

BYLAWS of the  
REGINA BRANCH, SASKATCHEWAN GENEALOGICAL SOCIETY

NAME

These are the bylaws of the Regina Branch of the Saskatchewan Genealogical Society, which shall be referred to herein as the "Branch".

MISSION

The Branch is a volunteer local heritage organization whose purpose is to promote and develop the study, research and preservation of genealogy and family history.

MANDATE

The mandate of the Branch is:

- 1) to assist residents of Regina and district to research their ancestral heritage;
- 2) to assist anyone to research family members who have resided in Saskatchewan;
- 3) to provide encouragement to use and instruction on recognized genealogical research standards;
- 4) to promote the collection, preservation and accessibility of cultural heritage records; and,
- 5) to co-operate with other organizations of similar purpose to fulfill this mission and mandate.

I – MEMBERSHIP

- 1) Any member of the Saskatchewan Genealogical Society may become a member of the Branch upon payment of the prescribed membership fee.
- 2) Any member may withdraw from the Branch at any time by notice to the executive or by notice given at a general meeting. However, withdrawal from the Branch does not entitle the member to a refund of any membership fees paid.
- 3) A prospective member is welcome to attend two meeting of the Branch and thereafter shall be required to become a member in order to continue attendance.
- 4) (a) The annual membership fee may be set by the membership by two-thirds (2/3) majority at any general or annual meeting of the Branch, provided the notice of the change in fees has been communicated 30 days before and at least ten (10) members are present at the meeting where the vote is taken.  
(b) The membership fee of the Branch will apply to the calendar year (January 1 to December 31) and will be payable at the beginning of the year.  
(c) One membership fee shall cover all immediate family members living in the same household who wish to become members of the Branch.
- 5) The executive by unanimous vote, or the general membership by two-thirds (2/3) vote may refuse or revoke any membership due to unethical practices by the member.

II – OFFICERS AND EXECUTIVE

- 1) The officers of the Branch shall consist of a president, vice-president, secretary and treasurer.
- 2) The executive of the Branch shall consist of the officers and a minimum of three other members. The executive shall be known as directors.
- 3) The directors shall be elected by the members at the annual meeting and shall serve for a term of one year.
- 4) Any director may withdraw from the executive at any time by notice to the executive.
- 5) Should any executive position become vacant between annual meetings, the executive may at their discretion appoint a replacement for the remainder of the term.
- 6) The president, secretary and treasurer shall be the signing officers of the Branch. The signature of any two (2) of the signing officers shall be required for any financial transaction of the Branch.

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III – NOMINATIONS

- 1) Previous to each annual meeting the executive shall appoint a nominating committee to recruit candidates for executive positions for the following year.
- 2) The nominating committee shall present a slate of candidates for the executive positions to the annual meeting.
- 3) The general membership may nominate, from the floor of the annual meeting, candidates for the executive positions of the Branch.

IV – DUTIES OF THE EXECUTIVE

- 1) The executive shall represent the Branch, and between general meeting shall carry out the activities of the Branch.
- 2) The executive shall meet on a regular basis to conduct the business of the Branch, at least four times per year. Quorum for these meeting shall be at least four directors.
- 3) The executive may from time to time appoint and empower an individual, a committee or a task force to undertake specific tasks on behalf of the Branch. Membership on such a committee is at the discretion of the executive, and is not limited to members of the executive. The mandate of such a committee may or may not be for a fixed time period. The executive may disband such a committee at any time.

V – DUTIES OF OFFICERS

- 1) The president shall preside at general meetings and executive meetings and shall be the official spokesperson for the Branch.
- 2) The vice-president shall perform the duties of the president in his/her absence or incapacity.
- 3) The secretary shall record the minutes of general meeting and executive meeting, distribute them at or prior to the subsequent meeting and keep copies on file and for the archives. The secretary shall be responsible for written correspondence of the Branch.
- 4) The treasurer shall record all financial transactions of the Branch, provide a financial statement to each general meeting, present a budget, and provide an annual financial report to the annual meeting.
  - (a) The fiscal year of the Branch shall be from January 1 to December 31.

VI – MEETINGS

- 1) The annual meeting of the Branch shall take place prior to the end of the fiscal year. The content and the schedule is the responsibility of the executive.
- 2) The business of the annual meeting shall consist of at least the following:
  - (a) presentation of an activity report or reports by the executive to the membership;
  - (b) review and approval of the minutes of the previous annual meeting;
  - (c) presentation and approval of the treasurer's report; and,
  - (d) election of the executive for the upcoming year.
  - (e) presentation and approval of the budget for the following year.
- 3) Members may raise any business of the Branch at an annual meeting.
- 4) Decision on any matter shall be by simple majority of those members voting, except as otherwise required by these bylaws.
- 5) The Branch shall submit an annual report of its activities to the Saskatchewan Genealogical Society.

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- 6) The Branch shall hold general business meeting of the membership at least twice per year, not including the annual meeting. The annual meeting and additional meetings may be called by the President.
- 7) Each general meeting shall include consideration of the minutes of the previous meeting, the treasurer's report for the period between general meetings and such other business as the executive may decide.
- 8) Members may raise any business of the Branch at a general meeting.
- 9) Decision on any matter shall be by simple majority of those members voting, except as otherwise required by these bylaws.
- 10) The Branch will hold regular educational programs. They may be held in conjunction with the business and annual meetings.

VII – AMENDMENTS

- (1) Any of these bylaws may be amended by the membership by two thirds (2/3) majority at any general or annual meeting of the Branch, provided the notice of the change in bylaws has been communicated 30 days before and at least ten (10) members are present at the meeting where the vote is taken.