

STANDING RULES

The American Local History Network (ALHN) is a nonprofit public benefit corporation whose purpose is to serve as the hub of a network of freely accessible, independent historical and genealogical web sites maintained by volunteer webmasters. All ALHN websites are categorized by state, county or topic.

Standing Rules For Board of Director Elections:

1. In the case that the election committee cannot be formed with enough volunteers from the voting membership of ALHN and from the board members not in nomination fourteen days before nominations are to start as prescribed in ALHN bylaws Article VII, the election committee shall be selected with preference given in the following order from among the volunteers:
 - a. members registered to vote (as first priority);
 - b. associate members (non-voting members as second priority);
 - c. Emeritus members (as third priority);
 - d. non members, being referred to in Standing Rules (2.) and (3.) below as "unaffiliated volunteers" (as fourth priority).
2. In the case that the election committee cannot be formed with enough volunteers from the membership of ALHN and from the board members not in nomination fourteen days before nominations are to start as prescribed in ALHN bylaws Article VII, the board of directors may seek, after a final call for volunteers from the ALHN membership made prior to December 18 (being the date 14 days prior to the required start of nominations on January 1, such starting date prescribed in ALHN bylaws Article VII, Section 1), for unaffiliated volunteers from outside of the ALHN membership to serve on the election committee, which unaffiliated volunteers shall be selected by a majority vote of the board of directors. An unaffiliated volunteer shall not be a member of the immediate family of any nominee ("immediate family" being defined as son, daughter, spouse, parents, sister, brother). The number of unaffiliated volunteers shall be at least the number required to make a committee of two, if no volunteers be found from among the membership and the board of directors of ALHN. A committee of four shall be sought that may be a mix of members and unaffiliated volunteers, but in the case that 4 volunteers cannot be found prior to January 1, if two unaffiliated volunteers have agreed to serve on the committee, the nominations and election shall proceed on schedule.
3. In the case that no election committee can be formed as prescribed in the ALHN by-laws Article VII, Section 2, nor as prescribed in Standing Rules (1.) and (2.) above, the biennial election may be delayed indefinitely until an election can be formed according to the same, or until an election committee can be formed consisting of two unaffiliated volunteers, and the members of the board in that case shall retain their seats on the board and shall solicit volunteers quarterly from the membership first, as prescribed in ALHN bylaws Article VII, Section 1 and in Standing Rule (2.) above, and then from persons unaffiliated with ALHN until the requirements of Standing Rules (1.) and (2.) above are met for an election to proceed. Once an election committee has been formed, the nominations shall begin within 7 days with the election to follow according to the procedure and schedule as prescribed in ALHN bylaws Article VII, Section 1, with the exception of the specific dates required therein.
4. In the case that the election of the board of directors is later than prescribed by ALHN bylaws Article VII, Section 1, the newly elected board shall serve for no less that 8 months, with the next date for nominations and election set at the first biennial January date that allows a term of no less than 8 months, such biennial date prescribed in ALHN bylaws Article VII, Section 1,

Therefore if the elections are more than 16 months late, the newly elected board will serve until the soonest normal biennial election date plus an additional 2 years to the next biennial election date, such biennial date prescribed by ALHN bylaws Article VII, Section 1.

5. The election committee thus formed shall first complete and sign the ALHN oath as set forth in these standing rules (Standing Rules For Board of Directors, rule 7) and then shall be temporarily given the login information for the balloting account, to be used by them only for the duration of the election. Prior to the receipt of nominations, they shall login to the account and change the password to lock out the board members not on the election committee. They shall also be given the list of email addresses of all members who are registered to vote for the purpose of emailing ballot invitations. When the election is finished, the election committee shall then give the new password they created for the balloting account to the ALHN board members, who shall then change the password which will then be known by all board members only.

Standing Rules for Board of Directors:

1. All Board of Directors must be voting members of the American Local History Network.
2. All Board of Directors Members shall subscribe to the mail list for the ALHN Board or any Board lists and must be voting members as defined in the bylaws by subscribing to the Voting Membership mail list.
3. Either the secretary or the president shall post copies to the ALHN web site of approved or amended minutes for all board meetings or other ALHN Board business.
4. Concerning ALHN internet accounts and login information: Upon election and placement of a new board of directors or replacement of any Board member the ownership and maintenance of all mail lists, the domain name registry account, the balloting account for elections, and the websites affiliated with ALHN will be as follows:
 - a. All passwords & login information for the following shall be in the possession of all board members to insure that the login information be accessible to the board at all times, and upon any change in the members comprising the board, the login information shall be changed:
 - a. ALHN web site(s);
 - b. The ALHN e-mail lists, being described as follows:
 - a. ALHN-GENERAL, being for the purpose of general discussion by any member of ALHN, with topics restricted to ALHN matters, announcements, and any matters requiring notification of the membership by the board or needing discussion and input from the membership to the board;
 - b. ALHN-MEMBERSHIP-VOTING, being for the purpose of registering to vote and for announcements related to ALHN voting and polls. The ballot invitations and election results will also be sent to this list at election time;
 - c. ALHN-BOARD, being for the purpose of ALHN board meetings and member notification of board meeting agendas and meeting schedules, to which all members may subscribe, but to which only board members may post.
 - d. ALHN-EXECUTIVE, being for the purpose of the private use of the ALHN board and for the exchange of passwords, etc. This list is to serve as a convenience to the board to provide a means of group emailing from one board member to the other board members instead of having to list

each board member's email address in the list of recipients.

Since the board members have the same right of privacy concerning their personal emails as any other member of society, this mailing list will not be archived, and its emails must not be displayed to any person not subscribed to the list. Only board members, and rarely other persons on a temporary basis, may be subscribed to this list. No transcriptions, copies, or minutes of any proceedings and communications occurring on the ALHN-EXECUTIVE mailing list may be posted to the ALHN website, but are to be kept in confidence by the Board of Directors.

If any other person is subscribed it will be only by the permission of the Board of Directors and will be temporary, for a specific topic, and that person will be unsubscribed as soon as the topic is finished. In no case will any non-board-member, being subscribed to the list, be given any passwords, nor will they remain subscribed to receive off-topic emails. Any attempt to gain access to this mailing list by any person not subscribed by the Board of Directors may be regarded as an invasion of privacy and possibly as an attempt to hack private email.

This ALHN-EXECUTIVE mailing list may be used for any and all communications deemed by the Board of Directors to be necessary in the conduct of its duties and daily business, fact finding, discussion, chat, and for sensitive matters (including termination of a member). Any personal matters may also be discussed.

- e. Whenever committees are formed by the Board of Directors, a temporary or permanent mailing list may be created for that committee.

 - c. The domain name registry account for the domain of "www.alhn.org";
 - d. The balloting account for elections.

 - b. A webmaster will be appointed and shall hold responsibility for updating the ALHN web site. Said webmaster will be a board member when at all possible OR person appointed by a majority vote of the Board;
 - c. Two mail list managers will be appointed. Passwords should be changed as deemed necessary or at the 2 year intervals associated with Board elections or just after each election is concluded and a new Board seated. Even though all Board of Directors members shall hold login information for ALHN web sites and mail lists, they should not and will not be held responsible for management of either. That shall be the responsibilities of appointees.
 - d. Board elected appointees, who are not board members, shall be given login access to only accounts that are necessary for the performance of their appointed duties, which shall be determined by the board, and when any such appointee should cease to hold that position, the login information to any accounts to which the appointee had access shall be changed.
5. Removal, Resignation or Vacancies of Board Members
- a. Replacement of board members. Replacement of any board member shall occur by a

majority vote of the Board of Directors. The Board shall address the membership for volunteers, access said volunteer's qualifications and appoint accordingly. In the event of multiple nominees a ballot to the membership shall occur. This person shall serve in this capacity for the remainder of current term. In the event there are no volunteers for said vacancies then the Board of Directors has the authority to solicit appointees.

6. Financial guidelines should be as follows:
 - a. All funding records are the responsibility of the treasurer. All records must be passed to any newly elected treasurer.
 - b. The treasurer and president shall be responsible for all financial transactions as a normal part of their duties.
 - c. Any funds amounting over \$50.00 being held by ALHN shall only be dispensed with approval of a quorum of the Board of Directors. Any amount equaling \$50.00 or less shall be considered and handled as petty cash.
 - d. Accounting of any funding, both debit & credit, shall be presented at each monthly meeting showing each item, debit or credit, amount of each entry with an accurate balance.
 - e. Due to the nature of ALHN and the access problems of officers residing all over the country it shall be deemed that any financial institutions selected to be used for any ALHN funds should be accessed via online financial institutions. For example, PayPal.
 - f. Any and all information concerning any financial institution records, such as account numbers and statements shall be held by both the treasurer and president.
 - g. In order to maintain a secure account the password into any such account should be changed upon the election of any new Treasurer and/or President.
7. The following **OATH OF OFFICE** must be completed and signed by each Board of Directors member and all non-board-member board-elected appointees and kept on file by the President of the Board, a digital signature being binding:

OATH OF OFFICE

All elected officials and non-board-member board-elected appointees shall be required to take a prescribed oath of office. No elected official shall be seated prior to taking the oath. Refusal to take the oath within fourteen (14) days of election, or passage of this amendment if an incumbent, shall be considered the same as a resignation.

The prescribed Oath of Office shall be

I, (yourname) , having been elected to the office of (office), do solemnly swear (or affirm):

- a. I will faithfully execute said office to the best of my ability, fairly and equally without discrimination;
- b. I will preserve, protect and defend the American Local History Network, Inc. and its mission;
- c. I will abide by all laws and regulations to which I am subject;
- d. I will respect and uphold the Articles of Incorporation, Bylaws, and all other valid instruments of the ALHN;
- e. I will at all times, act in a professional, respectful manner and promote respect and integrity for the ALHN and its members;
- f. I will always act in the best interests of the ALHN and its membership;

- g. I will surrender all properties of the ALHN when so directed by a competent authority;
- h. Should I, at any time, fail to abide by this oath, I will immediately submit my resignation from office to other Board members. So help me God. ____yourname____
____date_____

Standing Rules for Members:

1. Your site must contain some original content, and not be collection of links to other sites, unless it is comprehensive on a particular subject.
2. Multiple sites from any historical or genealogical oriented organization or society, multiple sites from any American state, region, community, county, city and geographic location are permitted. Everyone has different talents and amounts of time to devote to historical/genealogical projects. We are inclusive of everyone who wants to join.
3. You must respect copyright law.
4. All members shall be required to submit reasonable contact information. Said information should be updated by the membership coordinator on an annual basis and/or via roll call on the ALHN-Membership List. State Coordinators & Members are required to notify the membership coordinator should that contact information change.
 - a. This required information shall consist of name, current email address, and urls.
 - b. All members' phone numbers and mailing addresses shall additionally be sought for the purposes of contacting that member in the case that email communication has not been successful and to request that they donate the site as a legacy site in order that ALHN be able to continue to offer the information in the website to the public.
 - c. Options shall be offered to those refusing to supply their mailing address and phone number and stating privacy concerns to either send their information by US mail to the Membership Coordinator, or by any means with which they feel comfortable that their privacy will not be violated, or barring that, they may give an email address and/or name of a secondary contact person who will know the status of the member. Assurances that are given to the board that more than one person is in charge of or involved in the website is sufficient, but that at least the name and/or email of one of the others involved shall be requested.
 - d. The Membership Coordinator & Board of Directors will be required to keep all contact information private and confidential.
5. All voting members shall be required to subscribe to the ALHN-MEMBERSHIP-VOTING mail list. All members should subscribe to the voting-membership list in order to exercise voting privileges at least 96 hours before any election, as well as to maintain contact information.
6. All associate members and voting members will be required to subscribe the ALHN-GENERAL mail list or they must contact the Membership Coordinator on a semi-annual basis.
7. Said 'ALHN-GENERAL' mail list shall not be used for any purpose other than the strict business of ALHN. Manager of said list shall be a member of the Board of Directors and/or their assistant appointee. It shall be closed to everyone except ALHN Associate & Voting Members.
8. ALHN will not link to sites which are deemed, at the discretion of the Board of Directors, to be racist, obscene, or which are intentionally offensive, or promote points of view which tend to stir debate or controversy among significant parts of society, or which cast ALHN in a negative way, nor may any page in any ALHN member's web site contain malicious code nor redirect to any other web site. Any site found in violation of these things may be unlinked from all ALHN web pages by the Board of Directors immediately upon discovery or soon thereafter and

without prior notice to the member, without requiring a vote, or in lesser cases and with the majority vote and at the discretion of the Board of Directors, the member will be contacted to bring their web pages into compliance. Termination of membership will also be an option that may be exercised by a vote of the Board of Directors, as provided in ALHN Bylaws Article IV, Section 10. In the case that any web page is unlinked under this rule, and the member has not made changes to bring the web page into compliance with this rule, the member will be contacted to request that they remove the ALHN logos and any statement therein indicating their affiliation with ALHN. If the member is terminated under this rule, the pages that have been unlinked from ALHN shall not be relinked to ALHN during any subsequent appeal of termination of membership until the member is reinstated and until the member's web pages are in compliance with this rule.

9. By becoming webmaster/member of ALHN any individual has agreed/consented to abide by all standing rules and bylaws of ALHN.
10. ALHN topic sites shall link to www.alhn.org
11. Each web site should have an approved ALHN Logo and link on its introductory/index page. Links to the appropriate state site & www.alhn.org should also be placed in the index page.

Standing Rules or Responsibilities of State Coordinator:

1. All State Coordinators shall keep an accurate listing of their state's web sites and managers of each. State Coordinators shall work with current Membership Coordinator to maintain current member contact information;
2. State coordinators shall make reasonable efforts to recruit web site volunteers for the counties in said state, historical societies, archives and other like organizations;
3. A State Coordinator shall notify the Board of Directors of any incident of questionable content on a web site, at which time the Board of Directors shall examine the situation and act as deemed necessary. State Coordinator shall be contacted of any actions taken;
4. A State Coordinator shall make or maintain contact with the membership coordinator on a semi-annual basis OR shall subscribe to the ALHN-MEMBERSHIP-VOTING mail list with a current e-mail address or the ALHN-GENERAL mail list with a current email address;
5. A State Coordinator is appointed by the Board of Directors, but is not necessarily the manager of a particular State's web site. State Coordinators can designate web site managers or assistant web site managers as they deem necessary. Even though more than one site is permitted for a state, only the one person appointed by the Board of Directors will be the State Coordinator for that state.
6. Membership Coordinator's contact information should be prominently displayed on www.alhn.org
7. Each web site should display an ALHN logo and link (available at www.alhn.org) with links to www.alhn.org
8. Each county or locality web site / URL shall have a logo and/or link to that particular states web site / URL.
9. Each State Coordinator shall advise new volunteers of their duties either by sending copies of the by-laws and standing rules to each member via email or informing each new volunteer of their existence and where said regulations are located on the internet.

Abandoned Sites

1. ALHN Board of Directors has discretionary powers to decide if a web site has been abandoned for any reason.
2. The Board shall consider a site abandoned if there have been no updates to the site in 12 months and after reasonable attempts to contact manager of said web site, ALHN Board of Directors

may act as it deems necessary to protect the data on said site for future use, or if the Board deems appropriate they may unlink the site from ALHN web pages.

Once a site is shown to be abandoned according to the Bylaws and Standing Rules, the following step-wise procedure will be taken:

- a. The ALHN Board of Directors will make concerted efforts to contact the site owners directly for 21 days, sending one read receipt message per week with specific records of this process being kept by the Board of Directors or its appointed representative. If phone numbers or other contact info are available these methods of contact will also be used within this 21 day period.
 - b. If there is a response, the site owner will be asked to make updates to the site within 60 days, if they wish to continue being linked into ALHN, reminding them of the current guidelines, and that we have volunteers in place to help them bring their sites up to modern compliance and other like facts. A form letter of this notice is to be created and used. Continued attempts to work with site volunteers is of primary importance since volunteers are the backbone of ALHN.
 - c. If ALHN is notified that a member doesn't want the site, and it is donated, then the site will be archived.
 - d. The ALHN Board of Directors will then link the site pages to the appropriate alhn.org or state site links page and into the information within the archives and post the site as adoptable. Once the site is adopted then the appropriate alhn.org or the state site links page will point to both the new site and the archived data.
3. If, at any time, a web site owner wishes to resign and donate contents of said site to ALHN they should show said donation & be submitted to the Board of Directors. There shall be no question of ownership of any materials by ALHN. Upon donation of a web site or any information therein this will become property of ALHN and be considered a LEGACY web site. All LEGACY web sites shall have a logo and link indicating this and will remain such in perpetuity.

Donation Form

DONATION FORM:

I, (name) _____ certify that I am web site manager for ___(url address)___ for ___(topic or state or county)_____.

By submitting & digitally signing this form I am donating this web site to the American Local History Network in perpetuity.

Signature

State Coordinator

American Local History Network, Board of Directors reserves the right to amend these standing rules as needed and as provided for in ALHN Bylaws, www.alhn.org.

Revised and adopted by ALHN Board of Directors December __, 2013