

## EASTSIDE GENEALOGICAL SOCIETY

### STANDING RULES

#### I. MEMBERSHIP

Membership shall be open to all individuals and organizations that support the purpose of the Society, make application, and pay prescribed dues, and shall be entitled to one vote.

##### A. Dues and Fees

1. The annual dues for an Active member in this Society shall become due on the first day of month after enrollment and on an annual basis thereafter.
2. Dues for a Single membership shall be \$20.00.
3. Dues for a Dual membership shall be \$25.00.
4. A Lifetime membership shall be 15 times the annual membership. Life memberships once paid shall not be affected by any future changes.
5. Any member whose dues are delinquent shall be suspended from membership and no longer entitled to vote, or receive notices from EGS.
6. The amount of annual dues may be changed by a vote of the Board of Directors with the approval of the membership at the next General Membership meeting.

##### B. Other Membership Categories

1. A Charter Member of this organization shall have been one of the subscribers to the agreement to organize and incorporate this Society, and shall have been a member in good standing at the time of the adoption of the Bylaws dated 09 December 1982.
2. Contributing Lifetime membership may be conferred upon a member, or a nonmember, who makes a significant lump sum contribution or valuable donation of money and/or library material to the Society. Such membership shall be conferred by unanimous vote of all members of the Board of Directors. Contributing Life Members shall have all the privileges of membership in good standing.
3. Honorary Lifetime Membership may be awarded to an individual who has promoted the purpose of the Society and encouraged public support toward the study of family and community history. Such membership shall be conferred by unanimous vote of all members of the Board of Directors. Honorary Life Members shall have all the privileges of membership in good standing.
4. Current membership categories, fees and applications are available at <http://www.rootsweb.ancestry.com/~wakcegs/>

##### C. Affiliations with other individuals, organizations, societies, and corporations.

1. Eastside Genealogical Society may enter into or terminate agreements with outside individuals, organizations, societies and corporations with a majority vote of those present at a Board of Directors meeting.
2. Washington State Genealogical Society
  - a. Eastside Genealogical Society is an associate member of the Washington State Genealogical Society
  - b. Annual dues, currently \$12.00, are due January 1.
  - c. EGS is listed on their website
3. Federation of Genealogical Societies
  - a. Dues paid annually, determined by the size of EGS membership, are currently \$65.00.
  - b. EGS provides one delegate or contact person.
4. Rootsweb.ancestry.com
  - a. RootsWeb provides Eastside Genealogical Society with a free web page according to RootsWeb acceptable use policy.
  - b. There are no dues or fees.

#### II. MEMBERSHIP MEETINGS

Regular meetings will be held the second Thursday of the month at the Bellevue Regional Library from 7:00 PM to 8:45 PM with the exception of July, August, and December.

### III. EXECUTIVE BOARD

The elected Officers shall be President, Vice-President, Secretary, Treasurer, and one Trustee, and shall be known as the Executive Board.

- A. The term of office for elected Officers shall be two consecutive years or until a successor is elected. President and Vice-President shall serve no longer than two consecutive terms in any one office, unless elected to fill a vacancy.
- B. Terms will be staggered with President and Secretary elected in even-numbered years, and Vice-President, Treasurer, and Trustee elected in odd numbered years. Treasurer, Secretary, and Trustee may serve more than two consecutive terms if approved by the Board of Directors and voted into office by the general membership.
- C. Vacancies in any office, except that of President or Vice-President, shall be appointed by the President with the approval of the Board of Directors.
- D. The Vice-President shall succeed to a vacant and unexpired term of President. The Nominating Committee shall present a nominee for Vice-President within sixty days. In the event that there is no Vice-President or if the sitting Vice-President should decline to succeed to the office of President, the vacant office(s) shall be filled by election.
- E. Any Officer may be suspended from office with cause by a two-thirds vote of the members of the Board of Directors.
- F. Any Officer may resign at any time, but no resignation may be accepted by the Board of the Directors unless all property in the possession of the Officer resigning is transferred to the Secretary of the Society, who shall, upon the election or appointment of a successor, immediately transfer said property.
- G. The Officers of this Society shall receive no compensation, except for such reimbursement of expenses as approved by the Board of Directors.

### IV. DUTIES OF OFFICERS

- A. President
  - 1. The President shall act as chief administrative officer of the Society.
  - 2. Shall supervise the Society's affairs and activities; shall represent and speak for the Society.
  - 3. Shall preside at Executive Board and Board of Directors meetings, General Membership meetings, and Special meetings.
  - 4. Shall appoint Special and Standing Committee Chairpersons as approved by the Board of Directors, except the Nominating Committee Chairperson.
  - 5. Shall regularly review bank statements and compare to Treasurer's financial reports.
- B. Vice-President
  - 1. The Vice-President shall assume the duties of the President in the absence or incapacity of the President.
  - 2. Shall become the President on death, resignation, or permanent incapacity of the President.
  - 3. Shall assist the President, when called upon, to carry out the business of the Society.
- C. Secretary
  - 1. The Secretary shall take minutes of the business portions of General Membership Meetings, Executive Board and Board of Directors Meetings, and Special Meetings of the Society.
  - 2. Shall furnish copies of the minutes to the members of the Board of Directors as requested.
  - 3. Shall give notice of Special Meetings.
  - 4. Shall authenticate official documents by signature on official correspondence, except for correspondence assigned to other officers and members.
  - 5. Shall be custodian of all legal documents of the Society.
  - 6. Shall have a copy of the Society Bylaws and Articles of Incorporation available upon request.
- D. Treasurer
  - 1. The Treasurer shall be responsible for collection, safe-keeping, and expenditure of all funds of the Society.
  - 2. Shall keep accurate financial records as directed and approved by the Board of Directors.
  - 3. Shall pay all Board of Directors approved bills of the Society promptly and when due.

4. Shall immediately deposit all funds of the Society, when received, into the established bank accounts in the name of the Society.
  5. Shall accept gifts and bequests on behalf of the Society.
  6. Shall submit financial records for the annual audit, to be conducted at the first board meeting after the end of the fiscal year.
  7. Shall submit written financial statements at the monthly Board meetings.
  8. Shall perform other business as directed by the Society.
- E. Trustee
1. The Trustee shall serve as a voting member of the Board of Directors.
  2. Shall represent the general membership on the Board of Directors.
  3. Shall promote membership in the Society.

## V. ELECTIONS

- A. A Nominating Committee Chairperson shall be appointed by the Board of Directors by November of each year.
1. This Committee shall present a slate of at least one person for each available office to the Board of Directors at the April Board meeting.
  2. After the Board of Directors approval, the slate will be presented at the April General meeting.
  3. At this meeting, or at a General Meeting where elections to fill a vacancy in the office of the President or Vice-President are held, additional nominations from the floor may be made by members in good standing.
- B. Election of Officers of the Society shall take place at the Annual Meeting, or if to fill a vacancy in the office of President or Vice-President, may occur at any General Meeting where a quorum as described in Article V, Section 4 of the Bylaws is present.
1. Officers are elected by majority vote of those members present.
  2. Newly elected Officers shall assume their positions at the first Board of Directors meeting following election.

## VI. COMMITTEES

- A. The Society shall have the following Standing Committees and any others deemed necessary to carry out the business of the Society: Nominating, Education, Library, Media Acquisitions, Membership, Program, Sunshine, Webmaster, Publicity, and Special Interest Groups.
1. Chairs of the Standing Committees will have a vote and must be members of the Society.
  2. The President with the approval of the Executive Board, may appoint other committees deemed necessary.
- B. Standing Committee Chairs shall be appointed by the President with the approval of the Board of Directors.
1. The Standing Committee Chairs shall have the authority to act for the Society with specific instructions from the Society or the Board of Directors.
  2. Shall choose persons to serve on their Committees.
- C. Duties of each committee shall be noted in the Board of Directors Handbook. Copies of the Board Handbook shall be presented to newly elected Executive Board Members.
1. Chairs of the Standing Committees shall receive a description of the duties of their position at the time of appointment.
  2. Each handbook will include a copy of by-laws, standing rules, membership roster, and duties of that particular Board Member.
- D. Other committees: Ad hoc, temporary or special committees or task forces to serve a specific purpose may be appointed by the President or the Board of Directors. The President shall be ex-officio, a member of all Committees except the Nominating Committee.

## VII. FINANCE

- A. Committee chairs may authorize expenditures up to the budget amount authorized and for the purposes approved by the Board of Directors. Expenditures in excess of the budget shall be approved by the Board of Directors, except that the President may authorize additional expenditures not exceeding \$100, subject to ratification by the Board of Directors at its next meeting.
- B. The Treasurer will prepare a reimbursement check for an authorized expenditure after receiving a completed and signed Check Request and receipt for the expenditure.
1. The Check Request must include the date, amount, and budget category of the expenditure.
  2. A check must be signed by either the President, Secretary or Treasurer.

- C. Money collected for memorial books will be treated as regular donations. Expenditures for memorial books will be charged against the annual Library - Book Acquisition budget.
- D. The standard fee for a speaker at monthly meeting is \$50 plus reimbursement of copying expenses. An EGS member who speaks at a monthly meeting is given a free annual membership instead of the \$50 fee.
- E. Dues are collected by the Membership Chair and forwarded monthly to the Treasurer with an accounting for the amounts collected. Any other amounts collected for donations, memorials, research services, etc. are to be given to the Treasurer. All funds collected in a month are to be deposited in the bank by the Treasurer before the end of the month

#### VIII. AMENDMENTS

The Standing Rules of this Society may be amended at any time by the Board of Directors of the Society with a simple majority vote of the members present.

