

South King County Genealogical Society

Standing Rules

The usage of the following terms in these Standing Rules is defined in the Bylaws:

- Board
- Director
- Members in good standing
- SKCGS

Article I. Fiscal Year

SKCGS fiscal year shall be from 1 June through 31 May.

Article II. Membership

Section 2.1. – Active Individual. An Active Individual member will receive periodic copies of any communication produced by SKCGS and be entitled to submit queries and to check out materials.

Section 2.2. – Active Family. All family members residing in a single household are eligible for an Active Family membership. Each person is entitled to the same privileges as an Active Individual member. Dues for family memberships shall be 50% more than that for an individual membership.

Section 2.3. – Active Honorary. Members who paid lifetime dues prior to 1 June 2005, when the sale of lifetime memberships was suspended and who remain active members of SKCGS, are members in good standing. Should an Active Honorary Member become inactive in SKCGS, they will be moved to Lifetime Honorary Member status.

Section 2.4. – Lifetime Honorary. Members who paid lifetime dues prior to 1 June 2005, when the sale of lifetime memberships was suspended, and are no longer active, are not to be included in the membership count. Should a Lifetime Honorary Member become active again, they will be moved to Active Honorary Member status.

Article III. Dues

Section 3.1. – Active Individual Dues. \$20 per year.

Section 3.2. – Active Family Dues. \$30 per year.

Section 3.3. – Members in Good Standing. To remain a member in good standing as defined in Bylaws “Section 3.1 Membership,” Active Individual and Active Family memberships must be renewed annually. Any member whose dues have not been paid within 30 days of their renewal date will be considered delinquent and no longer a member in good standing. Every person elected, appointed, or serving as an Officer or Director or Committee Chair must be a member in good standing.

Section 3.4. – Renewal Dates.

Section 3.4.1. – New Members. Renewal dates for new members joining throughout the year will be the first of the month following the month in which they initially paid dues, e.g. join in March, renewal date is April 1 of subsequent years.

Section 3.4.2. – Renewed by 1 June 2019. Members in good standing at the time of the adoption of these Standing Rules will have a renewal date of June 1.

Section 3.4.3. – Expired 31 May 2019. Active Individuals or Active Family memberships which expired 31 May 2019 will have until 30 September 2019 to pay their membership dues, e.g. renew in September, renewal date is October 1 of subsequent years.

Section 3.5. – Revisions of Dues. The Board may recommend a revision of the annual dues, provided the membership has been notified in writing at least 30 days prior to the meeting date established to revise the dues. This recommendation must be approved by a two-thirds vote of members in good standing present and voting at such General Membership Meeting.

Article IV. General Membership Meetings

Section 4.1. – Place and Time. The General Membership Meetings will be held on the third Saturday of the month from 10:00 a.m. to noon at Wesley Lea Hill, 32049 109th Place, Auburn, Washington. There will be no meetings in July, August, or December. Per the Bylaws, the time, place and manner may be changed by the Board.

Section 4.2. – Voting and Elections Requirements.

- To conduct any membership meeting where voting is required, 15 SKCGS members in good standing shall be present, two of whom must be Officers.
- Any votes taken at such meetings will be by a simple majority of all members present and voting at that meeting, except the two-thirds vote required for changing dues as referenced in “Section 3.5. Revision of Dues” and/or amending the Bylaws as referenced in Bylaws “Section 8.3. Ratification.”
- Voting shall be either by voice or by written ballot at the discretion of the Presiding Officer, except for the election of Officers and a Member at Large Director.
- Voting for elected Directors will be conducted by the Nomination and Election Committee. If there is more than one candidate for any office, written ballots shall be required. If a candidate is running unopposed going into the Annual Membership Meeting and a candidate is nominated from the floor, the written ballot may consist of paper on which the members will write the name of their choice.

Article V. Governance

Section 5.1. – Directors. All Directors will:

- Assume office on 1 June
- Be responsible for such duties as may be assigned by the Board, over and above the basic duties specified in the Bylaws, these Standing Rules, *The Standard Code of Parliamentary Procedure*, and as outlined below
- Prepare a written annual report emailed to the Board one week prior to the annual summer Board retreat or September Board Meeting, if no summer retreat is held. Standing Committee Chairs will submit a consolidated annual report for their committee. Reports will be read and, if need be, discussed at such meeting
- Select a member of the Board at the annual summer Board retreat or September Board Meeting to compile a summary of the written annual reports presented and share the summary at the September General Membership Meeting
- Maintain securely all SKCGS Member data including contact information

- Ensure all communications which may include non-members contain appropriate opt-out language, such as “You are receiving this email because you attended a SKCGS sponsored meeting or requested notification and information regarding upcoming meetings. If you no longer want to receive notices or received this email in error and would like to be removed from the list, please REPLY to this email and type REMOVE in front of the subject line; and your name will be removed from the distribution list.”
- Submit proposed income and expenses to the Budget Committee
- Review the budget presented by the Budget Committee, modify if necessary, and recommend the general membership accept the budget
- Maintain a notebook containing any items pertaining to their position as outlined below which shall be passed on to their successor within 30 days. Historical data shall be retained. This includes policies and procedures developed, plus those passed on by prior Directors
- Provide data files at reasonable intervals to person holding the backup hard drive to ensure all SKCGS data is backed up in a timely manner

Section 5.2. – President. The President will

- Act as chief administrative officer of SKCGS, with responsibility for the general supervision of the affairs of SKCGS, and be the official spokesperson
- Preside at all meetings of the general membership and the Board and prepare agendas for such meetings
- Assign appropriate action items at the conclusion of all discussions at any given Board meeting. The action items and their resolution should be addressed at the next Board meeting
- Be ex-officio member of all committees, except the Nomination and Election Committee
- Appoint the chairs of Standing Committees and Special Committees, except the Nomination and Election Committee, subject to the approval of the Board
- Sign, with the Secretary, all contracts authorized by the Board
- Sign, with the grant writer, all grants
- Ensure all required documentation is filed with governing authorities in a timely manner; and maintain a schedule of those required events
- Appoint a member to pick up SKCGS mail and distribute it to the proper members of SKCGS
- Announce at the January, February, March, and April General Membership Meetings the Nomination and Election Committee members, with emphasis to contact them with suggestions or concerns
- Emphasize at the April General Membership Meeting to watch for the list of nominees on the website and blog
- Ensure committee notebooks are provided to new committee chairs within 30 days of appointment

Section 5.3. – Vice President. The Vice President will:

- Assume the duties of the President in the absence, inability, or at the request of the President
- Assume the duties of the President for the remaining term of office in the event of a vacancy in the office of the President
- Assist the President, when called upon, to carry out the business of SKCGS
- Serve as an ex-officio member of the Education Committee
- Maintain a list of all Standing and Special Committee Chairs and ensure the list on the website is current and accurate
- Pass the list of all Standing and Special Committee Chairs to the newly elected Vice-President
- Retain possession of a safe deposit box key

Section 5.4. – Secretary. The Secretary will:

- Record proceedings of SKCGS business meetings and preserve its records, including committee reports, except those that are specifically assigned to others
- Record in the minutes assigned action items given at any Board meeting.
- Record in the minutes at the next Board meeting the resolution of action items previously assigned
- Send draft minutes of all business meetings to the Board within a week, if possible, of each meeting
- Read such minutes, as requested, at the respective Board or General Membership Meetings
- Record and preserve in the minutes the roll at Board meetings
- Maintain a current inventory of all legal documents and records belonging to SKCGS, including the location of such items
- Sign, with the President, all contracts and documents authorized by the Board
- Correspond on behalf of SKCGS and maintain a copy of such correspondence
- Send cards on the illness or death of a member or their spouse
- Pass the records to the newly elected Secretary

Section 5.5. – Treasurer. The Treasurer will:

- Collect, record and keep safe all SKCGS funds
- Accept gifts and bequests on behalf of SKCGS
- Pay all authorized bills of SKCGS in a timely manner
- Maintain an accurate record of all receipts and expenditures
- Make all financial records available for review at least annually or upon direction of the Board
- Present a statement of finances at each meeting of the Board
- Present a financial report covering the previous fiscal year at the first general membership meeting after the end of the fiscal year
- Serve on the Budget Committee
- Maintain a list of all financial assets owned by SKCGS, including the location of such assets
- Maintain a list of equipment owned by SKCGS, including original costs and location of such equipment
- Maintain a list of username and passwords for access to
 - Bank statements
 - Internal Revenue Services (IRS)
 - Washington State Department of Revenue
- Maintain list of items contained in the safe deposit box
- Maintain an annual list of all cash donations to SKCGS, listing date, donor and amount, due to our 501(c)3 tax status.
- Retain possession of a safe deposit box key
- Request and retain possession of Certificate of Insurance as needed
- Submit appropriate form to the IRS before the October 15 deadline to retain 501(c)3 status
- Serve as the registered agent of SKCGS to conduct business with the State of Washington
- File the Non-Profit Corporation Annual Report with the Secretary of State before the October 31 deadline
- File Washington State Department of Revenue Combined Excise Tax Return for the previous calendar year by January 31 deadline
- Use the debit card as appropriate. For purchases over \$100, obtain another Officer's signature on an authorizing form

Section 5.6. – Check Signing. Authority to sign checks is delegated to the President, Vice President, and Treasurer.

Section 5.7. – Immediate Past President or Member at Large. The Immediate Past President or Member at Large will:

- Serve as a resource to the Board
- Serve as the chair of the Nomination and Election Committee
- Select at least two additional members to serve on the Nomination and Election Committee from the general membership by the January General Membership Meeting. These members should not be Directors
- Send email with slate of nominees as indicated in “Section 6.2.5. Nomination and Election”

Section 5.8. – Quorum. Three elected Directors must be present to conduct business. As stated in Bylaws “Section 5.5. Board of Directors,” the elected Directors are the four Officers and the Immediate Past President or Member at Large.

Section 5.9. – Standing Committees Chairs. The Chairs of Standing Committees will:

- Recruit and oversee a team to perform the duties of the committees outlined in “Article VI. Committees”
- Submit a consolidated monthly report to the Board, including information provided by each of the members of their committee
- Use appropriate Standing Committee email distribution list to facilitate communication within the team, including all action items and upcoming event responsibilities, to ensure everyone is aware of what is happening within the committee

Article VI. Committees

Section 6.1. – Standing Committees. Standing Committees are Education, Outreach, Publicity, and Resource Management.

- All committee members must be members in good standing
- All committees will have at least three members and work as a team
- Ensure all processes are documented and ultimately maintained in the Chair’s notebook
- Ensure any funds raised by or donated to any Committee are given to the Treasurer
- Ensure receipts for authorized expenditures are given to the Treasurer
- Submit contact information about non-members to Publicity Chair for ongoing communications

Section 6.1.1. – Education. The chair of the Education Committee will recruit members to manage the following and at a minimum take responsibility for the duties listed:

- Find great program speakers for the General Membership Meeting
- Develop, maintain, and distribute schedules of all educational sessions to the Board and the Publicity Committee
- General Membership Meeting Programs
 - Introduce the presenter at the meeting
 - Submit a check request to the Treasurer for payment to the speaker and provide the speaker with the check at the conclusion of the presentation, as appropriate
 - Maintain a notebook including, at a minimum, the following:
 - List of all past and potential speakers, including their contact information – name, phone, address, email, and website

- List of all past program presentation topics and descriptions, along with the speaker who presented, the date, and fee paid
- Policies and procedures for recruiting speakers and preparing for the presentation. At a minimum this is to include:
 - maintaining a Speaker’s Agreement template
 - ensuring equipment availability information sheet is shared with presenters
 - sending a Speaker’s Agreement to presenters, including the date, time and location of presentation and the equipment availability information
 - requesting the speaker to provide
 - confirmation of Speaker’s Agreement
 - confirmation of title and description of presentation, along with biography, in enough time to publicize the presentation
 - handouts, if any, in advance of the meeting in enough time for reproduction
 - their own computer or request SKCGS to provide one
 - presentation copied to a thumb drive as a backup in case of computer difficulty
- Special Interest Groups (SIG) and Classes
 - Explore and develop educational opportunities for members and the public
 - Hold meetings, develop content, and recruit speakers, as appropriate
 - Maintain a sign-in sheet with a column to indicate SKCGS membership
 - Send welcome email to new attendees with information regarding upcoming SKCGS educational opportunities, including General Membership Meeting, SIG, and classes
 - Submit meeting announcements for publication, as appropriate

Section 6.1.2. – Outreach. The chair of the Outreach Committee will recruit members to manage the following and at a minimum take responsibility for the duties listed:

- Genealogist
 - Answer genealogical questions directed to SKCGS by looking up potential responses in the SKCGS Publications
- Genealogy Help Desk Volunteers at KCLS branch libraries and General Membership Meetings
 - Coordinate with KCLS branch staff
 - Send personalized email indicating “great to have met you” or whatever is appropriate and information regarding upcoming SKCGS meetings
 - Pass new contact information to Publicity Chair
- Hospitality
 - Greet people at meetings
 - Provide food and drinks as appropriate
- Liaison to other groups like Association of King County Historical Organizations (AKCHO) and South King County Cultural Coalition (SoCoCulture)
- Membership
 - Process new requests for membership
 - Send reminder to existing members for renewal
 - Maintain current list of members and share periodically with Directors
 - Maintain meeting attendance records
 - Maintain @SKCGS.org email account with a minimum of the following three groups:
 - Active members
 - Lifetime honorary members

- Past members
 - Notify Publicity Committee of new members so they can be removed from the new contact email list
 - Project Publications
 - Maintain SKCGS publications for sale
 - Surname File
 - Maintain surname file for sharing

Section 6.1.3. – Publicity. The Chair will send email notifications of General Membership Meetings to active and inactive members, as well as prospective members. The chair of the Publicity Committee will recruit members to manage the following and at a minimum take responsibility for the duties listed:

- Advertising publications
 - Brochures
 - Rack cards
- Blog editor
 - Post nominees for election
- Facebook administrator
- Maintain Loop
 - Present at General Membership Meetings
 - Submit to webmaster for publication on website
- Maintain new contact email list
 - until notified by membership that contact has become a member
- Meeting announcements, including
 - Local newspapers
 - Washington State Genealogy Society blog
 - Washington State Genealogy Society website
 - Other appropriate local groups like historical societies
- RootsWeb email list administrator
- Twitter administrator
- SKCGS webmaster
 - Maintain website
 - Post nominees for election
- SKCGS.org administrator
 - Maintain email distribution list for the Board
 - Maintain email distribution list for each Standing Committee

Section 6.1.4. – Resource Management. The chair of the Resource Management Committee will recruit members to manage the following and at a minimum take responsibility for the duties listed:

- Book acquisition and donations
- CD collection ?????
- Equipment maintenance and use
 - Banner
 - Comb binding equipment
 - Electronic equipment – backup hard drive, microphone, projector, speakers, etc.
 - Sandwich board
- Kent Family History Center (FHC) collection manager for books available for use at the FHC
- King County Library System (KCLS) liaison to the Auburn Library for the genealogy collection
- Newsletter exchange collection

- Periodicals acquired and made available for checkout during general meetings and eventual transfer to the KCLS Auburn Branch

Section 6.2. – Special Committees. Special Committees are formed at the direction of the Board and consist of a minimum of three members. Duties over and above those listed below may be assigned by the Board at the time of creation and apply for the duration of that Special Committee’s assignment. The Chair of each Special Committee shall:

- Submit proposed income and expenses to the Budget Committee
- Submit a written final written report to the Board upon completion of their duties
- Ensure a notebook is compiled as outlined in “Section 5.1. Directors” upon completion of their duties
- Pass the notebook to the President for safe keeping until such time as a similar Special Committee is formed
- Provide correlating data files contained in the notebook to person holding the backup hard drive to ensure all SKCGS data is backed up

Section 6.2.1. – Financial Review. A Financial Review Committee shall be formed:

- Before the May General Membership Meeting to review the Treasurer’s records annually no later than 60 days after the close of the fiscal year
- At any other time for immediate review, if deemed necessary

Section 6.2.2. – Budget. A Budget Committee shall be formed and meet with the Treasurer before the June General Membership Meeting to:

- Prepare the annual budget for presentation to the Board prior to or at the September Board Meeting
- Present the budget for acceptance at the September General Membership Meeting

Section 6.2.3. – Bylaws. A Bylaws Committee shall be appointed to:

- Comply with Bylaws “Article VIII: Amendment of Bylaws”
- Review the Bylaws at least every five years

Section 6.2.4 – Fundraising. A fundraising committee may be appointed to work on a fundraising project.

Section 6.2.5. – Nomination and Election. The Nomination and Election Committee shall be given a list of each elected Director’s duties, together with names of members in good standing who have been members for at least one year. They should:

- Select at least one nominee from such list for each office to be filled
- Obtain consent of nominees to serve, if elected
- Report the slate of nominees at least 30 days prior to the May General Membership Meeting. At a minimum this shall be communicated via the membership email distribution list, blog and website.

Section 6.2.6. – Seminar. At the direction of the Board, seminars may be planned in order to:

- Educate members
- Educate general public
- Raise funds

Standing Rules written and approved 19 August 2019. These Standing Rules were created when the Bylaws were completely restated and approved on 13 July 2019. As the Bylaws were simplified, details were moved to these Standing Rules.

Modified by vote at 7 July 2020 Board Meeting: 1) Section 5.6 – remove the “Two signatures are required on all checks over \$100.” 2) Section 5.5 – Added requirement of an annual list of all cash donations.

Modified by vote at 1 September 2020 Board Meeting: 1) Section 4.1. – Changed the phrase “time and place” to “time, place and manner” to accommodate virtual meetings. 2) Section 5.1. – Inserted “Maintain securely all SKCGS Member data including contact information.”