GENEALOGICAL AND HISTORICAL SOCIETY

Policies

A.   Amendments Policies and Procedures By A Member

An amendment to the Society's Policies and Procedures can be suggested by any member of the Society. The amendment shall be submitted in writing to the President of the Society. The suggested amendment will be forwarded to the Board of Directors for deliberation. The Board of Directors will make their recommendation to the assembly at the regular meeting after the Board of Directors' decision, but not to exceed (60) days from the submittal of suggested amendment. The Society's Policies and Procedures can be amended by a two-thirds (2/3) vote at this regular meeting.

B.   Authorized Expenditure Limits For The Executive Board

The Board of Directors shall set an Executive Board expenditure limit **each fiscal year,** subject to approval by a majority vote of the assembly at **the first** regular meeting **of the year.** Expenditures in excess of the approved Executive Board expenditure limit must be approved by a majority vote at a regular meeting.

C.   Funded Projects

The Society will only fund historical and genealogical projects or events to which it is a sponsor or co-sponsor.

D.   Publications

1.   A written release shall be obtained from authors whose works or research

is to be published by the Society.

2. An author, whose work or research is published by the Society, shall receive two (2) copies of the published book at no cost. The author shall have the right to purchase additional copies of the published book at cost, according to the publishing agreement with the Society.

E. Development of Donation Guideline

F. Insurance Coverage Guidelines

G. Development of a long range Society Strategic Plan
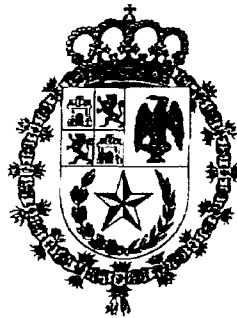
**LOS BEXAREÑOS
GENEALOGICAL AND HISTORICAL SOCIETY**

Recommended Procedures

A. General Meetings

   Order of Business

   Call to order
   Pledge of Allegiance
   Introduction of Guests
   Presentation of Guest Speaker by Vice President
   Reading of Minutes
   Treasurer's Report
   Correspondence
   Committee Reports
   Old Business
   New Business
   Announcements
   Adjournment

After the reading of the minutes, the Chair will state, "If there are no objections, the Minutes stand approved as read." Or "If there are no objections, the Minutes stand approved as corrected." However, even if only one member of the organization "objects," a vote must be taken.

After the treasurer's report, the Chair will state, "The Treasurer's monthly report shall be submitted for audit."

Division of the Assembly – Any member may call for a Division of the Assembly, Whereby the chair will immediately proceed to take the vote, first by having the affirmative rise, and then when they are seated having the negative rise.

No member shall speak more than once on the same subject until all members desiring the floor have spoken; nor more than twice without a two-thirds (2/3) vote; nor more than two (2) minutes at any one time without consent of a majority vote of the current members present. The period of discussion should be monitored by the chair, and if the chair deems that the discussion is taking too long, the chair will ask the assembly if they wish to postpone the debate until the next meeting or if they wish to submit the question to a committee.

Copies of the agenda shall be available to members attending the regular meeting.

Name tags should be worn by all persons attending a regular meeting.

The American Flag shall be displayed at all regular meetings.

When the Society is part of an event, outside of a regular meeting, the Society Banner may be displayed.

A copy of the Society's By-Laws and Policies and Procedures shall be available to members attending a regular meeting. Said copies will be available for viewing at the sign-in table.

B.   Executive Board

1.   The Executive Board shall meet prior to the regular meeting to set the agenda for the regular meeting.

2.   Three members of the Executive Board shall constitute a quorum for Executive Board meetings.

3.   The President of the Society shall provide the Chair of the Board of Directors of the Society copies of regular meeting agendas, minutes of regular meetings, treasurer's reports, and copies of all bank statements.

4.   The Executive Board may approved expenditures items as long as it does not exceed the expenditure limit **as approved by the majority vote of the assembly at the first regular meeting of the year** and it does not conflict with the Bylaws or the Policies and Procedures of the Society.

5.   The Treasurer shall maintain a list of all current paid members.

C.   Hospitality Committee

1. The Hospitality Committee shall maintain an operating fund of $100.00 to provide refreshments and snacks at all regular meetings.

2. A request for additional funds, when needed to maintain the $100.00 operating fund limit, shall be submitted to the Treasurer.

D. Book Sales

1. An annual inventory report of all books for sale shall be maintained, and a copy shall be provided to the President of the Society.

2. Books for Sale shall be stored at the Society's Resource Center.

E. Membership Committee

1. The Membership Committee shall maintain roster of current members, which shall include the member's current home address, telephone numbers, and email addresses. The roster of current members shall be provided by the Treasurer.

2. The Membership Committee may be called on to provide members with announcements or updates which are not posted on the Society's website. The Committee could email such announcements or updates, or they may have to mail or telephone the membership to assure that every member received the announcements or updates.

3. The Membership Committee shall provide a Membership Application form to guests and members, as requested.

F. Speakers

1. Guest Speakers should be scheduled, whenever possible, three (3) months in advance.

2. A Guest Speaker's presentation should be limited to forty (40) to forty-five (45) minutes, with ten (10) minutes allowed for questions.

3. The subject of the presentation and biographical profile of the Guest Speaker should be obtained at least three (3) weeks in advance of their presentation, and this information shall be posted on the Society's website.

4. Each Guest Speaker shall receive a "Certificate of Appreciation" for their presentation. They shall be paid for their parking fees.

G. Records Repository

    1. The Society's Resource Center will be the repository for the Executive Board's and Board of Directors' records and reports, upon completion of their term in office.

    2. Records will include, but not limited to, agendas, minutes, financial reports, correspondence, committee reports, and any other records or correspondence deemed archival.

H. Resource Center

    1. The Society's Resource Center shall be under the direction of the appointed Resource Center Manager.

    2. Written procedures, developed by the Resource Center Manager, and approved by the Executive Board, shall govern the use of the Society's Resource Center.

    3. The Society's Resource Center's days and hours of operation shall be posted on the Society's website.

    4. The Society's Resource Center may be used to conduct meetings of the Board of Directors, the Executive Board, or committees of the Society.

    5. Use of the Resource Center, outside normal hours of operation, shall be coordinated through the Resource Center Manager.

    6. The Resource Center Manager shall limit the number of members having keys to access the Society's Resource Center, and said members shall notify the Resource Center Manager, via email or phone call, of their intended visit and purpose prior to entry of the Society's Resource Center.

    7. The Society's Resource Center will house all books and property of the Society.

    8. Research material belonging to the Society shall not be removed from the Society's Resource Center, unless approved by the Resource Center Manager.

I. Hotel Reimbursements

Upon approval of the Executive Board, a member may receive reimbursement for out of town hotel stays to conduct business on behalf of the Society.