

By-Laws

Texas Genealogical College

Adopted at the meeting to organize the society in Houston, TX on Oct. 25, 2015

Article I

NAME

The name of this organization shall be The Texas Genealogical College, or such other name as may be decided by the organizing executive committee.

Article II

MISSION

The mission of this organization is declared to be historical and educational, and it shall

1) Establish a "**Texas Genealogical Hall of Fame**" of Genealogical and Lineage/Heritage Societies to recognize those individuals who have served as a) leaders in Texas and National lineage, heritage or genealogical organizations; 2) those who have distinguished themselves as authors, speakers, etc. ; 3) those who have served as President of the Texas Genealogical Society; and those who are Certified Genealogists. The winners will each receive a handsome plaque or trophy approved by the Executive Committee. Additionally, there shall be large plaque or trophy that contains the names of all members of the "Texas Genealogical Hall of Fame." Information about those selected should be provided to the pertinent newspapers and magazine in the State.

2) Coordinate the activities of Texas ladies lineage group that meets annually in Temple, TX, and The Texas Heritage Society, that meets at different venues around the state, and other lineage societies that meet separately, through:

- a) an Internet newsletter (sell adds to raise revenue)
- b) a web site, that links with each societies web page (sell adds to raise revenue)
- c) a Calendar of events (sell adds to raise revenue)
- d) a Chat room such as "SAR Talk"
- e) a Face book page
- f) a blog
- g) Texas Directory of genealogists (sell adds to raise revenue)

3) Encourage other lineage and heritage groups to meet with the Texas Heritage Societies and the Texas ladies lineage group which meets annually in Temple, TX and similar groups of societies that meet together during the year.

4) Promote **Annual Genealogy Seminar(s), book fairs, and exhibitions** to spur attendance at the annual group meetings, and as a fund raiser. A Book Fair with genealogical vendors and/or a genealogical exhibition may be conducted in conjunction with the seminar.

5) Establish a master calendar of events of all member organizations which shall serve to avoid scheduling an event in conflict with an existing event in the same locality.

6) Establish a digital newsletter to inform all members of appropriate activities.

7) Establish a web site to inform the members and the public of important events in the state.

- 8) Establish a Face room page, a blog and a member directory.

Article III
ELIGIBILITY FOR MEMBERSHIP

Section 1. Any man or woman, of 18 years of age or older, of good moral character is eligible for membership in this Organization who has both

- a) served as the president, governor or chief executive officer of a Texas lineage, heritage or genealogical society, and
- b) served as a general officer, trustee or member of the executive committee of a national lineage, heritage or genealogical society

Section 2. New members may join the Foundation/Council upon the completion of the application form, with acceptable documentary proof of the qualifications set forth in Section 1.

Section 3. For people interested in supporting the mission of the foundation/council, but who lack the qualifications set forth in Section 1, may be granted membership as a "supporter". They shall be entitled to attend meetings and serve on committees, but shall not be able to vote or hold elective office in the Organization.

Section 4. The Charter members acknowledge that they collectively have approved one another and that they each agree that once the charter officers elected at the October, 2015 meeting to organize, they will each submit a formal application with proper documentation to the duly elected Genealogista General.

Article IV
OFFICERS

Section 1. The officers of the organization shall be as follows:

- a) President
- b) President-Elect- Chairman of Annual Meeting
- c) Vice President
- d) Secretary - Media Relations Chairman
- e) Treasurer
- f) Chancellor - legal advisor to obtain Charter and file Certificate of Incorporation
- g) Genealogist - Chairman of annual Genealogy Seminar/book fair
- h) Registrar
- i) Newsletter Editor/Master of the Calendar
- j) Webmaster - Should attempt to get all societies to link web sites
- k) Parliamentarian
- l) Chaplain
- m) Such other officers as the executive committee shall deem appropriate.

Section 2. a) Each October, Starting with October 2015, the Charter President shall announce a nominating committee of three members, who shall be elected by the Executive Committee. They shall choose one of their members to be the chairman. It shall be the duty of this

committee to nominate a candidate for each office to be filled at the annual meeting in April. Additional nominations may be made from the floor, provided the consent of the nominee shall first have been obtained. At least fifteen (15) days prior to the annual meeting, the chairman of the nominating committee shall provide the Secretary with a list of proposed nominations for each elective office, and shall provide a copy of the list to each officer of the organization.

b) Additional nominations may be made from the floor, provided the consent of the nominee shall first have been obtained.

Section 3. If there is more than one candidate for any office, election to that office shall be by ballot and a majority shall elect. Election by ballot may be waived as to any office, if, after nominations for that office are declared closed, only one has been nominated for that office. There shall be no proxy voting. All officers shall hold offices for a term of one year or until their successors are installed. Their term of office shall begin after their installation at the annual meeting in April. No member shall hold more than two offices at any one time. The Executive Committee may institute a procedure to allow mail-in or e-mail voting on elections for office, in accordance with acceptable practices.

Section 4. Vacancies in office may be filled by the President on an interim basis until the next meeting of the Executive Committee, at which time it will be filled by a majority vote of the Executive Committee.

Section 5. An Officer may be removed from office for non-performance of duty or for misconduct. A two-thirds vote of the Executive Committee shall be required to remove an officer from office.

Section 6. Temporary Officers shall be elected at the October 2015 meeting in Houston, TX, with understanding that they must stand for election at the 1st annual meeting in October 2016. The Temporary Officers shall be the official nominees, but any member may run from the floor for election for any office. In the event of a contested election at the October 2016 annual meeting and thereafter, each nominee may speak on his or her own behalf or have someone else make a nominating speech for him or him; and in addition each candidate may have another member give a seconding speech.

Article V

DUTIES OF OFFICERS

Section 1. The **President** is the Chief Executive Officer and Chairman of the Executive Committee, and the Official Representative of the organization at all public functions. The President shall preside at all meetings of the organization and of the Executive Committee, and shall have a casting vote. The President shall enforce strict observance of the bylaws, and shall appoint all Committees not otherwise provided for, and shall be a voting *ex officio* member of all committees.

Section 2. The **President Elect** shall, in the absence of the President, perform the duties pertaining to that office. The president-elect shall assume the office of the President upon the expiration of the term, resignation or incapacity of the President. In the absence of the president and president-elect, the president's duties shall be assumed by the Vice President. The president-elect shall serve as the Chairman of the Annual Meeting, securing a venue, arranging for meeting space, entertainment, program/speakers, food and beverage and group rates at the hotel.

Section 3. The **Immediate Past President** shall become a lifetime voting member of the Executive Committee and assist in the long range planning for the organization. Annually, the senior Past President shall serve as Chairman of the Council of Presidents, whose duties and powers shall be determined by future Executive Committees.

Section 4. The **Vice President** shall

- a) act as the chief executive office in the absence of both the president and president-elect. The vice president also handles the production, advertising and distribution of membership certificates, medals, and the regalia of the various officers and the production of individual trophies/medals of those selected as members of the "**Texas Genealogical Hall of Fame.**"
- b) conceive and develop membership materials to entice prospective members to join, such as preparing flyers to be inserted into the registration envelopes of other societies.

Section 5. The **Secretary** shall serve as the secretary of the organization, and apply the seal to all official documents and certificates, compile the minutes of the meetings of the Executive Committee and the membership annual meeting, submit them to the Executive Committee and retain copies of each of the minutes, which will be immediately turned over to his/her successor. The Secretary serves as a member of the long range planning committee. The Secretary shall keep fair and accurate records of all proceedings and organizations; and shall give notice to the several officers of all votes, organizations, resolves and proceedings of the Society affecting them or pertaining to their respective duties. The secretary shall keep a roll of the members, and shall give due notices of the time and place of all meetings and attempt to attend the same. He shall conduct the general correspondence under the direction of the president and the Executive Committee. The Secretary shall prepare an annual report to be sent to the Executive Committee, showing the names and addresses of the active members; the names and addresses of those resigned, dropped, and deceased, and those for whom dues are waived for any reason. He shall have charge of the By-Laws and Minutes of the meetings of the Executive Committee and the membership, and shall certify all acts of the Organization.

Section 6. The **Treasurer** shall collect and keep the funds of the Organization and deposit the same in a bank or savings institution designated by the Executive Committee, and shall be placed to the credit of the organization. He shall draw on the funds for the payment of such obligations as may be approved by the officers or Executive Committee. He shall keep a true account of his receipts and disbursements, and make a report thereof at every regular meeting of the Organization, and submit an annual account at the annual meeting in October. He, together with the president shall sign purchase organizations for amounts approved in advance, and write checks to pay all approved bills of the organization. Until a separate fund raising arm is developed, The Treasurer will also serve as Chairman of fundraising.

Section 7. The **Chancellor** shall serve as the legal advisor to the president and other members of the Executive Committee. The Chancellor must be a licensed practicing attorney. The chancellor's duties include selecting a state in which to become chartered; filing articles of incorporation; and filing all necessary documents in furtherance thereof.

Section 8. The **Genealogist** shall organize and conduct a genealogy/family history/history seminar in conjunction with the annual meeting, including obtaining qualified speakers, posting notices of the seminar, arranging for rent of the venue, insuring that the seminar room is equipped with appropriate podium, video projector and screen, loud speaker, etc.

Section 9. The **Registrar** shall review each membership applications and determine the qualification of all applicants. He shall assign a membership number to each member; prepare and mail notices of acceptance; together with an offer to sell membership medals and other merchandise, and a request for a charitable contribution; which organization is returned to the Treasurer. The Registrar maintains a copy of both the approved application and the documentary proof submitted by each member.

Section 10. The **Newsletter Editor/Master of the Calendar** shall

- a) establish a web page for the organization and communicate with all state lineage, heritage and genealogical societies, and
- b) seek to "link" all of said state lineage, heritage and genealogical societies web pages to that of this organization.
- c) liaison with all of said state lineage, heritage and genealogical societies to establish a Texas State Master Calendar of all of said state lineage, heritage and genealogical societies meetings, grave dedications, seminars, or other activities.
- d) Said master calendar shall include the national events of member societies and those of the "Heritage Societies of the United States; the National Genealogical Society and the events of the Federal Genealogical Society.

Section 11. The **Webmaster** shall as soon as possible

- a) establish a web site for the organization.
- b) once the organization web site is established, he shall contact each member society and seek to link the organization's web site with the member organization's state web site.
- c) once the organization web site is established, he shall contact each member society's national webmaster and seek to link the organization's web site with the member organization's national web site.
- d) place the organization's master calendar of events on the web site.
- e) place such other information on the organization's web site as directed by the president.

Section 12. The **Parliamentarian** shall advise the president on procedures at meetings, which shall be governed by *Roberts Rules of Organization* .

Section 13. The Chaplain shall provide spiritual guidance to the members; send get-well cards to members and cards of condolence to their surviving family members. He shall prepare and deliver a memorial service at the annual meeting, and offer invocations and benedictions at Organization meetings. He shall arrange the services at the burial of deceased members of the organization when the organization is requested to participate in the ceremony. He shall be an ordained minister. He shall serve as chairman of the Ethics Committee.

- Section 14.** The **Directory Editor** shall no later than October 2016 prepare a Directory of the association, which shall include at a minimum, the following:
- a) The name, mailing address, e-mail address, telephone number of each individual member.
 - b) A short biographical sketch of the individual members, to include their involvement in state and national lineage, heritage and genealogical societies.
 - c) A list of the current officers of the organization.
 - d) The names of each Association Member, with the names and title of the state officers of each.
 - e) A brief description of the qualifications for membership in each Associate Member.
 - f) A Copy of the Master Calendar of Events.
- Section 15.** No person may serve as a officer in the organization if they have been convicted of a felony, or a misdemeanor involving moral turpitude, or who has been found guilty of a breach of ethics by the Organization's Ethics Committee.

Article VI MEETINGS

Section 1. The regular meeting in October shall be known as the annual meeting, and shall be for the purpose of electing officers, installing officers, receiving reports of officers and committees, and for any other business that may arise. The meeting will be held in conjunction with the meetings of the Texas Hereditary Societies.

Section 2. Special meetings of the officers or the Executive Committee may be held on the Internet, telephone conference call, or at a location as determined by a majority of the officers voting. Notice of any meeting other than the annual meeting shall be delivered not less than 10 days before.

Section 3. Six members shall constitute a quorum.

Section 4. The meeting of the initial charter members of the organization shall have a meeting for the purpose of organizing the society in October 2015 in Houston, TX in conjunction with the Texas Heritage Societies meeting.

Article VII Classes of Membership

Section 1. **Association Members** are the state lineage, heritage and genealogical societies.

Section 2. **Association Members** pay "Association Member Dues" in an amount to be determined by the executive committee.

Section 3. Only the events of **Association Members** who are current in their annual dues shall be included in the master calendar, web page newsletter, etc.

Section 4. Benefits of becoming an **Association Member**:

- a) Each **Association Member** is entitled to name a member of its organization as a "voting member" of the executive committee of the organization. This voting member is to be in addition to that of any officer of the organization, who might also be a constituent member of an **Association Member**.
- b) Each **Association Member** is entitled to name a member of its organization as a "alternate voting member" of the executive committee of the organization, in the event of the absence of the voting member.
- c) Each **Association Member** is entitled to have its organization's activities listed on the master calendar of events. It is the responsibility of each **Association Member** to keep its calendar of events up to date with the organization's **Newsletter Editor/Master of the Calendar**. **Updates shall be communicated on a monthly basis.**
- d) Each **Association Member** is entitled to have its organization's state officers listed with their individual contact information in the Directory of the organization, which Directory will also include the names of those selected annually as members of the "**Texas Genealogical Hall of Fame.**"
- e) Each **Association Member** shall receive __ copies of the **Directory**.
- f) Each **Association Member** is entitled to sponsor without further charge, a separate page on the organization's **web page**.
- g) Each **Association Member** is entitled to sponsor without further charge, a separate page in the organization's periodic **newsletter**.
- h) **Each Association member may nominate one individual each year for selection as a member of the "Texas Genealogical Hall of Fame."** All nominations must come from a **Association Member**. **The nominee need not be a past or present member of the nominating society.**

Section 5. The President may appoint a Patron to be recognized for support of the Organization and accomplishments in their respective field. This appointment must be approved by a two-thirds vote of the Executive Committee. Patron's will receive a complementary and honorary membership in the Organization. A list of Patron's will be maintained on the Organization's webpage.

Article VIII FEES AND DUES

Section 1. The annual membership dues for regular members shall be determined by the members present and voting at the annual membership meeting.

Section 2. The annual membership dues for Association members shall be determined by the members present and voting at the annual membership meeting.

Section 3. The annual dues may be increased by a two-thirds majority of the members present at the annual meeting of the organization. The increase in dues shall take effect in the following year.

Section 4. The fiscal year for the Organization is from _____ through _____.

**Article IX
EXECUTIVE COMMITTEE**

Section 1. The Executive Committee shall be composed of the officers elected by the members, plus one member of the executive from each Associate Member.

Section 2. The Executive Committee shall have general supervision of the affairs of the Organization between its meetings. It is subject to the commands of the organization, and none of its acts shall conflict with action taken by the members of the organization.

Section 3. Meetings of the Executive Committee shall be at the call of the President, or upon ten (10) days following written request of four members of the Executive Committee.

Section 4. At least two (2) regular meetings of the Executive Committee shall be held annually, one of which may be by telephone or Internet.

Section 5. Six voting executive members shall constitute a quorum. Every act or decision done or made by a majority of the Executive Committee members present at a meeting duly held at which a quorum is present is an act of the Executive Committee. Each Executive Committee member shall have only one vote notwithstanding he may hold two positions each of which qualifies him for Board membership.

Section 6. Every member of the Executive Committee is required to execute an Acknowledgement of Receipt of the Conflict of Interest Policy of the organization upon taking office and annually thereafter. Failure to complete this document will be grounds for removal from office.

**Article X
OTHER COMMITTEES**

Section 1. Such committees, or chairmen of committees, shall be appointed by the President as he desires, or as the Executive Committee authorizes.

Section 2. The **Ethics Committee** shall consist of the Chaplain (who shall serve as chairman), the Chancellor, and a third member of the Executive Committee to be appointed by the President. All disputes between members shall be referred to the Ethics Committee for adjudication. Members may be expelled from the organization by a majority vote of the Ethics Committee upon presentation of evidence of conduct unbecoming.

Section 3. Any member expelled by the Ethics Committee, may within 30 days file a written appeal stating his reason for the appeal, and his expulsion shall be reconsidered by the Executive Committee at its next regular meeting. The ruling of the Executive Committee is final.

**Article XI
SYMBOLS OF THE ORGANIZATION**

Section 1. The membership medal of the Organization shall consist of _____.

There shall be a large membership medal, and a miniature membership medal for formal wear. Only members in good standing may wear the membership medal.

Section 2. The President may wear a 3” wide sash (red, white, navy blue, lt. blue and green?), a padded neck chain with the society medal, and a 3" starburst to be worn on formal attire. After his term has expired, he may wear the past President emblem on the padded neck chain.

Section 3. All other Officers and members of the Executive Committee may wear a 2” wide sash, and a neck ribbon with the society medal. Female officers may wear a bow with the society medal.

Article XII AWARDS

Section 1. The President shall be authorized to present the following medals, with the majority approval of the Executive Committee:

a. The **Legion of Merit** shall be the highest award of the Organization. It may be awarded to members and non-members who have distinguished themselves in fulfilling the mission of the Organization.

b. The **Distinguished Service Medal** may be awarded to members after a minimum of three years of exemplary service to the Organization.

c. The **Meritorious Service Medal** may be awarded to members and non-members for notable services on behalf of the mission of the Organization.

d. The **Commendation Medal** may be awarded upon the conclusion of a minimum of one year’s service to the Organization.

Section 2. A **Certificate of Appreciation** may be presented to people for furthering the mission of the Organization.

Article XIII PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Organization Revised shall govern the Organization in all cases in which they are applicable, and in which they are not inconsistent with the By-Laws of the Organization.

Article XIV Rules Governing the "Texas Genealogical Hall of Fame"

Section 1. The Executive Committee, on or before the October 2016 annual meeting, announce the initial 15 members of the 2016 Class of the "Texas Genealogical Hall of Fame," following the rules below:

Section 2. On or before Jan. 1, 2016 the organization shall advertise with all known lineage, heritage and genealogical societies in Texas that it will accept nominations for the selection of 15 members of the 2016 Class of the "Texas Genealogical Hall of Fame."

Section 3. The organization will maintain a "Nomination Form for the selection of the initial 15 members of the 2016 Class of the "Texas Genealogical Hall of Fame." Nominations must come from a Association Member. Each Association member may nominate one individual each year for the honor.

- Section 4. Nominees must be minimally qualified as follows:
- a) Have served as
 - 1) the president, regent, etc. of a recognized state level lineage, heritage, heraldry or genealogical society in Texas, or
 - 2) the editor of a state newsletter or magazine of such organizations, or
 - 3) the author a published book about genealogy, family history, heraldry, or history, or
 - 4) a certified genealogist, or
 - 5) the organizer of a genealogy or history seminar at a state or national meeting, or
 - 6) the author of three (3) or more articles published in the state newsletter or magazine of a recognized society.
 - 7) has served as the librarian or assistant librarian at a recognized genealogy library, and
 - b) Has served as a national officer, trustee or member of the executive committee of a recognized national lineage, heritage, heraldry or genealogical society.
 - c) Has been actively engaged in the field of genealogy, family history, heraldry, or history for a minimum of 10 years.

Section 5. Factors to be considered in the selection:

1. The number and identity of state and national genealogy, family history, heraldry, or history societies in which the nominee has served as an state and/or national officer, together with the title of office and the inclusive dates of that service in each.
2. The number and identity of newsletters and/or magazines of state genealogy, family history, heraldry, or history societies, together with the inclusive dates of each service.
3. The titles and dates of publication of each book about genealogy, family history, heraldry, or history.
4. The designation of any genealogical certification; the identity of the organization granting such certifications; and the date of certification.
5. The number of members of each lineage, heritage, heraldry or genealogical society state organization to which the nominee has sponsored for membership.
6. The identity, location and date of each state sponsored genealogy, family history, heraldry, or history seminar organized by the nominee.
7. The title of, date, Texas location and sponsoring organization of any presentations by the nominee at a lineage, heritage, heraldry or genealogical society.
8. The identity, location and date of each nationally sponsored genealogy, family history, heraldry, or history seminar organized by the nominee.
9. The title of, date, national location and sponsoring organization of any presentations by the nominee at a national lineage, heritage, heraldry or genealogical society
10. The location and length of time and duties of a librarian or assistant librarian at a recognized genealogy library.

11. Previous awards and recognition for service to any librarian or assistant librarian at a recognized genealogy library, including the name of the award; the date presented, identification of the presenting organization; and a brief description of the reasons for the award.
12. Dates, places, title of presentation and the sponsoring organization of the Nominee's speaking engagements on topics relating to the fields of lineage, heritage, heraldry or genealogical subjects.
13. The names of any new local, state and/or national lineage, heritage, genealogy, family history, heraldry, or history organization(s) founded by the Nominee.
14. Other important awards and recognitions of the Nominee awarded by
 - a) state and national lineage, heritage, heraldry or genealogical societies.
 - b) Organizations other than state and national lineage, heritage, heraldry or genealogical societies.
15. The amount of time expended by each Nominee in his genealogy, family history, heraldry, or history society.
16. The number of miles traveled by each Nominee in his genealogy, family history, heraldry, or history society activities.
17. The amount of money expended . by each Nominee in his genealogy, family history, heraldry, or history society activities.
18. Such other factors as the selection committee may deem appropriate.

Section 6. The executive committee shall meet in Executive Session to consider the nominations for the class of 2016 "Texas Genealogical Hall of Fame, " on or before Sep. 1, 2016 to select those to be presented the award.

Section 7. Deceased individuals may be nominated and selected each year.

Section 8. On October 1st each year, there shall be submitted to the major newspapers in Houston, Dallas, Fort Worth, San Antonio, Austin, The Texas Genealogy Society's *Stirpes* Magazine, and the home town newspaper of each new member of the "Texas Genealogical Hall of Fame, " a press release about the organization and its selections of the class of 2016, together with an invitation for the members of the press to attend the annual meeting for the actual presentation.

Section 9. Starting with the Class of 2017 of the "Texas Genealogical Hall of Fame," only five new members may be selected each year.

Article XV AMENDMENT

Section 1. These By-Laws may be amended at the annual meeting by a two-thirds vote of the members present and voting, provided the proposed amendment has been submitted in writing to the Secretary, and distributed to the Executive Committee of the Organization at least 30 days prior to the meeting. Amendments shall become effective upon the adjournment of the meeting at which they are adopted, unless otherwise specified in the amendment.

Section 2. All approved members of good standing of the Organization shall cast votes for or against amendments.

