

Standing Rules and Procedures of the Wake County Genealogical Society, Inc.

These Rules and Procedures constitute the means and methods whereby the Society accomplishes its purpose.

Membership Dues (per year) and Payments

1. Individual - \$20
2. Family - \$30 (one mailing address)
3. Life - \$400
4. Institution - \$20
5. Contributing - \$50 (of which \$30 is tax-deductible)
6. Sustaining - \$100 (of which \$80 is tax-deductible)

If the Society receives a returned check from its bank indicating the check is not negotiable, the person writing the check must make payment of bank charges and the balance due by cashier's check or money order.

Officers

1. **Nomination and Election** - A Nominating Committee, chaired by the past president and with at least two additional members appointed by the president, shall present a slate of officers at the November Society meeting. Officers shall be elected by a majority vote of members present at the January meeting and shall be installed at the March meeting. In even years the president, president-in-training, recording secretary, and one director shall be elected. In odd years the vice-president for communications, treasurer, and one director shall be elected. No member may hold more than one office at a time.

2. **Term of Office** - An officer's term begins at the close of the March meeting and lasts for two years. Between their election in January and their installation in March, newly elected officers are encouraged to attend meetings of the Board of Directors. No member may serve more than two consecutive terms in the same office.

3. **Duties** - The Board of Directors shall conduct the Society's business in between the Society's regular meetings. At least five members of the Board shall constitute a quorum at any duly announced meeting.

The **president** shall preside at all Society meetings; serve as an ex-officio member of all committees except the Nominating Committee; appoint committee chairs; appoint persons to complete unexpired terms when vacancies occur; with the recording secretary, shall execute all the legal documents of the Society; and appoint an independent person (non-Board member) to conduct the annual review of financial records.

The **president-in-training** shall preside in the absence of the president and assist in conducting the duties of the president.

The **vice-president for communications** shall oversee all communications of the Society as determined by the Board of Directors, including the Journal, Newsletter, and Website committees.

The **recording secretary** shall keep and make available to the Society accurate records of all meetings of the Society and Board of Directors; be custodian of the Charter, seal, legal contracts,

and all documents not assigned to another; and with the president, shall execute all the legal documents of the Society.

The **treasurer** shall receive and record all monies of the Society including dues and money for the sale of publications; pay bills authorized by the Board of Directors; and provide a treasurer's report to the Board and Society at regular intervals.

The **membership coordinator**, working with the treasurer and corresponding secretary, shall maintain an accurate, up-to-date membership roster.

The **program coordinator** shall arrange programs for the Society's monthly meetings.

The **directors** shall promote membership in the Society; serve as advocates for the purpose of the Society; and perform other duties the Board assigns.

A **corresponding secretary** shall be appointed by the president; shall report to the vice-president for communications; and shall collect and distribute all mail to the proper persons. As an officer who is appointed and not elected, the corresponding secretary shall not be a member of the Board of Directors.

Committees

There shall be the following standing committees: Journal, Newsletter, and Website.

The chair of each of these committees shall report to the vice-president for communications.

The president may appoint ad hoc committees to complete short-term or special tasks, e.g. Nominations, Budget and Finance, Special Project(s).

Access to Records

All Society documents shall be made available to Society members, including but not limited to: the approved annual budget, periodic treasurer's reports, minutes of Board of Directors' meetings, and records of Society meetings.

--- approved by the Board of Directors meeting on 14 April 2008

--- adopted by vote of the membership at the regular meeting on 27 May 2008