Guidelines for APG Chapter Bylaws

ARTICLE I. NAME AND GOVERNING AUTHORITY

A. The name of the Chapter shall be the ___________ Chapter of the Association of Professional Genealogists (APG), hereafter referred to as (the Chapter or an abbreviation of the Chapter's name).
B. The Chapter shall be governed by its own bylaws and by those of APG, and will adhere to any changes or revisions adopted after the Chapter was accepted. The Chapter will also at all times be bound by the policies and procedures as set forth in the APG Policy Manual and APG Procedures Manual, including changes or revisions adopted after the Chapter was accepted.
C. Except as otherwise required by the bylaws, the Chapter is self-governing. The Association of Professional Genealogists cannot be held legally responsible for the actions of the Chapter beyond the bylaws.

ARTICLE II. OBJECTIVES (new objectives passed by APG membership in 2012)

The objectives of this Chapter shall be:

1. To provide education and support for those engaged in genealogical business pursuits;
2. To engage in activities which improve access, facilitate research, and preserve records used in the fields of genealogy and local history;
3. To promote awareness of activities and/or laws which may affect genealogical and historical research;
4. To facilitate collaboration among members;
5. To promote professional standards in the field of genealogy; and
6. To promote awareness of, and interest in, professional genealogical services.

ARTICLE III. MEMBERSHIP

A. Members of the Chapter shall be current members of APG.
B. Only Chapter members in good standing may vote.
C. Only Chapter members in good standing may be listed in materials published by the Chapter.

ARTICLE IV. CHAPTER REPRESENTATIVE AND OFFICERS

A. Each Chapter is required to elect a Chapter Representative to APG. The Chapter Representative is responsible for:
   1. Sending two or more Chapter reports each year to the Chapter Liaison of APG.
   2. Keeping an accurate roster of Chapter members in good standing.
   3. Chapters shall communicate their activities, concerns, and questions through their Chapter Representative to the Chapter Liaison of APG who will channel such
communications to the appropriate APG entities as prescribed by the Procedure Manual and the Policy Manual.

4. APG, through its Chapter Liaison and the designated Chapter Representative, shall keep Chapters informed of changes in policy and procedures that affect them.

B. Each Chapter is required to elect a Treasurer if the Chapter will be collecting dues from Chapter members. If dues are not collected and funds are required for Chapter activities or publicity, the Chapter might consider the following procedure:
1. The members will approve such expenditures, based on a simple majority of those voting on a proposal.
2. The Chapter's members will reimburse the person who expended the funds, divided equally among the Chapter's members.

C. Chapters may elect other officers as needed or desired. Bylaws should include the offices of President, Vice President, Secretary, and Treasurer to avoid the need for future bylaw revisions. It is not necessary to fill each office until needed. Suggested officer responsibilities are:
1. President - responsible for facilitating Chapter meetings, be an ex officio member of all committees except the Nominating Committee and Audit Committee, appoint all chairs and committees except the Nominating and Audit Committee, be authorized to sign checks if the Treasurer is absent, perform other duties as required.
2. Vice President - responsible for assuming the duties of the President in the absence/disability of, or at the request of, the President.
3. Secretary - responsible for keeping an accurate record of the proceedings of all general membership and Officer meetings; sends notices of all upcoming meetings to the Chapter membership.
4. Treasurer - responsible for receiving Chapter dues and all monies, issuing receipts for same, and depositing monies collected in the designated bank account; be authorized to sign checks; pay all bills ordered by the Officers; keep an accurate account of all receipts and disbursements. Provide financial reports to APG as required for tax I.D. compliance.

D. Only Chapter members in good standing may serve as Chapter officers.

E. A majority of current officers may appoint members in good standing to complete the term of a vacated office.

F. Each Chapter will determine the length of term for its officers. It is strongly suggested that the Chapter consider electing officers for a term of two years as terms of less than two years may not allow time for the officers to become acquainted with their duties and become effective officers. Limiting the number of consecutive terms an individual may serve to two to three consecutive terms to encourage development of leadership skills within the Chapter and discourage stagnation.

Article V. COMMITTEES

A. Committees shall be those deemed necessary for the general administration of the Chapter and shall be established by the President (or the Chapter Representative if the Chapter does not have elected officers).

B. The chairs of Chapter committees shall be appointed by the Chapter President (or the Chapter Representative if the Chapter does not have elected officers).
C. It is recommended that a Nominations Committee be established. Some suggestions for this committee are:
1. There shall be a Nominations Committee composed of three members in good standing.
2. Members of this committee shall be elected no less than three months prior to the election.
3. Membership in good standing in APG and the Chapter is required to be eligible for service on the Nominations Committee.
4. The committee shall present a slate of candidates to the membership at least one month prior to the election of officers.

D. Some other committees that might be established are:
1. Membership Committee to promote membership through an organized program.
2. Communications/Publications. Maintain the communications/publications of the Chapter ensuring distribution to the general membership. This might include newsletters, quarterlies, website presence, etc.
3. Bylaws Committee to conduct a periodic review of the Bylaws and report any recommendations to the officers.
4. Projects/Activities Committee to oversee local genealogical projects.
5. Historian’s Committee to keep a record of Chapter yearly events and activities in an organized manner.

Article VI. ELECTIONS

A. The election of officers shall be held at a general membership meeting. Members will be notified of the slate of nominations at least two weeks in advance of the election.
B. Membership in good standing in APG and the Chapter is required to be eligible for Nominations and election as an officer.
C. Nominations may be made from the floor following the presentation of the Nominations Committee's slate. Candidates so nominated from the floor shall have consented to be nominated and shall have met the eligibility requirements prescribed in these bylaws.
D. Only Chapter members in good standing may vote in Chapter elections.
E. A simple majority of those voting shall constitute an election.

ARTICLE VII. MEETINGS

A. The frequency of Chapter meetings shall be at the discretion of the individual Chapter but there must be a minimum of two annually.
B. The Chapter may conduct business in person, by telephone conference, fax communication, online conference, via electronic mail, or any method stated in Robert’s Rules of Order, Newly Revised.
C. The Chapter may invite the public to attend Chapter meetings.

ARTICLE VIII. OPERATING PROCEDURES

A. Any literature, press releases, or other such communication intended for the general public shall be submitted by the Chapter Representative to the APG Office in accordance
with the APG Policies and Procedure Manuals for review by the Publications Advisory Committee.

B. The Chapter will conduct itself in a manner that is in keeping with the professionalism of APG.

C. All literature, banners, posters, letters, etc., will be professional in appearance so as to maintain APG’s image as a professional organization.

ARTICLE IX. FINANCES

A. If dues are collected, the dues shall be deposited in a bank account. The bank account shall be in the name of the Chapter. The Chapter may want to add items that address the following:
   1. Whether officers or general membership will establish/revise the annual dues.
   2. How the dues shall be assessed and when a member will be delinquent

B. If dues are not collected and funds are required for Chapter activities or publicity, the Chapter might consider the following procedure:
   1. The members will approve such expenditures, based on a simple majority of those voting on a proposal.
   2. The Chapter’s members will reimburse the person who expended the funds, divided equally among the chapter’s members.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Chapter in all cases to which they are applicable and do not conflict with these bylaws and any special rules of order the Chapter may adopt.

ARTICLE XI. AMENDMENTS

A. Amendments to these bylaws may not be made without the approval of the Executive Committee of APG.

B. Amendments or revisions of these bylaws may be proposed by the Chapter members and ratified by a ______ vote of the entire Chapter membership in good standing who shall have been notified of the proposed amendments _____ weeks prior to the vote. [Note: The Chapter should consider requiring a two-thirds majority of the entire Chapter membership versus a simple majority to amend the bylaws and a minimum of 2 weeks notice before the vote.]

C. A written proposal of the voted-upon amendment shall be sent by the Chapter Representative to the Chapter Liaison, for review and approval by the APG Executive Committee.

ARTICLE XII. DEACTIVATION

A. The Chapter may be deactivated by the parent organization (APG) according to criteria prescribed by the Procedure Manual.
B. The Chapter may request deactivation according to procedures outlined in the Procedure Manual.

Approved this _____ day of __________. 20__.  Submitted this ____ day of ___________, 20__.

Association of Professional Genealogists [____________] Chapter

By ____________________________  By ____________________________
[Name and title] [Name and title]

Revised 12 February 2012
APG Chapter Review Committee