

Standing Rules
Iowa Genealogical Society
628 East Grand Avenue, Des Moines, Iowa 50309

I – Purposes

Purposes of the Society include, but are not limited to:

1. A research library
2. A website
3. Research publications
4. Educational opportunities

II – Members and Guests

Dues and Fees:

1. Dues shall be \$40 per year for Individual Membership.
2. Dues shall be \$50 per year for Family Membership (defined as living at the same address).
3. User fees including credit card and mailing fees shall be approved annually by the Executive Committee.
4. Members and guests will be financially responsible for any damage done to Society property caused by themselves or any guest they bring into the facility.
5. Guest fees may be waived, in whole or in part, by the Executive Director, President or the Library Administrator.

Membership Application:

1. To become an Individual Member or Family Member an applicant shall submit a completed application form and the prepayment of annual dues to the IGS office. At each meeting of the Board of Directors, the Second Vice President shall present all applications received to that date to the Board for consideration. The decision to accept or reject any application shall be determined by a majority vote of the Board of Directors.
2. A Member with a single membership who wishes to upgrade to a family membership may submit a completed application blank with dues for one (1) full year to the IGS office for processing. The annual dues shall not be prorated but shall be renewable at the same time as the membership to which it is attached.
3. Following the vote of the Board of Directors, the administrative staff shall promptly send an email to the applicant confirming or denying membership. If the application is approved, a membership card shall be enclosed in the letter that shall bear the name of the member, and if there is one, the name of the Family Member. A duplicate card shall be enclosed for the Family Member. If the application is denied, the prepaid dues shall be refunded and included in the letter, but neither the Guest Cards nor their value shall be returned.
4. Guests who wish to apply for membership may use the face value of their guest fee within the preceding fourteen (14) calendar days toward the prepayment of annual dues required as part of the application. If, for any reason the Board rejects the application, the face value of the Guest Card shall not be refunded.

Membership Renewal:

1. An Individual Member will be notified of their Individual and/or Family Membership renewal one month prior to the end date of the membership year. A second notice will be sent during the month of expiration.
2. If dues are not received by the end of the membership year, a final notice will be sent to the member.

3. If membership dues are not received **within** one month after expiration the membership will be terminated.

Member and Guest Responsibilities:

1. All members shall agree to abide by the IGS Code of Ethics.
2. A guest shall agree to abide by the IGS rules and regulations for using the facility. The guest shall agree to be financially responsible for any damage that they may cause to the contents of the Library or the facility.
3. Members or guests who bring underage children with them are responsible for seeing that their behavior does not disrupt others. Those who violate this provision shall be told to leave the Society's facility. A guest fee, if such is involved, shall not be refunded.

Cooperation with the Community:

1. IGS encourages interest in genealogical research among responsible guests.
2. Community groups, school officials or educators may submit a written request for the privilege of allowing their members the use of the Library for assignments that involve genealogical research;
3. The leaders shall provide IGS a list of the names of those who are to be involved with the project and they shall agree to be responsible for any damage to the facility or its contents caused by the attendees. In the case of underage guests, the names of the adults who shall supervise them;
4. IGS does not assume the responsibility for injury caused by inappropriate behavior on the part of the guests, and reserves the right to cancel this privilege at any time for any or all of the people involved.

Membership Termination:

1. Membership shall cease by resignation, nonpayment of dues, expulsion or death.
2. Final disposition of the membership shall be determined by the Board of Directors by a two-thirds (2/3) vote taken by those present either in person or electronically and voting at a regular meeting.
3. Regardless of the reason for termination, dues are neither refundable nor transferable.
4. Termination of membership shall not cancel financial obligations owed to the Society, and the Board of Directors is authorized to collect such obligations.

Membership Resignation:

1. A Member may resign from office and/membership by sending a letter of resignation to the IGS office or by making a verbal announcement at a meeting where it shall be recorded in the minutes. The resignation shall become effective on the date stated in the letter or the date the letter is received at the IGS office.

Membership Expulsion:

1. Any Member, Family Member or guest who causes the loss, damage or destruction of Society property and does not pay for the damages may be expelled or barred from membership and from Library use by a two-thirds (2/3) vote of the Board of Directors, present either in person or electronically and voting or dealt with according to the Parliamentary Authority.

Death or Illness of Members:

1. It shall be IGS policy that flowers or memorial gifts honoring a deceased Member or Member's family shall be from individuals and not from the Society's treasury. Cards may read, "From Friends at IGS," but may not say, "From IGS." The only exception to this shall be that the Executive Committee may authorize such an action under their emergency powers.

Eviction from Premises:

1. The Society reserves the right to have any Member, Family Member or guest forcibly removed from the Society's premises for unruly, indecent or disruptive behavior. No fees are to be returned under these circumstances. The incident and the names of people evicted from the premises shall be reported to the President immediately.
2. Members or guests who bring underage children with them are responsible for seeing that their behavior does not disrupt others. Those who violate this provision shall be told to leave the Society's facility. A guest fee, if such is involved, shall not be refunded.

III – Meetings

Annual Business Meeting:

1. The place, date, time, and registration fee for Members, Family Members, and guests to be determined by the Board of Directors. The bylaws state the meeting will be held in the fall which will be interpreted as September, October, or November.
2. If there is a program (Conference), it shall be planned and carried out under the direction of the first and second vice presidents.
3. All who attend the Conference shall pay the registration fee set by the Board except the people who are invited as guests of IGS. There shall be no fee to attend the Annual Business Meeting.

Agenda:

1. The Annual Business Meeting shall be under the control of the President. Included in the agenda shall be the elections, receiving reports, consideration of any Bylaw amendments, and other business that may be properly brought before the membership.
2. When possible, a Fall Conference shall immediately precede or follow the Annual Business Meeting.

Cancellation of the Annual Meeting:

1. In case of an emergency, the Annual Meeting may be canceled by a majority vote of the Board who shall also consider the best way to notify the Members at that time.

IV – Officer Duties

President:

1. Appoint a Minutes Approval Committee at the beginning of each meeting of the Society, Board and Executive Committee, consisting of at least two (2) Members, who shall proof the minutes of the meeting and return them to the Secretary for final editing and delivery.

First Vice President:

1. Chairs the education committee and together with the committee oversees the development and execution of all classes and conferences.

Second Vice President:

1. Oversee marketing and promotion of all member events, classes, and conferences.
2. Present the applications of new Members and questions concerning membership to the Board of Directors for their disposition.
3. Inform the business office of the Board action taken on memberships approved, rejected, or terminated and see that an appropriate letter shall be sent to the Member and if appropriate, include a membership card with the approved name/s.

Secretary:

1. Distribute a copy of the minutes of each meeting to the Minutes Approval Committee within two (2) weeks after a meeting. The Members of the Minutes Approval Committee shall proof the minutes and return them to the Secretary within one (1) week or less. After the Secretary has made the necessary changes, if any, the approved minutes shall be sent to the office for distribution; to the Board by email, a hard copy to file in the administrative office, and a hard copy shall be kept in the Library so Members shall be able to read them during regular Library hours.

Treasurer:

1. Serve as Chair of the Budget and Finance Committee.
2. Work with the Budget and Finance committees to prepare a Biennium budget for presentation to the Board for their approval at their first regular meeting held in the first quarter of the fiscal year.
3. Oversee, with the Budget and Finance committees, the custody of the funds of the Society and shall have them deposited in a bank or financial institution approved in advance by the Board. The names of every financial institution used along with the account numbers shall be kept in a file in the IGS office at all times.
4. Assist the Board when they want to amend the budget to allow for unbudgeted spending.
5. When accompanied with proper supporting documentation, make disbursements as budgeted or as approved by the Board.
6. Make the books available to the Auditing Committee for audit by March 1 of each year or whenever a new Treasurer takes office or when directed by the President or the Board.
7. Prepare a written summary statement of financial condition to present to the Board at each meeting with a copy to be attached to the minutes.
8. Present a full current financial statement to the Members at the Annual Meeting. A copy shall be given to the Secretary to attach to the minutes. A copy shall also be filed in the Library for viewing by any Member during regular Library hours.

V – Executive Committee

1. Notice of the meetings shall be posted in public as soon as the date and agenda are known.
2. Appoint minute approval committee as described in Officer Duties.
3. Secretary shall send approved minutes to the Board of Directors.

VI – Regions

Region Representatives:

1. **REGION REPRESENTATIVE ELECTED TO EXECUTIVE COMMITTEE**—Following the election of the Nominating Committee, the President shall name a temporary Chair from among those elected who shall call a meeting of the committee before February 1. At the first meeting of the committee following the Annual Session, the Region Representatives, present and voting, shall elect one (1) Region Representative who will serve as the committee's Chair who will serve on the Executive Committee until the close of the next Annual Session. At the same time the Region Representatives shall elect a second person who shall, if a vacancy should occur in this position, serve as Chair of the Nominating Committee and on the Executive Committee.
2. **RESPONSIBILITIES**—Each Region Representative shall:
 - a) Supervise a Region to promote the goals, policies, and programs of IGS.
 - b) Coordinate with the First Vice President to promote Region's educational programs.
 - c) Maintain close liaison with their Region's Chapters and Members in order to encourage participation in and attendance at IGS programs.
 - d) File periodic reports on their Region's activities with the Board.
 - e) Work to increase membership.

- f) Assist in the formation of, and provide service to, chapters.
 - g) Create and maintain a current list of resources in their Region, such as, but not limited to: genealogical libraries, museums, cemeteries, and libraries with genealogical sections. Current listings shall be kept in the IGS Library for reference by the Members.
 - h) Region Representatives, because of their knowledge of Members in their Region(s), are encouraged to send nominations to the Nominating Committee.
3. If a vacancy occurs in an office of Region Representative, the President, with the approval of the Executive Committee, shall appoint a Member to fill the unexpired term in odd numbered Regions with a Member from an odd numbered Region, or a Member to fill the unexpired term in even numbered Regions with a Member from an even numbered Region.

VII – Board of Directors

Meetings:

1. Two people shall be appointed to approve the minutes of the meeting per Standing Rule IV–President.

Administration:

1. **EXECUTIVE DIRECTOR:** The Executive Committee may choose to employ an Executive Director to manage the business affairs of the Society's business office within the limits of the Employment Contract, of the Bylaws, and of the budget adopted by the Board of Directors. The Executive Director shall consult with and be responsible to the President between meetings of the Executive Committee. The President shall be the liaison between the Executive Director and the Society Members. The Executive Director shall be liaison between the other paid staff and the Society. If the position of Executive Director is open, the duties shall be delegated by the President.
2. **EMPLOYMENT OF THE SOCIETY'S PERSONNEL:** The Executive Director shall be responsible, in consultation with the President, for the employment of personnel required to administer the duties of the office and Library provided that such employment falls within the limits of the budget and personnel policies established by the Executive Committee. Vacation schedules, office closings, and time off shall be approved by the President,
3. **LIBRARY ADMINISTRATOR:** The Executive Director in consultation with the Executive Committee shall interview and employ a Library Administrator to manage the affairs of the Society's Library within the limits of the Employment Contract, of the Bylaws, and of the budget adopted by the Board of Directors. The Executive Director shall be the liaison between the Library Administrator and the Society Members. If the position of Library Administrator is open, the duties shall be delegated by the President.
4. **EMPLOYMENT OF LIBRARY PERSONNEL:** The Library Administrator shall be responsible, in consultation with the President and the Executive Director, for the employment of personnel required to administer the duties of the office provided that such employment falls within the limits of the budget and personnel policies established by the Executive Committee. Vacation schedules, office closings, and time off shall be approved by the President.