

CONSTITUTION AND BY LAWS  
OF  
JACKSON COUNTY HISTORICAL AND GENEALOGICAL SOCIETY

PREAMBLE

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, have this day affirmed the principals set forth in the original charter of incorporation dated May 18, 1950 which has been properly filed for record in the Chancery Clerk's Office of Jackson County, Mississippi in Book 2, Pages 265-67, of the Corporate Charter Records of Jackson County Mississippi, and further that the following Constitution and By-Laws were properly adopted by a regular meeting on the date set forth hereafter, to reflect the merger of the Jackson County Historical Society and the Jackson County Genealogical Society, hereafter to be known as the Jackson County Historical and Genealogical Society.

Article I

NAME:

The name of this Society shall be the Jackson County Historical and Genealogical Society

Article II

OBJECTS AND PURPOSE:

The general purpose and plan of operation are:

The social and educational advancement of its members;

The dissemination of information concerning historic events both National and State; Create and maintain a society for the study of genealogy and history;

To collect genealogical and historical records, depositing them in the Genealogy and Local History Department of the Pascagoula City Library where those records will be accessible to students of genealogy;

To aid members in tracing their ancestry;

Provide and maintain public recreational grounds and the procurement and preservation of historic relics and places including purchasing, owning, leasing, furnishing and managing of historic building or buildings within Jackson County, Mississippi, for the advertisement of the resources of Jackson County, Mississippi.

The Jackson County Historical and Genealogical Society will also serve as the Friends of the Genealogy and Local History Department of the Pascagoula Public Library. They will have privileges and rights similar to the other Friends of the Library organizations within the Jackson-George Regional Library System (JGRLS.) The Society will always work within JGRLS policies and procedures and with the approval of the manager of the Pascagoula Public Library concerning any projects, programs or services involving the Pascagoula Public Library. The Society will always work within JGRLS policies and procedures and with the approval of the JGRLS director on any project, program or service involving any other JGRLS branch, department, division or staff of the Jackson-George Regional Library System.

## Article III

### POLICY

Section 1: This Society shall operate as a non-profit, non-sectarian and non-partisan Corporation, and no part of the net earnings of which shall inure to the benefit of any individual.

Section 2: In the event this society shall become extinct due to lack of interest or other cause, all money, books and records shall be donated by the Executive Board of the Society to the appropriate entity, as designated by the majority of the then members. or to the Genealogy and Local History Department of the Pascagoula City Library, or to the Mississippi Department of Archives and History.

## Article IV

### MEMBERSHIP

Section 1. Any individual or institution with the aims and purposes of this Society is eligible for membership upon submission of a completed application form and dues for the current year.

Section 2. There shall be three classes of members, honorary, life, and active, and eligibility for any membership shall not at any time be confined to the citizens of Jackson, County Mississippi, only.

Section 3. "Honorary" Any person who has performed some honorary service to the Society or to the County in general may be elected as an honorary member, and shall have all the privileges of active members, except the right to hold office, or to vote.

Section 4. "Life" Life members shall consist of individuals have contributed financial support to this society in the cumulative amount of or in excess of \$10,000.00. Life members shall have the right to vote.

Section 5. "Active" Active members shall consist of those persons who have paid dues by January 1<sup>st</sup> of each year and shall be willing to work for the improvement and betterment of the objectives of the Society, and shall have the right to vote.

Section 6. Each member shall receive a Certificate of Membership designating the type of membership held.

## Article V

### MEETINGS

Section 1. Quorum at a regularly scheduled meeting or called meeting shall consist of a majority of the members present.

Section 2. A minimum of two (2) membership meetings, Spring and Fall, will be held each year.

Section 3. Election and Installation of officers shall be held at the Spring Meeting.

Section 4. The Executive Board shall have the authority to schedule the meeting dates and places.

## Article VI

### DUES

Section 1. The dues shall be determined from time to time and approved by the Executive Board and are payable annually on, or before, 01 January of each year.

Section 2. Members who fail to pay their dues within 60 days after being due shall be considered delinquent and not entitled to the rights and privileges of membership.

## ARTICLE VII

### OFFICERS

Section 1. The Officers of this Society shall be: President, President Elect, Vice President Genealogy, Vice President Museum & Buildings, Corresponding Secretary, Recording Secretary, Treasurer and Parliamentarian.

Section 2. There will be three directors elected at the annual meeting for a period of one year in conformance with the rules for nomination and election of officers and directors.

Section 4. The term of all officers shall be two (2) years from the date of election or until their successors shall be elected and installed.

## ARTICLE VIII

### NOMINATION AND ELECTION OF OFFICERS

Section 1. The election of officers shall take place annually at the Spring meeting.

Section 2. At the spring meeting, the nominating committee shall present a slate of one nominee for each office of President, Vice-President Genealogy, Vice President Museum & Buildings, Corresponding Secretary, Recording Secretary, Treasurer and three directors.

Section 3. Following the nominating committee report, nominations may be made from the floor, provided permission has been given by those nominated from the floor. Nominations shall not be closed until the floor has had an opportunity to offer nominations.

Section 4. Officers shall be elected by a simple majority of votes by members present unless there is more than one nominee for an office. At which time, there will be a secret ballot.

Section 5. Elected officers shall be eligible to succeed themselves.

Section 6. Officers shall be installed at the election meeting, and shall take office at the next regular Executive Board meeting.

Section 7. Any elected officer who does not attend four (4) consecutive meetings without sufficient reason and does not fulfill the duties of the office shall be removed by a simple majority of the Executive Board.

Section 8. A vacancy occurring in any office shall be filled for the unexpired term by a member elected by the Board, with the exception of the President whose unexpired term shall be filled by the President Elect

Section 9. The Parliamentarian shall be appointed by the President.

Section 10. The Chaplain shall be appointed by the President

## Article IX

### APPOINTMENT OF COMMITTEES

Section 1. Within thirty (30) days after the election of Officers, the President shall appoint the Chairman of the following Standing Committees, subject to the approval of the Executive Board:

Program Chairman  
Genealogy  
Museum & Buildings  
Archaeology  
Military  
Constitution & By Laws  
Membership  
Historian  
Publications  
Publicity & Public Relations  
Gala  
Birding/Nature  
Grant Coordinator  
Grass Roots Committee

Section 2. The President shall appoint from time to time the chairman of such committees as may be deemed necessary, subject to the approval of the Executive Board.

ARTICLE X  
DUTIES OF OFFICERS

Section 1. Elected Officers

A. PRESIDENT

Shall be official spokesman for the Society  
Presides over all meets of the Society  
With the approval of the Executive Board appoints All Standing Committee Chairman

B. PRESIDENT-ELECT

Presides in the absence or inability of the President to perform or discharge his/her duties  
Assumes the office of President if that office is vacated  
Assists the President with assigned duties

C. VICE PRESIDENT – GENEALOGY

Directs genealogical activities  
Works with the library to maintain files  
Reports on contributions to the collection  
Reports on other such activities at the meetings of the Society.

D. VICE PRESIDENT – MUSEUM & BUILDINGS

Serves as the liaison between the Society, the City, the County, and Mississippi Department of Archives & History  
Reports on museum and buildings activities at the meetings of the Society.

E. RECORDING SECRETARY

Records and reads minutes at each board and general meeting  
Sends copy of minutes to President no later than two weeks after each meeting  
Keeps current By-Laws in minute book.

F. CORRESPONDING SECRETARY

Assists the President with all correspondence  
Maintains membership roll  
Notifies delinquent members of their status

G. TREASURER

Receives and records all revenues and date received  
Pays all expenses of the Society  
Presents copy of financial report at each scheduled meeting  
Notifies Corresponding Secretary of delinquent members  
Maintains separate accounts for 1) member dues 2) Journals and 3) books and special publications & CD's

Section 2 – Appointed Officers:

A. PARLIAMENTARIAN:

Maintains order at the meetings in accordance with Roberts Rules of Order Revised in accordance with Article XIV

B. CHAPLAIN:

Opens each meeting with a prayer, and leads the Pledge of Alliance

ARTICLE XI  
EXECUTIVE BOARD

Section 1. The Executive Board shall consist of elected officers, immediate past President, other past Presidents and three Board members elected from the membership at large.

Section 2. Other past Presidents shall be 'ex-officio' and will not have voting privileges on the Board, but rather offer advice.

Section 3. Duties of the Executive Board:

- 1) Transacts the business of the Society
- 2) Creates standing committees and approves their plan of work
- 3) Presents a report at meetings
- 4) Fills officer vacancies occurring between elections

Section 4. The Executive Board may meet at any time with four (4) members including two (2) elected officers constituting a quorum. The quorum may be changed by 2/3rds of the Board members present including all elected officers.

## ARTICLE XII

### INSTALLATION OF OFFICERS

The elected officers shall assume office immediately following their election.

## ARTICLE XIII

### FISCAL YEAR

The fiscal year of this Society shall be from January 1<sup>st</sup> to December 31<sup>st</sup>

## ARTICLE XIV

### AMENDMENT TO OR SUSPENSION OF BY-LAWS

Section 1. AMENDMENT: These By-Laws may be amended at any regular meeting of this Society by a two-thirds (2/3) vote of the active members present; provided written notice of the proposed amendment shall have been given to each active member fifteen (15) days preceding the meeting at which time such amendment is to be submitted.

Section 2. SUSPENSION: A By-Law of this Society may be suspended in case of emergency by a two-thirds (2/3) vote of the active members present at a regular meeting of this Society, but only for a single meeting.

## ARTICLE XV

### INSURANCE

All historical data, collectors items, artifacts, property and buildings of this Society should be covered against Fire, Windstorm, Theft or Vandalism, as deemed necessary by the Board of Directors. Property liability insurance should be in effect at all times.

## ARTICLE XVI

### PARLIAMENTARY AUTHORITY:

"Roberts' Rules of Order, Revised" shall be the parliamentary authority where applicable, and where there is no conflict between said Rules and the By-Laws of this Society.

IN WITNESS WHEREOF, the duly elected Executive Board Officers affirm that the above Constitution and By-Laws were duly and regularly adopted by this Society on the 22nd day of July, 2008, at the Pascagoula City Library, located on Pascagoula Street, Pascagoula, Jackson County, Mississippi, and here hereunto set their names hereto on said date as evidence thereof.

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Thomas S Wixon, President

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Barry McIlwain, President Elect

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Doug Coulter, Vice President Genealogy

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Kevin Hall, Vice President Museum &  
Buildings

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Liz Ford, Recording Secretary

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Rene Hague, Corresponding Secretary

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Linda Grimes, Treasurer

John M Ford  
Attorney-at-Law  
P O Box 1655  
Pascagoula Mississippi 39568-1655

#### Operating Policies

##### 1. Publications Committee Policies

1. The President of the Jackson County Historical and Genealogical Society will appoint the Chairman of the Publications Committee who will appoint Publication Committee members and the Journal Editor(s).
2. The Journal editor and the Vice President of Genealogy will automatically be members of this Committee.
3. Determination of what works and how many will be published by the Society will be made by the Publications Committee.
4. The Publications Committee will determine pricing of Society books, mailing materials and shipping fees.
5. No Society publications can be donated or given away without prior approval of the Committee.
6. All publications will be strictly accounted for, book by book, so that the treasurer can determine the Society's sales tax obligation each year. A separate file will be kept on each publication with the classification of each book, i.e. donation, in-state sale, or out-of-state sale.
7. All publications will be stored under lock and key at the Local Genealogy and History Department in the Pascagoula Public Library. To sell or buy any publication, each book must be signed out and paid for **before** they are taken from the department.

8. No Society publication will be mailed to purchaser(s) unless prepaid, including shipping, handling and mailing costs, except in the case where an official invoice has been presented in advance.
9. Selection of printers and binderies for publications will be decided by best and low bid with simple majority approval of the general membership.
10. The Publications Committee will also act in an advisory position in determining contents of the annual journal.
11. The Publications Committee chairman will see that all publications owned by the Society are stored in a safe and secure place. The committee is authorized to rent commercial space for storage if none other is available.
12. The Publications Committee will determine when and where book sales will be held and conduct book sales.
13. The Publications Committee will sell the local history works of independent authors at its announced book sales events with the Society receiving a minimum of \$5 or 20 percent commission, whichever is greater.
14. The Publications Committee will conduct an annual inventory of the Society's publication holdings and their estimated value.
15. There will be **NO EXCEPTIONS** to these policies unless approved by a majority of a quorum of the entire committee in a meeting or by phone or e-mail.