

BY LAWS OF THE  
HISPANIC GENEALOGICAL SOCIETY

I.

This organization is formed for the purpose of promoting genealogical research into the origins of the Hispanic population. The sole goal of the organization is to explore, develop and augment present genealogical resources and to make them more readily available to its membership, as well as to the community.

II.

The organization is to be known as the Hispanic Genealogical Society.

III.

Membership shall be composed of all persons who recognize the importance of Hispanic genealogical research, who support the research and education orientation of the organization, and who comply with the membership qualifications hereinafter provided.

IV.

The governing body of the organization shall be the Board of Directors. The Board of Directors shall be composed of the elected officers of the organization, as follows:

President  
1<sup>st</sup> Vice-President  
2<sup>nd</sup> Vice-Present  
Secretary  
Treasurer  
Historian  
Publicity Coordinator

V.

The Board of Directors shall meet a minimum of four times annually to plan and develop the organization's activities on a quarterly basis. The Board of Directors shall have the duties and responsibilities for the administration of all programs and policies adopted by the organization.

## VI.

The President shall call meetings of the organization and meetings of the Board of Directors and preside at such meetings, without the right to vote. The President also shall exercise such other powers as shall be necessary to preserve and promote the purpose of the organization.

## VII.

The 1<sup>st</sup> Vice-President shall preside at meetings in the in the absence of the President. The 1<sup>st</sup> Vice-Present will be responsible for the operation of a standing committee dedicated to research and education, to include the publication of a semi-annual journal.

## VIII.

The 2<sup>nd</sup> Vice-President shall preside at meetings in the absence of the President and the 1<sup>st</sup> Vice-Present. The 2<sup>nd</sup> Vice-President will be responsible for the operation of a standing committee in charge of programs, to include the coordination of special events and activities such as field trips and workshops.

## IX.

The Secretary shall keep minutes of all meetings of the body of the organization and of the Board of Directors, and to make such reports available to the membership. The Secretary shall maintain all correspondence of the society with any other organization or individuals. The Secretary will be responsible for the publications and mailing of a monthly newsletter announcing the meetings and/or special events of the organization.

## X.

The Treasurer shall receive and deposit the funds of the organization. The Treasurer will keep a record of all financial transactions and give a summary of that record at each meeting of the organization. The Treasurer shall not be bonded. Funds are to be disbursed under the general authority of the Board of Directors subject to review by the membership of the organization.

## XI.

The Historian shall keep records of the development of the organization, and of all the significant activities of the organization. The Historian shall catalog books and other resources of genealogical value that will enhance the goal of the organization, and make the catalog available to the general membership. The Historian will also collect and keep updated pedigree charts of the organization's members.

XII.

The Publicity Coordinator shall disseminate information of noteworthy events to the membership, as well as the community. The Publicity Coordinator shall be responsible for keeping the membership rolls and for recruitment of new members. The Publicity Coordinator will be responsible for the operation of a standing committee in charge of hospitality and fund raising.

XIII.

Each officer of the Board of Directors shall be responsible for the appointment of members to her/his respective committee.

XIV.

The terms of all elected officers will be for a period of two (2) years, commencing at the annual election meeting to be held in November. Officers shall be held for staggered terms, with the following officers being elected in odd years:

President  
Secretary  
Publicity Coordinator

The following officers shall be elected in even years:

1<sup>st</sup> Vice-President  
2<sup>nd</sup> Vice-President  
Treasurer  
Historian

XV.

There shall be a regular monthly meeting of the entire membership on the third Wednesday of each month.

There shall be an annual meeting of the voting membership for the election of officers during the month of November, as designated by the Board of Directors. Notice of the Annual Election Meeting shall be mailed to the last recorded address of each member, at least twenty (20) days prior to the date appointed for the meeting.

To be a voting member in the meetings of the membership, each person must have paid annual dues. Dues must be paid one month prior to the Annual Election Meeting.

A quorum at the Annual Election Meeting shall constitute twenty-five percent (25%) of the voting members of the organization.

XVI.

At the meeting immediately preceding the Annual Election Meeting, a Nominations Committee shall be chosen by a majority vote of the members present. The Nominations Committee shall thereafter promptly organize itself and nominate one person only for each elective office, provided such persons desire to have their names placed in nominations, and provided further, that additional nomination for any elective office may be made from the floor at the time of Annual Election Meeting. Not less than ten (10) days prior to the Annual Election Meeting, the Nominations Committee shall post its nominations in a conspicuous place previously designated by the Board of Directors.

XVII.

In the event an officer is unable to serve out the term for which she/he was elected, nominations shall be made from the floor at any general meeting, with the election to fill the vacated position to take place at the next general meeting. The same procedure shall apply when an officer has been removed from office by the membership.

XVIII.

This Constitution may be amended by a two-thirds (2/3) vote of the voting members present at any general meeting of the organization, provided the proposed amendment to the membership in attendance at the last, immediately-preceding, general meeting of the organization.

XIX.

This amended Constitution was adopted by two-thirds (2/3) or more of the voting members present at the general meeting held on the 18 day of Oct, 1985.

(Signed)  
Edna G. Brown  
Secretary