



HANDBOOK

Revised and Updated 2019

INTRODUCTION

As stated in the original introduction: “This Handbook has been produced to familiarize the members with the practices being followed in the management of the Society. There is some tradition set forth here. As nearly as possible, the Handbook presents the organizational structure and position descriptions of officers, Members-at-Large, and committee chairmen as the Society now operates. It offers some suggestions for the uniform conduct of meetings.” In 2018 a review of bylaws was begun resulting in the appointment of a Bylaws Committee which was tasked with updating the Bylaws and other documents. At the recommendation of the Federation of Genealogical Societies the Constitution was changed to an administrative document held by the Secretary and other changes were made in the documents.

Future administrations may wish to depart somewhat from what had been done in the past; and if they do, this Handbook should be revised to incorporate the new ideas for the benefit of those who follow.

There is always the opportunity to improve upon what has become “standard operating procedure.” Innovative programs and projects can be an effective departure from standard fare.

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BYLAWS OF THE VIRGINIA BEACH GENEALOGICAL SOCIETY

Article 1: Name and Location

- 1.1 The name of the Organization is the Virginia Beach Genealogical Society.
- 1.2 The principal meeting place of the Society is in Virginia Beach, Virginia.

Article 2: Purpose

- 2.1 The Virginia Beach Genealogical Society is organized for educational purposes.
- 2.2 The objectives of this Society are:
 - a. To help individuals conduct their genealogical research and compile their family histories
 - b. To aid individuals by educational means, including lectures, discussions, and workshops
 - c. To create and foster an interest in genealogy
 - d. To gather and preserve genealogical and historical data.

Article 3: Members

- 3.1 Membership in the Society is open to all interested persons who pay dues on a current basis.
- 3.2 Members are classified as:
 - a. Individual
 - b. Household
 - c. Honorary, as approved by the Awards and Recognition Committee
 - d. Special life, as approved by the Awards and Recognition Committee.

Article 4: Officers

- 4.1 The officers of this Society are a President, a Vice-President, a Secretary, a Treasurer, and Members-at-Large.
- 4.2 The President presides at all meetings of the Society and meetings of the Board.
- 4.3 The President is an ex-officio member of all committees except the Nominating Committee and the Awards and Recognition Committee. Within thirty days of taking office, the President will appoint chairs of all standing committees.
- 4.4 In the event of a vacancy in an elected office, the President will, with the approval of a majority of the Board, appoint a successor to complete the term.
- 4.5 The Vice-President assists the President, as requested, and performs the duties of the President in the absence of the President.
- 4.6 The Secretary shall record minutes, keep all resolutions and proceedings of meetings of the Society in proper form and perform all duties pertaining to this office.
- 4.7 The Treasurer shall receive and be responsible for all dues and other funds received by the Society and distribute funds as required.
- 4.8 In the event that neither the President nor the Vice-President is present at a meeting, the order for determining a presiding officer is Secretary and then Treasurer.
- 4.9 Members-at-Large shall act in an advisory capacity and as a channel of communication between the membership and the Board.
- 4.10 Officers may serve as committee chairs or committee members.

Article 5: Board of Directors

- 5.1 The Board consists of the elected officers and the immediate Past President.
 - a. The Board shall meet biannually or more frequently if required to determine the course and policies of the Society and to transact any necessary business occurring between regular meetings
 - b. A simple majority of the Board constitutes a quorum
 - c. “Approval of the Board” will mean a majority of the voting members.
- 5.2 The Board will:
 - a. Have control and management of the affairs and funds of the Society
 - b. Select a financial institution to serve as the banking facility for the Society
 - c. Approve the annual budget by February 1
 - d. Specify the amount of annual dues.

Article 6: Meetings/Calendar

- 6.1 The fiscal year of the Society shall be from January 1 through December 31.
- 6.2 There shall be regular meetings of the Society except for the months of July and August unless otherwise directed by the Board.
- 6.3 The January meeting is the annual meeting and shall be for receiving the President's year-end report, electing and installing officers, and conducting other appropriate business of the Society.
- 6.4 For the purpose of conducting business, 25 % of the membership shall constitute a quorum.
- 6.5 Special meetings:
 - a. Special meetings of the Society may be called at any time by the President, any three members of the Board, or by one third of the membership. The purpose of the meeting must be specified in the call.
 - b. If deemed necessary, the Board shall meet at the request of the President, any three Board members, or by one third of the members of the Society. The purpose of the meeting must be specified in the call.

Article 7: Elections

- 7.1 A Nominating Committee, of at least three members, shall be appointed by the President with approval of the Board no later than two months before elections. The committee shall propose a slate of officers for the coming term and present it at the meeting prior to the annual meeting. Nominations for any office may be made from the floor with written permission of the person being nominated.
- 7.2 A written ballot shall be required for offices having more than one candidate.
- 7.3 Officers, and Members-at-Large, shall be elected at each annual meeting of the membership and shall hold office for two years. The President, Secretary and two Members-at-Large will be elected in even years. The Vice-President, Treasurer and two Members-at-Large will be elected in odd years. Officers, including Members-at-Large, may be reelected, however, none shall serve in the same position for more than two consecutive terms.
- 7.4 Officers shall be elected and installed at the close of business at the annual meeting.

Article 8: Finance

- 8.1 Annual dues are established by the Board and must be paid prior to the January business meeting. Dues for new members paid after October 31 shall be credited for the following year, allowing membership to begin at the date of payment.
- 8.2 A budget shall be developed for the upcoming year by the month of December and approved by the Board by February 1
- 8.3 Officers and committee Chairs shall not exceed the amount of expenditure authorized in the annual budget. Requests to exceed budget limits must be approved by the Board prior to the expenditure.
- 8.4 An annual audit of the Society's financial records shall be conducted in the first quarter.
- 8.5 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Article 9: Committees

- 9.1 The President with the approval of the Board shall appoint the chairs of the following standing committees:
 - a. Membership.
 - b. Program.
 - c. Publicity.

Committee chairs shall seek members for their committee. The Chairs are appointed for one year but may be appointed for numerous terms.

- 9.2 The Awards and Recognition Committee shall be appointed by the President with Board approval and be composed of three past Board members – not currently serving. The members will choose a chair.
- 9.3 The Nominating Committee will be appointed by the President with Board approval.
- 9.4 Additional committees may be formed by the President with Board approval.

Article 10: Amendment of Bylaws

- 10.1 These bylaws may be amended at any regular meeting of the Society by a two-thirds affirmative vote of those members present, provided that the amendment has been submitted to the membership in writing at the previous regular meeting.

Article 11: Dissolution

- 11.1 The Virginia Beach Genealogical Society may be dissolved by a majority vote of the members present at a meeting held for that purpose, providing that all members have been notified in writing at least thirty days in advance. All funds and property of the Society, after liquidation of all debts and liabilities, will be distributed to the Virginia Beach Public Library.

Article 12: Parliamentary Authority

- 12.1 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

STANDARD PROCEDURES

GOALS

The following should be continuing goals for the future:

The Society should strive to increase membership by 10% over the preceding year

The Society should strive for a minimum of two-thirds annual renewal of memberships

The Society should promote at least one project, on which various members participate, that will advance the mission of the Society

The Board members should consider from time to time whether the stated goals are still valid. Whenever they decide on changes, the resolution is included in the minutes. The restated goals are then included in the handbook for the benefit of all officers and committee chairs.

INTERPRETING BYLAWS

If any conflict exists between this Handbook, the Bylaws, and *Robert's Rules of Order Newly Revised*, the Bylaws will be first consulted, then *Robert's Rules of Order Newly Revised*.

Because the Society's Bylaws are the governing statutes in terms of internal Society relationships, Board members and committee chairs are expected to know the rules embodied in the bylaws.

The Bylaws are written to protect the rights of members and the Society. The Society shall have the right to determine the meaning and intent of the Bylaws. If it should occur that there are other possible meanings or a lack of definition, the President shall interpret the Bylaws subject to appeal or submit the interpretation to the membership for a vote. From time to time, an ad hoc committee may be appointed to study the Bylaws and submit a report to the membership on interpretation or amendment.

STANDING RULES

Robert's Rules of Order Newly Revised explains that standing rules "are rules (1) which are related to the details of the administration of a society rather than to parliamentary procedure, and (2) which can be adopted or changed upon the same conditions as any ordinary act of the society. In the administration of the Virginia Beach Genealogical Society, a standing rule may be adopted or suspended without prior notice by a majority vote of those members present at any meeting of the Society at which business is being conducted.

THE BOARD of DIRECTORS

The Board of Directors, hereafter called the Board, consists of the President, Vice-President, Secretary, Treasurer, the immediate Past President and Members at Large.

Committee Chairs may attend meetings of the Board so that committees may apprise the Board of their work. Committee Chairs may join in discussions but may neither make motions nor vote.

In accordance with the Bylaws regarding approval of the annual budget, Board must meet before February 1.

Within 30 days of taking office, the President, with agreement of the Board, appoints chairs of all standing committees.

The Bylaws require the Board to meet twice annually, or more frequently if required. The Secretary will give notice of meetings to each Board member.

The financial facility chosen by the Board shall be insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC).

If there are items of business that need to be addressed by the Board and a Board meeting is not imminent, the President may call a special meeting or canvass the Board by phone or e-mail. The response of each Board member and the resulting decision will be sent to the Secretary to be filed in the records. The decision is then ratified at the next Board meeting.

Proposals for activities of the Society may be developed in the various committees and recommendations made to the Board for approval or rejection. However, some proposals may be originated by Board members and resolved in the Board without being referred to a committee for consideration.

The duties of the Board Members are delineated in the handbook. Each Board Member is encouraged to study the Bylaws and position duties in detail and be ready to assist the President in the interpretation.

COMMITTEES

Committees are the backbone of the Society. It is here that most of the work gets done that furthers the purpose of the Society. A committee may consist of one or more persons. Most of the activities in which the Society should be involved should be developed in committee.

The President is ex-officio (by virtue of the office) a member of all committees except the Nominating Committee and the Awards and Recognition Committee. The President is invited to attend all committee meetings except the Nominating Committee and the Awards and Recognition Committee. However, the President is not obligated to attend meetings and is not counted in the quorum but can make motions and vote.

A committee has only the power granted to it by the Board and operates under instructions from the Board. The President will call for any necessary reports from committee Chairs at the regular meetings.

Chairs of committees, other than ad hoc types, go out of office with the President who appointed them, but they may continue to serve until their successors are appointed. There is no limit on the number of times a Chair may be reappointed to the position.

A Committee with a continuing existence may handle matters referred to it by a specific motion of the membership or by the Board.

Ad hoc committees exist until a definite task is completed or the reason for their appointment is fulfilled and a final written report is presented to the Board or to the Society at one of its regular meetings. This type of committee is automatically dissolved when it gives its final report.

The Awards and Recognition Committee is composed of three Past Board members, appointed by the President with approval of the Board. The Committee will choose its Chair.

The Nominating Committee will be appointed by the President with Board approval.

Each committee chair should have an agenda for each committee meeting. Committee meetings are less formal than the regular meetings. The Chair may enter into the discussions. Members may speak more than once on the same subject, so the subject under discussion may be examined in minutiae before the committee votes on a course of action and makes a recommendation to the Board.

The standing committees are:

- The Membership Committee maintains a membership database with list of paid members including contact information and attendance record and receives payment of dues and forwards to Treasurer
- The Program Committee plans programs of interest to members
- The Publicity Committee is responsible for presenting the Society to the general public

Minutes of any committee meeting should be taken and forwarded to the Secretary.

INTEREST GROUPS

An Interest Group is a group of members who meet to pursue a specific genealogical interest.

Any Interest Group formed by the Society must conform to the purposes of the Society as stated in the Bylaws and Standing Rules of the Society.

When requested in writing by ten or more members of the Society, the President with approval of the Board may approve the formation of an Interest Group and appoint its Leader. Requests must state, as a minimum, the purpose, goals, and objectives of the Interest Group.

Any member of the Society may participate in the activities of the Interest Group. Non-members are welcome to attend and encouraged to join the Society.

If participation in an Interest Group becomes so reduced that the goals and objectives of the Interest Group cannot be met, the President with approval of the Board, will disband the Interest Group.

TYPES OF MEMBERSHIP

Membership is classified as individual, household, honorary, and special life.

Household membership is for two individuals in one household.

Honorary Membership is bestowed in recognition of significant contributions, or services, to the Society. If the honoree is a member, they are exempt from paying dues for one year.

If Honorary Membership is bestowed upon someone who is not a member of the Society, that person has full rights and privileges, except he does not make motions, vote, or hold office, and he is exempt from paying dues.

Special life membership is awarded to Hall of Fame honorees, and they are exempt from paying dues.

TAX-EXEMPT STATUS AS A NON-PROFIT ORGANIZATION

The Society was granted tax-exempt status by the Internal Revenue Service by a letter dated July 1, 1993. A copy of this letter must be retained as part of the permanent files of the Society.

BANK ACCOUNTS AND OTHER FUNDS

A checking account in the name of the Society is maintained in a bank or financial institution approved by the Board. The Treasurer and the President are signatories on the account. Membership dues collected by the Membership Committee Chair are to be turned over to the Treasurer for deposit.

FISCAL YEAR AND ADMINISTRATIVE YEAR

The fiscal (financial accounting) year is from January 1 through December 31 of each calendar year. The administrative year is determined by the date the officers assume office, which is now the second Thursday of January. The officers serve from the second Thursday of January to the second Thursday of January of their second year in office.

AUDIT OF FINANCIAL RECORDS

In accordance with the Bylaws, the annual audit of the financial records kept by the Treasurer is conducted in the first quarter of the year. The audit is made as of the close of the books for the

fiscal year, December 31. The President appoints at least two members of the Society to act as an Audit Committee to conduct the audit.

BUDGETING

The Society does not expect officers and committee Chairs to bear the expense of office and projects out-of-pocket without reimbursement. Officers and committee Chairs are requested to prepare budgets for the coming year and submit them to the Treasurer. These budgets are reviewed by the Treasurer to determine that there is sufficient projected income to cover the projected expenses.

The Treasurer develops the budget in the month of December. The Treasurer reviews the budget with the President and then presents the budget to the Board for approval by February 1. There are no paid employees of the Society, and none are authorized.

EXPENSE REPORTING

The Treasurer will pay for expenses incurred for items purchased in accordance with the approved budget. Bills presented for payment that are not included in the approved budget shall be sent to the Board for payment authorization.

Officers and committee Chairs shall not exceed the amount of expenditure authorized in the annual budget. Requests to exceed committee budget limits must be approved by the Board prior to the expenditure.

HONORARIA

When a speaker requires an honorarium, arrangements are made through the Program Chair. The Program Chair may negotiate within the program budget payment of fees and/or expenses as requested by the speaker.

Speakers at the Annual Conference are paid an honorarium and expenses as arranged with the Annual Conference Chair.

ELECTIONS

Election of Officers. The Nominating Committee selects a slate of officers to present to the membership at a regular meeting of the members one month prior to the annual meeting at which the election is to be held.

The President presides over the election. The President accepts nominations from the floor, with the written permission of the person being nominated.

A written ballot is required for offices having more than one candidate. The Nominating Committee becomes the Elections Committee and counts the ballots.

If there is only one candidate for an office, the President announces the nominee's name and says, "The nominee is elected by acclamation."

Installation Procedures. The President presides at the installation of newly elected officers.

The President says:

"Having been duly elected as an officer of the Virginia Beach Genealogical Society, do you promise to help further the goals and mission of the Society and faithfully carry out the duties of your position to the best of your ability as an officer of the Society?" (The answer is, "I do.")

"You, as of this moment, assume the duties of your position. Congratulations and best wishes. Madam/Mister President, you may take the chair."

INCOMING MAIL

The Society rents a post office box at the Witchduck Station on Columbus Street. The return address is Virginia Beach Genealogical Society, P. O. Box 62901, Virginia Beach, VA 23466-2901.

The President will designate who is responsible for mail collections at the Society's Witchduck Post Office box periodically and distribution of the mail to the appropriate recipient.

INTERNAL COMMUNICATIONS

Other than direct discussions with a member, the Society has many ways of communicating with members.

A Newsletter is published four times each year in time to be distributed in February, May, August, and November.

The Membership Committee Chair will include a copy of the Newsletter in the membership kits. Copies are given to the head of genealogical section of the Central Library to distribute to tour participants.

The ISSN for the Newsletter is 1044-5897.

The Society's web page provides members with information concerning activities and events.

AWARDS AND RECOGNITIONS

It is fitting to recognize members for meritorious contributions to the Society. Each outgoing President is awarded a plaque by the newly elected President at the annual meeting. Other members may be recognized at the discretion of the President. Recommendations for each recognition should be forwarded to the President.

Special awards have been established to recognize members of the Society for outstanding achievements or service to the Society. Any member may nominate a candidate for a specific award.

Nominations must be made in writing, include proper documentation of the nominee's achievements or service, and be submitted to the Awards and Recognition Committee.

Properly completed nominations will be considered by the Committee. Those nominees deemed worthy by unanimous vote of the Committee will be approved. The President will be notified of the name of the approved nominee. All documentation will be forwarded to the Archivist.

Virginia Beach Genealogical Society Hall of Fame

The highest honor the Society may award a member is induction into the Hall of Fame. Those selected for induction have made exceptional contributions to the success of the Society over a period of years.

Members of the Hall of Fame are granted life membership in the Society with an exemption from paying dues. Recipients of this award receive a plaque at the awards presentation.

The Robert F. Brown Award

The Robert F. Brown Award is established in the memory of the founder and first President of the Society. His vision was for a group of people who would assist each other in researching their genealogy and would educate others in the techniques of genealogy. Recipients of the award should exemplify the vision of Robert F. Brown. Recipients of this award are presented with a plaque at the awards presentation.

Distinguished Service Award

The Distinguished Service Award is established to honor those members who have provided the Society with a level of service that is marked by high achievement and service.

Persons selected for the Distinguished Service Award receive a framed certificate.

Honorary Membership

Honorary Membership may be awarded to members or nonmembers of the Society.

Honorary Membership is granted for one year and is granted for exceptional service to the Society or for an exceptional specific act or contribution to the Society. When the recipient is a member, that person has the same rights and privileges as any member and is exempt from paying dues for one year.

If Honorary Membership is bestowed upon someone who is not a member of the Society, that person has full rights and privileges, except he does not make motions, vote, or hold office.

Persons selected for Honorary Membership are presented with a certificate.

ANNUAL CONFERENCE

The Conference Committee Chair plans for the Annual Conference, usually to be held in March or April. The Conference Committee Chair is responsible for assembling a working committee to develop the overall theme and content of the conference. Planning should start well in advance (18 months) of the conference date to ensure the scheduling of quality speakers, vendors, and publicity for the event. The Chair composes a flier with all relevant information for inclusion in the Society's Newsletter and the Society's web page and for mailing to other organizations.

CONTROL OF HISTORIC AND ADMINISTRATIVE RECORDS

The original books and records of the Society are the best evidence of the Society's acts and procedures. The office of the Archivist is the repository of all records of the Society. The archives of the Society will be maintained at the Virginia Beach Central Library.

Records that contain correspondence, which should be kept longer than two years and are maintained by committees or officers must be sent to the Archivist.

Records to be kept as long as VBGS exists:

- Certificate of Appreciation, Plaque information
- Awards and Recognitions Book
- Forms
- Tree logo
- Master copy of Handbook

Society records are made available to all members with the assistance of the Archivist.

REVISIONS OF THE HANDBOOK

When deemed necessary the President appoints an ad hoc committee to update the Handbook so that the contents reflect current operating procedures of the Society.

The Committee Chair is responsible for publication and distribution of the required changes.

POSITION DESCRIPTIONS

This Handbook contains position descriptions for all officers, committee Chairs, and leaders of the Interest Groups.

The President and the Board should review all position descriptions periodically. As a guide the Board should consider the following points:

The position description is a guide for the incumbent in understanding the purpose of the position, the duties, and the responsibilities.

The position description provides information to the members of the Nominating Committee about positions for which they are recruiting candidates for election.

The position description is a recruiting tool for the President in discussing the position with a candidate for appointment to the position.

Officers must be members of the Society in good standing at the time of election to office and throughout the term of office. They must be familiar with the Bylaws and Constitution of the Society.

DUTIES AND RESPONSIBILITIES

The position description is a guide for the incumbent in understanding the purpose of the position, the duties, and the responsibilities.

The position description provides information to the members of the Nominating Committee about positions for which they are recruiting candidates for election.

The position description is a recruiting tool for the President in discussing the position with a candidate for appointment to the position.

Officers must be members of the Society in good standing at the time of election to office and throughout the term of office. They must be familiar with the Bylaws and Constitution of the Society.

Each officer and committee should prepare a budget for the coming year of expenses of the position or committee and submit the budget to the Treasurer in December.

At the end of the year, each officer, committee and group should compile a brief written report of the year's activities of the position, committee or group for inclusion in the President's report at the annual meeting with a copy to the Archivist.

BOARD MEMBERS

The Board has control and management of the affairs of the Society as one of its primary responsibilities.

Board members will:

Attend meetings of the Board to ensure a necessary quorum, participate in the decision-making process, and vote on proposals brought before the Board

Approve an appointment made by the President to fill a vacancy in an elected office, without undue delay

Respond to the President's call for a telephone conference or written proxy when it is impractical to call a Board meeting, the actions of the President and Board members must then be ratified at the next meeting of the Board

Receive reports on the financial condition of the Society and make recommendations regarding membership dues, annual budgets, and expenditure of funds

Strive to attend all regular meetings of the Society in order to be aware of the concerns of the members and to express those concerns at the meetings of the Board.

Board members may serve as committee chairs and committee members.

PRESIDENT

The President will:

Preside at all meetings of the Society and the-Board

Direct, in conjunction with the Board, the current administration of the Society's affairs

Prepare an agenda for Society and Board meetings in coordination with the Secretary

Confer with and advise other members of the Board

Call special meetings of the membership or Board as needed

Serve as an ex-officio member of all committees except the Nominating Committee. and the Awards and Recognition Committee

Appoint chairs of all standing committees with Board approval within 30 days of taking office

Appoint a Nominating Committee consisting of at least three members with Board approval no later than two months prior to the annual meeting

Designate a Society member to be responsible for mail collections periodically and distribution of the mail to the appropriate recipients.

Designate a Member-at-Large to serve as the Society Administrator to forward e-mail to the correct Board members and committees

Establish any additional committees as deemed necessary and appoint the chairs thereof

Delegate responsibilities to members of the Board, committee chairs, leaders of Interest Groups and ad hoc positions in coordination with the Board

Appoint with approval of the Board, a successor to complete the term of the office in the event of a vacancy in an elected office

Work closely with the Program Committee Chair to ensure that programs are developed for the promotion of genealogical education and research

Review the operating budget as prepared by the Treasurer prior to submission to the Board

Reserve meeting places for the regular meetings and coordinate with the Interest Group Leaders for the Group meetings

Present a report of the year's activities to the membership at the annual meeting with a copy to

the Newsletter Editor for inclusion in the next Newsletter-and a copy to the Secretary.

Serve as a member of the Board for the year immediately following the term of office

Accept nominations from the floor for open positions (with the written permission of the person being nominated) at the December regular meeting and at the following annual meeting

Preside over the election and install the newly elected officers

Ensure that critical deadlines are met.

VICE-PRESIDENT

The Vice-President will:

Assume the President's duties and become the presiding officer of the Society in the event of the President's absence

Assist the President as necessary

Update the Society's page with the Federation of Genealogical Societies [FGS] when there are changes in pertinent information, such as new officers and dues.

SECRETARY

The Secretary will:

Prepare an agenda for Society and Board meetings in coordination with the President

Keep minutes during the regular meetings and sessions of the Board and be the custodian of the minutes books

Delegate to another member of the Society the responsibility for recording the minutes and preparing them for distribution if unable to be present at a scheduled meeting

Maintain a list of motions presented at all regular meetings and Board meetings, the list should include the date, the name of the presenter, the motion, and whether the motion was adopted or lost

Maintain minutes of all regular meetings and send to the membership prior to the next meeting with the designation that “These minutes have not yet been approved”

Unless otherwise directed by the Board or the membership, dispense with the reading of the minutes of regular meetings and place a copy of the minutes on the sign-in table.

Send the minutes of all Board meetings to members of the Board within 7 days. Board members should contact the Secretary within 7 days with any changes or corrections and corrected minutes will be sent out within 14 days (Committee Chairs and Interest Group Leaders who were invited to the meeting will receive the corrected minutes).

Notify Board members of Board meetings and give other notices as required

Provide the President and the Webmaster with information that may be appropriate for posting on the Society’s web page

Conduct the correspondence of the Society, except as designated to other officers or committee chairs, and maintain a file of the correspondence

Have available at regular meetings a copy of the Society's Handbook, when requested

Have available at regular meetings and board meetings the Society's copy of the latest edition of *Robert's Rules of Order Newly Revised* to lend to members when requested, if there is no Parliamentarian.

Maintain the yearly list of officers, committee chairs and leaders of the Interest Groups.

Modify, maintain, and distribute to those who need it, a digital PNG image of the VBGS logo.

Submit all minutes, correspondence and other records to the Archivist after two years.

TREASURER

The Treasurer will:

Receive and be responsible for dues and other funds received by the Society and keep accurate records thereof

Deposit funds in a bank or other financial institution approved by the Board

Inform the Chair of the Membership Committee when current members and new members pay dues.

Inform the Chair of the Membership Committee when current members and new members pay dues

Pay for expenses incurred for items purchased in accordance with the approved budget, bills presented for payment that are not included in the approved budget must be sent to the President for payment authorization by the Board

Submit a written Treasurer's Report at each meeting of the membership with a copy to the President and the Secretary

Provide the President and the Webmaster with information that may be appropriate for posting on the Society's web page

Submit a verbal report at regular meetings and at Board meetings

Maintain the rental of a post office box in the name of the Society

File the Society's tax return with the Internal revenue Service and Virginia State Department of Taxation

Purchase the plaque for the outgoing President

Prepare a budget for the coming year in December

Submit a financial statement to the Board each year preceding the annual meeting with a copy to the Secretary

Prior to the annual meeting, submit to the Audit Committee a financial statement including current budget as of December 31. (The statement will show the funds on hand at the beginning and end of the fiscal year just ended and the sources and uses of funds for the fiscal year just ended. Under the current bylaws the fiscal year will be January 1 through December 31.)

Maintain a file of the Audit reports for seven years.

MEMBER-AT-LARGE

The Member-at-Large will:

Act as a channel of communication to the Board from the individual members to convey their suggestions, needs, concerns, and criticisms for any necessary action by the Board

Act in an advisory capacity to the President and the other officers

May serve as committee chairs and committee members

Serve as Society Administrator, to read and distribute e-mails to the appropriate individuals, when appointed by the President

Carry out other duties that may be assigned by the President with Board approval.

COMMITTEES

ANNUAL CONFERENCE COMMITTEE CHAIR

QUALIFICATIONS

The Annual Conference Committee Chair should be able to organize time and people, to delegate responsibilities, to encourage a cordial working environment, and to supervise the execution of all responsibilities.

DUTIES AND RESPONSIBILITIES

The Annual Conference Committee Chair will:

Assemble, in partnership with the President and the Membership Chair, a committee to assist in the planning, coordinating, and execution of events for the Annual Conference

Consult with the Program Chair and other committee members in the selection of speakers and topics

Maintain information on seminars presented by other organizations that could be of value Annual Conference Committees

Begin planning for the Annual Conference approximately 18 months ahead by exploring the availability of desired speakers and dates

Maintain a record of committee activities and summary of correspondence with speakers, vendors, exhibitors, participants, etc., in order to provide a “paper trail” for others

If using the Library’s spaces confirm all vendors are aware that no sales may occur in the Central Library auditorium corridor with the exception of Society membership.

Maintain records of financial receipts, expenses, number of attendees, exhibitors and participants

Provide the Publicity Chair with information and help direct distribution to the President, the Webmaster, the Newsletter Editor, and public media

Provide information on the progress of the Annual Conference Committee’s work at each regular meeting

Prepare a budget for the coming year of projected expenses and submit the budget to the Treasurer in December. It is noted there should be two conference budgets, one for the upcoming year and one for the following year

Following the Annual Conference, conduct a “lessons learned” with the Annual Conference Committee members

After the Annual Conference, compile a financial and summary report for the Board for inclusion in the President’s report at the annual meeting with a copy to the Secretary.

AUDIT COMMITTEE

The Audit Committee will:

Be appointed no later than December of the current year

Prepare an audit report for the year ended December 31

Review all expense reports submitted by officers, committee chairs, and members for reimbursement of out-of-pocket expenses and comment on whether these are legitimate expenses for the Society

Review all expenditures of more than the budgeted item to determine if properly approved by the appropriate authority

Review the Treasurer's records and comment on the adequacy thereof

Determine whether the financial reports submitted to the Society properly reflect the financial condition of the Society

If the audit has been completed, report the findings at the annual meeting of the membership in January with a signed copy to the President and one with signatures to the Secretary

Provide the Treasurer an additional copy of the audit findings, audit reports to be retained for seven years.

AWARDS AND RECOGNITION COMMITTEE

QUALIFICATIONS

Members of this Committee must have served as Board members, but may not be currently serving.

DUTIES AND RESPONSIBILITIES

The Awards and Recognition Committee will:

Receive properly completed nominations

Consider the nominations and select worthy nominees for the Hall of Fame, the Robert F. Brown Award, the Distinguished Service Award, and Honorary Membership

Provide the President with a written report signed by the committee members, naming those selected for awards and provide the Secretary with a copy of the report

Arrange for the purchase of appropriate award

Inform the Newsletter Editor and the Webmaster of the selections made after the presentation of the award.

MEMBERSHIP COMMITTEE

The Membership Committee will:

Establish and update at least monthly a list of the members of the Society and their contact information

Coordinate with the Treasurer at least monthly to keep the list of members current

Keep a record of members' attendance at meetings of the Society

Send monthly lists of the members and their attendance at Society meetings to members of the Board, the Webmaster, the Newsletter Editor, and chairs of other committees

Advise Board members, the Webmaster, the Newsletter Editor, and the chair of other committees of changes of e-mail addresses of members

Keep a list of former members, along with their contact information

At regular meetings of the Society produce, update, and provide sign-in forms for members, sign-in forms for guests and forms for current members and for new members to pay dues

Report, during regular meetings of the Society, the status of the membership, introduce new members and welcome guests

Compile and update a membership packet for new members-and send via e-mail, as promptly as practicable, a membership packet to each new member

Send a friendly reminder to members who are delinquent in their dues, members will be considered delinquent if dues are not paid by April 1st.

NOMINATING COMMITTEE

The Nominating Committee is appointed annually by the President with the agreement of the Board for the purpose of nominating a slate of officers for the next administrative term. The committee members will be appointed no later than two months before the annual meeting of the Society at which the nominees will be elected to office.

DUTIES AND RESPONSIBILITIES

Members of the Nominating Committee will:

Have been in the Society long enough to have gained some knowledge of the interests and abilities of various members, have an understanding of parliamentary procedure, and be capable of choosing candidates for office who will serve the Society well in the coming year

Select a slate of officers to be presented to the membership at a regular meeting one month prior to the annual meeting at which the elections are to be held

Ensure that, although officers may be nominated to succeed themselves, no officer may serve for more than two consecutive terms

Make an oral report at the December meeting of the nominations submitted for the officers for the following year

Following presentation of the report, present a copy of the written report to the President and a copy to the Secretary

Become the Elections Committee in the event of more than one nominee for any position, prepare a written ballot and count said ballots.

PROGRAM COMMITTEE

The Program Committee will:

Be responsible for providing the Society with meaningful programs at regular meetings

After confirming program arrangements, provide that information in a timely fashion to the President, the Newsletter Editor, the Webmaster, and the Publicity Chair

Coordinate with the Social Committee about a desired program for a social meeting

Present a short report at each membership meeting regarding future programs for membership meetings

Have meetings at least twice each year to plan programs for the next six months and determine the most appropriate speaker for each type and date of proposed program

Secure appropriate program speakers at least six months in advance of the meeting date

Two weeks before the date of a meeting, confirm with the speaker that he or she will appear as planned and confirm the needs of the speakers

Appoint a committee member to assist a speaker in arranging accommodations, if necessary

Coordinate with the Treasurer to ensure that the speaker receives the honorarium

Prior to the meeting date, provide the venue with the equipment requirement

Do the following at each meeting which features a speaker:

- a. Have a table at the front of the meeting room for the speaker's use, if required
- b. Have water available for the speaker
- c. Appoint a member of the committee to be responsible for lighting-dimming, etc.
- d. Appoint a member to introduce the speaker

Prepare, for the President's signature, a thank-you letter to each speaker

Periodically survey the members to determine their opinions of the year's programs and to solicit suggestions for future programs.

PUBLICITY COMMITTEE

The Publicity Committee will:

Work with the other Committees, the Webmaster, Newsletter Editor and the Virginia Beach Central Library, in order to publicize the Society's programs and events as appropriate to encourage visitors

Place in the genealogy reference collection of the Virginia Beach Central Library available promotional material about the Society

Provide available printed promotional material to the Virginia Beach Central Library for their staff to give to attendees of staff tours of the genealogy section and to attendees of library-provided genealogy classes

Publicize Society events on social media

Become familiar with the publication schedules of local newspapers, other news and/or genealogical media to issue press releases prior to meetings and events of the Society. The releases should include the date, time, place, contact person, details, and the program topic for meetings and events

Maintain a list of organizational names, addresses, contacts, and e-mail addresses of historical and genealogical groups, libraries, and local Family History Centers

Send to every member a monthly reminder of the upcoming meeting, including information about the speaker and topic as well as other Society business

Send to every member notices of meetings, projects, etc. of other organizations that would be of interest to our Society members

Provide, at regular meetings of the Society, available printed promotional material for members, new members, and guests.

SOCIAL COMMITTEE

The Social Committee will:

Arrange for a social meeting for the members

Coordinate with the Program Committee for a desirable program for a social meeting and solicit the help of the Program Committee in arranging for the program

Compose a flier with pertinent data and a reservation form and arrange for the flier to be e-mailed to the membership

Keep a reservation list of those who plan to attend

Collect the cost of the social meeting in advance from the members before committing for a certain attendance figure to the provider of the meeting. (Attendees will be charged for the cost of the food, tax, and gratuity only. Other incidental expenses will be budgeted and paid for by the Society.)

Recruit other members in sufficient numbers to help with the arrangements and record keeping necessary to have a successful event

Provide the President, Newsletter Editor, and Webmaster with information about the activities of this Committee that may be appropriate for posting

Keep the President informed of the Committee's progress of the planning and the final plans.

INDIVIDUAL POSITIONS

ARCHIVIST

The Archivist will:

Maintain and catalogue the regular, board and committee meeting minutes, general information, conferences, programs, newsletters, obituaries, and the Society's historical records and governing documents—the Constitution, the Bylaws, and the Standing Rules

Review, inventory and catalogue donations of historical value and consult with other members as to historical value

Organize, label and store donations of historical value

Coordinate with Library staff for access to the storage area

Provide to the membership access to all records maintained by the Society

Maintain the Society's awards records containing copies of the nominations and supporting letters and annotate the nomination form with the date the award was presented

Accept catalogued material from the Society Librarian

Maintain records of any materials signed-out including dates of return

Select an individual interested in assisting with these duties.

COMPUTER GROUP LEADER

The Computer Group Leader will:

Develop an agenda or curriculum for the Computer Group and schedule the periodic meetings of the Computer Group

Provide the Newsletter Editor and the Webmaster with information about the activities of this group or other appropriate material for possible inclusion in the Newsletter and the Society's web page

Ensure that a meeting room is reserved in a timely manner

Act as moderator of group discussions about the best ways to use the various applications programs

Have various group members give presentations about electronic research, including information about their successes and failures

Delegate responsibility to others for leading programs

Recruit new members for the Computer Group and the Society.

HOW-TO GROUP LEADER

The How-To Group Leader will:

Aid individuals in their genealogical research and in compiling their family histories

Develop an agenda or curriculum for the How-To Group

Schedule the periodic meetings of the How-To Group

Recruit other members of the Society to help teach the How-To Group classes

Provide the Newsletter Editor and the Webmaster with information about the activities of this group or other appropriate material for possible inclusion in the Newsletter and the Society's web page.

INTEREST GROUP LEADER

The Interest Group Leader will:

Develop an agenda or curriculum, as appropriate, for the Interest Group

Schedule the periodic meetings of the Interest Group

Report Interest Group activities to the Society

Submit publicity releases to the Publicity Committee and the Webmaster

Submit to the Newsletter Editor appropriate material for possible inclusion in the Newsletter.

LIBRARIAN

The Librarian will:

Accept materials donated to the Society's library and catalogue them for the collection

Bring a representative sample of journals and other material to the monthly meeting for members' review

Maintain a catalogue index of all library media to be available to the membership at each regular meeting

Keep track of all documents checked out by members and remind them to return them after a reasonable time

Set a time limit for material to be out of the library

Provide information to the Newsletter Editor and Webmaster to inform members of the material available for review.

NEWSLETTER EDITOR

The Newsletter Editor will:

Be responsible for the publication of a quarterly electronic newsletter

Ensure that the newsletters are distributed in February, May, August, and November.

Read the periodicals mailed to the Society by other organizations with a view to publishing any pertinent information from them in the Society's Newsletter with proper source citations

Visit online other genealogy organizations for pertinent information to go into the Society's Newsletter

Signup for blogs, posts by e-mail and digital newsletters/updates

Seek permission to publish any copyrighted material

Ensure permission has been obtained to publish any digital material in the Society's Newsletter

Compose, lay out, and type a quarterly newsletter, the size of each Newsletter will be kept at a maximum of 16 pages

Advise members who offer their genealogical talents and services for a fee and wish to advertise in the Society's Newsletter

Decisions about size of advertisements, cost per line, number of inclusions per member and subject matter shall be left to the discretion of the Newsletter Editor

Send copy of each newsletter to all members

Maintain an archival copy of the Newsletter for future reference.

Arrange for Newsletters to be mailed to members with no e-mail address or who request mailing due to special circumstances

Newsletters will also be supplied to the Membership Committee for distribution to new members and visitors (this may be done electronically)

Compile and update a list of groups and individuals for sending a complimentary VBGS Newsletter.

PARLIAMENTARY ADVISOR

The Parliamentary Advisor will:

Be conversant with the contents of the Bylaws, the Standing Rules, the Society's Handbook, the parliamentary authority (latest edition of *Robert's Rules of Order Newly Revised*), and the normal order of business for regular meetings of the Society, including the annual meeting, and Board meetings

Be willing to research in the parliamentary authority for answers to questions from the President, the members of the Board, and members of the Society.

WEBMASTER

QUALIFICATIONS

The Webmaster must have Internet access and have the capability to create, edit, and update the web page as required.

DUTIES AND RESPONSIBILITIES

The Webmaster will:

Maintain liaison with the web page host provider and ensure that all Society contract agreements and requirements are met

Maintain and update the web page on a regular basis to include information on meetings and the programs promoting the goals of the Society

Post and maintain the Surname List on the web page and link it with the name and address of the Submitter

Maintain a page on the web page with links to other genealogy resource sites on the Internet and develop other linked pages of interest to the members

Provide for a back-up person interested in assuming the duties of the Webmaster.

WRITERS GROUP LEADER

The Writers Group Leader will:

Guide the group members in learning how to write family histories, genealogies, and related articles

Develop an agenda or curriculum for the Writers Group, ensure that it is carried out

Schedule periodic meetings of the Writers Group

Provide the Newsletter Editor and the Webmaster with information about the activities of the group or other appropriate material for possible inclusion in the Newsletter and the Society's web page

Act as moderator of discussion groups

Have members serve as discussion leaders and give presentations concerning their writings

Recruit new members for the Writers Group.

APPENDIXES

Standing Rules

Archival Retention Schedule

Annual Conference Guidelines

Awards & Recognition Guidelines

Sample Expense Account

STANDING RULES

1. The Society meets on the second Thursday of each month from September through June, unless otherwise directed by the Board. Doors open at 6:30 for sign-in and socializing. Business meeting and program begin at 7:00 pm.
2. Visitors are welcome at all meetings and may attend special events of the Society after paying the required fee and by agreeing to any rules that govern members.
3. Any member who wishes to address the assembly of members during a monthly or specially-scheduled meeting of the Society must notify the Secretary or President in advance of the meeting date about the nature of his presentation and ask to be put on the agenda for that specific meeting.
4. A surname list shall be maintained on the Society's web page in which members may list the lineages they are researching.
5. The Society has been supported primarily by membership dues. The Society is a non-profit organization but may find it necessary to raise additional funds to support its activities. The following policy governs the fund-raising activities of the Society.
 - a. The Society will support only those fund-raising activities that are legal, are supportive of the purpose of the Society, and reflect favorably on the Society.
 - b. Any activity to raise funds for the Society must receive approval of the majority of the Board.
 - c. Members who offer their genealogical talents and services for a fee may advertise in the Society's Newsletter. Decisions about the size of advertisements, cost per line, number of inclusions per member, and subject matter shall be left-to the discretion of the Newsletter Editor.
 - d. All funds raised by the Society are to be forwarded to the Treasurer within ten days of receipt.

Amendment of Standing Rules

The standing rules may be amended without prior notice to the membership at any regular meeting of the Society by a two-thirds affirmative vote of those members present or by a majority vote if electronic notice has been given five business days prior to the meeting.

ARCHIVAL RETENTION SCHEDULE

As much as possible, all documents should be submitted to the Archivist in electronic form.

Certificates of Appreciation, Plaque Information: Keep samples of two kinds of certificates and a photocopy of the President's plaque.

Correspondence: Kept for two years by the Secretary, then submitted to the Archivist.

Federation of Genealogical Societies: Membership Card to be kept by the Secretary. Correspondence to be kept for two years. General information should be kept as long as it is timely.

Forms and Tree Logo: Master copies are kept by the Secretary. Newsletter Editor should have a copy.

Internal Revenue Service Nonprofit Status: This file contains the letter granting nonprofit status and the backup papers for the application to be retained by the Archivist for as long as VBGS exists. Copies to be kept by Secretary and Treasurer.

National Genealogical Society: Membership card to be kept by Secretary. Correspondence kept for two years. General information should be kept as long as it is timely.

Newsletter Exchanges: Kept and updated by the Newsletter Editor. File should contain a list of organizations with which VBGS exchanges newsletters and any related correspondence and be submitted to the Archivist after two years.

Programs--VBGS--since 1983: Kept by Program Committee Chairman for two years and then forwarded to the Archivist.

Seminars: Kept by Annual Conference Chairman for one year and then forwarded to the Archivist. These are seminars by other organizations and could be of value to future Annual Conference planning committees for subjects, lecturers, and other sources.

Master Copy of the VBGS Handbook: Master copy kept by the Secretary. When revised or updated this copy will go to the Archivist

VBGS Member Surveys: A sample of survey and any summaries kept by the Archivist.

VBGS Newsletters: Keep archival copies of the Newsletters from the beginning electronically or in print. The archival collection to be kept by the Archivist for historical purposes with a second copy to be kept by the Newsletter Editor

Annual Conference Folders and Sample Kit: Kept by Annual Conference Chairman for one year and then submitted to the Archivist.

Historical Records Book [informally called the history book]: Kept by the Archivist as long as VBGS exists.

Awards and Recognitions Book [informally called the awards book]: Kept by the Archivist.

Minute Books: Kept in the Archives as long as VBGS exists.

ANNUAL CONFERENCE GUIDELINES

Scope

The Virginia Beach Genealogical Society Annual Conference program is intended to provide training and education for members of the Society as well as members of the general community interested in genealogical research. The conference is made up of several components including four general sessions, an “expo” of vendors (including books and other materials, local author book sales), and displays by regional genealogical or historical groups and other related organizations.

Annual Conference Committee

The Annual Conference Committee is made up of an overall event chair, a representative of the Computer Group, the Virginia Beach Public Library staff, the Membership Chair, the Program Chair, the Treasurer, and other interested individuals as needed to coordinate all aspects of the conference. A goal is to include as many members of the general membership as needed rather than to assume that the members of the Board will complete all the related tasks. A specific job description for the Annual Conference Chair will be included in the VBGS Handbook.

The Annual Conference Committee should be appointed by the President no later than 18 months prior to the event

The committee will be responsible for making sure that capable individuals are assigned setup and takedown responsibilities, as well as coffee preparation, staffing the registration and membership tables, etc.

The conference expenditure and revenue budget should be approved as part of the annual Society budget. Alterations to the budget may be made during the planning phase with the approval of the Board.

Date

The Annual Conference is a one-day event, with setup between noon and 5:00 p.m. on the preceding day. The conference should be scheduled for a Saturday in either March or April of each year. Whenever possible, scheduling should take into account workshop schedules of the Virginia Genealogical Society, the Family Research Society of Northeastern North Carolina, the Tidewater Genealogical Society, the Slover Library, and any programs that may be planned by the Family History Center. Space will be reserved by the Central Library outside of its normal booking periods in order to accommodate speaker bookings.

Topics and Speakers

Topics will be chosen that appeal to the broadest audience in order to support maximum attendance

and to ensure that each session will be of interest to each attendee. Topics, therefore, need to be broad in scope: naturalization and immigration, for example, rather than immigration from Germany, or passenger arrivals from Russia. Whenever possible, topics should be in alignment with topics of interest indicated on member surveys.

Speakers, whenever possible, should be of national or statewide stature. Because speaker schedules are booked early, at least 18 months' lead time should be allowed. The committee will balance choosing a speaker and then a topic with choosing a topic and then identifying the best speaker on that topic. The four sessions of the conference may be provided by one speaker or by several.

Speaker contracts should be provided as soon as booking has been completed. The contract should specify date, agreed cost, method and timing of payment, provisions for handout duplications, speaker expectations for travel and hotel needs, etc.

Vendors

The Annual Conference Chair should choose the vendors based on topics of the sessions and share the topics and the speakers with vendors to allow for an appropriate mix of materials to be provided on the day of the conference. Author signings are a possible activity to link the speaker and books he may have authored.

Heritage Books is the traditional book vendor, and arrangements should be made at least 12 months prior to the event to ensure availability. Arrangements are to be made with either Craig Scott or Margaret Taylor at 1-800-876-6103. This vendor is chosen for the wide variety and depth of topic that can be provided. Members may request specific items to be brought for their purchase.

Other vendors may be contacted depending on space availability and should be contacted 12 months prior to the event. These may include local genealogical authors or record preservation/scanning businesses. No vendor will be accepted who does not have a clear link to genealogical or family history activities.

Other displays may be arranged with regional genealogical and historical societies or libraries. These are typically non-sales displays with the exception of memberships and Society publications.

No nongenealogical or historical businesses will be allowed to sell materials on library property during the conference. A letter of understanding outlining rules and expectations should be prepared and sent to each vendor as scheduled with a copy retained by the Annual Conference Chair as well as the vendor representative. The letter should include space, tables and chairs available, time space available for setup, and opening and closing times the day of the conference.

Computers

A computer area may be provided with 2-3 PCs with a network or dial-up connection for at least one of them. Specifications will be developed by the Computer Group in terms of hardware and software needed, and the committee will determine if PCs might be donated for the day or rented for the day. The concept is one of demonstration of major genealogical programs and general

computer skills. Specific questions to be answered include “how do I do x” and “how do I find x on the Internet.”

Door Prizes

Door prizes are a conference feature enjoyed by those attending. The emphasis should be on quality prizes from the vendors present as well as other related businesses. Prizes should be awarded throughout the day with the major award given at the beginning of the last session. This prize should be a substantial one: a major piece of related software, a PDA, etc. The prize can either be donated or purchased.

Publicity

Publicity about the conference should first appear on the web page six months prior to the event. Beginning at that time, press releases should be sent to national and state publications for inclusion in their calendar of events. Articles about the conference should be included in each issue of *First Landing* leading up to the conference.

Three months prior to the event, a distribution of registration fliers should be provided to the membership and to the membership of area societies. Copies should be made available to each of the libraries in the Tidewater region.

Two weeks prior to the event, community information notices will be sent to area newspapers and public service announcements to the various media contacts (radio and television).

Conference Logistics

Layout - The Annual Conference has a traditional layout using both meeting rooms, the auditorium, and the auditorium hall area. Initial registration takes place in the hall area. All vendor requirements will be reconfirmed one month prior to the event based on the letters of understanding previously received.

Speakers - At least two months out, arrangements for speaker travel and hotel reservations should be made. The committee may wish to invite the speaker to dinner the evening before the event and may wish to provide transportation to and from the airport or hotel as needed. Should dinner be scheduled the prior evening, the Society will pay for the speaker’s meal, while individual committee or Board members will pay for their own dinners. All speakers will receive a registration packet and name tag with speaker ribbon. All speaker requirements with regard to handouts and AV equipment will be reconfirmed one month prior to the event based on the speaker contract details.

Registration packets - All registrants will receive a packet containing a name tag, a door-prize ticket, appropriate handouts, and other materials available. A well-designed program will be developed and printed for inclusion in the packet. The packet is also an opportunity to offer membership and activity information about the Society.

Signage - Signage will be planned and produced at least one week prior to the event. All signs should look professional.

Committee members - All committee members will receive a name tag identifying them as committee members.

Volunteers - All volunteers for required work will be finalized one month prior to the event. All volunteers will receive a name tag indicating that they are volunteers during the event.

Welcome and introductions - The President and the Annual Conference Chair will welcome participants and share appropriate information about the event and the day's schedule. Each speaker (each session) will be introduced by a member of the committee, Board, or membership.

Food - Coffee, tea, and bottled water will be provided to participants. Pastries will be provided during registration. The Annual Conference Committee will determine if box lunches will be provided with the cost built into the Annual Conference registration. If lunches are included, they will be ordered one week prior to the event or as required by the caterer. Even if no box lunch is provided to participants, lunches for the speaker(s) and the vendors should be arranged.

AWARDS

VIRGINIA BEACH GENEALOGICAL SOCIETY

HALL OF FAME AWARD

The highest honor the Society may award a member is induction into the Hall of Fame. Those selected for induction will have made exceptional contributions to the success of the Society over a period of years.

- Any member may nominate a candidate for the Hall of Fame.
- Nominations must be made in writing and submitted to the Awards and Recognition Committee.
- The nominee must have been a member of the Society for at least five years.
- A documented history of exceptional contributions to the Society by the nominee is required.
- At least two additional members must attest, in writing, to the accomplishments of the nominee.

The committee will receive properly completed nominations and consider them. Those nominees deemed worthy will be approved. Unanimous vote of the committee is required for induction into the Hall of Fame.

**Virginia Beach Genealogical Society
Awards Program**

Nomination Form

Hall of Fame

The Hall of Fame is awarded to an individual in recognition of exceptional contributions to the Society over a period of years.

Basis for Nomination

In accordance with the criteria established for induction into the Hall of Fame (see attached sheet), on separate paper, provide the following not to exceed three pages. In addition, include signed and dated statements from at least two additional members attesting to the accomplishments of the nominee.

A. Summary of contributions to the Society.

B. Additional facts and considerations pertinent to the nomination.

Nomination of _____

Address _____

Telephone _____ E-mail _____

Name of person making nomination _____

Address _____

Telephone _____ E-mail _____

Signature _____ Date _____

Mail the nomination form and attachments to
Awards and Recognition Committee
Virginia Beach Genealogical Society
Virginia Beach, VA 23466-2901
Or e-mail to: contactvbgs@gmail.com

VIRGINIA BEACH GENEALOGICAL SOCIETY

ROBERT F. BROWN AWARD

The Robert F. Brown Award was established in memory of the founder and first President of the Society. His vision was for a group of people who would assist each other in researching their genealogy and would educate others in the techniques of genealogy. Recipients of this award should exemplify the carrying out of the vision of Robert Brown.

- Any member may nominate a candidate for the Robert F. Brown Award.
- Nominations must be made in writing and submitted to the Awards and Recognition Committee.
- The nominee must have been a member of the Society for at least five years.
- A documented statement is required describing how the nominee fulfills Robert Brown's vision of the Society's purpose.
- The nomination must be supported by at least two additional statements from members who can attest to the accomplishments of the nominee.

The committee will receive properly completed nominations and consider them. Those nominees deemed worthy will be approved. Unanimous vote of the committee is required for approval.

**Virginia Beach Genealogical Society
Awards Program**

Nomination Form

Robert F. Brown Award

The Robert F. Brown Award was established in memory of the founder and first President of the Society. His vision was for a group of people who would assist each other in researching their genealogy and would educate others in the techniques of genealogy. Recipients of this award should exemplify the carrying out of the vision of Robert Brown.

Basis for Nomination

In accordance with the criteria established for the Robert F. Brown Award (see attached sheet), on separate paper, provide the following not to exceed three pages. In addition, include signed and dated statements from at least two additional members attesting to the accomplishments of the nominee.

A. Summary of contributions to the Society that best exemplify the vision of Robert F. Brown.

B. Additional facts and considerations pertinent to the nomination.

Nomination of _____

Address _____

Telephone _____ E-mail _____

Name of person making nomination _____

Address _____

Telephone _____ E-mail _____

Signature _____ Date _____

Mail the nomination form and attachments to
Awards and Recognition Committee
Virginia Beach Genealogical Society
P. O. Box 62901
Virginia Beach, VA 23466-2901
Or e-mail to: contactvbgs@gmail.com

VIRGINIA BEACH GENEALOGICAL SOCIETY

DISTINGUISHED SERVICE AWARD

The Distinguished Service Award was established to honor those members who have provided the Society with a level of service that is marked by high achievement and service.

- Any member may nominate a candidate for the Distinguished Service Award.
- Nominations must be made in writing and submitted to the Awards and Recognition Committee.
- The nominee must be a member of the Society.
- A statement is required describing the contributions to the Society by the nominee.

The committee will receive properly completed nominations and consider them. Those nominees deemed worthy will be approved. Unanimous vote of the committee is required for approval.

**Virginia Beach Genealogical Society
Awards Program**

Nomination Form

Distinguished Service Award

The Distinguished Service Award is to honor a member who has provided the Society with a level of service that is marked by high achievement and service.

Basis for Nomination

In accordance with the criteria established for the Distinguished Service Award (see attached sheet), on separate paper, provide the following not to exceed three pages. In addition, include signed and dated statements from at least two additional members attesting to the accomplishments of the nominee.

A. Summary of contributions to the Society.

B. Additional facts and considerations pertinent to the nomination.

Nomination of _____

Address _____

Telephone _____ E-mail _____

Name of person making nomination _____

Address _____

Telephone _____ E-mail _____

Signature _____ Date _____

Mail the nomination form and attachments to
Awards and Recognition Committee
Virginia Beach Genealogical Society
P. O. Box 62901
Virginia Beach, VA 23466-2901
Or e-mail to: contactvbgs@gmail.com

VIRGINIA BEACH GENEALOGICAL SOCIETY

HONORARY MEMBERSHIP

Honorary Membership may be presented to a member or nonmember for exceptional service to the Society or for an exceptional specific act or contribution to the Society.

- Any member may nominate a candidate for Honorary Membership.
- Nominations must be made in writing and submitted to the Awards and Recognition Committee.
- A statement is required describing the exceptional service or contribution made by the nominee.
- The membership will be for one year.

The committee will receive properly completed nominations and consider them. Those nominees deemed worthy will be approved. Unanimous vote of the committee is required for approval.

**Virginia Beach Genealogical Society
Awards Program**

Nomination Form

Honorary Membership

Honorary Membership is an award for an individual, member or nonmember that recognizes exceptional service to the Society or for an exceptional specific act or contribution to the Society.

Basis for Nomination

In accordance with the criteria established for Honorary Membership (see attached sheet), on separate paper, provide a summary, not to exceed three pages, of contributions to the Society. In addition, include signed and dated statements from at least two additional members attesting to the accomplishments of the nominee.

Nomination of _____

Address _____

Telephone _____ E-mail _____

Name of person making nomination _____

Address _____

Telephone _____ E-mail _____

Signature _____ Date _____

Mail the nomination form and attachments to
Awards and Recognition Committee
Virginia Beach Genealogical Society
P. O. Box 62901
Virginia Beach, VA 23466-2901
Or e-mail to: contactvbgs@gmail.com

Attach receipts
here

REQUEST FOR REIMBURSEMENT

Date: _____

To: Treasurer, VBGS

From: _____

Date	Item	Aim's Incl. Tax
Total		

Check #: _____ **Date:** _____ **Amount:** _____

Comments: