

POLICY AND PROCEDURES MANUAL

2009



Indiana Genealogical Society, Inc.

**P.O. Box 10507
Fort Wayne, IN 46852-0507**

MISSION STATEMENT

The purpose of this organization shall be to promote genealogical and historical research and education through:

- A. Fostering an interest in all the peoples who contributed in any way to the establishment and perpetuation of the State of Indiana.
- B. Searching for the reason and forces behind the migration of early settlers into Indiana.
- C. Preserving and safeguarding manuscripts, books, cemeteries, memorabilia, and appropriate forms of electronic data relating to the early settlers of Indiana.
- D. Securing and holding copyrights, master copies and plates of books, periodicals, appropriate forms of electronic data, tracts, and pamphlets of genealogical and historical interest to the people of Indiana.
- E. Publishing, printing, buying, selling, and circulating literature regarding the purposes, records, acquisitions, publications, proceedings, and discoveries of the Society.
- F. Aiding others in the publication and dissemination of materials pertaining to Indiana, including biography, and family and local history.
- G. Receiving and holding gifts and bequests from any source for the benefit of the Society, disposing of such gifts and bequests not needed and using funds derived solely for the purposes of the Society.
- H. Doing all things incidental to the perpetuation of the purposes of the Society and exercising the powers legally and properly requisite thereto.
- I. Organizing exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

OFFICERS AND DIRECTORS

President

Elected by the membership in all odd numbered years.

Term of office: 2 years, beginning at the end of the business meeting at the Annual Conference after election

Duties

1. Attend all regularly scheduled Society meetings and the board meeting immediately after the Annual Meeting. The Vice President will assume the office of President at the beginning of the third consecutive regularly scheduled board meetings at which the President fails to appear, unless notified in advance of acceptable reasons for the absences.
2. Supervise the activities of the Society, assist in carrying out the policies determined by the Board of Directors, promote the purpose of the Society, and make recommendations to the Board of Directors.
3. Preside over all Society meetings, including meetings of the Board of Directors.
4. Enforce all laws and regulations pertaining to the administration of the Society.
5. Appoint committees chairs as defined in the Standing Rules and call meetings of these committees as needed.
6. Appoint special committees as necessary to carry out the work of the Society.
7. Appoint a Parliamentarian as necessary for the Executive Committee, Board of Directors, and the business meeting of the Annual Conference.
8. Serve as Chair of the Executive Committee and call meetings as necessary.
9. Fill vacancies on the Executive Committee for unexpired terms, subject to the approval of the Board of Directors.
10. Perform other duties as outlined in the parliamentary authority, as otherwise indicated in this document and as requested by the Board of Directors.
11. Set the time, place, and agenda for all regularly scheduled meeting of the Board of Directors.
12. Call for reports before all regularly scheduled meetings of the Board of Directors from the Officers, District Directors, Indiana County Genealogists, and Committee Chairs, including the editors of the Indiana Genealogist, the IGS Newsletter, and the Webmaster

Vice-President

Elected by the membership in all odd numbered years.

Term of office: 2 years, beginning at the end of the business meeting at the Annual Conference after election

Duties

1. Attend all regularly scheduled Society meetings and the board meeting immediately after the Annual Meeting. The office of Vice President will be considered vacant at the beginning of the third consecutive regularly scheduled board meetings at which the Vice President fails to appear, unless notified in advance of acceptable reasons for the absences. The President will then fill the vacancy by appointment for the remainder of the term.
2. Assist the President in carrying out the duties of that office and work under the direction of the President.
3. Preside in the absence or at the request of the President.
4. Succeed to the office of President for the unexpired term in the event of the death, incapacity, or resignation of the President.
5. Serve as an active member of the Executive Committee.
6. Serve as the Chair of the Membership Committee.
7. Serve as Chair of the Audit Committee.
8. Submit a report of activities prior to all regularly scheduled Board Meetings when called for by the President.

Recording Secretary

Elected by the membership in all odd numbered years.

Term of office: 2 years, beginning at the end of the business meeting at the Annual Conference after election

Duties

1. Attend all regularly scheduled Society meetings and present the previous meeting minutes for approval. The office of Recording Secretary will be considered vacant at the beginning of the third consecutive regularly scheduled board meetings at which the Recording Secretary fails to appear, unless notified in advance of acceptable reasons for the absences. The President will then fill the vacancy by appointment for the remainder of the term.
2. Record the minutes at all Society meetings and then disseminate the minutes to the Board of Directors for any corrections before the next meeting.
3. Provide a copy of the corrected version of the minutes to the Historian.
4. Provide a copy of the minutes from the business meeting at the Annual Conference to the newsletter editor for publication.
5. Serve as an active member of the Executive Committee.

Corresponding Secretary

Elected by the membership in all odd numbered years.

Term of office: 2 years, beginning at the end of the business meeting at the Annual Conference after election

Duties

1. Attend all regularly scheduled Society meetings and the board meeting immediately after the Annual Meeting. The office of Corresponding Secretary will be considered vacant at the beginning of the third consecutive regularly scheduled board meetings at which the Corresponding Secretary fails to appear, unless notified in advance of acceptable reasons for the absences. The President will then fill the vacancy by appointment for the remainder of the term.
2. Respond by answering any general correspondence that is addressed to the society and received through the post office box.
3. Submit a report of activities prior to all regularly scheduled Board Meetings when called for by the President.
4. Serve as an active member of the Executive Committee
5. Send approved amendments to the Society's bylaws and ballots to all members in good standing for a vote at least 90 days before the business meeting at the Annual Conference as outlined in the Bylaws.
6. Serve as the Queries Editor

Treasurer

Elected by the membership in all odd numbered years.

Term of office: 2 years, beginning at the end of the business meeting at the Annual Conference after election

Duties

1. Attend all regularly scheduled meetings of the Board of Directors and present a current financial report either prior to the meeting or as a handout at the meeting. The office of Treasurer will be considered vacant at the beginning of the third consecutive regularly scheduled board meetings at which the Treasurer fails to appear, unless notified in advance of acceptable reasons for the absences. The President will then fill the vacancy by appointment for the remainder of the term.
2. Maintain the bank accounts of the society in a current and financially responsible manner.
3. Obtain approval of proposed expenditures and bills from appropriate Officers, Directors, and committee chairs and pay in a timely manner.
4. Reimburse Officers, Directors, Committee Chairs, and other members for allowable society expenditures upon receiving an Expense Report and appropriate receipts.
5. Negotiate and notify the Board of the status of any Certificates of Deposit on deposit with a bank and get the approval of the Executive Committee for any renewals, transfers to other banks, etc.
6. File or cause to have filed any tax returns mandated by the IRS and any state agencies.
7. Chair the Budget Committees, recruiting additional members as needed.
8. Serve as an active member of the Executive Committee.

District Directors

Elected by the membership of the district being represented at three-year intervals.

Term of Office: 3 years, beginning at the end of the business meeting at the Annual Conference after election

Duties

1. Attend all regularly scheduled Board Meetings and the business meeting at the Annual Conference. The position of District Director will be considered vacant at the beginning of the third consecutive regularly scheduled board meetings at which the District Director fails to appear, unless notified in advance of acceptable reasons for the absences. The President will then fill the vacancy by appointment for the remainder of the term.
2. Report on the genealogical activities, news, and events in their District prior to each regularly scheduled Board meeting via e-mail when called for by the President or as handouts at the meeting.
3. Provide at least one article each year about something of genealogical interest or history in the represented district for inclusion in the Indiana Genealogist either by writing it or obtaining it from someone in the represented District.
4. Keep the newsletter editor and the webmaster up-to-date on information about the represented District by checking the website periodically and suggesting changes or items to include.
5. Serve as an active member on at least one committee during the term of office as a District Director
6. Plan and participate in at least one IGS event in the represented District each year.
7. Communicate with any Indiana County Genealogists that have been appointed in the district represented, including a call for reports before each regularly scheduled board meeting.
8. Actively seek out individuals to apply for appointment as Indiana County Genealogists for any county in the district represented that does not have an appointee.

Indiana County Genealogists

Appointed by the Board of Directors upon a favorable recommendation from the Long-Range Planning Committee

Tenure: An initial two-year term, which can be extended from year-to-year thereafter.

DUTIES

1. Be active in the genealogical/historical community in the county represented by maintaining contact with organizations and repositories of genealogical and historical documents and artifacts.
2. Assist in whatever way possible with the preservation, publications, and archiving of genealogical and historical documents and artifacts in the represented county. Indiana County Genealogists are encouraged to attend any meetings of the local Commission on Public Records that deals with the retention, storage, and even destruction of public records.
3. Communicate with the District Director about the represented county to keep the Director informed of events, problems, opportunities, or general news of interest to IGS and the larger genealogical community.
4. Send a written report to the District Director about the represented county before each regularly scheduled board meeting.
5. Actively look for articles and writers of articles appropriate for publication in the Indiana Genealogist. Articles written by an ICG are encouraged as well.
6. Communicate news of interest or events to the editor of the IGS Newsletter and the IGS webmaster for publication. This could also be items found while doing research.
7. Provide the Publicity Chair with the contact information for media within the represented county that could be used to disseminate IGS news and stories.
8. Assist researchers interested in the records and resources of the represented county by directing them to the sources and repositories when requested.
9. Promote the programs, projects, and mission of the Indiana Genealogical Society to the residents and researchers in the represented county.

Standing Committee Chairs

Appointed by the President after the close of the business meeting at the Annual Conference.

Tenure: One year, beginning at the end of the business meeting at the Annual Conference after election.

DUTIES

1. Appoint one or more additional members to serve on the committee. One committee member must be a non-board member.
2. Provide and maintain contact information of the Chair and all committee members to the IGS Webmaster, the editor of the IGS Newsletter, and the Publicity Chair.
3. Provide a written report, either via e-mail or postal mail, to the Board of Directors at least one week before each regularly scheduled board meeting of the activities of the committee, if any, since the last regularly scheduled board meeting.
4. Provide a written report to the President of any meetings of the committee, who attended, when and where the meeting took place, and what action, motions, or recommendations resulted from that meeting. The President will then file the report with the Recording Secretary and the Historian.

Ad Hoc Committee Chairs

Appointed by the President as needed.

Tenure: Beginning at the time of appointment and serving at the pleasure of the President.

DUTIES

1. Appoint one or more additional members to serve on the committee. One committee member must be a non-board member.
2. Provide and maintain contact information of the Chair and all committee members to the IGS Webmaster, the editor of the IGS Newsletter, and the Publicity Chair.
3. Provide a written report, either via e-mail or postal mail, to the Board of Directors at least one week before each regularly scheduled board meeting of the activities of the committee, if any, since the last regularly scheduled board meeting.
4. Provide a written report to the President of any meetings of the committee, who attended, when and where the meeting took place, and what action, motions, or recommendations resulted from that meeting. The President will then file the report with the Recording Secretary and the Historian.

Committees & Functions

Each committee chair or person in charge of any of the functions of IGS is responsible for making sure the work of that committee or that function is successfully completed. It is highly recommended that each chair or responsible person find a second-in-command/co-chair so that IGS is not dependent upon only one person to handle the essential functions of the organization. Additional helpers/committee members should be recruited as needed and are also the responsibility of the chair or function manager.

Audit

Chair: Vice President

Duties

1. Recommend to the IGS Board of Directors, a qualified accounting individual (or organization) to perform an annual financial examination of the Society's finances.
2. Receive the report from the individual or organization that performs the financial examination and present it to the Board for approval and consideration of any recommendations for changes in accounting procedures.

Bylaws and Standing Rules (includes Policy & Procedural Manual)

Chair:

Duties

1. Study the rules by which the society is governed and present any proposed changes to the Bylaws to the Board of Directors.
2. Send any Board approved changes to the Corresponding Secretary at least 120 days before the business meeting at the Annual Conference.
3. Recommend to a Board of Directors meeting any proposed changes to the Standing Rules and/or the Policy and Procedural Manual with a vote to be taken at the next Board meeting after their presentation.
4. Recruit additional committee members as needed.

Chapters

Chapter Manager: Curt B. Witcher

Duties

1. Publicize or cause to be publicized information about the ability for local organizations to become a chapter of IGS through various means (such as letters, mailing lists and flyers).
2. Review applications as submitted and present them to the IGS Board of Directors for approval at the first such meeting after receiving the application.
3. Maintain contact with existing chapters and disseminate information on their activities to interested parties, such as Publicity Committee and newsletter editor.
4. Reports any changes in chapters' contact information to the newsletter editor and website manager.
5. Present any proposed revisions to the Chapter Application form or criteria to the Board of Directors for approval.

Annual Conference

2009 Chair: Ron Darrah

Duties

1. Research and recommend potential sites to the Board of Directors for approval.
2. Contact individuals and organizations about becoming vendors; process vendor registration forms received.
3. Coordinate with the Publicity Committee on publicizing details of upcoming conference through a variety of ways (IGS newsletter, website, mailing lists, flyers, etc.) and on creating a conference registration form.
4. Coordinate with Board of Directors on arranging transportation for speakers to the conference.
5. Coordinate with volunteers on arranging to help with the conference (setting up tables, stuffing packets, etc.)

Finance & Budget

Chair: Treasurer

Duties

1. Schedule at least one meeting per year to review the finances of the Society and prepare a proposed budget for the coming year to be presented to the Board at the Fall meeting of the Board of Directors.
2. Call for budget requests from the Board of Directors, Officers, and Committee Chairs prior to creating the proposed budget for the coming year.

Grants

Grants Manager: Ron Darrah

Duties

1. Publicize information about the availability and the awarding of grants to state and local organizations through a variety of means (such as letters, mailing lists and flyers).
2. Review all timely received grant applications and recommend applicants to be awarded grants to the Board of Directors
3. Present grant checks to representatives of the winning organizations at the business meeting at the Annual Conference.
4. Receive and report to the Board of Directors on how the grant recipients use their grant money within one year of receiving a grant.
5. Present any planned revisions to the grant application or criteria to the Board of Directors for approval.

Historian

Duties

1. Maintain and organize the records, official documents, pictures, etc. of the Society to create an ongoing history of the Society.
2. Work with Allen County Public Library staff to transfer any historical files and records as needed to a permanent place in accordance with ACPL being the official repository of any IGS records.

Honors & Awards

Manager:

Duties

1. Receive and evaluate any nominations for the various awards that IGS offers to the genealogical community.
2. Present to the Board of Directors for approval the name and nature of award(s) it wishes to recommend.

Legislative

Chair: Betty L. Warren

Duties

1. Monitor state and federal legislation and proposed legislation that could or would impact genealogists and the genealogical community.
2. Recommend any action that can be taken by the Society, within the boundaries of its Bylaws and its status as a 501(c)(3) organization, and by its individual members to protect, preserve, and make available records or sites for the use of genealogists and family historians, such as access to vital records.
3. Present reports to any regularly scheduled meeting of the Board of Directors regarding the progress of such legislation and disseminate information to interested parties, such as the IGS newsletter editor, the website manager and possibly other societies.

Long-Range Planning

Chair: Shirley Richison Fields

Duties

1. Create a long-range plan for the Society to maintain and grow its membership over a 3 to 5 year period of time, with specific measurable goals to be reviewed and revised as needed on an annual basis.
2. Recommend any revisions to the Society's Mission Statement in accordance with its long-range plan.
3. Areas to be considered in the long-range plan of the Society are:
 - a. Membership – growth through publicity, services, and educational opportunities, and retention through ongoing benefits
 - b. Services – events, publications, seminars, and workshops
 - c. Facilities – opportunities throughout the state for holding meetings, events, etc. and places for storage and availability of materials, records, and genealogical materials
 - d. Finances – dues structure, other revenue sources, project proposals, and publishing
 - e. Leadership – development within the membership, outside sources of talent needed, cross-training, and mentoring

Membership

Chair: Vice President Dawne Slater-Putt

Duties

1. Maintain the membership database of members' names and contact information.
2. Report to the Board of Directors at each of its regularly scheduled meetings the current number of members and their distribution by district.
3. Distribute lists of members by district to District Directors and committees as requested.
4. Mail new member packets to new members.
5. Contact various committees for updated material to include in the packets.

Nomination & Election

At least 3 members are to be appointed by and under the direction of the Board of Directors each year.
The Committee is to choose its own chair.

Duties

As outlined in detail in the Standing Rules

Publications

Chair: Marlene Polster

Duties

1. Present project/publication proposals to the Board of Directors for approval
2. Create publications for paper, electronic, and online publications
3. Oversee the publication of the quarterly Indiana Genealogist journal and the IGS Newsletter every other month beginning in February each year.

Publicity

Chair: Christine Eykholt Friesel

Duties

1. Work with committee chairs, the webmaster, and IGS editors to create press releases, flyers, and brochures as needed for the various programs, projects, and events of IGS.
2. Maintain a yearly scrapbook of IGS publicity to be handed over to the Historian at the end of each year.
3. Recruit additional members as needed.

Queries Editor

Editor: Corresponding Secretary Elizabeth Brokop

Duties

1. Respond to correspondence (both postal and electronic) directed to the queries editor. Make suggestions for further research (including any relevant IGS resources) as needed. Keep copies of postal correspondence and note the date that response was sent.
2. Edit queries for clarity, etc. as needed before submitting for publication.
3. Publish queries on the IGS blog as they are received.
4. Compile eligible queries (those that include a postal address as their contact information) into a column and submit to the Newsletter Editor for publication in each issue.
5. Submit a report to the Board of Directors prior to each regularly scheduled meeting.

Researchers List

Manager: Mary Lou Bevers

Duties

1. Contact individuals and organizations on the list annually to verify that contact information is up to date and that they wish to remain on the list.
2. Reports changes in the list to the website manager.

Speakers Bureau

Manager: Open

Duties

1. Contact all on the list annually to verify that their information is up to date and that they wish to remain on the list.
2. Report changes in the list to the website manager.

. . . Always A Hoosier Editor

Editor: Shirley Richison Fields

Duties:

1. Verify that each submission meets the program criteria.
2. Receive, log, and file each submission and information received.
3. Write up an entry for each submission using the approved style sheet format.
4. Send an electronic copy of completed entries in a timely manner to the Newsletter Editor for inclusion in the newsletter.
5. Keep track of which entries have been published in the newsletter.
6. Prepare an electronic file to be sent to a printer or to be published on CD.

Once A Hoosier . . . Editor

Editor: Shirley Richison Fields

Duties:

1. Verify that each submission meets the program criteria.
2. Receive, log, and file each submission and information received.
3. Write up an entry for each submission using the approved style sheet format.
4. Send an electronic copy of completed entries in a timely manner to the Newsletter Editor for inclusion in the newsletter.
5. Keep track of which entries have been published in the newsletter.
6. Prepare an electronic file to be sent to a printer or to be published on CD.

PAID POSITIONS

Indiana Genealogist Quarterly Editor (\$500 per issue)

Editor: Annette Harper

The Indiana Genealogist is published four times a year (March, June, September, and December, followed by an electronic yearly index) and is 50 pages per issue.

Duties

1. Solicit articles, abstracts, etc. of a genealogical nature to be published.
2. Write the editor's column in each issue.
3. Solicit permission for use of copyrighted materials.
4. Recruit proofreaders, indexers, and/or other help as needed.
5. Layout, create and transmit a proofed electronic file to the printer in a timely manner (by February 15, May 15, August 15, and November 15).
6. Receive a proof from the printer and give final approval for production.
7. Transmit articles that are eligible for the Elaine Spires Smith Family History Creative Writing Award to the Publications Committee for consideration.
8. Create a .pdf file of each issue to be kept by IGS and used as a master file as necessary. Transmit a copy of that .pdf file to the Webmaster and to the Historian so that multiply copies of it exist and are deposited with various officials
9. Submit a report to the Board of Directors prior to each regularly scheduled meeting.
10. Submit an invoice to the Treasurer, either electronically or by postal mail, for each issue after the final approved version is submitted to the designated printer.
11. Submit a .pdf file of the yearly index to the Webmaster as soon after the end of the year as possible for inclusion on the Members Only section of the web site.

Newsletter Editor (\$300 per issue)

Editor: Annette Harper

The IGS Newsletter is published six times a year (Feb., Apr., Jun., Aug., Oct., Dec.) and is now an electronic publication on the IGC website for Members Only.

Duties

1. Collect regularly-published items (such as the president's column, "Once A Hoosier" entries, and the queries column).
2. Cull relevant, time-sensitive material from other sources (both printed and electronic) and edit as necessary for publication.
3. Communicate with officers, board members, Indiana County Genealogists, committee chairs and other IGS officials as necessary to provide members with accurate, time-sensitive information.
4. Solicit permission for use of copyrighted materials.
5. Recruit proofreaders and/or other help as needed.
6. Layout, create and transmit a proofed electronic file to the webmaster in a timely manner.
7. Transmit articles that are eligible for the Elaine Spires Smith Family History Creative Writing Award to the Publications committee for consideration.
8. Submit a report to the Board of Directors prior to each regularly scheduled meeting.

Webmaster (\$500 per quarter)

Webmaster: Meredith Thompson

The website is located at www.indgensoc.org and the IGS blog at indgensoc.blogspot.com.

Duties

1. Submit and approve bills for webhosting or other such website-related services to the Treasurer.
2. Pay bills for domain name registration or other sub website-related services as necessary and submit bills to the Treasurer for reimbursement.
3. Maintain an updated list of usernames and passwords and other pertinent information necessary to the operation of the IGS website. As the information is updated, transmit a copy of the updated list to the Treasurer, to be kept in the bank safe deposit box.
4. Communicate with IGS board members, Indiana County Genealogists and committee chairs (as well as other organizations as necessary) to provide members with accurate, time-sensitive information.
5. Maintain and update the IGS website (www.indgensoc.org) and the IGS blog (indgensoc.blogspot.com) as needed to provide the public with accurate, updated information.
6. Maintain and update the PayPal shopping cart option on the IGS website as needed.
7. Maintain and update the IGS blog (indgensoc.blogspot.com) as needed to provide the public with accurate, updated information.
8. Submit a report to the Board of Directors prior to each regularly scheduled meeting.