

The Lay Family Genealogical Association, Inc. By Laws

Article I-Name

The name of this Organization shall be *The Lay Family Genealogical Association, Inc.*, also referred to as the *LFGA* in these By Laws.

Article II-Non-Profit

The LFGA shall be operated as a non-profit organization and no part of the net earnings shall inure to the benefit of any person having a personal and private interest in the activities of the Association.

Article III-Objectives

The objectives of the LFGA shall be:

1. To collect, preserve, maintain, and disseminate biographical, genealogical, and historical data relating to the Lay Family. It is understood that the name Lay may include other spellings, for example: Lea, Ley, Leigh, Loy, Laye, and Leh.
2. To promote interest in genealogical and historical research, with emphasis on the Lay family.
3. To provide guidance and stimulate interest in the use of efficient research methods and encourage accuracy and thoroughness in research.
4. To encourage high ethical standards and professionalism in all genealogical and historical research practices, including careful and thorough documentation of all sources.

Article IV- Membership and Dues

Section 1. Any individual or institution dedicated to furthering the stated objectives of this association may be eligible for LFGA membership upon submission of a completed application form and payment of dues.

Section 2. Membership in the LFGA shall be of six categories: Individual, Family, Life, Institutional, Honorary, and Associate.

Section 3. Individual membership shall confer membership on an individual. Family membership shall confer membership on two members residing in one household and receiving one newsletter. Institutional membership shall confer membership on an institution or organization. Honorary membership shall be conferred on an individual for distinguished service to the LFGA for one membership period at no cost, with approval of two-thirds of the members present and voting at the Association meeting. Associate membership is a subscription status for the sole purpose of providing LAY of the LAND newsletters to other organizations and libraries at no cost in order to provide an awareness of the LFGA and its research through selected distribution of the LOL newsletter.

Section 4. LFGA dues shall be payable by June 30 of the year in which due. The amount of dues shall be determined by recommendation of the Board of Directors with the approval of the membership. If dues are not received by September 1, the member's name(s) shall be noted

as delinquent, and will receive two reminder notices, after which they will be placed on an inactive status.

Section 5. All members in good standing shall be entitled to the privileges of membership, including the right to vote and hold office.

Section 6. Members are encouraged to send in their pedigrees and updates regularly. We encourage members to document their source of information and send that to the Archivist.

Section 7. Members are encouraged to share their family stories and research for publication in the newsletter to be submitted to the Newsletter Editor/Publisher.

Article V-Meetings

Section 1. The LFGA shall strive to meet biennially on the even numbered years at a place and time as shall be determined by either a vote of the majority of the members present at the Association meeting –either physically or electronically-- or by a mailed or emailed ballot.

Section 2. The agenda for the Association meeting shall be published in the June issue of the Lay of the Land prior to the meeting. Items to be considered at the meeting should be submitted to the President at least two months prior to the meeting.

Section 3. The senior officer of the LFGA shall preside at all meetings.

Section 4. Members may introduce from the floor any matter deemed relevant to the LFGA. Procedural questions shall be resolved by the use of Robert's Rules of Order, as interpreted by the Recording Secretary.

Section 5. Members present, both physically and electronically, at meetings shall constitute a quorum for the purpose of conducting business.

Article VI-Board of Directors / Officers

Section 1. The elected officers of the LFGA, in order of seniority, shall be *President, Vice President, Secretary, and Treasurer*. The President, with approval of the elected officers, shall appoint the *Archivist, Web Master, Editor/Publisher, Assistant Publisher and DNA Coordinator*. These nine officers, plus the immediate past President shall comprise the *Board of Directors*. The term of office shall begin when the election results become known. All officers are eligible for re-election. Failure to hold the biennial meeting shall not disorganize the Lay Family Genealogical Association. The President shall appoint, with approval of elected officers, other committee positions as needed which may include Membership and Publicity Chairs.

Section 2. It is the duty of the *Board of Directors* to transact the business of the LFGA between meetings, fill Board vacancies and appoint other committees that may become necessary for the welfare of the LFGA.

Section 3. *The President* shall preside at all meetings, appoint the heads of standing committees, nominating committee, and along with the Secretary, sign all documents or contracts that are authorized by the LFGA. The President is an ex-officio member of all committees except the nominating committee.

The Vice President shall assume the duties of the President at the request of the President, in the absence of the President, or in the event of a vacancy in that office. The Vice President shall serve as Coordinator of the Membership and the Association Meeting Committees.

The Secretary shall take and record the minutes of the proceedings at all LFGA meetings, keep a copy of all legal documents, minutes, bylaws, a current membership list, and a copy of Robert's Rules of Order available at meetings.

The Treasurer shall have custody of all funds of the LFGA, shall deposit them in such bank as may be directed by the Board of Directors and make disbursements as directed by the Board. Funds may be drawn with the signature of the Treasurer or such member as designated by the Board. The Treasurer shall keep an account of all dues, donations, etc., as well as all expenditures made on behalf of the LFGA. A quarterly financial report shall be placed in each edition of the LOL Newsletter and be presented at the biennial meeting. The Treasurer shall keep a current membership list and provide the Assistant Publisher the membership list, with current email and postal addresses, for delivery of the Newsletter.

The Archivist shall supervise the collection and preservation of genealogical, biographical, and historical research that pertains to the Lay Family. Individual research, when submitted, will be added to the appropriate lines as determined by the Archivist. The membership list will be made available to other members to facilitate research. When possible, this data shall be placed into a genealogy computer program/database, for use in cataloging the various Lay Lines, their descendants, and their researchers. The research and the database shall remain the property of the LFGA, but shall be shared with the membership. .

The *Editor/Publisher* shall direct the research content of a quarterly newsletter under direction of the *Board of Directors*. *The Editor/Publisher* will be responsible for suggesting, organizing, and submitting articles, research, etc., that are suitable to be published in the *LOL Newsletter*. *The Editor/Publisher* shall exercise the right to determine *LOL* policies and edit the material to be published. *The Editor* shall work closely with the *Archivist* and Research Contributors. *The Editor/Publisher* shall perform the administrative and clerical duties involved with publishing the LOL Newsletter. This includes newsletter page layout, word processing, and proofreading other information provided by elected and appointed LFGA Board Members.

The Assistant Publisher shall be responsible for the distribution of the *LOL*. Distribution of the newsletter will be based on the member's preference, either an electronic copy or a printed copy to be mailed.

The Web Master shall design and maintain the LFGA Internet site, insert research and articles of interest, respond to correspondence received through the website and direct queries to appropriate members.

Article VII-Operations

Section 1. The duty of the Board of Directors shall be to strive to accomplish the stated objectives of the LFGA.

Section 2. No expenditure of funds of the Association shall occur without the approval of the Board. A budget may be set up for approval for expenditures.

Section 3. A quarterly newsletter shall be published and distributed to members and to such libraries or institutions as may be designated by the Board of Directors.

Section 4. To assist our members with gathering information we are making our resources available on-line. Current online resources are: 1. Lay of the Land Newsletters are available by contacting our webmaster. 2. Genealogy database maintained by the Archivist and made available online to all members. 3. DNA testing which is available by contacting our DNA Coordinator.

Section 5. The official address of the Association shall be the address of the President. The official email of the LFGA is lfgaorg@gmail.com

Section 6. A member may be elected to more than one office, or serve in more than one position on the Board of Directors. However, the same person cannot hold the office of the President and the Secretary.

Article VIII-Amendments

The bylaws of the LFGA may be amended by a majority vote of the members at the Association Meeting. In the event it becomes necessary to amend the bylaws before the date of the meeting, the vote may be by mailed ballot. The Secretary shall count the returned ballots.

Article IX-Nominations

A nominating committee shall be appointed by the President, with the approval of the elected officers, to contact members to serve on the next Board. Nominations may also be made from the floor during the Association meeting, or by write-in on mailed ballots.

Article X-Election

Members present at the Association meeting may vote which method of election they prefer for the following year. The usual method is an election held at the Association meeting. However, if preferred by a majority of the members at the meeting, the election may be held by mailed ballot. To be counted, ballots must be returned by a specified date. Ballots shall be opened and counted by the Secretary. If the election is held at the Association meeting, voting will be by voice if there is only one candidate for each office or by ballot if there are multiple candidates. Conference call capability will allow for the voting of officers by those on the conference call. New officers will take office as soon as election results are determined.

Article XI-Dissolution

If the LFGA should be dissolved, all assets shall be transferred to a non-profit institution that has similar objectives and will preserve and maintain the genealogical research that has been compiled by the LFGA, giving access to future Lay researchers.

Revised Jun 21, 2014

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