



W.I.S.E. FAMILY HISTORY SOCIETY
(WISE-FHS)

BYLAWS

I. ESTABLISHMENT

- A. Name. The name of the organization is the W.I.S.E. Family History Society. It is also known as the Wales-Ireland-Scotland-England Family History Society. In these Bylaws the organization will be referred to as the Society.
- B. Organization. This is a non-profit/not-for-profit organization.

II. MISSION

The mission of the Society is to promote interest and education in British Isles and Irish genealogy and family history.

III. MEMBERSHIP

- A. Application. Any applicant(s) interested in furthering the mission of this Society shall be eligible for membership upon submission of a completed application form and payment of dues.
- B. Dues. The amount of dues for regular and family memberships shall be determined by the Board of Directors. A majority of members present at a regular members meeting voting in favor shall approve the amount proposed.
1. Membership Year. The membership year shall be from January 1st through December 31st.
 2. Payment of Dues. Annual membership dues are payable on or before 31 January of each year.
 3. Society Publications. Membership includes copies in electronic format, of all Society publications, including quarterly copies of the WISE Words newsletter.
- C. Classes of Membership.
1. Regular. Anyone may join the society as a regular member by complying with Article III, Section A.
 2. Family. A family of two or more persons in a single household (living at the same address) may join the Society as a family membership by complying with Article III, Section A.
 3. Honorary Member. Honorary Membership of one year may be conferred upon any individual for service to the Society as determined by the Board of Directors. No dues for that year shall be payable by the recipient.

4. Honorary Life Member. Honorary Life Membership may be conferred upon any Society member who has given exceptional service to the Society as determined by the Board of Directors and as announced in a Society publication. No dues shall be payable by the recipient subsequent to this selection.

IV. MEMBERSHIP MEETINGS

A. Regular. At least one regular membership meeting of the Society shall be held each year. All meetings shall be scheduled with the approval of the Board of Directors, publicized as seems most appropriate and open to anyone interested in the objectives of the Society.

B. Special. Special meetings may be called by the President, by a majority of the Board of Directors or by a written request to the Board of Directors by at least 5 Society members. The call for such a meeting shall allow sufficient time to provide due notice to the membership as to time, place and subject. No business other than the stated subject shall be conducted at a Special meeting.

C. Annual General Meeting. The Annual General Meeting (AGM) shall be the regular membership meeting in January.

D. Quorum. A quorum shall be 20 members or 10% of the membership, whichever is the smaller number.

V. OFFICERS

The officers of the Society are the President, Vice President, Secretary and Treasurer. A term of office shall be two years. Upon the demise or resignation of an officer, the Board of Directors shall appoint a member to fill the unexpired term. The President and Treasurer shall be elected in December of even-numbered years and the Vice President and Secretary in December of odd-numbered years. An officer may hold the same office for a maximum of 2 consecutive elected terms. This does not count the time spent as an appointed officer in an unexpired term. Election of officers shall occur at the last regular membership meeting of the calendar year.

VI. DUTIES

A. General. In addition to the basic responsibilities assigned to each position in the following Sections, each officer shall be responsible for such other duties and tasks as may be determined by the Board of Directors.

B. President.

1. Preside at all meetings of the membership and of the Board of Directors.
2. Sign, with the Vice President, all legal documents on behalf of the Society.

3. Serve as ex-officio member of all committees except the Nominating Committee.
- C. Vice President.
1. Assume the Presidency in the absence, resignation or inability to serve of the President.
 2. Assist the President in the administration of the Society.
- D. Secretary.
1. Assume the Presidency in the absence, resignation or inability to serve of the President and the Vice President.
 2. Record and transcribe the minutes of any membership meeting where a motion and vote were taken, and all Board of Directors meetings. Copies of these minutes shall be sent to the members of the Board of Directors at least 7 days prior to the next Board of Directors meeting.
 3. Be responsible for collecting and preserving all material of historical and record value pertaining to the Society.
 4. Be responsible for receiving, processing and distributing to the appropriate officials all mail received by the Society at its official address and for mailing the Society's official periodicals.
 5. Be responsible for answering correspondence addressed to the Society after consultations with the appropriate persons, if necessary.
- E. Treasurer.
1. Assume the Presidency in the absence, resignation or inability to serve of the President, Vice President and Secretary. May serve as a member of the Audit Committee.
 2. Be responsible for all financial concerns of the Society, including maintaining appropriate books and using generally accepted accounting principles.
- F. Ex-Officio Member.
1. The Ex-Officio Member shall be a member of the Society appointed by the Board of Directors.
 2. Serve as advisor to the President and to the Board of Directors.
 3. Provide guidance to the Nominating Committee.
- G. Executive Committee.
1. Membership. The Executive Committee shall consist of the elected officers defined above, plus the appointed Ex-Officio Member.
 2. Duties.

- a) The Executive Committee shall have general supervision of the Society between its regular meetings and the meetings of the Board of Directors. The actions of the Executive Committee shall be subject to the confirmation of the Board of Directors and none of its acts shall conflict with actions taken by the Board of Directors, or those of the Society.
- b) Appoint members to the Board of Directors.
- c) Appoint members to chair special committees such as editor, publications, membership, publicity, etc.

H. Board of Directors.

1. Board Composition.

The Executive Committee, Committee Chairpersons and other members of the Society appointed by the Executive Committee shall be Directors and as such members of the Board of Directors. The term of office of a Director shall be 4 years. A Director may be reappointed.

2. Duties.

- a) The Board of Directors shall appoint a member to fill an unexpired term of an elected officer within 30 days of determining that that officer cannot or will not continue to fulfill the duties of that particular office.
- b) The Board of Directors shall be responsible for the effective management of the Society, such as:
 - (1) Transact the official business of the Society.
 - (2) Establish and approve an annual budget for adoption at the AGM.
 - (3) Approve all programs for regular meetings, seminars and other types of meetings.
 - (4) Review appointments made by the Executive Committee and confirm them if approved.
 - (5) Appoint candidates to any or all offices, including the three members of the Nominating Committee.
 - (6) Appoint an ad hoc committee for the determination of an officer's "inability to serve." This committee shall report its findings in a timely manner after serious and compassionate investigation.

VII. **NOMINATING COMMITTEE**

The Nominating Committee shall consist of three members and is responsible for presenting to the membership a slate of candidates for officer positions to be elected prior to the election at the last regular membership meeting of the calendar year.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the most recent version of Roberts Rules of Order shall govern when necessary.

IX. AMENDMENTS

A. Adoption. These bylaws shall be adopted at a regular membership meeting by a majority vote of the members present after previously being presented in a notice to the Society’s members for review and comment.

B. Submission. Proposals to amend these bylaws may be submitted by any member or by the Board of Directors.

C. Amendments. Any amendments to these bylaws shall be adopted at a regular membership meeting by a majority vote of the members present after previously being presented in a notice to the Society’s members for review and comment.

X. FORM OF NOTICE

Any notice or other communication to be delivered to the membership shall be in a form determined by the President or Board of Directors to be most appropriate under the circumstances, including delivery by mail, email, telephone, or by being posted on the Society's website.

XI. DISSOLUTION

In the event of the dissolution of this Society, all assets shall be donated to any non-profit group or society or entity that has, at that time, a similar mission. Dissolution shall be in accordance with the relevant Internal Revenue Code and Colorado statutes.

XII. ENABLING

These bylaws and any amendments thereto shall come into effect upon adoption as defined in Article IX.

Adopted by a majority vote of members present at a membership meeting on _____ and signed by:

Signature: _____
(President, WISE-FHS)

Printed Name: _____
(President, WISE-FHS)

Date: _____

Revisions:

- The original version of these bylaws was approved at the regular membership meeting on February 26, 2000.
- Amended – 2003
- Amended – December 8, 2008 (Zoe Lappin)
- Amended – January 27, 2017 (Allan Turner)
- Amended – February 23, 2019 (Sylvia Tracy-Doolos)