

BAY COUNTY GENEALOGICAL SOCIETY STANDING RULES

ARTICLE III - DUES

Section 2. Categories of Membership:

- A. Individual. \$20.00 per year.
- B. Household. \$20.00 per year.
- C. Student. \$10.00 per year
- D. Organization. \$ 15.00 per year.
- E. Honorary Lifetime. No annual dues are required.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held at 1:00 p.m. on the third Saturday of each month except in July and August, in the conference room of the Bay County Public Library, 898 West 11th Street, Panama City, FL 32401.

Section 2. Identification. As a courtesy to guests, it is suggested that members display their name tags at regular meetings. Guests will be provided with stick-on name tags.

ARTICLE V - OFFICERS & DIRECTORS

Officers and directors elected at the annual meeting on 20 December 2014 were:

- 1. President: Janice Cronan
- 2. First Vice President: Fred Borg
- 3. Second Vice President: Mary K. McGraw
- 4. Recording Secretary: Marlene Womack
- 5. Corresponding Secretary: Rebecca Miller
- 6. Treasurer: Walter Sherman
- 7. Director: Deanna Angel-Pierce
- 8. Director: Diana Cochran
- 9. Director: Becky Saunders
- 10. Director: Sally Rinehart

ARTICLE VI - EXECUTIVE BOARD

Section 4. Meetings. Executive board meetings shall be held at 10:00 a.m. on the third Saturday of each month, except July and August, at the Bay County Public Library, 898 West 11th Street, Panama City, Florida, 32401. All members of the Society are welcome to attend these meetings, but only officers and directors are eligible to vote.

ARTICLE VIII - STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees. The Standing Committees of the Society shall be Archives, Budget and Finance, FGS Delegate, FSGS Liaison, Hospitality, Library, Membership Services, Newsletter, Programs, Publicity, Publications, and Web Site.

Section 2. Qualifications. Any member in good standing who is willing to serve may be considered for appointment as a committee chairman. Except for Membership Services and

Programs (which are chaired by Vice Presidents), and the Nominating Committee, Chairmen shall be selected by the president, with approval of the Executive Board, as needed

Section 3. Term of Office. Standing Committee Chairmen shall serve for a term of one year from the date of appointment.

Section 4. Duties:

1. Archives shall:

- a. Be chaired by the Archivist/Historian.
- b. Collect and preserve all items of historical interest to the Society.
- c. Collect and preserve the genealogy and biography data submitted by Society members.
- d. Maintain a Surname file and a member's pedigree file.
- e. Keep the permanent issues of the Society's publications and periodicals.
- f. Provide an annual report of the Society's holdings.

2. Budget and Finance shall:

- a. Contain no less than two nor more than four members. The treasurer shall be an ex-officio member of this committee, but shall not be eligible to serve as chairman.
- b. Prepare an annual budget to be presented to the Executive Board two months prior to the Annual Meeting and to the membership two months prior to the Annual Meeting. The budget shall be adopted at the Annual Meeting by a majority vote.
- c. Plan and conduct fund-raising projects as approved by the Executive Board.

3. FGS Delegate shall:

- a. Act as a liaison between BCGS and FGS. The Delegate will keep their society up-to-date on issues they learn about from FGS via the *Delegate Digest* E-mail and *Forum* quarterly magazine.
- b. Become familiar with other items we offer that help societies like Strategy Series papers, etc. and keep our society informed about upcoming genealogy events noted on the FGS website.
- c. Keep FGS informed about our society by submitting information to be printed in *Forum* and other publications.

4. FSGS Liaison shall:

- a. Act as an information conduit between our society and the state society by reporting:
 - Upcoming Events
 - Political Activities Of Importance To Genealogists
 - Publications
 - Announcements
 - And Any News Deemed Important For All Florida Researchers."
- b. Maintain an email address list for our members
- c. Receive email information from FSGS
- d. Forward that information to BCGS members
 - Monthly liaison newsletter
 - Quarterly notice when the FSGS newsletter is posted on the FSGS Web site.

5. Library shall:

- a. Be chaired by the Librarian.
- b. Serve as liaison between the Society and libraries.
- c. Administer Library funds, arranging for the purchase of items requested by the local library and members.
- d. Exchange books and periodicals with other societies as requested.
- e. Support Publicity with announcements about special area events.
- f. Respond to member queries and requests for research as appropriate.

6. Hospitality shall:

- a. Provide refreshments at business meetings and general meetings.

7. Membership Services Shall:

- a. Obtain attendance records at regular meetings.
- b. Maintain a current list of all members in good standing and provide a copy to the Recording Secretary.
- c. Provide name tags for members and visitors.
- d. Provide New Member Welcome Packets containing:
 - Statement of welcome to the society signed by the President.
 - Personalized name tag
 - Membership card signed by Membership Chair
 - Volunteer survey
 - Blank pedigree chart
 - Blank "Surnames Being Searched" form for the BCGS surname registry
 - BCGS general info brochure
 - Membership benefits list + BCGS Publications
 - Calendar of events
 - Free copy of the most recent edition of the County Line
 - Getting Started
 - Recording Basics
 - Books Recommended
 - Sources around your home
 - Starting Your Genealogical Research @ Bay County Library
 - FHC Brochure
 - Society Bylaws
 - Society Standing Rules
- e. Notify members of delinquent dues by January 31 and report such delinquencies to the Executive Board.
- f. Create and administer programs to increase membership.
- g. Be chaired by the Second Vice-President.

8. Newsletter Shall:

- a. Be chaired by the Editor.
- b. Publish by e-mail a call for articles NLT 45 days before each newsletter publication date, i. e., 15 February, 15 May, 15 August, and 15 November.
- c. Publish and mail the official periodical of the Society, *The County Line* on a quarterly basis on the first day of January, April, July, and October.
- c. Acquire materials to be considered for publication in the Society periodical(s).
- d. Publish any items specifically requested by the Executive Board.

9. Programs Shall:

- a. Plan programs for regular meetings and obtain speaker(s) for each program, subject to approval by the Executive Board.
- b. Provide refreshments for members at regular membership meetings.
- c. Set up the meeting room as needed before regular meetings and restore it after the meeting.
- d. Obtain and arrange any special audio/video equipment needed by presenters.
- e. Plan and direct the annual seminar.
- f. Provide program information, including the titles, brief descriptions, speaker names, and brief biographical information to the webmaster, the publicity chair, and the newsletter editor NLT 1 March, 1 June, 1 September, and 1 December for the programs to be presented to the general meeting for three months following.
- g. Be chaired by the First Vice-President.

10. Publicity Shall:

- a. Be responsible for publicity and public relations on behalf of the Society, including announcements of periodic events and special projects such as fund-raising activities.
- b. Send out proper notices of all regular meetings, including the notification to officers and directors, committees, delegates, and the general membership of any special meetings as necessary.
- c. Be in charge of Society displays.
- d. Be alert to opportunities to build support in the community through participation in civic programs.
- e. Generate political or civic support for issues of concern to the genealogical community, such as records preservation.

11. Projects shall:

12. Web Site Shall:

- a. Be chaired by the Webmaster.
- b. Create and maintain the official Web site of the Society.

13. Nominating Shall: Be elected by the general membership in the month of September.

The chairmen as of 20 December 2014 are:

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| 1. Archives: | Rebecca Saunders |
| 2. Budget and Finance: | |
| 3. FGS Delegate | Bill Zehner |
| 4. FSGS Liaison | Joan Potter |
| 5. Library: | Rebecca Saunders |
| 6. Hospitality: | Sally Rinehart |
| 7. Membership Services: | Mary K. McGraw |
| 8. Newsletter: | Janice Cronan |
| 9. Programs: | Fred Borg |
| 10. Publicity: | Diana Angle-Pierce |
| 11. Extractions | Diana Cochran |
| 12. Seminar | various |
| 13. Web Site: | Bill Zehner |

ARTICLE XII - AMENDMENTS

Section 1. These Standing Rules may be amended at any executive board meeting by a simple majority of those present and voting.

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These Standing Rules were adopted by the executive board of the Bay County Genealogical Society on 15 October 2005.

Amendments:

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| Amended Art. VIII, Sec. 4 by adding subparagraph 10 . "Nominating committee shall:
a) Be elected by the general membership in the month of September." | Amended <u>17 June 2006</u> |
| Amended Art. III, Sec. 2 by changing individual dues to \$20 from \$15 per year. | Amended <u>19 Aug 2006</u> |
| | Amended <u>19 Dec 2006</u> |
| Amended Art VIII, Sec 4 by removing Education and adding FGS Delegate and FSGS Liaison. Changed the names of officers, directors, and committee chairs | Amended <u>21 Jan 2007</u> |
| Change board meeting place; add hospitality committee | Amended <u>9 Jun 2007</u> |
| Change general meeting place; add Becky as Director, Shay as Corr Sec, Judy as Extractions (was Publications) Chair, Lanell Matsumura as Archivist, Brandi Barnes as publicity chair. | Amended <u>17 May 2008</u> |
| Updated Officers, Directors, and Nominating Committee | Amended <u>3 Dec 2014</u> |
| | Amended _____ |