STANDING RULES:

These rules constitute the Society operating procedures. In no instance will they supersede or override the bylaws. Rules may be adopted at any meeting of the Board of Directors by a majority vote of Board members present and require no notice to adopt them. At any Board meeting they may be suspended by a majority vote, or they may be amended or rescinded by a majority vote.

I. Duties and Responsibilities of the Board of Directors

A. Regular membership meetings shall be held monthly, ten months of the year. The months and hours of the meeting shall be determined by the Board. Meeting times currently approved are September through June on each second Tuesday evening to begin no later than 6:30 PM.

B. Approve the next calendar year budget prior to the November membership meeting.

C. Keep the Society Standing Rules current and active by way of regular review, discussion, and amendments. Provide a copy of the Society Standing Rules to all officers, chairs and to members who provide substantial volunteer services to the Society. Make a copy available at membership and board meetings.

D. Approve and maintain a suspense date calendar. (See Standing Rules paragraph XVII).

II. Duties and Responsibilities Common to all Officers and certain Committee Chairs

A. Attend all scheduled regular membership and board meetings.

B. Makes provision for continuity of duties when unable to attend meetings or otherwise unable to perform.

C. Adhere to the bylaws and standing rules in their role(s) as an Officer or Chair.

D. Keep the Society Standing Rules current and active by way of regular review, discussion, and amendments within your area of responsibility.

III. Duties and Responsibilities of President

A. Keep the Society in compliance with laws and regulations at the local, state, and federal levels.

B. Coordinates the activities of the Society, and serves as the Societies official interface with other organizations.

C. Chair the membership meetings.

D. Schedule Board meetings as required, and chair the Board meetings.
E. Provide an officer and committee chair contact list to Society officers and chairs. Maintain a file containing the lists of previous officers and chairs.

F. Appoint committee chairs.

G. Maintains files and instructions for continuity to be turned over to the next president.

H. Open the September meeting and manage the installation of new officers.

IV. Duties and Responsibilities of First Vice President

A. Acting president if the president is unable to attend a meeting or is otherwise absent.

B. Obtains a speaker and/or program for each membership meeting.

C. Determines what supporting equipment the speaker needs and makes arrangements for this equipment.

D. Keep Publicity Chair, Society officers and the APL AGS liaison person informed and up to date about program planning and scheduling well in advance of the membership meetings.

E. Arrange for distribution of program handouts if provided.

F. Introduce the speaker at membership meetings.

G. Post program, follow-up as appropriate, with a thank-you note to the speaker(s).

H. Maintains files and instructions for continuity to be turned over to the next first vice president.

V. Duties and Responsibilities of Second Vice President

A. Acting president if the president or first vice president is unable to attend a meeting or is otherwise absent.

B. The second vice-president is authorized to receive monies in the absence of the treasurer.

C. Responsible for refreshments at each meeting. Recruit and schedule member volunteers to donate refreshments. Advise the newsletter editor so volunteer names can be published. At some point during the membership meeting thank the people who brought refreshments.

D. Begin AGS Christmas event coordination at a Board meeting held during September or October. The Board normally approves purchasing the main course food with AGS funds. Arrange for decorations, manage table seating and buffet service of pot-luck foods at the December meeting Christmas event.
VI. Duties and Responsibilities of Secretary

A. At each board or membership meeting record the minutes of the meeting including completed motions and names of members making and seconding those motions.

B. Prior to the next board or membership meeting distribute the minutes of the last meeting to the board or the membership for review and correction.

C. At the next board or membership meeting verify the minutes are correct, and ask for a motion for approval.

D. Maintain a file of past meeting minutes.

VII. Duties and Responsibilities of Treasurer

A. Keep accurate bookkeeping records of all receipts and disbursements using a general ledger, the checkbook register and/or a computer accounting program.

B. Maintains and monitors the AGS bank checking account and the AGS Future Fund account.

C. Maintains a USPS PO Box as the official AGS mail address. Keeps one key and shares the second key with another officer on the board.

D. Give regular reports to the President on the status of AGS monies.

E. Receives all dues and other funds coming into the Society and deposits them into the Society’s bank account within two weeks of receipt. Provide receipts and when declined notates same.

F. Issue a signed membership card to each member which may also serve as the receipt.

G. Signs checks disbursing Society funds.

H. Provides a treasurer’s report to the finance committee at the beginning of each month when the membership does not meet.

I. Serve as a member of the finance committee.

J. When called upon make all financial records available for audit or tax preparation. Each year the Treasurer’s financial records are reviewed and audited prior to the first day of September.

K. IRS non-profit tax forms are due on the 15th day of the 5th month after the end of the Societies’ financial year.

L. Present the previous calendar year financial report at the first board meeting in the new calendar year.
M. The President, Treasurer and Finance Committee Chair will have check signing authority for authorized disbursements by the Society.

N. The Treasurer shall report the current financial standing, in a budget status report at each Board meeting and a summary report at each membership meeting. A copy of the treasurer’s reports shall be given to the President and Secretary at each meeting.

O. All checks written over the sum of fifty ($50) dollars must be voted on by the membership excluding expenses in the approved calendar year budget.

VIII. Duties and Responsibilities of Parliamentarian

A. Advise officers and chairs about the conduct of meetings in accordance with Robert's Rules of Order Newly Revised.

B. Accept monies if Treasurer is not available.

IX. Duties and Responsibilities of Publicity Committee

A. Insure the membership receives some type of communication in the weeks prior to each regular meeting reminding them of the membership meeting and announcing the program.

B. Coordinates Society publicity by placing notices of regular meetings in local newspapers.

C. Design signage promoting the Society and present those designs to the board for approval. Place signs in libraries and other appropriate places.

D. Coordinate temporary notices or flyers to be posted in libraries and other appropriate places announcing forthcoming meetings.

E. Make provisions for and maintains a documentation of the history of the Society by collecting images, documents and other items of a historical nature.

F. Utilize social media to engage and inform members and the public.

X. Duties and Responsibilities of Collection Development Committee

A. Selects, recommends and purchases genealogical reference media in accordance with the bylaws.

B. Recruits and selects additional committee members so that the Collection Development Committee shares experience and has a core of people who can perform this function.

C. Stays up-to-date with the holdings of the Arlington Public Library Genealogy reference collection.
D. The Chair shall make collection development reports to the membership as needed.

E. The Chair should solicit suggestions for media that would be useful to the majority of the members of the Society.

F. Keep copies of transaction records (invoices, purchase receipts, receipts for donated items, receipts for items donated); and forwards original transaction records to the Treasurer.

XI. Duties and Responsibilities of Membership Committee

A. Determine membership dues and submit same for board approval. Current Board approved dues are: Individual $15.00, Family $20.00, and Institution, Society or Association $15.00.

B. Keep a membership application file.

C. Collect all dues and record the pertinent contact information of those persons paying dues. Turn over all membership dues paid, to the treasurer, within thirty days of receipt.

D. Make and maintain permanent name tags for new and renewing members.

E. Provide sign-in sheets to record attendance of members and of guests at each membership meeting. Provide copies to the Officers and Chairs as needed.

F. Greet members and guests as they arrive at meetings, and introduce new members and guests at each meeting.

G. Maintain a membership listing and publish the list as needed or requested.

H. Give a year-end report to the Board consisting of a summary of membership and attendance for the year and recommendations concerning membership and attendance goals for the next meeting year.

XII. Duties and Responsibilities of Web Page Committee

A. Duties include designing the web pages, uploading the pages and content in a timely manner, and/or adding new content as needed and when appropriate.

B. Web page changes will be brought before the board for review and approval.

C. Keep current the AGS web site internet host subscription and domain name registration.

XIII. Duties and Responsibilities of Finance Committee
A. Make recommendations to the Board regarding the distribution of AGS funds to support the objectives of the Society. If the use for funds donated to the AGS was not stipulated by the donor, the funds may be spent in a manner that the board or the board and membership approve.

B. All checks over $2,000.00 must be signed by two members – the Treasurer and the President, or another person approved by the Board and who is a member in good standing with the Arlington Genealogical Society.

C. This committee shall manage the Future Fund. The Future Fund is an AGS financial record line item used by the Treasurer to manage donated funds separately from normal business funds such as dues received or bills paid.

D. The membership must give their approval of any transfer or expenditure of money of $500.00 or over from the Future Fund. The transfer or expenditure of monies from the Future Fund that are $499.99 or less may be made by the Board.

E. The President and Treasurer, both members of this committee, have a fiduciary relationship toward the Future Fund.

F. The Chair of this committee will have check signing authority for authorized disbursements by the Society.

XIV. Duties and Responsibilities of special committee, Nominating Committee

A. This committee shall prepare a slate and present it to the membership at the May meeting each year. The election of new officers shall occur at the June meeting.

B. The Nominating Committee shall consist of not more than three members of the Society, a current member and two of whom are members on the Board.

XV. Duties and Responsibilities of special committee, Bylaws Committee

A. Distribute bylaw proposed amendments to the membership a week or two prior to the membership meeting during which the amendment(s) will be called to vote for approval.

B. Record all changes to the bylaws, and give a copy of those changes to the President.

XVI. Duties and Responsibilities of special committee, Genealogy Resources Committee

A. The Genealogy Resources Committee shall assist as a liaison between the Arlington Public Library and AGS in maintaining, organizing, promoting and discussing concerns and ideas about the Genealogy Reference Collection of the Arlington Public Library.
B. This committee will be disbanded when the genealogical reference collection has been moved to the new APL.

XVII. Suspense Date Calendar

January - AGS begins a new financial year and a new membership year.

February - Begin Federal tax preparation.

March – Renew/Update web site host subscription and AGS domain registration. File federal non-profit tax and information forms.

April - Activate a special committee for nominations.

May - Announce elected office nominations.

June - Election of Officers.

July - Renew AGS assumed name filing with Tarrant County clerk prior to July, 2022.

August - Audit the treasurer’s books.


October - Budget approval by Board.

November - Budget vote by members, AGS membership renewal at TSGS and FGS, Renew meeting place agreements.

December – Christmas event meeting.

End of Society “Standing Rules”.

Many of the standing rules originally appeared in older editions of the Society bylaws and constitution.

This document, the first AGS Standing Rules, was approved by the Board during February, 2016. Paragraph XI., was revised and approved by the Board during May, 2016. Paragraph XVII., was revised and approved by the Board during August, 2017. Sub-paragraph IX.F., was approved by the Board as a new standing rule, and added during January, 2018. Sub-paragraph XIII.F., was approved by the Board as a new standing rule, and added during July, 2018. Sub-paragraph VII.M., was revised and approved by the Board during July, 2018.