

PUGET SOUND GENEALOGICAL SOCIETY STANDING RULES

(Approved by the Membership-July 27, 2011)

I. PURPOSE AND DEFINITION OF STANDING RULES

A standing rule is a policy or procedure that has been established by past practice and agreed upon by the General Membership by motion and vote. Standing Rules respond to current situations in carrying out the business of Puget Sound Genealogical Society (PSGS), but they always remain within, and do not exceed, the scope of the Bylaws, although their magnitude may occasionally lead to Bylaw changes. In short, they reflect day-to-day business decisions as the need arises for current use and future reference.

II. GUIDELINES

- A. **Determination:** Any situation requiring a motion and vote that will likely become standard practice could be a Standing Rule.
- B. **Review:** An ad hoc Standing Rules Committee will be appointed by the President to review and update the Standing Rules at least every two years in order to insure the rules are still applicable and relevant. This committee should consist of a minimum of five individuals, including two current Board members, one of whom is the Secretary, and at least two other members.
- C. **Changes:** Standing Rules may be amended or deleted during the year by motion and vote of the General Membership. Amending the standing rules requires either a majority vote with previous notice, or, without notice, a 2/3 vote of the members present, once a quorum has been established. Any member of PSGS has the right to submit a proposed amendment to the Standing Rules by way of a motion at any general membership meeting.
- D. **Maintenance of the Standing Rules Document:** The Secretary will maintain the document and provide copies as requested.
- E. **Effective Date:** In the absence of any other known Standing Rules document, the first effective date will be at the conclusion of the meeting following the date of adoption by the membership.

III. DUTIES of OFFICERS and EXECUTIVE BOARD

- A. **President's Duties**
 - 1. Preside at all Board of Directors, Executive Board and General Membership meetings.
 - 2. Supervise all activities of PSGS.
 - 3. Appoint committee chairs with the concurrence of the Board of Directors.
 - 4. Serve as ex-officio member of all committees except the Nominating and the Audit Committees.
 - 5. Ensure that any proposed expenditures of funds not included in the annual budget are brought to the Executive Board for approval.
 - 6. Ensure that any policy matters are brought to the Board of Directors and the Executive Board for a vote.
 - 7. Ensure that the Nominating Committee has a slate of candidates for all elected positions.
 - 8. Review and sign the request for a gambling license in support of a raffle or other fundraising activity.
 - 9. Provide turnover and pertinent records to incoming President elect.
- B. **First Vice President's Duties**
 - 1. In the absence of the President, assume the duties of the President.
 - 2. Serve as Chairperson of the Program Committee to plan and organize the programs for the general membership meetings.
 - 3. Serve as liaison to the Education Group.
 - 4. Provide turnover and pertinent records to incoming Vice President elect.
- C. **Second Vice President's Duties**
 - 1. Serve as Membership Chairperson.

2. Serve as liaison to the Research Group.
3. Coordinate with the Treasurer on collection of dues.
4. Maintain membership list including date member joined and provide membership cards.
5. Provide membership list to the Treasurer, the Backtracker Editor, the Notification Committee, and the Secretary prior to each regularly scheduled Executive Board meeting.
6. Update membership booklet and distribute to members annually.
7. Provide turnover and pertinent records to incoming Second Vice President elect.

D. Treasurer's Duties

1. Serve as Finance Committee Chair.
2. Serve as liaison to the Financial Group.
3. Serve as the Registered Agent in the State of Washington for the Puget Sound Genealogical Society.
4. Serve as Principle Officer for IRS Tax filing.
5. Make all deposits in a timely manner, but at least monthly.
6. Pay all bills promptly and issue receipts.
7. Maintain an up-to-date set of books.
8. Prior to taking on the job as Treasurer, assure that the audit of the prior Treasurer's books has been completed.
9. Ensure that all proposed expenditures are within the approved budget.
10. Ensure that no elected officer co-signs own check drawn on PSGS's accounts.
11. Provide monthly status reports to:
 - a. Executive Board
 - b. Secretary, to be filed with minutes
 - c. Others as requested.
12. File Federal tax return and non-profit report.
13. Ensure that any donations by PSGS to an IRS 501(c)(3) organization are supported by a letter to reflect the amount donated for tax purposes.
14. Present the proposed annual budget for consideration and adoption at the November Executive Board meeting.
15. Prepare and submit all signature cards/forms required by the bank for outgoing and incoming officers.
16. Submit required records to Audit Committee and/or CPA, and be available to the Audit Committee as needed.
17. Maintain records of all Certificates of Deposit, their maturity dates, and rates of return. Alert the Board of Directors at least 60 days before any Certificate of Deposit is to mature.
18. Coordinate with the Second Vice President on collection of dues.
19. Provide turnover and pertinent records to incoming Treasurer elect.

E. Secretary's Duties

1. Record the minutes of all General Membership meetings, Board of Director meetings, Executive Board meetings and any Special meetings. At a minimum, these minutes shall include each item of business, nature or title, maker and seconder of any motions, summary of discussion and outcome of the motion.
2. Serve as liaison to the Communication Group.
3. Maintain all PSGS legal records and documents including Bylaws and Standing Rules.
4. Ensure that all persons attending the General Membership Meetings, Board of Director Meetings, Executive Board Meetings and any Special Meetings sign in on log sheets that are maintained in permanent files per Washington State non-profit laws.
5. Maintain copies of each document in the Safe Deposit box, including but not limited to, original Certificate of Incorporation, Articles of Incorporation, and any amendments thereto, IRS letter regarding 501(c)(3) status, the name change letter from the IRS, and the Gambling/Raffle license for the current year.
6. Ensure archival records have a destroy date clearly marked on them and no record is disposed of unless the destroy date has passed.

7. Process all incoming official correspondence, directing it to the proper official or chairperson for action.
8. Compose outgoing correspondence as directed by the President.
9. Provide a copy to the President of any correspondence conducted on PSGS letterhead.
10. Provide turnover and pertinent records to incoming Secretary elect.

F. Librarian

1. Serve as chairperson of the Library Committee.
2. Develop and present plans for the future needs of the library to the Board of Directors.
3. Provide a list of prospective acquisitions to the Board of Directors for approval.
4. Process all new acquisitions.
5. Monitor assets and facilities, conduct annual equipment survey and report results to the Board of Directors for action.
6. Appoint a person to conduct an inventory of PSGS's property annually prior to the February Board of Directors meeting.
7. Provide direction and guidance to the Volunteer Library Manager/Trainer, whose duties are to:
 - a. Schedule volunteer librarians, post a monthly schedule in the library, and send weekly reminder emails.
 - b. Arrange training opportunities for the volunteer librarians on the general layout of the library and the use of the microfilm/microfiche readers and computers.
 - c. Maintain the list of those who have keys to the library and distribute keys to volunteer librarians and others at the direction of the Board of Directors.

G. Ways and Means Chairperson

1. Serve as chairperson of the Ways and Means Committee.
2. Serve as a member of the Finance Committee.
3. Keep the Executive Board advised of any fund raising activities and plans.

H. Webmaster (Lead)

1. The President will appoint, with the concurrence of the Board of Directors, a lead person responsible for the PSGS website.
2. The Lead Webmaster will train and maintain a staff of volunteer webmaster personnel and coordinate with the publicity chair to publicize events in the monthly bulletin and on the web page.

I. Chapter Representative(s)

1. A chapter representative is elected annually by their chapter and serves as a member of the PSGS Executive Board.
2. The chapter representative shall keep the PSGS Executive Board informed of scheduled chapter activities.

J. At-Large Representative

1. The At-Large Representative is elected at the PSGS annual meeting to represent the general membership and may not serve concurrently as an elected officer or hold any chairperson position.
2. Responsible for member communication and correspondence including but not limited to, sending welcome letters, thank you letters, get well cards and sympathy cards to members as appropriate.

IV. DUTIES of STANDING COMMITTEES

A. EDUCATION GROUP

1. **Education Committee**
 - a. Conduct annual survey of members' educational interests.
 - b. Provide classes and presentations on relevant genealogical topics for members and the general public.
 - c. Recruit instructors and provide training and assistance as needed.

- d. Arrange for flyers and sign-up sheets to be available three months prior to each class.
- e. Provide class information to the publicity chair in a timely manner for public promotion.
- f. Maintain class related materials in the library.
- g. Plan a seminar of one or more topics related to genealogical research.

2. **Backtracker Committee**

- a. The Backtracker Editor shall chair the Backtracker Committee.
- b. The Backtracker Editor shall be responsible for creating and distributing a publication of genealogical interest within the assigned budget.
- c. The Backtracker is the official publication of PSGS and shall be issued four times per year.

B. RESEARCH GROUP

1. **Library Committee**

- a. The President shall appoint, with the concurrence of the Board of Directors, a person to serve as Librarian who will be responsible for the organization and direction of the library.
- b. The Librarian shall serve as the chair of the Library Committee and shall appoint at least three persons to the Library Committee to serve the needs of the PSGS library.
- c. Establish and maintain the operating procedures of the library under the direction of the Librarian.
- d. Serve as a coordinating group for the major functions of the library, i.e., print materials, audio visual materials, training and volunteer staffing.

2. **Records Preservation Committee**

- a. Preserve historical records of interest to genealogists including obituaries, cemetery records, school records and other.
- b. Collect and organize records to a central location at the PSGS library and ensure records are easily accessible.
- c. Standardize databases for use on PSGS computers or online research.

3. **Research Committee**

- a. Respond to research queries and requests for information and collect the appropriate fee as necessary.
- b. Maintain a list of research volunteers who can assist as needed.
- c. Schedule research/field trips according to the interests and needs of members and provide information to the Webmaster for dissemination..

C. COMMUNICATION GROUP

1. **Notification Committee**

- a. Notify phone and/or email contacts approximately one week before each general membership meeting and as special events are announced or deemed important to members.
- b. Send reminders to PSGS members of meetings, special events, or cancellations via e-mail or phone.

2. **Publicity Committee**

- a. Collect information from all committee chairpersons regarding their committee's activities and distribute that information to the media and the public.
- b. Promote programs and events by providing publicity to the public by distributing flyers, contacting newspapers and staffing information booths.

3. **Website Committee**

- a. Oversee the PSGS website.
- b. Provide a forum for discussion about the purpose and direction for the website.

- c. Responsible for the installation and maintenance of the PSGS website, including monitoring and updating material, creating new content and removing expired or outdated materials.
- d. Develop and distribute the monthly news bulletin to PSGS members.

D. FINANCE GROUP

1. Finance Committee (Responsible for Budget Development and Execution, Contractual Obligations and Investment Funds Management)

- a. Assist the Treasurer to develop the annual operating budget.
- b. Ensure that PSGS is in compliance with the Federal and Washington State nonprofit regulations and notify the Board of Directors of any deadlines.
- c. Apprise the Board of Directors, within the required deadlines, of all PSGS contracts, including rental agreements, insurance, storage, or any other miscellaneous contractual obligations.
- d. Evaluate insurance coverage and present any recommended changes to the Board of Directors.
- e. Annually, secure liability insurance coverage for PSGS, including all chapters if required.
- f. Monitor the facility lease agreement and inform the Board of Directors, within the required deadlines, when actions are required regarding lease renewal or termination.
- g. Recommend distribution of PSGS funds (i.e., savings, checking, certificates of deposit, or any other financial holdings) to the Board of Directors for approval.

2. Ways and Means Committee

- a. Plan and oversee fundraisers to supplement operating budget.
- b. Conduct a cost benefit analysis of major fundraising proposals.

V. DUTIES of SPECIAL COMMITTEES

A. Audit Committee

- 1. The President shall appoint a committee of at least two members to conduct a review and audit of the Treasurer’s books and financial records. The Audit Committee shall not include the President or Treasurer in office during the audit period. The Audit Committee shall report its findings to the President and the Board of Directors at the next scheduled Board of Directors Meeting.
- 2. In the event the Treasurer leaves office before her/his term is up, an audit shall be conducted prior to the new Treasurer taking office.

B. Bylaws Committee

See Bylaws Article XII, Section 1

C. Nominating Committee

- 1. The committee shall consist of at least three members, appointed by the President, to identify those willing to serve in an elected position.
- 2. Gather names of those willing to serve not later than July of each year.
- 3. Submit a list of nominees at the September General Membership meeting and accept further nominations from the floor.
- 4. Conduct the election at the October annual business meeting.

VI. OTHER DUTIES NOT COVERED IN DETAIL in the BYLAWS

A. Chapters

- 1. All chapters are self-governing and members must be members in good standing of PSGS.
- 2. Meeting dates, times, locations and activities are at the discretion of the chapter members.
- 3. Names of Chapter Officers and contact information will be submitted to the Executive Board in January of each year.
- 4. Chapters are encouraged to sponsor their own activities (workshops, retreats, field trips, etc.) in addition to those planned events that are open to the entire PSGS membership.

5. The costs and fees associated with chapter sponsored activities are paid by the participating members and a designated member of the chapter shall be appointed by the chapter to be responsible for signing contracts, collecting money, etc.
6. Contracts for chapter activities shall identify the name of the chapter as being part of PSGS.
7. Chapters shall keep PSGS immediately informed of any new chapter forming, or a change in the name of an existing chapter, for inclusion in PSGS liability insurance coverage.

B. Chapter Chairperson/President

1. Elected by the chapter membership.
2. Responsible for conducting chapter meetings in accordance with all PSGS bylaws and standing rules.

C. Privacy and Security

The PSGS membership list shall not be used as a mailing list in any capacity other than PSGS business without the permission of the Board of Directors and a vote by the general membership (and only for the stated purpose).

D. Safe Deposit Box

PSGS will maintain a safe deposit box. Those having access to the box shall be the President, Secretary, and the Treasurer. The box shall contain, but is not limited to, the original Certificate of Incorporation, Articles of Incorporation, and any amendments thereto, and IRS letter regarding 501(c)(3) status.

VII. PSGS POLICIES

A. Workshops and Classes

1. All workshops and classes are on a first come basis and may be subject to a fee.
2. In the event a workshop or class is cancelled, refunds will be sent to the paid registrants.

B. Research Trips

1. PSGS will sponsor research trips based upon member interest.
2. All expenses for research trips including transportation and meals are paid by attendees.

VIII. FISCAL YEAR

- A.** The fiscal year of PSGS shall be the calendar year.