Washington State Genealogical Society
1901 S 12th Ave, Union Gap, WA 98903-1256

WASHINGTON STATE GENEALOGICAL SOCIETY STANDING RULES

ARTICLE 1. COMMITTEES

Section 1. Standing Committees and Non-Elected Officers. The non-elected officers shall be appointed by the President with the approval of the Executive Committee. The Standing Committees are: Communications Committee, Education/Outreach Committee, Membership Committee, Pioneer Certificate Committee, Recognition Awards Committee and Washington Resource Guides Committee. Non- elected appointed Officers include: Blog Master, Conference Liaison, Historian, and Website Manager.

A. **Communications Committee shall**:
   1. Consist of a chairman, the Website Manager and the Blog Managers. Other committee members may be appointed, as needed, by the President.
   2. Includes, but not be limited to, the WSGS website, blog, and communications to WSGS members and societies.
   3. Assure that information on elections and information from the Board is sent out as directed by the Board.
   4. This committee has two members on the board, one to represent the Web and the other to represent the Blog. Either of these may serve as the Chairman of the committee.

B. **Conference Liaison shall:**
   Liaison may appoint additional members as needed. The Conference Liaison shall be responsible for:

   1. Solicit invitations from member organizations in all eight regions for the site of the annual meeting and conference, alternating whenever possible between eastern and western Washington.
   2. Upon request, provide guidance to the member organizations for the planning, preparation and execution of the conference.
   3. Keep the WSGS Board informed of conference planning progress.
   4. If needed, coordinate approval of the WSGS Executive Committee for contracts or agreements. This only applies to conferences where WSGS shares conference revenues and financial risks.

C. **Education/Outreach Committee** shall:

Consist of a chairman and the chairman may appoint additional members as needed.
The Education/Outreach Committee shall support existing societies.

D. **Historian shall:**

1. Maintain a current record of Society news, activities, and achievements.
2. Take or arrange for photographs of newly appointed or elected Board members, Board and annual meetings and WSGS conference.
3. Annually write a historical report of WSGS activities that will be available at the YVGS Library in the WSGS archives. An electronic copy is to be posted on the WSGS website.

E. **Membership Committee** shall:

1. Consist of a chairman. The chairman may appoint additional members as needed.
2. Maintain a current list of members and their contact information on the website.
3. Provide current membership lists, as requested, to the Board of Directors.
4. Send out renewal notices to the membership, including societies and help promote increased membership.

F. **Pioneer Certificate Committee** shall:

Consist of a chairman. The chairman may appoint additional members as needed.
Committee shall be responsible for:

1. Accepting applications for Pioneer Certificates.
2. Check the documentation of the records accompanying the application.
3. Issue Pioneer Certificates.
4. Maintain the Pioneer Certificate data and index on the website.

G. **Recognition Awards** Committee shall:

Consist of a chairman and the chairman may appoint additional members as needed.
Committee shall be responsible for:

1. Managing the annual Outstanding Volunteer and Team Awards program.
2. Managing other recognition or special award programs as directed by the Board, including, but not limited to, financially related grants and scholarships.
3. Ensuring that certificates of appreciation be presented to all WSGS Board members, committee and project chair persons at the close of their term of office.

H. **Resource Guides for Washington State Committee shall**:

Consist of a chairman and the chairman may appoint additional members as needed.

Maintain and update the Washington State Genealogical Resource Guide for each county in the state of Washington. The Guides are posted on the WSGS website.

Section 2. Special Committees. Special committees may be established by the President and approved by the Executive Committee.

Special committees shall receive from the President a statement of conditions and goals, which shall govern the committee. At the call of the President, the chairman of a special committee shall attend meetings. Committees dissolve at the completion of the task.

A. Nominations and Election Committee:
    1. The committee shall consist of three (3) to five (5) members who shall be appointed by the President and the President may designate a Chairman.
    2. Duties of the committee shall be to:
        a. Select at least one nominee for each office.
        b. Ascertain the eligibility of each nominee to run for office.
        c. Obtain the consent of each nominee to run for office and inform said nominee of the responsibilities and duties of office.
        d. Mail the list of nominees and their biographical sketches to the chair of the Communications Committee for posting on the WSGS website and WSGS blog prior to November 1.
        e. Prepare the ballot, which will consist of the names of all nominees for each position with blank space for write-ins.
        f. Send the electronic ballot to the membership, with a completion deadline by December 1.
    3. Count ballots as soon as possible after December 1 and notify the President of the results of the election. The President will send a list of the newly elected Officers to the general membership and to the Communications Committee to be posted on the website and blog.

ARTICLE 2. FINANCE

Section 1. The annual budget shall be made available to the general membership on the WSGS website 20 days prior the April Board meeting.

Section 2. Dues will be $12 for individuals, institutions and households, to take effect with the 2025 dues. Membership dues and the membership information is to be received by the Membership chair or the Membership chair's designee. The Membership chair then oversees the deposit to the WSGS account at the local bank branch. The Treasurer is notified of the deposit. The "new" member information is then sent to the Communications committee so information on the blog and website can be sent to the new member.

Section 3. Checks and cash received by WSGS committees shall be forwarded to the Treasurer for deposit.

Section 4. Vouchers requesting reimbursement or payment of bills for budgeted items shall be forwarded, along with supporting documents, to the Treasurer for payment. Non-budgeted items or questions go to the Executive Committee for review prior to approval.

Section 5: Financial Review. At the close of each calendar year, the Board of Directors shall designate at least two members of the WSGS to conduct an annual review of the financial records of that year. The Treasurer shall provide them with the financial records and any other information requested. The review shall be completed in a timely manner.

ARTICLE 3. GENERAL

Section 1. Up to three complementary memberships may be given to any member society at the discretion of the Executive Committee when WSGS is asked for donations for door prizes.

Section 2. WSGS will maintain a membership in the National Genealogical Society.

Section 3. The WSGS historical documents shall be housed in the Yakima Valley Genealogical Society library facility unless otherwise specified.

ARTICLE 4. ANNUAL MEETING AND CONFERENCE

Section 1. **WSGS Conference Liaison** shall appoint committee members as needed.

A. Solicit invitations from member organizations in all eight regions for the site of the annual meeting and conference, alternating whenever possible between eastern and western Washington.
B. Upon request provide guidance to the member organizations for the planning, preparation and execution of the conference.
C. Keep the WSGS Board informed of conference planning progress.
D. If needed, coordinate approval of the WSGS Executive Committee for contracts or agreements. This only applies to conferences where WSGS shares conference revenues and financial risks.

Section 2. **Selected host organization** shall:

A. Appoint a Host Conference Committee Chair to coordinate with the WSGS Board through the WSGS Conference Liaison.
B. Include a session for WSGS to hold its annual meeting and present recognition awards to volunteers.
C. Determine the scope of the conference. There are three aspects associated with the scope of the conference and WSGS involvement.
    1. The host organization can use the WSGS logo and name in advertising the event.

2. Extent of the conference can range from a single speaker, multiple session part day seminar to a longer event with multiple days, multiple speakers and breakout sessions.
3. WSGS involvement in the conference can range from no involvement other than the annual meeting and awards ceremony to substantial involvement which involves financial risk and conference revenue sharing.

Section 3. WSGS may provide full or partial financial backing for the conference, as determined by the WSGS Board. If WSGS is asked to be financially obligated by signing contracts with speakers, venues, or other entities, then the WSGS Executive Board expects to approve conference plans/proposals prior to execution of those plans. WSGS is to be reimbursed for any contractual obligations associated with conference related contracts. The remainder of the conference revenue is to be shared with WSGS according to the approved conference plans/proposal.

Section 4. WSGS Conference Options

A. Host society covers everything. Any profit/loss is up to the society. Host can use the WSGS logo and name. Host provides a 1-hour slot for a WSGS Annual Meeting and Awards. This allows the host to expand a local seminar into a WSGS Conference hosted by the local society.
B. WSGS guarantees up to $2,000 of any loss. Shares any profits. WSGS does not provide any upfront monies. Host provides a 1-hour time slot for WSGS Annual Meeting and Awards. Uses the WSGS logo and name.
C. WSGS advances up to $2,000 that is to be covered by conference revenues. The advance money is for deposits and/or contracts. WSGS shares revenue if a profit is made and, if due to some difficulty a loss is incurred, WSGS will forgive a portion of the $2,000 advance. Host provides a 1-hour time slot for WSGS's Annual Meeting and Awards. Uses the WSGS logo and name.
D. WSGS does everything (gets a speaker and venue); host society does very little. This is meant to help small societies put on a seminar/conference. A WSGS Annual Meeting and Awards will be part of the event.

ARTICLE 5. STANDING RULES

Section 1. Standing Rules shall be supplemental to the Washington State Genealogical Society by laws.

Section 2. Revisions to the Washington State Genealogical Society Standing Rules may be ratified by a quorum of the Board.

Standing Rules as Revised: 15 Oct 2024