

BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.
Approved January 2009 (prior version [here](#))

ARTICLE I—NAME

The name of this organization will be the PINELLAS GENEALOGY SOCIETY, Inc. The organization will hereinafter be referred to as “PGS” in the bylaws.

ARTICLE II—OBJECTIVES

PGS is a 501(c)3 non-profit organization under federal and Florida laws. The objectives of the organization are to encourage research, publication and preservation of genealogical and historical materials, as well as to instruct and assist PGS members and the public in modern and traditional methods of research. These objectives shall be accomplished through monthly meetings, workshops, lectures, field trips and other educational activities.

ARTICLE III—MEMBERSHIP

- 3.01 Any person interested in the objectives of the PGS may become a member upon paying annual dues and completing the application as provided by the Membership Coordinator.
- 3.02 The Executive Board may award Honorary Membership. The classifications of Honorary Membership are:
 - A. HONORARY LIFETIME MEMBER status which may be granted when the recipient has performed at least ten years of service to the PGS at a level deemed appropriate by the Executive Board. Dues are waived for the lifetime of the honoree. Honorees continue to hold all the privileges of a regular PGS member.
 - B. HONORARY MEMBER status which may be granted to recognize a significant contribution to, or achievement in, genealogy or the PGS as deemed appropriate by the Executive Board. Dues are waived for one year.
- 3.03 The Executive Board may expel a member for action against the best interests of the PGS. Written notice shall be sent to the member by certified mail. The respondent will have thirty days in which to contest the notice and appear before the Executive Board. Non-response will be considered an automatic resignation. A two-thirds vote of the members at the next general meeting will be required to sustain expulsion.
- 3.04 Annual dues of the PGS shall be recommended by the Executive Board and approved by two-thirds of the members present at a general meeting. All dues are required by the close of the February general meeting in order to maintain continuing member status.
- 3.05 Only individuals who have paid their dues may vote or hold office.
- 3.06 Use of PGS funds will be limited to PGS purposes, and no persons are authorized to commit PGS to any financial obligation unless duly authorized by the Executive Board and the membership.
- 3.07 Personal information given by a member to the PGS will not be published or shared for any reason without the express written consent of the member.
- 3.08 Procedures for dissolution of the PGS are as follows:

**BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.**
Approved January 2009 (prior version [here](#))

- A. Every member in good standing will be mailed an affidavit which he/she signs to indicate whether the member wishes to sustain or reject the motion to dissolve the PGS.
- B. Members will have thirty days to return their affidavits.
- C. It will take two-thirds of those affidavits returned favoring the motion to sustain dissolution. If dissolution is approved, all assets of the PGS shall be donated to the Largo Public Library, Largo, Florida, for the use and benefit of the Genealogy Center.

ARTICLE IV—EXECUTIVE BOARD

- 4.01 The Executive Board shall consist of the elected officers.
- 4.02 The Executive Board shall meet monthly (except June, July, August) to transact business of the PGS.
- 4.03 The Executive Board approves proposed expenditures. Expenditures/financial-obligations in excess of \$500 also require the approval of two-thirds of the members present at a general meeting. Expenditures that have already been approved by the PGS members in the annual budget do not require additional approval.
- 4.04 The Executive Board may fill the vacancies of an office during the year without elections.
- 4.05 The Executive Board is responsible for directing the aims and objectives of the PGS.
- 4.06 The President will vote on issues before the Executive Board only in the event of a tie vote.
- 4.07 All Executive Board positions will be voluntary and non-salaried.
- 4.08 Items for action by the Executive Board or the PGS shall be submitted in writing to any Board member and signed by the member submitting the item.
- 4.09 Significant actions taken at the Executive Board meetings shall be reported at the next general meeting.
- 4.10 Any PGS member may attend the Executive Board meetings, but they may not vote or interrupt the proceedings until invited to speak by the President.
- 4.11 The Executive Board shall direct the use and maintenance of the PGS mail facilities and services. All correspondence concerning taxes, incorporation and insurance shall be received at the official mailing address for the PGS.

ARTICLE V—OFFICERS

- 5.01 The elected officers of the PGS are:

PRESIDENT	VICE PRESIDENT	TREASURER/RESIDENT AGENT
RECORDING SECRETARY	CORRESPONDING SECRETARY	SEMINAR DIRECTOR/TRUSTEE
FINANCE DIRECTOR/TRUSTEE	EDUCATION DIRECTOR/TRUSTEE	PROJECTS DIRECTOR/TRUSTEE
MEMBERSHIP COORDINATOR	JOURNAL EDITOR	WEBMASTER

**BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.**

Approved January 2009 (prior version [here](#))

- A. These officers are elected and installed for a term of two years during the last general meeting of the calendar year. The positions will be divided into two groups and each group will be elected every other year. The groups are as follows:

Group I	Group II
President	Vice President
Finance Director	Treasurer
Education Director	Project Director
Seminar Director	Recording Secretary
Corresponding Secretary	Membership Coordinator
Journal Editor	Webmaster

- B. The Treasurer, Membership Coordinator, and the Seminar Director/Trustee must be full-time residents of the Tampa Bay area.
- C. The President and the Vice President may not be elected for more than two consecutive terms.
- D. Implementation: In the election during the first year that these Bylaws are approved, Group I will be elected for a term of 2 years and Group II will be elected for a term of 1 year. In subsequent years, each group as appropriate will be elected for a term of 2 years.

5.02 Officer Duties and Responsibilities

- A. **PRESIDENT:** Shall have the overall responsibility for the proper operation and conduct of the PGS. The President shall preside over all meetings of the PGS and of the Executive Board and is (with exception of the Nominating Committee) an ex-officio member of all committees. The President shall, with the approval of the Executive Board, appoint an individual to fill each appointed position as well as a chair for each ad hoc and standing committee with the exception of the Audit and Budget Committees. The name of the President will be on the signature card at the bank, and he/she may sign checks in the absence of the Treasurer. The President will sign all contracts and obligations of the PGS that have been approved by the Executive Board or general membership. The President may authorize any member of the Executive Board to temporarily assume the duties of any member of the Executive Board who is unable to continue in office. The President will be the official liaison between the PGS and the Greater Largo Library Foundation. The President may designate an alternate from the Executive Board to perform this function in the event the President is unable to do so.
- B. **VICE PRESIDENT:** Shall assist the President and perform the President's duties in the absence or incapacity of the President or in the event that the office of the President is vacated. The Vice President is responsible for program scheduling and presentation at educational meetings and for disseminating all information about the programs. The Vice President is the primary public relations official for the society and responsible for advertising all society events in appropriate media. If other board members participate in advertising activities, the Vice President shall coordinate such activities.
- C. **TREASURER/RESIDENT AGENT:** Shall be the custodian of all funds and financial records of the PGS. Funds received into the treasury are to be deposited in an insured institution approved by the Executive Board. The Treasurer shall sign checks for the PGS. The Treasurer will act as

**BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.**

Approved January 2009 (prior version [here](#))

resident agent/liaison between the Secretary of the State of Florida and the US Department of Internal Revenue. Copies of filings will be presented to the Financial Director/Trustee for review and placed in the PGS records at Largo Library. The Treasurer will present a financial report at each Executive Board meeting and at each general meeting. The Treasurer will be responsible for the timely preparation of forms of incorporation and associated tax forms required to secure and protect the PGS status of incorporation with the State of Florida (Certificate of Incorporation 751505) and Department of Internal Revenue 501(c)3 non-profit (Federal ID 59-2374859). An annual report is required at the end of the calendar year to be presented at the annual meeting. The Treasurer will close the books at the end of the calendar year and submit all financial records to the Finance Director/Trustee for review by the Audit Committee no later than the Monday following the second weekend of the new calendar year. The Treasurer will not be a member of the Audit Committee, but will provide documentation and other information to that committee as requested.

- D. **RECORDING SECRETARY:** Shall record the minutes of all meetings and actions taken by PGS and shall maintain a record of those minutes at the PGS facilities at Largo Library. The Recording Secretary will store all annual reports submitted by the officers, the appointed positions, and standing and ad hoc committees at the PGS Largo Library location, and will provide copies of the appropriate job description to newly elected and appointed officers and committee chairs. The Recording Secretary shall maintain a record of all committees which shall include all committee members and individuals participating in the activities of each committee and shall be the archivist for the annual reports and for job descriptions.
- E. **CORRESPONDING SECRETARY:** Shall be the official correspondent for the PGS. The Corresponding Secretary shall receive and reply to general correspondence and generate other correspondence as directed by members of the Executive Board. The Corresponding Secretary shall be responsible for distribution of correspondence to the appropriate Executive Board members, committees and appointed positions.
- F. **SEMINAR DIRECTOR/TRUSTEE:** Shall act as producer of the PGS educational seminar which is presented to members of the PGS and to the public annually. The Executive Board must approve the annual seminar budget.
- G. **FINANCE DIRECTOR/TRUSTEE:** Shall chair the Budget Committee and present a proposed annual budget, as approved by the Executive Board, to the annual meeting for approval by the PGS membership. The Finance Director/Trustee shall chair the Audit Committee and present the annual audit report of the committee to the Executive Board not later than the annual meeting. The Finance Director/Trustee will represent the Treasurer or President in financial matters should either be absent, at which time he/she will also be authorized to sign checks. The Finance Director/Trustee shall review annually the level of bonding carried by the society.
- H. **EDUCATION DIRECTOR/TRUSTEE:** Shall plan and coordinate the educational activities of the PGS and maintain a roster of PGS members willing to speak to outside groups and teach classes. The Education Director/Trustee shall be responsible for disseminating all information about educational activities.
- I. **PROJECTS DIRECTOR/TRUSTEE:** Shall be the liaison between the Executive Board and the coordinators of all genealogical projects except as otherwise provided for by the Executive Board. The Projects Director/Trustee will initiate projects; recruit project coordinators and volunteers; provide guidance to coordinators during projects; and assure the smooth termination of completed

BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.
Approved January 2009 (prior version [here](#))

or discontinued projects. The Projects Director/Trustee will maintain a record of all projects including the coordinator, the participants, names and locations of related databases, and the names of persons holding any records or other materials essential to the projects.

- J. MEMBERSHIP COORDINATOR: Shall maintain an accurate roster (computer record, membership book and/or card file) of all active and former members of PGS and maintain meeting attendance records. The Membership Coordinator shall prepare publicity pertaining to membership in PGS, distribute membership materials to new members and collect annual dues of all members.
- K. JOURNAL EDITOR: Shall be responsible for procuring articles, materials and queries and for publishing *The Pinellas Genealogist*. The Editor of *The Pinellas Genealogist* will be responsible for all phases of publication up to and including printing. Expenses and postage for *The Pinellas Genealogist* are to be included in the budget of the editor. The Executive Board shall review any recommendations regarding expenditures involved in publication of *The Pinellas Genealogist*.
- L. WEBMASTER: Shall prepare and maintain the worldwide web site of the PGS as directed by the Executive Board. The Webmaster shall provide procedures for, and coordination of, the uploading process for materials for placement on and updates to the PGS web site. The Webmaster shall be responsible for training of the management and maintenance of the web site. The Webmaster will perform similar duties relative to the PGS BLOG.

5.03 All elected officers shall prepare an annual report summarizing their respective activities and submit it to the Recording Secretary at the close of the calendar year.

5.04 The President, Treasurer, Financial Director/Trustee, Seminar Director, and Membership Coordinator at minimum shall be bonded. The amount of the bonding shall be, per incident, a minimum of an amount equal to the society cash assets at the beginning of the calendar year.

5.05 It is the responsibility of all out-going officers to thoroughly orient their replacements. Each elected officer, committee chair, and appointed position shall generate and maintain a job description which shall include the specific tasks that must be done to accomplish the general responsibilities spelled out in these bylaws. This description should include guidelines that will assist the next person assuming the position to understand how to do the job effectively. This documentation, as appropriate, will be submitted to the Recording Secretary prior to the time the Nominating Committee convenes each year.

ARTICLE VI—EXECUTIVE BOARD MEMBER REPLACEMENT

6.01 Circumstances for replacement shall be:

- A. Resignation.
- B. Non-attendance: Executive Board members should notify the President or Vice President if they find they will be unable to attend a scheduled Executive Board meeting. Two consecutive absences without notification/excuse will be cause for review for replacement.
- C. Non-performance/malfeasance of duties.

6.02 Replacement Proceedings

- A. In the event of item B or C of Article 6.01, the Executive Board will initiate a review of the non-performing officer.

**BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.**
Approved January 2009 (prior version [here](#))

- B. The officer under review will be sent a Notice of Review, informing him of the review process, by certified mail. If the officer wishes to contest the action, he must do so within two weeks of receipt of the Notice of Review.
- C. The Executive Board shall consider a non-response to be an automatic resignation.
- D. The President will select a replacement officer for Executive Board approval by the next scheduled Executive Board meeting.

ARTICLE VII—COMMITTEES AND APPOINTED POSITIONS

7.01 Standing committees are permanent committees of two or more members. The members are appointed annually by the President with consent of the Executive Board. The standing committees are:

- A. LIBRARY COORDINATION
- B. LONG RANGE PLANNING

7.02 Standing Committee Duties and Responsibilities

- A. LIBRARY COORDINATION COMMITTEE: Shall be responsible for coordinating the management of the collection of books and other genealogy records, equipment, files and non-library records of the PGS which are located at Largo Public Library. The committee will maintain an inventory of the holdings of the PGS and provide guidance to volunteers and consultants who perform work for the PGS at Largo Library. This committee shall be responsible for procuring all books and other media for the PGS library. The Genealogy Consultant Coordinator, will be a member of the Library Coordination Committee.
- B. LONG RANGE PLANNING COMMITTEE: Shall propose annually to the Executive Board goals and objectives for all areas of the PGS. Projections shall be for periods of one, three and five years.

7.03 Appointed positions are individual members who are selected annually by the President with consent of the Executive Board. The appointed positions are:

- A. HISTORIAN.
- B. EDITOR, *PGS News*.
- C. FUND RAISING COORDINATOR.
- D. GENEALOGY CONSULTANT COORDINATOR.
- E. SYSTEM ADMINISTRATOR
- F. PUBLICATIONS MANAGER

7.04 Appointed Position Duties and Responsibilities

- A. HISTORIAN: Shall collect documents, photographs, brochures and other items produced by PGS and store them in the PGS archive binders. The Historian shall write interpretive text describing the activities of the PGS to explain and amplify the material collected and archived.
- B. EDITOR, *PGS News*: Shall be responsible for writing and publishing the monthly newsletter of the PGS.

**BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.**

Approved January 2009 (prior version [here](#))

- C. **FUND RAISING COORDINATOR:** Shall procure items for resale to members and guests to raise funds for the PGS.
 - D. **GENEALOGY CONSULTANT COORDINATOR:** Shall be appointed in consultation with the Special Collection Coordinator of the Largo Public Library. The Genealogy Consultant Coordinator shall arrange the schedules of consultants; arrange for training of the consultants; and assure that the PGS has provided sufficient consultants for duty at the specified times.
 - E. **SYSTEM ADMINISTRATOR:** Shall publish policy for the use of the PGS computer assets as approved by the Executive Board; perform system administration and maintenance; provide training and technical assistance; maintain an archive of PGS data; and other actions as necessary in the management of the PGS computer assets.
 - F. **PUBLICATIONS MANAGER:** Shall be responsible for obtaining Library of Congress book numbers for new publications and the shipment of 2 copies of the new publication to the Library of Congress; for printing and advertising of new publications; for inventory, reordering and printing of previous publications; and for any other distribution of printed or reproduced media deemed advisable by the Executive Board of PGS.
- 7.05 **AD HOC COMMITTEES:** An ad hoc committee is created by the Executive Board for a given purpose. The term of the ad hoc committee is for a specific period of time as set by the Executive Board or until its purpose has been achieved, if sooner. The members are appointed by the President with the consent of the Executive Board. Although ad hoc committees are created to deal with unique events, some are created on a recurring basis. Examples of such recurring ad hoc committees are:
- A. **NOMINATING COMMITTEE**
 - B. **PUBLICATION REVIEW COMMITTEE**
 - C. **BUDGET COMMITTEE**
 - D. **AUDIT COMMITTEE**
 - F. **BYLAWS COMMITTEE**
- 7.06 **Recurring ad hoc Committee Duties and Responsibilities**
- A. **NOMINATING COMMITTEE:** Shall manage the nomination of candidates for the annual PGS election of officers, and shall carry out the actions necessary to conduct the election in accordance with these Bylaws.
 - B. **PUBLICATIONS COMMITTEE:** Shall ensure that items published by PGS are in accordance with standards of quality and content approved by the Executive Board. The editors of the *Pinellas Genealogist* and *PGS Newsletter* and the Publications Manager at minimum will be members of this committee.
 - C. **BUDGET COMMITTEE:** Shall meet annually 60 days prior to the close of the calendar year to prepare a proposed budget for the next calendar year. The proposed budget must be approved by the Executive Board before being presented to the membership and will become effective only after approval by the PGS membership.
 - D. **AUDIT COMMITTEE:** Shall meet annually in the month following the close of the calendar year to audit the financial records of the previous calendar year and prepare the

BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.
Approved January 2009 (prior version [here](#))

annual audit report which shall be presented at the annual meeting. The committee may be convened at other times as requested by the Executive Board.

E. BYLAWS COMMITTEE: Shall be convened by the President at least every three years to review the bylaws for possible changes. Any member of PGS may request consideration of a change in the bylaws by submitting a proposed change in writing to the Executive Board.

7.07 ANNUAL REPORTS: The chairman of each committee and those persons holding appointed positions shall prepare an annual report summarizing the activities of their respective positions for the year. The report shall be presented to the Executive Board at the last Executive Board meeting of the calendar year.

ARTICLE VIII—NOMINATIONS AND ELECTIONS

- 8.01 The Nominating Committee, consisting of three members, shall be approved at the general meeting held three months before the last meeting of the calendar year. The President will nominate the chair, and two others shall be nominated or volunteered from the floor. If sufficient nominations are not made from the floor, the President, with the approval of the Executive Board, may make appointments to fill the vacancies.
- 8.02 Only individuals who are members in good standing will be considered for election or re-election.
- 8.03 The Nominating Committee shall nominate candidates for the elected officers defined in Article V. At the general meeting held one month before the last meeting of the calendar year, the Nominating Committee will present a slate of persons so nominated and willing to be elected to office.
- 8.04 The Nominating Committee will accept nominations from the membership, including from the floor at general meetings, until the close of the general meeting held one month before the close of the calendar year.
- 8.05 At the last general meeting of the calendar year, the Membership Coordinator shall be responsible for authenticating members in good standing and the Chair of the Nominating Committee will provide them a ballot, if applicable, authorizing their vote. The Membership Coordinator will verify that a quorum is present.
- 8.06 The President will announce confirmation of a quorum and voting will proceed. No proxy votes will be accepted.
- 8.07 In keeping with *Robert's Rules of Order*, the election will be conducted using a secret ballot unless only a single candidate for each office is running. In that case, a show of hands will be sufficient. If a secret ballot is used, the Nominating Committee chair will collect the completed ballots and assume responsibility for the count. The chair will subsequently present the results to the President, at which time newly elected officers will be formally announced.
- 8.08 The new officers shall be installed at the last general meeting of the calendar year and all (with the exception of Treasurer) assume their duties at that time. The outgoing Treasurer is to maintain the financial records until the last day of the calendar year and then participate in the orderly transfer of those records at the first Executive Board meeting of the new calendar year.

**BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.**
Approved January 2009 (prior version [here](#))

- 8.09 Outgoing officers should attend the first Executive Board meeting of the succeeding calendar year, at which time all record books will be turned over to the new officers.

ARTICLE IX—MEETINGS

- 9.01 For purposes of definition in the bylaws the classifications of meetings are as follows:
- A. EXECUTIVE BOARD MEETING: Executive Board officers meeting to transact the business of the PGS. Executive Board meetings will be held monthly with the exception of June, July and August.
 - B. GENERAL MEETING: PGS members meeting for the purpose of conducting the business of the PGS. A general meeting will be held monthly except for the months of June, July and August.
 - C. EDUCATIONAL MEETING: Twelve monthly meetings of the general membership during which educational programs are presented.
 - D. ANNUAL MEETING: The February meeting of the membership where the following actions are taken:
 - a. The Finance Director recaps the financial holdings of the PGS.
 - b. An annual report of the significant items acted upon by the Executive Board during the prior year is presented.
 - c. The Financial Director/Trustee presents the new budget for approval by the membership.
 - d. The President outlines objectives for the coming year.
 - E. SPECIAL MEETING: Executive Board meeting called by the President and two Executive Board members or by petition of six members of the PGS. The purpose of the special meeting shall be clearly stated, and prior notice of three days shall be given.
- 9.02 A quorum of the Executive Board consists of two-thirds of the board members and a two-thirds majority is necessary for a motion to carry. A quorum must be present at any meeting of the Executive Board that will vote on policies and expenditures of the PGS. An officer holding two Executive Board positions shall have only one vote.
- 9.03 A quorum at any general meeting will be thirty members. A motion will require a vote of two-thirds of the members present in order to pass.
- 9.04 Any item approved within the past year by the Executive Board shall not be revisited without three-quarters of the Executive Board members in attendance.

ARTICLE X—RULES OF ORDER

Robert's Rules of Order shall govern the proceedings of the PGS unless those are not consistent with the bylaws.

ARTICLE XI—BYLAW CHANGES

BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.
Approved January 2009 (prior version [here](#))

These bylaws may be amended at any general meeting by a two-thirds vote of the members present, provided that the amendment has been submitted in writing to the Executive Board by an individual or the Bylaws Committee and read at the previous general meeting.

BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.
Approved January 2009 (prior version [here](#))

STANDING RULES

Except as otherwise provided by the bylaws, the Standing Rules may be changed by the Executive Board as it deems necessary.

I. DUES:

- A. The Executive Board recommends annual dues be set at \$17.00 per annum/individual or \$25.00 per annum/dual membership for individuals residing at the same address.
- B. Individuals or two people residing at the same address who join between July 1st and October 30th of a year will pay \$8.50 and \$12.50 respectively.
- C. After November 1, individuals may join by paying dues for the coming year and will receive all membership benefits in November or December of the year joined; however, they will not be eligible to receive the final quarterly issue of *The Pinellas Genealogist*.
- D. Lifetime Memberships are available for a lump sum payment of \$400.
- E. Dues paid in advance will be accounted for separately until the beginning of the calendar year so they can be identified as needed.

II. GENEALOGY CONSULTANTS:

- A. PGS will provide genealogy consultants in the Genealogy Center of Largo Public Library.
- B. The consultants will be under the direction of the Genealogy Consultant Coordinator as a member of the Library Coordination Committee.

III. SPECIAL AWARDS:

- A. Merit Award: May be awarded to a member of the PGS whom the Executive Board decides has made a sufficient contribution to merit the award. No membership dues are waived.
- B. Service Award: May be awarded periodically to members of the PGS for outstanding service on various PGS committees. No membership dues are waived.
- C. Unsung Researcher Award: May be awarded to anyone, except PGS board members, whom the Executive Board decides has made a sufficient contribution in support of PGS Objectives and/or the field of Genealogy to merit the award. The recipient of this award will be given Honorary Member status and dues will be waived for 1 year.

IV. OTHER STANDING RULES:

- A. To provide continuity and historical perspective, the outgoing President of the PGS may be considered for the position of Financial Director/Trustee.
- B. Potential publications will be reviewed by an ad hoc committee which will make a recommendation to the Executive Board on whether or not to approve publication. The

BYLAWS of
THE PINELLAS GENEALOGY SOCIETY, Inc.
Approved January 2009 (prior version [here](#))

committee for reviewing publications will be appointed by the president with approval by the Executive Board. Decisions on content of the Journal and the Newsletter will be left to the respective editors who may request the intervention of the committee on a case-by-case basis. Material published by the Pinellas Genealogy Society, Inc. will be selected based on:

- a. Its significance to the mission of PGS.
 - b. Its value to genealogy.
 - c. The accuracy and thoroughness of the material.
 - d. The quality of the format and presentation of the material.
 - e. The cost of production versus potential returns.
 - f. Whether controversial contents might be unacceptable, offensive or repugnant.
- C. Members whose duties call for them to collect money and transfer it to the Treasure will do so by the first general meeting following the collection of the money. The Treasurer shall transfer the funds to the bank within 10 business days of receiving it.