



**BY-LAWS OF
THE IRISH ANCESTRAL RESEARCH ASSOCIATION, INC.**

I. NAME

The name of this organization shall be:

The Irish Ancestral Research Association, Inc.

Hereinafter called TIARA. It shall be conducted without purpose of gain for its officers and members. Any funds, gifts, and devices of a real or personal nature accruing to TIARA from any source shall be used solely to promote its purpose.

II. PURPOSE

Section 1. The purpose shall be to develop and promote the growth, study, and exchange of ideas among persons and organizations interested in Irish genealogical and historical research and education, as provided for in Section 501(c)(3) of the Internal Revenue Service Code.

Section 2. Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the providing of facilities or equipment) or for the prevention of cruelty to children or animals, as specified in Section 501 (c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt for Federal Income tax under Section 501(c)(3) of the Internal Revenue Code of 1954.

Section 3. No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation), and no member, trustee, or officer shall be entitled to share in the distribution of any of the organization assets upon dissolution of the organization.

Section 4. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided by Internal Revenue Code Section 501 (h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for political office.

III. MEMBERSHIP

Section 1. Membership is open to all persons and organizations interested in Irish genealogical and historical research and education, upon payment of dues for the current year. Only members in good standing may vote and hold office.

Section 2. Membership shall be classified as follows:

a. Individual – with one vote and entitled to hold office.

Family – two or more individuals living at the same address who will pay up to 1.5 times the individual dues. Family membership will be assigned one membership number. Each adult individual is entitled to one vote and to hold office.

b. Organizational – libraries, genealogical societies, historical societies, etc., whose dues shall be the same as for an individual membership, plus provision of their publications. Said member organization shall have one vote.

Section 3. All classes of membership are entitled to one subscription to the TIARA newsletter and notices.

Section 4. Individual and family memberships shall have access to the members-only portion of the TIARA website

Section 5 New members will receive a membership card in their welcome packet.

Section 6 A member whose conduct is detrimental to the interest of TIARA may be expelled by a majority vote of the Executive Board. Charges against such individual shall be presented to the Board in writing. Should any subsequent action be deemed advisable, the Corresponding Secretary shall notify the member in writing regarding the charges, and the member shall be given an opportunity to refute such charges.

IV. DUES

Section 1. The fiscal year shall be July 1 through June 30. Membership year shall be from January 1 through December 31.

Section 2. Dues shall be determined each year by the Executive Board and submitted for approval in a fall meeting and approved by of two thirds of the members in attendance. A change in membership dues requires a written 30 days' notice preceding the vote meeting.

Section 3. Dues shall be paid annually on or before December 31 for the succeeding membership year and are not refundable.

Section 4. Any member whose dues are in arrears by February 1 shall be dropped from the rolls, and all rights and privileges shall cease.

Section 5. Past Presidents shall become Life Members after their term of office, exempt from dues.

V. OFFICERS, DIRECTORS AND COMMITTEE CHAIRPERSONS

Section 1. The elected officers of TIARA shall consist of a President, Vice-President, Recording Secretary who shall serve as Clerk, and Corresponding Secretary. These elected officers and the Finance Director shall constitute TIARA's Executive Board and Directors.

Section 2. The elected officers shall be elected by majority vote of those present at the Annual Meeting, to serve a two-year term, to commence on July 1 of the first year of office. Any officer missing more than two consecutive meetings of the Executive Board, unexcused, shall be dismissed from office and a new officer shall be appointed by the Board.

Section 3. There shall be a chairperson for each of the following standing committees – Book, Development, Library, Membership, Newsletter, Outreach, Program & Events, Publicity, Volunteer and Website. Chairpersons must submit a status report to the President by the first Friday of each month – report to be read at general meeting.

Section 4. Chairperson of the standing committees shall be appointed to a two-year term by the Executive Board, which may also create and appoint chairpersons to such additional committees as it may deem necessary from time to time.

Section 5. Any office becoming vacant shall be filled by a member appointed by the Executive board to serve the unexpired term subject to a majority vote of those present at the next following general meeting.

Section 6. All officers and committee chairpersons must be dues paying members in good standing. The elected officers may not succeed themselves more than once.

VI. DUTIES OF OFFICERS, DIRECTORS AND COMMITTEE CHAIRPERSONS

Section 1. President shall: preside at all Executive Board and general meetings; be a member ex officio of all committees except the Nominating Committee; otherwise work to promote the interests and welfare of TIARA.

- Section 2.** Vice-President shall: in the absence of or inability of the President, assume the responsibilities of that office; assist the President with any other duties; serve as Chairperson of the Program Committee.
- Section 3.** Recording Secretary-Clerk shall: issue notices of meetings; keep accurate records of the proceedings of meetings of the Executive Board, general membership (including the Annual Meeting), and such other TIARA meetings as from time to time shall be designated; have custody of the corporate seal; place and keep on file all papers, reports, documents, and letters relating to the official business of TIARA.
- Section 4.** Corresponding Secretary shall conduct any correspondence of TIARA not otherwise provided for.
- Section 5.** Finance Director shall: prepare annual budgets; insure all annual federal and state tax filings are timely filed; keep accurate and current records of all monies received, due and expended; maintain TIARA account in an FDIC insured financial institution; have accounts available for inspection at all times; submit a financial summary at general meetings; prepare a written financial statement to be presented at the April meeting; accept gifts and bequests on behalf of TIARA; and, pay as due all expenses approved in the annual budget. All non-budgeted expenses in excess of \$100 need majority approval of the Executive Board. The Executive Board may appoint an assistant to the Financial Director who may be authorized to: pay as due any approved expenses; aid in the handling of TIARA's financial books; and, help prepare budgets.
- Section 6.** Program & Events Committee Chairperson (VP) shall: be responsible for arrangement and confirmation, in writing, of all meeting, conference and program engagements; and any other activities designed to stimulate meeting interest.
- Section 7.** Publicity Committee Chairperson shall: furnish publicity material to the media and other appropriate, non-member organizations concerning TIARA activities; develop and maintain a list of contacts.
- Section 8.** Newsletter Committee Chairperson shall: serve as Editor of TIARA's official newsletter; arrange for content, publication and distribution of the newsletter.
- Section 9.** Book Committee Chairperson shall: choose, stock and distribute various forms of media for sale by mail order, at monthly meetings, conferences, etc.; collect payment – showing sales, sales tax, mailing costs, expenses and an accounting of cash on hand – to the Finance Director by the first Friday of each month.
- Section 10.** Membership Committee Chairperson shall: promote membership by soliciting new members and encouraging renewals; notify members in September of each fiscal year to renew membership; issue membership cards; receive dues, submit checks/cash & a list showing member name & number, type of membership & amount received to the Treasurer by the first Friday of each month. Membership applications/renewals shall be received, filed & stored in the TIARA office and maintained for a period of three years. Data entry will be done on the TIARA office computer, updated at least once a month by the first Friday of each month. Design and distribute to all new members a welcome packet upon receipt of application.
- Section 11.** Development Committee Chairperson shall; devise ways to maintain and supplement TIARA income.
- Section 12.** Librarian Committee Chairperson shall: submit purchase recommendations to the board; oversee donations to the library; maintain a catalog of the collection in the TIARA office computer; determine lending & collection policy; maintain history & records of the society, including but not limited to – membership records, Budget and Finance Director records, publicity material, newsletter material, library donation records, conference/workshop records.
- Section 13.** Website Committee Chairperson shall: maintain TIARA website; update/add to website as requested by board & standing committee chairpersons; submit to board any changes to TIARA web account; maintain surname database.
- Section 14.** Outreach Committee Chairperson shall: act as TIARA's global liaison for all activities of interest to TIARA membership.
- Section 15.** Volunteer Committee Chairperson shall: maintain & distribute volunteer database as requested; maintain & update volunteer form, provide updated form to Membership Chairperson by March 25th each year; volunteer database to be updated in TIARA office.

VII. EXECUTIVE BOARD AND DUTIES

Section 1a. The elected officers of the Executive board shall appoint the Finance Director.

Section 1b. The Executive Board's duties shall be: to formulate the general policies and exercise supervision over the activities of TIARA; make recommendations; appoint committee chair people; perform other such duties as shall serve and promote the interests of TIARA; oversee preparation and submission of all federal & state requirements.

Section 2. The Executive Board shall; determine TIARA's financial requirements, prepare an annual budget, submit budget for approval to the board & standing committee chairpersons in a meeting to be held in April of each fiscal year.

Section 3. The Executive Board shall appoint two members in addition to the Finance Director for an internal review committee to examine the TIARA accounts for the past fiscal year and present a written report at the October meeting.

Section 4. The Executive Board shall be subject to the order of the membership, and none of its actions shall conflict with the stated purpose of the organization.

Section 5. The President shall be the Chairperson of the Executive Board.

VIII. NOMINATIONS AND ELECTIONS

Section 1. No later than January of each election year the Executive Board shall appoint a Nominating Committee composed of no less than 3 members who duty shall be to prepare and submit to the Recording Secretary a slate of officers to be elected at the Annual Meeting, a copy of which shall be sent in the notification format on file with the meeting notice to each member at least 30 days prior to that meeting.

Section 2. At the Annual Meeting further nominations may be made from the floor, with the written consent of the person nominated, and the final slate shall be approved by a majority vote of those members present.

IX. MEETINGS AND QUORUM

Section 1. There shall be no fewer than four (4) Executive Board meetings per year, time and place fixed by the President.

Section 2. There shall be no fewer than eight (8) regular general meetings per year, time and place fixed by the Executive Board, which may defer any meeting for due cause.

Section 3. The June meeting shall be the Annual Meeting.

Section 4. A special Executive Board meeting may be called at the written request of three (3) members of that Board; a special general meeting may be called at the written request of ten (10) members of TIARA. Each of these meetings shall meet within thirty (30) days of receipt of such request. The purpose of the meeting shall be sent to each member in the notification format on file at least two (2) weeks prior to that meeting.

Section 5. The deliberations of all Executive Board, general meetings, and the Annual Meeting shall be governed by the most recent edition of Roberts' Rules of Order; thirty (30) members shall constitute a quorum at regular scheduled monthly meetings, the Annual Meeting and special general meetings.

X. AMENDMENTS

These by-laws may be amended at any general meeting by a two-thirds vote of those members present, provided that amendment has been submitted in writing and sent with the meeting notice in the notification format on file to each member at least 30 days prior to that meeting.

XI. PERSONAL LIABILITY

No officer, committee chairperson, or member shall be held personally liable for any debt, liability, or obligation of TIARA. All persons, organizations, and other entities having any claim whatever against TIARA may look only to the funds, money due, and assets of TIARA for payment of any such claims due them.

XII. DISSOLUTION

Section 1. If it shall become necessary for TIARA to dissolve, a special meeting shall be called, and a written notice shall be mailed first class mail to each member stating the reason(s) at least thirty (30) days prior to that meeting, the time and place fixed by the Executive Board.

Section 2. The Executive Board shall pay or make provision for payment of all liabilities of TIARA. In the event of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, or, to another organization to be used in such manner as in the judgment of a Justice of the Supreme Court of the State of Massachusetts will best accomplish the general purposes for which this organization was formed under section 501 (c)(3).