to organizations determined by the court to be organized and operated exclusively for such purposes.

Adopted November 20, 2010
M. Zook, Secretary