

# MSOG, Inc. Policies and Procedures Manual

This document is a compilation of current policies & procedures of MSOG, Inc. It is intended to be a living document to be reviewed annually and updated as needed

Last updated by the Board January 10, 2021

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## INTRODUCTION

A policy and procedure manual is of great value to a society's board, committee chairs and other volunteers because it serves as a communications link, a timesaving aid, and a handy reference guide. It eliminates repetition, improves operational flow and is an immensely useful administrative tool. It is helpful when training new officers and committees, and alleviates management frustration in the event of illness, death, or sudden resignation. It can also be a valuable asset to a nominating committee when assessing the qualifications of potential candidates by matching each to the clearly delineated job description. Additionally, a potential candidate can view the responsibilities of an offered position before deciding to accept the position. A procedure manual clears the way for more efficient operation of everyday activities and becomes a handy reference guide for society events such as annual meetings.

It is important that every officer and chair have access to a copy of the entire manual. It should be available on the society's website in the password protected section for members to consult. A complete overview of how an organization functions increases a member's insight and awareness of the entire organization and promotes spirit and pride. This awareness improves overall efficiency and communication within an organization.

Volunteers comprise the administrative body of a society. These individuals are busy people who respect and admire efficient organization. Providing a new volunteer an organized job online description showing how the position fits into the operation of the society is very professional, as opposed to a folder or notebook of confusing, outdated, handwritten notes that take untold time to decipher and learn. To save money and time, subcommittee chairs are usually given only a section of the page from the procedure manual that pertains to their particular job function. However, as an assurance that each volunteer knows his or her job and the jobs of others in the organization, it is recommended that the complete procedure manual is available on the society's website password protected section.

A policy and procedure manual contains a society's day-to-day business activities in a concise, consistent, textual format. It is a detailed expansion of the society's operating procedures or bylaws and is often called an operational handbook. All societies should have a policy and procedure manual because it removes gray areas of assumed or ignored operation. It curtails hazardous management syndromes such as "Herd Mentality," "Reinventing the Wheel," "Let George do it," or "Nobody told me." A policy and procedure manual that is simple but thorough will keep a board of directors informed on society procedure and keep individuals informed on specific duties and deadlines.

*Rationale, as described by FGS*

# CHAPTER ONE – STATE OFFICERS

## ALL OFFICERS

Effective Date: 19 April 2020

Next Review: 2022

Election for statewide officers elected by membership is held in all even numbered years (Article IV, Section 1)

Term of office: 2 years, beginning January 1<sup>st</sup> following election. (Article V, Section 2)

### COMPOSITION OF BOARD

The principal officers shall be a president, vice-president, secretary, treasurer, membership director, historian/archivist, and such officers shall perform the duties traditional to their offices and in conformity to the Society's bylaws, this policies and procedures manual, and Robert's Rules of Order and may assume such other duties as the board may request, among which may be the chair of special or permanent committees. However, no two principal offices shall be combined with the exception of secretary and treasurer. Offices, such as secretary, may be divided into multiple positions, i.e. corresponding and recording secretary. Officers, such as archivist/historian, editor, or webmaster, may be elected or appointed as the board may determine.

### ELECTIONS

Statewide elections are held in all even number years prior to the Annual Meeting. See Chapter 5: ELECTION PROCEDURES.

### VACANCIES

A Director may be removed by majority vote of the Society Board for any of the following: failing to perform his/her responsibilities, violating the Society's Bylaws and/or Society Policies, failing to attend two Society Board meetings during his/her term, violating the Society's code of ethics, or taking actions detrimental to the Society. The Director must be informed of the proposed removal via registered or certified mail thirty days in advance of the meeting and has the right to speak on his/her own behalf before the vote is taken. (Article V, Section 12)

### RESPONSIBILITIES

1. Serve as an active member of the Board of Directors.
2. Attend 4 regularly scheduled Board of Directors meetings per year and others as deemed pertinent to conducting the business of MSOG.
3. Prepare an annual budget (for board members, committee chairs and delegates).
4. Prepare a written report for each scheduled Board of Directors meeting to be submitted no later than one week before the meeting.
5. Prepare a report for the Annual Meeting of MSOG.
6. An office will be considered vacant if an officer misses two board meetings, unless the

President is notified in advance of acceptable reasons for the absences. The Board will then fill the vacancy by appointment for the remainder of the term.



# PRESIDENT

Effective Date: 19 April 2020

Next Review: 2022

Elected by the membership in all even numbered years (Article IV, Section 1)

Term of office: 2 years, beginning January 1<sup>st</sup> following election. (Article V, Section 2)

## POLICIES

The PRESIDENT of the Society shall be the Chair of the Board. (Article VI, Section 3)

The officers of the Society shall be: the President, the Vice-President, the Corresponding Secretary, the Recording Secretary, the Membership Director, the Treasurer, the Historian/Archivist, and any other officer positions deemed necessary by the Society Board (collectively, the Society Officers). (Article V, Section 1)

The President shall have executive supervision over the activities of the Society with the scope provided by the bylaws. He/she shall preside at all meetings of the Society and shall report annually by submitting a written report for publication on the activities of the Society. He/she shall appoint committees as set forth elsewhere in the bylaws. (Article V, Section 5)

The Society Board shall meet at least four times annually, with the place and time of the meeting at the discretion of the President in consultation with the Society Board. (Article VI, Section 4)

Special meetings of the Society (Special Members' Meetings) may be called by the President or must be called by the President at the request of three Directors or at the request of five percent of the Society Members on record, who petition the President in writing. Such petition must state the agenda and proposed date of the Special Members' Meeting. Should the President fail to act upon a membership petition, any Director may, under the authority of the petition, call the requested Special Members' Meeting. No business other than the stated agenda in the meeting notice may be acted upon at the Special Members' Meeting. (Article IV, Section 2)

The President may appoint chairpersons to handle specific functions of the Society and its operation, with approval of the Board of Directors. (Article VI, Section 10)

The President shall appoint the members of the Audit Committee with the approval of the Society Board. The Audit Committee Chair may select additional members as required. (Article VII, Section 2)

The President, with the approval of the Board of Directors, may establish additional committees as needed. The President shall be a member, ex officio, of all committees with the exception of the Nominating Committee and the Audit Committee. (Article VII, Section 7)

The Chapter Presidents shall inform the Society President of the names, addresses, telephone numbers, and email addresses of the Chapter Officers. (Article IX, Section 3.)

## **RESPONSIBILITIES**

1. Supervise the activities of the Society, assist in carrying out the policies determined by the Board of Directors, promote the purpose of the Society, and make recommendations to the Board of Directors.
2. Preside over all Society meetings, including meetings of the Board of Directors.
3. Enforce all laws and regulations pertaining to the administration of the Society.
4. Appoint committees chairs as defined in the by-laws and call meetings of these committees as needed.
5. Appoint special committees as necessary to carry out the work of the Society.
6. Appoint a Parliamentarian as necessary for the Board of Directors, and the business meeting of the Annual Conference.
7. Carry out other duties as outlined in the parliamentary authority, as otherwise indicated in this document and as requested by the Board of Directors.
8. Set the time, place, and agenda for all regularly scheduled meeting of the Board of Directors.
9. Call for reports from all officers before all regularly scheduled meetings of the Board of Directors.
10. Hold one of two keys to the post office box. (Key holders are Corresponding Secretary and President.)
11. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

## VICE PRESIDENT

Effective Date: 19 April 2020

Next Review: 2022

Elected by the membership in all even numbered years (Article IV, Section 1)

Term of office: 2 years, beginning January 1<sup>st</sup> following election. (Article V, Section 2)

### **POLICIES**

The VICE-PRESIDENT shall assume the duties of the president in the event of absence, incapacity, or resignation of the President. He/she will chair the Committee to establish the site and program of the Annual Meeting. (Article V, Section 6)

### **RESPONSIBILITIES**

1. Assist the President in carrying out the duties of that office and work under the direction of the President.
2. Preside in the absence or at the request of the President.
3. Succeed to the office of President for the unexpired term in the event of the death, incapacity, or resignation of the President.
4. Chair the Committee to establish the site and program of the Annual Meeting.
5. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

# RECORDING SECRETARY

Effective Date: 19 April 2020

Next Review: 2022

Elected by the membership in all even numbered years (Article IV, Section 1)

Term of office: 2 years, beginning January 1<sup>st</sup> following election. (Article V, Section 2)

## POLICIES

The RECORDING SECRETARY shall be the Clerk of the Corporation, and shall keep the minutes of the Society and of the meetings of the Society Board, and shall preserve all minutes, reports, and legal documents. He/she shall keep and have available for reference at State meetings the Society's Charter, Society Bylaws, and Society Policies. The Recording Secretary shall keep current a list of all Committee chairs and members. Minutes of meetings of the Society and the Society Board shall include all motions and final votes. (Article V, Section 7)

## RESPONSIBILITIES

1. The Recording Secretary shall have charge of such books, papers and other property of the Society as the Society Board may designate and will take and record the minutes of meetings.
2. The Recording Secretary shall serve as Clerk of the Corporation. As Clerk of the Corporation, the Recording Secretary coordinates with the Treasurer to send information to the MA Secretary of State to ensure MSOG's compliance with our position as a Corporation, non-profit 501(c)(3) especially as outlined at [www.sec.state.ma.us/cor](http://www.sec.state.ma.us/cor).
3. Obtain results from the board's electronic voting and add the information to the subsequent board meeting minutes.
4. Record minutes from board electronic voting and regular meetings in a concise and readable format. Meeting minutes should contain:
  - a) Type of meeting (regular member, board, executive or special).
  - b) Name of Society.
  - c) Date and place of meeting.
  - d) Officers and committee chairs present and absent with or without an excuse and guests.
  - e) Presentation for approval of minutes of previous meeting. Corrections should be noted in the margin of the minute's pages.
  - f) Name of all makers of motions, the motion, and its disposition.
  - g) Hours of meeting and adjournment.
  - h) Treasurer's monthly/quarterly report and all other appropriate officer, committee and delegate reports.
  - i) Major topics discussed so as to provide an overview of what transpired at the meeting and any follow-up that may need to be done.
5. Distribute the Board meeting minutes to all Board members within two weeks following the meeting.
6. Upload approved Board meeting minutes to a password protected section of the website.

7. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

#### OTHER

8. Have available at the meetings: the current Bylaws, the *Policies and Procedures Manual* and the current years plus the prior two year's board, regular and executive meeting minutes, either in print or via electronic access.
9. Obtain the minutes from any meeting that the Secretary was unable to attend.
10. Ensure that a capable replacement will be at the meetings when the Secretary is unable to attend.
11. The Secretary's file should contain at a minimum:
  - a) Copies of all legal documents
  - b) Copies of officer, committee and delegate reports
  - c) Copies of current and previous two years regular, board and executive meeting minutes, either in print or via electronic access.
  - d) Current Policies and Procedures Manual and Bylaws.

## CORRESPONDING SECRETARY

Effective Date: 19 April 2020

Next Review: 2022

Elected by the membership in all even numbered years (Article IV, Section 1)

Term of office: 2 years, beginning January 1<sup>st</sup> following election. (Article V, Section 2)

### **POLICIES**

The CORRESPONDING SECRETARY shall receive any correspondence directed to the Society and distribute the same to various persons as appropriate, shall prepare any correspondence of the Society as directed, shall cause Board members to be notified in advance, of scheduled and special Board meetings, shall cause all members of the Society to be notified by email and by mail of the Annual Meeting and Special Society Meetings at least thirty days in advance. (Article V, Section 8)

The Corresponding Secretary must notify all Directors of quarterly Board meetings by email or mail, not less than seven days prior to the date of the regularly scheduled Society Board meeting, with said notice to include the time and place of the meeting. (Article VI, Section 4)

The Corresponding Secretary shall cause all Directors to be notified of the Special Board Meeting by email or mail not less than fourteen days prior to the date of the Special Board Meeting with the time, place, and agenda of the meeting. Seventy-five percent of the Society Board must be present electronically or physically to conduct business at such Special Board Meetings and action may be taken by a majority of those present. (Article VI, Section 9)

### **RESPONSIBILITIES**

1. Present a current agenda 10 days prior to all regularly scheduled meetings of the Board of Directors.
2. Holds one of two keys for the P.O. Box. (Key holders are Corresponding Secretary and President.) Picks up and distributes, every 7 to 10 days, the Society's mail from the P.O. Box in Ashland, MA. Sends the invoice for the yearly payment for the post office box to the Treasurer. Purchases envelopes, labels, and postage for mailing purposes, sending receipts to the Treasurer for reimbursement.
3. Respond by answering any general correspondence that is addressed to the Society and received through the post office box. (All Board members answer their own correspondence.)
4. Call for agenda items 20 days before each regularly scheduled Society board meeting. Call should request
  - i. Topic name and whether it is a report, presentation, discussion, etc.
  - ii. Name of person(s) responsible
  - iii. Amount of time needed for the topic
5. Follow procedures for vote by the membership for any Board approved changes to the Bylaws.
6. Complete all correspondence necessary for the Society as directed by the Society Board.

7. Maintain a file of all correspondence. Transfer correspondence to Historian/Archivist when no longer current.
8. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

# TREASURER

Effective Date: 19 April 2020

Next Review: 2022

Elected by the membership in all even numbered years (Article IV, Section 1)

Term of office: 2 years, beginning January 1<sup>st</sup> following election. (Article V, Section 2)

## POLICIES

The TREASURER shall be responsible for the safekeeping of Society funds and for maintaining adequate financial records and preparing an annual financial report, tax forms, and State and Federal reports. The Treasurer shall maintain a checking account in the name of the Society for receipt of dues, etc., and for payment of bills. He/she shall collect Chapter membership dues and shall accept gifts and bequests on behalf of the Society. The Treasurer is the Chair of the Financial Planning Committee. The Treasurer's books shall be audited annually, at the end of the fiscal year by the Audit Committee, as provided elsewhere. (Article V, Section 9)

FINANCIAL PLANNING COMMITTEE shall include the State Treasurer as Chair and the Chapter Treasurers. The Committee shall develop an annual budget and a long-range financial plan updated annually. Said documents will be reviewed by the board prior to the call for the Annual meeting, and shall be made available to the members at the Annual Meeting. (Article VII, Section 3)

1. Budget/Finance—Treasurer monitors; Board approves budget.
2. Money raised by society must be used for educational purposes. (IRS Code 501(c)(3).)

## RESPONSIBILITIES

1. Maintain the bank accounts of the society in a current and responsible manner.
2. Manage PayPal account; oversee transfer of funds from PayPal to bank.
3. Deposit all funds within two weeks of receipt.
4. Pay all approved bills in a timely fashion to avoid finance charges.
5. Keep accurate records of receipts and disbursements in society ledger book and checkbook and/or computer accounting program.
6. Prepare Monthly/Quarterly Financial Report for Board and regular meetings.
7. Reimburse Officers, Committee Chairs and other members for allowable society expenditures upon receiving an Expense Report form and appropriate receipts.
8. File or cause to have filed any tax returns mandated by the IRS and State Agencies.
9. Collect membership dues from the Chapters and Organizations in the form of Cash, Checks and PayPal transactions. All dues are deposited into the Society's bank account.
10. Create Transmittal Sheet (TS) forms for each chapter, send out for review (to Chapter Treasurer and Chapter Membership person, CC Chapter President and Society Membership



Director) and disburses Chapter's portion of dues, donations and mailing fees within 10 days of review of TS form.

11. Create TS form for Organization dues, sends copy to Society Membership Director.
12. Develop and update any forms appropriate to the membership process with the Membership Director and Webmaster for payment of dues both electronically and by check or cash.
13. Collections payment for additional copies of articles published in *MASSOG* and copies of the entire printed Journal.
14. Accept gifts and bequests on behalf of the Society.
15. Serve as Chair of the Financial Planning Committee.
16. Make all financial records available for audit at the end of the fiscal year by the Audit Committee. Keep copies of current and previous year's audits.
17. Present a financial report at the Annual Meeting covering the entire previous year.
18. Responsible for maintaining, using, and keeping current Expense/Voucher Form.
19. File annually (by November 1) with the Secretary of State of Massachusetts – Annual Report and pay fee.
20. File as needed with the Secretary of State of Massachusetts – Certificate Change of Directors or Officers. No fee. (Note: information needs to match that of the Annual Report)
21. File annually (by February 15) with the IRS form 990-N for the State and Chapters. No fee.
22. File every 10 years (expires September 12 2025) with the Massachusetts Department of Revenue – Form ST-ER (Application for Sales Tax Exemption Renewal – for Non-Profit Organizations).
23. Ensure the Society has adequate Liability Insurance. (Required by NERGC to have a booth in the Exhibit hall.)
24. Annual Meeting – as part of the Annual Meeting committee, establish with the Membership Director the Registration Process as listed in the Annual Meeting Section.
25. Provide petty cash and electronic means of payment for any fundraising activities and collect and report on such activities to the Board.
26. Provide petty cash and electronic means of payment for Sales at an exhibit hall booth, i.e. New Membership dues, other promotional items and/or publication.
27. Provide payment for MSOG sponsored speaker as contracted for special events (i.e. NERGC).
28. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

## MEMBERSHIP DIRECTOR

Effective Date: 19 April 2020

Next Review: 2022

Elected by the membership in all even numbered years (Article IV, Section 1)

Term of office: 2 years, beginning January 1<sup>st</sup> following election. (Article V, Section 2)

### **POLICIES**

The MEMBERSHIP DIRECTOR shall be responsible for notifying members when dues are payable; shall receive all new and/or renewal membership data as received or submitted by each Chapter or received via the Society post office box, recording the same to maintain an up-to-date complete Society membership list. Chapter membership lists will be provided to Chapter officers, as needed. (Article V, Section 10)

### **RESPONSIBILITIES**

1. Maintain an up-to-date complete Society membership database of members' names and contact information:
2. Assign membership numbers to new members and inform Chapter Membership.
3. Keep accurate records of membership information.
4. Report to the Board of Directors at each regularly scheduled Board meeting the current number of members and their distribution by chapter.
5. Ensure Chapter Membership Directors are knowledgeable on the use of the transmittal sheet form (TS).
6. Responsible for notifying members when dues are payable.
7. Supply membership cards and membership applications to the Chapters for distribution to their members.
8. Responsible for all Subscription Memberships, including distribution of monthly *Past Times* and other society communication.
9. Provide officers access to membership information as needed.
10. Present a membership report at the Annual Meeting.
11. Responsible for registration for the annual meeting.
12. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

# HISTORIAN/ARCHIVIST

Effective Date: 19 April 2020

Next Review: 2022

Elected by the membership in all even numbered years (Article IV, Section 1)

Term of office: 2 years, beginning January 1<sup>st</sup> following election. (Article V, Section 2)

## POLICIES

The HISTORIAN/ARCHIVIST shall compile and keep a record of the activities, honors, and achievements of the Society and its members; shall collect and preserve all items of historical interest to the Society; shall receive and preserve genealogies submitted to the Society by its members; and shall maintain a permanent file of Society publications. (Article V, Section 11)

## RESPONSIBILITIES

1. Collect and preserve all items of historical interest to the Massachusetts Society of Genealogists, Inc., (MSOG), to include, but not limited to:
  - a. Copy of Articles of Incorporation
  - b. Copy of all Bylaws, amendments and revisions.
  - c. Copy of Policy & Procedures Manual and all revisions
  - d. Annual reports of all officers
  - e. Annual reports of all chapters
  - f. Reports from officers to Board of Directors meetings
  - g. Minutes of all Board of Directors meetings
  - h. Financial records
  - i. Permanent copy of each issue of *Past Times*
  - j. Permanent copy of each issue of *MASSOG*
  - k. Permanent copy of all electronic materials such as CDs
  - l. Tax exemption letters
  - m. Any other materials of historical interest to MSOG.

These may be maintained in the Historian's home so they are easily accessible.

2. Prepare, administer, and maintain the Document Retention Schedule for MSOG documents with the approval of the board.
3. Retrieve from the archives for officers, copies of various documents as needed for MSOG activities.
4. Secure and use appropriate archival quality storage containers and materials to protect all documents and other archival materials.
5. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

# MASSOG EDITOR

Effective Date: 19 April 2020

Next Review: 2022

At will (Article VI, Section 1)

Term of office: No fixed term (Article VI, Section 1)

## **POLICIES**

The Society Board shall consist of the Society officers as well as the *MASSOG* Editor, *Past Times* Editor, Webmaster, and the Chapter Presidents. (Article VI, Section 1)

The *MASSOG* Editor has no fixed term and serves at will. (Article VI, Section 1)

A periodical known as *MASSOG* shall be published and distributed three times a year to all paid members as provided elsewhere in the bylaws. This publication will be the responsibility of the Editorial Board, empowered to solicit material, edit, publish and distribute the Society's periodical.

The *MASSOG* Editor shall be appointed by the Board of Directors and a supporting Editorial Board of at least three more members shall be appointed by the Editor with the concurrence of the Board of Directors. The *MASSOG* Editor, when seated, shall be a voting Director. (Article VIII, Section 1.)

## **RESPONSIBILITIES**

1. Solicit articles, abstracts, etc. of either a genealogical nature or historical value, pertaining to Massachusetts, to be published in *MASSOG*. Types of articles solicited include: Bible records; church membership lists; compiled family genealogies; methodology articles; discussion of helpful sources; archives; genealogical holdings of libraries; obituaries; book reviews; and helpful tips for researchers
2. Include a letter from the president in each issue.
3. Write an Editor's letter as needed.
4. Comply with participation agreements entered into by the Board with agreed-upon affiliations and Society events. Compliance shall be accomplished with the support of the appropriate MSOG delegates or Committee Chairs.
5. Create a contents page with a descriptive title of each article and include page numbers.
6. Ensure that the title of each article includes family names and locations when possible.
7. Ensure that an index is created each year to be included in the last issue.
8. Ensure that each issue is sent to PERSI.
9. Solicit permission for use of copyrighted materials.
10. Obtain a signed release form from authors. Maintain file of said releases. The releases are to be held by the Historian/Archivist.
11. Transmit a proofed electronic pdf file to the printer by December 1, April 1, and August 1.
12. Transmit a proofed electronic pdf file to the Webmaster for posting on the Members Only

website by or before the print publication date.

13. Ensure that all members receive a copy, either by mail or electronically. Submitters may request two additional copies by mail at no charge and pay the regular price after that. Current pricing for additional copies: \$4.00 for each additional copy prior to the time of printing and \$5.00 for each additional copy after the time of printing, if available. All *MASSOG* issues will be made available on the website for members to download for free at any time. Single articles will be made available on the website for nonmembers to download for \$5.00 each. All monies collected to be delivered to the Treasurer along with transactional details (submitter and number of copies).
14. Recruit proofreaders, indexers, and/or other help as needed.
15. Submit a report to the Board of Directors prior to each regularly scheduled meeting.
16. Submit an invoice to the Treasurer, either electronically or by postal mail, for each issue after the final approved version is submitted to the designated printer. This may be sent to the treasurer directly from the printer. Receipts for additional copies sent by the Editor will be presented to the Treasurer.
17. Help edit items presented to the Editorial Board with a goal of making each article both grammatically and historically correct using Microsoft Word styles as provided by Helen Ullmann in "Writing a Family Sketch in *Register* Style." This article may be found online at *AmericanAncestors.org*. Editor and Editorial Board members are to ensure that the material is properly documented and gives credit to others when required, citing all sources.
18. Oversee and be responsible for the biennial Writing Contest, including publicity, all appropriate forms, and author releases. This includes recruiting judges, making sure articles for the Writing Contest are forwarded to the judges without names, overseeing the printing of the award certificates, and arranging for the award money amounts to be approved by the Society Board. One of the Editor's Board members may be assigned this duty.
19. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

## PAST TIMES EDITOR

Effective Date: 19 April 2020

Next Review: 2022

At will (Article VI, Section 1)

Term of office: no fixed term. (Article VI, Section 1)

### **POLICIES**

The Society Board shall consist of the Society officers as well as the *MASSOG* Editor, *Past Times* Editor, Webmaster, and the Chapter Presidents. (Article VI, Section 1)

The *Past Times* Editor has no fixed term and serves at will. (Article VI, Section 1)

### **RESPONSIBILITIES**

1. The *Past Times* Editor will be responsible for designing the layout, compiling articles, and publishing the newsletter.
2. The *Past Times* Editor will establish and communicate deadlines for receipt of information for the current month's issue of *Past Times*.
3. *Past Times*, with publication dates from September through June, will be distributed to the membership on a monthly basis from August through May. *Past Times* will not be distributed during the months of June and July.
4. The *Past Times* Editor will email the current month's issue of *Past Times* to the state membership director and the webmaster for appropriate distribution among the MSOG membership. This mailing will be done 10 days prior to the first chapter meeting of the month.
5. Recruit proofreaders as needed.
6. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

# WEBMASTER

Effective Date: 19 April 2020

Next Review: 2022

At will (Article VI, Section 1)

Term of office: no fixed term (Article VI, Section 1)

## **POLICIES**

The Board of Directors shall consist of the above officers plus the *MASSOG* Editor, *Past Times* Editor, Webmaster (if a member), and the Presidents of the Chapters. (Article VI, Section 1)

The Webmaster has no fixed term and serve at will. (Article VI, Section 1)

## **RESPONSIBILITIES**

1. Maintain and update the website on a timely basis as needed to provide accurate, updated information.
2. Maintain the PayPal links on the website, and coordinate PayPal activities with the Treasurer and Membership Director.
3. Pay bills for webhosting or other such website-related services and submit to the Treasurer for reimbursement, unless setup for auto payments from MSOG bank account and/or debit card.
4. Pay bills for domain name registration or other sub website-related services as necessary and submit bills to the Treasurer for reimbursement, unless setup for auto payments from MSOG bank account and/or debit card.
5. Maintain an updated list of usernames and passwords and other information necessary to the operation of the MSOG website. Confirm that those applying for usernames and passwords are current members before giving them members-only privileges.
6. Fulfill the responsibilities common to all officers listed in the All Officers section of Chapter One.

## CHAPTER TWO – STATE COMMITTEES

### GENERAL TO ALL COMMITTEES AND DELEGATES

1. Promote and advertise the event where appropriate to the committee's involvement.

### AUDIT COMMITTEE

Effective Date: 10 July 2011, Last Reviewed 2 February 2014

Next Review: 2014

At will

Term of office: no fixed term

#### **POLICIES**

AUDIT COMMITTEE shall consist of one or more qualified persons, who are not Society Officers or Chapter Treasurers, and shall annually examine the Treasurer's books, funds, and inventories of other assets at the end of the fiscal year. The President shall appoint the members of the Audit Committee, with the approval of the Society Board. The Audit Committee Chair may select additional members as required. If the Committee finds everything in order, it shall certify to the accuracy of the records. The Treasurer shall provide the financial information to the Audit Committee before the end of the second quarter of the new fiscal year, the audit shall be completed within sixty days of receiving the financial information. The Audit Committee shall report its findings to the President and the Treasurer immediately, and to the membership. (Article VII, Section 2)

The President shall be a member, ex officio, of all committees except the Nominating and Audit Committees. (Article VI, Section 2)

#### **RESPONSIBILITIES**

1. Recommend to the Board of Directors, a qualified accounting individual (or organization) to perform an annual financial examination of the Society's finances.
2. Receive the report from the individual or organization that performs the financial examination and present it to the Board for approval and consideration of any recommendations for changes in accounting procedures.
3. The Committee Chair shall promote and advertise the activities of the committee, using the Society communications vehicles, where appropriate to the committee's involvement.
4. The Committee Chair shall prepare an Annual Report to be presented at the Annual Meeting. These reports then become part of the permanent records of the Society.



## FINANCIAL PLANNING COMMITTEE

Effective Date: 10 July 2011, Last Reviewed 2 February 2014

Next Review: 2014

At will

Term of office: no fixed term

### **POLICIES**

FINANCIAL PLANNING COMMITTEE shall consist of the State Treasurer as Chair and the Chapter Treasurers. The Committee shall develop an annual budget and a long-range financial plan, updated annually, both reviewed by the Society Board prior to the call for the Annual Meeting, and both shall be made available to the Society Members at the Annual Meeting. (Article VII, Section 3)

### **RESPONSIBILITIES**

1. The Committee Chair shall carry out the responsibilities of the committee.
2. The Committee Chair shall promote and advertise the activities of the committee, using the Society communications vehicles, where appropriate to the committee's involvement.
3. The Committee Chair shall prepare an Annual Report to be presented at the Annual Meeting. These reports then become part of the permanent records of the Society.

## NOMINATING COMMITTEE

Effective Date: 10 July 2011, Last Reviewed 2 February 2014

Next Review: 2014

Appointed in the year that the statewide election is held

Term of office: Length of election process.

### **POLICIES**

The NOMINATING COMMITTEE shall be comprised of one or more members from each chapter appointed by the Chapter Presidents, if so desired, prior to the biennial Annual Meeting. The Nominating Committee shall make nominations for all State offices and the Society Board positions for which elections are to be held. The Nominating Committee shall ensure that all nominees are eligible for election and willing to serve. A member of the Nominating Committee may not be a candidate for office.

**ELECTIONS** The Nominating Committee shall prepare an electronic ballot for voting and assure that all eligible voters are informed by email, or by mail. A written ballot shall be available for members who do not use email. (Article VII, Section 6)

### **RESPONSIBILITIES**

1. The Nominating Committee shall issue a Call for Recommendations for Nominations, according to approved procedures
2. The Nominating Committee shall make nominations for all offices and board positions for which elections are held. The Nominating Committee shall ensure that all nominees are eligible for election and willing to serve.
3. The Nominating Committee shall prepare an electronic ballot for voting according to approved procedures.
4. The Committee Chair shall promote and advertise the activities of the committee, using the Society communications vehicles, where appropriate to the committee's involvement.
5. The Nominating Committee shall prepare an Annual Report to be presented at the Annual Meeting. These reports then become part of the permanent records of the Society.

# RESEARCH/EDUCATION COMMITTEE

Effective Date: April 27, 2014

Next Review: July 2015

Established and appointed by President, with the approval of the Board of Directors

At will

Term of office: no fixed term

## **POLICIES**

OTHER COMMITTEES (Article VII, Section 7) The President, with the approval of the Board of Directors, may establish additional committees as the need may arise.

The President shall be a member, ex officio, of all committees except the Nominating and Audit Committees.

## **RESPONSIBILITIES**

1. The Committee shall consist of a Chair and one member from each chapter of the society.
  - a. Members of the Committee will be given training in presentation software and presentation skills.
  - b. Members of the Committee are expected to offer to deliver MSOG presentations for chapter meetings, conferences and other MSOG-approved events.
2. The Committee shall suggest sources and resources that would be of use to individual members.
  - a. Requests for Assistance shall be solicited via all communication channels used by MSOG.
  - b. Each request for Assistance shall include a statement of permission for publication of the question and answers.
  - c. Each request for Assistance shall also include a disclaimer about the professionalism and experience of those replying to the requests.
  - d. Responses shall be sent from a generic MSOG email address to protect the identity of the member responding.
  - e. Assistance will focus on references that are available and not on the actual research.
3. The Committee shall create, and make available to all chapters, several presentations on Genealogical Research in Massachusetts.
  - a. Topics should include something for beginners.
  - b. Additional topics should build off of the categories in the *Legacy Quick Guide for Massachusetts*.
  - c. As presentations are created, they will be first presented to a subset of the State Board for comments and then to a second subset of the State Board before the Committee Chair asks for acceptance of the program by the Society.
  - d. All presentations developed by the Committee are the property of Massachusetts Society of Genealogists, Inc.

- e. At least three Society presentations should be given to various chapters each program year.
  - f. Once several members are comfortable presenting these programs, they will be considered for the MSOG-sponsored presentation for conferences.
  - g. Any use of these presentations requires approval of the State Board and will be done in a manner that acknowledges the presentation as property of MSOG.
4. The Committee will refer research requests to professional genealogists, where appropriate. Currently these are forwarded to NEAPG under our partnership agreement with them.
  5. The Committee Chair shall promote and advertise the activities of the Committee, using the Society communication vehicles, where appropriate to the committee's involvement.
  6. The Committee Chair shall prepare an Annual Report to be presented at the Annual Meeting. These reports then become part of the permanent records of the Society.

# TECHNOLOGY COMMITTEE

Effective Date: 25 September 2011

Next Review: July 2014

At will

Term of office: no fixed term

## **POLICIES**

### **OTHER COMMITTEES (Article VII, Section 7)**

The President, with the approval of the Board of Directors, may establish additional committees as the need may arise.

The President shall be a member, ex officio, of all committees except the Nominating and Audit Committees.

## **RESPONSIBILITIES**

1. The Technology Committee shall explore technologies for the Society to support.
2. The Technology Committee Chair shall investigate hardware/software needs of the Society for operational efficiency of the Society as well as to meet needs of the members.
3. The Technology Committee Chair shall develop and/or offer educational programs to meet member needs at beginning, intermediate and advanced levels.
4. The Committee Chair shall promote the activities of the committee, using the Society communications vehicles, where appropriate to the committee's involvement.
5. The Technology Committee Chair shall prepare an Annual Report to be presented at the Annual Meeting. These reports then become part of the permanent records of the Society.

## TELLERS COMMITTEE

Effective Date: 10 July 2011, Last Reviewed 2 February 2014

Next Review: early 2014

At will

Term of office: no fixed term

### **POLICIES**

OTHER COMMITTEES (Article VII, Section 7)

The President, with the approval of the Board of Directors, may establish additional committees as the need may arise.

The President shall be a member, ex officio, of all committees except the Nominating and Audit Committees.

All Committee Chairs shall prepare an Annual Report to be presented at the Annual Meeting. These reports then become part of the permanent records of the Society.

### **RESPONSIBILITIES**

1. The Tellers Committee shall consist of three (3) or more members of the Society to oversee the election of the Society.
  - a. Review and tally the electronic ballots
  - b. Collect and review the mailed ballots
  - c. Declare uncontested candidates as winners by acclamation at end of voting period.
  - d. Report to the Board in a timely fashion before the Annual Meeting
2. The Committee Chair shall promote and advertise the activities of the committee, using the Society communications vehicles, where appropriate to the committee's involvement.
3. The Committee Chair shall prepare an Annual Report to be presented at the Annual Meeting. These reports then become part of the permanent records of the Society.

## OTHER COMMITTEES

Effective Date: 10 July 2011, Last Reviewed 2 February 2014

Next Review: 2014

Established and appointed by President, with the approval of the Board of Directors

Term of office: To be determined as committee is established

### **POLICIES**

OTHER COMMITTEES (Article VII, Section 7)

The President, with the approval of the Board of Directors, may establish additional committees as the need may arise.

The President shall be a member, ex officio, of all committees except the Nominating and Audit Committees.

### **RESPONSIBILITIES**

1. The Committee Chair shall carry out the responsibilities of the committee.
2. The Committee Chair shall promote the activities of the committee, using the Society communications vehicles.
3. The Committee Chair shall prepare an Annual Report to be presented at the Annual Meeting. These reports then become part of the permanent records of the Society.

## CHAPTER THREE --- SOCIETY DELEGATES

Delegates represent the State Society and the Society's interest in the success of affiliate organizations.

### DELEGATE: FEDERATION OF GENEALOGICAL SOCIETIES

Effective Date: 19 April 2020

Next Review: 2022

Established and appointed by President, with the approval of the Board of Directors

Term of office: Two years

#### **POLICIES**

From Federation of Genealogical Societies Bylaws, revised December 2014

<http://www.fgs.org/about/bylaws/>

Section 4.02 – Categories of Membership:

The Board of Directors may designate categories of membership, including special categories for those who would not otherwise qualify for membership.

- A. Each Member Society shall appoint or select annually from its own membership or staff one voting delegate to FGS who shall act as the official liaison between the Member Society and FGS. Each delegate shall have the right to cast one vote in official FGS elections so long as the Member Society is in good standing.
- B. Each Member shall be entitled to full benefits accorded by category as defined by the Board.

#### **RESPONSIBILITIES**

1. Attend and participate in FGS meetings
2. Represent the interest of MSOG, Inc.
3. Keep MSOG abreast of FGS activities.
4. FGS delegate(s) will submit a written report to the board after each meeting. These meeting reports may be submitted at a MSOG board meeting or through electronic communication.



## DELEGATE: MASSACHUSETTS GENEALOGICAL COUNCIL

Effective Date: 19 April 2020

Next Review: 2022

Established and appointed by President, with the approval of the Board of Directors

Term of office: Two years

### **POLICIES**

From their website (16 March 2020): <https://www.massgencouncil.org/membership>

Our organizational members provide communication and support from Massachusetts genealogy and historical societies and libraries. We ask each society to provide a delegate to participate in our board meetings. New and fresh points of view are important and enable us to fulfill our mission.

### **RESPONSIBILITIES**

1. Attend and participate in MGC board meetings.
2. Represent the interest of MSOG, Inc.
3. Keep MSOG abreast of MGC activities.
4. Manage MSOG table in vendor hall at their Seminar Events.
5. Promote the MGC Seminar Events to MSOG members.
6. Submit a written report to the Board after each meeting. These meeting reports may be submitted at a MSOG Board meeting or through electronic communication.

# DELEGATE: NERGC (New England Regional Genealogical Consortium, Inc.)

Effective Date: 19 April 2020

Next Review: 2022

Established and appointed by President, with the approval of the Board of Directors

Term of office: Two years

## **POLICIES**

MSOG's NERGC delegate(s) is a time-honored position. The delegate(s) is (are) the liaison(s) between MSOG and NERGC. The NERGC delegates

- are appointed by the MSOG board
- Names are sent to NERGC to inform them of a delegate from our society.

**From New England Regional Genealogical Consortium, Inc Bylaws.**

<https://nergc.org/bylaws/>

## Standing Rules

### ARTICLE I REPRESENTATION AT MEETINGS OF NERGC

A. On all matters brought before NERGC each participating society shall have one (1) vote.

B. Each participating society shall designate two (2) delegates empowered to cast the society's vote. Delegates are encouraged to attend all announced meetings. The Board of Directors recommends that one of the delegates from each society be designated to serve for one full conference cycle (2 years).

## **RESPONSIBILITIES**

1. Attend and participate in NERGC Delegate meetings
  - There are four meetings a year. During the year in which the NERGC conference occurs, one or two of those meetings may be held at the conference site prior to the day of the conference. These meetings are generally walk-through meetings that enable the NERGC board and delegates see first-hand the conference layout.
  - Meetings have been held at the Sudbury Senior Citizen Center, in Sudbury, MA. Meeting times are 1:00 P.M. to about 3:00 P.M.
2. Keep MSOG abreast of NERGC activities –
  - In all instances, the NERGC delegate(s) will bring information to the MSOG board in a timely manner, especially where deadlines are concerned.
3. Assist in fulfilling the NERGC Conference Agreement and Optional Activities.

- NERGC delegate(s) will submit a written report to the board after each meeting. These meeting reports may be submitted at a MSOG Board meeting or through electronic communication.

# CHAPTER FOUR – STATE STANDARD OPERATING PROCEDURES

## ANNUAL MEETING

Effective Date: 10 July 2011

Last Reviewed: 2 February 2014, 10 January 2021

Next Review: 2022

### **POLICIES**

The Society shall hold an annual meeting each year (the Annual Meeting). The election of Society officers is announced at Annual Meetings held in even-numbered years. (Article IV, Section 1)

Provided that due notice is given to the membership, a quorum shall consist of the Society Members present at the meeting. (Article IV, Section 4)

The Vice-President shall chair the Committee to establish the site and program of the Annual Meeting. (Article V, Section 6)

The Corresponding Secretary shall cause all Society Members to be notified by email and by mail of the Annual Meeting at least thirty days in advance. (Article V, Section 8)

All Committee Chairs shall prepare an annual report to be presented at the Annual Meeting. (Article VII, Section 8)

### **RESPONSIBILITIES**

The MSOG Vice President is charged with responsibility for the planning, organization and execution of the Annual Meeting. A committee comprising the State Treasurer, Membership Director and a representative from each Chapter shall assist the MSOG Vice President. This group will:

- Present to the Society Board the proposed budget and program for the Annual Meeting. This must be completed prior to the second Board meeting during the calendar year of the Annual Meeting. The proposed budget and program should include the following information: date, location, development of the program and identification of other activities.
- Co-ordinate with the Society Treasurer to establish and manage the budget for the Annual Meeting.
- Arrange for speakers, if appropriate for the program to be presented.
- Solicit, enlist, and direct volunteers in the conduct of various tasks and jobs throughout the process to include, yet not limited to the day of the event and afterward.
- Upon completion of the Annual Meeting, present a recap or summarization report to the Board. For example, this report can include the number of attendees (breakdown by Chapter), expenses, feedback from attendees, and/or additional relevant information.

Other activities of the group may include (but are not limited to):

- Administration
  - Name tag preparation

- Preparing attendee packets/handouts
- Ordering food (continental breakfast and/or lunch)
- Evaluation forms
- Space (determine needs specific to accessibility and functionality for the group; organize set up and teardown)
- Program development and execution
- Fund raising (sponsorship)
- Vendor/exhibitor participation
- Publicity

### **REGISTRATION PROCESS**

Registration will be the responsibility of the Treasurer and Membership Director, with the support of the Webmaster for online services. As a joint team they will be responsible for receiving the reservations and payment, processing the information, internal recording of information, preparing and maintaining a list of pertinent information.

### **ANNUAL MEETING PROGRAM**

At a minimum, the program will consist of the Annual Meeting. Program for the Annual Meeting will include:

- Introduction by the President
- Approval of the minutes of the last annual meeting which are to be provided to members in advance. The Recording Secretary may request to waive the reading of the prior year's meeting minutes.
- Treasurer's Report
- Membership Report
- Old Business
- New Business
- Discussion of any issue requiring a vote by Society members. For issues to be referred to the membership, a vote will be held following the meeting electronically and by mail, as per bylaws.
- In the years when the Writing Contest is run, the winners will be announced.

### **SPEAKERS**

The Annual Meeting Committee will select speakers based on responses to a Call for Papers. The Committee will determine and arrange for speaker needs (AV, podium, etc.).

### **PUBLICITY**

It is the responsibility of the Annual Meeting Chair to coordinate publicity for the event. The Annual Meeting Chair provides the Corresponding Secretary with Annual Meeting flyers. The Corresponding Secretary ensures that members are notified of the Annual Meeting by distributing the flyers to the Webmaster, the *MASSOG* Editor, the *Past Times* Editor, the Chapter Presidents, and the appointed Social Media administrators. The information should include the

program, speakers, registration fees, and driving directions. Advertising includes ConferenceKeeper.com.

# ELECTION PROCEDURES

Effective Date: 10 July 2011

Last Reviewed: 19 July 2015, 10 January 2021

Next Review: 2022

We changed our bylaws in November 2011 to move to a system where all members have an opportunity to vote.

## **POLICIES**

The Nominating Committee shall be comprised of one or more members from each chapter appointed by the Chapter Presidents, if so desired, prior to the biennial Annual Meeting. The Nominating Committee shall make nominations for all State offices and the Society Board positions for which elections are to be held. The Nominating Committee shall ensure that all nominees are eligible for election and are willing to serve. A member of the Nominating Committee may not be a candidate for office. (Article VII, Section 4)

The Nominating Committee shall report the slate of candidates in *Past Times* and on the Society website two months before the election. Additional candidates may be added to the ballot by the petition of least seven members, sent to the Recording Secretary within thirty days of the publication of the Nominating Committee's Report. (Article VII, Section 5)

The Nominating Committee shall prepare an electronic ballot for voting and assure that all eligible voters are informed by email, or by mail. A written ballot shall be available for members who do not use email. (Article VII, Section 6)

## **GUIDELINES**

**The following is taken from FGS, How to Run an Election:**

Voting is the right and privilege of every current member in good standing. Members who reside in various parts of the country should be given the same right and privilege to vote as those who attend an annual meeting.

## **THE NOMINATING COMMITTEE**

- Issue a call to members for nominations.
- Solicit candidates for positions.
- Confirm Society membership of each candidate.
- For those nominated, verify qualification and willingness to serve.
- Collect biographical information for balloting process.
- Present slate to the Board.
- Prepare the information for voting.

## **COMMUNICATION OF THE CANDIDATE INFORMATION**

The announcement of candidates, along with their candidate biographies, the voting instructions, and the period for voting to take place, will be published in *Past Times* two months before the

election (the September issue if the Annual Meeting is in November, and the election is in October).

### **ELECTION PROCESS**

- Voting will take place via electronic vote with a provision for mail-in ballots for those so desiring.
- The ballot mailing/emailing will be clearly identified as “MSOG Ballot.”
- The vote for Statewide elections will take place two months prior to the Annual Meeting in even-numbered years.
- The vote for Chapter elections will take place in the month prior to the June chapter meetings in odd-numbered years.
  - The Worcester Chapter elections occur every year.
- The mail-in ballots must be postmarked by a specified date.
- Members of the society, as of the time the ballot is sent out, will take part in the voting.
- No bylaws vote will take place during the same period as an elections vote.

### **INFORMATION TO BE INCLUDED ON THE BALLOT**

- Name of Office
- Candidate(s) for each office
- Biographical Information for each Candidate
- For mail-in ballots, instructions for proper return of the ballot will be given

### **TELLERS COMMITTEE**

- Will review and tally the electronic ballots.
- Will collect and review the mailed-in ballots.
- Will report the election results to the Society President in a timely fashion before the Annual Meeting and remind the Board that the results are confidential until the Annual Meeting.

### **NOTIFICATION**

- The MSOG President will contact all candidates before the Annual Meeting to notify them of the election results.
- The MSOG President will announce the results of the election at the Annual Meeting.
- Results will then be published in the *Past Times* and on [www.msoginc.com](http://www.msoginc.com).



## ELECTRONIC COMMUNICATIONS

Effective Date: 10 January 2021

Last Reviewed: 10 January 2021

Next Review: 2022

### **POLICIES**

Electronic communications are now a way of life. MSOG uses email to distribute scheduled publications to its membership as well as votes put to the general membership.

Communications with Society Members is via electronic means: either on the Society website or via email. Society Members not using email are mailed a ballot for voting. (Article III, Section 7)

The Corresponding Secretary shall cause all Society Members to be notified by email or mail at least thirty days in advance of any Special Members' Meeting with the date, time, and place, and the agenda to include any issue requiring a vote by Society Members. (Article IV, Section 3)

The Corresponding Secretary shall receive any correspondence directed to the Society and distribute the same to various persons as appropriate, shall prepare any correspondence of the Society as directed, shall cause Directors to be notified in advance, of scheduled and Special Society Board meetings, shall cause all Society Members to be notified by email and by mail of the Annual Meeting and Special Members' Meetings at least thirty days in advance. (Article V, Section 8)

The Society Board shall meet at least four times annually, with the place and time of the meeting at the discretion of the President in consultation with the Society Board. The Corresponding Secretary must notify all Directors of the meeting by email or mail, not less than seven days prior to the date of the regularly scheduled Society Board meeting, with said notice to include the time and place of the meeting. (Article VI, Section 4)

The Corresponding Secretary shall cause all Directors to be notified of the Special Board Meeting by email or mail not less than fourteen days prior to the date of the Special Board Meeting with the time, place, and agenda of the meeting. Seventy-five percent of the Society Board must be present electronically or physically to conduct business at such Special Board Meetings and action may be taken by a majority of those present. (Article VI, Section 9)

The Nominating Committee shall prepare an electronic ballot for voting and assure that all eligible voters are informed by email, or by mail. A written ballot shall be available for members who do not use email. (Article VII, Section 6)

The Chapter Presidents shall inform the Society President of the names, addresses, telephone numbers, and email addresses of the Chapter Officers. (Article IX, Section 3)

Society Bylaws may be adopted, deleted, or amended by the Society Board, or by a petition signed by twenty Society Members, both subject to the ratification by a two-thirds of the vote. A summary of the bylaws amendments and a ballot shall be posted on the website and a notice emailed or mailed to all Society Members in advance of a vote. Bylaws amendments may be initiated at any time. (Article XI)

## **RESPONSIBILITIES**

All electronic communication should follow effective communication standards:

- Thoroughly proofread for errors
- Clearly and concisely written
- Provide an accurate account of the topic

If the electronic communication vehicle in use does not provide for immediate recognition of MSOG as the sender of the message, the author is asked to include an introduction of themselves, their position within MSOG, and why they are sending the communication.

Electronic communication sent as part of one's position within MSOG should always be signed with one's name and title within the organization.

As electronic communications are used by the Board to keep each other informed between Board meetings, attention should be paid to making timely replies to any questions or concerns expressed via the designated communication channel.

Any communication to be sent to the full membership should be reviewed first by at least three Board members for extra attention to the small details of spelling and punctuation which can so dramatically affect the message received.

Any Board member or any MSOG member asked to review a full membership communication should reply immediately. If the member is unable to accommodate the request, she or he must immediately notify the requester.

# *MASSOG*

Effective Date: 18 November 2020

Last Review: 10 January 2021

Next Review: 2022

## **POLICIES**

A journal known as *MASSOG* shall be published and distributed to all paid members as provided elsewhere in the bylaws. This journal shall be the responsibility of the Editorial Board, empowered to solicit material, edit, publish, and distribute the Society's periodical. The *MASSOG* Editor shall be appointed by the Society Board and a supporting Editorial Board of at least three members shall be appointed by the Editor with the approval of the Society Board. The *MASSOG* Editor, when seated, shall be a voting Director. (Article VIII, Section 1)

## **SUMMARY**

It is the responsibility of the *MASSOG* Editor to manage the publication and distribution of the *MASSOG* journal.

## **PROCESS**

For details, refer to the *MASSOG* Editor's section of this Policies & Procedures document.

## **DISTRIBUTION AND MAILING FEE**

The Editor shall ensure that all members receive a copy, either by mail or electronically. Submitters may request two additional copies by mail at no charge and pay the regular price after that. Current pricing (as of 2020) for additional copies is \$4.00 for each additional copy prior to the time of printing and \$5.00 for each additional copy after the time of printing, if available. All *MASSOG* issues will be made available in the Members Only section of the MSOG website to download for free at any time. Single articles will be made available on the website for nonmembers to download for \$5.00 each. All monies collected shall be delivered to the Treasurer along with transactional details (submitter and number of copies).

## **PUBLICATION**

*MASSOG* is to be published three times per year.

# MEMBERSHIP

Effective Date: 19 April 2020

Last Review: 10 January 2021

Next Review: 2022

## POLICIES

Any person interested in the purposes of the Society as stated in Article II, Section 1, and who applies for membership and pays the required dues shall become a member of the Society (a Society Member). (Article III, Section 1)

There are three classes of membership: Individual Membership, Family Membership, and Subscription Membership. Other classes of membership may be offered at the discretion of the Society Board. (Article III, Section 2)

Individual Membership is open to all persons who pay the annual dues. Individual Membership entitles the Society Member to one copy, either electronic or physical, of *MASSOG: A Genealogical Magazine for the Commonwealth of Massachusetts*, and one vote on any matter brought before the general membership. It also includes attendance at any meeting of any Chapter (as defined herein) and specific affiliation to a single Chapter of the Society Member's choice, if any, and voting privileges within that Chapter. (Article III, Section 3)

Family Membership is open to two persons living in the same household who pay the annual dues. A Family Membership entitles the family to one copy, either electronic or physical, of *MASSOG: A Genealogical Magazine for the Commonwealth of Massachusetts*, and the privileges of individual membership as detailed in Article III, Section 3. Voting privileges are extended to each member of the Family Membership. (Article III, Section 4)

Subscription Membership is open to any corporation or institution that pays the annual dues. This membership entitles the corporation or institution to one copy, either electronic or physical, of *MASSOG: A Genealogical Magazine for the Commonwealth of Massachusetts*. A Subscription Membership shall have no voting privileges associated with it. (Article III, Section 5)

Membership dues are payable in advance of the membership year. Dues are divided between the Society and the Chapter. The division of dues between the Society and the Chapter may be adjusted by the Society Board. (Article III, Section 6)

Communications with Society Members is via electronic means: either on the Society website or via email. Society Members not using email are mailed a ballot for voting. (Article III, Section 7)

A Society Member may be permanently expelled from the Society by a two-thirds majority vote of the Society Board for violating the Society Bylaws and/or the Society's policies and procedures (the Society Policies) or for taking actions detrimental to the Society. The Society Member must be informed via registered or certified mail thirty days in advance of the Society Board meeting and the Society Member has the right to speak on his/her own behalf before a vote is taken. (Article III, Section 8)

Only Society Members in good standing may be elected to office or appointed to serve as committee chairs. A Society member serving as an elected officer or committee appointee, whose membership has lapsed, must relinquish that position immediately. (Article V, Section 3)

## **GUIDELINES**

At a Society Board meeting in the spring, the State Board shall recommend dues for each class of membership for the following year.

Dues are ordinarily divided approximately 55% to the Society and 45% to the Chapter, rounded to the nearest 10 cents. The Society's Board of Directors may determine a different percent breakout if determined to be fiscally necessary.

Dues are renewable annually prior to the start of the next membership year. One-year membership covers the period from September 1 through August 31.

Any member whose dues are not paid by September 1 shall be dropped from the rolls.

## **MEMBERSHIP DUES**

### **(Last increased in 1999)**

Individual     \$25.00

Family         \$30.00

Subscription   \$25.00

The Membership Director shall supply membership cards, if requested, to the appropriate Chapter for distribution to their members; issue membership cards, if requested, to members not affiliated with a Chapter; and shall send a list of current members to the state president and chapter presidents and chapter membership officers, when requested. Membership lists may also be distributed to Society board members each year.

Membership runs from September 1 through August 31.

Applications received July 1 through August 31 will be applied to membership for the following year.

## **MASSOG**

Members requesting a hard copy of *MASSOG*, the Society's periodical, will receive the next issue to be published. Members will have access to electronic copies of all *MASSOG* issues on the website.

## **ANNUAL MEETING**

Dues must be paid for the current membership year to attend the Annual Meeting at the member rate.

## **OTHER COMMUNICATIONS**

All new members will start receiving newsletters and other membership communications as soon as the Membership Director processes their application.

## **MSOG WRITING CONTEST**

Effective Date: 18 November 2020

Last Review: 10 January 2021

Next Review: 2022

The *MASSOG* Editor will oversee and be responsible for the biennial Writing Contest, held in even-numbered years, including publicity, all appropriate forms, and author releases. This includes recruiting judges, making sure articles for the Writing Contest are forwarded to the judges without names, overseeing the printing of the award certificates, and arranging for the award money amounts to be approved by the Society Board. One of the Editor's Board members may be assigned this duty.

## **PROCESS**

For rules about length and what type of article can be submitted and by whom, as well as information about where to submit the article and by which date, see the *MASSOG* Writing Contest rules, which are published on [www.msoginc.com](http://www.msoginc.com).

## NERGC PARTICIPATION

NERGC (New England Regional Genealogical Consortium)

Effective Date: 10 July 2011

Last Reviewed: 22 February 2011, 2 February 2014, 10 January 2021

Next Review: 2022

### BOARD RESPONSIBILITIES

- The MSOG board appoints the NERGC delegate(s) and informs NERGC of that delegate's name and contact information.
- The MSOG board will vote to participate or not, as a Society, in a NERGC conference and if participating, that MSOG fulfill the conference agreement. Participation in the NERGC conference and fulfilling the conference agreement gives MSOG the opportunity to share in the profits and/or loss from the conference.

### NERGC DELEGATE(S)

See CHAPTER THREE --- SOCIETY DELEGATES.

### HISTORICAL BACKGROUND

Kay Sheldon, one of MSOG's past presidents, helped to found NERGC. Other past MSOG presidents have served on the NERGC board as president and in other capacities. MSOG is one of the charter Members that participate in the NERGC conferences that are held in alternate years. Participation is not only a time-honored tradition; it gives MSOG an opportunity for exposure in the genealogy community and to benefit from a share of the profits and/or loss from the conference.

### SUMMARY OF PARTICIPATION

For details, see the MSOG delegate's NERGC reports in the Archives.

- **Vote to Participate** – The board votes to participate or not in the NERGC conference.
- There is an **entry fee** which is left in the NERGC account after each conference. NERGC uses the money as seed money.
- **Advertising** – MSOG will advertise in the NERGC program.
- MSOG will advertise NERGC to their membership.
- **Exhibitor's Booth** – Optional, but if there is a booth, a volunteer member is required to be the booth manager.
- **Lunch/Dinner Speaker or Event Sponsorship** – Optional
- **NERGC Delegate** – Compliance with Agreement
- **Society Fair Table** – Optional (usually either the Booth or the Society Fair, which is one evening during NERGC)
- **Speaker** – MSOG can sponsor a speaker. Compliance with Agreement
- **Volunteers** – Compliance with Agreement

- MSOG provides the required number of hours of volunteer time from among its members.
- Chapter Presidents are asked to solicit volunteers from their chapters.



## *PAST TIMES* NEWSLETTER

Effective Date: 10 July 2011

Last Reviewed: 2 February 2014, 10 January 2021

Next Review: 2022

### **POLICIES**

A monthly newsletter known as *Past Times* shall be used to provide members with current information on meetings and news of interest. The Editor, appointed by the Society Board, when seated, shall be a voting Director. (Article VIII, Section 2)

### **SUMMARY**

It is the responsibility of the *Past Times* Editor (or co-Editors) to e-mail the current month's issue of *Past Times* to the state Membership Director and the Webmaster for appropriate distribution among the MSOG membership and uploading to the website.

It is the responsibility of the Chapters to mail the monthly newsletter, *Past Times*, to their respective chapter members who have paid for mail distribution.

### **PROCESS**

Deadlines for receipt of information for the current month's issue of *Past Times* will be established by the *Past Times* Editor, who will communicate the information to all chapter presidents and wherever deemed appropriate.

### **DISTRIBUTION**

*Past Times* is published monthly from September through June and is distributed approximately a week before the start of each publication month. *Past Times* is not distributed during the months of July and August. See the MSOG calendar on the MSOG website for distribution dates.

The Webmaster shall keep the current year's and two prior years' copies of the *Past Times* in the Membership Only section of the website ([www.msoginc.org](http://www.msoginc.org)).

### **MAILING FEE**

Mailing fees are charged by MSOG to the individual member who wishes to receive *Past Times* by U.S. Post Office to help defray printing and mailing costs. The current fee is \$9.00 per year.

### **PUBLICATION**

Typical Items to Include in *Past Times*

- President's Letter
- List of Officers, et. al.
- Statement of Purpose & Membership Information
- Upcoming Chapter Meeting information (provided by Chapter Presidents)
- List of new members
- Kim's Corner (Genealogy Questions)
- Annual Meeting information (when appropriate)

- Election information (when appropriate)
- Social media links

## STATE BOARD MEETINGS

Effective Date: 10 July 2011

Last Reviewed: 2 February 2014, 10 January 2021

Next Review: 2022

### **POLICIES**

The Society Board shall consist of the Society Officers as well as the *MASSOG* Editor, *Past Times* Editor, Webmaster, and the Chapter Presidents. The *MASSOG* Editor, *Past Times* Editor, and Webmaster have no fixed term and serve at will. (Article VI, Section 1)

Each Director shall prepare a written report to be shared with the Society Board at least ten days prior to each Society Board meeting. (Article VI, Section 2)

The President of the Society shall be the Chair of the Board. The Vice-President shall serve in the absence of the President. In case of absence of both, a temporary Chair shall be elected from those Directors present, to preside at that meeting. (Article VI, Section 3)

The Society Board shall meet at least four times annually, with the place and time of the meeting at the discretion of the President in consultation with the Society Board. The Corresponding Secretary must notify all Directors of the meeting by email or mail, not less than seven days prior to the date of the regularly scheduled Society Board meeting, with said notice to include the time and place of the meeting. (Article VI, Section 4)

A Chapter President, if unable to attend a Society Board meeting, may send, as an alternate, another officer from the Chapter. The *MASSOG* Editor may send an alternate from the Editorial Board. Alternates named by the Chapter presidents and by the *MASSOG* Editor may vote. The officers of the Society may not be represented by alternates. An alternate cannot be a member of the Society Board. (Article VI, Section 5)

Seventy-five percent of the Society Board shall represent a quorum and action may be taken by a majority of those present. Each Society Board position shall have one vote. The Chair shall have a vote only in the case of a tie. (Article VI, Section 6)

If any or all Directors or any committee elected or appointed by the Society Board participate in a meeting by means of a telephone or similar communication equipment in which all persons participating can hear each other at the same time, then participation by such means shall constitute presence in person at a meeting. (Article VI, Section 7)

Any action required or permitted to be taken at any meeting of the Society Board may be taken without a meeting if ratified unanimously by the Society Board by written consent setting for the action so taken. Such consents shall be treated for all purposes as a vote at a meeting. (Article VI, Section 12)

A Director may be removed by majority vote of the Society Board for any of the following: failing to attend two Society Board meetings during his/her term. (Article V, Section 12)

### **SCHEDULED BOARD MEETINGS**

- The Society Board generally meets four times a year for three hours per meeting.
- Board Meetings will have an agenda. Agenda items are collected by the Corresponding

Secretary as noted in the Policies & Procedures, Chapter 1: State Officers.

- Board members are asked to:
  1. Post a copy of their report to GoogleGroups 10 days prior to the Society Board meeting.
  2. Come to the meeting prepared to act on agenda items.
  3. Not deviate from the agenda item with conversation that is not applicable to the topic.
  4. Not read previously sent reports during the board meeting.
  5. Be encouraged to develop a committee. It will open the ring of volunteerism and member participation.
    - Remember the board meeting is not an arena to develop or work on your agenda topic. Do this outside the board meeting.
    - Send items requiring board discussion to the board's attention prior to the board meeting so board members may prepare for the discussion that will take place at the board meeting.
    - Remember each board member has his/her own job on the board to do and may not be able to help you do the responsibilities of your office, especially at a board meeting. This shall not preclude that a board member may choose to help you or be part of your committee.

### **BOARD ELECTRONIC VOTING ON MATTERS**

Matters requiring timely action by the board between scheduled Society Board meetings will be initiated through the Society President. The person initiating the action will present full information to the President. The President will present the information to the board for action. Robert's Rules of Order will be followed.

1. The information under consideration will be sent to the board via GoogleGroups or email.
2. A board member makes a motion.
3. Another board member seconds the motion.
4. The President or the Recording Secretary states the motion, formally placing it before the board in writing.
5. The members of the board debate the motion.
  - a. Electronic communication will not give the chair the opportunity to recognize a person whose hand is raised. Therefore, when the debate portion is called, try to respond to the main email and not start several emails. Several emails may cause confusion or may cause one or more emails to be lost to the group.
  - b. According to Robert's Rules,

“The fact that the rules only allow you to speak two times on any motion in any one day should make it clear to you that you need to organize and write down your thoughts. Also, remember that you cannot speak a second time until everyone who wants to speak has had the opportunity to speak the first time. ... Organize your thoughts into two or three main points and communicate them during your debate time. Avoid going down a long list of reasons you favor or oppose the motion—the longer the list, the less likely people will remember it. Keep focused on the major reasons why you have taken your stand.”

At the end of your debate speech, you should restate which side you favor and

summarize the main reasons you expressed during your debate. It might sound something like this: “I have spoken against this motion because, as I just explained, the cost of this program is too high, and the potential harm of this program to our organization outweighs any possible advantage. Therefore, I urge you to vote against this motion.”

6. The President or the Recording Secretary puts the motion to a vote. For a motion to pass by electronic vote, it must be unanimous.
7. The Recording Secretary announces the results of the vote which will become part of the Minutes of the next scheduled Board meeting.

# STYLE GUIDE

Effective Date: 9 July 2016  
Last Reviewed: 10 January 2021  
Next Review: 2022

## **PURPOSE**

The purpose of a style guide is to encourage consistency in areas considered important to the Society's image and branding. These include how the Society uses titles, abbreviations, logos, colors, signatures, etc. The style guide also provides practical information about the use of logos.

## **SCOPE**

The style guide is a resource for all members. It applies to all official written communication in all media: print, electronic, audio, and video. It covers editorial and visual identity decisions.

For the Society, the various communication vehicles include, but are not limited to:

- MSOG website
- *MASSOG* journal
- *Past Times* newsletter
- Social media (Facebook, LinkedIn, Twitter, Instagram, etc.)
- Emails from Board members
- Ads in publications (e.g., NERGC syllabus)
- Marketing materials (e.g., membership brochures)
- Lectures by MSOG members, about MSOG Activities and Events

## **GUIDELINES**

The guidelines are organized by topic.

### **NAME OF ORGANIZATION**

Spell out the full name of the Society on first mention. Use the acronym when the name is mentioned again.

First and only reference: Massachusetts Society of Genealogists, Inc. followed by a comma if not at the end of a sentence.

First reference with subsequent reference: Massachusetts Society of Genealogists, Inc. (MSOG)

Second and subsequent references: MSOG

Alternate reference: the Society, for use in internal communication

Do not use MASSOG or MASOG to refer to the Society. *MASSOG* is the name of the Society journal.

### **NAMES OF CHAPTERS**

- Bristol chapter, abbreviated as BR

- Merrimack Valley chapter, abbreviated as MV
- Middlesex chapter, abbreviated as MX
- Worcester chapter, abbreviated as WR

**NAMES OF PROGRAMS/SERVICES**

- Annual Meeting and Program
- [yyyy] Writing Contest
- Robert J. Tarte Award
- Volunteer Recognition Award

**TITLES OF OFFICERS AND BOARD MEMBERS**

These are the titles of the members of the Society Board, Committees, and Delegates.

**Officers and Board of Directors**

- President
- Vice President
- Recording Secretary
- Treasurer
- Corresponding Secretary
- Membership Director
- Historian/Archivist
- Editor, *MASSOG*
- Editor, *Past Times*
- Webmaster
- [Name of chapter] President

**State Committees**

- Annual Meeting [yyyy]
- Audit
- Education
- Financial Planning
- Nominating [yyyy]
- Research
- Technology
- Tellers

**Delegates**

- National Genealogical Society (NGS)
- Massachusetts Genealogical Council (MGC)
- New England Regional Genealogical Consortium (NERGC)

These positions should be ordered as noted above: Officers, Directors, Committees, and Delegates.

**EMAIL ADDRESSES**

The email address for officers, board members, and chairs will be formatted as shown.

[position]@msoginc.org

The generic society emails are to be used. Email addresses do not contain spaces or other characters.

### **CONTACT INFORMATION**

The Society mailing address is:

MSOG, Inc.  
P.O. Box 215  
Ashland MA 01721-0215

- There is no Society phone number.
- The Society generic email address is [info@msoginc.org](mailto:info@msoginc.org). This is directed to the President or designee (as of 2020, the current designee is the Corresponding Secretary).
- The Society website address is <https://www.msoginc.org>
- The Society Facebook page address is <https://www.facebook.com/msoginc>
- The Society Facebook group address is:  
<https://www.facebook.com/groups/talkaboutgenealogy/>
- The Society Instagram page address is: <https://www.instagram.com/msoginc/>
- The Society LinkedIn page address is <https://www.linkedin.com/groups/Massachusetts-Society-Genealogists-Inc-2902685>
- The Society Twitter page is: <https://twitter.com/MAGenealogists> and the Twitter handle is @MAGenealogists

### **TAGLINE**

The Society tagline is “Advancing Collaboration, Education & Preservation.”

### **MISSION STATEMENT**

The Society mission is promoting and encouraging Massachusetts genealogical research at all levels—beginner, amateur, and professional. The Society is described as a Massachusetts non-profit 501(c)(3) organization.

The Articles of Organization state:

The purposes for which the corporation is formed are as follows:

To bring together all persons interested in genealogy, beginner, amateur, and professional; to set standards of conduct; to insure public access to records; to provide education in genealogical research; to act in whatever manner needed to promote genealogy and family history; and to bring together families both past and present.”  
Commonwealth of Massachusetts, 6 June 1975



## **LOGOS: STATE**

The State logo is used when representing the State organization.

The MSOG, Inc. name and logo are for official MSOG activities and communications. Official activities include all regular state and chapter activities. Board approval is desirable for the use of the MSOG name and logo as a sponsor, cosponsor, endorser, or supporter of any event not organized by MSOG, Inc.

Similarly, Board approval is required to lend MSOG's name or logo to print or electronic publications produced by any organization other than MSOG.

There are approved versions of the logo for each chapter, as well as versions with and without the full name of the society, in the password protected section of the website.

The MSOG logo should not be altered in any way, or combined with any other object, including, but not limited to, other logos, icons, words, graphics, photos, slogans, numbers, or symbols. Do not alter the colors of the logo in any way.

Questions regarding the logo and its use should be referred to the MSOG President.

## **LOGOS: CHAPTER**

All chapters may use their approved MSOG chapter logo in their marketing materials.

## **LOGOS: MEMBERS**

Logos may be used by individual members to promote their involvement in the Society. If printed, the member logo must appear on a white or off-white background or must be placed within a half-inch white border around the logo.

## **MEMBERSHIP TYPES**

Memberships are offered for: Individual, Family, Organization.

## **GLOSSARY OF PREFERRED SPELLINGS**

bylaws

email

Family (member)

flyer

Individual (member)

Legacy QuickGuide™ for Massachusetts

Login (noun, adjective)

log in (verb)

nonprofit

online

Organization (member)

Website

## **GRAPHIC GUIDELINES**

Since the power of a strong visual identity can only be realized through consistent application, these standards are crucial for colleagues throughout your nonprofit to follow.

Elements should include:

- Organizational and program logos: Sizing; colors; position on the page; what elements should be included when logo is used
- Color Palette: Official colors and details on how those colors are to be used
- Typeface (e.g., all newsletter headlines are in Times New Roman, Bold, 14 pt.)
- Layouts, templates
- Web, e-news and other online templates
- Photo and image library

## ROBERT JOSEPH TARTE AWARD

Effective Date: 10 January 2021  
Last Reviewed: 10 January 2021  
Next Review: 2022

The Robert Joseph Tarte Award is so prestigious, that since 1975 to 2010, the Tarte Award has been given out only five times to Massachusetts Society of Genealogists, Inc., members. The deserving Award recipients who have been distinguished for their exceptional, outstanding service that promotes the study of Family History and Genealogy and openness of Massachusetts's public records are:

1. Shirley Armstrong Barnes received award on October 26, 1985 (*MASSOG* March 1986, Vol. 10, #1) signed by James Fash Nesbitt, President.
2. Ann Tilden Morton received award (plaque) in November 1995 (*MASSOG* March 1996, Vol. 20, #1) at the annual meeting held in Taunton, MA from Ann L. Dzindolet, President for her many contributions to the genealogical community.
3. F. Morse Payne on October 14, 2000 (*MASSOG* Winter, Vol. 24, #3, p. 85), age 77, retired assistant Professor at Harvard's Graduate School of Design, in recognition of his many years of service to the genealogical community.
4. Kay Sheldon received the award October 18, 2003.
5. Margaret "Peggy" M. Amberson received the award at the Annual meeting October 2004 (*Past Times*, June 2006, Vol. 12, Issue 10) in grateful recognition for her many years of support, generosity, and dedication to the Society. A friend delivered the plaque to her as she was unable to attend that meeting.

### CRITERIA

- a. To be chosen at the Society Board's discretion.
- b. Nominee cannot be a current member of the Society Board.
- c. Genealogical advocate.
- d. Contribution to the genealogy community.
- e. Volunteering and publishing in the genealogy community.
- f. Perform lectures or teachings.
- g. Preference to Massachusetts of Genealogy members, but not exclusive to.
- h. Long-term and above-the-call-of-duty work in genealogy.

# VOLUNTEER RECOGNITION PROGRAM

Effective Date: 10 January 2021  
Last Reviewed: 10 January 2021  
Next Review: 2022

## **SUMMARY**

MSOG recognizes its volunteers. Volunteers are unpaid because they are PRICELESS! They are Persistent, Respectful, Intelligent, Cooperative, Excited, and they are Leaders. They are excellent at organizing, are service-oriented, and are selfless. MSOG volunteers exude and promote the mission of the Society.

A Volunteer Recognition Program on the state level was long overdue. A member shall be chosen by each chapter and recognized at MSOG's Annual Meeting. The nomination and election process are at the discretion of each chapter. Submissions are due by September 30 on the submission form in Appendix B.

## **HISTORY**

Input was gathered on how to set up the Volunteer Recognition Program. From the input, two models were suggested. The first model suggested that members may submit their volunteer hours to a committee on the state level. The second model suggested that each chapter decide on and submit the name of one of their members. In both models, each chapter's member would be recognized at MSOG's annual meeting.

After reviewing the input, we proposed that we initiate a Society Volunteer Recognition Program following the second model, which emulates the Bristol Chapter's PatS-C program. It means that each chapter decides on and submits a chapter member to be recognized at the Society's Annual Meeting. The benefits of this type of program are:

- Members tend to take pride in their chapter
- Members become more involved in their chapter
- Members may be groomed for future chapter leadership
- A closer chapter officer and chapter member relationship may be developed

Introduction of the program covered the period of January 1, 2019 to August 31, 2019.

## **ELIGIBILITY**

To be eligible, the member must meet the following:

- Be a member in good standing who is neither elected nor appointed to a state or chapter board position (Committee or SIG Chairs are eligible)
- Have not been a past recipient of the award

## **CRITERIA**

Members may volunteer on behalf of MSOG, its mission, involvement, and activities. Volunteerism could occur on the state level, within the chapter, and the broader genealogical community.

## ***SUGGESTED VOLUNTEER OPPORTUNITIES***

Following is a list of suggested volunteer opportunities. This list is not inclusive because chapters may have other volunteer involvements for their members.

- Presenting educational lectures on behalf of MSOG
- Discussion of membership with a non-member
- Committee work (leadership or as a member)
- Organization, participation, or support for state or chapter activities
- Staffing a booth for MSOG at conferences (NERGC, MGC) or other venues
- Serving as a delegate to MGC, FGS, or NERGC
- Volunteering at NARA, the State Archives, or other applicable venues
- Preservation of documents (historic materials or archives) for the wider community, i.e., state, city, or county.
- Working for Family Search, museums, libraries, or churches on behalf of MSOG

## **NOMINATION & ELECTION IN EACH CHAPTER**

Nomination and election of a chapter member will occur in each of the chapters. Each chapter should set up their own process to choose their candidate. Some suggested processes include:

- The board may discuss and vote on candidates themselves.
- The board may solicit recommendations from longtime members, state board members, or others who may know about volunteer activities outside the chapter.
- The board may solicit nominations from chapter members and vote for the final candidate.
- The board may solicit nominations from chapter members and take a vote of the chapter membership by email or using the method utilized for chapter board elections.
- It is beneficial if the process maintains the element of surprise for winners at the annual meeting.

\*See [APPENDIX A– Bristol Chapter-Suggested Judging Criteria](#)

## **VOLUNTEER PERIOD, SUBMISSION, & DEADLINE**

- The volunteer period will be the recently completed membership year (September 1– August 31).
- The chapter president or chapter designee from each chapter shall submit the name of a chapter affiliated member, along with the reasons he or she has been chosen to be recognized.
- Submission of the member to be recognized must be made on the program’s submission form. (See APPENDIX B– Submission Form.)
- A picture of the member to be recognized must accompany the submission form. Up to five pictures may be submitted. One picture must be a portrait/head shot. The remaining four pictures may be of the member engaging in the volunteer activity(ies). The picture(s) may be used for publicity.
- **Deadline:** All names of volunteers must be submitted to the Volunteer Recognition Committee by September 30.

## **ADMINISTRATION**

### **RECOGNITION CEREMONY**

Celebrate at the Annual Meeting.

- Award(s) (See AWARDS)
- Names and Picture(s) are to be taken at the recognition ceremony
- Prior year's winners present the award to the current year winners, when possible

### ***AWARDS***

To be decided by State or Chapter Board. Suggested awards are:

- Monetary bonus is up to the board—perhaps a membership renewal (if appropriate) or admission to the annual meeting. If an award winner cannot attend the Annual Meeting, perhaps a gift certificate in the same amount to a genealogical vendor can be given.
- Special Reserved Table: All volunteers sit together at the Annual Meeting
- “Priceless” Certificate or another type of certificate (e.g., “Volunteers are unpaid, but they are PRICELESS!”)
- Pin: New pin or bar?
- Plaque
- Ribbon
- Letter from MSOG president and/or Society or Chapter Board

### ***ADVERTISING/PUBLICITY***

#### ***Before the Recognition Event***

Design a poster/flyer to introduce and advertise the Volunteer Recognition Program pre- and post-Annual Meeting. The program can be advertised through:

- MSOG Website
- *Past Times*
- *MASSOG*
- Chapters
- Social media platforms

#### ***After the Recognition Event***

Publicize the annual meeting ceremony. Also, announce the volunteer names in the areas mentioned above.

- Picture(s) and write-up of recognized volunteers to be posted in
  - MSOG Website
  - *Past Times*
  - *MASSOG*
  - Chapters
  - Social media platforms
  - Local Newspaper (local to the award winner)

## APPENDIX A– Bristol Chapter-Suggested Judging Criteria

### **RESOURCES**

#### ***Bristol Chapter Report, MSOG Board Meeting, 03-17-2019:***

“Bristol Chapter is also asking for Nominations for the PatSC Award of 2019. Bristol Chapter wishes to recognize a member who has been an active participant in Chapter programs, events, volunteer hours and assistance to others by honoring them with a Certificate and a one-year membership to MSOG. Members are asked to submit their candidate’s name and description of service to the PATSC Committee. The Committee has created an application form to be used and they tally the votes and announce the winner at the May meeting. Elected Officers are not eligible to receive the award.”

#### ***Current Bristol Chapter process as of 01-17-2021:***

1. We have a form that is sent out to the membership. We ask them to return the form to the subcommittee with their nomination.
2. The subcommittee gathers all the forms that come in and they then choose the winner. They are looking for the person receiving the most nominations. Membership does not vote on the nominations.
3. They then prepare the award and announce it to the winner, and it is kept secret until that point.

## APPENDIX B– Submission Form

Resource: PatS-C form, developed for MSOG, Volunteer Recognition Program



MASSACHUSETTS SOCIETY OF GENEALOGISTS, INC.

### VOLUNTEER RECOGNITION PROGRAM -- SUBMISSION FORM

The Volunteer Recognition Program recognizes extraordinary volunteerism activities of MSOG members on behalf of the Society, state, and chapter. Candidates/Members are evaluated and chosen by each chapter. For more information about the program or to download this form, see Volunteer Recognition Program in Policies and Procedures or the Website in the Members Only section at [www.msoginc.org](http://www.msoginc.org).

Volunteer Recognition Award winners will be recognized at MSOG's Annual Meeting.

Date this form is being submitted: \_\_\_\_\_

Name of member to be recognized: \_\_\_\_\_

Member # \_\_\_\_\_

How many pictures are enclosed? \_\_\_\_\_

Why is this member being submitted for recognition? (Limit your response to no more than 500 words.

Use reverse side for more space or attach your input on a separate page.)

Submitting Chapter: \_\_\_\_\_

Name of person submitting this information: \_\_\_\_\_

Submitter's Contact Information

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Return your Chapter's submission form by September 30 to:

MSOG Volunteer Recognition  
P. O. Box 215, Ashland, MA 01715  
or email to [recognition@msoginc.org](mailto:recognition@msoginc.org).

*MSOG-Volunteer Recognition Form, 01172021*



## CHAPTER FIVE -- CHAPTERS

### CHAPTERS

Effective Date: 27 April 2014

Next Review: 2015

Elected by the membership in all odd-numbered years

See alternate plan for Worcester Chapter

Term of office: Two years (Article IX, Section 2)

### **POLICIES**

Officers—Each Chapter shall have a Chapter President and a Chapter Treasurer, and other officers, as it deems necessary (collectively, the Chapter Officers). Each Chapter Officer must be a current Society Member. (Article IX, Section 2)

The officers of the Chapter shall be elected for terms of two years. (Article IX, Section 2)

Elections are held every two years no later than the June meeting during the odd-numbered years unless an alternate plan is filed and agreed upon by the State Board. During the even-numbered years, the State Board holds elections prior to the state annual meeting. All members have the privilege of voting for both state and chapter officers.

Effective 10-10-12. The officers of Worcester Chapter shall be elected for terms of two (2) years. Elections for the Treasurer and Vice-President will be held on even-numbered years. Elections for President, Secretary, and Membership positions will be held on odd-numbered years. Between the June election and August 15th, the old and new boards will hold a transitional meeting. The actual transition will take place on July 1st. The term will run from July first until June 30 of the second subsequent year. If anyone moves into a new elected position with a year left to serve on their old position, the board will appoint someone to fill that term.

### **OFFICERS**

#### **Chapter President:**

#### RESPONSIBILITIES AS STATE BOARD MEMBER

- Informs Society President of the names, addresses, telephone numbers, and e-mail addresses of the officers of the Chapter. (Article IX, Section 3)
- Ensures timely distribution of *Past Times* and other MSOG communications to chapter members.
- Attends State Quarterly Board meetings (typically 4 per year) and submits a report of chapter activities prior to the meeting. If the Chapter President is unable to attend, he/she is expected to send a representative. Sending a report in lieu of attending denies the chapter from participating in voting on Society issues. If a board member misses two meetings, not necessarily consecutive meetings, without just cause, this is cause to deem the office vacant.

- Reviews reports from Treasurer & Membership as well delegate and committee reports before the meeting, and minutes following the meeting.
- Appoints (“if so desired”) one or more chapter members to serve on the state Nominating Committee. (Article VII, Section 4)
- Encourages chapter participation in state committees, programs, and activities (for example, yet not limited to Nominating Committee, Annual Meeting, NERGC).
- Fulfills the responsibilities common to all officers listed in the All Officers section of Chapter One.
- A Chapter President shall not simultaneously hold office at the state level except for overlap transition, as approved by the Board. (Article V, Section 4)

#### CHAPTER RESPONSIBILITIES

- Observes election requirements to maintain the chapter’s board of officers, at a minimum to include President and Treasurer.
- Conducts regular chapter board meetings.
- Coordinates work with work with chapter officers and volunteers to plan chapter activities, monitor chapter finances, develop monthly programs, and build membership.
- Ensures proper use of funds by reviewing the chapter financial reports annually and submits these reports to the state Treasurer within 60 days after the close of the fiscal year.
- Conducts monthly chapter meeting (introducing speaker or assigning a person to introduce speaker).
- Ensures the chapter’s monthly program schedule is finalized and presented to the Webmaster and Chapter’s Technology Assistant one month prior to the start of the season. (Chapter Season: September to June)
- Sends out email reminders/notices to chapter members.
- Conducts any other activities of interest to chapter members that benefit the chapter.

#### **Chapter Vice-President:**

- Chairs the monthly chapter meetings and attends State Board meetings in the absence of President.
- Organizes monthly meetings (speakers, activities)
- Prepares information for publicity and notifies Webmaster, Chapter Technology Assistant and *Past Times* Editor on upcoming events.
- Participates as a member of the Annual Meeting committee. If a chapter does not have a Vice President, the chapter President should look for a volunteer to fulfill this obligation on behalf of the chapter.

#### **Chapter Treasurer:**

- Collects dues at meetings.
- Chapter Membership/Treasurer submits membership application with check and the names of new and returning members to State Treasurer within 10 days of receipt of membership application.
- Reviews TS forms created by State Treasurer for accuracy.

- Deposits Chapter's portion of the dues as provided by the State Treasurer.
- Makes payments as necessary.
- Maintains bank account/records.
- Provides monthly financial report of bank account/records.
- Provides needed information, as requested by the State Treasurer, before taxes are filed.
- Participates as a member of the state Financial Planning Committee (Article VII, Section 3)
- Money raised by chapter must be used for educational purposes. (IRS Code 501(c)(3))

**Chapter Secretary:**

- Takes minutes of all business conducted at chapter board and chapter meetings, motions, seconds/final votes at monthly meetings (required) – other information if so desired.
- Present a report at all monthly meetings.
- Preserve all the minutes.

**Membership:**

- Reviews TS forms created by State Treasurer for accuracy.
- Maintains database of chapter members as provided by TS forms.
- Coordinates with President on membership information.
- Sends 'new member' and 'renewing member' packets as required.

**CHAPTER COMMITTEES**

**REQUIRED TO FOLLOW POLICIES:**

**Audit:**

- Due 60 days after the close of the chapter's fiscal year.
- Select a qualified accounting individual (or organization) to perform an annual financial examination of the Chapter's finances. This individual may not be on the current audit committee or serve as Treasurer.
- Receive the report from the individual or organization that performs the financial examination and present it to the Chapter Board for approval and consideration of any recommendations for changes in accounting procedures.
- Forward audited chapter file to the Chapter Treasurer in time for the file to be submitted to the State Treasurer before taxes are filed.
- Submit the report and any recommendations to the Chapter Board.

**Nominating Committee:**

- Volunteers or Presidential appointees shall contact Chapter Members about holding an elected chapter office.
- The Nominating Committee shall make nominations for all offices for which elections are held. The Nominating Committee shall ensure that all nominees are eligible for election and

willing to serve.

- The Nominating Committee shall work with the State Board, as needed, to coordinate a ballot is available to all chapter members in good standing.

### **Tellers Committee:**

- Volunteers or Presidential appointees shall work with the State Board, as needed, to tally the votes of Chapter Members for each election
- The Chapter Teller Committee shall:
  - Review and tally electronic ballots
  - Collect and review mailed ballots
  - Report results to the Chapter Membership at a Chapter Meeting as well as through electronic and written communications.

### **OPTIONAL BASED ON CHAPTER PRACTICES:**

#### **Technology Committee**

- Helps the Chapter employ technology for the broadcasting or recording of monthly Chapter meetings. (i.e., GoToMeeting, GoToWebinar, Video Recording, etc.)

#### **Program Committee**

- Supports the Chapter Vice President in planning chapter programs, procuring speakers and organizing workshops and securing meeting locations for the monthly Chapter meetings.

#### **Publicity:**

- Creates and submits newspaper advertisements.
- Creates and distributes flyers for libraries.
- Puts events on Google Calendar.
- Creates Facebook and LinkedIn announcements.

#### **Historian/Archivist**

- Collects and preserves all items of historical interest to the Chapter.
- Prepares and administers a purge system of MSOG documents with the approval of the board.
- Retrieves from the archives for officer's copies of various documents as needed for MSOG activities.

#### **Hospitality:**

- Brings/sets up refreshments at meetings
- Encourages volunteers to bring refreshments for meeting.

#### **Greeter:**

- Welcomes members/guests as they enter meeting.
- Has them sign in; presents guests with 'packet' of info about the chapter.

- Puts out various materials available for viewing/taking.

## **CHAPTER STANDARD OPERATING PROCEDURES**

### **POLICIES**

- Each chapter is responsible for 10 meetings per membership year. Monthly meetings are held September through June. The chapter's annual meeting is held in June. The November meeting is optional since it is the month of the Annual Business Meeting. In addition, chapters can hold special events, functions, trips, workshops, etc. throughout the year and throughout the summer months. Be creative.
- Officers of each chapter, as well as all members, should review the bylaws and policies and procedures regularly.
- The chapter is responsible for submitting data and monies to the state. Introductions and meetings will be arranged for chapter officers to meet/converse with their respective state officers for orientation.
- Ask for Help – Get to know your fellow chapter officers. Remember, we are all in this together as a team. Remember, we are always evolving as a Society.
- A chapter will be dissolved under the following conditions: request of members; lack of officers; lack of members

### **PUBLICITY OF PROGRAMS**

In addition to your local options for publicizing your monthly programs, please take advantage of the following options: MSOG's website; the monthly newsletter, *Past Times*; on the MSOG Facebook page; and in the MSOG Google Calendar

Website Chapter Page – Each chapter has its own chapter page on the website where you should list your officers and a contact for your chapter. In addition, a schedule of all upcoming programs for the year will be listed on your chapter's page.

## **ELECTION PROCEDURES**

The Guidelines for State Election Procedures should be followed as closely as possible for each Chapter Election. Specific differences due to the timing of chapter elections are outlined below:

1. Announcement of candidates, along with their candidate biographies, balloting instructions, and the period for balloting to take place should be published in *Past Times* and communicated to chapter members in March or April.
2. Voting should take place between 3 and 6 weeks prior to the Chapter's last meeting for their program year.
3. The Tellers Committee will report the results to the chapter president two weeks prior to the last meeting of the program year.
4. The Chapter President will contact all candidates within the week before the last meeting of the program year to notify them whether they won or not.
5. The Chapter President will notify the chapter members of the election results at the last meeting of the program year.

## **VACANCIES/REMOVAL**

1. Any elected or appointed officer may be removed, with or without cause, by majority vote of the chapter board members then in office. Chapter board members may be removed by majority vote of the remaining chapter board members for failure to perform responsibilities or failure to adhere to meeting attendance requirements established at or before commencement of the officer's term.
2. Upon the death, resignation, or removal from office of any elected or appointed officer, the vacancy created may be filled for the unexpired term by a majority vote of the remaining members of the Board. The vote may be taken by mail, by telephone, electronic communication, or at a Board meeting.

## NEW CHAPTERS

Effective Date: 10 July 2011, Last Received 2 February 2014  
Next Review: 2015

These guidelines are meant to be used in conjunction with establishing a new MSOG, Inc. chapter. Establishing chapters must follow Society Bylaws, Article IX, and the current Chapter Policies and Procedures.

### **POLICIES**

#### ARTICLE IX – CHAPTERS (as amended 17 September 2019)

Chapters may be formed upon the request of fifteen Society Members who petition the Society to form a Chapter in their area. Following the acceptance of the petition by the Society Board, an election of Chapter Officers and an organizational meeting shall be held. The Society Board shall assign the geographical area within which the Chapter will operate. The Chapter shall have all the rights and obligations of a Chapter at such time.

Each Chapter shall have a Chapter President and a Chapter Treasurer, and other officers as it deems necessary (collectively the Chapter Officers). Each Chapter Officer must be a current Society Member.

The Chapter Officers shall be elected for terms of two years.

The Chapter Presidents shall inform the Society President of the names, addresses, telephone numbers, and email addresses of the Chapter Officers.

Chapter membership is open to all Society members without any additional fee. Membership in any Chapter is not limited to the geographical boundaries set for the Chapter.

Each Chapter shall function under the Society Bylaws. Addendums may be added as necessary subject to the State Board. Each Chapter President shall provide a current copy of its Chapter Addendums to the Society President.

Funds of each Chapter may be used by that Chapter to fulfill purposes as expressed in Article II, the "Purposes" article of Society bylaws. Materials, books, and other property of the Chapter, if no longer in use by the Chapter, shall become the property of the Society.

Each Chapter may collect gifts or donations to be used for the purposes of the Chapter.

If a Chapter's membership falls to ten members or fewer, or if it becomes necessary for other reasons for a Chapter to dissolve, the Chapter President shall appear before the Society Board at its next regularly scheduled meeting to discuss options for continuation or dissolution of the Chapter. Should dissolution of the Chapter be determined to be in the best interest of the Chapter or Society, then a Special Meeting of the Society Board, the Chapter Board, and Chapter members shall be called. All interested parties shall be notified in writing of the time, place, and reason for the meeting at least thirty days in advance. Provided sixty percent of the Chapter's current members are present (or have submitted proxy votes) and a quorum of the Society Board members are present, dissolution is approved by a three-quarters vote of each of these bodies.

Upon dissolution of a Chapter, all funds or property, both real and personal, remaining after payment of all liabilities, as well as all records of the Chapter, shall be promptly returned to the custody of the Society.

## **RESPONSIBILITIES**

### **Before Submitting a Request to the Board to Form a Chapter**

1. Requirement(s): 15 paid members are required before a request can be submitted to the board.
2. Pre-Notification & Strategy Meeting
  - Meet with the Society president to alert the person of your intent and to seek help in forming a new chapter.
  - Suggestion: You may want to bring another person (future chapter member and/or chapter officer) or a few people along for the meeting as it may turn into a strategy meeting.
  - Develop a plan of action.
3. Suggestions for obtaining 15 paid members
  - Advertise throughout MSOG outlets such as the website/Facebook, *Past Times* and chapters
  - Attend genealogy meetings, conferences & fairs, whether genealogy, historical or other. Hand out brochures, flyer, announcement, etc. and, if given permission, present your reasons for developing a chapter and wanting members to the attendees.
  - Libraries have community bulletin boards. Strike up a rapport with the library.
4. Flyers & Handout materials
  - MSOG membership brochures – attach a notice to the brochure re checking off the new chapter's name to indicate that the person wishes to join the new chapter.
  - Flyers – Use a “Join Now” flyer along with the membership brochures.
  - Display Board – Develop and use this type of board to show the many benefits, etc. to joining MSOG. (One may be available.)
5. Meeting Places
  - When meeting with libraries, historical societies, etc. where you may be putting up a flyer to announce the formation of a new chapter in your area, strike up a rapport with the library person(s) and build a partnership so you can hold future meetings and events at the location. You may even wish to hold joint events where you both are sponsoring each other in a joint venture.

### **Submitting Your Request for Form a Chapter**

Request: Submit your request to the MSOG Board along with the following information:

Names of 15 paid members who want to be part of the new chapter

Geographic locations the chapter wishes to cover

Day and time the chapter would like to meet (See membership brochure or website for other chapter's meeting days and times.)



### **Upon Receipt of Approval from the Board**

1. Hold a meeting to elect officers
2. Send the Society president a list of the new chapter's officers and their contact info (addresses, e-mails, phone numbers)

## CHAPTER SIX – MEMBER RESPONSIBILITIES

### ETHICS POLICY

Effective Date: approved 5 October 2014

Next Review: 2013

The mission of the Massachusetts Society of Genealogists, Inc., is to bring together persons interested in genealogy, to stimulate and encourage an interest in genealogy, to provide education in the methods and sources of genealogical research, and to do all things incident to the perpetuation of the Society.

As such, the Society recognizes our obligation to maintain high standards of professional behavior in our organization.

The objectives of this policy is to provide a clear and concise set of statements on ethical policy and to set the standards of conduct the Society expects from the Board, Officers and Volunteers. This policy sets minimum standards of conduct and performance.

The Society, its Board, Officers and Volunteers shall strive at all times to carry out the mission of the Society and shall:

1. Hold paramount the safety, health and welfare of the membership.
2. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, marital or family status, disability, age or national origin.
3. Demonstrate the highest standards of personal integrity, fairness, truthfulness, and honesty.
4. Avoid any interest or activity that is in conflict with the conduct of their official duties. Respect and protect privileged information to which they have access in the course of their duties.
5. Respect the structure and responsibilities of the Board, provide them with facts and advice as a basis for their policy decisions, and uphold and implement policies adopted by the Board.
6. Encourage interface and cooperation with peer societies.
7. Keep the membership informed about issues affecting it.
8. Adhere to the Society's Bylaws, Articles of Organization, and Policies & Procedures.
9. Observe the restrictions on political practices required by our Internal Revenue Code 501(c)(3) designation.

#### A. Electronic Communications:

It is the policy of Massachusetts Society of Genealogists, Inc. that:

- Members shall not, intentionally or unintentionally, bring discredit upon themselves or the Massachusetts Society of Genealogists, Inc. through electronic devices and/or social media.

- Members shall not use electronic devices or social media to violate the policies, procedures, rules, or regulations of the Massachusetts Society of Genealogists, Inc.
- Members shall not disclose unauthorized or confidential information and/or materials using electronic devices or social media.

B. Society Authorized Social Media:

**Authorization: No member shall create any social media site representing the Massachusetts Society of Genealogists, Inc. unless authorized by the state board.**

1. Profile: Official sites must be presented in a professional and honorable manner which will not discredit the society, its mission, or Members.
2. Content
  - a. Site content may be reviewed for compliance with this policy. Content which, in the opinion of the State Board, is not in compliance with society policy or is inappropriate, may be ordered removed.
    - 1) Specific information about Members and their family members shall not be posted. Specific personal information includes, but is not limited to:
      - a) Dates of birth of Members or living family members;
      - b) Addresses of Members or living family members;
      - c) Personal telephone numbers, e-mail addresses, etc.
    - 2) No personal information may be posted about any member against that member's wishes.
3. Contact Information: Only official society contact information shall be posted.
4. Images: Official society images are authorized to be published on official society sites.
  - a. Society Logo
  - b. Photos taken at Society events
5. Confidentiality:
  - a. Information considered confidential shall not be posted unless authorized by the State Board.
  - b. Nothing posted on any social networking site can ever be considered confidential.
6. Opinion: Statements and content should represent the society and not personal opinions.
  - a. Individual writers may state opinion when promoting society events, such as relating personal experiences during the event.
  - b. Individual writers may state opinion when writing blogs or articles, provided an opinion disclaimer is used.
7. Events: Advertised events should be those of the society and its chapters. Events for other organizations should only be advertised under the following conditions:
  - a. Massachusetts Society of Genealogists, Inc. is a participating member in the sponsoring organization (NERGC, FGS, MGC, etc.)
  - b. The event does not conflict with a society or chapter event.
  - c. The event, while it may conflict with a chapter event, is geographically distant from the scheduled chapter event and offers benefit to the society membership in line with the society's mission.

### C. Organization Sanctioned Social Media for Business Purposes

1. “Conduct Unbecoming”
  - a. Do not cross the line between funny and inappropriate.
  - b. Members must be mindful that violation of society rules, regulations, policies and procedures apply to Members’ online activities.
2. Strongly Discouraged: The following may be within a member's speech rights, but could pose a risk of “conduct unbecoming”. Again, a member's public posting could damage a member's fitness to serve as an officer of the Massachusetts Society of Genealogists, Inc.. Embarrassing or inappropriate material which is posted may be publicly available forever.
  - a. Profanity
  - b. Rude, discourteous, or discouraging remarks

### D. Facebook Moderation

1. Any posted comments, videos, or images that break these moderation rules will be removed from the site.
  - a. The main rule is to post respectfully.
  - b. Don’t post or link to any inappropriate, offensive, or illegal material. Inappropriate content is anything that may offend or is not relevant to the discussion.
  - c. Don’t post any advertisements, however much you believe in the service or product.
  - d. Don’t complain about the moderation on the site. You can always direct an email to one of the administrators.
2. Guidelines for FB Moderators to follow for those who have applied to join the MSOG FB page
  - a. If a person is already a member of MSOG, they should be approved.
  - b. If a person has FB friends already members of MSOG, they should be approved.
  - c. Others with interest in Massachusetts/New England genealogy, as can be seen from other groups they belong to, or their listed interests, should be approved.
  - d. Those with no information about themselves and very little FB history (less than one year membership), or something offensive on their FB page, may be “ignored.” If there is a question, admin may message applicant to learn why they have asked to join, or may refer the name to the appropriate chapter for identification.
  - e. Those who “advertise” or “promote” blatantly on the site should be asked to desist, and if they continue, should be deleted.

## APPENDIX

Forms and supporting documents can be found on the password protected Board Only section of the website.

### SUPPORTING DOCUMENTS

Articles of Organization—MA

Bylaws, 6 November 2010

Certificate of Exemption—MA Form ST 2

IRS 501(c)(3) Federal 2010 Letter