

BY-LAWS
TEXAS RESEARCH RAMBLERS GENEALOGICAL SOCIETY
BRYAN/COLLEGE STATION, TEXAS

ARTICLE I

Name

The name of the Society is the Texas Research Ramblers Genealogical Society.

ARTICLE II

Purpose and Objectives

The purpose of the organization shall be to:

- (a) study and share genealogical information,
- (b) educate members in genealogical research techniques,
- (c) research and prepare local history for publication and dissemination,
- (d) encourage visitation to various research facilities and workshops on a regular basis,
- (e) support the Carnegie Center of Brazos Valley History and other Genealogical Libraries,
- (f) unite with members of this Society in the bonds of fellowship and mutual understanding.

ARTICLE III

Membership and Dues

This Society is open to those who are interested in furthering their knowledge of genealogical research procedures and documenting their family history.

Membership dues for The Texas Research Ramblers are \$20 annually or \$35 for couples. Dues must be paid by September 1st. If a person joins after the month of February, the dues are \$10 or \$17.50 for couples.

ARTICLE IV

Officers

Section 1. The elected officers of the Society are:

- (1) President, (2) Vice-President, (3) Secretary, and (4) Treasurer.

Section 2. Any officer of this society may be removed from office for good cause by a simple majority of the members present by virtual media and in-person.

Section 3. Officer Terms

- a. Officers of the Society serve September 1 through August 31.
- b. The President and Secretary serve two-year terms commencing in odd years.

- c. The Vice President and Treasurer serve two-year terms commencing in even years.
- d. An officer may serve no more than three consecutive terms in the same office.

Section 4. In the event an elected office becomes vacant, the Executive Board will appoint a replacement for the remainder of that officer's term.

Section 5. The duties of the elected officers are defined in the Policies and Procedures.

ARTICLE V

Meetings

The Society will meet at a time and place recommended by the Executive Board and approved by the membership.

A quorum is a simple majority of the members present whether by virtual media or in-person.

All business meeting decisions and votes conducted in-person or virtual media are considered official.

All Ramblers meetings begin at 9:30 AM and conclude at 11:30 AM with the exception of field trips.

Section 1. General Meetings. The Texas Research Ramblers meet monthly on the last Wednesday of each month except during the months of November and December due to the holidays. The general meeting is held on the third Wednesday of November and the second Wednesday in December by virtual media and in-person. The slate of nominees is presented at the June general meeting for election in July.

Section 2. Annual Meeting. The annual meeting is held on the last Wednesday of July to elect officers for the next term. Nominations may be made from the floor with the nominee's prior permission. Officers are elected by a simple majority of the members present. After the business portion a luncheon generally follows arranged by the President and/or Social Committee.

Section 3. Mid-Month Meetings. The mid-month is held on the third Wednesday of every month except for November and December and is virtual media only.

Section 4. Christmas Social Meeting. The Christmas social meeting is held on the second Wednesday of December.

Section 5. Special Meetings. Any special meeting or field trips may be held on an as-needed basis.

ARTICLE VI

Executive Board

Section 1. The Executive Board shall consist of the Elected Officers and the immediate past president as a member ex-officio without vote.

Section 2. The Executive Board shall have general supervision of the affairs of the Society between its regular meetings. Action taken by the Board shall be presented to the membership for their approval/information.

Section 3. The Executive Board shall meet a minimum of three times during the year.

Section 4. The Executive Board shall appoint committees as needed as defined in Policies and Procedures.

ARTICLE VII

Society Funds

Section 1. Public Funds. No funds are raised from the public, managed, or distributed to the public.

Section 2. Administrative Funds. Administrative funds are supported with contributions from members through dues and other individual contributions. These funds are maintained in a checking account and a savings account for use in the operation of the Society.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised govern the Society in any matter not provided for in these By-Laws.

ARTICLE IX

Dissolution of the Society

Section 1. Upon approval by a majority of the Executive Board, a resolution to dissolve the Society shall be presented to the membership at a regular or properly called meeting. If approved by a two-thirds majority vote of the members present and on virtual media, the Society will be dissolved.

Section 2. Upon dissolution, no part of the Society's funds or property shall be distributed to or among the members or any individual. After payment of all indebtedness of the organization, the surplus funds and properties shall be transferred to the Carnegie Center of Brazos Valley History.

ARTICLE X

Amendment of By-Laws

These By-Laws may be amended at any regular meeting of the Society by a two-thirds majority vote of those present and voting, provided a statement of the proposed change or changes has been provided to members in writing at least 30 days before the regular meeting.

Unanimously approved on 06/26/2024.

POLICIES AND PROCEDURES TEXAS RESEARCH RAMBLERS GENEALOGICAL SOCIETY

Duties of Elected Officers

President--The President presides at all Society and Executive Board meetings, appoints all committee chairs, and carries out the instructions of the Executive Board and membership. The President receives all incoming e-mail for the Society and prepares appropriate responses to correspondence. The President distributes e-mail to the appropriate officers or committee chairs and corresponds on other membership concerns as-needed. The President is an ex-officio member of all committees except for the Nominating Committee.

Vice-President/Program Coordinator--The Vice-President/Program Coordinator, in the absence or inability of the President to serve, performs the duties of the President. The Vice-President/Program Coordinator is responsible for the program at the monthly general meeting assisted by the program committee.

Secretary— The Secretary keeps a record of Society and Executive Board proceedings and sends a copy of the minutes of the regular meeting to all members.

Treasurer--The Treasurer has custody of all funds of the Society and deposits them in an insured financial institution; receives and disburses funds using receipt and expense vouchers; reconciles monthly bank statements; gives an itemized report of receipts and disbursements at regular meetings; sends out notice of annual dues and collects dues; keeps an accurate list of members in good standing; ensures updates to the distribution list; give copies of reports to the President and Secretary; and provide appropriate records to the Audit Committee.

The Treasurer shall determine when a budget is needed.

The Treasurer handles memorials. In the event of a member's death, the Society sends a memorial of \$50.00 to the Friends of the Carnegie Library in memory of the deceased member.

Individuals who are listed on banking, postal and other documents are changed as required when directed by the Executive Board.

DUTIES OF COMMITTEES

Standing

Communications--The Communications Committee notifies Society members of meetings and other matters of general interest to the Society and coordinates matters using the distribution system and includes the following activities:

Newsletter--The Newsletter Committee is responsible for the preparation and distribution of the Texas Research Ramblers Genealogical Society Newsletter to the members only and does not distribute publicly.

Publicity--The Publicity Committee is responsible for disseminating information to news sources concerning the activities of the Society.

Web Site - The webmaster maintains the society website and keeps it current.

Education and Outreach--The Education and Outreach Committee develops activities which will provide opportunities for Society members to increase their knowledge and skills in genealogical research. The Committee provides public genealogy classes for beginner to advanced classes periodically

Membership--The Membership Committee is responsible for welcoming visitors and integrating new members into the Society. Membership applications and payments are given to the Treasurer for processing. The membership brochure is reviewed annually and redistributed, if changed. They will also ensure that a memorial is given to the Carnegie Center of Brazos Valley History in memory of a deceased member of the Society.

Program--The Program Committee assists the VP/Program Coordinator in planning for monthly programs, field trips, and special events related to the Purposes of the Society.

Research--The Research Committee develops and carries out research activities that pertain to Brazos County and prepares a report of its work. It is responsible for providing a query service for people seeking information on Brazos County.

Social – The Social Committee coordinates monthly snacks and coordinates the July and December luncheon meeting for the Society.

Special Committees

Archive--The Archive Committee maintains historical records and memorabilia of the Society. In August, they prepare a summary of the Society's activities during the preceding year. Every year each affected officer organizes and provides their records for history.

Audit--The Audit Committee conducts an audit of the Treasurer's accounts at the end of the fiscal year and submits a written report to the Executive Board at the October meeting. At a minimum an audit needs to be conducted whenever the Treasurer is changed.

Nominating--The Nominating Committee consists of at least three people appointed by the President at the March general meeting to nominate candidates for the offices to be filled to be ready for a May Executive Meeting. The slate of nominees is presented at the June general meeting for official election of officers at the July meeting. The dates for appointment, reporting nominees and election are enumerated in Article V, Section 2 of the By-Laws.

Unanimously approved on 06/26/2024.