

EATON COUNTY GENEALOGICAL SOCIETY, INC.

POLICY AND PROCEDURES

THE EXECUTIVE BOARD

MEMBERSHIP OF THE EXECUTIVE BOARD

An * denotes voting member

Elected officers of the Society.

- *President
- *Vice President
- *Recording Secretary
- *Corresponding Secretary
- *Membership Secretary
- *Treasurer
- Trustees (3)

Appointed chairpersons.

- *Resource Room Chairperson.
- *Editor of the "Eaton County Quest"
- Computer Chair Person
- *Librarian
- Historian
- Michigan Genealogical Council Representative and up to 2 alternate representatives.
- Federation of Genealogical Societies delegate
- Webmaster
- Publicity Chairperson

Standing Committees

- Eaton County Quest
- Computer Committee
- Cemetery Committee
- Pioneer Family Committee
- Publication Committee

The immediate Past President may serve as an ex officio member of the Executive Board, at the request of the President.

DUTIES OF THE EXECUTIVE BOARD

1. Supervise the affairs of the Society.
2. Fix the time and place of membership meetings.
3. Approve plans of work submitted by committees and make recommendations to the membership.
4. Receive progress reports from all committees.

5. Review the budget requests and develop a proposed budget which shall be submitted to the membership for adoption at the November meeting of each year.
6. Make decisions on disposition of irrelevant or duplicate holdings of the Society. See donation form for disposition instructions.
7. Review other business that comes before the Board

DUTIES OF THE PRESIDENT

1. Chair all meetings of the membership.
2. Chair all meetings of the Executive Board.
3. Appoint Chairpersons of all committees, subject to the approval of the Executive Board.
4. Various other duties that may arise in the business of the Society.

DUTIES OF THE VICE PRESIDENT

1. Fulfill the duties of the President if the President is not able to.
2. Act as the Program Chairperson, maintaining a list of available speakers and providing a speaker for each monthly membership meeting.

DUTIES OF THE RECORDING SECRETARY

1. Maintain and preserve the records of the Society.
 - Articles of Incorporation as a Non Profit Corporation.
 - By Laws
 - Policy and Procedure manual.
 - Records of Telephone Votes of the Executive Board.
 - Transcribed minutes of all regular and special meetings of the Executive Board.
 - Transcribed minutes of all regular and special meetings of the membership.
 - Maintain a file of submitted committee reports.
2. Record the business proceedings of each Executive Board meeting.
3. Record the business proceedings of each Membership meeting.
4. Provide copies of minutes at the next meeting of the Executive Board.
5. Provide copies of minutes at the next meeting of the Membership.

DUTIES OF THE CORRESPONDING SECRETARY

1. Communicate with other groups and individuals with similar genealogical interests.
2. Maintain the Post Office Box Key. Be responsible for obtaining the mail from the Post Office Box, and distribute it to the proper persons. This should be done on a weekly basis.
3. Maintain a list of names and addresses of members willing to do research on requests which come into the Society.

4. Tend to general office tasks and respond to communications as necessary.
5. Receive e-mails and respond as necessary.
6. Send thank you letters to monetary gift donors over \$10.

DUTIES OF THE MEMBERSHIP SECRETARY

1. Maintain a list of active and past members of the Society.
2. Record Membership dues received and mail out the membership cards.
3. Actively seek new ways to contact and solicit for new members.
4. Maintain a membership list and provide mailing labels as requested by the Executive Board or Committee Chairpersons.

DUTIES OF THE TREASURER

1. Receive all ECGS monies and account for them in a manner acceptable to the Executive Board.
2. Deposit all monies under the name of the Society.
3. Disburse monies as authorized by the Society.
4. Prepare and present to the Executive board and the Membership monthly financial statements.
5. Prepare and file all necessary Federal and State forms by the appropriate dates.
 - State of Michigan Sales Tax
 - Articles of Incorporation annual information update. (Prior to October 1)
6. Prior to September of each year request budgetary needs from the various Society Committees
7. The Treasurer is responsible for submitting a tentative budget to the Executive Board in October of each year.
8. Take appropriate steps, including legal action, to collect monies owed to the Society. Legal action needs prior approval of the Executive Board.

DUTIES OF THE EDITOR OF THE “EATON COUNTY QUEST”

1. Be responsible for the content and layout of the Society’s publication known as the “EATON COUNTY QUEST”.
2. Receive and edit as necessary, information for publication in the “Eaton County Quest”.
3. Be responsible for coordinating the mailing of the “Eaton County Quest”.

DUTIES OF THE RESOURCE ROOM CHAIRPERSON

1. Make available all of the Society's genealogical resources to the membership and patrons of the Society.
2. Purchase and maintain necessary supplies to operate the Resource Room as approved in the adopted budget or by the Executive Board.
3. Coordinate the Resource Room Volunteers.
4. Train Resource Room Volunteers.
5. Be responsible for setting up the meeting room on the day of a Membership or Executive Board meeting.
6. Coordinate volunteers to set up and operate sales tables at workshops and seminars as approved by the Executive Board.
7. Welcome guests and new members prior to the membership meetings.
8. Be responsible for refreshments at regular membership meetings.

DUTIES OF ROOM VOLUNTEERS

1. The first priority of a room volunteer will be to assist members and patrons in the use of the room's resources.
2. Answer the telephone.
3. Assist with photocopying, collating, filing, data entry, or typing as needed.
4. Assist with Society projects as time is available
5. Accept donations to the Society for the Librarian.

DUTIES OF THE LIBRARIAN

1. Be responsible for the purchase and inventory of genealogical resources. Purchases ~~to~~ shall be made within the approved guidelines of the Executive Board.
2. Maintain a computer database of all resource materials
3. Maintain a computer database of all equipment donated to, purchased by, traded for, or sold by the Society.
4. Develop and carry out policies for gifts, purchase, donation, trades, and loans, of resource material.
5. Develop other policies as needed and submit to the Executive Board.
6. Assign call numbers to resources.
7. Fill out and affix remembrance labels.
8. Shelve and file all new resource materials.

9. Submit a list of all new materials for publication in the "Eaton County Quest".
10. Send letters of acknowledgement and thank you to persons who have donated, traded, or loaned material to the Society.
11. Present to the Executive Board as necessary, but at least annually, duplicate copies of Society holdings. The Executive Board will discuss and make decisions on the disposition of the holding. Additional recommendations should be made to the Executive Board on any additional item that should be disposed of.
12. Make Memorial purchases when a member dies. (Up to \$25.00 may be spent for a room acquisition.)

DUTIES OF THE COMPUTER CHAIRPERSON

1. Inform the Executive Board of new computer products available.
2. Maintain the Society's computer system.
3. Protect the computer records and information through a disaster recovery plan.
4. Make purchases under the approved guidelines of the Executive Board.
5. Install all software approved by the Executive Board on the Society's computers.
6. Be responsible for the repair and maintenance of all of the Society's computer equipment.
7. Maintain an inventory list of all computer equipment, software, and peripherals.
8. Establish guidelines for a disaster recovery plan.

DUTIES OF THE PUBLICITY CHAIRPERSON

1. Prepare press releases.
2. Prepare public notice of membership meetings.
3. Prepare public notice of special events hosted by the Society.

DUTIES OF THE WEBMASTER

1. Maintain web page.
2. Be responsible for the purchase and inventory of webpage software. Purchases shall be made within the approved guidelines of the Executive Board.

DUTIES OF THE CEMETERY COMMITTEE

1. The goal of the Society is to read and photograph grave markers in all Eaton County Cemeteries.
2. Work done in the name of the Eaton County Genealogical Society shall become the property of the Society.

3. Data and photos from each cemetery will be entered into the computer in a format prescribed by the committee. After editing, data will be uploaded into the Society's data base on Eaton County Genealogical Society computers.

DUTIES OF THE PIONEER FAMILY COMMITTEE

1. The Committee shall receive completed applications and follow the Board approved procedures to complete the process.
2. The Committee shall issue certificates to applicants when application is verified and approved.

DUTIES OF THE PUBLICATIONS COMMITTEE

1. The Publications Committee shall maintain a current inventory of all publications and items for sale by the Society.
2. The Committee shall make sure all publications meet guidelines established in Operational Policies.
3. With approval of the Executive Board, the Committee shall update publications as needed.
4. The Committee shall keep a file of original copies of all publication materials.
5. The Committee shall mail copies of new and revised publications to the Library of the State of Michigan and the Ft. Wayne Allen County Library.

CHANGES TO POLICIES AND PROCEDURES

Changes may be made to these Policies and Procedures by a majority vote of the Executive Board.

These Policies and Procedures will become effective September 1, 2009.

OPERATIONAL POLICIES

It is the desire of the Eaton County Genealogical Society to make its resources available to the Membership and Patrons of the Society. These policies are established to assist in the smooth operation of the Society and to give guidance to Membership and Officers in fulfilling their responsibilities.

PURCHASES

When practical and efficient purchases should be made in quantity/bulk if a cost saving will result.

If reasonable, purchases should be made to cover a 12-month period of time.

Purchases over \$50 not covered in the adopted budget must be approved by the Executive Board.

Purchases over \$500 not covered in the adopted budget must be approved by the Executive Board and the membership.

COURTHOUSE SQUARE ASSOCIATION ACCESS TO RESOURCE ROOM

On October 7, 1996 the Executive Board established the following policy.

- The Society's materials and holdings are non-circulating and may not be removed from the room.
- If the room is used during the hours the room is closed the CSA Director, or designate, is responsible for deadbolt locking the room upon exiting.
- All CSA personnel must sign in and out each visit whether or not materials are logged in or out of the room, or the copy machine is used.
- All CSA owned holdings that are housed in the ECGS Resource Room that are logged in/out by the CSA Director or designate, must follow the established logbook procedure.
- Personal access to ECGS records and computers by CSA personnel is generally not allowed. The ECGS Executive Board adopted the following policy and a copy was presented to the CSA.
- All ECGS holdings are non-circulating. Courthouse Square Association owned holdings are non-circulating, but can be taken out of the Resource Room by the CSA Director or Designee.
- The ECGS Librarian will work with the CSA to provide them with an inventory copy of the holdings for their use.
- The Librarian will maintain an inventory listing for both the ECGS and CSA that shows the ownership of the holding.

RESOURCE ROOM SIGN OUT POLICY

The Eaton County Genealogical Society Library/Resource Room is a non-circulating library.

RESHELVING

ECGS staff will reshelv all materials used by researchers.

RESEARCH

The Society's Resource Room and resources are available to anyone wishing to do their own research. The Librarian, room volunteers or members may assist a researcher in finding materials located in our holdings.

A request for research received by mail, phone or e-mail will be followed up with a list of members, and their addresses, who are willing to do research. The Corresponding Secretary will maintain this list.

Charges for research will be between the researcher and the client. Charges for the service must be made known to the client prior to any research being done. Violations of this policy could result in the removal of the researcher from the list.

PUBLICATIONS

Members will work by committee to initiate projects for print. It is the desire of the Society that quality materials be produced and published, exclusively in the name of the Society.

- The Society reserves the right to deny advertising in any of its publications.
- The Executive Board will supervise the production, promotion, distribution and sales of the Society's publications.
- Publications produced in the name of the Society will become the property of the Society.
- The various committees will make regular reports on the progress of publications to the Executive Board.
- The Executive Board must approve a budget proposal for a publication before beginning the publication.
- An original and an electronic media copy of all publications will remain on file with the Society.
- One copy of all appropriate publications will be donated to the Library of the State of Michigan and to the Ft. Wayne Allen Co. Public Library.

PUBLICATION STANDARDS

- Full cover with Title
- Suitable binding
- Other information should include: page listing, Logo, editor, publisher, place, committee members, Officers, copyright, membership information, index, order blank, memorials or dedications (approved by Executive Board). Other information may be added as appropriate.

LOG BOOK PROCEDURE

All monies received in the room shall be logged in a book found on the desk. Each entry will include:

- The date the money was received;
- Whether cash or check was received and record check number;

- Name of the person making the purchase;
- What item or publication etc. was purchased, and the amount paid including sales tax.

GIFTS/DONATIONS

Gifts and donations will be received by the Society. The gift giver/donor will be requested to fill out the gift donation form. This form will remain on file with the Society. Acknowledgement of receipt will be made by appropriate ECGS personnel.

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