



CONSTITUTION AND BYLAWS- ARTICLES OF ORGANIZATION

of The Saginaw Genealogical Society, **Inc.**

Organized August 3, 1971

CONSTITUTION PREAMBLE

Believing that genealogy is fun, mentally stimulating and intellectually rewarding, and that the bare bones of fact are best covered with the clothing of biography. We, the members of this Society are determined to achieve an enjoyable balance of names, dates, and places with complete knowledge of the individuals known in our genealogies. And to help promote within our community the advancement of the building and gathering of genealogies and the stories from those past citizens. For we believe that:

“From shared knowledge comes preserved history.”

SGS CONSTITUTION

ARTICLE I. Name:

The name of this Society shall be: **The Saginaw Genealogical Society, Inc. or known as the SGS.**

ARTICLE II. Objective:

The Purpose of the **SGS** is to promote the collection, preservation and publishing of genealogical, biographical, and local historical material relating to **SAGINAW COUNTY** families and places; to promote the knowledgeable use of the Public Libraries of Saginaw facilities and online internet genealogy programs; and to hold meetings for the instructional pleasure of its members.

ARTICLE III. Basis of Organization:

- 1. The Saginaw Genealogical Society (SGS)** shall be conducted as a non-profit organization with no divisions of monies or properties at any time, except upon discontinuance of the Society.
- 2. No shares of stock** shall be issued.
- 3. The operating expenses** of the Society shall be covered by membership fees, service charges, fundraising, and donations.
- 4. The private property** of the members shall not be subject to payment of any debts or obligations incurred by the Society.
- 5. The existence of the Society** is to be as perpetual as possible.
- 6. The SGS shall be a tax-exempt society**

ARTICLE IV. Members, and Visitors:

Any person interested in genealogy, family history or biography, either amateur or professional, may become a member of this Society. **Visitors may attend for free for (2) two SGS monthly meetings.**

1. Membership in this Society shall be of three classes: Active, Honorary, and Lifetime.

2. Pioneer Certificates: Anyone may file with the Society for publication on the **sgsmi.org** website a list of Pioneer Family Lines on which they are able to furnish data of deceased family members, with non-identifying links to living family in order to obtain a "PIONEER CERTIFICATE", (Covers First Family, Settler and Pioneer status as well) (fee determined by Board)

2. Active members have an obligation to hold office, serve on committees, cooperate in every way possible, and take an active part in the affairs of the Society.

5. All records and data compiled by the Society shall be accessible to SGS members for private use, other than for publication.

6. Membership shall be open by application, to all who are interested in genealogy. Effective date of membership shall be the same as the date of application.

7. Death of a member: Upon the demise of any member, the name **of that person** shall be retained on the membership list for the balance of the fiscal year of paid-up membership and any family member is to receive all regular publication of the SGS TimberTown logs for that period of time, printed or emailed. There will be a write up for that person in the SGS website of their obituary.

ARTICLE V. Officers:

1. Officers of this Society: shall be a President, a Vice-President, a Secretary, a Treasurer and three elected Directors. (The positions may be combined due to lack of volunteers or need.)

2. These officers shall be elected by ballot at the Annual Meeting and continue in office for one year, or until their successors have been elected. (Ballots are mailed with the TimberTown Log or will be accessible on the **sgsmi.org** website in the MEMBERS ONLY section **(however verbal nominations are also acceptable.)** Their term of office shall begin at the close of the Annual Meeting at which time

they are elected.

3. Directors: One Director shall be elected by ballot at the Annual Meeting each year and shall hold office for three years, or until their successor is elected, with the following exceptions of the initial election, when three Directors, to serve terms of one, two and three **and four years** shall be elected, or when a President retires from office.

4. A majority vote of the members present, and voting shall be necessary to constitute an election.

5. Vacancies in office may be filled by the remaining Board of Directors, voting thereon by ballot.

6. The Board of Directors shall be empowered to appoint as ex-officio members of the Board, persons of eminent genealogical standing to serve at the pleasure of the Board, in an advisory capacity.

7. The immediate Past President should serve as a member of the Board of Directors, or he/she serves in another Officer position, unless for reasons of health they are exempt.

8. Appointed positions to the Board: Newsletter Editor, Web Administrator, Facebook Manager and Membership Chairperson are appointed by the Board of Directors and may serve as long as the Board directs and approves.

9. Other Assistant positions: As needed and requested by either the Director or other officer of the Board, may be filled by appointment by the Board, combined with other positions or terminated when no longer needed. **Such as Assistant: Treasurer, Web Administrator, TTL Editor, Facebook Manager, Historian, Recording Secretary and Membership Director.**

ARTICLE VI. Meetings

1. Annual Member Meeting shall be the regular meeting of June, on the second Tuesday of that month.

2. Regular meetings shall be held the Second Tuesday of each month, September to June, at such a place as the President of the Society, with the Board of Directors shall decide.

3. The Board meetings will be held on the first Tuesday of each month that we meet at such a place determined by the President of the society.

4. Special meetings may be called by the President or any three members. The call for a special meeting must state the business to be transacted and no other business shall be transacted except that stated in the call.

ARTICLE VII. Quorum

1. Ten active members of the Society constitutes a quorum at any regular or Annual Meeting, but at no time shall a lack of a quorum prevent those present from proceeding with the program (but not business) of the day.
2. A simple majority of the Board (half plus one) shall be necessary for a quorum at a Special Meeting or of any Board meeting.

ARTICLE VIII. Amendments

1. This Constitution may be amended at any Annual Meeting by a two-thirds vote of all the active members present and voting. The proposed amendment having been submitted in writing and read to the Society or mailed and /or emailed to the members at least four weeks before the Annual Meeting. By-laws and standing rules may be adopted, amended, or repealed at any regular or special board-meeting or Annual Meetings by a two-thirds vote of the active members present and voting or by a simple majority.

ARTICLE IX. Original Members: The names of the original members shall be attached as a list to the original Constitution and By-Laws in the possession of this Society.

SGS BY-LAWS



ARTICLE I. **Dues:**

1. Dues for the SGS shall be set by the Board of Directors according to the requirements met for payment of necessary bills.

2. Any member failing to pay his/her dues by the third meeting of the year shall be notified in writing of his delinquency twice, thereafter, at an interval of one month. **(Written notification can be defined as emails or mailed notices)** If the dues are unpaid at the end of six months, the member shall be dropped automatically from active membership and from the use of the MEMBER ONLY section of the website.

3. Dues for the current fiscal year must accompany all new applications for membership and paid online, by check sent to the Post Office address. The membership year is defined as our **Fiscal Year: June 1st to May 31st**. Dues are prorated for first-time members **only**, if they join at times other than in May. **Dues are CURRENTLY prorated per quarter for new single membership and per quarter for new families. FEES ARE SET BY THE DIRECTION OF THE BOARDS.**

ARTICLE II. **Life and Honorary Members:**

One time fee for Life Members for the Saginaw Genealogical Society shall be set by the Board of Officers and Directors. **Honorary members are given a lifetime free membership in return for many years of service.**

ARTICLE III. **Duties of Officers:**

The regular term of office of all officers shall commence **at the reading of the Voting Report at the Annual Meeting. At which time they are elected. The President may request a report from any committee chair.** The report of the Treasurer's Audit (if there is one) shall be read and approved at the Annual Meeting. **The duties of officers shall be specified in these by-laws.**

bBOARD OFFICERS and DUTIES:

The President: Is the chief executive officer of this society, and subject to the control of the Board. The President presides over all meetings, general or Board. The President shall appoint all standing committees, subject to the approval of the Board of Directors and may be an ex-officio member of the same with the right to vote and shall have the deciding vote in case of a tie.

The Vice-President: Works with the President to ensure that meetings and other activities proceed smoothly. The Vice President may also take on special duties, such as chairing special committees or projects. In the absence of the President, the Vice President shall assume all the duties and authority of that office.

The Board Secretary: The Secretary is essential in public relations, as an advisor, and scribe.

1. **They shall record** and preserve the minutes of all meetings of the Society. All minutes shall be printed out and held by the Secretary.
2. **They shall notify** all officers of their election and committees of their appointment and attend to all correspondence of the Society, and shall be listed on said Bank with access to the SGS accounts, and given a Debit Card from the same bank.
3. **The ANNUAL report of the Secretary** shall be submitted at the Annual Meeting of the SGS And they shall sign the CODE OF ETHICS AND CONDUCT, which shall be kept by the **Treasurer**, and renewed annually.

The Treasurer: Is charged with overseeing the management and reporting of an organization's finances.

1. **They ensure accurate and complete financial reporting** at each monthly meeting and at the Annual General meeting by presenting both a verbal and a written report of income, expenses, and balances.
2. **Keeps proper maintenance** of financial records and information **for IRS as per the SGS TAX FREE STATUS (FORM NO# 990)**
3. **Keeps a financial calendar** of filing requirements, deadlines and clear assignments to help ensure they are all met in a timely manner.
4. **Prepares checks for deposit**, ensures payment of incoming bills and makes purchases authorized by the Society.
5. **Shall prepare for an AUDIT** every 4th year, or whenever required or advisable. **(Both internal and External)**

6. **Shall receive the funds** of the Society and deposit the same **in a timely manner** to the bank designated by the Board of Directors, and shall be listed to that Bank and given a Debit Card from the same.
7. **Pays all bills for SGS**, and presents a written report at each meeting of the Society.
8. **Checks and cash** should be deposited on the next available business day. All

Checks should be stamped “**For Deposit Only**” with the SGS stamp and signed by the Treasurer.

9. **Compare all cash receipts**, checks and SQUARE receipts and authenticate the deposit slip with the member mail listing and record them in the appropriate year in Membership Files saved on Google Drive.
10. **Checks all information** on a donation check filled out by the donator.
11. **The Treasurer shall prepare** all financial records to an audit committee and be able to answer all questions of said committee in a timely manner.
12. **The ANNUAL Report** of the Treasurer shall be submitted at the Annual Meeting of the SGS, both verbally and a copy given to the Secretary. At which time they shall sign the CODE OF ETHICS AND CONDUCT, which shall be kept by the Secretary and renewed annually at the Annual Meeting.

The Membership Chairperson: As appointed by the Board, and shall:

1. Notify applicants of their membership to the Society by receipt of a membership card.
2. They should also keep current membership records and receive membership fees, which can be deposited by the Treasurer or Membership Chairman at the earliest date.
3. They shall assist in picking up the mail at least weekly. All monies received should be opened in the presence of a witness and recorded on a deposit slip. Individuals handling cash should sign the *Code of Ethics and Conduct*. (currently Treasurer)

The Historian or Assistant Historian : Working in conjunction with the Publicity Chairman,

1. Shall keep an annual record of this Society, as regards to growth, history, publicity received, and attainment by the various members of any genealogical mention or honors. (currently TTL Editor)

The Publicity Chairperson:

1. Shall receive and arrange for publication and filing, all material submitted by the Committee of Records and Publications or the Historian;
2. Have charge of such material as shall be filed in the Public Libraries of Saginaw. (currently Secretary)

The TimberTown Log Editor: As appointed by the Board,

1. Shall serve as a member of the Board of Officers, and
2. Shall be responsible for publication of the Society's Newsletter,

3. Shall include notification to the membership as to meeting dates, and **annual** voting of officers.

The Assistant Editor of the TimberTown Log shall assist the Editor as required and act with full authority in the absence of that officer.

The Web Administrator: of the society's website, (**www.sgsmi.org**) shall:

1. Serve as a member of the Board of Officers
2. Shall be responsible for Publication of all internet materials, both current and archival, of the society.
3. To include invitation to all new and renewing members to the website with Member Only sign in privileges with paid membership.
4. Web Administrator will notify the Treasurer of renewal dates for website domain fee and online website fees.

The Assistant Web Administrator:

- a) Shall assist the Web Administrator as needed and have access to the website **www.sgsmi.org** the passwords and information as to the renewal dates on the website and domain name
- b) Shall act with full authority in the absence of the Web Admin. officer.

The Facebook Manager:

1. Shall maintain the Facebook page and
2. Authorize additions to the page as long as they reflect the ethics and policies of the Saginaw Genealogical Society
3. Shall be appointed by the Board.

Assistant to the Facebook Manager:

- a) Shall have full access to the website, and the passwords
- b) Shall maintain the Fb page in the absence of the manager
- c) Shall be appointed by the Board.

Notice To All Officers:

In order to maintain order of the society all Officers, upon retiring from office, shall deliver to their successor ALL monies, accounts, records, books, papers, and other properties belonging to the Society, except those documents filed in the Public Libraries of Saginaw.

ARTICLE IV. Committees: There are now six (6) standing committees: Membership, Programs and Speakers, Records and Publications, Research (Ask Miss Betty), Press Relations, and Council Delegates. These committees may be reduced to the Board of Directors and/or to the Board of Officers.

1. The Committee on Membership shall promote the membership of the Society, and investigate qualifications of applicants for membership, and report their recommendations to the Board of Directors. (currently Treasurer)

2. The Committee on Programs shall prepare and arrange for speakers and papers and have supervision of all entertainment. (currently President)

3. The Committee on Research shall acquire and compile such historical and Genealogical data as may be needed and is of value to the Society. (Ask Miss Betty team)

4. The Committee on Records and Publications shall pass on all records or information submitted for printing and publishing by committees or individual members before passing on such material to the Editor for arrangement and publication. (currently Editor TTL)

5. The Committee on Press Relations shall prepare such articles for the press as will keep the public informed of the purposes and activities of the Society. (currently Secretary)

6. The Committee of Council of Delegates shall consist of two delegates and one alternate, appointed by the President, to the Michigan Genealogical Council, of which the Saginaw Genealogical Society is a member with the right of representation.

The duties of the Delegates shall be to:

1. Attend three meetings (3) of the Council.
2. Represent the SGS and take notes of their meeting
3. Report back to the President and Board at the next meeting with what they learned. (currently Directors)

ARTICLE V. The Board of Directors: Shall oversee all committees and ensure that the meetings are held in accordance with **Robert's Rules**.

1. Shall help plan the work of the Society, determine the policies to be adopted, and transact the general business of the Society, subject to the approval of the Society.

2. They shall also fill vacancies in office and act upon all applications for membership and pass by vote all disbursements for necessary expenses.

3. In addition, they shall appoint: an EDITOR and/or Assistant Editor of the TimberTown Log /Newsletter, WEB ADMINISTRATOR and/or Assistant of sgsmi.org website and MANAGER and/or Assistant Manager of the

Facebook site.

4. Regular meetings of the Board of Directors and Board of Officers shall be held monthly, September through June.

5. Special meetings of the Boards of Directors and Officers shall be called at any time by the President or at the request of any three members of the Boards. Motions can be made **if** a quorum is met. (ARTICLE VII Quorum Constitution)

6. **Any member** of the Saginaw Genealogical Society (SGS), in good standing, who wishes to be elected as either a **DIRECTOR and/or a DELEGATE** of the Michigan Genealogy Council- (MGC), **Must submit a written request to be added to the voting ballot no later than April 30th.**

ARTICLE VI. Fiscal Year The fiscal year ends May 31, and begins on June 1.

ARTICLE VII. Discontinuance: In the event the Society is forced to discontinue activities because of a lack of membership or finances, the records and properties of the Society shall be given into the keeping of the Public Libraries of Saginaw. The records and properties shall remain there until the Society may again be re-organized and become actively engaged in the affairs of genealogy research and education unless an alternative site is named.

ARTICLE VIII. Rules of Order: For this 501(c)(3) organization, or to such organizations as are qualified as tax exempt under Section 501(c)(3) of the Internal Revenue Code, or the corresponding provisions of a future United States Internal Revenue Law. The order of business at all meetings of the Society shall be as listed in **Robert's Rules of Order Newly Revised.**

ARTICLE IX. Audits: The task of the audit team requires *diplomacy with determination*. The purpose is to assure accuracy and protection, not to find indiscretions by staff or officers.

1. **Internal Audits** shall be taken at the end of each fiscal year, reviewed by the board members, and presented by the Treasurer.
2. **External audits** shall take place every four years (or even years).
3. **Reports of the Audits** to be read at the annual meeting. Volunteers should be selected from the board or general membership to perform the audit, and they should make a determination of the physical existence of the following assets:
 1. **Verification of Debit cards** on the SGS bank accounts
 2. **A review of the tax-exempt status** and identification of any activities that may endanger the status.

3. **A review of all membership fees** to determine if all the direct expenses were properly charged to the attendees. **membership.**

4. **IRS Ascertainment** that any taxes, licenses, membership fees **and a copy of Form 990 for 501c3 tax exempt status** are properly filed in a timely manner.

ARTICLE X. STANDING RULES:

1. **MEETINGS:** The Board Meetings shall be held the first Tuesday of the month we meet. **(excluding summer months July and August)** General meetings of the Society shall begin with a business meeting at the second Tuesday of the month and be followed by the main program. **(Place & time to be determined)**

2. **DUES:** The CURRENT annual dues of the active member shall be **SET BY THE BOARD** for individuals and for joint family membership per year. Upon payment of dues a numbered membership card shall be issued to each member, certifying to the good standing of the member. Membership cards will also be available at **ANNUAL** meetings from the Membership Chair. Dues shall be prorated for new members when they join at a time other than in **4th Quarter.** Dues will be prorated at **each** quarter for new membership by the Boards.

3. **LIFE MEMBER:** Any member of the Society, upon the payment of **\$200.00** shall be considered an active member of the Society for the remainder of his/her life. Such Life Members are otherwise subject to the same conditions and privileges as regular members.

4. **HONORARY MEMBERSHIP:** Any non-member, group or previous member deemed worthy, may be nominated by three members of this Society and accepted as an Honorary Member (along with a two-thirds vote of members attending the meeting). Honorary membership is given to someone, usually because of their public achievements in Genealogy or past service to the Society. This is a lifetime membership **without a fee.**

5. **NON-PAYMENT OF DUES:** Any member who fails to pay his/her dues by the **FIRST** meeting of the year shall be notified in writing of their delinquency twice, If the dues are unpaid at the end of six months, the member shall be dropped automatically from active membership. and removed from the Member Only section of the **sgsmi.org** website.

6. **MAILED TTL:** A separate fee to be charged for mailed TimberTown Log Newsletters for members opting not to have them emailed, this fee to cover the escalating cost of postage and printing. Fee price to be determined by the Board and

updated, as necessary. Fee not to be prorated.

8. LETTER OF INTENT: A CODE OF ETHICS AND CONDUCT: Shall be signed **annually** by all individuals who shall handle monies, checks, pay bills or file documents on behalf of the Society, and be held **by SGS**

9. SGS Financial Records: will be stored/secured in SGS closet at the LDS Church. (Closet C) This will eliminate inconvenience to anyone to retrieve records. The SGS financial items will be available during FamilySearch Center hours, SGS meeting times or as needed. Contact the FSC Director to open the building. **The Treasurer may keep some records for Audit or financial need at their home temporarily.**

PREVIOUSLY REVISED ON:

June 1997, Oct 2007, March 2011, Feb2016, March 2017, June 2017, June 2021, Jan 2024, March 2025, **March 2026 and 7 April 2026**

PLEASE NOTE: All high-lighted **YELLOW** statements are recent additions/changes to the By-Laws. **AND WILL NEED TO BE VOTED ON AT A GENERAL MEETING**

All Changes were read through and voted on and approved by a simple majority at the following Board meeting on: **7 Apr 2026** -*Latest Revision*