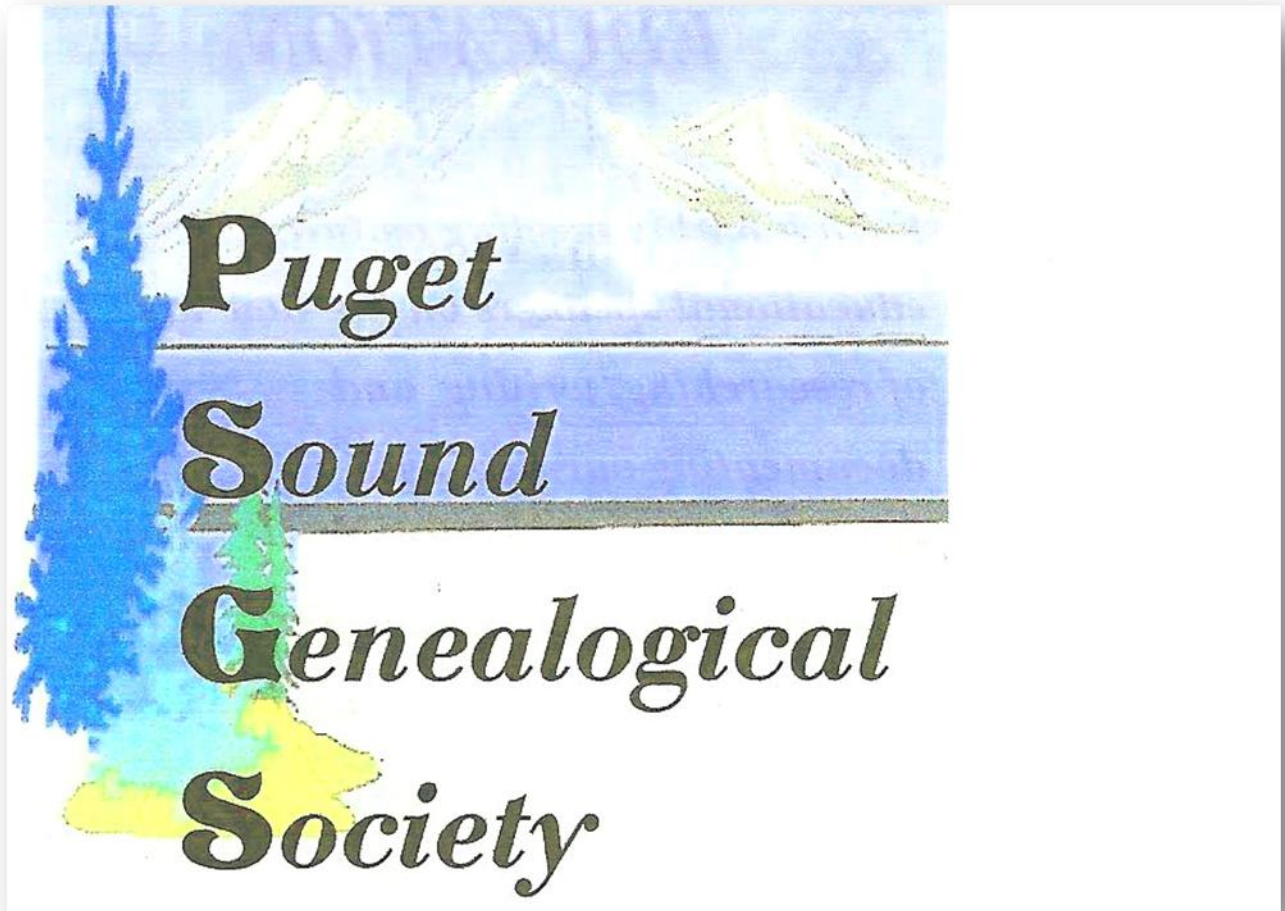


Member Handbook



Puget Sound Genealogical Society

2501 SE Mile Hill Drive, Suite A-102

Port Orchard, WA 98366

Phone: (360)874-8813

<http://www.pusogensoc.org>

WELCOME TO PSGS!

New members often have questions about Puget Sound Genealogical Society but do not know where to go for the answers. Many times they feel that their questions may be too simple or they may not know enough about the society to even ask the questions. This publication is an attempt to answer some of these questions. The purpose of PSGS is *"Preserving Family History Through Education and Research."* Let us know if you need help in researching your family history.

If, after reading this publication, you still have questions feel free to call one of the Executive Board members identified on the yearly supplement. You are also invited to attend the next general membership meeting - dates and times for these are included in this document.

HISTORY

On May 2, 1973, three people met at the Doctor's Clinic in Bremerton to discuss their genealogical research. At this meeting it was decided to organize a club and elect officers. Pro-tem President was Marlys Marrs and Vice-President was Jim Hanf. It was decided that the group would meet in this manner until a slate of officers was elected at the October meeting.

At the November 1973 meeting held at Sheridan Park, Jim Hanf was President, Naomi Morris was Vice-President and Donna Jean Bruce was Secretary/Treasurer.

One year later, a library was started and the group had adopted the name, Olympic Genealogical Society.

At the May 1975 meeting, held at the Great Northwest Building in Bremerton, the members selected the new name of Puget Sound Genealogical Society. Also, at this time *"Family Backtracking"* (later renamed *"The Backtrucker"*), was chosen for the name of the society's quarterly newsletter.

That same year, Arthur Fiske, who had been so helpful in getting our society established and was commuting from Seattle on a regular basis to provide guidance in genealogical research, was made an honorary member and later was awarded lifetime member status.

Over the years, our society has grown, as has the library. Different meeting places have been used and our library has moved from place to place and at several points was spread throughout several members' homes. In 1995, the Givens Community Center became a home for our library until March 2003. Our library had a brief home at the Poulsbo Armory and reopened in March 2004 at the East Port Orchard Center.

Membership has grown from slightly over 20 members in 1973 to nearly 200 members. Research requests have increased, information continues to become available at a much faster rate, and research methodology continues to improve. PSGS is doing all it can to keep up with the demands. We know we can do more with your help.

Membership Fees

Single membership fee is \$30 and family membership is \$45 annually. Membership applications are available on our website and at the PSGS library. Send membership application and fee to PSGS at our business address: Puget Sound Genealogical Society, PO Box 1931, Port Orchard, WA 98366-0805.

Membership Entitlements

Full use of the PSGS Library

The Backtracker 4 times per year

Free query posting

Free classes

Library

Our library is located in the East Port Orchard Center, 2501 Mile Hill Dr., Suite A102, Port Orchard, WA, phone (360)874-8813. The library is open from 10 a.m. - 3 p.m. Tuesday and Thursday through Saturday. **Directions to PSGS Library:** Follow Highway 166 through downtown Port Orchard bearing right onto Bethel Avenue until you reach the traffic circle. Take the Mile Hill Dr. (Highway 166) exit from the circle. The East Port Orchard Center is on the left side of the road across the street from the Armory. Look for the building marked 2501 then Suite A102 within the East Port Orchard Center.

Newsletter

The Backtracker is the PSGS newsletter and is printed four times each year in January, April, July and October. All PSGS members are encouraged to contribute articles to *The Backtracker* for possible publication. *The Backtracker* seeks the following content contributions from members: letters to the editor, research queries, editorial reviews, reports on members' research trips and research successes, tips on genealogy resources and research methodology, local and national news items of genealogical interest, and announcements for the Milestones column. In addition, members are urged to submit their unique family history stories. One or more of these family history articles is featured in *The Backtracker* each quarter. Submissions of family history articles should include photos if available.

To make a submission, email your article to *The Backtracker* editor. Stories should be contained in the body of the email or attached as a Word document or text file. Submitted photos should be scanned and emailed as a high resolution JPG or as a TIF file attachment. Submissions can be made at any time. All submissions will be reviewed and published at the discretion of the editor. Contributors of selected articles will be notified.

There is also a monthly bulletin, not associated with *The Backtracker*, that informs members of current PSGS news and includes a schedule of upcoming events. It is distributed by email/phone tree and an updated version is available on our website at <http://www.pusogensoc.org>.

MEETINGS

General membership meetings are held on the fourth Wednesday of every month at the Sylvan Way branch of the Kitsap Regional Library, 1301 Sylvan Way, Bremerton, WA. The meeting time is 1:00 pm. The date and location of the December meeting is announced at the October meeting.

Directions to the Sylvan Way Library: From the south, take the Navy Yard Hwy exit (Highway 304) from Highway 3. Follow Highway 304 through Bremerton until the Burwell St./Warren Ave. intersection. At that intersection, turn left onto Warren Ave. and follow Warren Ave. (Highway 303) across the Warren Avenue Bridge. Once you cross the bridge, the second stoplight should be Sylvan Way. At that intersection, turn right onto Sylvan Way and proceed about a block and a half and the library should be on the right. From the north, take the Waaga Way (Highway 303) exit and proceed east to Bremerton. Remain on Highway 303 (it becomes Wheaton Way) and at the Sylvan Way intersection, turn left onto Sylvan Way and proceed about a block and a half and the library will be on your right.

The Belfair Chapter in North Mason County meets the first Tuesday of the month at 12:00 pm in Belfair. At this time, they do not have a regular meeting place. To find out where the next meeting will be held, contact the Belfair representative on the yearly supplement.

The Legacy User Group meets on the last Monday of each month except June and July from 1-3 pm at the PSGS Library in the East Port Orchard Center, 2501 Mile Hill Dr., Suite A102, Port Orchard, WA. Contact person is identified in the yearly supplement.

The FamilyTreeMaker User Group meets on the second Friday of each month at noon just prior to the Ancestry.com SIG, which meets at 2 pm at the PSGS Library. Contact person is identified in the yearly supplement.

Voting and Nominations

Each July, the Nomination Committee gathers names of those willing to serve as elected officers of PSGS. This list of nominees is placed before the membership during the September meeting with further nominations accepted from the floor. The election of officers is held during the October general membership meeting.

Members interested in holding an office are encouraged to take the step, regardless of their experience. Each new officer brings his or her own unique abilities to the position and learns a lot during their tenure. If interested in a position, members should not hesitate to contact the current Nominating Committee chair as identified on the Yearly supplement.

The elected offices with a brief description of duties are as follows:

President

Presides at all meetings; appoints committee chairs; ex-officio member of all committees except the Nominating and Audit Committee; supervises all activities; and performs other duties as required.

First Vice-President

Performs the duties of the President when the President is absent; provides for the monthly educational segment of our general membership meetings.

Second Vice-President

Collects all dues and provides membership cards; maintains membership listing and transfers them to Treasurer and to the Newsletter Editor.

Treasurer

Makes monthly deposits; pays all bills; issues receipts; submits monthly reports, maintains an up-to-date set of books; presents books for auditing; prepares yearly proposed budget.

Recording Secretary

Keeps a complete record of all general membership meetings and meeting of the Executive Board; keeps an accurate record of attendance of each meeting; maintains all records of the Society.

Corresponding Secretary

Handles all correspondence - directing each to the proper chairman or elected official.

Member At Large

Represents the interests of the general membership at the Executive Board meetings.

Executive Board

The PSGS Executive Board consists of the elected officers of PSGS and also includes the Librarian, the Ways & Means Chairperson, the Immediate Past President and the Belfair Chapter Representative. The Board determines and controls all financial expenditures with the approval of the general membership.

Committees

Volunteers are needed for a variety of functions. There are various groups within PSGS, which operate all year; and there are others that are active for only a short time each year. Without your help, PSGS cannot function at its full potential. Your help is especially needed.

Education

Meets monthly and sponsors monthly classes on topics related to genealogy and family history research. Classes are generally held on the first Monday of each month and sometimes on Saturdays. The topics are announced in the calendar in the monthly email/phone tree as well as the PSGS website, <http://www.pusogensoc.org>. There is no attendance fee for these classes although a fee for materials and handouts may be charged. Registration is required for the classes. The committee also sponsors other events, such as seminars, a monthly film series and various State Days which give members a chance to share their research and help each other.

Library

Next to our volunteers, our most important asset is our library. Volunteers are needed for a variety of positions. Members are needed to staff the library on Tuesday and Thursday through Saturday from 10 a.m. - 3 p.m. Also needed are people to stock the shelves on a regular basis and to ensure all books, exchange newsletters, microfiche and microfilms are in their place. Each year an audit of our materials is made and volunteers are needed to participate. Listings of volunteers are maintained and volunteers are contacted as needs arise. To volunteer, contact the Librarian or the Volunteer Librarian Manager listed on the yearly supplement.

Cemetery

Meets monthly to research cemeteries in Kitsap County. Mapping of gravesites and entering names into a database are just a couple of the activities this group is currently doing. To volunteer, contact the Cemetery Committee Chair listed on the yearly supplement.

Research

Each month many requests for research come into our society from around the U.S. and foreign countries. A listing of researchers is maintained so that as requests come in, they may be forwarded to a volunteer with experience in that field. To volunteer, contact the Research Chairman listed on the yearly supplement.

Records Preservation

Enters names into a database from historical records of Kitsap residents in the early part of last century. Normally meets every other month. There is also an obituary committee that meets monthly at the library to clip and file obituaries from local newspapers. To volunteer, contact the Records Preservation Chair listed on the yearly supplement.

Phone Tree

Members are needed to call members or to send emails each month to remind members of our meetings or special events. The phone tree is activated about one week before each meeting and as special events are announced or deemed important to members. To volunteer, contact the Phone Tree Chairman listed on the yearly supplement.

Historian

The Historian collects photos, newspaper clippings and other information about PSGS activities to put into a scrapbook. If you have items to donate, please bring them to the library for the Historian.

Ways and Means

PSGS cannot function without fundraisers and monetary donations. Volunteers are needed to provide a means for our society to generate money, whether it is from individual donations or from volunteering time to plan and support various projects which produce income to provide the necessary funds for PSGS operation expenses. These projects include ongoing projects such as book sales as well as annual events including garage sales, Antique Appraisal Faire and other events. To volunteer, contact the Ways and Means Chair listed on the yearly supplement.

Publicity

Making people more aware of our society creates new members and encourages others to use our library thus bringing in revenues that can then be used to enhance our library. Bringing in new members renews the vitality and refreshes the purpose of our group. News releases, public appearances and contacting various other industries are a necessity. To volunteer, contact the Publicity Chairman listed on the yearly supplement.

Seminar

Every other year, our society tries to sponsor a seminar featuring a well-known and knowledgeable genealogist. This seminar is for one day only with lunch and covers from one to four topics. Volunteers are needed to recruit a speaker, find a caterer or provide other food choices, set up the facilities, man the sales tables, hand out literature, notify the public, take reservations, etc. Some volunteers will work all year on this event, while others may only work one day. To volunteer, contact the Ways and Means Chair listed on the yearly supplement.

Newsletter

The newsletter editor oversees the publication of *The Backtracker*. Volunteers are needed to secure articles, photos, and information, and to help the editor with other details of publication as required. To volunteer, contact the Newsletter Editor listed on the yearly supplement.

Surname Index

The Surname Index is a compilation and index of PSGS members' pedigree sheets. In 1995, members were asked to submit one or more pedigree sheets to be catalogued and indexed. Over 400 names gathered during this special project.

Again in 1997, members were asked to submit pedigree sheets for a new edition of the Surname Index. An additional 1,000+ names were gathered and incorporated.

The Surname Index is currently located in the PSGS Library in six binders. Another edition of the index is expected when enough pedigree sheets are received. Pedigree sheets must have the researcher's name and address located on the front of each page. Mail pedigree sheets to Surname Index, PSGS, PO Box 1931, Port Orchard, WA 98366-0805 or drop them by the PSGS Library during library hours. If you have a computer program designed specifically for genealogy, you should be able to print a complete pedigree chart.

Salt Lake City Trip

Usually each year in January, a group of our members gather in Salt Lake City, Utah, to research at the Family History Library. Members stay at a hotel within walking distance or one with transportation to the library, usually at a reduced group rate. A block of rooms is set aside for the upcoming year so space is limited. Beginning in October, names are taken of those members interested in making the trip. Further information is available at the October and November meetings.

Belfair Chapter of PSGS

The members of the North Mason County chapter have several projects that are in progress. Contact the Belfair representative on the yearly supplement for information about programs, field trips and training opportunities or to be a committee volunteer.

PSGS Bylaws

Our bylaws were first adopted in May 1976. They have gone through one failed revision, five passed revisions and one amendment. In February 1998, a set of revised Bylaws allowed our society to become a non-profit organization as defined by Internal Revenue Service Code 501. The most recent

revision of the Bylaws occurred on August 26, 2009. The most recent revision is available on the PSGS website at <http://www.pusogensoc.org>. Please read them carefully and understand the basic rules our officers were elected to follow. It is the duty and entitlement of each member to ensure our society is run in a manner appropriate to the adopted Bylaws.

Thank you and enjoy your membership!