

## EASTSIDE GENEALOGICAL SOCIETY STANDING RULES

### I. MEMBERSHIP

Membership shall be open to all individuals and organizations that support the purpose of Eastside Genealogical Society (“the Society”), make application, and pay prescribed dues. Each member shall be entitled to one vote.

#### A. Dues and Fees

1. The annual dues for an Active member in the Society shall become due on the first day of the 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. Lifetime 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 the Society.
6. The amount of annual dues may be changed by a vote of the Board of Directors (as defined in the By-Laws) with the approval of the majority of the membership in attendance 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 the Society and shall have been a member in good standing at the time of the adoption of the By-Laws dated 09 December 1982.
2. Contributing Lifetime membership may be conferred upon a member, or a non-member, 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 <https://eastsidegenealogicalsociety.org>.

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

1. The Society may enter or terminate agreements with outside individuals, organizations, societies, and corporations with a majority vote of those present at a meeting of the Board of Directors.
2. The Society is a member of the Washington State Genealogical Society.
3. The Society is a member of the National Genealogical Society (“NGS”) and is entitled to a Delegate and an Administrator to NGS.

### II. MEMBERSHIP MEETINGS

General Membership meetings will be held the second Thursday of the month virtually and/or at the Bellevue Regional Library from 7:00 PM to 8:45 PM except July, August, and December. These meetings are open to both members and non-members.

### III. EXECUTIVE BOARD

The elected Officers shall be President, Vice President, Secretary, Treasurer, and 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. Individuals to fill 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. If 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 the 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 the 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 Executive Board, Board of Directors', and Special meetings of the Society as well as the business portion of any other meeting at which a vote of the membership is taken.
  - 2. Shall furnish copies of the minutes to the members of the Board of Directors as requested.
  - 3. Shall be custodian of all legal documents of the Society.
  - 4. Shall have a copy of the Society By-Laws and Articles of Incorporation available upon request.
- D. Treasurer
  - 1. The Treasurer shall be responsible for collection, safekeeping, 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 of Directors' meeting after the end of the fiscal year.
  7. Shall submit written financial statements at the monthly Board of Directors' meetings.
  8. Shall develop, in conjunction with the Board of Directors, the annual budget for the Society.
- E. Trustee
1. The Trustee shall represent the general membership on the Board of Directors.
  2. Shall promote membership in the Society.

## V. ELECTIONS

- A. A Nominating Committee Chairperson shall be appointed by the Board of Directors no later than the March Board of Directors' meeting 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 of Directors' meeting.
  2. After the Board of Directors approval, the slate will be presented to the membership at the April General Membership meeting.
  3. At this meeting, or at a General Membership meeting where elections to fill a vacancy in the office of the President or Vice President are held, additional nominations from the floor must be requested and 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 Membership meeting where a quorum, as described in Article IV, Section 4 of the By-Laws, is present.
1. Officers are elected by majority vote of those members present, and only members in good standing may vote.
  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.
- B. Standing Committee Chairs shall be appointed by the President with the approval of the Board of Directors.
1. The Standing Committee Chairs must be members of the Society.
  2. Shall have the authority to act for the Society with specific instructions from the Society or the Board of Directors.
  3. Shall choose persons from the membership 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 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 the By-Laws, Standing Rules, membership roster, and duties of that Board Member.
- D. 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. The Check Request must include the date, amount, and budget category of the expenditure.
- 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. Any monies collected on behalf of the Society are to be given to the Treasurer.

## VIII. SPECIAL INTEREST GROUPS

- A. The Society shall sponsor Special Interest Groups ("SIGs") such as there may be interest from the membership and volunteers to lead.
  - 1. Any member considering forming a SIG must notify the Society's SIG Coordinator, providing the name of the SIG, leader's name, and meeting time and place.
  - 2. All SIG leaders must be current members of the Society.
- B. All SIGs will be open to members and non-members of the Society, and donations cannot be required for participation in a SIG.
- C. SIGs may solicit and accept donations to cover their expenses under the following rules and utilizing the current procedures provided to the SIG leader by the Society's Treasurer.
  - 1. Written notification must be provided to the Society's SIG Coordinator, who will notify the President and Treasurer, prior to beginning to accept donations. The notification must include the purpose(s) for donated funds, and the name and contact information of the person responsible for donated funds
  - 2. Funds collected must be accounted for and disbursed by the Society's Treasurer.
    - a) An exception to the above (VIII.C.2.) may be made for funds totaling less than \$50 under limited circumstances. A request for an exception must be included in the written notification specified in VIII.C.1., and approval must come from the Society's President who will provide a copy to the Treasurer.
    - b) All funds collected will be reserved for the use of the SIG, and all expenses associated with the collection will be the responsibility of the SIG.
    - c) To avoid duplication of programs, if funds are to be used to cover the cost of a speaker, review by the President or chair of the Program Committee of the Society is required prior to engaging the speaker.
  - 3. SIGs may not open their own checking or savings account without prior approval of the Board of the Society.
- D. If a SIG disbands and there are still funds in the SIG's asset account, those funds will become the property of the Society and be transferred to the general account.

## IX. AMENDMENTS

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

Approved: 02 September 2021  
Eastside Genealogical Society Board of Directors