

Dane County Area Genealogical Society

Policy And Procedures Manual

This manual has been designed for the use and benefit of the Dane County Area Genealogical Society. The Governing Board must approve all changes or revisions.

Initially adopted: - 18 September 2006.

Authenticated by: _____
Vice President

Date: _____

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: DUTIES COMMON TO ALL OFFICERS

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The duties of all officers shall be the usual and customary duties pertaining to these offices.

PROCEDURES:

- Become familiar with the bylaws of the Dane County Area Genealogical Society, including the duties of their office and comply therewith.
- Submit reimbursement requests with supporting documentation.
- Keep your *Policy and Procedures Manual* up to date.
- Notify President of proposed additions to the Governing Board's agenda items at least one week prior to the meeting.
- Participate actively in strategic planning, overseeing the health and direction of the Society.
- Represent the Society at the request of the Governing Board.
- Assist the Society, when able, in events, projects and activities.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: DUTIES COMMON TO ALL COMMITTEE CHAIRS

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

Such committees, standing or special as the Governing Board shall from time to time deem necessary to carry on the work of the Society, shall be appointed by the President, in consultation with the Governing Board.

PROCEDURES:

- Become familiar with the bylaws of the Dane County Area Genealogical Society, including the duties of their position, and comply therewith.
- Keep your *Policy and Procedures Manual* up to date.
- Attend all Board meetings, except that the Nominating Committee Chair need only attend such meetings as necessary to report its progress, seek direction or present its final written report to the Governing Board
- Meet with committee members as often as necessary to complete responsibilities.
- Submit reimbursement requests with supporting documentation.
- Present reports of committee goals, plans and actions at each meeting of the Governing Board, written as appropriate or as directed.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: PRESIDENT

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The President shall preside at all meetings of the Society, including meetings of the Governing Board and the Executive Committee, and shall perform such other duties as set forth in the bylaws of the Society and as the Governing Board shall direct.

PROCEDURES:

- If unable to attend a regular membership, board or executive meeting, notify the Secretary of such absence pursuant of Bylaw Art. IV, sec. 4.b. and notify the Vice President that he/she will need to preside and provide an agenda for the Vice President to use.
- With the input of the Governing Board, set the date and time for Governing Board meetings.
- Encourage growth and development of the Society.
- Write a message to the membership for each Society newsletter.
- Insure that a meeting agenda, consisting of matters of importance developed at Board meetings and otherwise requested, is forwarded in a timely manner to all Board members prior to Governing Board, executive, or regular membership meetings.
- At the beginning of the fiscal year appoint three non-Board Society members to act as a special audit committee of the Board to perform the annual audit of the Treasurer's books. The President shall ensure that the audit is completed and the audit report is presented to the board in a timely fashion.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: VICE PRESIDENT

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Vice-President shall perform all the duties of the President in the absence or disability of the President.

PROCEDURES:

- Assist the President if requested and able.
- Responsible for maintaining the *Policy and Procedures Manual*.
- Authenticate all copies of the *Policy and Procedures Manual*
- Distribute authenticated copies of *Policy and Procedure Manual* to board members and committee chairs.
- Ensure that all board and committee chairs receive updates to the manual.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: SECRETARY

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Secretary shall have charge of such books, papers and other property of the Society as the Governing Board may designate and will take and record the minutes of meetings.

PROCEDURES:

- Record minutes from board and regular meetings in a concise and readable format.
- Meeting minutes should contain:
 1. Type of meeting (regular member, board, executive or special).
 2. Name of Society.
 3. Date and place of meeting.
 4. Officers and committee chairs present and absent with or without an excuse and guests.
 5. Presentation for approval of minutes of previous meeting. Corrections should be noted in the margin of the minute's pages.
 6. Name of all makers and seconds of motions, the motion, and its disposition.
 7. Hours of meeting and adjournment.
 8. Treasurer's monthly report and committee reports.
 9. Major topics discussed so as to provide an overview of what transpired at the meeting.

- Distribute copies of Governing Board meeting minutes to all Governing Board members within ten days following the meeting.
- Have available at the meetings, the current Bylaws, the *Policy and Procedures Manual* and the current year plus the prior two year's board, regular and executive meeting minutes. Ensure that the others are given to the Historian.
- Preserve committee reports among other records.
- Complete all correspondence necessary for the Society as directed by the Governing Board.
- Maintain a file of all correspondence.
- Ensure that a capable replacement will be at meetings when the Secretary is unable to attend.
- Obtain the minutes from the meeting that the Secretary was unable to attend.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

- The Secretary's file should contain at a minimum:
 - 1 Copies of all legal documents.
 - 2 Copies of officer and committee reports.
 - 3 Copies of current and previous year's audits.
 - 4 Copies of current and previous two years regular, board and executive meeting minutes.
 - 5 Current *Policy and Procedures Manual* and Bylaws.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: TREASURER

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Treasurer shall have custody of the funds and securities of the Society. The Treasurer shall keep proper books of record showing all monies received and disbursed and all assets and liabilities of the Society. These books shall at all times be open to the inspection of the Governing Board. At the beginning of the fiscal year the President shall appoint a special audit committee to perform an audit of the Treasurer's books.

PROCEDURES:

- Maintain the membership database.
- Maintain a membership register with a unique identification for each member.
- Receive and process all membership applications.
- Reflect membership status and categories.
- Distribute a copy of all new member information to the Newsletter Editor and the Membership Chair.
- Collect Society money received from all sources.
- Pay all speakers after program is completed.
- Pay bills when submitted with supporting documentation.
- Ensure that supporting documentation is available for audit.
- Prepare Treasurer's report as of month-end, and present a summary at regular membership meetings. Distribute one copy of the report to each member of the Governing Board at its meetings.
- Balance checking account monthly.
- Balance saving account when statement is received.
- Complete deposits and transfers when appropriate.
- Submit copies of all bank statements and balance sheets to the President annually for audit upon request.
- Maintain signature cards at the bank with both the Treasurer's and another officer's signatures.
- Maintain current and last two year's Treasurer's reports.
- Record all expenses and income, by category and date.
- Ensure that the bank we use offers competitive interest rates, low or no checking fees and is convenient for the Treasurer. The bank may be changed only with the approval of the Governing Board.
- Maintain the checking account with a minimal balance. Additional money should be withdrawn from the savings account on an as-needed basis.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

- The Treasurer shall be responsible for picking up the mail from the Society's post office box and distributing it to the appropriate officer or committee chair.

Additional information for Treasurer:

- Expenditures: All expenditures must benefit the Society as a whole. All expenditures must be submitted with supporting documentation.
- Issue appropriate receipts for donations of money or goods received by the Society with a value in excess of \$25.00.
- Complete and submit any reports required by the State of Wisconsin or the Internal Revenue Service.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: HISTORIAN COMMITTEE

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Society shall have a designated Historian Chair who shall collect and preserve all-important documents belonging to the Society.

PROCEDURES:

- Archive copies of all society business records, Bylaws and all revisions, *Policy and Procedures Manual* and revisions.
- Archive a permanent file of all issues of the newsletter and other records. These may be maintained in the Historian's home so they are easily accessible.
- Prepare and administer a purge system of Society documents with the approval of the Governing Board.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: MEMBERSHIP COMMITTEE

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Membership Chair shall oversee the committee's responsibilities and functions according to the Society's Bylaws.

PROCEDURES:

- Encourage new memberships by advertising to all visitors at regular membership meeting and other events sponsored by the Society.
- Mail brochure to all new attendees and to visitors at the regular membership meetings.
- Assign a host or hostess at all regular member meetings to greet visitors and new members.
- Ensure that visitors and new members are introduced both formally during business meetings and informally to other members.
- Ensure that each new member receives a welcome letter and a copy of the current Society Bylaws.
- Provide a mentoring function to new and current members as needed.
- Ensure that a letter is sent to non-renewing members inviting them to rejoin. Include a survey to discover the reason for their non-renewal. Assist in redrafting the letter and survey each year to keep it current.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: NEWSLETTER COMMITTEE

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Newsletter Committee Chair shall oversee the production of the Society's newsletter.

PROCEDURE:

- Establish a publication schedule.
- Accumulate materials to be considered for future publications (Materials should be submitted to the editor by the deadline established and announced by the Editor).
- Contact the Program Chair to obtain a current schedule for publication in the newsletter.
- Contact the President to obtain a list of current issues facing the Society.
- Publish items specifically requested by the Governing Board.
- Each issue should include the following items:
 1. Name and official address of the Society.
 2. Volume, issue number and date (month/year).
 3. E-mail address and website address.
 4. Editor's name and contact information.
 5. Notice of date, time, place and program for (at least) the upcoming quarter.
 6. Announcement of upcoming activities, fundraisers, exhibits and new developments of interest to members.
 7. Names, addresses, ancestor surnames and areas of interest of new members if authorized.
 8. Brief report on special events such as conferences and seminars.
 9. Report on important decisions made by the Governing Board.
 10. Credit for origin of articles included in the newsletter.
 11. Proposed Bylaw changes.
 12. Inform all members of the cut-off date for newsletter. It is best not to accept items over the telephone.
 13. Lay out material, check spelling of names and edit. Prepare copy per printer's requirements.
 14. Arrange for the printing and the mailing/transmission of each issue of the newsletter.
 15. Promptly deliver a copy of the newsletter to the Webmaster Committee Chair in a mutually agreeable format.
 16. Order additional copies of the newsletter from the printer as needed.
 17. Submit receipts to the Treasurer for reimbursement.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: NOMINATING COMMITTEE

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Nominating Chair shall oversee the activities of the nominating committee (as per the Society's Bylaws) to ensure a qualified and active Society Governing Board.

PROCEDURES:

- Select at least one candidate for each office.
- Determine which incumbent Governing Board members are willing and able (based upon the Society's Bylaws) to continue in their present position.
- Meet with the nominating committee and discuss possibilities for each office. Keep in mind the qualities desired for that office.
- Determine, with the committee, which member shall ask the individuals if they would consider the office.
- Communicate within the nominating committee on the status of obtaining nominees.
- Ensure that the slate of candidates is given to the Newsletter Editor to be included in the Annual meeting notice.
- Announce the slates of candidates at the Annual meeting, at which time additional nominees may be made from the floor.
- Assist in the preparation of the mail ballot to be distributed to qualified members within two weeks after the Annual meeting.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: PUBLIC RELATIONS COMMITTEE

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Public Relations Chair shall oversee the outreach functions of the Society. Outreach is defined as a continuation of or a branch of the Society that reaches out to both members and non-members, to extend the advantages of the society as well as to publicize and promote the activities and projects of the Society.

PROCEDURES:

- Provide the Newsletter Committee and Webmaster Committee Chairs with timely, appropriate material.
- Provide the Membership Chair with timely appropriate material for recruitment.
- Provide information to the general membership regarding various genealogical activities that may not be available through the regular activities of the Society. This can be done in conjunction with the Newsletter Chair, Webmaster Chair and the Program and Education Chair.
- Provide publicity for the Society through the use of mass media (newspapers, magazines, radio, TV, etc.) and other organizations or media that might have an interest in genealogical matters.
- Provide general genealogical information to the membership and/or general public regarding various genealogical activities to further the interests of the Society and genealogy as deemed appropriate.
- Cooperate with the Wisconsin State Historical Society and any other societies that provide genealogical information as appropriate.
- Coordinate the distribution of research requests as they might come to the Society.
- Sends Historian Chair copies of publicity.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: PROGRAM and EDUCATION COMMITTEE

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

The Program and Education Chair shall oversee the organizing and planning of programs for regular Society meetings.

PROCEDURES:

- Meet as necessary to schedule future speakers for each regular Society meeting.
- Prepare a schedule of programs and submit the same to the Governing Board for consideration and approval.
- Ensure that a confirmation letter (with map) is sent to all non-member speakers.
- Request a biography, any equipment needs and contact information from speakers.
- Ensure meeting room is setup and that necessary equipment is available for the speaker.
- Ensure that the speaker is introduced at the meeting.
- Send a thank you letter to the speaker within one month of the program.
- Maintain a list of monthly programs and presenters.
- Request honorarium check (for amount agreed too) from the Treasurer prior to the date of the program presentation.

**Dane County Area Genealogical Society
Policy and Procedures Manual**

SUBJECT: WEBMASTER COMMITTEE

DISTRIBUTION: All Officers and Committee Chairs

Effective Date: 18 September 2006

POLICY:

This web site committee is chaired by the Webmaster and shall have the general responsibility for appropriate and aggressive use of technology in all activities of the Society.

PROCEDURES:

- Create a web site concept for the Governing Board's consideration and approval.
- Implement and maintain the Society's web site concept.
- Work with the Public Relations Committee to maintain an Event planning and Schedule of events calendars.
- Work with the Membership Committee to maintain a member recruitment section on the web site.

(NOTE - This committee should be renamed the Web Site Committee when the Bylaws are revised.)