

BYLAWS OF
THE PIATT COUNTY HISTORICAL & GENEALOGICAL SOCIETY
AS AMENDED IN 2021, (ORIGINAL BYLAWS, 1980)

ARTICLE I – NAME

The name of the Society shall be the Piatt County Historical & Genealogical Society.

ARTICLE II – PURPOSE

The purpose of the Society is to bring together those people of all ages interested in the history and genealogy of Piatt County; to discover, collect and preserve any material which may help to establish or illustrate the history of the area and all its people who contributed in any way in establishing Piatt County; to provide for the cataloging and preservation of such material and for its accessibility to those who wish to examine or study it; to stimulate and encourage an interest in the genealogy of our ancestors; to receive and hold gifts and devises of real and personal estate from any source for the benefit of the Society and to dispose of any real estate not needed, and to use solely for the purpose of the Society any funds derived therefrom or from gifts generally and to do all things incidental to the perpetuation of the Society. In the event of dissolution of the Society, the assets of the Society shall be distributed to any organization that conducts the same or similar activities as the Society. This does not include any articles on temporary or indefinite loan to the Piatt County Historical and Genealogical Society as so designated by the owner. (As amended April 10, 2007)

ARTICLE III – MEMBERSHIP AND DUES

Any person or persons interested in the purposes of the Society as stated in the articles of incorporation and who applies for membership and who tenders the necessary dues shall become a member. (As amended January 26, 2021)

Section 1. Charter Membership: Any individual, family or organization that joined the Society from March 11, 1980, through December 31, 1980, shall be a charter member. (As amended February 6, 2015)

Annual dues for charter members shall always be lower than for those who join after December 31, 1980. (As amended February 6, 2015)

Section 2. General Membership: Members shall include the following: Seniors, Individual, Family, Sponsor and Donor classifications. (As amended February 6, 2015)

Section 3. Honorary Membership: Persons who have made outstanding contributions to the objectives of the Society may be designated as honorary members for the current year. Honorary members may be nominated by any member and approved by the Executive Board. (As amended February 6, 2015)

Section 4. Annual renewal dues are payable January 1st of each year. Any member in arrears after March 31st shall be dropped from the rolls. (As amended January 26, 2021.)

Section 5. The fiscal year shall be from January 1 through the following December 31. (As renumbered February 6, 2015)

ARTICLE IV – SCHEDULE AND QUORUM FOR MEMBER MEETINGS

Section 1. Regular meetings of the Society shall be held quarterly in March, June, September and December. A meeting may be deferred for cause by the Executive Board. (As amended February 6, 2015)

Section 2. The annual meeting of the Society shall be held during the month of December. (As amended October 1, 1985)

Section 3. Special meetings for the Society may be called by the President or by a majority of the Executive Board.

Section 4. A minimum of 10 members present shall constitute a quorum. At all member meetings of the Society, each member shall be entitled to one vote, and no more, upon each matter submitted to a vote. Unless otherwise provided in the by-laws, the act of the majority of such members voting at a meeting at which a quorum is present shall be the act of the Society. (As amended April 10, 2007)

Section 5. The Executive Board shall meet on call by the President or by a majority of the Board Members.

ARTICLE V – ELECTIONS

Section 1. The Executive Board shall nominate new officers and board members at the September board meeting and shall propose the candidates for election at the December meeting. (As amended January 26, 2021)

Section 2. All officers and Board Members shall be elected by a plurality of votes at the December meeting. However, should only one person be nominated, the presiding officer may declare that person elected. (As amended February 6, 2015)

Section 3. Nominations may also be made by any member of the Society at the December meeting with the consent of the nominee. A candidate for election must be a member of the Society. (As amended February 6, 2015)

Section 4. Officers and board members shall serve on a calendar year basis. Board Members shall continue for three years. In the event of resignation or incapacity of any Board Member or officer, except the President, the vacancy may be filled by a vote of the Executive Board for the unexpired term of office. (As amended February 6, 2015)

ARTICLE VI – OFFICERS AND BOARD MEMBERS

Section 1. The officers of the Society shall be President, Vice-President, Secretary and Treasurer, who shall be elected for a term of one year. (As amended October 2, 1990)

Section 2. Three Board Members shall be elected. When first elected, the Board Members shall determine their proper term of office by lot, one to serve one year, one to serve two years and one to serve three years. Thereafter, one Board Member shall be elected each year for a three year term. (As amended February 6, 2015)

Section 3. The Board of the Society shall consist of the elected officers of the Society, the chairman of the standing committees and three elected Board Members. (As amended January 26, 2021)

Section 4. The Executive Board of the Society shall consist of the elected officers of the Society. The President of the Society shall also be Chairman of the Executive Board.

ARTICLE VII – DUTIES OF THE OFFICERS AND BOARD MEMBERS

Section 1. The President shall have executive supervision over the activities of the Society within the scope provided by these bylaws. He/She shall preside at all meetings of the Society and shall report annually on the activities of the Society. He/She shall appoint the members of the committees. (As amended February 6, 2015)

Section 2. The Vice-President shall assume the duties of the President in the event of absence, incapacity or resignation of the President. (As amended February 6, 2015)

Section 3. The Secretary shall keep the minutes of the Society member meetings and of the Executive Board meetings and conduct any correspondence of the Society. He/She shall keep attendance records. (As amended January 26, 2021)

Section 4. The Treasurer shall be responsible for the safe keeping of Society funds and for maintaining accurate financial records. He/She shall deposit monies received by him/her with a reliable banking company in the name of the Piatt County Historical & Genealogical Society, pay bills, submit a monthly and annual report. The Treasurer may be bonded at the option of the Executive Board. The Treasurer's books shall be audited at the end of the fiscal year. (As amended January 26, 2021)

Section 5. The Executive Board shall have power to transact affairs of the Society in the interim of meetings. At any meeting of the Executive Board four (4) persons shall constitute a quorum. The act of the majority of the Executive Board at which a quorum is present shall be binding. (As amended February 6, 2015)

ARTICLE VIII – COMMITTEES AND APPOINTED OFFICES

Section 1. The President shall appoint the Chairmen and members of Standing Committees. These shall be approved by the Executive Board.

Section 2. Other committees, standing or special, may be appointed by the President as directed by the Society or the Executive Board.

Section 3. Standing Committees and appointed offices:

1. The Projects Chairman shall be responsible for keeping a list of future and ongoing projects (As amended February 6, 2015)
2. The Historian shall compile and keep a record of the activities, honors and achievements of the Society or its members.
3. The Book Sales Chairman shall mail orders of Society publications to purchasers. He/She shall forward monies to the Treasurer and submit a monthly report. (As amended January 26, 2021)
4. The Editor shall be responsible for the quarterly publications, assembling, mailing, etc. He/She may have a committee to assist. (As amended February 6, 2015)
5. The Membership Chairman shall retain membership applications and renewals, issue membership cards, collect dues and forward such monies to the Treasurer, and prepare a list of new members for each quarterly. (As amended January 26, 2021)
6. The Genealogist shall do limited genealogical research either by mail or by internet for a fee. (As amended April 10, 2007)
7. The Librarian shall be responsible for keeping the library in order. He/She shall purchase new publications, order supplies, do an annual inventory, filing and any other thing, as needed, to make the information stored in the Society library available to researchers. (As amended February 6, 2015)
8. The Program Chairman shall choose topics for quarterly meetings. He/She shall furnish publicity material regarding all upcoming meetings to local and

nearby news media, including newspapers and cable TV. (As amended February 6, 2015)

9. The Audio CD Research Chairman shall interview citizens about their life and the community. (As added February 6, 2015)

10. The Webmaster shall manage the Society website and the Facebook page. (As added February 6, 2015)

11. The Computer Database Chairman shall enter data from Society indexes into computers so that it will be searchable for patrons of the library. (As added February 6, 2015)

12. The Digital Archive Chairman is responsible for maintaining digital collections. (As added January 26, 2021)

ARTICLE IX – EMERGENCY BYLAWS

Section 1. In the event of any emergency resulting from a nuclear attack, widespread pandemic or similar disaster resulting in the declaration of a state of emergency (or similar declaration) by Federal or state authorities where the Society's offices shall be located at such time, and during the continuance of such emergency, the following Bylaw provisions shall be in effect:

Provision 1. A meeting of the Board of PCHGS may be called by any officer or elected board member upon 12 hours' notice to all persons entitled to notice who in the sole judgment of the notifier, it is feasible to notify;

Provision 2. The director or elected board members in attendance at the meeting of the Board of PCHGS shall constitute a quorum; the quorum must have a minimum of two members present, and

Provision 3. For the duration of the emergency, Society meetings may be changed, cancelled or conducted remotely. Voting may be conducted remotely by video, and/or internet voting, as approved by the Executive Board.

Provision 4. These Bylaws may be amended or repealed, in whole or in part, by a majority vote of the officers attending any meeting of the Executive Board, provided such amendment or repeal shall only be effective for the duration of such emergency. (added January 26, 2021)

ARTICLE X – AMENDMENTS TO THE BYLAWS

These bylaws may be amended from time to time in the following manner:

The Executive Board shall adopt a resolution setting forth the proposed amendment and directing that it shall be submitted to a vote at a meeting of the members which may be a regular meeting or special meeting.

Copies of the proposed amendment shall be available to the members. If such meeting be a regular meeting, the proposed amendment shall be included in notice of such regular meeting.

At such meeting a vote of the members shall be taken on the proposed amendment and the proposed amendment shall be adopted upon receiving affirmative vote of at least two thirds of the members voting.

Any number of amendments may be submitted to the members and voted on by them at one meeting.

These bylaws as now constituted and as hereafter amended, shall supersede all previous bylaws.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in Roberts' Rules of Order shall govern the proceedings of the Society and the Executive Board except in such cases as are governed by the bylaws.