

**BY-LAWS OF  
THE AFRO-AMERICAN HISTORICAL AND  
GENEALOGICAL SOCIETY, INC.  
METRO ATLANTA CHAPTER**

**ARTICLE I: NAME**

**This organization shall be known as the AFRO-AMERICAN HISTORICAL AND GENEALOGICAL SOCIETY, INC. METRO ATLANTA CHAPTER.**

**ARTICLE II: MEMBERSHIP**

**Section 1: Membership is open to the general public.**

**Section 2: Each member must be a current member of the National organization.**

**Section 3: Dues must be paid by January 1<sup>st</sup> of each year.**

**Section 4: The Executive Committee shall determine the amount of Chapter dues; dues should not exceed the amount of annual National dues.**

**Section 5: An active member is one who has met all of the above financial obligations.**

**ARTICLE III: OFFICERS**

**The elected officers of the Chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Parliamentarian. They shall comprise the Executive Committee.**

**Section 1: New officers may be designed by the Executive Committee and fill in at any meeting when the membership has been given notice.**

**Section 2: The duties of the officers shall be:**

**A. The PRESIDENT Shall:**

- 1. Preside over all meetings of the Executive Committee**
- 2. Offer all motions for consideration**
- 3. Call special meetings**
- 4. Appoint committee chairpersons subject to approval of the Executive Committee**
- 5. Be an ex-officio of all committees except the Election Committee**
- 6. Enforce observance of the By-Laws**
- 7. Present a detail report of the proceedings and accomplishments of his/her administration at the end of his/her term**
- 8. Be responsible for filing annual reports, which shall include financial reports by April 1<sup>st</sup> of each year**

**B. The VICE PRESIDENT shall:**

- 1. Serve in the absence of the President, in an order designated by the Executive Committee**
- 2. Serve as member of the Finance Committee**
- 3. Be responsible for special projects related to Genealogy and History**
- 4. Chair Program Committee**

**C. The RECORDING SECRETARY shall:**

- 1. Keep written minutes of all business and special meetings**
- 2. Prepare reports and summaries as directed by Executive Committee**
- XXXX**
- 3 Maintain records of membership**
- 5. Prepare minutes and reports annually, and present to the Executive Committee for inclusion in the Chapter and AAHGS archives**
- 6. Preside over meetings in the absence of the President and Vice President**

**D. The CORRESPONDING SECRETARY**

1. Inform members of meetings
2. Responsible for all correspondence received by U.S. Mail and Email

**E. The TREASURER shall:**

1. Be entrusted with the custody of the Chapter funds
2. Serve as member of the Financial Committee
- 3 Receive all monies and deposit same in Banks and/or other financial institution designated by the Executive Committee
- 4 Obtain all receipts and documents necessary for reimbursement
5. Sign all checks and have them countersigned by President or his/her designee
6. Keep proper books and present financial statements at each meeting
7. Prepare an annual financial report to be sent to the National Society

**F. The PARLIAMENTARIAN shall:**

1. Be versed in parliamentary procedure and guide the presiding officer
2. Ensure that meetings and proceedings of the Chapter are in accordance with its Articles of Incorporation, its by-laws, and Robert's Rules of Order, Revised
3. Serve as chairperson of the By-Law Committee

**G. The HISTORIAN/ARCHIVIST shall:**

1. Be the custodian of all artifacts, photographs, news clippings, and historical documents of the Chapter
2. Develop a 5 year history of the Chapter
3. Perform special assignments as designated by the Executive Committee  
Newsletter

**H. The PUBLIC RELATIONS/ NEWSLETTER EDITOR shall:**

- 1. Choose, edit, and prepare for printing all material for the Chapter Newsletter**
- 2. Bring before the Executive Committee issues pertinent to publication of the Newsletter**
- 3. Mail flyers, newsletters, and other correspondence requiring bulkmail, unless otherwise delegated by Executive Committee**

**Section 3: Election and Terms:**

- A. Election of officers shall be held every 2 years**
- B. Elected officers may serve no more than 2 consecutive terms**
- C. Historian/Archivist and Newsletter Editor shall be appointed by the Executive Committee**

**ARTICLE IV: MEETINGS**

**Section 1: Chapter shall hold monthly meetings of the membership with the exception of May, July, August and December. The month of May shall be set aside for an annual Summer Outing or Field Trip. The month of December shall be reserved for the annual Christmas Social.**

**Section 2: An annual meeting shall be held at a time designated by the Executive Committee.**

**Section 3: The Executive Committee shall meet no less than twice a year to conduct the business of the Chapter.**

**Section 4: The Executive Committee may call Special Meetings.**

**Section 5: Motions can be passed by a majority of membership present.**

**ARTICLE V: STANDING COMMITTEES**

**Section 1: Standing Committees of the Chapter shall be Executive and By-**

**Laws.**

**Section 2: All Committees shall prepare annual reports and submit to the President.**

**Section 3: Chairpersons of Committees with the exception of the Executive Committee, shall be recommended by the President and appointed by the Executive Committee.**

**Section 4: The EXECUTIVE COMMITTEE shall:**

- A. Consist of elected officers of Chapter**
- B. Appoint, upon the recommendation of the President pro tem officers to fill vacancies that may occur.**

**Section 5: The BY-LAW COMMITTEE shall be chaired by the Parliamentarian and shall:**

- A. Recommend to the membership changes in the By-Laws**
- B. Take all necessary steps to prepare the revised draft of By-laws for distribution to members and for ratification by the membership**

**ARTICLE VI: NOMINATIONS AND ELECTIONS**

**Section 1: President shall appoint an Election Committee which will serve for the time stipulated by the Executive Committee for the purpose of preparing a slate of candidates and conduct of the Election.**

**Section 2: The Committee Chair shall be appointed by the Election Committee and shall:**

- A. Perform its duties in accordance with AAHGS Election Handbook**
- B. Solicit nominations for offices**
- C. Receive and tally votes**

**Section 3: All persons nominated must be in GOOD standing with the local chapter and the National Society.**

**Section 4: If an office becomes vacant during a term, the Executive Committee may appoint any member to fill the vacancy until the term expires.**

## **ARTICLE VII: AMENDMENTS**

**Section 1: Any member may recommend amendments to the By-Laws Committee.**

**The By-Laws Committee will review the suggestion and recommend action to the Executive Committee.**

**Section 2: The membership may refer a recommendation back to the committee for further research.**

**Section 3: Upon a vote of approval by a majority of the Chapter membership, a proposed amendment shall then become a part of the Chapter By-Laws.**

**Section 4: All members should be notified by mail of the proposed amendment and shall receive a ballot to vote.**

**Section 5: A majority vote of the members present shall be required for the adoption of an amendment. (See article IV sec. 5)**

## **ARTICLE VIII: RULES OF ORDER**

**Section 1: The Chapter shall operate according to Robert's Rules of Order, Newly Revised or any future revision.**