

POLICIES and PROCEDURES MANUAL for the SUNCOAST GENEALOGY SOCIETY, INC.



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1.0 SECTION ABOUT SUNCOAST GENEALOGY SOCIETY, INC. (SGS)

1.1 Purpose of this Manual

This Policy and Procedure Manual(P&P Manual) is to be utilized as a tool by both the Executive Board and Membership to accompany the Bylaws, to clarify and document policy, procedures, common practices, and traditions of SGS.

1.2 Motto

“Preserving Our Past for the Future” is the motto used on the brochure, stationary, display tablecloth, banner and can be used on all advertising.

1.3 Anniversary

April is the anniversary month to commemorate the founding of SGS. This celebration at the Annual Membership meeting is recognized with a cake.

1.4 History

Palm Harbor Area Genealogy Society began in April 1983. The first formal meeting was held on May 16, 1983 in the Palm Harbor Library located, at the time, in the basement of the Old Methodist Church (which is now the Reba Sutton White Chapel at the corner of Georgia Avenue and 12th Street near downtown Palm Harbor). The original group of members were an offshoot of a genealogy class taught by Shirley Kaufhold at the Palm Harbor Library. By July 1983, the Board of Directors realized the membership consisted of residents from many different areas of Pinellas County, rather than just from Palm Harbor, so the name was changed to Suncoast Genealogy Society (known as SGS) and a post office box was set up at Crystal Beach for a permanent mailing address.

The next change came in July 1988 when the new Palm Harbor Library opened to the public and SGS followed by holding regular meetings at that location. The next step was taken on October 30, 1989 with incorporation status being granted and a new set of bylaws created. The official name became Suncoast Genealogy Society, Inc. The post office box was moved to Palm Harbor and is still used as a permanent official mailing address. SGS makes its home in the Palm Harbor Library, 2330 Nebraska Avenue, Palm Harbor, Florida 34684. SGS oversees the Genealogy Corner of the Palm Harbor Library, including the Genealogy Information Wall, and holds meetings and classes in the meeting room facilities.

2.0 POLICIES SECTION

2.1 Membership and Dues

- (1) Annual dues for Individual membership are \$20.
- (2) Annual dues for Family membership are \$25. A Family membership is usually limited to two(2) family members living at the same address.
- (3) Initial notification of time to pay dues is printed in the Suncoast Searcher newsletter in October or November. Renewal of membership is due by 1 January each year.
- (4) Notification of non-payment of dues is done via email and U.S. Mail along with newsletter. See Procedure 3.4.
- (5) Anyone who has not paid dues by 30 April is dropped from the SGS Membership List and removed from the mailing list for the newsletter. See Procedure 3.4.
- (6) Anyone that recruits two people to join SGS will receive a free one-year membership.

2.2 Meetings

- (1) Membership meetings are held approximately eleven(11) times a year, usually on the fourth Saturday of the month, with no meeting in December. Meetings are held in the Community Room of the Palm Harbor Library. The date is based on Library room availability.
- (2) A Membership meeting shall consist of a business meeting and a program or activity.
- (3) Executive Board(Board) meetings are held eleven(11) times a year, on the first Tuesday of the month, with no meeting in December. Meetings are held in the Conference Room of the Palm Harbor Library. The date is based on Library room availability.
- (4) The date, time and place of Membership meetings and Board meetings are scheduled by the President, or the President's designated agent, with Palm Harbor Library administration in October of each year.

2.3 Government

- (1) Board members and standing committee chairs are expected to keep a binder with an eye toward safeguarding documentation and historical preservation. This binder must be labeled and easily identified as belonging to SGS so that

this can be turned in at the end of a term, in the event of a serious illness or resignation.

- (2) A Board member should contact the President if they expect to miss three(3) board meetings in a row, have missed some meetings and expect to miss more meetings or have no desire to continue, to discuss stepping down.
- (3) A quorum for the Board is five(5) elected members, for example, four(4) elected members and the President.

2.3.1 Registered Agent

- (1) One SGS member must have the job of Registered Agent for the SGS Florida State NonProfit Corporation. The Registered Agent need not be a Board member. See Procedure 3.5.

2.4 Duties of Executive Board

2.4.1 Common Executive Board Member Duties

- (1) All Board members are encouraged to take advantage of genealogy training available on-line.
- (2) All Board members are expected to pursue family genealogy research.
- (3) President and Vice President are encouraged to take advantage of leadership training available with an expectation of costs being reimbursed by SGS, if approved by the Board.

2.4.2 President

- (1) Serves as the primary officer and representative of SGS.
- (2) Reports directly to the Board.
- (3) Presides at all Board meetings.
- (4) Presides at all Membership meetings on a regular basis.
- (5) Sends documents and reports to Board via email in PDF format.
- (6) Has the authority with the bank to sign checks.
- (7) Prepares the Board Meeting Agenda monthly. See Procedure 3.6 and Appendix 4.3.

- (8) Prepares the Membership Meeting Agenda monthly. See Procedure 3.7 and Appendix 4.2.
- (9) Prepares the President's Report monthly and distributes via email to Board members prior to the Board meeting.
- (10) Writes the President's Message for the newsletter monthly.
- (11) Serves as an ex-officio member of all SGS committees, except the Nominating Committee.
- (12) Appoints special and standing committee chairs, throughout the year as needed, to carry out the work of SGS.
- (13) Ensures the Annual Budget is reviewed, and preparation is on schedule to be presented to the Board and then to the membership at the Annual Meeting.
- (14) Appoints an Audit Committee. See Procedure 3.15.
- (15) Oversees completing and returning the Palm Harbor Library Room Request forms each year. See Procedure 3.7.
- (16) Appoints a Nominating Committee Chair. See Procedure 3.2.
- (17) Oversees SGS Induction Ceremony. See Procedure 3.3.
- (18) Maintains President's Book, ensures all legal documents (originals and copies) are included and continually keeps it updated. See Appendix 4.7.
- (19) Stays aware of all means of publicizing SGS both to members and the public. Directs and works with Publicity Chair as needed.
- (20) Reviews SGS Stationary with Secretary for consistency and listing of Board members as names or titles change, especially following elections. Distributes updated version via email to Board Officers or others as required to use for SGS business. See Appendix 4.9.

2.4.3 Vice President

- (1) Serves as advisor to and assists the President, as needed.
- (2) Serves as second highest officer of SGS and assumes the duties of the President, as needed.
- (3) Reports directly to the President.
- (4) Serves on the Board.

- (5) Attends Membership meetings on a regular basis.
- (6) Sends documents and reports to the Board via email in PDF format.
- (7) Performs duties as delegated by the President.

2.4.4 Second Vice President-Programs

- (1) Serves as Program Chair of SGS and assists President, as needed.
- (2) Reports directly to the President.
- (3) Serves on the Board.
- (4) Attends Membership meetings on a regular basis.
- (5) Sends documents and reports to the Board via email in PDF format.
- (6) Plans and manages programs for monthly Membership meetings. See procedure 3.9.
- (7) Plans and manages Seminars. See Procedure 3.9.
- (8) Plans an Annual Meeting program every other year, on odd years, for the non-election year.
- (9) Oversees the Anniversary Celebration.
- (10) Reviews the November calendar and if the Membership meeting falls on Thanksgiving Holiday weekend, takes the decision of when to schedule the Membership meeting to the Board.
- (11) Ensures the details of any agreement with a speaker is spelled out in writing. See Procedure 3.8.
- (12) Proposes cost and topics for any suggested Seminar speaker to the Board for a vote.
- (13) Identifies a substitute in the event the Program Chair is unavailable to attend a Membership meeting. See Procedure 3.9.
- (14) Gathers topic information and speaker's biography and photo for each program and emails to Editor for newsletter and Publicity Chair for creation of the flyer, in a timely manner. See Procedure 3.19.
- (15) Oversees the Seminars and assigns volunteer duties. See Appendix 4.11.
- (16) Oversees the Annual Budget for programs of \$1,000. Oversees the Annual Budget for Seminars of \$1,500 that is expected to be covered by the Seminar revenues.

- (17) Prepares and distributes a Programs Report a few days prior to the monthly Board meeting.
- (18) Prepares and distributes a Programs Financial Report a few days prior to the monthly Board meeting.
- (19) Receives speaker handouts and oversees distribution. See Procedure 3.9.
- (20) Presents future program overviews verbally at each Membership meeting.

2.4.5 Third Vice President-Membership

- (1) Serves as the Membership Chair of SGS and assists the President, as needed.
- (2) Serves as third highest Officer of SGS and assumes the duties of the President, as needed.
- (3) Reports directly to the President.
- (4) Serves on the Board.
- (5) Attends Membership meetings on a regular basis.
- (6) Sends documents and reports to the Board via email in PDF format.
- (7) Serves as chief communicator of SGS. Sends out all member communications via email or U.S. mail.
- (8) Sets up and hosts Welcome Table at Membership meetings and Seminars using SGS table cover.
- (9) Maintains and brings the SGS Guest Book and SGS Member Sign-In Book to Membership meetings.
- (10) Greets prospective new members and introduces them to the membership during the meeting. Gives the new members and guests a name tag to fill out and wear.
- (11) Oversees the mailbox to be sure that it is checked regularly.
- (12) Reminds newsletter Editor in October and November to put in a notice that renewal dues are payable by 1 January.
- (13) Notifies the President in February of all members with dues in arrears.
- (14) Sends reminder notices of the need to renew membership dues to each member in arrears with the February and March newsletters. A final notice is sent in April.
- (15) Removes from the SGS Membership List in May and the newsletter mailing list, any member who has not renewed their membership as of 30 April.

- (16) Collects dues and promptly turns over all payments to the Treasurer. See Procedure 3.1.
- (17) Maintains newsletter mailing lists, both email and U.S. mail address labels. Updates list with new members as they join and removes old members.
- (18) Prepares and distributes a Membership Report a few days prior to the monthly Board meetings.
- (19) Maintains on a computer a list (database) of non-members who have attended SGS functions in the past or are SGS past members. This is one of our publicity mailing lists for Seminars.
- (20) Oversees ordering name badges and hanging titles for Board members and some committee chairs.
- (21) Maintains a supply of SGS Membership Applications/ membership renewal form, to speed up joining and renewing. These forms are to be available at all Membership meetings and Seminars as well as on the Information Wall in the Genealogy Help Section at the Palm Harbor Library.
- (22) Arranges to move old Membership lists to the archives in the cloud storage.
- (23) Gives a new member a New Member Packet. See Procedure 3.10.
- (24) Emails names of new members to newsletter Editor by the 10th of the month for publication to inform the membership.
- (25) Updates the SGS Membership List. See Procedure 3.18.

2.4.6 Secretary

- (1) Serves as chief recording officer of SGS.
- (2) Reports directly to the President.
- (3) Serves on the Board.
- (4) Attends Membership meetings on a regular basis.
- (5) Sends documents and reports to Board via email in PDF format.
- (6) Assists the President, as needed, with correspondence.
- (7) Records Membership meeting minutes. See Procedure 3.16 and 3.11.
- (8) Records Board minutes. See Procedure 3.16.
- (9) Does not record the Treasurer's verbal report of the SGS checkbook balance total in the Membership meeting minutes.

- (10) Reviews SGS Stationary with President for consistency and listing of Board members as names or titles change, especially following elections. Distributes updated version via email as required to use for SGS business. See Appendix 4.9.

2.4.7 Treasurer

- (1) Serves as chief custodian of all SGS funds.
- (2) Reports directly to the President.
- (3) Serves on the Board.
- (4) Attends Membership meetings on a regular basis.
- (5) Sends documents and reports to Board via email in PDF format.
- (6) Assists the President, as needed.
- (7) Signs bank checks, as needed.
- (8) Obtains a second signature when check is over \$400.
- (9) Acts as representative to the bank to ensure bank signatures are kept updated.
- (10) Insures that SGS memberships in other organizations are budgeted and renewed at the proper time.
- (11) Insures that SGS Florida State NonProfit Corporation Annual Report Fee is budgeted and renewed by the first of May by the Registered Agent.
- (12) Refunds overpayment of dues and any fees that are refundable under advertised time limits for any SGS event.
- (13) Keeps accurate accounts of all receipts and disbursements. See Procedure 3.13.
- (14) Maintains SGS Budget Category Codes. See Appendix 4.10.
- (15) Tracks SGS assets. See Appendix 4.8.
- (16) Disburses all SGS funds in accordance with the Annual Budget.
- (17) Prepares a Treasurer's Report for each Board meeting and distributes via email.
- (18) Gives a verbal checkbook balance at each monthly Membership meeting.
- (19) Coordinates the Share the Basket at monthly Membership meetings. See Procedure 3.17.

- (20) Prepares an Annual Financial Report for the Board meeting at the end of the fiscal year.
- (21) Assists Board in creating the Annual Budget for the Annual Meeting.
- (22) Acts as SGS representative to the storage unit rental company. Pays renewal fee at appropriate time.
- (23) Acts as SGS representative to the U.S. Postal Service at the Palm Harbor branch. Pays post office box rental fee at appropriate time.
- (24) Accepts membership funds, both new member and renewal. See Procedure 3.1.
- (25) Prepares financial records and presents Financial Record Book(s) to the Auditor(s) in June or July.

2.4.8 Immediate Past President

- (1) Serves as an advisor to the Board.
- (2) Reports directly to the President.
- (3) Serves on the Board but has no vote.
- (4) Attends Membership meetings on a regular basis.
- (5) Sends documents and reports to the Board via email in PDF format.
- (6) Assists the President, as needed.
- (7) Ensures that the Board is following Bylaws, P&P Manual and Robert's Rules of Order. Provides reminders to consider whether the matter needs to be taken to the membership for approval.
- (8) Serves as a liaison between the Board and the membership.

2.4.9 Directors

- (1) Serves as assistant to an Executive Officer with the intention of gaining experience and providing backup.
- (2) Reports directly to the President.
- (3) Serves on the Board.
- (4) Attends Membership meetings on a regular basis.
- (5) Sends documents and reports to the Board via email in PDF format.
- (6) Trains to move up to an Executive Officer position.

- (7) Performs duties as delegated by the President.

2.5 Finances

- (1) The SGS bank branch is the Fifth Third Bank located at 1027 Nebraska Avenue in Palm Harbor, Florida.
- (2) Three(3) signatures of active Executive Officers should always be on record at the bank to provide for adequate coverage.
- (3) Executive Officers who have bank signing authorization can include Immediate Past President but does not include Directors.
- (4) All expenditures of SGS funds must be approved by the Executive Board following the limits of the Annual Budget.
- (5) An expenditure for normal business exceeding four hundred dollars(\$400), must be approved by the membership at an officially called Membership meeting. Normal business does not include program speaker costs.
- (6) All expenditures for normal business exceeding four hundred dollars(\$400) are paid by check signed by both the Treasurer and President.
- (7) The Annual Budget is created, discussed and voted on by the Board; and is voted on by the membership at the Annual Meeting. See Appendix 4.12.
- (8) The Audit Committee is appointed by the President. See Procedure 3.15.
- (9) Reimbursements are made using the Reimbursement Request Form with a receipt (actual or copy), when applicable. See Appendix 4.4.
- (10) A reimbursement request may be mailed or handed to the Treasurer, in a timely basis, within one(1) month after the expense occurs, to keep expense accounts current.
- (11) Reimbursement checks should be mailed or handed to the member in a timely basis, allowing Treasurer time to review, calculate and make out check.
- (12) Printing on a home computer is reimbursed at a rate set by the Board. See Procedure 3.20.
- (13) No officer may write a check to themselves or their relatives.

2.6 Elections

- (1) Elections take place every other year in even years.
- (2) Elections take place at the Annual Membership Meeting or date and place of elections is to be decided by the Board.

2.7 Committees

- (1) A Committee Chair is appointed by the President.
- (2) Standing or Special Committees are created, as needed with the approval of the Board. The function and duration of the committee will be specified.
- (3) Standing Committees continue to function from year to year and can include: Education Committee, History Committee, Newsletter Committee, Publicity Committee, Facebook Committee, Library Help Desk Committee, Sunshine Committee.
- (4) Special Committees function for a specified short time frame, usually with a purpose, and then disband once the purpose is completed and can include: Nominating Committee, Audit Committee, Bylaws and Policies and Procedures Manual Review Committee.
- (5) Standing Committee chairs should create a binder for their work and label it as an SGS binder.

2.7.1 Education Committee

- (1) The Education Committee is a Standing Committee and is headed by a Chair or Co-Chairs.
- (2) Selects and archives educational documents and forms generated by SGS.
- (3) Plans and manages a Beginning Genealogy Course. Evaluates each class after each course session and adjusts classes and the course accordingly. Makes use of student evaluations for this purpose.
- (4) Gives desired dates for future courses to President in September of each year for the Palm Harbor Library Meeting Room Requests.
- (5) Plans and manages other educational classes that are not part of the beginning genealogy program during the year. These classes are not to replace or conflict with the Membership meeting monthly planned programs.
- (6) Decides what genealogy forms are offered on the Information Wall at the Palm Harbor Library and maintains the Information Wall.

2.7.2 History Committee

- (1) The History Committee is a Standing Committee and the Chair is also called the Historian.
- (2) Maintains the history of SGS.
- (3) Maintains the SGS Scrapbook of activities through photographs.
- (4) Selects and archives documents generated by SGS.
- (5) Acts as the custodian of the historical articles and documents of interest to SGS in the SGS cloud account and the SGS Scrapbook.
- (6) Contributes articles to the newsletter when the occasion or need arises.

2.7.3 Newsletter Committee

- (1) The Newsletter Committee is a Standing Committee and the Chair is called the Editor.
- (2) The SGS newsletter is called the Suncoast Searcher and it is the main communication tool with members on a monthly basis. It is also the main benefit of membership.
- (3) Receives all submissions for the newsletter via email by the 10th day of the month. This includes the President's Message, the library programs, any member articles, all program descriptions and pictures of speakers, all photographs from SGS events, and notice of programs from the Jewish Genealogy Society and others.
- (4) Receives the speaker's biography, picture and titles of programs along with a description of the program from the Program Chair as soon as an agreement is reach with the speaker. This information is used for the front page and the three(3) month calendar.
- (5) Uses the software "Publisher" to create the newsletter.
- (6) Reviews and uses "Spellcheck" on the entire document to ensure appropriate grammar.
- (7) Oversees proofing of the newsletter by the committee. See Procedure 3.11.
- (8) Sends the final copy of the newsletter via email to the Executive Director-Membership to forward to members. See Procedure 3.11.

2.7.4 Publicity Committee

- (1) The Publicity Committee is a Standing Committee with a Chair.

- (2) Coordinates the advertising of all SGS programs to the membership and the public, with the guidance and assistance of Board Officers.
- (3) Oversees areas of publicity:
 - a. Revises the SGS brochure with assistance of President.
 - b. Prepares SGS flyers for programs and Seminars in color on a computer using the "Publisher" software following approved guidelines for SGS flyers. Receives flyer information from the Executive Director-Programs. See Procedure 3.19.
 - c. Distributes the flyer draft via email to the President, Executive Director-Membership and Executive Director-Programs for review, proof reading, input and approval. The flyer draft attachment is sent in PDF format to ensure each party can open the attachment.
 - d. Distributes final flyer to Editor for newsletter and Facebook Chair for posting sent in PDF format.
 - e. Distributes program and seminar flyers via Palm Harbor Library courier pouch system to appropriate libraries in Pinellas Library Co-op. For Seminars, also arranges for hand delivery to select Pasco County libraries. Receives direction from Board for lists of libraries to include.
 - f. Submits local newspaper calendars of events and articles for programs and events via email. Maintains a list of submission deadlines and contacts. Submits group photographs when possible.
 - g. Stays aware of all means of public relations (PR) and publicizing SGS both to members and the public. Makes suggestions for updating, consistency and correction of information. Receives direction and works with President, as needed. See Procedure 3.19.

2.7.5 Facebook Committee

- (1) The Facebook Committee is a Standing Committee with a Chair.
- (2) Uploads posts about current SGS activities and genealogical related information.
- (3) Monitors the SGS Facebook page online.
- (4) Responds to questions posted on Facebook.

2.7.6 Sunshine Committee

- (1) The Sunshine Committee is a Standing Committee with a Chair.
- (2) Oversees sending sympathy and get-well cards to members or others, as requested by the Board.
- (3) Purchases cards and stamps as needed and submits Reimbursement Request for reimbursement.

2.7.7 SGS Help Desk Committee

- (1) The SGS Help Desk Committee is a Standing Committee with a Chair.
- (2) Schedules experienced volunteers with a two(2) month calendar.
- (3) Provides training for new volunteer SGS members.

2.7.8 Nominating Committee

- (1) The Nominating Committee is a Special Committee with a chair. See Procedure 3.2.

2.7.9 Audit Committee

- (1) The Audit Committee is a Special Committee.
- (2) The committee is created every year during the first month of the new fiscal year.
- (3) The committee is appointed by the President.
- (4) The committee can consist of one or more members.
- (5) Committee members do not need a background in bookkeeping or accounting. See Procedure 3.15.
- (6) Reports audit findings in writing and submits to the President by 1 September.

2.7.10 Bylaws and P&P Manual Review Committee

- (1) The Bylaws and P&P Manual Review Committee is a Special Committee with a Chair.

- (2) The committee should be created as needed or at least every five(5) years.
- (3) The Chair is appointed by the President with the approval of the Board.
- (4) The Chair may recruit any number of members, with the President serving as ex-officio member. It is recommended to have past presidents on the committee.
- (5) The Bylaws and the P&P Manual are interdependent. A change in one is likely to necessitate a change in the other. Therefore, a review of both is needed when one is being changed.
- (6) Reviews the two(2) documents and prepares a written report of suggestions to the Board.
- (7) The Board must approve all suggested changes.
- (8) Any proposed revision or amendment to the Bylaws must be submitted in writing to the membership for consideration at least 30 days prior to a vote at a Membership meeting. Any proposed revision or amendment to the Policy Section of the P&P Manual can be voted on at any Membership Meeting and must receive a majority of votes of members present at that meeting.
- (9) Any proposed revision or amendment to the Procedures Section of the P&P Manual only need be approved by the Board.
- (10) Following vote or approval, the Bylaws and P&P Manual are distributed via email in PDF to appropriate members to use.

3.0 PROCEDURES SECTION

3.1 Membership Dues

- (1) This procedure is for handling dues for a new member and renewal member.
- (2) A new member is requested to complete the SGS Membership Application/Renewal Form. The completed form and payment are to be submitted to the Membership Chair.
- (3) A renewal member should circle the word Renewal on the Membership form, fill in their name, current contact information and any new information. The completed forms and payment are submitted to the Membership Chair. If a half sheet from the back of our newsletter is submitted with payment, the Membership Chair should transfer the information to a Membership Application/Renewal Form.
- (4) The Treasurer is to refer all new and renewing members to the Membership Chair at meetings and seminars.
- (5) Membership Chair should have Membership Application/Renewal Forms available at all meetings and seminars to speed up the process of becoming a new member or renewing membership.
- (6) Members may use the back of the newsletter to renew and the Membership Chair will then fill in a full Renewal Form for them.
- (7) Membership Chair inputs all data from membership forms into membership computer database, noting check number, check date, check amount.
- (8) Membership Chair maintains the official SGS Membership List with names, address, phones, email addresses.
- (9) Membership Chair gives all checks to Treasurer with a list of everyone that has joined/renewed.
- (10) Treasurer inputs all check and cash data into the SGS bookkeeping system and makes a deposit in the SGS bank. They use the Membership form for their back-up and add it to the SGS Binder with a green sheet.

3.2 Election and Nominating Committee

- (1) In December, preceding an election year, the President recruits a Nominating Committee Chair and announces the appointment to the Board at the January Board meeting.

- (2) The Nominating Committee Chair either recruits two(2) members for the committee or accepts two(2) nominations from the floor at the January Membership meeting. The committee is to be made up of only one Board member and two non-Board members.
- (3) The Nominating Committee canvases membership as to whether they would be willing to serve on the Board.
- (4) Assembles a slate of candidates and presents at the March Board meeting. Publishes the slate of candidates in the March Newsletter.
- (5) Chair verbally reads the slate of candidates at the ~~April Membership~~ Annual Meeting and asks for any nominations from the floor. After this the nominations are officially closed with a motion.
- ~~(6) After the nominations are closed the election will take place. at the April Membership meeting.~~
- (7) Chair oversees the election. ~~at the April Membership Annual Meeting.~~ Committee creates ballots, if necessary, passes the ballots out to members and provides a ballot box to deposit the ballots. The ballots are counted by the President and the Nominating Committee Chair.
- (8) If there is only one candidate for each office, then a voice vote is permissible.
- (9) After the voting is finished and votes are tallied, if necessary, the President thanks the committee for their work. The Induction Ceremony then commences.

3.3 Induction Ceremony Procedure

- (1) A member in good standing presides over the Induction Ceremony. The outgoing President or a Past President often serves this function.
- (2) Induction Form is filled out with names of the new Board members.
- (3) The Induction Form provides the wording for the new Board members pledge and for the SGS membership pledge.
- (4) After pledges have been said the new Immediate Past President passed the gavel and the President's Book to the new President.
- (5) After the ceremony the Induction form is given to the Historian to retain.

3.4 Notification of Membership Dues

- (1) The Membership Chair emails a reminder in October and November to the newsletter Editor to add a notice to all members that 1 January is date for renewal of membership dues.
- (2) Membership Chair sends the newsletter in February and March to members who has not renewed their membership with notification that renewal is overdue and membership benefits will cease in April if dues are not paid.
- (3) Membership Chair removes names from SGS Membership List as of 30 April for members who have not renewed membership. Chair adds names to a Contact List for future seminars and announcements.

3.5 Registered Agent

- (1) On or about 30 April of each year the Registered Agent goes to the website for the Florida Department of State, Division of Corporations (Sunbiz.org) to submit the SGS Annual Report.
- (2) Enters or confirms names of SGS Board Officers and home addresses.
- (3) Pays the fee online using a personal credit card.
- (4) Submits Reimbursement Request form with receipt to be reimbursed for the fee.
- (5) Notifies the President that the Annual Report has been filed with Florida State.

3.6 SGS Executive Board Meeting Procedure

- (1) President prepares the initial agenda and distributes to the Board members via email in PDF format, during the week prior to the meeting, at the President's discretion.
- (2) Board members are asked for items to be added to the agenda. President distributes the final version of the agenda to the Board members via email closer to the date of the meeting.
- (3) Every Board member emails their reports to the Board members before the meeting via email in PDF.
- (4) The files are uploaded to a folder in the SGS Cloud for viewing during the meeting. Board members may bring printouts or a device to view the documents during the meeting.

3.7 SGS Membership Meeting Agenda

- (1) President prepares the Membership meeting initial agenda and distributes to the Board members and Committee Chairs via email in PDF format, during the week prior to the monthly meeting, at the President's discretion.
- (2) Board members and Committee Chairs are asked to inform the President of any additions to the agenda.
- (3) President arranges to have the agenda displayed on the screen at the meeting.

3.8 SGS Meeting Room Requests

- (1) The President obtains Palm Harbor Library Room Request forms from the library in October of each year.
- (2) The President sees that they are completed and returned to the library.
- (3) One form is used for each of our events, which are: Membership meetings, Board meetings, DNA Interest Group meetings, Beginning Genealogy Courses and any other scheduled meetings.
- (4) For our Seminars, set-up time is to begin one(1) hour before the start of the first program. Doors are to open a half-hour before the start of the first program. All other meetings can have a half-hour set-up, which is the standard as specified on the forms.
- (5) The library will inform the Board of any meetings that could not be scheduled as requested and will work with the Board to find a satisfactory solution. The Library Liaison usually helps with this.
- (6) During the year, as rooms are needed the Adult Services Librarian, needs us to fill out a Palm Harbor Library Room Request form and email it to her when we are requesting rooms.

3.9 Planning of Programs for Meetings

- (1) Program Chair is constantly on lookout for speakers and consults online Florida Speakers Bureau.
- (2) Asks membership for program suggestions via an occasional survey to be completed during a Membership meeting. Makes sure questions are specific and answers indicate level of preference such as using a rating of 1 through 5.

- (3) Makes a contract outlining all aspects of what the speaker will provide and what SGS will provide, either by using the SGS formal contract, the speaker's contract or an email that clearly spells out the fees SGS is to pay, etc. SGS prefers to do printing of all handouts.
- (4) If the Program Chair is unavailable to attend a Membership meeting or Seminar, finds a substitute to take over duties of the meeting. Informs President substitute and provides all information to the substitute regarding introducing the speaker and what future programs to announce.
- (5) Program Chair may go to the Board for guidance in choosing a speaker's topic from a list of at least three(3) titles for Membership meeting programs. Must go to the Board for help in choosing a Speaker's topics for a Seminar.
- (6) Once the topic is chosen and the speaker has agreed, the Program chair requests via email to the speaker a short biography and color photograph for advertising purposes. Program Chair sends via email the topic title, topic description, speaker's biography and photograph to the Editor and Publicity Chair.
- (7) Once the date of the meeting gets closer, Program Chair requests handout(s) from the speaker via email and oversees the quantity of printing by SGS. Attempts to keep pages and printing to a minimum.
- (8) For a Seminar speaker: Program Chair prepares a proposal for motion at a Board meeting for discussion and approval. The proposal includes speaker name, biography, approximately five(5) topics of possible presentations to be considered, estimated cost of speaker presenting of how many topics, travel and hotel costs.
- (9) For all Membership meetings: Program Chair insures two(2) copies of the SGS flyer (in color) are given to the Palm Harbor Library Liaison or the Adult Services Desk for posting. One(1) for the glass bulletin board in the library lobby and the other is to be posted in a plastic stand near the door to the Genealogy Section of the library.
- (10) Any unusual audio-visual equipment that may be needed for programs or speakers is reserved by the Program Chair through the Palm Harbor Library Liaison or the Adult Services Desk.
- (11) The Program Chair ensures that a few of the speaker's handout(s) are printed and all members are sent the handout, via email, which they can

print and bring to the meeting or file it on their table and bring the table to the meeting.

- (12) Introduction for the speaker is written by the Program Chair and reads at the Membership meeting.
- (13) On the day of the Membership meeting or Seminar, the Program chair brings our Banner into the Palm Harbor room along with our podium.
- (14) The Program Chair ensures a thank you note is written to the speaker after the event. The note can be on a thank you notecard, special genealogical notecard or SGS Stationary.
- (15) In the event of a cancelled speaker, Program Chair arranges for a last-minute replacement program for the Membership meeting, such as an in-house speaker, a group activity of genealogy subject matter, a webinar or YouTube video, etc. A list of ideas is maintained for easy reference.

3.10 New Member Packet

- (1) A new member is given a New Member Packet after joining SGS by the Membership Chair.
- (2) The New Member Packet should include:
 - a. Membership Card
 - b. Name Tag and SGS Badge Application form
 - c. Welcome New Member letter (in color)
 - d. Board Member/Committee Chair contact information
 - e. SGS Membership List
 - f. Current SGS Bylaws
 - g. NGS guidelines for Sound Research
 - h. Genealogical Standards
 - i. Pedigree Charts
 - j. Family Group Sheets
 - k. Correspondence Log
 - l. Research Log
- (3) New Member Packet is evaluated every two(2) years by the Executive Director-Membership and President.
- (4) Five(5) New Member Packets should always be on hand by the Executive Director-Membership at the Welcome table for Membership meetings.

3.11 Newsletter Procedures

- (1) Basic format is established to flow text within the body of the newsletter. Text should be a readable text such as Verdana or Calibri.
- (2) The front page is for our main upcoming program and information about the group.
- (3) Program Chair should send the biography, picture and program titles and descriptions to the Editor as soon as the speaker and program(s) has been established.
- (4) Publicity Chair should send any flyers to the Editor as soon as they are approved so that the information is available to use in the newsletter.
- (5) On the 10th of the month, the Editor should have the last Membership meeting minutes, the President's Message, any articles or book reviews and any other notices needed to add to the newsletter issue.
- (6) Once the newsletter is finished it is sent to the list of proofreaders via email in PDF format. The proofreaders must read the newsletter carefully and point out any changes needed. Proofreaders must pay attention to dates as well as grammar.
- (7) Once all the changes have been made from the proofreading, the issue is sent out in PDF format via email to the Executive Director-Membership to be sent to the membership, either by U.S. Mail or by email. Membership also sends to the Allen Public Library and other organizations that have requested it.

3.12 Bylaws/P&P Manual Review

- (1) Bylaws and P&P Manual Review Committee Chair is appointed by the President with Board approval.
- (2) Chair organizes the committee. It is suggested to add past presidents when possible.
- (3) Review the Bylaws to see whether no change, an amendment or complete revision is needed. This decision will dictate how to keep track of the changes as the committee evaluates each section. See Robert's Rules of Order.
- (4) Designate one person to be the Secretary of the committee. This person will keep track of every change being made and the reasoning behind the change.

- (5) Make changes to the Bylaws first. Next examine the P&P Manual to see what changes need to be made as a result of the Bylaws changes.
- (6) Evaluate the P&P Manual to see if changes are needed to the Policy portion of the P&P Manual and if this necessitates changes to the Bylaws also. The two documents are interdependent.
- (7) Evaluate the Procedures and Appendix Section to see if any changes need to be made.
- (8) Send, via email, the Bylaws changes to the Board for approval along with a list of changes.
- (9) After the changes to the Bylaws and Policy Section of the P&P Manual are approved by the Board, the Bylaws and Policy Section are sent to membership via email or the newsletter, to the membership thirty(30) days prior to a proposed discussion and vote at a Membership meeting. A hard copy may be requested.
- (10) When accepted by the membership, the President saves the Bylaws and P&P Manual to the SGS cloud as a locked WORD document and as a PDF. The PDF version is emailed to the membership.

3.13 Treasurer Documentation Binders

- (1) Treasurer creates at least one but usually two 3-ring binders for every fiscal year and labels it according to the months covered, fiscal year and as SGS property. Purchases supplies as needed.
- (2) Creates a transaction sheet for every receipt and disbursement. The transaction sheet can be a Reimbursement form, a sheet of paper with receipts attached, a bill, a badge request form, or a Membership/Renewal form, etc.
- (3) Creates a description of the transaction on a Sales Order sheet, describing whether it is income or expense, the check numbers, dates and who is involved. The top Sales Order sheet is torn out of the book, leaving the duplicate copy in the book and taped to the transaction sheet. See Appendix 4.6.
- (4) Month's transactions are separated by dividers. Each month begins with that month's bank statement and that month's Treasurer's Report, followed by all that month's transactions.
- (5) At the end of each month is a list of all outstanding checks.

3.14 Reimbursement

- (1) SGS Reimbursement form is used to request a reimbursement from the organization. See Appendix 4.4.
- (2) Fill in your name and date. If you are requesting a check sent to you add the address you wish it sent to. Fill in the information about the purchase and add the SGS Budget Category Code for each item.
- (3) Attach receipts and send to the Treasurer.
- (4) When the Treasurer receives the Reimbursement form and receipts, they look it over to see if it is a budgeted item or whether it is a questionable expense.
- (5) If the Treasurer feels it is a questionable expense, they can discuss this with the President or the full Board.
- (6) If the expense is a budgeted item, the Treasurer writes the date they received it on the form.
- (7) If they then write a check for the reimbursement, they add the amount, check number and the date the check is written on the form.
- (8) If the Reimbursement form is documenting a donation, the treasurer notes this as not an expense.
- (9) The form is added to the Treasurer's documentation binder and a green sheet is created and added for the transaction. See Appendix 4.6.
- (10) The Treasurer records the transaction in financial software approved by the Board.

3.15 Audits

- (1) Audit Committee is formed at the May Membership meeting. The President requests a volunteer or volunteers to do the audit. The audit is easier when two people do it, but one person can do it.
- (2) The audit committee then picks a place and time to meet with the Treasurer and receive the binders and get an overview of the documentation.
- (3) The audit committee then checks bank statements against the receipts and deposit back up and Treasurer's reports.

- (4) After finishing the audit, the Audit Committee writes a report to the Board outlining the issues they found if they found any and delivers this report to the President before the September Board meeting.

3.16 Secretary's Minutes

- (1) The secretary takes the minutes of both the Board meetings and the Membership meetings.
- (2) The Board minutes are written up and sent to the Board via email in PDF format the next week for review. After review they are corrected if need be and then sent to the Board via email in PDF format a few days before the next Board meeting. These minutes are preserved in the cloud.
- (3) The Meeting minutes are written up and sent to the President and the newsletter Editor for review by the 10th of the month. After review they are printed in the newsletter.

3.17 Share the Basket

- (1) Treasurer oversees the Share the Basket. Tickets are sold during the break between the Membership meeting and the program.
- (2) Ticket prices are: 1 ticket for \$1, 5 tickets for \$3, and 10 tickets for \$5.
- (3) A ticket is drawn from the basket and the person who holds the second half of that ticket wins half of the basket. If the winner chooses to donate the winnings back to SGS, we thank them but don't announce it. We have found that too many people feel obligated to donate it back if we praise anyone that chooses to do that.

3.18 Membership List

- (1) Membership Chair creates a Membership List. The Membership List should include name, address, email, phone numbers and type of membership. The list should make it easy to keep track of whether any member's account is current.
- (2) In April and in October the Membership Chair emails the current Membership List to all members. Any member may request a copy of the Membership List at any time.

3.19 Publicity

- (1) Publicity Chair receives information about SGS events in a timely manner as soon as the Board has authorized the event, preferably via email, in order to create various forms of advertising.
- (2) Publicity needs a speaker's name and biography, the title and description of the topic(s), and a picture of the speaker. The Publicity Chair will shorten any description and correct any mistakes in the description during preparation of a proper flyer.
- (3) Publicity Chair needs to send the proposed flyer or announcement to the President and Program Chair at least for approval or changes needed.
- (4) After receiving approval, the Publicity Chair sends the flyer to the newsletter editor, all Board members and our list of libraries in the area. The Publicity Chair takes copies of the flyer to the Palm Harbor Library to be placed in their places for advertising and in the Genealogy section of the Library.

3.20 Printing

- (1) Printing may be done at home on a personal printer. The rate for reimbursement is: \$.05 per sheet of black ink, \$.10 per sheet of color ink, \$.10 per sheet of double-sided black ink and \$.20 per sheet of double-sided colored ink.

4.0 APPENDIX

4.1 Membership Application/Renewal Form



Suncoast Genealogy Society, Inc.

Palm Harbor, FL

MEMBERSHIP APPLICATION/RENEWAL FORM

Dues: \$20 for Individual - \$25 for Family

All dues are payable in January and are for the calendar year.

Any application received after Oct 1st will be applied to the next calendar year.

01.July.2019

PLEASE PRINT:

Name(s) _____ Maiden Name _____

Address _____ Phone (Home) _____

City, State & Zip _____ (Cell) _____

Email: _____ Send newsletter by PDF Email US Mail

Summer address, if different: _____

Are you a Beginner Intermediate Advanced genealogist? Computer program you use: _____

States/Countries where you are currently doing research: _____

Surnames you are searching: _____

List any genealogical knowledge you have which might be of interest or helpful to the Society: _____

List current / former occupation, hobby, abilities which might be of interest to the Society: _____

The Society has the following committees (please indicate any that might interest you): Program Publicity

Newsletter Library Volunteer Field Trips Sunshine Seminar Audit

What topics are you interested in hearing about? _____

What topics would you be willing to speak on? _____

Do you speak or can you translate any foreign language? If yes, list: _____

May we distribute the above information to other Society Members? Yes No

Signature(s): _____ Date: _____

Membership: Amount Paid: \$ _____ Payment Type: Cash Check # _____

Send this completed form together with your check (payable to Suncoast Genealogy Society) for appropriate fees, directly to:

SGS Membership, % Shari Harmon, 1864 Northwood Drive, Clearwater, FL 33764-2462

4.2 Membership Meeting Agenda Format

- Call to Order
- Pledge of Allegiance
- Membership Report - Introduction of new members and guests
- Secretary's Report
- Treasurer's Report
- Programs Report
- Old Business
- New Business
- Good and Welfare
- Share the Basket
- Adjournment
- Drawing
- Program

4.3 Executive Board Meeting Agenda Format

Call to order

Secretary Report

Library Liaison Report

Treasurer Report

Membership Report

Programs Report

President Report

Committee Reports

Old Business

New Business

Announcements

Adjournment

4.5 Induction Ceremony Form



SGS INDUCTION CEREMONY

The following members, having been duly elected to the following offices of the Executive Board of Suncoast Genealogy Society, Inc. for the two(2) year period of fiscal years - , in accordance with the SGS Bylaws, please come forward as your name is read. (Please note anyone not in attendance on this form.)

1. as President
2. as Vice President
3. as Executive Director/Programs
4. as Executive Director/Membership
5. as Secretary
6. as Treasurer
7. as Director
8. as Director
9. as Director

Please raise your right hand and repeat after me:

I do solemnly swear, (board repeats)
that I will uphold the bylaws (board repeats)
of the Suncoast Genealogy Society, (board repeats)
do my utmost to fulfill all the duties (board repeats)
assigned to my respective office (board repeats)
and I will serve the members of SGS (board repeats)
faithfully to the best of my ability. (board repeats)

Now, will the members of the Suncoast Genealogy Society please rise and raise your right hand and repeat after me:

I promise to sustain the Executive Board members (members repeat)
just sworn into their respective offices (members repeat)
to the best of my ability (members repeat)
and will help further the goals (members repeat)
of SGS whenever possible. (members repeat)

Thank you and please be seated. The new Executive Board members will officially begin their duties as of now. The outgoing President will now pass the gavel and President's Book to the incoming President. [Remind members when the Ex. Bd. Meeting is and how to add to agenda]

4.6 Treasurer's Sales Order Books & Sheets



123456

CUSTOMER'S ORDER NO.		DATE				
NAME						
ADDRESS						
CITY, STATE, ZIP						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT	MOBE. RETD.	PAY OUT
QUAN.	DESCRIPTION	PRICE	AMOUNT			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
RECEIVED BY						
<small>© 2002 T-4001-10000</small> KEEP THIS SLIP FOR REFERENCE						

4.7 President's Book

- (1) Organizing Documents from State of Florida
- (2) SGS Bylaws and documentation of last change
- (3) P&P Manual
- (4) Contracts & Accounts
- (5) Yearly Annual Reports to Florida State
- (6) Audit Reports
- (7) Budgets
- (8) SGS Miscellaneous
- (9) Forms
- (10) Information on Not-for-Profit Corporations and 501(c)3

4.8 SGS Assets

- (1) Banner, pole and stand
- (2) Table drape
- (3) Podium (donated to PHL)
- (4) Cemetery Books

4.9 SGS Stationery Sample



Suncoast Genealogy Society, Inc.

P.O. Box 1294, Palm Harbor, FL 34682-1294
suncoastgensoc@gmail.com

President
Jean Van Horn

Vice President
Robert Pierro

Secretary
Julie Rodriguez

Treasurer
Kathleen Teaze

**Executive Director-
Membership**
Shari Harmon

**Executive Director-
Programs**
Marianne Bradley

Past President
Robert Shaw

Directors
Beth Bleich
Judy Bishara
Debbie Smyth

Committees
Education Chairs
Ann James
Jean Van Horn
Newsletter/ Editor
Beth Bleich
Library Help Chair
Marianne Bradley
Historian
Ann James
Publicity Chair
Elaine Campoli
Facebook Chair
Julie Rodriguiz

4.10 SGS Budget Category Codes

SGS Budget Category Codes

Inflows

100	Dues
110	Donations
120	50/50 Raffle
130	Door Prize ticket sales
140	Mini Seminars
150	Beg Gen Course
160	Christmas Party
170	Seminar door prize donations
180	Miscellaneous

Program Expenditures

200	Seminar Speaker Fees
205	Seminar handouts & Food
210	Program Speaker fees
215	Refreshments
220	Gifts to PH Library etc.
230	Searcher
240	Program Handouts
250	
260	NEHGS Website & FGS Dues
270	Awards
280	Seminar Door prizes
290	Misc Sales expenses

Admin Expenditures

300	Office & Banking
310	Badges
320	Storage rental
330	PO Box rental
360	Advertising
380	FL Corp Tax

4.11 Seminar Checklist

Speaker:

- Board approval of ALL costs in written report at least 3 months out
- Contract signed or clear email agreement as to what we pay 2 months out
- Approval of any amounts over budget by membership 2 months out

Door Prizes

- Once the speaker and topics are decided send info to door prizes person
- Assign 2 people, one to gather prizes and one to sell tickets
- 2 tables assigned to Door prizes
- Someone to man door prizes and one to sell tickets

Refreshments

- Assign 1 person to take care of refreshments, plus 1 helper
- 2 tables
- Request for people to bring various foods
- Cheese & crackers
- Veggie tray
- Cookie tray
- Coffee
- Water & iced tea/lemonade
- Paper plates, napkins, silverware & tablecloths

Registration

- Assign 2 people to register attendees
- 1 table
- Have registration list available for registrars

Used Books

- Assign 1-2 persons
- 2 tables
- Sell pedigree charts

Membership

- Receive registrations, process and send to Treasurer
- Create name tags & have write on name tags available
- 1 table – could be registration table moved inside once registration done in a pinch

Publicity

- Send Press release to local papers
- Distribute flyers to local libraries
- Distribute flyers to local genealogy societies: Top of the World (Anne Walker); Jewish Genealogy Society; Pinellas
- Get event put on calendars such as FGS and Dick Eastman

Library Liaison

- Work with Library as to number of chairs and tables needed
- Make sure able-bodied people are at the library for set up and take down

Program / Seminar Chair

- write up introduction of speaker and thank you to speaker
- be ready to help speaker set up
- make sure equipment is available and a library person is available to help with technical issues.

4.12 Sample Calendar

Month/Week	Task	Position
May		
Wk 1	File annual report with FL Corporations	SGS Agent
	Give new Board Bylaws & P&P Manual	President
	Treasurer's year-end report	Treasurer
Wk 2	Reserve room for Holiday Party	Programs
Wk 3	Review of Bylaws & P&P	President
	Review of SGS stationary	President
Wk 4	Appoints audit committee 1-2 people	President
June		
Wk 1	Assists audit committee	Treasurer
Wk 2	Programs – settle on 6 months programs + Oct Seminar	Programs
Wk 3		
Wk 4		
July		
Wk 1		
Wk 2		
Wk 3		
Wk 4		
August		
Wk 1		
Wk 2		
Wk 3		
Wk 4	Propose 4 or more topics for seminar to Board	Programs
September		
Wk 1		
Wk 2		
Wk 3	Get room request forms, appoint someone to fill them out & have each chair ok them	President/VP
Wk 4		
October		
Wk 1	Give room request forms to Library	
Wk 2		
Wk 3	Renewal of dues reminder	Membership/Editor
	Send out membership list	Membership
Wk 4	Seminar	Programs/Board
November		
Wk 1	Program committee 6 months of programs	Programs
Wk 2		
Wk 3	Renewal of dues reminder	Membership/Editor

Wk 4		
December		
Wk 1	Holiday Party	
Wk 2		
Wk 3		
Wk 4		
January		
Wk 1	Select Nomination Chair if election year; announce to Board	President
	Provide 4 topic choices for Seminar	Membership
	Nomination Chair assembles committee of 2	Nominations chair
Wk 2		
Wk 3	Renewal of dues reminder	Membership
Wk 4	Announce Nominations Chair at Membership meeting if election year	President
February		
Wk 1		
Wk 2	Treasurer prepares proposed budget	Treasurer
Wk 3	Renewal of dues reminder	Membership
Wk 4	Announce Nominations Committee slate if election year	Nominations chair
March		
Wk 1	Board edits Budget	Board
Wk 2		
Wk 3	Order Appreciation plaque if election year	Treasurer
	Renewal of dues reminder	Membership
Wk 4	Budget vote	Treasurer
	Election if election year	Nominations chair
April		
Wk 1	New Board members are invited to Board meeting	
	Remove members who have not renewed	Membership
Wk 2		
Wk 3	Pay PO Box fee; Pay Storage unit fee	Treasurer
Wk 4	Seminar	Programs/Board
	Register & pay fee to Florida Corporation	Registered Agent
	Anniversary Meeting; someone get cake	Programs
	Installation of new Board	President

5.0 Revisions

Edition 1 – 25 April 2020