

## **Rock Island County Illinois Genealogical Society Standing Rules and Job Descriptions**

Standing Rules may be adopted or amended by the Board of Directors at any meeting without previous notice by a majority vote. The Chairperson of Standing Committees not chaired by a specific officer shall be appointed by the President at the beginning of the administration with the advice and approval of the Board of Directors. Chairpersons are authorized to appoint committee members as needed.

1. Membership is open to anyone interested in furthering the purposes of the Society. Dues are payable in January of each year as follows:

Individual Membership	\$20.00
Family Membership (2 at same address)	\$22.00
Charter Membership	\$12.00
Student Membership	\$10.00
Contributing Membership	\$40.00
Life Membership	\$300.00
2. Meetings are held virtually at 6:30 pm on the fourth Tuesday of the month, January through October unless otherwise announced. Hybrid or in-person meetings may be held at a designated public venue.
3. An annual meeting will be held, usually in November either in-person or virtually, when officers for the upcoming year will be installed. The annual meeting, if held in-person, may include a dinner.
4. Board meetings are held virtually at 6:30 pm on the second Thursday of the month January through December. The President may request an in-person meeting, time, and place to be determined.
5. The library collection of the Society is housed at the Rock Island County Historical Society Research Library, 822 11<sup>th</sup> Avenue, Moline, Illinois. The Society welcomes contributions to the collection.
6. The Society has publications for sale on the Society website.
7. All correspondence to the Society should be addressed to: Rock Island County Illinois Genealogical Society, PO Box 3912, Rock Island, Illinois 61204-3912 or to [info@ricigs.org](mailto:info@ricigs.org).
8. The Board shall not make any unbudgeted purchases over \$500.00 without the approval of the general membership.
9. Volunteers responsible for the compilation of data for publication will be asked to sign a release of copyright form. Said form will be retained by the President of the Society.
10. Cemetery chairperson shall:
  - a. Keep a list of all Rock Island County cemeteries including, if possible, the Cemetery Sexton or contact person for each and their phone number.
  - b. Plan and organize, if feasible, cemetery walks to collect data from headstones from each cemetery. This data will be compared to walks and books developed previously. Any new data will be compiled into new books, printed for inclusion into the RICIGS library and will also be made available for the shop on the society website.

- c. Plan and organize photograph opportunities of headstones in cemeteries. Photos will be added to websites such as Find A Grave and BillionGraves.
  - d. RICIGS members will be encouraged to participate in cemetery walks and photograph sessions or to assist in the compilation of any additional cemetery books.
  - e. Keep society informed of new or changing cemetery laws.
11. Digital Technology chairperson shall:
- a. Oversee the Society's website.
  - b. Oversee the Society's presence on Facebook and/or other social networking sites.
  - c. Oversee virtual meetings as needed.
  - d. Advise the members of any relevant technology news.
12. Education Committee chairperson shall:
- a. Organize genealogy workshops and educational events for the Society.
  - b. Advise members of upcoming educational opportunities for workshops, books, or software.
13. Fundraising chairperson shall:
- a. Organize fundraising projects for the Society as needed, including participating in the Birdies for Charity program through the John Deere Classic golf tournament.
14. Funeral Card Indexing chairperson shall:
- a. Collect funeral memorial cards from local funeral homes, index them, and send to Webmaster for our Society website.
15. Historian shall:
- a. Collect and compile items that document the history of the Society and its members, and local issues of genealogical interest, including news clippings, photos, and records of other events.
  - b. Determine method to make historical items available to meet the needs of the Society.
16. Librarian chairperson shall:
- a. Receive all books, microforms, manuscripts, etc. purchased by and/or donated to the Society.
  - b. Permanently record all holdings, including the name of the donor.
  - c. Purchase new holdings within the library budget, and with approval of the Board of Directors.
  - d. Supervise the binding of any books, as needed.
  - e. Purchase books, bindings, and storage within the budget for the Society library holdings.
  - f. Keep members informed of new acquisitions.
  - g. Receive all periodicals purchased and/or donated to the Society.
  - h. Keep the collection in proper order.
17. Mailing chairperson shall:
- a. Maintain a Master Mailing list of all current members as supplied by the RICIGS Registrar.

- b. Maintain a supply of Number 10 white business envelopes with the Society return address information. Prepare labels for mailing other items as needed.
  - d. Prepare and mail out other forms/letters as instructed by the Registrar or President.
18. Publications chairperson shall:
- a. Facilitate the use of Society Publications to benefit the Society and its members.
  - b. Encourage the production of new publications.
  - c. Coordinate the conversion of Society Publications to digital formats.
  - d. Work with the Digital Technology chairperson to make Society Publications available to members on the Society Website and to offer selected publications for sale to the general public.
19. Queries and Research chairperson shall:
- a. Conduct research as necessary and reply in a timely manner.
  - b. If inquiry requires a great deal of time, suggest other sources and/or someone who will research for a fee.
  - c. Any donations received shall be turned over to the Treasurer.
20. Registrar, chairperson of the membership committee, shall:
- a. Maintain a current membership list and report membership statistics at Board of Director meetings.
  - b. Provide a list of current member names, mailing addresses and e-mail addresses to the President, Mailing Chairperson, and Corresponding Secretary, as needed.
  - c. Coordinate with Corresponding Secretary to send dues renewal notices, preferably by email by the beginning of November.
  - d. Coordinate with Corresponding Secretary to send dues reminder notices, preferably by email, to delinquent members at the end of February.
  - e. Make suggestions for increasing membership and attendance.

### **SPECIAL COMMITTEES**

21. Auditing committee shall:
- a. Consist of the chairperson appointed by the president, and at least one other member chosen by the chairperson, if needed, who is not the treasurer.
  - b. Annually audit the records of the treasurer in January after receipt of the December bank statement and present a written report to the Board of Directors at their February meeting.
22. Conference committee shall:
- a. Plan a genealogical conference, if held.
  - b. Contact SCIGS to ask if they want to co-sponsor.
23. Goals committee shall:
- a. Define goals for the Society to drive growth and meet the needs and expectations of our membership.
  - b. Review and revise goals each year to be sure the Society is on track.

24. Nominating committee shall:
  - a. Consist of three members.
  - b. Prepare a single slate of officers for presentation at the September meeting of the membership. Nominations may be made from the floor. No one shall be nominated who has not consented to serve.
  - c. Supervise the election at the October meeting where a slate of candidates will be presented. A majority vote shall elect.
  - d. Officers will be installed in November and shall take office January 1<sup>st</sup>.