

ROCK ISLAND COUNTY ILLINOIS GENEALOGICAL SOCIETY
STANDING RULES & JOB DESCRIPTIONS

Standing Rules may be adopted or amended by the Board of Directors at any meeting without previous notice by a majority vote. The Chairperson of Standing Committees not chaired by a specific officer shall be appointed by the President at the beginning of the administration with the advice and approval of the Board of Directors. Chairpersons are authorized to appoint committee members as needed.

1. Membership is open to anyone interested in furthering the objects of the Society. Dues are payable in January of each year as follows:

Individual membership	\$ 15.00
Family membership –	
2 at same address	17.00
Charter membership	12.00
Student membership	8.00
Contributing membership	30.00
Life membership	250.00
2. Meetings are held at 7 pm at South Park Presbyterian Church, 1501 30th Street, Rock Island, Illinois on the fourth Tuesday of the month, January through October. The Annual Dinner is held on the third Tuesday of November at Bethel Wesley Methodist Church, 1201 13th Street, Moline, IL.
3. Board meetings are held at 6:30 pm at the Rock Island Public Library, 401 19th Street, Rock Island (unless otherwise stated) on the second Thursday of the month January through December.
4. The library collection of the Society is housed at the Rock Island County Historical Society Research Library, 822 11th Avenue, Moline, Illinois. The Society welcomes contributions to the collection.
5. The Society has several publications and forms for sale. A price list is available from the publications sales chairperson.
6. Members will receive a quarterly, which is published in the spring, summer, fall, and winter. Back issues are available from the publications sales chairperson.
7. All correspondence to the Society should be addressed to: Blackhawk Genealogical Society, P. O. Box 3912, Rock Island Illinois 61204-3912.
8. The board shall not make any unbudgeted purchases over \$500.00 without the approval of the general membership.
9. Cemetery chairperson shall:
 - a. Collect and index cemetery data.
 - b. Prepare above data for publication with approval of the printing chairperson.
10. Computer Interest chairperson shall:
 - a. Oversee the Societies website.
 - b. Oversee the Societies computer at the Rock Island County Historical Society Research Library.
 - c. Advise the members of any relevant computer news.
11. Delegate to the Federation of Genealogical Societies or Quad Cities Heritage League shall:
 - a. Represent the Society to the other organization by regular attendance at their meetings and events.
 - b. Express the views of the Society so as to aid the other organization in its planning and decision-making.
 - c. Relay news of the other organization's services, activities, and projects to the Society.
 - d. If called upon to vote in the other organization, vote the position of the Society, not a personal view.
12. Education Committee chairperson shall:
 - a. Organize genealogy workshops for the Society.
 - b. Advise members of upcoming educational opportunities for workshops, books, or

software.

13. Historian shall:
 - a. Compile and keep a history book of the Society, and its members, including news clippings, photos, etc.
14. Hospitality chairperson shall:
 - a. Prepare refreshments for general meetings.
15. Librarian – Books chairperson shall:
 - a. Receive all books, microforms, manuscripts, etc. purchased by and/or donated to the Society.
 - b. Permanently record all holdings, including the name of the donor.
 - c. Purchase new holdings within the library budget, and with the approval of the Board of Directors.
 - d. Supervise the binding of all BGS quarterlies, Janet Pease and Dwight Mohlenbruck abstracts.
 - e. Make recommendations to the Board of Directors for future purchases, binding, and storage of Society holdings.
 - f. Keep members informed of new acquisitions, at meetings, and in the quarterly.
 - g. Help keep the collection in proper order.
16. Librarian – Periodicals chairperson shall:
 - a. Receive all periodicals purchased, exchanged, and/or donated to the Society.
 - b. Record each periodical and shelve all that are needed in the Library collection.
 - c. Make recommendations on the exchange of quarterlies with other societies.
 - d. Help keep the collection in proper order.
17. Mailing chairperson shall:
 - a. Prepare quarterlies and other mailings per U. S. Postal Service guidelines, in order to entitle the Society to the lowest possible cost.
 - b. Deliver mailings to the U. S. Post Office.
18. Member-at-Large shall:
 - a. Serve as a resource of knowledge and counsel to the Board of Directors.
 - b. Participate actively in Society policy and program issues.
19. Printing chairperson shall:
 - a. Supervise arrangements for all new publications.
 - b. Suggest items for publication.
 - c. Provide printer with camera-ready copy.
20. Projects chairperson shall:
 - a. Keep a record of all projects of the Society.
 - b. Keep a record of current projects being worked on, and who is doing each job.
 - c. Make recommendations for use of the material.
 - d. Get approval from the Board of Directors for distribution of any material.
21. Public Records chairperson shall:
 - a. Collect, extract and index public records.
 - b. Prepare same for publication, with the approval of the printing chairperson.
22. Publications Sales chairperson shall:
 - a. Promote and supervise selling of Society publications and merchandise.
 - b. Turn all monies received over to treasurer, and receive receipt.
 - c. Maintain adequate inventory of forms and publications for general sales and conference
 - d. Supervise sales table at the annual conference, such as setting up sales items and display items. Record sales, and turn monies over to treasurer. Staff the table.
 - e. Recommend to Board of Directors new items to be published.
 - f. Fill promptly all mail orders received by the Society.
23. Publicity chairperson shall:

- a. Notify newspapers of monthly meetings.
 - b. Keep a supply of BGS brochures available, and placed in libraries as needed.
24. Quarterly editor shall:
- a. Collect and edit all material for the quarterly.
 - b. Prepare camera-ready copy (about 24-26 pages).
 - c. Provide to printer for distribution in March, June, September, and December.
 - d. Maintain subject inventory.
25. Queries and Research chairperson shall:
- a. Conduct research as necessary, and reply in a timely manner..
 - b. Share with members at general meetings.
 - c. If inquiry requires a great deal of time, suggest other sources and/or someone who will research for a fee.
 - d. Accept donations, turn all received monies over to the treasurer, and receive a receipt
26. Registrar, chairperson of the membership committee, shall:
- a. Collect dues not received by mail, and turn the monies received over to the treasurer for a receipt.
 - b. Issue membership cards, and, for new members, a new-member kit.
 - c. Maintain a current membership list and provide it at the Board of Directors meeting quarterly. Provide membership list and surnames for the winter quarterly, and additions for subsequent quarterlies.
 - d. Send dues notices to delinquent members at the end of February.
 - e. Promote memberships beginning with the annual dinner.
 - f. Make suggestions for increasing membership and attendance.
27. Society Liaison
- a. Send notices via e-mail to membership regarding board meetings and general meetings.
 - b. Send other information via e-mail as requested by the President, etc.
 - c. Send other information to membership as appropriate.
28. Surname chairperson shall:
- a. Encourage all members to submit ancestor charts from which data will be entered in the surname card file.
 - b. Prepare camera-ready copy of a new edition of Surname Index with approval of printing chairperson.

SPECIAL COMMITTEES

29. Auditing, budget and finance committee shall:
- a. Consist of the chairperson appointed by the president, and at least one other member chosen by the chairperson.
 - b. Annually audit the records of the treasurer in January after receipt of December bank statement, and present a written report to the Board of Directors at their February meeting.
 - c. Prepare an annual budget with recommendations, and present it to the Board of Directors at its February meeting.
31. The Nominating committee shall:
- a. Consist of three members with at least one who is not a board member.
 - b. Prepare a single slate of officers for presentation at the September meeting of the membership. Nominations may be made from the floor. No one shall be nominated who has not consented to serve.
 - c. Supervise the election at the October meeting. Where there is but one candidate for an office, election may be by voice vote. A majority vote shall elect. Officers will be installed at the Annual Dinner in November, and shall take office January 1st.

Revised January 2004

Revised August 2004

Revised January 2005