

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

3  
4                   ***Preamble***

5  
6 The objectives of this organization shall be:

- 7       • To collect, preserve, and disseminate Jewish genealogical knowledge and information;
- 8       • To promote interest in genealogical research;
- 9       • To stimulate and provide instruction in the use of research methodology and adherence to
- 10      standards of accuracy and thoroughness in research;
- 11      • To foster careful documentation and to promote scholarly genealogical writing and publication;
- 12      • To promote the preservation of Jewish genealogical records and resources;
- 13      • To hold meetings for the instruction and education of its members and the general public;
- 14      • And such other purposes as the organization shall from time to time elect to pursue.

15  
16                   **ARTICLE I**

17                   **Name**

18  
19 *Section 1.* The name of this organization shall be the Jewish Genealogy Society of Greater  
20 Washington, Inc. (JGSGW).

21  
22                   **ARTICLE II**

23                   **Membership**

24  
25 *Section 1.* Membership in this Society is open to anyone wishing to support the aims and activities of  
26 the Society.

27  
28 *Section 2.* The Society shall have multiple categories of membership to include, but not limited to,  
29 individual and family. The board may create other membership categories by majority vote.

30  
31 *Section 3.* Full membership rights and privileges are granted when the Society receives the  
32 membership application and payment of annual dues.

33  
34  
35  
36  
37                   **ARTICLE III**

38                   **Dues**

39  
40 *Section 1.* The fiscal year of the Society shall run from July 1<sup>st</sup> to the following June 30<sup>th</sup>.

41  
42 *Section 2.* Annual dues for each membership category shall be determined by the Board.

43  
44 *Section 3.* Those who have not paid their membership dues within sixty (60) days after the beginning  
45 of the fiscal year shall be suspended from membership. Membership shall be reinstated upon  
46 payment of delinquent dues.

52 **ARTICLE IV**

53 **Officers**

54  
55 *Section 1.* The eight elected officers of the Society shall be President, Vice-President of Programs,  
56 Vice-President of Logistics, Vice-President of Membership, Corresponding Secretary, Recording  
57 Secretary, Treasurer, and one Member-At-Large. The eight elected officers are the elected members  
58 of the Board of Directors.

59  
60 *Section 2.* All elected officers shall be elected for a one-year term, commencing on July 1. No one  
61 shall serve as President for more than two consecutive terms.

62  
63  
64 *Section 3.* If there is a vacancy in an officer position, the President shall identify a replacement  
65 subject to approval by a majority of the Board. The appointed officer shall have the same rights and  
66 responsibilities of an elected officer including being counted as part of a quorum and voting on issues  
67 before the Board.

68  
69 **ARTICLE V**

70 **Duties of Officers**

71  
72 *Section 1.* The President shall be the chief executive officer of the Society, shall preside at all  
73 meetings of the Society and the Board, and shall be an ex-officio member of all committees except  
74 the Nominating Committee. The President is a signator on all financial accounts of the Society . The  
75 President nominates members to fill vacancies on the Board, subject to approval by the Board.

76  
77 *Section 2.* The President shall nominate, subject to the majority approval of the elected members of  
78 the Board of Directors, any of the following additional positions: Publications Coordinator, Research  
79 Coordinator, the Librarian, Database Manager, Webmaster, Editor of the Society Newsletter,  
80 Hospitality Manager, Chair-person of the Speaker's Bureau, and committee chair-persons, as  
81 deemed necessary.

82  
83 *Section 3.* The Vice-President of Programs shall perform the duties of the President in the absence or  
84 disability of the President, shall serve as Chair of any Programs Committee, and shall be responsible  
85 for the program and workshop content of the Society meetings. The Vice-President of Programs shall  
86 have additional duties as may be assigned by the President.

87  
88 *Section 4.* The Vice-President of Logistics shall be responsible for securing an appropriate meeting  
89 place and equipment needed for the meetings of the Society, of the Board, and of Society workshops.  
90 The Vice-President of Logistics shall maintain an inventory showing the location of all equipment  
91 owned by the Society. In the absence or disability of both the President and Vice-President of  
92 Programming, the Vice-President of Logistics shall carry out the duties of the President. The Vice-  
93 President of Logistics shall serve as Chair of any Logistics Committee. The Vice-President of  
94 Logistics shall have additional duties as may be assigned by the President.

95  
96 *Section 5.* The Vice-President of Membership shall respond to inquiries about membership in the  
97 Society, shall maintain a list of prospective members, shall send a welcome packet to new members,  
98 shall be Chair of any Membership Committee, and shall be responsible for welcoming new members  
99 at the sign-in desk at Society meetings and distributing membership cards. The Vice-President of  
100 Membership shall attempt to increase the membership of the Society. The Vice-President of  
101 Membership shall have additional duties as may be assigned by the President.

102 . .  
103

104  
105 *Section 6.* The Corresponding Secretary shall be responsible for all notices to the membership, as  
106 well as for the general correspondence of the Society. This includes mailing the Society newsletter,  
107 invoice notices and other general correspondence as directed by the President. The Corresponding  
108 Secretary shall be the Society Archivist, maintaining and updating the Society scrapbook. The  
109 Corresponding Secretary shall be responsible for obtaining such materials from his or her  
110 predecessor and such other duties as may be assigned by the President.

111  
112 *Section 7.* The Recording Secretary shall keep a record of any business conducted at Society and  
113 Board meetings. The Recording Secretary shall be responsible for maintaining the Society's Book of  
114 Minutes and sending a summary of the minutes of Board meetings to the editor of the Society  
115 newsletter for inclusion therein. The Recording Secretary shall maintain the papers and reports of the  
116 Society on file in the Society Library with all documents and letters relating to the official business of  
117 the Society. The Recording Secretary shall have additional duties as may be assigned by the  
118 President.

119  
120 *Section 8.* The Treasurer shall have custody of the funds of the Society, shall deposit them in  
121 Federally insured financial institutions, shall keep full and accurate accounts of all receipts and  
122 disbursements, and shall render an annual written report at the September Society program meeting.  
123 The Treasurer shall prepare a proposed annual budget to present to the Board and shall make a  
124 financial report at each board meeting. The Treasurer shall be responsible for collecting any  
125 meeting/program fees. The Treasurer is a signator on all financial accounts of the Society and shall  
126 be insured by the Society. The Treasurer shall serve as chair of any Financial Committee, and shall  
127 oversee any commercial enterprise that may be hired to perform any responsibilities in connection  
128 with bookkeeping or auditing.

129  
130 *Section 9.* The Member-At-Large shall be the Society Parliamentarian and shall have such additional  
131 duties as may be assigned by the President.

132  
133  
134 **ARTICLE VI**  
135 **Board of Directors**

136  
137 *Section 1.* The Board of Directors shall consist of the eight elected officers of the Society, the one  
138 non-elected member nominated by the President, who has served as a past (or former) president of  
139 the Society, the Librarian, the Publications Coordinator, the Research Coordinator, and a  
140 representative from the JGSGW-sponsored conference committee when such a body is authorized by  
141 the Board. Appointed members of the Board shall have a vote on matters coming before the Board  
142 but shall not count towards the quorum requirement.

143  
144 *Section 2.* The Board shall manage the affairs of the Society.

145  
146 *Section 3.* The Board shall meet at least three times during the period of July to June,  
147 inclusive, and at such other times as may be required on the call of the President or three (3) Board  
148 members, or on the written request of five (5) Society members, at least seven (7) days' notice having  
149 been given to each Board member as to the time and place of said meeting.

150  
151 *Section 4.* A summary of the minutes of Board meetings shall be published in **a** subsequent issue of  
152 the Society newsletter.

153  
154 *Section 5.* A quorum for Board meetings shall consist of a simple majority of the elected officers of the  
155 Board of Directors or their appointed replacements and is necessary for any action that requires a

156 vote of the Board of Directors. No one can be counted more than once towards the quorum  
157 requirement no matter how many positions that individual may hold.

158  
159 *Section 6.* The Board shall approve the annual budget containing an itemized list of expected  
160 revenues and planned expenditures and present it to the membership at the first membership  
161 meeting of the new fiscal year.

162  
163 *Section 7.* No Board member may spend more than the amount allotted by the budget for a  
164 committee, item, or activity without specific approval by the President. For any expenditure over  
165 \$1000.00 not a line item in the budget, specific approval must be secured from the Board.

166  
167 *Section 8.* Although a Society member may hold more than one (1) position on the  
168 Board, no such person shall have more than one (1) vote.

169  
170 *Section 9.* The President may establish such Ad Hoc committees as shall be deemed necessary.

171  
172 *Section 10.* The Board of Directors may dismiss any appointed Director as determined by a two-  
173 thirds (2/3) vote of the Board where the issue is on the announced agenda of a Board meeting.

174  
175 *Section 11.* The Board of Directors may direct that audits be made of the receipts, disbursements,  
176 assets, and liabilities of the Society.

177  
178  
179 **ARTICLE VII**  
180 **Nominations and Elections**

181  
182 *Section 1.* At the February Society membership meeting each year, the President shall announce the  
183 appointment of a Nominating Committee consisting of a Chair and at least two (2) other members.

184  
185 *Section 2.* The Nominating Committee shall present a slate of nominees for elected positions at the  
186 April Society membership meeting, the consent of each nominee having been obtained prior to the  
187 notification of the membership. Additional nominations, supported by a minimum of three (3)  
188 members and consented to by the nominee, may be submitted to the President for inclusion on the  
189 ballot no later than two weeks after such notification to the membership.

190  
191 *Section 3.* Only members in good standing by March 31 may vote in the annual election. Each  
192 member of record may cast a single vote. In the case of a Family membership, each family  
193 membership is entitled to cast two votes. Should additional categories of membership be created, the  
194 Board shall establish the number of votes that these membership categories are entitled to.

195  
196 *Section 4.* Only members in good standing at the time of nomination will be considered eligible to run  
197 for office.

198  
199 *Section 5.* All officers of the Board shall be elected by a majority vote of the membership cast by  
200 electronic or mail ballot. The membership shall receive an electronic or mail ballot in May. Votes must  
201 be cast by the date specified on the ballot. The membership shall be notified of the results at the  
202 June membership meeting or the next subsequent meeting if a June meeting is not held.

203  
204  
205  
206  
207

208 **ARTICLE VIII**  
209 **Business Meetings**

210  
211 *Section 1.* The Society shall conduct business at membership meetings as necessary.

212  
213 *Section 2.* A quorum at any membership meeting of the Society shall consist of ten (10) members in  
214 good standing. Business shall be transacted only if a quorum is present. Motions shall be carried by a  
215 simple majority vote, except where these By-Laws provide otherwise.

216  
217 *Section 3.* The rules contained in the most recent version of Robert's Rules of Order shall govern the  
218 Society in all cases unless they are inconsistent with the By-Laws of the Society, in which case the  
219 By-Laws shall take precedence.

220  
221  
222  
223 **ARTICLE IX**  
224 **Amendments**

225  
226 *Section 1.* Amendments to these By-Laws may be proposed by the Board or by petition signed by at  
227 least ten (10) members and submitted to the President.

228  
229 *Section 2.* Notice of such proposed amendment shall be mailed, emailed or given to all members at  
230 least ten (10) days before the date of voting thereon.

231  
232 *Section 3.* An amendment to these By-Laws may be ratified by a vote of two-thirds (2/3) of the  
233 members in good standing present at a membership meeting.

234  
235  
236 **ARTICLE X**  
237 **Publications**

238  
239 *Section 1.* The Society shall publish a newsletter to promote the objectives of the Society.

240  
241 *Section 2.* Other publications may be undertaken as approved by the Board.

242  
243 **ARTICLE XI**  
244 **Products**

245  
246 *Section 1.* The society shall maintain ownership of all products resulting from Society activity. This  
247 may include, but is not limited to, research projects, minutes of the Board of Directors, and financial  
248 records.

249  
250 *Section 2.* Products of the Society shall not be sold, published or donated without the approval of the  
251 Board of Directors

252 **ARTICLE XII**  
253 **Financial, Legal, and Security**

254  
255 *Section 1. Financial.* The Board of JGSGW shall purchase on behalf of the Society such insurance products  
256 (i.e., liability, bonding, D&O) which the Board deems appropriate and adequate to cover those in the Society,  
257 officers or others, who handle or have access to monies (funds).

258

259 Section 2. Legal. The Board of JGSGW shall purchase on behalf of the Society such insurance products (i.e.,  
260 liability, bonding, D&O) which the Board deems appropriate and adequate to cover those in the Society,  
261 officers or others, who may be subject to lawsuits.  
262

263 Section 3. Security and Privacy. The Board and other Society members tasked by the Board shall take whatever  
264 steps they deem necessary, and exercise due diligence, in protecting the security and privacy of member data  
265 and other assets of the Society. Under no circumstance may the member data be sold, leased, transferred or used  
266 for any commercial endeavor by the Board or any member.  
267

268  
269 **ARTICLE XIII**  
270 **Dissolution**  
271

272 If the Jewish Genealogy Society of Greater Washington, Inc., should be dissolved the Board shall,  
273 after paying or making provision for paying all liabilities of the Society, dispose of all assets of the  
274 Society to one or more organizations that are pursuing its objectives and qualify as tax exempt under  
275 section 501(c)(3) of the U.S. Internal Revenue Code of 1954, as amended or corresponding  
276 provisions of subsequently enacted legislation.  
277

278 Adopted May 3, 1981  
279 Revised January 11, 1987  
280 Revised October 25, 1992  
281 Revised February 11, 2001  
282 Amended May 6, 2007  
283 Revised May 17, 2009