

## **BY-LAWS**

### **SOUTHEAST & WINNIPEG BRANCH OF THE MANITOBA GENEALOGICAL SOCIETY INC.**

#### **ARTICLE I: NAME**

I.1. The Branch will be known as the Southeast & Winnipeg Branch of the Manitoba Genealogical Society, hereinafter referred to as the Branch.

#### **ARTICLE II: OFFICE OF THE BRANCH**

II.1. The principal office of the Branch shall be the Manitoba Genealogical Society (MGS)

II.2. The postal address of the Branch shall be Unit E – 1045 St. James St., Winnipeg, Manitoba, R3H 1B1

#### **ARTICLE III: OBJECTIVES OF THE BRANCH**

III.1. The Branch shall be non-profit and educational with the following objectives:

- a) To support the Manitoba Genealogical Society Constitution and its stated objectives.
- b) To further the above objectives through the Branch website and ezine.
- c) To provide opportunities for members in the Southeast & Winnipeg Region to get together and share information relating to genealogy.
- d) To raise funds.

#### **ARTICLE IV: MEMBERSHIP**

IV.1. Individual membership to SE & Wpg. Branch may be granted to any person who is willing to further the objectives of the Branch and MGS, who is a member in good standing of the Manitoba Genealogical Society, and who pays the annual membership fee, as determined from time to time by the Branch Executive.

IV.2. An individual member in good standing is entitled:

To attend all general meetings of the Branch and to vote on any matters affecting the Branch;

To stand for and to hold any elective or appointed office in the Branch;

To have borrowing privileges of the M.G.S. Resource Centre, and access to M.G.S. special collections of the Society under the terms established by the Manitoba Genealogical Society.

#### **ARTICLE V: OFFICERS OF THE BRANCH**

V.1. The Executive Officers of the Branch shall comprise:

President

Past President

First Vice-President

Second Vice-President

Treasurer

Secretary

Councillors (up to 3)

- V.2. Executive Officers shall be elected from the general Branch membership according to the election procedures prescribed for the Branch. Executive officers shall hold office following the election, for a period of one term; from one Annual General Meeting to the next Annual General Meeting. No Officer shall remain in that position for more than three (3) consecutive terms.
- V.3. The Executive shall appoint any member in good standing to other positions as deemed necessary.
- V.4. The Immediate Past President shall be regarded as an officer of the Branch and shall act as an adviser and perform such duties as assigned.
- V.5. The names, and positions of each elected or appointed officer of the Branch may be printed from time to time on the Branch website.
- V.6. Upon retiring from office, each elected or appointed officer of the Branch shall pass to the Branch any records, supplies, or equipment relevant to the office or position which were acquired in the Branch's name, and any cash or funds entrusted to them and an accounting thereof.
- V.7. Elected or appointed officers shall automatically cease to hold office or position if they cease to be a resident of Manitoba, or if they fail to uphold the objectives of the Society or the Branch, or if they fail to pay their dues.
- V.8. The Executive committee shall be the main governing body of the Branch and shall meet a minimum of four (4) times per year or as frequently as the President requires to consider and advise on matters of policy, and to take whatever actions are necessary in the effective control of the affairs of the Branch.
- V.9. The President may call and set the time and place of any Special meeting of the Branch; upon a petition of the majority of the members of the Executive. The President must call a Special Executive meeting within 60 days of the date of the petition.
- V.10. Any four officers shall constitute a quorum of the Executive Committee.

## **ARTICLE VI: ELECTION OF OFFICERS AND COUNCILLORS**

- VI.1. Officers of the SE & Wpg. Branch shall be elected by eligible members of the Branch at an Annual General meeting in May.
- VI.2. All Executive Officers shall be elected annually for a one-year term.
- VI.3. All Executive Officers shall be limited to three (3) consecutive elected terms in the same office. Any officer may be nominated for another position for the year following the expiration of their final term in one position, or may be nominated again for a former office, after a one-year interim.

- VI.4 Nominations for annual elections of officers shall be made by a Nominating Committee, consisting of the Past President and one Branch member.
- VI.5 No member of the Branch shall hold more than one elective office in the Branch at any one given time.
- VI.6 Each of the following steps in nominations procedures shall be completed by the times indicated:
- a) A call for the recommendation of candidates and submission of petitions shall be issued in writing to the general membership at the February and/or March meeting, in any given year;
  - b) The Nominating Committee shall give its report to the President at the executive meeting in April.
  - c) The Nominating Committee shall present its report to the General membership at the April meeting of the same year.
- VI.7. The Nominating Committee shall conduct the election of officers at the May meeting of the Branch.
- VI.8. Other special committees can be constituted as required by a quorum of the Branch Executive.

#### **ARTICLE VII: VACANCIES AND REMOVAL OF OFFICERS**

- VII.1. In the event that a vacancy shall occur in any elective office of the Branch by reason of death, resignation, incapacity, or removal of an officer, the Executive shall appoint a member of the Branch to complete the unexpired term.
- VII.2. In the event that a vacancy occurs in the office of the President, the First Vice-President shall automatically succeed to the vacated position.
- VII.3. Whenever deemed in the best interests of the Branch, any officer of the Branch may be removed from office by a two-thirds vote of the Executive by secret ballot at any regular or Special Executive meeting.

#### **ARTICLE VIII: MEETINGS OF THE BRANCH**

- VIII.1. An Annual General Meeting of the members of the Branch shall be held annually in May; the date and place to be determined by the Executive and published at least one month prior to the meeting.
- VIII.2. The Annual General Meeting shall be devoted primarily to the election of officers and the submissions of the Treasurer's and Committee reports.

#### **ARTICLE IX: FINANCES OF THE BRANCH**

- IX.1. Annual fees shall be set from time to time by the Executive of the Branch.

- IX.2 The fiscal year of the Branch shall be 01 May to 31 April and annual fees shall be payable on the individual member's anniversary date of joining MGS.
- IX.3 Any member who resigns from the Branch during the membership year shall not be entitled to any rebate of annual fees for the remaining portion of the year.
- IX.4 An independent person shall be appointed annually at the Branch AGM, and a review of the statements of the books of account of the Branch shall be available at the next Annual General meeting of the SE. & Wpg. Branch and MGS

#### **ARTICLE X: AMENDMENTS**

- X.1. Amendments to, or revision of these articles may be proposed: by the Executive officers of the Branch; or by a petition of the members, (Amendments proposed by petition must bear the signatures of at least fifteen (15) members of the Branch.) Amendments to, or revisions of these articles must be by Notice of Motion presented at any General meeting of the Branch, and ratified at the following General meeting.

#### **ARTICLE XI: DISSOLUTION OF THE BRANCH**

- XI.1. In the event of the dissolution of the Branch and after payment of all debts and liabilities, the remaining property of the Branch shall be transferred for safekeeping to the Manitoba Genealogical Society, Inc.
- XI.2. If the Branch shall be reactivated within five years of the date of dissolution, those properties entrusted to the M.G.S. shall be returned to the reactivated Branch. However, if reactivation does not take place within the stipulated period, then all those properties of the Branch entrusted to the M.G.S. become the property of the M.G.S.

#### **ARTICLE XII: IMPLEMENTATION OF THESE ARTICLES**

- XII.1. These articles shall come into force immediately upon the approval of the general membership, and such approval shall be regarded as authorization from the general membership for the President and Executive of the Branch to proceed as a non-profit Branch of the Manitoba Genealogical Society, Inc.

By-laws as amended May 2013