**Central Virginia Genealogical Association (CVGA)**

Bylaws

**ARTICLE I**

**Name**

The name of this organization shall be the Central Virginia Genealogical Association, hereinafter referred to as the Association. It is organized as a non-stock, non-profit corporation.

**ARTICLE II**

**Objectives**

The objectives of this Association shall be to encourage, foster and organize genealogical research, teaching, publishing, education and recording; and to encourage, foster and organize any other activities related to genealogy.

**ARTICLE III**

**Office**

The mailing address of the Association shall be as designated by the Board of Directors.

**ARTICLE IV**

**Membership**

Section 1. The membership is open to persons, associations or corporations interested in the objectives of the Association. In the case of an association or corporation, the rights and responsibilities of membership shall be vested in one person representing that association or corporation. Each individual member shall be entitled to one vote in the affairs of the Association.

Section 2. There are two categories of membership:

1. Membership with digital delivery of *Central Virginia Heritage.*
2. Membership with paper delivery of *Central Virginia Heritage.*

Section 3. All members shall receive digital access to the archives of *Central Virginia Heritage* and any other online content.

Section 4. Membership fees shall be due January 1 of each year.

**ARTICLE V**

**Officers**

Section 1. Definition:

1. The elected officers of this Association shall be a President, a Vice President, a Recording Secretary, and a Treasurer.
2. The appointed officers shall be a Corresponding Secretary and an Editor.

Section 2. Duties:

The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

1. The President shall:
2. With the approval of the Board of Directors, appoint a Corresponding Secretary and an Editor.
3. Appoint chairs of Standing Committees and Special Committees.
4. Preside at meetings of the Association and the Board of Directors.
5. Authorize expenditures within the budget limitations.
6. Prepare an annual report to be given at the January meeting.
7. The Vice President shall:
8. Preside in the absence of the President.
9. Serve as chair of committee(s) as designated by the President.
10. Serve as chair of the Program Committee and arrange workshops and field trips, as requested.
11. The Recording Secretary shall:
12. Record the minutes of the meetings of the Association and the Board of Directors.
13. Send a copy of the minutes of each meeting to the Board of Directors at least ten days prior to the next meeting.
14. Prepare a copy of the minutes of the previous general meeting and Board of Directors meeting to be available to the membership at the monthly general meeting.
15. The Treasurer shall:
16. Collect Association dues and be custodian of all funds of the Association.
17. Present a financial report at each meeting of the Association and the Board of Directors.
18. Present a final financial report of the previous year at the January meeting.
19. Upon leaving the post, turn over the financial records to the new treasurer by January 5.
20. Maintain membership rolls.
21. The Corresponding Secretary shall:
22. Conduct the general correspondence of the Association, with copies to the appropriate office or committee chair.
23. The Editor shall produce the *Central Virginia Heritage*.

Section 3. Eligibility:

1. Before a member can be elected or appointed to any office, the treasurer shall verify that current dues have been paid.
2. No member shall hold more than one office at a time.

Section 4. Vacancies:

1. Vacancies in any office of the elected officer shall be filled by appointment by the Board of Directors.
2. Vacancies in the offices of appointed officers shall be filled by the President.
3. The term of office shall be one year, and any officer serving one-half of a term shall be considered to have served a full term.

Section 5. Nominations and Elections:

1. A Nominating Committee, consisting of at least three members, shall be appointed by the Board of Directors in September. The committee shall present a slate to be voted on at the November meeting of the Association. Nominations from the floor shall be accepted. No person may be nominated without his or her approval.
2. Officers shall be elected at the November meeting by ballot. If there is only one nominee for election, election is to be accomplished with a voice vote.
3. Officers shall assume their duties following the December meeting.

**ARTICLE VI**

**Meetings**

Section 1. Meetings shall be held as determined by the Board of Directors.

Section 2. The quorum for each Association meeting shall be 10.

**ARTICLE VII**

**Board of Directors**

Section 1. The affairs of the Association shall be managed by the Board of Directors, and all corporate powers shall be vested in and exercised by the Board of Directors, except as otherwise expressly required by law, the Articles of Incorporation or by the Bylaws.

Section 2. The Board of Directors shall consist of the elected officers and the appointed officers. Their term of office shall be concurrent with the term of office as an Association officer, elected or appointed.

Section 3. The quorum for a meeting of the Board of Directors shall be a majority.

Section 4. Meeting dates of the Board shall be determined by the Board of Directors.

Section 5. The annual dues shall be determined by the Board of Directors and printed in the official publication, the *Central Virginia Heritage*.

**ARTICLE VIII**

**Committees**

Section 1. The Standing Committees shall be Budget, Bylaws, Membership, Publicity/Public Relations and Audit. Each committee chair shall appoint the committee members. The President shall serve as an ex-officio member of all committees except the Nominating Committee.

Section 2. The duties of the committees shall be delineated by the Board of Directors.

Section 3. The Audit Committee shall audit the financial records of the Treasurer and present a report at the December meeting.

Section 4. Special committees may be appointed by the President when deemed necessary for the good of the Association.

**ARTICLE IX**

**Publications**

Section 1. The official publication of the Association shall be called *Central Virginia Heritage*. It shall be published a minimum of twice yearly and a copy shall be made available to each member in good standing.

Section 2. The Association shall maintain a website.

Section 3. The policy of the publication and the website shall be to publish such material as pertains to the objectives of the association and items of interest to the membership as a whole.

**ARTICLE X**

**Dissolution**

In the event of the dissolution of the Association, the assets remaining after payment of all costs and expenses of such dissolution shall be conveyed to an appropriate institution as determined by the Board of Directors.

**ARTICLE XI**

**Parliamentary Authority**

The latest revision of Robert’s Rules of Order shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the Articles of Incorporation.

**ARTICLE XII**

**Amendments to the Bylaws**

Amendments to these Bylaws may be suggested by the Bylaws Committee, the Board of Directors or by any member. Such amendments must be approved by a 2/3 vote of members present at a regularly scheduled meeting.

Amended and approved 9 Nov 2019