

STANDING RULES of THE WEST FLORIDA GENEALOGICAL SOCIETY

These Standing rules constitute the operating procedures of the Society. In no instance shall they supersede or override any provision of the Bylaws of the Society. Any Standing Rule may be suspended for any specified period by a majority vote at any regular or special membership meeting, or at a meeting of the Executive Board.

POLICY

1. The Society will join the National Genealogical Society and the Florida State Genealogical Society.
2. The Society's membership roster will not be given out for commercial purposes.
3. Reports of officers presented at the November meeting will be published in subsequent newsletters, as space becomes available. The financial report of the year will be published in the newsletter. Reports of chairpersons presented at the January meeting will be published in subsequent newsletters, as space becomes available.
4. Officers and chairpersons will present their financial plan and secure approval of funds from the Executive Board before beginning their work.
5. After the election of officers, the incoming and outgoing Executive Boards will meet to orient incoming officers to their duties and to forward current and historical records.
6. After the President has appointed new committee chairpersons, the outgoing and incoming committee chairpersons will meet to orient incoming chairpersons to their duties. The outgoing chairpersons will give the incoming chairpersons current and historical records.

ASSETS

1. Society members will maintain and at the annual meeting submit a written inventory of any Society property in their care, custody and control to the Recording Secretary.
2. The Executive Board shall make the determination for dollar valuation of capital assets.

GIFTS AND MEMORIALS

1. The Society may honor its retiring president by placing a book in the library collection in his or her honor.
2. Remembrances and memorials will not be funded by the Society without membership approval.
3. Donations, memorials and bequests to the Society will be gratefully accepted.

LIBRARY ACQUISITIONS

1. There are to be three members of the Library Acquisition Committee.
2. The Executive Board will restrict a portion of the Society's net assets for library acquisitions and include library acquisitions in the yearly budget.
3. The Library Acquisitions Chairman shall maintain a list of Society owned books, including title, author and purchase amount and submit same to the Executive Board annually. Additionally, all books owned by the Society shall be clearly identified as property of the Society, and a record maintained as to

- their location.
4. A list of NEW library acquisitions shall be published regularly in the newsletter.
 5. In the event of the Society's demise their books shall be donated to the West Florida Public Library.

PUBLICATIONS AND SALES

1. The Executive Board will restrict a portion of the Society's net assets for the publication of genealogical information.
2. Florida Sale Tax shall be collected for all items sold.
3. The duties of this Book Sales chairperson are:
 - a. Florida Sale Tax shall be collected for all items sold.
 - b. Be responsible for the sale of all items;
 - c. To keep a ledger of income and expenses for all Book Sales;
 - d. All money received from the sale of books and other items shall be turned over to the treasurer in a timely manner after the close of the sale and before the end of the current accounting period.
 - e. To give to the Treasurer a monthly accounting of all purchases, sales, and information necessary for paying Florida sales tax.
 - f. To maintain written records as to income and expenses from book and supply sales (Sales minus Cost equal Profit/Loss), and provide quarterly report to the Executive Board;
 - g. To maintain a written inventory for all books and genealogical supplies for sale (storage locations should be noted).

CONFERENCES AND WORKSHOPS

1. The conference/workshop chairperson may recruit others to help with, but not be limited to, the following: vendors, speaker selection, location, refreshments/ hospitality and registration.
2. The Conference/Workshop chairperson and Treasurer will submit a joint financial report following each conference/workshop, as soon as practical, to the Executive Board.

MEMBERSHIP

The Membership Chairperson will be appointed by the President. This person may recruit others to help with the following duties:

1. Maintain the Society's membership roster, including the type of membership, mailing address, telephone number and e-mail address;
2. As soon as practical after the March dues cutoff date, provide a written record of membership in an annual report to the Executive Board.
3. Publish a membership roster as of April 1 of each year.

EDUCATION

The Education Chairperson may recruit others to help present genealogical or educational classes. The duties of this chairperson are:

1. Be responsible for providing education materials for class facilitators;

2. Provide training materials to participants for a nominal fee to cover cost of materials used.

FINANCE

1. No debt shall be incurred by the Society without Membership approval in advance.
2. Requests for reimbursement must be presented to the Treasurer within 60 days of incurring the expense.
3. If a non-budgeted expense is presented for payment, approval by the Executive Board and Membership is needed before payment will be made.
4. The President will name a Budget Committee of five members, one of whom will be chairperson. The president, treasurer and special interest group chairpersons will serve on this committee as additional resource people with voting privileges.
5. The Budget Committee shall meet no later than October. The Budget Committee will present a proposed budget to the Executive Board in November. The proposed budget will be published in the December newsletter and presented to the membership at the December meeting, and voted on by the membership at the December meeting

AMENDMENTS

1. These Standing Rules may be modified, added to or deleted by a majority vote of the members present at any regular meeting of the Society provided notice of such action was given at a previous meeting or in a newsletter.
2. A copy of any such modifications shall be retained with the corporate records. The date of such amendment along with the signatures of the current president, recording secretary and Revisions Committee chairperson shall be included.

History of Amendments:

Voted and approved by the Membership, June 12, 1982, Gladys Daw, Recording Secretary.

Amended 1983, 1984, and 1996.

Amended March 21, 1997

Amended April 12, 2002

Date Approved by Membership _____

President _____

Recording Secretary _____

Chairman of Revisions Committee _____

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