



MINNESOTA GENEALOGICAL SOCIETY

HANDBOOK

July 1989 Revision

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Updated by:

The 19xx MGS Board

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MINNESOTA GENEALOGICAL SOCIETY HANDBOOK

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SECTION 1: GENERAL INFORMATION

INTRODUCTION

A. PURPOSE OF THE HANDBOOK:

The *MGS Handbook* was prepared to provide MGS volunteers with a comprehensive guide to MGS organizational, policy and procedural information.

This July 1989 Revision is a response to the need for an updated *MGS Board Handbook* and to a request made at the January 1988 Branch Council Meeting for a Branch handbook. Over the past year the last two editions of the *MGS Board Handbook* were reviewed, reformatted, and then substantially expanded and revised with input solicited from all committee chairs, Officers, Board members and MGS Branches.

The *MGS Handbook* pulls together in one place the organizational system and procedures that have been developed over the twenty five years of MGS' existence. It is intended to provide current and correct basic information on what MGS does (and how MGS does it) to keep the organization running smoothly.

B. ORGANIZATION OF THE HANDBOOK:

The Table of Contents shows the *MGS Handbook* divided into eight sections:

1. General Information
2. Governing Documents
3. Board of Directors and Officers
4. Committees
5. Branches
6. Procedures & Current Info
7. Form Letters and Informational Sheets
8. Index

The *MGS Handbook* is designed to be used via the index. Topics are cross referenced in the index for easy access to the specific information you are looking for. Section 6, "Procedures", contains current information and detailed procedures or references arranged alphabetically, and will be frequently used. Section 1, "General Information" and Section 2, "Governing Documents", provide a brief introduction to MGS and its history. Any volunteer new to the organization should benefit from reading those sections, and they might even be useful reminders for our veteran volunteers.

C. SUCCESSFULLY USING THE HANDBOOK

Two things are necessary for this publication to be useful to MGS volunteers.

First, it is vital that MGS volunteers read and consult the *MGS Handbook*, and perform their tasks using the guidelines it contains. Second, and just as important, suggested changes to the *MGS Handbook* should be promptly submitted to the MGS Handbook Committee. The information in these pages will soon become confusing and obsolete if suggested and approved changes in the organization are not promptly incorporated and distributed. In the *MGS Handbook* you will find the form "Suggestion for Revision to the *MGS Handbook*", intended to simplify the process of suggesting a Handbook change.

D. SOURCES AND CONTRIBUTORS:

Source information from which the *MGS Handbook* information was drawn includes:

- MGS Board Meeting Minutes
- MGS committee reports and meeting minutes
- MGS Branch Council Meeting Minutes
- MGS correspondence and subject files.
- Minnesota Genealogist*, *MGS Newsletter* and Branch newsletters
- MGS Forms, form letters, and guides
- MGS Board Handbook* (Both previous revisions)
- Suggestions from MGS Branches
- Suggestions from MGS members and Branch members
- Input from MGS Board members and former Board members
- Input from MGS committees and committee chairs

We wish to express our appreciation to the many MGS members who contributed comments or suggestions that have in one way or another been incorporated in these pages. And special thanks are in order to the individuals who made special contributions to the Handbook:

To those who attended and participated in one or more Handbook Committee Meetings: Avis Calkins, Winnie Fernstrom, Mary Jo Fraszak, Mark Green, Ginger Hamer, Fran Hillier, Bob Kelly, Virginia Mahoney, Delores Mellon, Zella Mirick, Jan North, Sally Polkinghorne and Wesley Waring.

To those who submitted or reviewed drafts of sections or specific committee responsibilities: Bill & Avis Calkins, Pat & Dorothy Chandler, Al Dahlquist, Mark Green, Ginger Hamer, Fran Hillier, Jean Legried, Jan North, Nancy Pennington, Ozzie Thompson and Wesley Waring.

Our thanks also and apologies to anyone not listed, including the many people who attended the Branch Council Meeting 18 July 1988 where so many topics that needed *MGS Handbook* coverage were presented.

REVISIONS TO THIS MGS HANDBOOK:

This *MGS Handbook* is intended to evolve with the Society as it grows and changes, and needs to be kept current and accurate to be useful. So please make use of the "Suggestion for Revision to the *MGS Handbook*" form that you will find under the heading "*MGS Handbook*" in the Procedures Section. Taking a few minutes to suggest updates as you realize the need for them will be a big help in keeping this basic tool workable for all of MGS.

IN CONCLUSION

When past editions of the *MGS Board Handbook* were compiled, they were found to be a genuine ongoing help to Board Members. We hope that this *MGS Handbook* July 1989 Revision will prove to be a useful and helpful tool for all MGS volunteers in their work, and will help focus MGS' efforts in its second twenty years of helping people learn to find their ancestors.

Jim & Paula Warren
15 July 1989

FREQUENTLY ASKED QUESTIONS

Some questions that come up often, and appropriate answers to them are:

Q: I have a question about MGS. Who do I ask???

A: There are several places listing those who will try to answer your question. This handbook lists current MGS Board members and committee chairs in the "Procedures" section under the heading "Board and Committee Members." It also lists Branch Officers and committee chairs in the back of the Branch Section on each group's "Individual MGS Branch Information Sheet". The *Minnesota Genealogist* also lists the Board and committee chairs near the front of each issue. At the MGS Office and Library you can ask the volunteer on duty, who can consult a "Help List" there. Or call any MGS Board Member for a suggestion of where to find the answer to your question.

Q: I keep hearing about Policies and Procedures. What is the difference and who decides them for MGS???

A: In general terms, policies are the broad decisions that the MGS Board makes on the courses of action MGS will take. Procedures are the detailed systems and steps the Board, Officers and Committees determine for how MGS effectively carries out those broad plans.

Q: I'm an MGS volunteer. People keep asking me questions about things that I know nothing about. Can I just tell them to go away and leave me alone???

A: Questions and requests to MGS must be responded to. you can't always fulfill a request or answer someone's specific questions yourself. Often all that you can do is refer their question to an appropriate individual within the organization. (See the listings referred to in question #1, above.) There are some times when "I don't know, and I just can't think of anyone in the MGS organization who would know" is the only answer you can give. But it is important that at least that answer be given graciously so the individual with the question doesn't leave feeling it was ignored by their Society which hopes to help them.

Q: Do I have to be an MGS member to attend MGS Meetings or use the Library?

A: No. Current MGS Policy is that all meetings, classes and our Office & Library facility are open to the public. There may be a charge for classes and some MGS meetings, and in some cases that charge will be lower for MGS members, one of the benefits of being an MGS member.

Q: I have trouble getting up and down stairs. Does MGS meet in places that are handicapped accessible?

A: We've not always been successful in finding easily accessible meeting places, but MGS practice has been to work toward making all MGS facilities and meeting places handicapped accessible, and including information about building accessibility in our meeting notices.

Q: How can I find out about an upcoming Branch Meeting? How about an upcoming MGS Board or committee meeting?

A: Check your MGS or Branch newsletter, check for copies of the Branch newsletters at the Office & Library, or call the Office & Library during regular hours and ask the volunteer to check for you.

Q: How do I know when to renew my membership?

A: Every *MGS Newsletter* and *Minnesota Genealogist* received by a member lists that member's expiration date on the mailing label. Your membership expires at the end of the month listed. Send in your renewal before that date to be assured of uninterrupted membership.

Q: I forgot to renew on time. Can I resume my membership with the issue of the quarterly that I missed?

A: No, but you can get the issue of the *Minnesota Genealogist* that you missed by purchasing it as a back issue.

Q: I just read the MGS Handbook, and Wow! I didn't know that my committee had so many responsibilities! How can I get all this done?

A: That's why it's called a committee. You should enlist the help of other Society members to aid in accomplishing all those committee tasks. With a few more hands, no one person's job should be overwhelming.

Q: Where can I find these helpful volunteers?

A: Check at the MGS Office in the Society business filing cabinets for the new member surveys that have been returned. Members who join MGS will sometimes indicate a willingness to volunteer in one or more areas. Put a "help wanted" ad in the *MGS Newsletter*. And there are two membership printouts at the MGS Office, one alphabetical and one in zip code sequence. Call people and tell them about small jobs your committee needs done. (See the volunteer guidelines on the following pages of the *MGS Handbook*.) When you find a willing volunteer, use the zip code listing to look for another living in the same vicinity as the first. They may be able to work or ride together.

GENERAL VOLUNTEER GUIDELINES

A. GUIDELINES FOR THOSE RECRUITING VOLUNTEERS:

Define the job responsibilities in terms of:

1. The type of work to be done
2. The level of responsibility, budget and authority.
3. The total time involved.
4. The time frame - deadlines, beginning and ending time of projects, etc. (Let potential volunteers know that there is an ending point. People will usually not commit to something it appears they will have trouble completing.)
5. Location - can it be done at home, is picking up something at the MGS Office an ongoing requirement, etc.
6. Reporting requirements and documentation. ("Who will I be working for and with. Who do I go to with my questions. What if I have problems?")
7. Define "possession" of equipment, any records created, etc. and turnover of materials upon completion or change of volunteers.

B. GUIDELINES FOR POTENTIAL VOLUNTEERS:

1. Why Volunteer for MGS? It's an opportunity to:
 - a) Gain new skills in one or many areas that MGS is involved in.
 - b) "Meet & discuss" while working. MGS volunteers are often sharing valuable tips and ideas for research while helping with MGS projects. You can learn inexpensively from the experience and special knowledge of other volunteers.
 - c) Make new friends with many types of people who find a common interest in genealogy.
 - d) Help people, directly or indirectly, to understand their family background and progress with their genealogical research by furthering one of the many MGS projects.
 - e) Share knowledge and skills with others.
 - f) Share interests and values with some of the nicest people in the world - genealogists!
2. How do you volunteer?
 - a) Call the chair of a committee you're interested in or any MGS Board member.
 - b) Drop a note to the MGS PO Box indicating you might like to work as an MGS volunteer.
 - c) Call the MGS Office during its open hours and ask that you be contacted to do volunteer work for MGS.
3. Understand what you're getting into. Before agreeing to a volunteer job, understand at least in general terms:
 - a) What the work is to be done.
 - b) What the "ground rules" are for you doing that work.
 - c) If there is a budget, what is it, what expenses are authorized, who authorizes them and approves the expenditures, and how do you get reimbursement?
 - d) Who do you go to with questions and problems. And, if that person is unavailable, who are the backups?

MGS HISTORY

A. AN INTRODUCTION TO MGS HISTORY

Genealogists should realize better than most people that to know where you ought to be heading, you need to understand where you've come from. With that in mind, just a little of MGS' history is included here with the hope that those who will use the handbook and lead the Society to its future will better understand its evolution and gain a sense of its past.

B. A BRIEF CHRONOLOGY OF SIGNIFICANT MGS EVENTS

20	Apr	1969	First organizational meeting at the Minnesota Historical Society held by Patricia Harpole for what would become MGS.
10	Jan	1981	German Interest Group Accepted as an MGS Branch
10	Jan	1981	English Interest Group Accepted as an MGS Branch
28	Feb	1981	French & Canadian Group Accepted as an MGS Branch
21	Nov	1981	SAGS Accepted as an MGS Branch
21	Nov	1981	Computer Interest Group Accepted as an MGS Branch
24	Sep	1983	Irish Interest Group Accepted as an MGS Branch
	May	1984	MGS membership passed the 1000-member mark.
16	Jun	1984	First MGS Quarterly meeting co-sponsored with a local Minnesota Society (St. Cloud Area Genealogists) at the Stearns County Heritage Center in St. Cloud
	Sep	1984	MGS 15th Anniversary Seminar (First of the annual September Seminars)
21	Sep	1985	MGS Traveling Exhibit unveiled at 1985 September Seminar
	Oct	1985	MGS Office & Library opened at 678 Fort Road, St. Paul
	Jun	1987	Great Minnesota Ancestor Hunt Seminar, St. Paul Radisson
3	Oct	1987	Scottish Interest Group Accepted as an MGS Branch
16	Jan	1988	Douglas County Genealogical Society Accepted as an MGS Branch
	Apr	1988	MGS Office & Library moves to 965 Fort Road, St. Paul
	Dec	1988	MGS Office & Library moves to 1101 Fort Road, St. Paul
14	Jan	1989	Yankee Interest Group Accepted as an MGS Branch
14	Jan	1989	Czechoslovak Genealogical Society Accepted as an MGS Branch
	May	1989	The Great Floods at the MGS Office
17	May	1989	MGS hosts the National Genealogical Society's 1989 Conference in the States, St. Paul with over 1600 registrants.
		1994	Co-Sponsored the 1994 Great Lakes Conference in Fort Wayne IN
		1994	Norwegian-American Genealogical Society accepted as a Branch of MGS
	Dec	1994	Moved to 1650 Carroll AVE Saint Paul MN
	Mar	1998	Moved to 5768 Olson Memorial Highway, Golden Valley Minnesota

C. THE FIRST FIFTEEN YEARS OF MGS

When the fifteenth anniversary of The Minnesota Genealogical Society was noted with a special issue (Vol. 15, No. 3, Sep. 1984) of the *Minnesota Genealogist*, it included the Society's own "family history". An article by Patricia Harpole outlined the first five years of the Society's development, and another article by Ginger Hamer and Wiley R. Pope sketched the following ten years. Those two articles are reprinted on the following pages.

D. PAST PRESIDENTS OF THE MINNESOTA GENEALOGICAL SOCIETY

	Past President	Years of office
1.	Patricia Harpole	1969/70
2.	Robert D. Aurandt	1970/71
3.	Archie D. Cloud	1971/72
4.	Evelyn Burlingame	1972/73
5.	Donal P. Nelson	1973/74
6.	Tom Sartell	1974/75
7.	Ingmar Lee	1975/76
8.	Elmer J. Courteau	1976/77
9.	George Mellon	1977/78
10.	Ella G. Johnson	1978/79
11.	David Laughlin	1979/80
12.	Alfred J. Dahlquist	1980/81
13.	Wiley R. Pope	1981/82
14.	Avis Gohl Calkins	1982/83
15.	Ginger Hamer	1983/84
16.	Marvin Lyddon	1984/85
17.	Kermit Frye	1985/86
18.	Winnie Fernstrom	1986/87
19.	Jim Warren	1987/88
20.	Mark Green	1988/89
21.	Mary Jo Fraszczak	1989/90
22.	Wesley Waring	1990/92
23.	Dixie Hansen	1992/93
24.	Jan North	1993/95
25.	David Cross	1995/97
26.	John Schade	1997/99

E. SPECIAL AWARDS AND RECOGNITION BY THE MINNESOTA GENEALOGICAL SOCIETY

Over the years, MGS volunteers who have performed outstanding service for the Society have been honored by being named Fellows or Honored Worthy Fellows of the Minnesota Genealogical Society. These individuals are named by the President. In addition, until 1988, the President was automatically named an Honored Worthy Fellow upon completion of his/her term.

Three MGS members have also been recognized for special long term contributions by being named Honorary Life Members of the Society. Several new categories of awards were recently added to enable the Society hereafter to recognize contributions of its volunteers and benefactors.

<u>Year</u>	<u>Individual Recognized</u>	<u>Award</u>	<u>Awarded By:</u>
1970	Patricia C. Harpole	Honored Worthy Fellow	1st President
1970	Ruth Charest	Fellow	Elmer Courteau
1971	Robert R. Aurant	Honored Worthy Fellow	2nd President
1971	John Rivard	Fellow	Elmer Courteau
1972	Archie D. Cloud	Honored Worthy Fellow	3rd President
1972	Rose Johnson	Fellow	Elmer Courteau
1973	Evelyn Burlingame	Honored Worthy Fellow	4th President
1973	Mary Bellingham	Fellow	Elmer Courteau
1974	Donal P. Nelson	Honored Worthy Fellow	5th President
1974	Paul Lareau	Fellow	Elmer Courteau
1975	Tom Sartell	Honored Worthy Fellow	6th President
1975	Wiley R. Pope	Fellow	Elmer Courteau
1976	Ingmar Lee	Honored Worthy Fellow	7th President
1976	George Larsgard	Fellow	Elmer Courteau
1976	Mrs. George Larsgard	Fellow	Elmer Courteau
1977	Earl Belisle	Honored Worthy Fellow	Elmer Courteau
1977	William Decoursey	Honored Worthy Fellow	Elmer Courteau
1977	Elmer J. Courteau	Honored Worthy Fellow	8th President
1978	George Mellon	Honored Worthy Fellow	9th President
1979	Betty Jane Goold	Honored Worthy Fellow	Ella G. Johnson
1979	Arthur T. Goold	Fellow	Ella G. Johnson
1979	John G. Erickson	Fellow	Ella G. Johnson
1979	Elizabeth Erickson	Fellow	Ella G. Johnson
1979	Ella G. Johnson	Honored Worthy Fellow	10th President
1980	Avis Gohl Calkins	Honored Worthy Fellow	Dave Laughlin
1980	Lorraine Rouzer	Fellow	Dave Laughlin
1980	Mary Jo Frasczak	Fellow	Dave Laughlin
1980	Calvin Spading	Fellow	Dave Laughlin
1980	David Laughlin	Honored Worthy Fellow	11th President
1981	Beverly Coulthart	Honored Worthy Fellow	Alfred J. Dahlquist
1981	Barbara Sexton	Fellow	Alfred J. Dahlquist
1981	Charles Stuck, Jr.	Fellow	Alfred J. Dahlquist
1981	Dorothy Chandler	Fellow	Alfred J. Dahlquist
1981	Alfred J. Dahlquist	Honored Worthy Fellow	12th President
1982	Mary A. Gieske	Honored Worthy Fellow	Wiley R. Pope
1982	Ginger Hamer	Fellow	Wiley R. Pope
1982	Wiley R. Pope	Honored Worthy Fellow	13th President
1983	Avis Gohl Calkins	Honored Worthy Fellow	14th President
1984	Jim Warren	Honored Worthy Fellow	Ginger Hamer
1984	Paula Warren	Honored Worthy Fellow	Ginger Hamer

1984	Ginger Hamer	Honored Worthy Fellow	15th President
1985	William Calkins	Honored Worthy Fellow	Marvin Lyddon
1985	Dean Pettis	Fellow	Marvin Lyddon
1985	Marvin Lyddon	Honored Worthy Fellow	16th President
1986	Ann Peterson	Honored Worthy Fellow	Kermit Frye
1986	Jean Legried	Fellow	Kermit Frye
1986	Kermit Frye	Honored Worthy Fellow	17th President
1987	Peggy Schelin	Honored Worthy Fellow	Winnie Fernstrom
1987	Dorothy Chandler	Fellow	Winnie Fernstrom
1987	Patrick Chandler	Fellow	Winnie Fernstrom
1987	Ozzie Thompson	Fellow	Winnie Fernstrom
1987	Winnie Fernstrom	Honored Worthy Fellow	18th President
1988	Wesley Waring	Honored Worthy Fellow	Jim Warren
1988	Mary Jo Fraszczak	Fellow	Jim Warren
1989	Marvin H. Lyddon	Distinguished Service Award	
1990	Wiley Pope	Distinguished Service Award	
1991	George E. Mellon	Distinguished Service Award	
1991	Marlea Warren	Certificate of Appreciation	Wesley Waring
1991	Jean Jensen	Award of Merit	
1991	Jan North	Award of Merit	
1991	Ozzie Thompson	Award of Merit	
1991	Mary Bakeman	Fellow of the Society	
1991	Tony Richardson	Fellow of the Society	
1991	Avis Calkins	Honored Life Member	
1992	Dean Thilgen	Certificate of Appreciation	Wesley Waring
1992	NWTC&FHC	Award of Merit	
1992	Lila Goff	Fellow of the Society	
1992	Wesley Waring	Fellow of the Society	
1993	Patricia Harpole	Distinguished Service Award	
1993	Faith Bonitz	Fellow of the Society	
1993	Sarlyn Ziegler	Fellow of the Society	
1993	Betty Joyce	Fellow of the Society	
1993	Jean Justice	Fellow of the Society	
1994	Elaine Holm	Certificate of Merit	
1994	Jim Robasse	Award of Merit	
1994	Norma Finnegan	Fellow of the Society	
1994	Sue Kratsch	Fellow of the Society	
1995	Mary Jo Fraszczak	Distinguished Service Award	

F. UNIQUE RECOGNITION

1974	Patricia Harpole	Honorary Life Member	MGS Board
1984	Betty Jane Goold	Honorary Life Member	MGS Board
1984	Arthur T. Goold	Honorary Life Member	MGS Board

SUGGESTION FOR REVISION TO THE MGS HANDBOOK

Date: _____

From: _____

To: MGS Handbook Committee

Subject: Suggestion for revision to the MGS Handbook

I wish to suggest the change or correction outlined below for the MGS Handbook. (Attach copies of any pages that give detailed information, or marked up copies of handbook pages for which changes are suggested.)

I understand that any changes in policy must be approved by the MGS Board and that changes to procedures may require the concurrence of one or more MGS committees. Please refer this suggestion to the appropriate committee or individual if necessary.

SUGGESTED CHANGE:

REASONS FOR SUGGESTED CHANGE:

Handbook Committee: Date Received: _____

Action Taken: _____

Added to Handbook: _____

SECTION 2: MGS BOARD OF DIRECTORS AND OFFICERS

RESPONSIBILITIES COMMON TO ALL MEMBERS OF THE BOARD OF DIRECTORS

A. CONSTITUTIONAL AUTHORITY & RESPONSIBILITIES:

"The Board shall establish policy, and oversee and manage the affairs of the Society. The Board is subject to the direction of the Society, and none of its actions shall conflict with the purposes of the Society. The responsibilities of the Board members individually and collectively shall be:

1. to establish policies of the Society,
2. to direct the activities of the Society in a well-planned and practical manner for the benefit of the membership,
3. to operate the Society as a non-profit organization so that no part of the organization's assets shall benefit any single individual,
4. to assure that Society expenditures are allocated for educational purposes according to the requirements of the IRS code for non-profit organizations, and
5. to establish, monitor and adjust sound fiscal management policies."

(MGS Constitution/Bylaws, Article IV-D-3)

B. ELIGIBILITY AND TERMS OF OFFICE:

Directors, who must be members of the Society, are:

1. The Immediate Past President who serves a one-year term.
2. Directors elected to a three-year term.
3. The Officers of the Society elected for a one-year term.
4. Directors or Officers properly appointed or elected to fill a vacancy.
5. The President of each MGS Branch is an ex-officio, non-voting member of the Society Board.
6. Terms of office for all Directors and Officers except the Treasurer are starting at the announcement of the election results at the fall meeting and continuing for the term of office. The Treasurers term begins on 1 Jan following the announcement of election results.

C. SPECIFIC DUTIES:

1. **BOARD PARTICIPATION:**
Board members are legally responsible for the activities of the organization. At Board of Directors meetings, Board members act on behalf of Society members in reporting, considering and acting upon:
 - a) Proposed goals and policies of the Society.
 - b) Nominating Committee's proposed slate of Officers and Directors.
 - c) The budget submitted by the Finance Committee.
 - d) Appointments proposed by the President for committee chairs and elective office vacancies.
 - e) Non-budgeted items requiring expenditures.
 - f) (?)Advance scheduling of membership and Board meeting dates proposed by the President.
 - g) The delegation of specific responsibilities and authority to the Executive Committee and the individual MGS Officers.
 - h) The charging of committees with their specific responsibilities.
 - i) Other old and new Society business when proper notice of such business has been given in the board meeting agenda.
2. **MEETING ATTENDANCE:**
Directors are to attend:
 - a) All meetings of the Board of Directors to insure the required quorum (2/3 of the Board members) are met.
 - b) All membership meetings of the Society.
 - c) Various committee and Branch meetings whenever possible to broadly familiarize themselves with the needs and interests of the organization and its members.
3. **COMMITTEE WORK:**
Directors are urged to be an active member of one or more committees.
4. **PROFESSIONAL CONDUCT:**
Directors are to contribute to the effectiveness and professionalism of the MGS Board and organization by:
 - a) Personally adhering to and encouraging the adherence of others to the Constitution/Bylaws, and all policies and procedures of MGS and its committees.
 - b) Reading and being familiar with the contents of: The MGS Constitution/Bylaws, and MGS Handbook. (Reading the Board Meeting Minutes notebook is important to understanding MGS past activities, and the policies developed over the past years. Reading the Constitution/Bylaws and the Handbook provides knowledge of the Society's current governing and operating structure.)
 - c) Reading and remaining current with the contents of the *MGS Newsletter*, *Minnesota Genealogist*, MGS Board meeting agenda packet, Board meeting minutes and committee reports.
 - d) Working to maintain legal, ethical and common sense standards for all MGS policies, procedures, advertising and activities.
 - e) Ensuring that MGS factually and honestly represents its benefits, services and products, and meets its moral, contractual and membership obligations.
 - f) Performing in good faith the responsibilities of a Board Member in the best interests of the Society, and indicating any probable personal or professional conflicts of interest.

- g) Complying with MGS proofing and review policy. (Refer to MGS proofing and review policy in procedures section.)
- h) Regularly pickup mail from office mailboxes to be aware of current MGS activities, meetings and intra-society memos.
- i) Fulfilling the responsibilities of board membership, advising the President if temporarily unable to do so, and resigning if permanently unable to do so.

BOARD MEETING PROCEDURES

A. PURPOSE:

To facilitate the efficient and proper conduct of the Society's business at Board meetings, procedures have been established to ensure that:

1. The Board is kept properly informed of all activities, problems and actions taken in the name of MGS and all committees and Branches that operate under its authority.
2. Items requiring board action or approval are prepared and distributed in advance with explanatory information that allows Board members to reasonably consider, research, and discuss them prior to the Board meeting.
3. Problems are dealt with, deadlines are met, and goals established by the Board are accomplished.
4. Any member who has complied with the meeting procedures has an opportunity to briefly present motions, requests, proposals or comments to the Board.
5. Board meetings are condensed to a workable length of time.

B. GOVERNING RULES OF ORDER:

"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 are not inconsistent with this Constitution/Bylaws or any special rules of order the Society may adopt." (MGS Constitution/Bylaws, Article VIII.) Such "special rules of order" include these Board Meeting Procedures.

C. MEETING NOTICES:

MGS Board meetings, like all MGS meetings, are open to anyone interested and members are welcome and encouraged to attend. Notice of meetings is to be given as follows:

1. **PRE-NOTIFICATION.** Board meeting dates are proposed by the President to the Board at least a year in advance. The minutes for the Board meeting at which they were approved will list them.
2. **MGS NEWSLETTER:** Each issue's "Calendar of Coming Events" should list all future Board meeting dates that have been approved.
3. **MGS OFFICE:** As soon as the Board meeting notice and agenda is prepared, the Secretary is to place one copy in the Office copy of the Board Meeting Minutes Book, and post another copy on the bulletin board at the MGS Office.
4. **MEETING NOTICE & AGENDA MAILING:** Prior to any regularly scheduled Board meeting, the Secretary mails the agenda & meeting notice to all Board members (including each Branch President) and committee chairs.

D. STANDARD BOARD MEETING AGENDA OUTLINE.

The standard meeting agenda for MGS Board meetings is as follows:

Minnesota Genealogical Society
Board Meeting Agenda

Meeting Date & Time
Exact Meeting Location

1. Call to Order
2. Minutes of last Board Meeting
3. Treasurer's Report
4. Committee/Project Reports
 - A. President's Report
 - B. Executive Committee
 - C. Finance Committee
 - D. Public Relations Committee
 - E. Program Committee
 - F. Constitution/Bylaws Committee
 - G. Handbook Committee
 - H. Traveling Exhibit
 - I. Long Range Planning Committee
 - J. Branch Liaison
 - K. Branch Presidents' Reports
 - M. Greater Minnesota Societies
 - N. Membership Committee
 - O. Office Committee
 - P. Library Committee
 - Q. Education Committee
 - R. Correspondence Committee
 - S. Publications Committee
 - Bookstore
 - Newsletter
 - Quarterly
 - T. Fund Raising Committee
 - U. MGS/MHS Liaison
 - V. Audio/Visual
 - W. Cemetery Project
5. Old Business
6. New Business
7. Adjourn

E. ADDITIONAL ITEMS FOR BOARD MEETING AGENDA.

Anyone may propose additional items of New or Old Business for the Board Meeting Agenda to the President. In deciding whether to include the item on the agenda, the President will consider:

1. The priorities and time constraints of the board meeting.
2. Whether appropriate preliminary committee discussion or action has been undertaken.
3. Whether a motion or proposal is presented in writing (35 copies provided) with adequate explanatory information to allow reasonable consideration and discussion prior to the Board meeting.

The President may determine that proposed agenda items should be delayed, referred to a committee, in need of further explanation or refining, or simply inappropriate for MGS Board meeting consideration.

F. MEETING AGENDA PACKET.

At the direction of the President the Secretary issues the written meeting notice and an agenda packet for each Board of Directors meeting.

1. The meeting notice is to be mailed to Board members and committee chairs at least ten days prior the scheduled meeting date.
2. The meeting notice is to detail the date & time, exact place (address & room #, etc.) of the meeting, and, if appropriate, a map showing the directions to the meeting place.
3. The agenda packet is to also include:
 - a) The current Treasurer's report.
 - b) Copies of any motions, new business or significant reports or proposals requiring board meeting action or discussion.

G. PREPARATION FOR BOARD MEETINGS.

1. AT LEAST THREE WEEKS BEFORE THE MEETING:
 - a) Contact the President with any additional item to be considered for inclusion on the board agenda. Send a copy of the written proposal with explanatory information to the President.
 - b) Board members and committee chairs, prepare your written report for the Board meeting. If you will be unable to attend, confirm that the person you have asked to attend in your place will be there, and make arrangements for that person to present your report.
2. AT LEAST TWO WEEKS BEFORE THE MEETING:
 - a) If the President indicates the item will be on the agenda, forward copies of the motion or proposal with explanatory information to the Secretary. (These will be sent out with the agendas.)
3. ONE WEEK BEFORE THE MEETING:
 - a) Review the agenda for the upcoming meeting. Make notes of questions and important points to consider.
 - b) Review past board meeting minutes, the MGS Constitution/Bylaws, and MGS Handbook sections for information on the agenda items you made notes on.
 - c) Discuss questions or concerns with appropriate Board Members or committee chairs prior to the meeting if possible.
 - d) Make necessary arrangements to arrive on-time for meeting.

H. CONDUCTING THE MEETING:

The President shall promptly call the meeting to order at the scheduled time, and ensure that:

1. A quorum exists to conduct the business of the Society. The voting Board membership consists of 12 elected Directors, 5 Officers, and the Immediate Past President. A quorum for Board meetings is 2/3 of these 18 Board members, so 12 Board members present constitute a quorum.
2. Meeting attendance is recorded, with absences and excused absences differentiated if the president was notified in advance and the absentee made arrangements for the committee report to be presented.
3. The meeting is controlled, and the agenda and rules of order adhered to except where the President determines exceptions necessary and proper.

I. COMMITTEE REPORTS:

Each committee chair is to prepare a written report for each Board meeting.

1. WRITTEN REPORTS:
 - a) The written report should be a summarized update for the Board of the committee's activities, accomplishments, problems and other appropriate significant information. The committee chair should review the appropriate committee section as well as the "Responsibilities Common to All Committees" in deciding what should be included in the committee report.
 - b) DISTRIBUTION OF COPIES OF WRITTEN REPORTS: The Committee Chair is to distribute one copy each to the: President, Secretary, "Office Copy" of the Board Meeting Minutes Book, and Committee Reports Book at the Office. If the report is significant, the Chair should prepare a minimum of 35 copies for distribution. (12 Directors, 5 Officers, Past President, committee chairs not on the Board, and 10 Branch Presidents.)
 - c) EXTRA COPIES: Extra copies of committee reports left after the meeting should be placed by the committee chair in a folder in the Secretary's mailbox at the MGS Office. Those unable to attend a particular meeting can then take copies from the mailbox if they wish. Because of the bulk, committee reports are not normally mailed to board members who did not attend a specific meeting.
2. VERBAL REPORTS: Summaries of particularly important points in the written reports may be made at the Board meeting when the committee reports are given, but brevity is strongly encouraged.

J. DISCUSSION OF AGENDA ITEMS.

Any meeting can be productive and rewarding if:

1. The agenda (including starting and ending time) is adhered to.
2. Discussion is limited to the agenda topic at hand.
3. The individual with the floor speaks clearly and to the point.
4. Honest and constructive comments are exchanged, which fosters open, issues-oriented discussion.
5. Interruptions, distracting side conversations, and other violations of common courtesy are not tolerated.
6. Those in attendance have prepared for the meeting.

K. TRAVEL EXPENSES:

"MGS Board Members will be reimbursed for travel to board meetings when the distance to the meeting exceeds 100 miles round trip. Reimbursement shall be at the rate of 14 cents a mile in excess of the 100 mile minimum. Reimbursement requests must be in writing to the Treasurer of MGS."
(MGS Policy approved 11 September 1982.)

RESPONSIBILITIES COMMON TO ALL OFFICERS

(The Officers of the Society are: The President, 1st and 2nd Vice Presidents, Secretary and Treasurer.)

A. CONSTITUTIONAL RESPONSIBILITIES:

1. "Officers are responsible for providing leadership, implementing operating procedures, and fulfilling duties assigned them by the Board." (MGS Constitution/Bylaws Article IV-C-2).
2. Officers serve as members of the Board of Directors (Article IV-D-1),
3. Officers serve as members of the Executive Committee (Article IV-E-1).

B. ELIGIBILITY AND TERMS OF OFFICE:

Each Officer is:

1. And is to remain a member of the Society.
2. Elected for a one-year term at the annual meeting and takes office at the close of that meeting (except the Treasurer who takes office at the beginning of the next fiscal year.)

C. GENERAL DUTIES:

Each Officer is:

1. Responsible for fulfilling the "RESPONSIBILITIES COMMON TO ALL MEMBERS OF THE BOARD OF DIRECTORS" in the MGS Handbook.
2. To keep a record of all income and expenses of their office.
3. To maintain and update a turnover folder detailing their job and the events of their year in office. This folder is to be passed on to their successor.
4. To prepare a year-end summary report of activities, problems and highlights for distribution only (not discussion) at the last Board meeting before the Annual Meeting.

RESPONSIBILITIES OF THE PRESIDENT

A. SUMMARY OF RESPONSIBILITIES:

1. Adheres to all responsibilities outlined under "RESPONSIBILITIES COMMON TO ALL OFFICERS".
2. Assumes the leadership role for the Society in the areas of: Planning, decision-making, problem-solving, motivation, ethical conduct, and maintaining a balance and sense of perspective in the Society's activities.
3. Performs any specific functions delegated by the Board of Directors.

B. GENERAL DUTIES:

1. MEETINGS
 - a) Presides at all Board and membership meetings, and insures that:
 - (1) A quorum exists for the conduct of Society business.
 - (2) Meetings are controlled and conducted in a timely and professional manner according the governing rules of order and common sense.
 - b) Proposes to the Board all dates for membership meetings (with the Program Chair) and Board meetings, at least one year in advance.
 - c) Calls meetings of the Board of Directors as deemed necessary, but no less than six times a year. These meetings must be called by written agenda at least 10 days before each meeting.
 - d) Calls special meetings of committees if needed.
 - e) Determines, with the Secretary, Board meeting agenda items.
2. FINANCIAL:
 - a) Approves payment of all Society expenditures.
 - b) Proposes to the Board by March 31 a committee, independent of the board, to audit the Society's fiscal records for the previous year.
3. APPOINTMENTS:

The President recruits, evaluates and recommends and the Board of Directors approves:

 - a) All committee chairs, and the editors of the *Minnesota Genealogist* and the *MGS Newsletter*.
 - b) Active Society members to fill any Officer and Board of Director vacancies.
4. COMMITTEE WORK:

The President is an ex-officio, non-voting member of all MGS committees.
5. OTHER DUTIES OF THE PRESIDENT:
 - a) Before the first Board meeting following elections, works with the Secretary to ensure preparation and distribution of:
 - (1) Proposed goals for the Society (prepared after consulting with the Long Range Planning Committee) for Board approval.
 - (2) The year's schedule of Board and membership meetings.
 - (3) List of Board members and committee chairs, with addresses, phone numbers, and committee/sub-committee assignments. (To be updated whenever a board or committee chair vacancy is filled.)
 - (4) Welcoming letters, Handbooks and any other necessary information for new Board members and committee chairs.

- b) Notifies the First Vice President and other Officers if possible, during any period of absence or unavailability.
- c) Insures that MGS Board Members, Officers, Committee Chairs and Branches comply with the MGS Constitution/Bylaws, policies and procedures, and initiates appropriate action if they do not.
- d) Proposes MGS Awards (Refer to MGS Awards in the procedures section.)
- e) Signs all MGS membership cards.
- f) Upon the death of any Past President or other MGS member who has made a significant contribution to MGS, an appropriate memorial shall be sent to the family from the MGS Board at the discretion of the President.

RESPONSIBILITIES OF THE FIRST VICE PRESIDENT

A. SUMMARY OF RESPONSIBILITIES:

1. Assists and supports the President in the leadership role of the Society.
2. Adheres to all responsibilities outlined under "RESPONSIBILITIES COMMON TO ALL OFFICERS".

B. GENERAL DUTIES:

1. Assists the President as needed and performs any specific functions delegated by the President or the Board.
2. Assumes all powers and obligations of the President during the temporary absence of the President.
3. In the event of the permanent loss of the President, is automatically recommended to the Board of Directors for approval as President for the remainder of that term, and may still be nominated as President for the following term.
4. Recruits potential committee chairs to be recommended to the Board the following year.
5. As part of a normal three year progression, runs for election and if elected serves as President the following year.

C. COMMITTEE WORK:

The First Vice President chairs the Program Committee.

THE RESPONSIBILITIES OF THE SECOND VICE PRESIDENT

A. SUMMARY OF RESPONSIBILITIES:

1. Assists and supports the President and First Vice President in the leadership role of the Society.
2. Adheres to all responsibilities outlined under "RESPONSIBILITIES COMMON TO ALL OFFICERS".

B. GENERAL DUTIES:

The Second Vice President:

1. Assists the President and First Vice President as needed and performs any specific functions delegated by the President or the Board.
2. Assumes all powers and obligations of the President during the temporary absence of both the President and First Vice President.
3. As part of a normal three year progression, runs for election and if elected serves as First Vice President the following year, and runs for President the year after that.
4. Is responsible for making arrangements with interested individual members of the Board of Directors for an appropriate gift of appreciation to be presented to the outgoing MGS President at or after the last Board meeting of the President's term.

C. COMMITTEE WORK:

1. The Second Vice President chairs the Membership Committee.
2. Begins planning the programs for the following year. This should be coordinated with the First Vice President.

RESPONSIBILITIES OF THE SECRETARY

A. SUMMARY OF RESPONSIBILITIES:

The Secretary attends, and prepares the official minutes of, the Society's business meetings, and works with the President to prepare and distribute Board meeting agendas and notices. The Secretary's role is that of a recording, not a corresponding, secretary.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL OFFICERS" ARE INCLUDED IN THE RESPONSIBILITIES OF THE SECRETARY.

C. GENERAL DUTIES:

1. MEETINGS RECORDED BY THE SECRETARY:

The Secretary attends and records the official Society minutes at:

- a) All Board of Directors Meetings. (6 per year, currently held on Saturdays.)
- b) All general membership meetings. (Currently held in December, March, June and September on Saturdays.)
- c) All Executive Committee meetings.

2. BOARD MEETING AGENDA:

At the direction of the President issues the written notice and an agenda for each upcoming Board of Directors meeting in accordance with the specifics listed under "Board Meeting Procedures".

3. BOARD OF DIRECTORS MEETING MINUTES:

The minutes must be a complete record of the proceedings of the Board.

- a) **FORMAT.** The minutes are to be written exactly as the meeting took place, and include all items listed below. (The President may deviate from the agenda sequence.) Minutes are either to be keyed on a computer or typed.
- b) **REQUIREMENTS:** The minutes are the official record of the Board's activities and part of the required legal documentation of the MGS organization. A corporation is required to keep complete books and records of account, together with minutes of the proceedings of its incorporators, members, directors and committees. The keeping of Board minutes is expressly required for tax regulators purposes.
- c) **OPENING DETAILS:** The minutes must include the specific details of:
 - (1) The specific meeting location (address with room number, etc.)
 - (2) The date and time the meeting was called to order, and by whom.
 - (3) The names of the presiding officer and the secretary.
 - (4) The names of all Officers, Directors and committee chairs present should be listed, and those absent should be listed with excused absences noted.
- d) **WRITTEN REPORTS OR ITEMS OF BUSINESS.** Committee chairs are expected to present written reports at Board meetings, and proposals and items of New Business are to be written by the presenter and included with the Agenda packet. (See "Board Meeting Procedures.")

- e) In writing the minutes, the Secretary should reference these documents "Written report on file" and briefly outline their contents.
 - f) **VERBAL REPORTS AND DISCUSSION OF AGENDA ITEMS.** When verbal reports of agenda items are presented, or when discussion follows, accurate notes of what was said must be taken. This will be the only record of that discussion available to the Board and membership.
 - g) **TAPE RECORDING.** It is suggested that in addition to written notes, the Secretary tape-record the Board meetings to aid in accurately finalizing the minutes.
4. **COMMITTEE REPORTS.**
- a) **AT BOARD MEETINGS.** Committee chairs are responsible for distribution of their written reports. (See "Board Meeting Procedures." The Secretary's copy of each goes to the "Official Board Meeting Minutes Book. See "Distribution of Board Meeting Minutes" below.)
 - b) **AFTER BOARD MEETINGS.**
 - (1) Extra copies of committee reports should be placed in a folder in the Secretary's mailbox at the MGS Office. (See "Board Meeting Procedures".) Because of the bulk, committee reports are not normally mailed to board members who did not attend a specific meeting.
 - (2) The Secretary's copy of all committee reports is to be kept in the Official Board Meeting Minute Book in the custody of the Secretary.
5. **DISTRIBUTION OF BOARD MEETING MINUTES:**
- a) The minutes must be completed and available to all Board members and committee chairs shortly after the meeting takes place so that action items and problems discussed can be acted upon properly.
 - b) The minutes can be mailed to each Board member and committee chairs, or they can be distributed to their individual mail boxes at the MGS Office if they are ready soon after the meeting. The minutes must be mailed to Board members living outside the Twin Cities metropolitan area.
 - c) The Secretary maintains two complete sets of copies of the Board Meeting minutes:
 - (1) The Official Board Meeting Minutes are kept personally by the Secretary until leaving office, at which time it is turned over to the succeeding Secretary. This set in essence constitutes the history of the Society, and is a vital part of the records critical to MGS's legal non-profit and corporate obligations.
 - (2) The "Office Copy" of the board meeting minutes is a duplicate set kept at the MGS Office. Its purpose is to provide a backup set of records and to inform all interested MGS members and the public of all the actions and activities of the Board.
- Both sets of minutes are to include the Board agenda packet, minutes of the Board meeting, treasurer's report, and all written committee reports and any other written information distributed at Board meetings. In addition they should include the minutes of all membership meetings.
6. **MEMBERSHIP MEETINGS.** The Secretary takes minutes of the business portion of all MGS membership meetings. As part of that business meeting, the Secretary will read the minutes of the previous membership meeting. Copies of the membership meeting minutes are to be conveyed to the Board as part of the next agenda packet or as part of the Secretary's report at the next Board meeting.

7. OTHER BOARD INFORMATION AND LISTINGS:

- a) Before the first Board meeting following elections, and whenever a Board member, committee chair, or Branch President position changes, works with the MGS President to ensure preparation and distribution of:
- (1) Proposed goals for the Society for Board approval.
 - (2) The year's schedule of Board and membership meetings.
 - (3) List of Board members and committee chairs, with addresses, phone numbers, and committee/sub-committee assignments. (To be updated whenever a board or committee chair vacancy is filled.)
 - (4) Welcoming letters, Handbooks and any other necessary information for new Board members and committee chairs.
 - (5) Permanent meeting/Office name tags for Board members and committee chairs.

RESPONSIBILITIES OF THE TREASURER

A. **SUMMARY OF RESPONSIBILITIES:**

The Treasurer informs and advises the Board of Directors on all matters of fiscal policy, and directs and records all financial transactions of the Society in full compliance with Article VII (Fiscal Policy and Fiscal Management) of the MGS Constitution/Bylaws.

B. **THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL OFFICERS" ARE INCLUDED IN THE RESPONSIBILITIES OF THE TREASURER.**

C. **GENERAL DUTIES:**

1. INTERNAL FINANCIAL REPORTING

The Treasurer reports the financial transactions and fiscal condition of the Society as follows:

- a) Monthly Financial Reports, which includes income statement and balance sheet.
- b) Financial Statements for the Board of Directors.
- c) Quarterly Financial Report, read as part of the business meeting at all membership meetings of the Society.
- d) Annual Financial Report, to be submitted for publication in the March issue of the Minnesota Genealogist, a report to the membership summarizing the financial condition of the Society at year-end. (Note: publication in the March issue means this will be a pre-audit report.)

2. INCOME

The Treasurer works with individual committees to ensure that income from all sources is properly reported, categorized and promptly deposited.

- a) Deposits receipts in the bank on a regular basis.
- b) Balances Office Income Logs regularly.
- c) Posts Book Vendor Sales monthly onto individual account sheets.

3. EXPENDITURES

- a) Issue checks every regularly in payment for all properly budgeted, submitted and approved invoices and reimbursement claims. (Bills and claims must be authorized in writing by the President and paid by check, which must be signed by two officers.)
- b) Maintains the MGS checkbook and bank accounts.

4. TAXES

Supervises the preparation and filing of all Federal, State and local tax reports as required by law.

- a) Prepares the Sales Tax Report and forwards check to State for sales tax collected by MGS and the Branches.
- b) Prepares "Report of Organization Exempt from Income Tax" (IRS Form 990) for Board approval and submission to the IRS by 15 May yearly.
- c) Prepares "Charitable Organization Annual Report" form to be submitted to the Minnesota Attorney General by 30 June yearly, including these required attachments:

- (1) List of MGS Board of Directors.
 - (2) Financial Statements (MGS and Branches).
 - (3) IRS Form 990.
5. **BRANCH FINANCIAL REPORTING**
- a) Works with the Officers of the Branches to ensure they understand and comply with required quarterly and annual financial reporting.
 - b) Assists with any audits of Branch financial records that are performed.
 - c) Bills any Branch when necessary for Branch expenses billed to MGS and works with the Branch to set up direct billing to them when appropriate.
6. **AUDIT**
Works with the audit committee appointed annually by the Board to ensure access to all records and information. Schedules the audit after Form 990 is completed for the year.
7. **ANNUAL BUDGET**
Soliciting detailed budgets and input from each committee and with the President, prepares a proposed annual budget for the Board's approval.
(See Constitution/Bylaws Article VII, Section D.)
- a) Solicits input from various committee chairs.
 - b) Compiles proposed budget for the October Board Meeting. (This will allow budget discussion at the October Board Meeting, and final discussion and approval at the November Board Meeting.)
8. **FISCAL POLICY**
Recommends basic financial policy to the MGS Board, including:
- a) Cash reserve level.
 - b) Investment and banking options.
 - c) Basic budgeting parameters.
 - d) Fiscal viability of MGS programs, projects and policies.
 - e) Insurance and bond requirements
9. **ASSETS AND INVENTORIES**
Maintains accountability of and recommends policies to the Board concerning:
- a) Office, Library & equipment property & liability insurance.
 - b) Director's & Officers liability insurance.
 - c) Capitalized assets and depreciation schedules
 - d) Product Inventories
10. **OTHER DUTIES**
- a) Reconciles bank statements monthly.
 - b) Posts Receipts and Disbursements monthly.
 - c) Deposits monies as necessary to maintain adequate balances for the Permit Mail account for upcoming MGS and Branch bulk mailings.
 - d) Maintains appropriate accounting records to track income and expense of dedicated funds.
11. **COMMITTEE WORK**
Chairs the Finance Committee.

THE RESPONSIBILITIES OF THE IMMEDIATE PAST PRESIDENT

A. SUMMARY OF RESPONSIBILITIES:

The Immediate Past President bridges the present to the future by serving as an advisor to the current Society leadership while heading the search for Board nominees.

B. GENERAL DUTIES:

1. The Immediate Past President serves as an advisor to:
 - a) The Officers in their leadership role.
 - b) The Executive Committee in their assigned tasks, particularly when they are acting for the Board between Board meetings.
 - c) The Board on matters of policy and planning and personnel.
2. Adheres to all responsibilities outlined under "RESPONSIBILITIES COMMON TO ALL MEMBERS OF THE BOARD OF DIRECTORS."

C. COMMITTEE WORK:

1. The Immediate Past President Chairs the Nominating Committee.

SECTION 3: COMMITTEES & SUB-COMMITTEES

RESPONSIBILITIES COMMON TO ALL COMMITTEES

A. **CONSTITUTIONAL AUTHORITY:**

"Standing or special committees may be created or dissolved by the Board as deemed necessary to carry on the work of the Society. The President shall appoint committee chairs of all standing and special committees with the advice and consent of the board." (MGS Constitution/Bylaws, Article IV, -F.)

B. **PURPOSE:**

Committees are responsible for carrying out the plans and day to day operation of the Society for those specific functions delegated to them by the Board.

C. **SPECIFIC DUTIES:**

Duties are as listed below and in individual committee sections.

1. **COMMITTEE CHAIR:**
 - a) Committee chairs are appointed or re-appointed by the incoming President with the approval of the Board of Directors for a one-year term.
 - b) Committee chairs must be members of the Society.
 - c) Committee chair appointments terminate:
 - (1) With the appointment of their successors.
 - (2) With the fulfillment of a special committee's duties.
 - (3) With the resignation of the chair.
 - (4) Upon removal recommended by the President with the approval of the Board.
2. **COMMITTEE STRUCTURE:**

Committee chairs are responsible for recruiting their committee members, and are encouraged to delegate responsibility for certain duties to committee members or to subcommittees. The committee chair is ultimately responsible for all committee duties and for reporting all committee and subcommittee activities to the Board. Committee chairs oversee committee members to aid in the accomplishment of committee responsibilities.
3. **COMMITTEE MEETINGS:**

Regular committee meetings are to be called by the committee chair. The MGS Board or the President may also call committee meetings. Notice of these meetings should be given to all committee members, posted on the Office bulletin board, and published in the *MGS Newsletter*.
4. **COMMITTEE WORK:**

Each Committee shall:

 - a) Hold periodic committee meetings and keep minutes of its meetings.
 - b) Keep one set of committee meeting minutes with the committee chair information and another set filed in the appropriate binder at the MGS Office.
 - c) Keep detailed income and expense records.

- d) Prepare a yearly projected budget as directed by the MGS Treasurer.
 - e) Operate the committee within approved budget guidelines and promptly submit appropriate claims for payments and reimbursements.
 - f) Submit a written combined report, in accordance with Board meeting procedures on the activities of the committee and any subcommittees at each meeting of the Board of Directors. Such reports are to keep the Board accurately informed of the activities, problems, and concerns of the committee. (A copy of the report to the Board is to be filed by the committee chair in the appropriate binder at the MGS Office.)
 - g) Consult member surveys and membership lists as needed to obtain names of volunteers for committee work.
 - h) Update and maintain inventory of committee forms and supplies.
 - i) Keep MGS Secretary informed of all names of committee and subcommittee members on a timely basis.
 - j) Periodically provide informational updates on committee plans and activities (including: procedures, forms, meeting dates, and committee membership to):
 - (1) Each member of your committee.
 - (2) MGS Board (Includes MGS Branch Presidents).
 - (3) Handbook Committee Chair.
 - (4) MGS members.
 - k) Answer all mail pertaining to committee business and keep on file the inquiry and a copy of the response.
 - l) Consult regularly with MGS members, other committee chairs, Board members and Branch officers to plan and act as a part of the larger organization in achieving common goals, and minimize unnecessary work, duplication, conflicts and expense.
 - m) Ensure that appropriate recognition and thanks are given to those who have contributed time, made donations or significant suggestions to the committee's work or projects.
 - n) Maintain a committee turnover folder detailing specific step-by-step "how-to" information, meeting minutes, and budget information, to be turned over to the next committee chair.
 - o) Prepare a written year-end summary report for distribution only (not for discussion) at the final board meeting before the annual meeting.
 - p) Work with incoming committee chair to ensure a smooth transition and coverage of all duties.
5. **PROFESSIONAL CONDUCT:**
Committee chairs are to contribute to the effectiveness and professionalism of the MGS organization by:
- a) Personally adhering to and encouraging the adherence of others to the Constitution/Bylaws, and all policies and procedures of MGS and its committees.
 - b) Reading and being familiar with the contents of: The MGS Constitution/Bylaws, the *MGS Newsletter*, *Minnesota Genealogist*, MGS Board meeting minutes, and *MGS Handbook*.
 - c) Working to maintain legal and ethical standards for all MGS policies, procedures, advertising and activities.
 - d) Ensuring that MGS factually and honestly represents its benefits, services and products, and meets its moral, contractual and membership obligations.

- e) Performing in good faith the responsibilities of a Committee Chair in the best interests of the Society and indicating to the Board any probable personal or professional conflict of interest.
 - f) Working to maintain and protect MGS's status as a non-profit, tax-exempt educational organization within the meaning of Section 501(c)(3) of the Internal Revenue code of 1954. (As granted May 1977)
 - g) Complying with MGS review and proofing policy (Adopted July 1988)
 - h) Regular pickup of mail from office mailboxes to be aware of current MGS activities, meetings and intra-society memos.
 - i) Fulfilling the responsibilities of committee chair, advising the President if temporarily unable to do so, and resigning if permanently unable to do so by written notification to the MGS President.
 - j) Educate and encourage their committee and subcommittee members to act in accordance with these same standards.
6. MEETING PARTICIPATION:
- a) Committee chairs are encouraged to attend or send a committee member to:
 - (1) All meetings of the Board of Directors.
 - (2) All membership meetings of the Society.
 - (3) All meetings of their committee.
 - b) At the Board of Directors meetings, committee chairs or their representative act for their committee by presenting written reports of committee activities.
 - c) Committee chairs need to be familiar with guidelines for Board meeting procedures and participation.

AUDIO VISUAL COMMITTEE RESPONSIBILITIES

A. SUMMARY OF AUDIO VISUAL COMMITTEE RESPONSIBILITIES:

Facilitates the educational aims of the society by providing audio and video tapes of instructional meetings.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE AUDIO VISUAL COMMITTEE.

C. SPECIFIC DUTIES:

1. Insures that MGS audio/video standard contract forms for speakers and cable companies have been prepared and approved by the board. Such contract forms must clearly define ownership and protect MGS and the speakers' interests and legal rights.
2. Works with the Program Committee (in advance of the speaking date and before publicity is released) to obtain signed contract forms from speakers, giving permission to audio and/or videotape.
3. Works with the Program Committee to determine in advance what speakers' audio/video needs will be, and see that audio visual and/or public address systems are prepared and staffed at membership meetings.
4. Arranges transportation of audio/video equipment.
5. Provides personnel to operate audio/video equipment.
6. Arranges for training classes to certify video taping personnel.
7. Schedules times and facilities to edit audio/video tapes.
8. Processes video tapes requested by members thru the mail order program:
 - a) Advertises tape availability and ordering procedures.
 - b) Handles processing of mail orders for tape rentals in a timely manner, including the copying of rental tapes.
 - c) Arranges for refund of deposit when tapes are returned.
9. Arranges for secure and protective storage of audio & video equipment and tapes.
10. Recommends policy and oversees the rental by Branches of the MGS sound equipment.

BRANCH LIAISON COMMITTEE RESPONSIBILITIES

A. SUMMARY OF BRANCH LIAISON COMMITTEE RESPONSIBILITIES:

Facilitates communication and activities between MGS and the MGS Branches.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE BRANCH LIAISON COMMITTEE.

C. SPECIFIC DUTIES:

1. Reads all Branch newsletters, literature and publications, and attends as many different Branch membership meetings, board meetings and other functions as possible to be familiar with the people, projects and any problems of the individual Branches.
2. Keeps the Branches aware of MGS activities and vice versa.
3. Makes sure all Branches are aware of all changes in MGS Policy and Procedure, and non-profit guidelines.
4. In conjunction with the MGS President, calls at least two Branch Council meetings yearly. Explains the purpose and procedures for these meetings, and insures that agendas are prepared, mailed and followed, and that meeting minutes are prepared and distributed in a timely manner.
5. Serves as the focal point for communications between any Branch and MGS between MGS Board meetings.
6. Verifies that incoming Branch Presidents have obtained that Branch's copy of the *MGS Handbook* from their predecessor.
7. Works with groups expressing an interest in becoming an MGS Branch as per the guidelines in the Branch section of this *MGS Handbook*:
 - a) Develops and maintains an informational packet to be given to groups expressing an interest in applying for branch membership.
 - b) Working with the MGS President, schedules an information meeting with the leadership of any such interested group to cover:
 - (1) MGS purpose, goals, policies and procedures.
 - (2) The benefits of Branch membership.
 - (3) The purpose, goals and policies of their organization and the reasons they are considering Branch affiliation.
 - (4) Provide them with a copy of the MGS Constitution/Bylaws.
 - (5) Make sure they understand the conditions of acceptance by MGS, their Branch responsibilities and obligations, MGS authority and property, suspension and termination provisions.
 - (6) Reviews the process of Constitution/Bylaws drafting, acceptance of it by their membership, and MGS approval.
 - c) Informs and keeps the Board advised of progress with the group, and of the potential benefits and drawbacks in recommending approval or disapproval of the group for Branch membership.
8. Encourages individual MGS memberships from among the membership of Branches that do not already require MGS membership.

9. Immediately following each Branch's elections, verifies that each Branch Officer elected is a member of MGS, and that each Branch submits an updated Branch Information Form to be passed on to the Handbook Committee.
10. Works with the MGS President to insure that:
 - a) All steps in the Branch "Approval Process" section are complied with when a group applies for Branch Membership.
 - b) Those responsible for MGS literature, forms, agendas and mailing lists receive necessary information on any new Branch.
 - c) New Board Member Packets are sent to newly elected Branch Presidents. (See MGS President's Responsibilities)
 - d) All Branches meet the obligations outlined, and comply with the requirements detailed, in the MGS Constitution/Bylaws, their individual Branch Constitution/Bylaws, and the *MGS Handbook*.
11. Maintains at the MGS Office a permanent file for each Branch containing:
 - a) The Application for Branch Membership.
 - b) The letter of notification of acceptance as an MGS Branch.
 - c) The Branch's Constitution/Bylaws and all amendments.
 - d) All correspondence specifically dealing with that Branch.

CEMETERY COMMITTEE RESPONSIBILITIES

A. SUMMARY OF CEMETERY COMMITTEE RESPONSIBILITIES:

Oversees the MGS Cemetery Project and serves as a clearinghouse for information regarding which cemeteries in Minnesota have and have not been transcribed.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE CEMETERY COMMITTEE.

C. SPECIFIC DUTIES:

1. Updates and maintains:
 - a) Lists of cemeteries which have been transcribed for:
 - (1) MGS publications.
 - (2) Both sets of MGS Cemetery Project notebooks. (One set is kept by the committee Chair; one is housed at the MGS Library.)
 - b) A handout explaining the procedures for transcribing a cemetery.
 - c) Contact with each County Coordinator of Cemetery Project for current status on county by county transcription projects and for information on where completed transcriptions are being placed.
2. Encourages county historical societies, genealogical societies, MGS Branches and individuals to transcribe cemeteries and preserve cemetery records.
3. Encourages donation of copies of completed transcriptions to MGS for use by researchers in its library.
4. Reviews current and past Minnesota genealogical and historical periodicals and publications for copies of cemetery transcriptions to be added to the lists of transcriptions and to be filed with both sets of cemetery books.
5. Answers MGS cemetery-related mail:
 - a) How-to-do transcription questions.
 - b) Which cemeteries have been transcribed.
 - c) Where to find transcriptions.
 - d) Encourage use of SASE's and include reminders when they are not used.
 - e) Encourage donations to MGS and include reminders with answers to requests for information.
6. Publishes information concerning MGS Cemetery Project activities in MGS and Branch publications or other publications.

D. ALL PROJECT BOOKS AND RELATED MATERIALS ARE MGS PROPERTY, including:

1. MGS Cemetery Project notebooks and all related correspondence.
2. Pope, Wiley R., and Sarah Fee. *Minnesota Cemetery Locations* St. Paul: Minnesota Family Trees, 1988. 221 p.

3. Pope, Wiley R., comp. and ed. *Minnesota Cemeteries in Print: A Bibliography of Minnesota Published Cemetery Inscriptions and Burials, Etc.* St. Paul: Minnesota Family Trees, 1986. 112 p.
4. Miscellaneous MGS forms and stationery.
5. Donations made for replies sent in response to cemetery questions.

CONSTITUTION/BYLAWS COMMITTEE RESPONSIBILITIES

A. **SUMMARY OF CONSTITUTION/BYLAWS COMMITTEE RESPONSIBILITIES:**

Coordinates all activities related to the review, amendment and general understanding of the MGS Constitution/Bylaws.

B. **THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE CONSTITUTION/BYLAWS COMMITTEE.**

C. **SPECIFIC DUTIES:**

1. Regularly reviews the MGS Constitution/Bylaws considering the current organizational goals, activities, changes and problems within the entire MGS organization.
2. Receives and considers, on behalf of MGS, all questions, concerns and suggestions relating to the MGS Constitution/Bylaws.
3. Presents information to the MGS Board regarding any matter or area deemed appropriate for formal committee consideration, and then conducts well-publicized and open meetings on these issues. These meetings are to be publicized via MGS mailboxes and newsletters within the organization.
4. Presents formally to the MGS Board any proposed amendment to the MGS Constitution/Bylaws that results from formal Constitution/Bylaws Committee consideration.
5. When instructed by the MGS Board of Directors, formally presents, in the *MGS Newsletter*, any proposed Constitution/Bylaws amendments to the MGS membership along with explanatory and background information introducing the proposed changes.
6. Refer to the appropriate committee matters considered to be policy or procedure action rather than matters requiring amendments to the MGS Constitution/Bylaws.
7. Upon approval of any Constitution/Bylaws amendment by the membership:
 - a) Make recommendations to the Board and the Handbook Committee to insure that Amendments to the Constitution/Bylaws are implemented by any necessary revisions to MGS policies and procedures and to the *MGS Handbook*.
 - b) Submits to the MGS Newsletter information on approved Constitution/Bylaws amendments to update the membership on the results of the vote.
8. Reports to the Board of Directors any circumstances where the actions, policies, or procedures of MGS, its committees or its Branches are thought to be in conflict with or violate the spirit or the letter of the MGS Constitution/Bylaws and/or amendments.

CORRESPONDENCE COMMITTEE RESPONSIBILITIES

A. SUMMARY OF CORRESPONDENCE COMMITTEE DUTIES:

Processes and distributes all mail received via the Society post office box.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE CORRESPONDENCE COMMITTEE.

C. SPECIFIC DUTIES:

1. Picks up mail a minimum of twice a week from the Society post office box. The post office box is at the library. If there is a card in the box noting that there is mail with postage due or a package too large for the box, these may be handled at the counter and a receipt must be requested for postage due payments.
2. Opens all mail before sorting because envelopes frequently contain more than one type of mail or is addressed to the wrong committee, person or Branch. This is done to facilitate quicker routing and handling of each type of mail. Also there are periodic changes in the volunteer force and members may not be aware of who is now handling certain duties.
3. Sorts mail according to person, committee or Branch responsible for each item, and delivers that mail to the office mailboxes a minimum of twice a week.
4. Forwards mail every two weeks to MGS Board Members who live outside of the Twin Cities area. All other persons, committees or Branches must designate someone to regularly pick up the mail from their mailboxes.
5. Keeps a detailed log of volume and categories of mail for a one month period and reports the results to the MGS Board. This is done two or three times a year.
6. Immediately following MGS elections each year:
 - a) Relabels mailboxes, assigning one to each MGS Board member and committee chair (in alphabetical order). Label is to include person's name and committee or Board position. These boxes are then followed by mailboxes for the Branches and subgroups, also in alphabetical order.
 - b) Informs new Board members and committee chairs of the existence and location of the mailboxes and that mail is delivered to the mailboxes twice a week.
7. When new Branches are approved, provides and labels a mailbox and informs the Branch of mailbox procedures. This also applies to Branches using a separate post office box.
8. Notifies the proper committee or specific volunteer of important mail needing immediate attention.
9. Answers mail pertaining to
 - a) Basic membership information requests.
 - b) Research requests - committee policy is to answer minor research requests. Lengthier or involved requests are answered by sending a list of professional researchers. Repeat requests are to be sent a form letter explaining the volunteer status of MGS and the list of professional researchers for their continuing research.
 - c) Requests for speakers or researchers - committee policy since 1984 has been that, when answering requests for these, if the person answering is also on the list,

- that person not sign their name to the letter. The letter should simply be signed "MGS Correspondence Committee". This is to avoid any conflict of interest, or give any unfair advantage, in contacting prospective clients, or arranging speaking engagements, to members of the committee.
- d) Requests for general information on genealogy in Minnesota are answered by sending an MGS brochure, Branch brochure if applicable, order form for MGS publications and applicable form letters.
10. Mail is to be answered within two weeks of receipt with the exception of mail requiring research. If this type of mail cannot be answered within one month, a list of researchers is to be sent.
 11. When answering mail requiring research or substantial guidance or suggestions, enclose a request for donation to MGS for the services.
 12. When answering mail that did not enclose an SASE, enclose a reminder that this is an accepted genealogical practice because of budget and courtesy considerations.
 13. Keeps a log of certain categories of income that come via the mail and forwards this log and the income to the treasurer monthly. This currently includes research donations, advertising and query payments. It does not include fees for classes, meeting registrations, A-V rentals, cemetery research, publications orders, Branch income; these are forwarded to and reported by the specific committee or Branch.
 14. Every two to three weeks forwards an accumulated package of new and renewal MGS memberships to the membership committee for processing.
 15. Keeps a log of address corrections received from the post office and forwards these to the person who prepares the address labels.
 16. Keeps a file of correspondence received and a copy of important or lengthy answers. Transcribes information from genealogically significant letters onto surname cards for filing at the office. The corresponding letters are then filed in the surname files at the office for future reference by researchers.
 17. Works with other committees to be sure all literature concerning the Society encourages the inclusion of a large SASE when suggesting that people contact MGS for more information. Also insure that reminders are printed to send separate checks for multiple purchases or memberships to enable faster processing of the mail.
 18. Works with other committees or Branches when notified in advance that a large influx of mail is expected because of special promotions or meetings to insure timely handling of that mail.
 19. Keeps a detailed set of directions for sorting mail by category. This means a listing by very specific type of mail and to whom it is distributed. Also notes any special details regarding processing.
 20. Keeps a log of mail answered and postage used. Current MGS policy is that all mail requesting information is to be answered even if it does not include an SASE.
 21. Makes copies of important information received in the mail and distributes these to any appropriate committees or Board members.
 22. Regularly updates:
 - a) Introduction to Minnesota Research Sources.
 - b) Form letters and information sheets.
 - c) Researchers and speakers lists at least every two years to insure that only currently active researchers and speakers are included and that they are MGS members.
 23. Requests for photocopies of pages from the *Minnesota Genealogist* will be filled only if the issue is no longer available for sale. If the issue is available, the list of back issues is to

be sent. If the issue is out of print, the charge for photocopies is \$.25 a page plus a large SASE.

24. Complaints received by MGS concerning the performance of a researcher or speaker whose name appears on an MGS list of researchers or speakers must be reviewed by the Correspondence Committee. If repeated complaints or major problems occur regarding a specific researcher, the complaints must be taken to the MGS Board for a decision on future inclusion of that individual on MGS list(s).
25. Committee chair will make arrangements for a reliable substitute to handle duties should the chairperson be unable to pick up and deliver the mail due to illness, vacation or other commitments.

D. OWNERSHIP OF MATERIALS

All correspondence received and copies of answers sent are the property of MGS as are any donations for research or assistance. All MGS publications lent for assistance in answering the mail remain the property of the Society.

EDUCATION COMMITTEE RESPONSIBILITIES

A. SUMMARY OF EDUCATION COMMITTEE RESPONSIBILITIES:

Coordinates classes and courses to help meet the educational needs of MGS members and the public for genealogical instruction.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE EDUCATION COMMITTEE.

C. SPECIFIC DUTIES:

1. Works with MGS Program Chair and Branch Program Chairs to coordinate an overall MGS education program.
2. Works with MGS Office Committee to reserve class times and space.
3. Arranges topics and obtains qualified instructors for MGS classes and courses, providing instruction in a variety of research areas and levels.
4. Advertises classes and courses in MGS and Branch newsletters, at the Office and Library, at meetings and other appropriate locations, including local media, and through the Correspondence Committee and New Member Packets.
5. Prepares and maintains supplies including:
 - a) Instructors Contracts
 - b) Instructions for Class Instructors
 - c) Class Evaluation forms
 - d) Reminders to Instructors of teaching commitments.
 - e) Lists of upcoming classes for Office and Library distribution and for mail requests.
6. Review class evaluations and use the information for planning future classes.
7. Works toward developing a community outreach program with community education coordinators in the area, sponsoring or co-sponsoring classes in community education programs.
8. Prepares class registration lists and:
 - a) Places them in the notebook on the MGS Office desk.
 - b) Lists on them all registrations received in the mail.
 - c) Provides instructions for Office volunteers handling in-person registration.
9. Notifies registrants if a class is full and works with Treasurer to provide refunds or class credits.
10. Coordinates payment to course instructors with the Treasurer.
11. Proposes policies to the MGS Board concerning class fees, and any courses or classes for which instructor payment is required.

EXECUTIVE COMMITTEE RESPONSIBILITIES

A. SUMMARY OF EXECUTIVE COMMITTEE RESPONSIBILITIES:

Is empowered to act for the MGS Board of Directors in between Board meetings and performs specific functions as delegated by the Board.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE.

C. SPECIFIC DUTIES:

1. Acts for the Board of Directors between the scheduled Board meetings to deal with any opportunities or problems, or takes any necessary action that cannot reasonably be delayed until the next Board meeting. (All actions of the Executive Committee are to be reported at the next Board meeting and are subject to the Board's review and further action).
2. Acts at the Board's direction to assist non-functioning committees or committees of one to increase their effectiveness.
3. Acts at the request of the Board to handle specific projects, opportunities or problems.

FINANCE COMMITTEE RESPONSIBILITIES

A. SUMMARY OF FINANCE COMMITTEE RESPONSIBILITIES:

Assists and advises the Treasurer in directing the financial affairs of the Society.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE FINANCE COMMITTEE.

C. SPECIFIC DUTIES:

1. The committee consists of up to five members with the Treasurer serving as chair.
2. Reviews the financial situation of the Society on a regular basis.
3. Advises the Treasurer on:
 - a) Maintaining financial records according to generally accepted accounting principles.
 - b) Obtaining professional financial and legal advisors.
4. Assists the Treasurer by:
 - a) Acting as back up in handling financial matters in the event the Treasurer is unavailable.
 - b) Recommending volunteers to help conduct the annual MGS and Branch audits. (Such volunteers to be nominated by the President to the Board.)

FUND RAISING COMMITTEE RESPONSIBILITIES

A. SUMMARY OF FUND RAISING COMMITTEE RESPONSIBILITIES:

Duties and structure to be determined by the MGS Board of Directors.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE FUND RAISING COMMITTEE.

C. SPECIFIC DUTIES:

To be determined, written and approved by the MGS Board of Directors for each individual fund raising project that is approved.

GREATER MINNESOTA SOCIETIES COMMITTEE RESPONSIBILITIES

A. SUMMARY OF GREATER MINNESOTA SOCIETIES COMMITTEE RESPONSIBILITIES:

Serves as the liaison between MGS and other genealogical societies around the state.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE GREATER MINNESOTA SOCIETIES COMMITTEE.

C. SPECIFIC DUTIES:

1. Lets genealogical societies around the state know about MGS, its Branches, who the liaison is, and how to contact the liaison and MGS.
2. Keeps the MGS Board and editors informed of:
 - a) Newly formed groups.
 - b) Disbanded or inactive groups.
 - c) Activities and projects of active groups.
 - d) Changes in address or contact person of active groups.
 - e) Questions and requests received from any groups.
3. Keeps Minnesota genealogical societies aware of:
 - a) Activities and projects of the MGS organization.
 - b) Contact persons for them within MGS.
 - c) Sharing opportunities, questions, or requests MGS has for them.
4. Insures that each active genealogical society in Minnesota receives a complimentary subscription to the *Minnesota Genealogist* and the *MGS Newsletter*. Submits requests for changes and additions to this program through the Membership Committee. Encourages the groups to send their publications to MGS for the library and to the Greater Minnesota Societies Committee chair.
5. Makes groups aware of what MGS has available that may be of help to them or their members, including: Meeting Calendar, Speakers List, Researchers List, MGS publications lists, ABC's of the MGS Library, *MGS Newsletter* meeting announcements, and benefits of membership in MGS.
6. Annually updates and provides to the Board a list of Greater Minnesota Genealogical Societies with their addresses and contact person, and an indication of whether the group is active and meeting regularly.
7. Keeps groups aware of each other their activities. An annual or twice a year mailing to all of them could summarize each society's address, membership dues, meetings, publications, projects underway, contact person, etc. Also supplies this information to the Board. (This could be combined with or replace #F above.) Encourages the groups to contact each other and exchange ideas and newsletters.
8. Works with the MGS Branch Liaison should any group wish to consider applying for Branch Membership in MGS.

9. Whenever possible, attends meetings of any of the local Minnesota societies or arranges for an MGS representative to attend.

HANDBOOK COMMITTEE RESPONSIBILITIES

A. SUMMARY OF HANDBOOK COMMITTEE RESPONSIBILITIES:

This committee maintains and updates the *MGS Handbook* and listing of MGS forms and form letters.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE HANDBOOK COMMITTEE.

C. SPECIFIC DUTIES:

1. Pulls together all MGS policy, procedure and important operating and historical information from all sources, and incorporates it into an easily usable, indexed handbook.
2. distributes copies to all Handbook holders.
3. Regularly reviews sections of the Handbook, formally requesting input and comments regarding informational content from the appropriate committees, Branches and the MGS Board.
4. Makes the appropriate MGS committee or the MGS Board aware of areas where there is a need for policy or procedures to be developed, updated, revised, or clarified. When the committee(s) and/or Board have acted, the results of their finished work is then incorporated into the Handbook. The Handbook Committee does NOT in and of itself determine or revise MGS policy or procedures.
5. Insures that changes to policy and procedure and current or annual information are consistently updated in the Handbook and distributed to all Handbook holders.
6. Insures that all revisions to the MGS Handbook have been submitted for consideration and approval by the Board prior to full distribution or that the Board has approved an alternate system of approving changes.
7. Works with the MGS President to insure that outgoing MGS Board members or committee chairs return Handbooks and that their successors receive Handbooks.

HISTORIAN COMMITTEE RESPONSIBILITIES

A. SUMMARY OF HISTORIAN COMMITTEE RESPONSIBILITIES:

The Historian is responsible for keeping items that will be interesting to future members.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE HISTORIAN COMMITTEE.

C. SPECIFIC DUTIES:

1. Keep the materials on the history of the Minnesota Genealogical Society up to date.
2. Keep master copies of the MGS Quarterlies and Newsletters in a safe place.
3. Keep complete set of MGS Board Minutes.
4. Keep copies of form letters (old and new).
5. Identify and catalogue pictures
6. Keep set of audio tapes of MGS Meetings up to date.
7. Catalog important papers in File (Past Presidents files, correspondence, etc.)
8. Keep a list of members who have been recognized for special awards.

LIBRARY COMMITTEE RESPONSIBILITIES

A. SUMMARY OF LIBRARY COMMITTEE RESPONSIBILITIES:

This committee is responsible for the Society's Library collection and related activities.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE LIBRARY COMMITTEE.

C. SPECIFIC DUTIES:

1. Monitors and analyzes the growth and use of the Library collection to best meet the needs of MGS, its members and the public.
 - a) Recommends Board policy and establishes procedures for the operation and maintenance of the Library.
 - b) Encourages donations of books and other Library materials.
 - c) Establishes a committee of not less than 4 but not more than 12 members.
2. Supervises the operation of the Library, including:
 - a) Determines the scope of the collection and acceptability of material.
 - b) Works with the Office Committee on the Library New and Consigned Book Sales area.
 - c) Catalogs all books before shelving:
 - (1) Attaches bookplates with donor's name to all books.
 - (2) Assigns and attaches call numbers to all books.
 - (3) Types and files subject, author and title catalog cards for all books.
 - (4) Shelves all books.
 - d) Works with the Office Committee to arrange special days in the Library for staffing by MGS Branches and other genealogical groups.
 - e) Works with the Office Committee to hold orientations for Library users and volunteer staff.
 - f) Supervises disposition of duplicate/unwanted/damaged materials.
 - g) Exchange publications:
 - (1) Logs in and marks all exchanges as they arrive.
 - (2) Works with the volunteer who does the gleanings.
 - (3) Shelves periodicals in proper areas of Library.
 - (4) Regularly reviews periodicals to determine continuation as an exchange.
 - (5) Notifies mailing list volunteer of additions, corrections and deletions to exchange list.
 - (6) Delivers designated exchanges to the Minnesota Historical Society.
 - (7) Handles correspondence regarding exchange requests and issues not received.
 - h) Library organization:
 - (1) Keep books and periodicals in usable order on the shelves.
 - (2) Keep shelves, filing cabinets and periodical boxes properly labeled.
 - (3) Keep area signs current.

- i) Oversees Library Project Fund including the method of soliciting donations and how they are spent.
 - j) Answers Library related mail.
 - k) Reviews advertising flyers for possible outright donations to the Library or to request books for review.
 - l) Oversees the preservation and repair of the collection.
 - m) Publicizes Library acquisitions and the names of donors of materials and money.
 - n) Determines procedures and guidelines for housing and cataloging of Branch collections at the Library.
 - o) Sends thank you's for donations of supplies, books, periodicals, audio and video tapes, microforms, and Library Project Funds.
 - p) Review books:
 - (1) Keeps a list of books received.
 - (2) Send thank you's for books.
 - (3) Works with the Publications Committee to see that books are promptly reviewed and returned to the Library.
 - (4) Sends copy of review to donor.
 - q) Files Surname and Locality Cards when received.
3. Conducts a yearly inventory:
- a) For Treasurer's use in determining Society assets.
 - b) To determine any lost or damaged books or other materials.
4. Maintains and updates:
- a) MGS Office Library Guide binder.
 - (1) Layout map
 - (2) Other explanatory sheets.
 - (3) Obtains lists of current Branch collection contents from the Branches for this guide.
 - b) Supplies of: ABC's of the MGS Library, surname and locality cards, bookplates, catalog cards, catalog number labels and review book checkout sheets.
 - c) Computer inventory of reference collection by section.

LONG RANGE PLANNING COMMITTEE RESPONSIBILITIES

A. SUMMARY OF LONG RANGE PLANNING COMMITTEE RESPONSIBILITIES:

Duties and structure to be determined by the MGS Board.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE LONG RANGE PLANNING COMMITTEE.

C. SPECIFIC DUTIES:

1. Works with the MGS President on the establishment of annual Society goals.
2. Other duties to be determined and written, and approved by the MGS Board of Directors.

MEMBERSHIP COMMITTEE RESPONSIBILITIES

A. SUMMARY OF MEMBERSHIP COMMITTEE RESPONSIBILITIES:

This committee handles memberships and all activities related to the processing and servicing of these.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE MEMBERSHIP COMMITTEE.

C. SPECIFIC DUTIES:

1. Processes Memberships:
 - a) Insures that every two weeks information on all memberships that have been received in that time period are typed and forwarded to those handling these duties:
 - (1) Membership lists/mailing labels.
 - (2) New member packets.
 - (3) Membership Committee chair.
 - (4) Correspondence Committee chair.
 - (5) Higher level membership incentives.
 - (6) Processing of income received.
 - b) Returns, to sender, with explanation sheet, any incorrect amounts sent for MGS memberships. Practice is to allow a three month grace period after new dues levels are in effect.
 - c) Sends new member packets and new member cards immediately after typed lists of new and renewal memberships are received.
 - d) Sends membership cards to renewing members in SASEs sent by the members, immediately after the typed lists of renewals are received.
 - e) Publicizes and, when necessary, directly notifies members and prospective members with foreign addresses of current additional postage charges.
 - f) Answers correspondence relating to membership problems and deadlines for new and renewal memberships and address changes.
 - g) Keeps listing of address corrections and returned covers/issues from the post office.
 - h) Publicizes and rewards higher level memberships and works with other committees and Office volunteers to have proper redemption guidelines available.
 - i) Insures that all changes corrections and additions as listed on the following are added to the membership list and mailing labels.
 - (1) Typed new/renewal lists.
 - (2) Label correction sheet.
 - j) Regularly publicizes membership deadlines, as well as policies on address changes and missed issues.
2. Mailing Labels and Membership Lists:
 - a) Insures that the membership lists are printed quarterly. Distribution is:
 - (1) Membership Committee chair.

- (2) Office desk.
 - (3) Correspondence Committee chair.
 - (4) Volunteer who types new/renewal lists.
 - b) The prior quarter's membership lists may then be distributed to:
 - (1) Treasurer.
 - (2) *Minnesota Genealogist* Editor.
 - (3) Secretary.
 - (4) President.
 - c) Insures that up-to-date mailing labels are printed quarterly for:
 - (1) MGS Newsletter.
 - (2) *Minnesota Genealogist*.
 - d) Society policy is that the membership list is not distributed outside of the Society. Lists of members with specific ethnic or regional interests may be distributed to potential Branches at the discretion of the Board.
 - e) Works with the membership list/label volunteer and Publications Committee to insure that current membership numbers are known so that proper quantities of publications are printed for members, plus a supply for exchanges and back issue sales.
 - f) Insures that expired memberships receive one extra issue of the *Newsletter* with reminder of expiration affixed, but do not receive an extra issue of the *Minnesota Genealogist*.
 - g) Insures underlining of expiration dates on mailing labels of memberships about to expire. Insures stamping of renewal reminder on expired, or soon to expire, labels on Newsletters.
 - h) Insures that members are routinely reminded in the Newsletter to check the expiration date on their mailing label.
3. Meetings:
- a) Sets up and staffs the registration table at membership meetings at which registrants are greeted, sign the attendance register and receive a name tag.
 - b) Sets up and staffs area for acceptance of new and renewal memberships at meetings.
 - c) Sets up and arranges table of handouts at meetings including MGS and Branch brochures, day's program, free handout items received by the Society and separate renewal forms.
 - d) Provides these additional supplies at membership meetings: pens, blank name tags, Board and committee chair name tags, registration sheets, current membership list, membership cards and new member packets.
4. Maintains and updates:
- a) New member packet including new member letter and member survey.
 - b) Membership brochure and replenishes supplies at local and state research facilities.
 - c) Membership cards; has President sign as needed. Has these available at meetings and at the Office for new or renewal memberships.
 - d) Masters for printing all membership forms.
 - e) Explanation of membership problems/deadlines. (MGS Form ME-06)
 - (1) Deadlines for renewing, or changing address.
 - (2) Unable to backdate memberships.
 - (3) Missed issues.
 - (4) Mailing dates and arrival time.
 - f) Registration sheets for membership meetings.

5. Dues Levels and Membership Totals:
 - a) Works with the Board in analyzing needs for changes in dues structure.
 - b) Handles the dues change proposal process:
 - (1) Proposed change presented properly to the Board.
 - (2) Notification to the membership of proposed dues changes through the Newsletter.
 - (3) Insures the proper conduct of the vote at membership meetings.
 - (4) Notifies the membership of the results of the vote through the *Newsletter*.
 - (5) Make the changes to printed materials and masters.
 - c) Periodically analyzes membership levels and length of membership and reports results to the Board.

MGS - MHS LIAISON COMMITTEE RESPONSIBILITIES

A. SUMMARY OF MGS-MHS LIAISON COMMITTEE RESPONSIBILITIES:

This committee serves to facilitate communication and cooperation between the Minnesota Genealogical Society and the Minnesota Historical Society.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE MGS-MHS LIAISON COMMITTEE.

C. SPECIFIC DUTIES:

1. Keeps the MGS Board and editors aware and informed of MHS activities of interest to the genealogical community. (Meetings, publications, new resources or capabilities, facility or record access changes.)
2. Keeps MHS aware of MGS activities.
3. Facilitates joint projects between MGS and MHS whenever possible.
4. Informs the MGS Board of the needs of Minnesota genealogists who visit MHS facilities.
5. Informs MHS of the needs of genealogists voiced within MGS.
6. Budgets and coordinates the yearly MGS donation of \$200.00 to MHS for the purchase of genealogical research materials. Coordinates the list of suggested or designated materials to be purchased with the donation.

NOMINATING COMMITTEE RESPONSIBILITIES

A. SUMMARY OF NOMINATING COMMITTEE RESPONSIBILITIES:

Directs annually an open search process to find and recommend for nomination qualified and prepared candidates for Officer and Board vacancies.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE NOMINATING COMMITTEE.

C. SPECIFIC DUTIES:

1. Committee membership: "The Immediate Past President shall chair the Nominating Committee and propose committee membership to the Board for approval. Committee membership shall consist of a minimum of three and no more than seven committee members." (MGS Constitution/Bylaws, Article VI, Section A.)
2. Nominations Procedure: "The Nominating Committee shall present nominations for Officers and Board members to the Board for approval, and publish them in the Society Newsletter to notify the membership prior to the Annual Meeting. Nominations may be made from the floor at the annual meeting with the consent of the nominee." (MGS Constitution/Bylaws, Article VI, Section B.)
3. No member of the Nominating Committee shall be included in the nominations presented to the Board and membership.
4. The committee shall present nominations to the Board for approval no later than the Board meeting preceding the annual meeting.
5. Scheduled Nominating Committee meeting dates shall be published in the *MGS Newsletter*.
6. A list of elective offices, call for nominations, and encouragement of all members to participate in this important, open process shall be published in the *MGS Newsletter*.
7. The selection process will seek to encourage MGS members who have gained knowledge and an understanding of MGS by serving responsibly on MGS committees and in Branch organizations to further contribute as an MGS Board member or Officer.
8. As a part of the nominations process, the committee will send letters to all current Officers and Board members, asking each of them to advise of their plans for the following year:
 - a) Will they be able to continue serving their present term on the Board (or, if their term expires, do they wish to be considered as a candidate for another term)?
 - b) On which committee(s) are they willing to serve for the next year?The intent is to accurately anticipate both Board vacancies (for the Nominating committee's work) and committee chair vacancies (to simplify the committee chair selection process for the following year's President.)
9. The Nominating Committee will insure that:
 - a) All members of the Nominating Committee read and clearly understand all of MGS Constitution/Bylaws Article VI (Election Procedures and Terms of Office).

- b) Accurate listings of names and biographies of nominees are prepared and included in the nominations report to the Board and to the membership in the *Newsletter*.
 - c) Individuals considered but not nominated who have potential or special capabilities are referred to committees or Branches as potential volunteers.
 - d) All nominees are current members of MGS.
10. Works with the MGS President to insure that at the annual election:
- a) Nominees are present and introduced to the membership at the meeting.
 - b) Proper procedures are followed in conducting the vote as per the guidelines in *Robert's Rules of Order, Newly Revised*.

OFFICE COMMITTEE RESPONSIBILITIES

A. **SUMMARY OF OFFICE COMMITTEE RESPONSIBILITIES:**

The Office Committee is responsible, and authorized by the Board, for maintaining the smooth operation of the MGS Office facility.

B. **THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE OFFICE COMMITTEE.**

C. **SPECIFIC DUTIES:**

1. Monitors and analyzes the Office facility and equipment utilization to best meet the needs of the MGS organization and its members. Recommends Board policy and establishes committee procedures for the operation and scheduling of the Office to accomplish this.
2. Supervises the operation of the Office, including:
 - a) Determines hours of normal operations and schedules facility availability for research, meetings, tours, classes or other events.
 - b) Updates and publishes annual schedule of hours, days open and days closed.
 - c) Approves or disapproves any and all suggested changes to the Office usage, layout, equipment, repairs, additions or other changes.
 - d) Procures and maintains necessary and appropriate equipment and services for the Office operation including building lease, telephone, photocopier, microforms readers, and insurance.
 - e) Functions as liaison with the landlord.
 - f) Recruits, trains and schedules volunteer staff to work during open Office hours and other occasions.
 - g) Coordinates the Office calendar to prevent conflicts in scheduling meeting space at the MGS Office. Acquires and maintains the large desk calendar for the Office schedule.
 - h) Maintains and cleans of the physical facility and equipment, signs and displays, including exterior shoveling and sweeping.
 - i) Establishes policies for becoming and remaining an access code holder, and maintains the list of people authorized to have the access codes. Notifies access code holders of changes in the code.
 - j) Assures that Office activities and needs are publicized, including notice of hours, dates, and volunteer needs in the *MGS Newsletter*.
 - k) (??)Directs the selection, ordering, sales and payment of consignment books. The MGS portion of the proceeds from these sales is credited to the Office budget.
 - l) (??)Insures that appropriate recognition and thanks are given to those who have contributed time, made donations or significant suggestions to the committee's work or projects.
3. Maintains and updates:
 - a) An available supply of informational sheets showing Office location, hours and telephone number, for distribution in the Office, through the mail or at meetings.

- b) A supply of MGS Office forms, including: guest register, volunteer time sheets, sales logs, opening and closing instructions and checklists, and use of Office meeting space.
- c) Office volunteers schedule.
- d) Office window displays and signs.
- e) Garbage bags and other supplies.
- f) The recorded message on the phone answering machine.
- g) The Office bulletin board. Insures that appropriate types of items are posted and that all items are dated and removed when outdated.
- h) Signs on door and in Office to be put up in advance notifying patrons when the Office will be closed for a holiday period.
- i) As they fill or expire (remove the old, put in the new):
 - (1) The previous months calendar page from the desk calendar.
 - (2) The volunteer sign up sheets on the wall.
 - (3) Opening and closing checklists (and replaces them with new dated sheets.)
 - (4) Guest register pages.

PROGRAM COMMITTEE RESPONSIBILITIES

A. SUMMARY OF PROGRAM COMMITTEE RESPONSIBILITIES:

The Program Committee is responsible and authorized by the Board for planning and making the necessary arrangements for the Society membership meetings.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE PROGRAM COMMITTEE.

C. SPECIFIC DUTIES:

1. Responsible for planning all details of MGS membership meetings. Plans speakers and topics in consultation with the Education Committee. Plans program agenda, including business meeting, in consultation with the President.
2. Program Dates.
 - a) Proposed, with the President, program/membership meeting dates to the board a year in advance to allow Branches to schedule their meetings with minimal conflict.
 - b) Current membership meeting cycle:
 - (1) March: an all day event.
 - (2) June: varied length, traditionally held outside the Twin Cities metropolitan area if a Greater Minnesota genealogical society has offered to host the meeting. Program content is then usually a mix of host area speakers and Twin cities area speakers to broaden the meeting's appeal.
 - (3) September: a day-long seminar with the Society's annual meeting and elections necessitating a longer business meeting. The actual program portion of the seminar is generally used as a Society fund raiser.
 - (4) December: usually a half-day meeting.
3. Speakers
 - a) Initial contact should be six to twelve months in advance of the meeting date. For national level speakers the advance time is usually one to two years because their calendars begin to fill that far in advance.
 - b) The initial contact is needed to ascertain (without actually contracting for the speaker's services):
 - (1) If the speaker is available for a planned meeting date.
 - (2) Speaker's fees for presentation.
 - (3) Speaker
 - (4) Speaker's areas of expertise, prepared topics and length of presentations.
 - (5) Other groups the speaker has presented the topics to.
 - c) Current fees policy for MGS is that a speaker may be paid up to and including \$50.00 for a one hour presentation or a total of \$100.00 for a two hour presentation. Requested fees which exceed this guideline must be brought to the Board for approval.

- d) MGS practice is that a signed contract is required with all speakers so that both MGS and the speaker understand and agree to all the specifics including date, time, and fees as well as any travel arrangements, audio/video taping, or equipment requirements.
 - e) For publicity purposes a short biography and description of the agreed upon topics is to be obtained directly from the speaker.
 - f) The speaker is to be sent a copy of the *MGS Newsletter* which contains the announcement of the presentation. This serves as a reminder of the event and gives the speaker the day's agenda.
 - g) MGS practice is to hold a reception or dinner with seminar speakers to which the MGS Board is invited at their own expense.
 - h) Be sure speakers know that a variety of vendors may be selling genealogical materials on the day of the presentation.
 - i) Recontact the speaker a week before the meeting to confirm details. This also serves as a reminder for the speaker of the engagement.
4. Meeting Place
- a) Meeting places must usually be arranged for six to twelve months in advance and the seating capacity is determined by the normal turnout for that quarter's meeting and the anticipated appeal of the speaker(s) and topic(s).
 - b) Use the meeting place survey form to be aware of all needs.
 - c) Meeting place must be large enough for comfortable seating as well as table/display areas.
 - d) MGS practice is to vary meeting locations around the Twin Cities area (and the June meeting around the state) to allow greater access to meetings for different segments of the membership and the public.
 - e) MGS practice is that, whenever possible, meeting places are handicapped accessible in the meeting rooms/areas, sales and display areas, rest rooms, and building entrances.
 - f) If cost is not prohibitive, providing a lunch area is desirable.
 - g) Ample information, display and selling space is necessary. Occasionally a meeting place will not allow commercial sales.
 - h) MGS practice is to provide refreshments to those attending the meeting, but with a donation can set out marked with a suggested donation. Occasionally there will be restrictions concerning who may supply the refreshments or whether community health regulations allow refreshments at the location at all.
 - i) Tables and chairs are usually needed for: registration, membership, handouts, refreshments, MGS Bookstore, problem solving, the stage or podium area, and several Branches and commercial vendors.
 - j) Many meeting places will have their own contracts which the Program Committee Chair reviews and if acceptable signs as MGS representative.
 - k) Check back with facility representative one week before the meeting to be sure that all MGS' requests are being handled.
 - l) Be sure that adequate time is allowed for set up and clean up.
5. Publicity
- a) MGS Newsletter
 - (1) Must meet editor's deadlines.
 - (2) Use checklist form for Newsletter meeting announcement.
 - (3) Be very specific about whether or not there are fees for the meeting, and what those fees are for members and non-members, and for pre-registration fee versus fee charged at the door.

- (4) Be very specific about the details of the arrangements, including: handicapped accessibility, lunch space, and whether audio taping is allowed.
 - (5) Notice must be included on vendor table availability with a deadline to reserve space, name of contact person, and information detailing any charge for table space.
 - b) Notification of the meeting is to be forwarded to Branches for Branch newsletter inclusion and announcements at Branch meetings.
 - c) Work with the Public Relations Committee to be sure that notice of meetings is released via other media. Many societies have early publication lead times and thus need the details of an MGS meeting well in advance to include notice in their publication.
6. Vendors
 - a) Must reserve selling/display space two weeks in advance of the meeting date.
 - b) Must observe all facility and legal guidelines with respect to sales.
 - c) May be required to pay a vendor fee if there is an extra charge for table rental or space from the facility. That fee may be reduced for MGS Branches or MGS members.
 - d) MGS reserves the right to deny space to any vendor whose materials or selling practices are determined by MGS to be inappropriate to MGS' educational purposes. The MGS Program Chair should make the MGS Board aware of new vendors requesting space to determine if their products and/or services are appropriate for the purposes of an MGS meeting.
 - e) Vendors as well as the MGS Board and committees must be informed of what time they will be able to get into the building on the day of the meeting to set up, and by what time they must be out of the building.
 - f) If the vendors' area is in the same room as a speaker's presentation, vendors must be notified in advance that they will be required to refrain from selling during the presentations.
7. Meeting Registration
 - a) MGS practice has been that meetings, other than the annual seminar, are free to the members.
 - b) All meetings are open to non-members
 - c) If there is a fee to attend a meeting that fee may be lower for MGS members as a benefit of membership. Recent practice has been that the pre-registration fee is lower for MGS members than non-members. The fee at the door is the same for everyone so there is no need for time-consuming membership verification in the registration line at the door.
 - d) Meetings with a pre-registration fee must have a separate registration blank printed in the *MGS Newsletter* with a definite cutoff date based on postmark date. A request should be made to send in separate checks for registrations and memberships.
 - e) Registration at the actual meeting site is the responsibility of the Membership Committee.
8. Other Pre-Meeting Arrangements:
 - a) Arrange for people to staff Problem Solving tables during the lunch break. This is usually split into two shifts, with two people handling each shift. These volunteers should be encouraged to bring a variety of general references sources with them.

- b) Refreshments must be arranged for and volunteers contacted to help make coffee and staff the refreshments table. Usually served are: coffee, juice or cider, tea, purchased cookies or donuts, and needed accompaniments. Refreshments may be varied if the cost is not unreasonable (and is budgeted).
 - c) Work with other committees including Membership and Audio/Video to be sure all necessary arrangements have been made.
 - d) Organize and bring materials needed for the day including: bell, any door prizes, signs for doors, day's agendas, restaurant list/map, speakers' handouts, glasses and pitcher for speakers' water, donation cans, cups, coffee, spoons, tea, sanko, creamer, coffee scoop, sugar, stirrers, napkins, cider/juice, cookies/donuts, trash bags, big coffee pots, pitcher for juice, and heavy duty extension cords.
 - e) Consult with the Treasurer in advance so that checks for the correct speaker fees and reimbursements will be ready on the day of the presentation.
9. At the Meeting:
- a) Signs must be posted pointing the way to the building, registration area, meeting area, refreshment area, rest rooms, and for any special activities or reminders.
 - b) Meeting participants appreciate a day's agenda so they are on time for all sessions.
 - c) Meeting participants appreciate a listing and map of area restaurants.
 - d) Check to be sure that tables, chairs, podium, waste receptacles, and other requested equipment are ready.
 - e) Use the large MGS bell to signal that sessions are about to start.
 - f) Insure that the day's activities adhere to the schedule as printed.
 - g) Be sure water is provided all day for the speaker(s).
 - h) A minimum of 1-1/4 hours is needed for the lunch break.
 - i) The Program Chair is responsible for an all day speaker's lunch arrangements.
 - j) The Program Chair insures that speakers are paid immediately following their presentation(s) according to the terms of the contract.
 - k) The Program Chair insures that all parts of the facility used for the day's activities are left in clean and orderly condition.
10. After the meeting:
- a) Send a thank-you(s) to the speaker(s) on behalf of MGS.
 - b) Check to be sure that all bills have been paid and reimbursement claims promptly submitted for speaker(s), meeting facilities, refreshments, etc.
11. Endorsement of Speakers:
In July of 1987 the Board determined that no specific written endorsement is to be made for any speaker. This is in part to protect MGS from statements being used out of context in advertising a speaker's services.
12. Committee Folder:
- a) The detailed committee information folder maintained by the Program Committee is one of the most crucial ones in the Society.
 - b) The folder is to include information gathered on meeting places and speakers whether or not they were used for an MGS meeting.
13. Meetings around Greater Minnesota:
- a) The June meeting is generally held in a location outside the Twin Cities metropolitan area.
 - b) MGS solicits and accepts invitations from genealogical and historical societies around Minnesota to host this meeting.
 - c) Arrangements and cost are shared by MGS and the host society.

- d) Speakers are usually selected representing both MGS and the host area.
- e) Basic meeting preparations and details listed in this section must also be followed for this meeting.

HELPFUL TIPS: The following list of tips from the *Federation of Genealogical Societies Newsletter* (V.11, No.9, May-June 1988) has almost universal usage, but some sections would be further tailored by MGS policy or by an individual speaker's requirements:

"SPEAKERS NEED TO KNOW - -

1. Make the initial approach in person or by telephone. Be specific as to the topic you wish the speaker to address.
2. Follow up immediately in writing, confirm time, place, honorarium, and the name, address and phone number of the contact person. Offer directions and make sure they are clear.
3. Leave a telephone number where you, or someone who has knowledge of the program, can be reached. This is particularly important for the date of the meeting -- emergencies do arise.
4. Ask the speaker what kind of audiovisual equipment, if any, is needed. Make certain that all equipment is in working order and that you know how to operate it. Make sure there are sufficient electrical outlets, extension cords, tables, stands or whatever to meet the speaker's needs.
5. Ask the speaker if he/she requires a podium or lectern. Some speakers are uncomfortable without a podium or somewhere to place papers and notes.
6. Have a glass and drinking water available for the speaker.
7. Do not schedule individual sessions or problem solving interviews with attendees unless you have cleared such an arrangement with the speaker.
8. Honoraria can be ticklish. Once an honorarium is agreed upon, inform the society's treasurer. The check should be drawn up prior to the meeting and issued to the speaker shortly after his/her presentation.
9. If the speaker is coming from a long distance, overnight accommodations are probably in order. The society should offer to pay for this option, including meals. Make the necessary arrangements and advise the speaker of all the details.
10. Send a note of appreciation.

Be business-like, but pleasant. By following the above suggestions you can avoid most glitches and the speaker will be duly impressed by the professionalism of the society you represent."

PUBLICATIONS COMMITTEE RESPONSIBILITIES

A. 1. **SUMMARY OF PUBLICATIONS COMMITTEE RESPONSIBILITIES:**

The Publications Committee is responsible for and oversees the activities concerned with the Society's publications.

B. 2. **THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE PUBLICATIONS COMMITTEE.**

C. 3. **SPECIFIC DUTIES:**

1. Minnesota Genealogist
 - a) The editor is appointed by the President and approved by the Board.
 - b) Edits, publishes and distributes the *Minnesota Genealogist*.
 - c) Establishes and publishes guidelines for articles and other items for this publication and actively seeks submission of such items.
 - d) Regular features are to include:
 - (1) Listing of selected Society and publications policies.
 - (2) List of Officers, Board members and committee chairs.
 - (3) List of MGS Branches and addresses.
 - (4) List of genealogical societies in Minnesota (not historical societies with a genealogical section).
 - (5) Editor and editorial staff's names.
 - (6) Submission deadlines.
 - (7) President's and editor's letters (when available).
 - (8) Queries with word limits and non-member cost stated.
 - (9) Gleanings from exchange publications.
 - (10) Records transcriptions and abstracts.
 - (11) Research articles.
 - (12) Book reviews.
 - e) Publishes genealogically related advertising for which rates are set in conjunction with the MGS Board. Rates for members are to be 25% lower than for non-members.
 - f) Chooses and orders cover color in advance of the first issue of the year.
 - g) Assures delivery of copy to the printer, and delivery of printed issues to the Post Office.
 - h) Determines number to be printed in conjunction with the Membership Committee and includes enough copies for:
 - (1) Current members.
 - (2) MGS Exchange Periodicals.
 - (3) Meeting and mail-order bookstores.
 - (4) Branch exchange subscriptions.
 - i) The *Minnesota Genealogist* is currently published in the seasons of Spring, Summer, Autumn, and Winter.

- j) Develops and utilizes a proofing and review policy.
 - k) Obtains written permission to reprint a limited number of significant articles, and such permission and source must accompany the article. The written permission must be kept in the editor's files.
 - l) Maintains a file of the original and one copy of each issue of this publication.
 - m) Prepares and publishes periodic indexes to the *Minnesota Genealogist*.
2. Minnesota Genealogical Society Newsletter
- a) The editor is appointed by the President and approved by the Board.
 - b) Edits, publishes and distributes the *Newsletter*.
 - c) Establishes and publishes guidelines for types of items to be included in the *Newsletter* and actively seeks submission of such information.
 - d) Regular features are to include:
 - (1) Complete notice of the next MGS membership meeting.
 - (2) Dates for all scheduled MGS membership, Board and committee meetings.
 - (3) Dates for all scheduled Branch membership, board and committee meetings that have been supplied to the editor.
 - (4) Submission deadlines.
 - (5) Editor and editorial staff's names.
 - (6) Class schedule, cost and registration form.
 - (7) Registrations for any meeting when a fee is charged to attend.
 - (8) Reminders of membership renewal and address change notification, including mention that the mailing label contains the month and year of membership expiration.
 - (9) Form for joining or renewing membership with space for *Newsletter* mailing label on reverse.
 - (10) Notification of call for nominations.
 - (11) Notification of approved nominations slate with biographies and subsequent election results.
 - (12) Notification of Constitution/Bylaws change proposals and vote results.
 - (13) Calendar of other genealogical events in Minnesota and elsewhere.
 - (14) Mention of Society award winners or special citations.
 - (15) Names and thanks to volunteers and to donors of resource materials, supplies and monetary donations.
 - (16) Office and Library hours, including upcoming holiday closings.
 - (17) Advertising for Society volunteer needs.
 - (18) Significant items from Board or committee meetings.
 - (19) Summary of immediate past membership and business meetings.
 - e) Adheres to the MGS proofing and review policy.
 - f) The *Newsletter* is usually published the first of February, May, August and November. This is four to six weeks in advance of membership meetings to allow for notification of the meeting to members and for bulk mailing delivery.
 - g) Assures delivery of copy to the printer, and delivery of printed issues to the Office for mailing procedure.
 - h) Number of copies to be printed is determined in conjunction with the Membership Committee and is to include enough copies for:
 - (1) Current members.
 - (2) Members whose membership has expired in the past quarter.
 - (3) MGS Exchange Publications.
 - (4) New Member Packets.

- (5) Distribution at the Office for prospective members.
 - i) Maintains a file of the original and one copy of each issue of the publication.
3. Bulk Mailing:
 - a) Follows bulk mail procedures outlined in the procedures section of this Handbook.
 - b) Insures timely delivery to the post office of the publications.
 - c) Maintains and updates instructions for bulk mailing procedure.
4. Special Publications:
 - a) Edits, publishes and distributes special MGS publications.
 - b) Solicits ideas and actual content for special publications.
 - c) Insures that the MGS proofing and review policy is adhered to in regard to special publications.
5. Used Back Issues:

Advertises and conducts periodic sales of used back issues of Society publications. Mailing labels must be removed or names and addresses marked out.
6. Inventory:
 - a) Insures adequate supplies of publications.
 - b) Regularly maintains and updates inventory list and makes copies available for:
 - (1) Meeting bookstore
 - (2) Mailing bookstore.
 - (3) Correspondence Committee.
 - (4) New member packets.
 - (5) Office Committee.
 - (6) Publications Committee.
 - (7) Treasurer.
 - c) Insures orderly storage and labeling of the Society's publications.
 - d) Conducts a yearly physical inventory for the Treasurer's use in calculating the Society's assets.
7. Publicizing the Society's Publications:
 - a) Maintains for distribution a list of publications with title, availability, description, cost and postage charge. These lists are to be distributed via:
 - (1) New member packet.
 - (2) *MGS Newsletter*.
 - (3) Office.
 - (4) Meeting and mail order bookstores.
 - (5) Correspondence Committee.
 - (6) Branches.
 - (7) Other genealogical and historical societies.
 - b) Sends review copies of new publications, with cover letter containing ordering details, to selected genealogical societies.
 - c) Sends complimentary copies of new publications to selected genealogical and historical libraries for their collection.
8. Sales of the Society's publications:
 - a) Fills mail orders for Society publications and insures that proper postage and "fourth class special book rate" notation are attached to packages.
 - b) Brings to, and staffs bookstore at, membership meetings including distribution of the current issue of the *Minnesota Genealogist* to members on the current mailing label list.
 - c) Maintains display of priced Society publications at MGS Office.

- d) Whenever possible, brings and staffs MGS bookstore at Branch meetings.
 - e) Whenever possible, brings and staffs MGS bookstore at other genealogical and historical society events.
9. Facilitates and insures compliance with guidelines of the Branch Subscription program as described in the Branch section of this *Handbook*.
 10. Provides distribution of exchange copies of the *Minnesota Genealogist* and the *Newsletter* as requested by the Library Committee.
 11. Requests for copies of individual pages from the *Minnesota Genealogist* may be filled if the issue is no longer available for sale. The cost is \$.25 per page plus a large SASE.

PUBLIC RELATIONS COMMITTEE RESPONSIBILITIES

A. SUMMARY OF PUBLIC RELATIONS COMMITTEE RESPONSIBILITIES:

The Public Relations Committee is responsible for publicizing the Society's activities.

B. THE DUTIES AND GUIDELINES LISTED IN THE SECTION "RESPONSIBILITIES COMMON TO ALL COMMITTEES" ARE INCLUDED IN THE RESPONSIBILITIES OF THE PUBLIC RELATIONS COMMITTEE.

C. SPECIFIC DUTIES:

1. This committee works closely with the Program, Membership and Education Committees in the creative advertising of Society meetings and other activities and opportunities.
2. Public Outreach:
 - a) Works to advertise the Society's meetings to the public via press releases to the Twin Cities, Greater Minnesota and regional media:
 - (1) Newspapers.
 - (2) Radio.
 - (3) Television (including public access cable stations.)
 - (4) Other genealogical societies.
 - (5) Historical societies.
 - (6) Libraries and other research facilities.
 - b) Helps attract new members to MGS by increasing public awareness of the organization and its programs.
3. Branches.
4. Works with the publicity chairs of the Branches to coordinate and share publicity and techniques for gaining publicity.
5. Keeps a file of press releases and resulting articles/interviews for the MGS archives. Periodically surveys this file to see how publicity may be better tailored to more effectively inform the public and and/or gain more advertising.
6. Maintains a file of current addresses, contact people and deadlines for various media and other advertising outlets.
7. Sees that advertising:
 - a) Encourages people contacting MGS via mail to use a large SASE.
 - b) Lists the correct society mailing address and phone number and not private addresses and phone numbers.
 - c) Has been approved in writing by any person(s) whose name and activities are specifically mentioned.
8. Festivals/fairs around the state.
 - a) Keeps the MGS Board aware of opportunities for display or presentations at educational and ethnic festivals or fairs around the state.
 - b) Makes sure that MGS promotional materials are sent to such activities if an MGS representative cannot be present.
9. Family Week:

Coordinates an annual Family Week (as proclaimed by the governor each November) promotion in public and Society publications. Utilizes this opportunity to educate the public on various aspects of family history.

10. Traveling Exhibit:
 - a) Contacts possible exhibitors and makes them aware of the Exhibit's availability:
 - (1) Genealogical Societies
 - (2) Historical Societies
 - (3) Museums
 - (4) Libraries
 - b) Maintains the scheduling calendar for the Exhibit.
 - c) Coordinates Exhibit pick-up and return.
 - d) Coordinates storage of Exhibit, when not out on loan.
 - e) Insures that a signed agreement is on file for any display of the exhibit.
 - f) Sees that Traveling Exhibit supplies are packed to go out with the Exhibit:
 - (1) Journey Into Your Past booklet to sell.
 - (2) Advance publicity releases for the media.
 - (3) Instructions to set up the Exhibit.
 - (4) Keys to unlock the shipping crates.
 - (5) Exhibit brochures.
 - (6) Tree Posters to sell.
 - (7) Questionnaire for sponsoring agency.
 - (8) MGS Brochures.
 - g) Sees that a questionnaire is completed and returned by the sponsoring agency.
 - h) Inspects the Exhibit before it goes out and when it returns.
 - i) Maintains Exhibit in good repair.
 - j) Arranges for display of Exhibit at major MGS events.
 - k) Schedules volunteers to staff the Exhibit and answer questions for MGS sponsored showings of the Exhibit.
 - l) Journey into Your Past Booklets:
 - (1) Maintains a supply of the booklets.
 - (2) Promotes sale of booklets to finance the upkeep of the Exhibit.
 - (3) Fills mail orders for the booklets.

Section 4 of the MGS Handbook - Branches.

WHAT IS A BRANCH OF MGS AND WHY BECOME ONE?

A. *WHAT IS A BRANCH OF MGS?*

A Branch of MGS is a group that has been formally approved as such after meeting the application guidelines stated below. It is a genealogically oriented educational group with a specialized interest in a particular area of genealogy. Programs and publications of the Branch cover this specialized interest.

B. *WHY BECOME A BRANCH OF MGS?*

MGS encourages members with a common heritage or interest to organize committees or Branches to facilitate their education and research.

Some of the reasons that Branches belong to MGS include:

1. To have a stake in the Minnesota Genealogical Society and its workings.
 2. Together one organization is stronger than its individual parts.
 3. To coordinate activities and efforts between MGS and the Branch.
 4. To maintain social and educational contact.
 5. To keep up to date on what's happening and what's available educationally.
 6. To take advantage of the resources MGS makes available to its Branch members, including Library and meeting space and bulk mailing permit.
 7. To offer members the benefits of tax-exempt donations to a non-profit organization.
- Other specific details are listed under "Benefits of Branch Membership" in this section of the Handbook.

BRANCH APPLICATION PROCESS

A. **WHO MAY APPLY:**

Any organization within the State of Minnesota formed for purposes consistent with Articles II, III, And IX of the Articles of Incorporation of MGS and consistent with the 17 September 1988 approved MGS Constitution/Bylaws may apply for branch status by following the process outlined below:

B. **THE APPLICATION PROCESS:**

1. Contact the MGS Branch Liaison or President to arrange an informational meeting with MGS for the purpose of:
 - a) Receiving an informational packet that includes:
 - (1) Branch Membership Application Form.
 - (2) MGS Constitution/Bylaws.
 - (3) Information from the Branch Section of the *MGS Handbook*.
 - b) Explaining to MGS the purpose, goals and policies of their organization and why they are considering Branch affiliation.
 - c) Learning from MGS:
 - (1) The MGS purpose, goals, policies and procedures.
 - (2) The benefits of Branch membership.
 - (3) The specifics of the Branch membership application process, including review of their Constitution and possible modifications that may be necessary to it.
 - (4) The conditions of acceptance as an MGS Branch, MGS authority and property, and suspension and termination provisions.
 - (5) That help with the application process is available from MGS.
2. The applying group's officers must familiarize themselves with the current version of the MGS Constitution/Bylaws and the *MGS Handbook*. This includes the sheet entitled "Some Things to Think About When Forming a New Group". A copy of the *MGS Handbook* is available at the MGS office for review.
3. Submit properly completed, duplicate copies of the "Application for Branch Membership" to the MGS President.
4. Submit duplicate copies of the applicant group's Constitution and Bylaws, which should parallel those of MGS, to the MGS President.
5. All officers of the applying group must be, and remain, current members of MGS throughout their terms of office.

BRANCH APPLICATION APPROVAL PROCESS

A. REVIEW PROCESS:

1. The MGS President and Branch Liaison will ensure that any organization that has submitted an application for MGS Branch Membership has fully completed the required process, including:
 - a) Properly completed and signed duplicate copies of the "Application for Branch Membership".
 - b) Duplicate copies of the organization's own Constitution and Bylaws.
 - c) The group has met with MGS, and both organizations understand each other's purposes, goals, and the application approval process.
 - d) All officers of the applying organization are current members of MGS.
2. The MGS President will appoint MGS representatives to review the applying organization's Constitution and Bylaws. These representatives should be individuals familiar with the MGS Constitution/Bylaws, MGS policies and procedures, and also experienced in working within other MGS Branch organizations.
3. The Constitution and Bylaws of the applying group will be reviewed by these MGS representatives to determine that:
 - a) The applying organization's Constitution and Bylaws are in no way in conflict with, and do not omit, any necessary statements to be in compliance with operation as a Branch of MGS.
 - b) Any areas that are of concern or potential conflict to the organization functioning as a Branch of MGS, while not enough to prevent acceptance, are still pointed out to the applying organization and to the MGS Board for consideration.
4. These representatives will submit their findings to the MGS President.
 - a) If the representatives do not recommend approval, the MGS President and Branch Liaison will explain MGS's areas of concern and offer to work with the applying organization to insure that the process is understood and that the proper Constitution and Bylaws, application, etc. are submitted. Copies of all material shall be filed at the MGS office under "Branches" in the Society business file cabinet.
 - b) If the representatives recommend approval of the application, the board approval process outlined below will be followed.

B. BOARD APPROVAL PROCESS:

1. The President will add the application to the next MGS Board Agenda as new business with his recommendations. Please refer to the Branch Approval Process in the MGS Constitution/Bylaws for further information on this process.
2. The Board will act upon the application by voting, with acceptance determined by the requirements prescribed in the MGS Constitution/Bylaws.
3. If an Application for Branch Membership is approved by the Board, the MGS President will notify the President of the new Branch in writing of the acceptance and provide the Branch President with a copy of the MGS Handbook. The MGS Treasurer will work with the new Branch to familiarize them with the financial responsibilities.

4. The MGS President will ensure that a copy of the Constitution and Bylaws of the new Branch, the signed applications and a copy of the letter notifying the new Branch of the application's approval are filed at the MGS Office in the Society business file cabinet.

BENEFITS OF BRANCH MEMBERSHIP IN MGS

A. CONDITIONS:

These benefits are only granted after the applicant is formally approved as a Branch of MGS. No use of the MGS name, post office box, or bulk mailing permit is authorized prior to that approval.

B. OPPORTUNITIES:

1. Use of the MGS name and reputation with the permission of MGS.
2. Use of MGS Board expertise.
3. Pooling of efforts, space resources and talents benefits all groups.
4. Use of genealogical interest data collected by MGS Membership Committee
5. Increased promotional benefits.
6. Ex-Officio representation on the MGS Board by the Branch's President
7. Copy of the MGS Handbook for each Branch and periodic updates.
8. Branch Council Meetings held several times a year.
9. Copy of the MGS Handbook is provided for the Branch's use, and
10. Permission to reproduce it for their Board members is given.
11. Notification to the Branch President of MGS Board meetings.
12. Shared updates of genealogical information.
13. Use of MGS coffee pots and sound system equipment for meetings at minimal rental rates.
14. Purchase of Minnesota Genealogist at a reduced rate to be used as exchange publications for exchanges to be housed at the MGS Office & Library.

C. MAIL:

1. Use of the MGS post office box and address. (Yearly fees paid by MGS, mail pickup is provided by the MGS Correspondence Committee.)
2. Users of the post office box must adhere to the guidelines mentioned in the Mail portion of the procedure section.
3. Use of the MGS bulk mailing permit after training from MGS or the Postal Service. (One copy of all literature distributed by this permit must be sent to MGS, 5768 Olson Memorial Highway, Golden Valley, MN 55422. And users of this permit must adhere to guidelines mentioned in the bulk mailing discussion elsewhere in this handbook.)
4. Use of a mailbox at the MGS Office and Library for the branch and its subgroups.

D. FINANCIAL:

1. Fall under the MGS tax exempt status (do not have to pay sales tax on supply purchases or on printing/copying.)
2. Fall under the MGS non-profit, tax deductible status 501(c)(3) as granted by the IRS and within guidelines established by the IRS.
3. IRS and State of Minnesota legal and tax forms filed by the MGS Treasurer.

E. MGS OFFICE AND LIBRARY:

1. Storage space at the MGS Office and Library. (As space is available. Check with the Office Committee for details.)
2. Housing of the Branch's reference collection at the MGS Office and Library. (Per guidelines established by the Library Committee.)

3. Designated days at the MGS Office and Library, which the Branch may publicize as the Branch's day, on which the Branch provides the volunteer staff. Arrangement by request to the Office Committee.
4. Sales of consigned Branch publications in MGS library (with a percentage going to MGS to help defray facility costs).
5. Opportunity to work with the MGS Education Committee to sponsor classes at the Office & Library.
6. Use of the MGS Office and Library meeting space for board or committee meetings, newsletter collating, or other meetings. (Space reservation must be requested from the Office Committee Chair. A donation to help defray rent cost is suggested.)

F. PUBLICITY:

1. Branch's brochures are mailed to people writing to MGS.
2. Branch's brochures are distributed to new MGS members who have indicated an interest in the particular Branch.
3. Use of MGS form letters and informational sheets. (On MGS letterhead.)
4. Listing of Branch name in the Minnesota Genealogist.
5. Branch meetings mentioned in the MGS Newsletter activity section when the information is submitted to the MGS Newsletter Editor.
6. Sales and/or display space at MGS meetings. (Occasionally a fee is required to pay table rental fees.)
7. Occasional meetings at which MGS and the Branches jointly participate.

RESPONSIBILITIES OF THE BRANCHES

A. GENERAL RESPONSIBILITIES:

1. Be aware that MGS operates as a legal entity and that MGS and the Branches must operate within all laws and guidelines established by the IRS, State of Minnesota and the City of St. Paul.
2. All Branch business must be in compliance with the not-for-profit status of MGS.
3. Keep a supply of brochures in the rack at the MGS Office.
4. Keep a supply of brochures at the MGS Office for mailing to those who have indicated an interest in that particular Branch.
5. Immediately following elections, the Branch must forward a current listing of all Branch Officers and Board Members (including addresses and telephone numbers) to: the MGS President, Branch Liaison and the MGS Correspondence Committee and the MGS Handbook Committee. Any changes that occur through resignation, removal, or appointments to vacancies must likewise be reported.)
6. Yearly update of Branch Member Information sheet to be kept in the MGS Handbook.
7. Branches are required to send all amendments and/or additions to their Constitution/Bylaws to the MGS Board of Directors for approval.
8. All officers of the Branch must be and remain members of MGS. Members of the Branch organization are not required to be members of MGS but it is strongly encouraged. Individual Branches may require their members to be members of MGS.
9. Adhere to all guidelines set forth in the MGS Constitution/Bylaws, the Branch Constitution/Bylaws, and the MGS Handbook.
10. Yearly self-review of Branch operations to see that it is in compliance with all requirements.
11. Insure that Branch officers and members are made aware of MGS activities and guidelines.
12. Attempt to schedule meetings that do not conflict with MGS or other Branch membership and Board meetings via use of the MGS meeting calendar.
13. Proper use of the Branch title designation.
14. Provide, yearly, a current Branch membership list to be on file at the MGS Office.

B. FINANCIAL RESPONSIBILITIES:

1. Quarterly annual financial reports must be made to the MGS treasurer. These reports must include all financial activities of the Branch including any special interest groups, study groups or subgroups of the Branch.
2. Sales tax report form must be submitted to MGS Treasurer as required.
3. Pay for printing and other purchases directly and do not charge to MGS at Racy's, Kinko's or elsewhere, to simplify accounting procedures.
4. Request that persons applying or renewing send separate checks for MGS and the Branch.

C. MAIL RESPONSIBILITIES:

1. Regular pickup of mail at O & L to be aware of general mail, membership checks that have arrived, and intra-society memos.
2. Insure that internal memos, meeting notices, and other information placed in the Branch mailbox are routed or distributed to all appropriate Branch members.
3. It is recommended that copies of newsletters and other mailings of the Branch be sent to:

- a) MGS for the current newsletters and periodicals area (used by patrons in the MGS library).
 - b) MGS for current Branch Newsletter binder (for answering phone questions concerning Branch activities, dues, officers).
 - c) The MGS Branch Liaison.
 - d) The MGS President.
 - e) The MGS Newsletter Editor.
 - f) The Minnesota Genealogist Editor.
 - g) Minnesota Historical Society, 690 Cedar St., St. Paul, MN 55101 and 1500 Mississippi St., St. Paul, MN 55101.
4. Notify the MGS Correspondence Committee chair well in advance of an event or publicity that will generate increased mail so that extra pickups may be scheduled.

D. OFFICE & LIBRARY RESPONSIBILITIES:

1. It is suggested that donations be made to MGS for use of Office meeting, storage, and library space to help defray facility expenses.
2. Make arrangements, with the Office and Library Committees, well in advance for meeting, storage and library space at the MGS Office.
3. Activities must conform to guidelines established by the Office and Library Committees and also within the limits of the lease from the landlord.

RESPONSIBILITIES OF MGS TO ITS BRANCHES

A. 1. GENERAL RESPONSIBILITIES:

1. Protect the non-profit and tax-exempt status of MGS for all MGS members and Branches by overseeing the legal, proper and ethical management of the affairs of the Society and all MGS operations.
2. Keep lines of communication open, and provide current and complete notice of all MGS Membership, Board and Committee meetings to all Branches through the normal channels of: The MGS Newsletter; MGS Board Meetings, Agendas and Minutes; and Office & Library Calendar, bulletin boards and mailboxes.
3. Provide names of MGS Officers and committee chairs (for contact persons) to the Branches through normal publication of those lists in the Minnesota Genealogist and in the MGS Handbook.
4. Provide a mailbox for each Branch at the MGS Office & Library, and regular delivery of mail from the MGS post office box to the MGS Office & Library mailboxes.
5. Provide a Branch Liaison Committee whose responsibilities include scheduling and organizing Branch Council Meetings to foster ongoing communication and coordination of efforts between MGS and the Branches.
6. Properly prepare and file, as required, Federal and State tax returns and reports on behalf of MGS and the Branches.
7. Maintain the availability of the MGS post office box and bulk mailing permit.
8. Provide and maintain an MGS Handbook that will provide usable and current information on MGS policies, procedures and information, including the information Branches need to meet their responsibilities as MGS Branches.
9. Assist in the preparation of Branch membership brochures.
10. Coordinate a meeting calendar to help the Branches minimize, whenever possible, meeting date conflicts and overlaps.

SOME THINGS TO THINK ABOUT WHEN FORMING A NEW GROUP OR BRANCH

Why are you forming this group?

What are you trying to accomplish?

What are your goals? Long term, Short term? What functions are needed to attain your goals?

Write down job functions or job descriptions.

Do you have a Constitution and Bylaws drafted to provide structure for the group?

Where will funds come from? How will they be spent? Work out a tentative budget and revise as necessary to avoid surprises. Are you going to have dues, or charge at each meeting? Or just accept donations? Charge for all meetings or only on special occasions?

What are your expectations for membership size? Who do you want to appeal to and why? How will you find new members? How will you keep them? If you promise something to a new member will your successors be able to fulfill that promise?

How will you get volunteers involved? How will you develop future leadership for the group?

How many people are needed to carry on the work functions of the group? Will there be people to carry on all the ideas and work when the current leaders are ready to move on?

How often will you have meetings? How will people find out about them? Where will they be held? What do meeting places cost?

What will your meeting topics be? What do speakers charge? What will be the meeting format? Length of meetings?

Have you checked into local, state and federal laws that may apply?

Research materials. Will you have them? Where will they be stored? What will the cost be? Who chooses and orders them? How will you keep track of them and make them accessible to your members?

Publications. Will you have them? Do you have people who are qualified to write them? Will there be a proofing and review policy? Will there be a newsletter? What are publishing and mailing costs?

Publicity. Will you have a brochure? What will it cost? How will people find out about the group?

Leadership. Who will be on the board? What is their authority limit? Who will handle what? Who are the backups?

Archives. Do you know what papers you do have to keep legally? What do you want to keep for future reference?

How will problems be handled? Will you be able to fully serve local and out of the area members?

Do you understand the benefits of MGS Branch membership? And, what do you have to offer MGS? Can you group operate within MGS guidelines?

Adapted from a handout prepared by Kermit Frye.

MGS Form BR-04 (Revised July 1989)

INDIVIDUAL MGS BRANCH INFORMATION SHEETS

The pages that follow contain the completed informational forms of those Branches and SAGS Sub-groups that completed and returned them after updated copies were requested on 29 May 1989.

SECTION 5: PROCEDURES AND CURRENT INFORMATION

PROCEDURES AND CURRENT INFORMATION

AWARDS:

The MGS awards program is designed to give due recognition to people or groups for their contributions to MGS and Minnesota genealogy. Awards may be presented at any time for contributions to a successful year or specific project. The levels of awards for sustained service over a period of time, including fellow, should be presented at the Annual Meeting. The President of the Society may nominate individuals, groups or institutions who qualify, and present such awards at any time after obtaining the required consent of the Board, either at Board meetings or by written ballot.

As of July 1988 the categories of MGS awards and criteria are:

AWARD	CRITERIA	APPROVAL REQUIRED
Honored Life Member	Presented on rare occasions to an MGS member whose contributions to MGS have had a major and lasting impact on the accomplishment of the Society's Objectives.	Unanimous Board approval less one vote.
Distinguished Service Award	In recognition of outstanding service of not less than 5 years to the society by a member whose sustained contributions have been of significant and long-term benefit to the work of MGS.	$\frac{3}{4}$ of the Board members
Fellow	In recognition of an MGS member whose dedication and sustained service over not less than three years have significantly contributed to the work of the Society.	$\frac{2}{3}$ of the Board members
Award of Merit	Individual, group or institution in recognition of distinguished work or accomplishments of	$\frac{2}{3}$ of the Board members

2nd VP: Wesley Waring (3rd year) (Bob Smith)
 Secretary: Dixie Hansen (1st year) (Dixie Hansen)
 Treasurer: Avis Calkins (10th year) (Avis Calkins)

BOARD:

Past President Jim Warren (4th year) (Mark Green)

Expires 1989 Bill Calkins (6th year) (Antona Richardson)
 (Nominees terms Lila Goff (2nd year) (Lila Goff)
 will expire 1992) Chuck Stuck (4th year) (Peggy Parker)
 Paula Warren (6th year) (Sue Kratsch)

Expires 1990 Fran Hillier (3rd year) (Fran Hillier)
 Jean Legried (5th year) (Jean Legried)
 Jan North (2nd year) Jan North
 John Schade (2nd year) John Schade

Expires 1991 Mary Bakeman (1st year) Mary Bakeman
 Winnie Fernstrom (9th) Winnie Fernstrom
 Ginny Swartz (1st year) Ginny Swartz
 Bob Smith (1st year) (Dorothy Chandler)

NOTE: It is the responsibility of the Nominating Committee to select and invite members to be nominated to serve as MGS Officers or Board Members. This process must be completed in time to present the slate of nominees to the board at its summer meeting and, when accepted by the board, present the nominations to the MGS membership in the MGS Newsletter prior to the annual elections.

MGS Form BD-01, Revised 15 July 1989

MGS Committee Chairs

MGS COMMITTEE CHAIRS

(Sub-committees and committee functions are indented under each appropriate committee)

	<u>1988-1989</u>	<u>1989-1990</u>
Audio-Video	_____	_____
Branch Liaison	John Schade	John??
Meeting Calendar Coord.	Mary Jo Frasczak	_____
Cemeteries	Jean Legried	(Jean Legried)
Constitution	_____	_____
Correspondence	Paula Warren	(Jan North)
Research & Advice	Paula Warren	Paula Warren
Research Advice	Ann Peterson	Ann Peterson
MGS Info	Delores Pollnow	Delores Pollnow
Intro Mailings	Sarlynn Ziegler	Sarlynn Ziegler
Surname cards	Carol Mahre	Carol Mahre
Education	Jan North	(Jan North)
Executive Committee	Mark Green	(Mary Jo Frasczak)
Finance	Avis Calkins	(Treasurer)
Fund Raising	_____	_____
Greater MN Societies	Ginny Swartz	(Ginny Swartz)
Handbook	Jim & Paula Warren	_____
Historian	_____	_____

Library	Ozzie Thompson	(Ozzie Thompson)
Review Book ThankYous	Eileen Casey	Eileen Casey
Cataloger	Ozzie Thompson	Ozzie Thompson
Surname and Locality Cards		
Book Donation Requests		
Obituary File		
Book/supply Thankyous	Debbie Boe	Debbie Boe
Exchange Publications	Nancy Pennington	Jim Warren
Long Range Planning	Winnie Fernstrom	??
	Nancy Pennington	Nancy Pennington
Membership	Wesley Waring	(Bob Smith)
N/R List Typist	Faith Bonitz	Faith Bonitz
Memebership List/Labels	George Mellon	George Mellon
New Member Packets	John Schade,	W. Waring
Meeting Registration	Wesley Waring	(Bob Smith)
MGS-MHS Liaison	Lila Goff	(Lila Goff)
	MGS Committee Chairs	

(Sub-committees and committee functions are indented under each appropriate committee)

1988-1989 1989-1990

National Conference	Marvin Lyddon	_____
Nominating	Jim Warren	Mark Green
Office	Fran Hillier	(Fran Hillier)
	Dorothy Chandler	(Dorothy Chandler)
Calendar Coord.	Fran Hillier	(Fran & Dorothy)
Volunteer Coord.		
Program	Mary Jo Frasczak	(Wesley Waring)
Hospitality	Mary Jo Frasczak	(Wesley Waring)
Meeting Place	Mary Jo Frasczak	(Wesley Waring)
Speakers Bureau	Mary Jo Frasczak	(Wesley Waring)

Vendors/Exhibitors	Mary Jo Frasczak	(Wesley Waring)
Publications	Mary Bakeman	(Mary Bakeman)
Quarterly	Tony Richardson	Tony Richardson)
Typists	Ileen Johnson	
	Phyllis White	
	Norma Finnegan	
Book Review Coord.		
Newsletter	Mary Jo Frasczak	(Mary Jo Frasczak)
Meeting Bookstore		
Mail Order Bookstore	Sarlynn Ziegler	Sarlynn Ziegler
Special Publications	Wesley Waring	
Inventory		
Public Relations		
Traveling Exhibit Reserv.	Jean Legried	(Phil Jares)
Trav. Ex. Pick Up	Phil Jares	(Phil Jares)
Meeting Publicity		
Family Week		
Mailing List		

Note: It is the responsibility of the incoming MGS President to select and invite members to serve as MGS Committee Chairs. This process must be completed in time for the President to recommend those Chairs for approval at the first MGS Board meeting following elections. The proposed list of chairs is sent out with the agenda for that Board meeting. Most sub-committee heads are selected by committee chairs.

MGS Form BD-02, Revised 15 July 1989

BRANCH FINANCIAL STATEMENTS

Each Branch is required to file quarterly and annual income reports.

A copy of the form and instructions for its completion are in the Branch section of the *Handbook*. Amounts from the Branch reports must be included in the figures reported to the State of Minnesota and the Internal Revenue Service.

BRANCH EXCHANGE SUBSCRIPTIONS

Branches may purchase a subscription to the *Minnesota Genealogist* at half the current membership cost to use as an exchange with another society.

The exchange periodical received must be housed at the MGS Library and the mailing of the exchange copy of the *Minnesota Genealogist* is the responsibility of the Branch. A form with accompanying details is in the Branch section of this *Handbook*.

BUDGET FOR 1989

See next next two pages for the approved 1989 MGS Budget.

BULK MAILING

The bulk mailing procedures and guidelines are not those of MGS but are from the United States Postal Service. MGS has received authorization from the Postal Service to mail eligible matter at special bulk rates. The Postal Service has determined that MGS is "a nonprofit organization whose primary purposes is the instruction or training of individuals for the purpose of improving or developing their capabilities or the instruction of the public on subjects beneficial to the community". MGS is further defined as an "organization whose activities consist of presenting public discussion groups, forums, panels, lectures or similar programs".

"All matter mailed at the special bulk rates must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must appear...if the mailpiece bears any name and return address it must be that of the authorized nonprofit organization."

The return address format suggested by the Postal Service is:

Minnesota Genealogical Society
Computer Interest Group
5768 Olson Memorial Highway
Golden Valley MN 55422

The Postal Service regulations quoted above were provided by the St. Paul and Minneapolis Divisions of the Postal Service and are current as of 19 March 1989.

In addition, on 19 May 1989 the Postal Service announced a change in its Mail Verifications Program. After 25 September 1989, permit mailings with 5% or more errors will be rejected. Full information on this was forwarded to all MGS Board members and Branches in May 1989.

The Postal Service format for permit imprint is

Non-Profit Org.

U.S. Postage Paid
 Minneapolis MN
 Permit No. xxxx

MGS is authorized to mail at a special Third Class rate which produces a significant savings in mailing costs. In addition to the above, certain other procedures are to be followed in order to use this service. First, the use of the permit must be approved by the MGS Board. Second all Postal Service and MGS guidelines must be followed. Basically the use of the permit involves mailing 200 or more pieces of mail sorted by zip codes, labeled, counted and bundled into bags with the accompanying statement of mailing. The 200 or more pieces of mail need to be of the same color and number of pages.

Two copies of a statement of mailing needs to accompany each mailing. The second copy will be returned to MGS so that the balance of monies in the post office account is known. Mailings can only be made if there is money in the account. The Treasurer bills each Branch for the postage used.

Delivery time of third class bulk mail varies. Keep in mind that mailings could be delivered in a few days or could take several weeks.

An MGS training meeting is held once a year to go through the procedure of bulk mailing. The Postal Service changes their regulations and the individuals preparing mail within the MGS organization change so new training sessions are needed. MGS wants to be sure that the bulk mail privilege is maintained as the savings in postage are well worth the extra efforts of sorting and bundling properly. The Postal Service also offers free classes on bulk mail procedures.

MGS urges all persons within the organization who use the bulk mail permit to be aware of Postal Service regulations, weight allowances and sorting changes. When you have used mail bags, bundle labels and rubber bands please obtain replacements from the post office so there will be a complete supply for the next bulk mailing.

Foreign Mail:

Mail to foreign countries cannot be mailed under the MGS non-profit mailing permit. It must be mailed separately in a sealed envelope marked "Printed Matter". The rates are much higher for this mail. Sample formats for address information are:

Mr. John Doe	or	Mrs. Mary Smith
117 Anderson Street		1202 Main Street
London W1P 3HT		MONTREAL, Quebec K2S 0B4
ENGLAND		CANADA

Please see the following pages for more detailed information on the bulk mailing procedure.

The alphabetical list of procedures continues following the next multi-page segment of bulk mailing information.

CALENDARS

1. OFFICE AND LIBRARY SPACE - to reserve working or meeting space at the MGS Office please contact the Chair(s) of the Office Committee. MGS tries to avoid duplication of space use so please do not add anything to the Office desk calendar yourself. (The Office Committee may have already received a reservation for a specific date and not yet added it to the desk calendar.)

2. MEMBERSHIP MEETINGS AND SEMINARS - MGS maintains a calendar of events on which MGS, the Branches and other genealogical societies may list their upcoming meetings. This is a service which is designed to inform program arrangers of other events already taking place on that day. If others are already scheduled you may wish to make adjustments in your schedule. Current contact person is *****.

COPIER

1. On the advice of the copier repairman, the MGS volunteer on duty is to make all copies. This is suggested for less wear and tear on our copier which is quite expensive to keep in good working condition.

2. MGS business related copies: please list the date, number of copies, type of item, committee and your signature in the notebook under the copier. This will be taken out of your committee budget.

3. Branch copies: pay as copies are made to simplify bookkeeping.

4. Personal copies of information from library materials: pay for copies as they are made.

5. Other personal copies: please take these to a commercial copy center.

DONATIONS

Donations of books, supplies and money to MGS are tax deductible within guidelines established by the Internal Revenue Service. If you wish a receipt please let MGS know. If you donate material while at the Office please complete a Record of Donation to the Minnesota Genealogical Society.

MGS cannot estimate values of donated items, please contact an appropriate type of appraiser for that service.

EMERGENCY NUMBERS

While at the Office, emergency or information numbers may be found on the small bulletin board at the rear of the Office or in the front in the red binder on the desk. Please also check in the *Minnesota Genealogist* or the *MGS Handbook* for other contact people.

EQUIPMENT RENTAL

COFFEE POT RENTAL

Branches may contact the Program Chair or Hospitality Volunteer to arrange for rental of the Society's two large coffee pots.

SOUND SYSTEM RENTAL

MGS has established a \$5.00 rental fee for Branches to use the MGS PA system with the rental fee to be put into a special fund for upkeep of the system. At least two weeks advance notice to the Audio-Video Committee is requested. (Approved 14 April 1984)

EXPENSE CLAIMS

Claims for reimbursement or payment of budgeted and approved MGS expenses may be obtained from the MGS treasurer by completing a Payment Request Form, attaching receipts and forwarding it to the MGS Treasurer. The Treasurer will forward payment after receiving the required President's approval and a co-signature on the check. A sample form follows this page.

FORM LETTERS AND INFORMATION SHEETS (see also MASTERS OF FORMS)

1. A list of MGS forms is in this Handbook. Examples of actual forms are in the Office copy of the Handbook. Please do not use these but make copies of them.
2. Any part of the organization may use these forms for Society business provided that it is cleared with the originating committee, that the form is used in original form and copying expense is provided by the requesting committee or Branch unless other arrangements have been made.

HANDBOOK DISTRIBUTION

One copy of the Handbook is distributed to each MGS Officer, Board member, committee chair, Branch president and SAGS subgroup president. In addition, there is a general reference copy at the Office which contains samples of available form letters. The Handbook is assigned to the job, and is to be turned over to the successor in that position.

HANDBOOK REVISIONS

Following this page is a form to use when suggesting revisions to the *MGS Handbook*.

INCOME REPORTING

All income received for any Society related business must be turned over to the MGS Treasurer and accompanied by a completed Income Form. A sample form and instructions for completing the form follows this page.

INSURANCE

PROBABLY WRONG NOW: Milwaukee Insurance Company is the MGS insurance carrier. The agent is Richard Devine, David Agency, 505 East Grant St., Mpls, MN 55404-1492; (612) 333-4455. Please contact the Treasurer for coverage details.

MGS also has a Crime and Commercial Blanket Bond which covers the four officers authorized to sign Society checks.

KEYS see OFFICE KEYS

LANDLORD

The landlord for the MGS facility at 1101 Fort Road is: Claire and Associates (part of Coleman and Christison) 545 Fort Road, St. Paul, MN 55102. Contact person is Darwyn Schwanz, 227-9391.

LEASE

MGS has a two year lease effective 1 January 1989. Our current rent is \$685.00 per month due the first of each month. The lease has specific guidelines concerning alterations, hanging of exterior signs, doing repairs, etc. Any questions, problems or minor emergencies should be handled during normal business hours. Please direct all such communications to the landlord through the Office Committee chairs only.

Handling of major emergencies after normal working hours is the responsibility of the Office Committee. The landlord has advised MGS verbally to use our best judgment in such matters. The landlord has suggested one emergency source: Palen-Kimball Heating Contractor, 646-2800.

LIBRARY

BRANCH DAYS

To arrange for a specific day for which a Branch staffs the Office and Library facility please contact the Office Chairs. This day(s) may be advertised as that Branch day but the facility is also open to other researchers. Current Branch days are:

Canadian and French-Canadian (NWTC&FHC) - every Wednesday

Irish - the second Saturday of each month

HOUSING BOOKS

To arrange for housing of a Branch's collection at the MGS Library please contact the Library Committee chair for details on space and cataloging.

MAIL

1. The MGS Board has directed that all mail delivered to the Society post office box is to be opened by the person responsible for sorting the mail. The reason for this is that even though addressed to a specific committee or person, envelopes frequently contain more than one type of mail. Forwarding the entire packet to the wrong committee or Branch could result in delay of processing. Also much mail still comes addressed to Officers or chairpersons who are no longer active in that particular area. Many membership renewals come personally addressed to the Treasurer but these do not go to the Treasurer initially. Many people understandably conserve postage by enclosing their MGS and several Branch memberships in one envelope and arbitrarily address it to only one Branch or MGS.

2. The MGS post office box address is the Society's legal mailing address. It is to be used on all correspondence. Society policy is that Society mail is not to be addressed to an individual's personal address.

3. The post office box is for Society business mail, not personal mail.

4. Mail addressed to the post office box should use the formats shown below to prevent mail from being returned to the sender as "addressee unknown". Not all the clerks know, nor should they be expected to, all the committees and Branches of this Society. Please note this full address in advertising, brochures, correspondence, etc.

Minnesota Genealogical Society
Scottish Genealogical Society
5768 Olson Memorial Highway
Golden Valley MN 55422

Minnesota Genealogical Society
Correspondence Committee
5768 Olson Memorial Highway
GoldenValley MN 55422

5. Mail is picked up and delivered to the Office a minimum of twice a week. If a special event, extra advertising or special publication will generate increased mail please notify the Correspondence Committee chair so that extra mail pickups may be scheduled.

MAILBOXES AT OFFICE (See also MAIL)

Mailboxes and labels are maintained by the Correspondence Committee.

Mailboxes are reserved for MGS Officers, committee chairs, Branches and persons doing a large amount of society business. Each person or group assigned a mailbox should regularly check to see if there is mail to be picked-up.

During Office open hours you may call and have the volunteer on duty check to see if there is mail to be picked up. Committees and Branches should designate a specific person to be in charge of mail pickup.

There is quite frequently time sensitive mail or internal memos that should not be missed.

Mail is not remailed to committees or Branches because of the expense and time involved. A volunteer would have to package up the mail and take it to the post office to be weighed for mailing.

MASTERS OF FORMS - see also FORMS

1. A set of masters for most MGS forms is in the lower right hand drawer of the gray desk at the MGS Office. Please do not take these but use them to make copies.
2. Larger masters are kept in the Society business file cabinets directly outside the storage room at the Office.
3. A few masters are kept on file at Racy Printing.

MEMORIALS

Upon the death of any past president or other MGS member who has made a significant contribution to MGS, an appropriate memorial may be sent to the family by the Board at the discretion of the Board. (Approved 15 November 1986).

MEETINGS

All MGS meetings and activities of any type are open to any interested person, either member or non-member. A variety of sources may be checked for time, content, location and any cost of meetings: the MGS Newsletter, Branch newsletters, Office calendar, Office bulletin board, public library bulletin boards, and daily newspapers.

MEETING PLACES

Following this page is a form for surveying possible meeting places. It is suggested that as each MGS or Branch program chair visits or calls a meeting facility, this form be completed. A copy could be filed at the Office for use by all program chairs and would thus avoid some duplication of efforts.

MEMBERSHIP MEETING DATES

1989 16 September; 2 December

1990 (Subject to Board approval) 10 March; 9 June; 15 September; 8 December

MINNESOTA GENEALOGIST

Please check the current issue for policies, submission guidelines, advertising rates and sizes, and other Society and publication information.

MINUTES OF BOARD, MEMBERSHIP AND COMMITTEE MEETINGS:

Copies of minutes of current and past meetings are available at the MGS Office. These are in binders on the desk and on top of the file cabinets and contain all available minutes. If you cannot find a specific item please check with the Officer or committee chair who has responsibility for the type of information you seek.

NON-PROFIT STATUS (see also TAX EXEMPT)

In May of 1977 the Minnesota Genealogical Society received a determination from the Internal Revenue Service that MGS was "exempt from Federal Income Tax under section 501 (c)(3) of the Internal Revenue Code". The IRS further stated "donors may deduct contributions which include bequests, legacies, devises, transfers, or gifts for MGS use and are deductible for Federal estate and gift tax purposes". This was granted with the condition that the Society's purposes are exclusively educational, and are not for the mutual support of only our own members. MGS' Federal Identification Number is 41-1298392. This number may be needed for banking purposes.

Since the organization's yearly gross receipts are over \$25,000, MGS is required to file IRS form 990, Return of Organizations Exempt from Income Tax, by the 25th day of the fifth month after the end of the annual accounting period.

The Finance Committee is currently researching the topic of unrelated business income. This is the result of recent IRS activity concerning organizations selling items not directly related to their non-profit, educational status. Such non-educational sales could be subject to corporate income tax and could affect the non-profit, tax exempt status of the Society.

For further information on this please see the data in the MGS business file cabinets near the storage room under the heading "Legal".

OFFICE & LIBRARY HOURS

Regular hours are:

Tuesday and Thursday 6:30p.m. - 9:30 p.m.

Wednesday, Thursday, and Saturday 10:00 a.m. - 4:00 p.m.

Occasionally due to inclement weather or volunteer availability, the Office will not be open during a regularly scheduled time. Please check the next page for scheduled holiday closings.

OFFICE INCOME

All transactions involving money at the Office must be listed on an Office Income Form. Office income must be balanced every time the Office is open. A separate Office income sheet and instructions are in the red binder on the main Office desk. All income, or designated portion thereof, produced at the Office is attributed to the Office budget.

OFFICE KEYS

Keys are made available to members who have a working knowledge of Office opening and closing guidelines. Office committee practice is to issue keys to individuals who are regular volunteers at the Office and Library. If you are a keyholder and find that you are no longer able to volunteer regularly, you are required to return the key immediately so it may be used by other workers.

OFFICE AND LIBRARY SPACE USE (see also CALENDARS)

To reserve the Office meeting/class space please see the information listed in this section under calendars. If the reservation is for a time the Office is closed the person reserving the space must be a keyholder and familiar with the opening and closing guidelines for the facility. More specific information follows this page, and a copy is posted at the Office and has been distributed to all MGS committees and Branches. If a meeting date is changed please notify the Office Chair(s) immediately so that the space may be released for another use. A donation is requested from Branches and study groups who use the space. This will be used to help defray office expenses.

OWNERSHIP OF MATERIALS

Any materials collected, developed or produced as a part of any work or project under the auspices of MGS are, and remain, the property of the Society. This includes, but is not limited to, such items as booklets, form letters, newsletters, collections of records or documents, books or indexes, whether published or in progress. Such items may not in part or whole be used or advertised by any individual(s) or organization without the written permission of the MGS Board of Directors.

Any supplies, equipment or materials purchase with MGS funds, or donated to the Society, are the property of the Society.

PHOTOCOPIER USE see COPIER

POST OFFICE BOX see MAIL

PRINTING

When leaving MGS items to be printed or for related work at any of the following places, please be sure to include on the work order what committee the work is for, list your name and phone number as contact person and a specific description of the item(s) being printed. All three firms will bill MGS directly for the work. Branches must set up their own charge accounts at these facilities and not bill the work to MGS. This is to simplify bookkeeping procedures for all involved.

Racy Printing, 1101 Rice Street, St. Paul, MN 55117 (651) 488-6561

Kinko's Copy Centers, several Twin Cities locations.

Paper Graphics, 9801 Dupont Ave. S., Bloomington, MN (952) 888-0899

PROOFING AND REVIEW POLICY

All published MGS material is to be reviewed and proofed by a minimum of three persons other than the author. These three must be current MGS Board members or committee chairs. Material is to be reviewed to reflect current MGS policy, and for content, accuracy and grammar. This is to ensure that what MGS communicates is clear, concise and correct and is consistent with MGS policy and enhances the effective operation of MGS.

This applies to the MGS Newsletter, form letters, informational sheets, brochures, meeting or library handouts, advertising, posters, publicity releases, special mailings, and special publications. (Final approval January 1988.) The Publications Committee is charged with developing proofing and review guidelines for the Minnesota Genealogist.

SALES TAX - COLLECTING AND REPORTING

Any retail sales made by the organization are subject to sales tax by the State of Minnesota. All MGS income reporting forms have columns for listing sales tax. The Society Sales and Use Tax Permit is displayed at the Office.

Branches must regularly (at least quarterly), forward sales tax collected with attached sales listing and the Branch Sales Tax Report Form to the MGS Treasurer.

STORAGE SPACE AT OFFICE

To arrange for storage space at the Office please check with the Office Committee. All items stored must be in boxes, in orderly condition and labeled.

TAX EXEMPT

In May of 1984 the State of Minnesota issued the Minnesota Genealogical Society a form ST-17, Certificate of Exempt Status-Exempt Organization

Under this MGS is certified to be exempt from sales and use taxes on purchases, rentals, and leases of tangible personal property. "The property must be used exclusively in the performance of charitable, religious or educational functions... The exemption does not apply to purchases of meals or lodging."

The letter granting tax-exempt status stated that: "An exempt organization which makes sales at retail level is required to hold a Sales and Use Tax Permit and remit the sales tax on its retail sales". Please see the sales tax discussion in this section for more details.

This all means that the organization does not have to pay sales tax on purchases such as paper, printing, etc. but does have to collect sales tax on items we sell which are usually taxable in this state. When any part of the organization is exhibiting and selling in another state, for example at an NGS Conference, the laws of that state also apply.

The MGS Tax Exempt number is ES #29342.

Please see the next four pages for more Sales Tax and Tax Exempt information.

The alphabetical procedures continue after those four pages.

TRAVELING EXHIBIT SCHEDULING POLICY

1. "The Minnesota Genealogical Society and its Special Interest Groups will have first priority in use of the Traveling Exhibit. Next priority will be given on a first-come-first-served basis. Conflicts in scheduling will be resolved by the Tour Director in the following order:

- a. MGS and Interest Groups.
- b. Outstate genealogical societies.
- c. Minnesota Historical Society.
- d. Outstate historical societies.
- e. Ethnic festivals, county fairs, etc.
- f. Schools and libraries."

(Approved 5 October 1985)

VENDOR POLICY

"MGS recognizes that vendors enhance the educational goals of the society. They often draw more people to the quarterly meetings. They provide books, supplies and services to members which are not as readily available elsewhere, and they take care of business aspects which MGS chooses not to be involved in.

However, MGS does not have a regular meeting place and must pay a fee in most places where selling is allowed. Therefore, MGS requests that vendors:

1. Respect the rules of libraries and other places where selling is not allowed and refrain from having materials for sale on the premises;
2. Make arrangements in advance of the meeting with the Program Chair (or other designated person) for tables and space in the meeting room.

MGS, for its part, will make efforts to schedule at least half of the meetings each year in places where book fairs may be held. MGS will also announce these book fairs in the Newsletter in advance of the meeting and will include mention in public service announcements to the media.

MGS reserves the right to exclude a vendor who engages in unethical and improper selling practices.

(Approved 16 July 1983)

Vendors must reserve exhibit space two weeks in advance of the meeting date. (3 October 1985)

WEATHER RELATED CANCELLATIONS

Cancellations of meetings or scheduled Office hours due to inclement weather is currently, by practice, a committee decision. Call the Office if in doubt as to its opening because of weather conditions. The Program Committee will try to have a Program cancellation broadcast on radio stations. The Program Committee has been charged with drafting a policy concerning meeting cancellation and rescheduling. (18 March 1989)

SECTION 6: Form Letters and Information Sheets

NOTES ON MGS FORM LETTERS AND INFORMATION SHEETS:

1. Samples of the forms and sheets listed below are in the Office copy of this *Handbook*. Please do not remove or use those samples EXCEPT to make copies of them for your use.
2. It is suggested the *Handbook* holders review this list and then make copies of the pages they anticipate using, and then keep those copies in the forms section of their *Handbook*.
3. A set of masters for most MGS forms is in the lower right hand drawer of the gray desk in the MGS Office. Again, please use these only to make copies for your use.
4. Any part of the MGS organization may use these forms for Society business provided that it is cleared with the originating committee, that the form is used in the original form, and that copying expense is covered by the requesting committee or Branch unless other arrangements have been made.

ASSIGNING MGS FORM NUMBERS:

The format below should be used for adding a form number to the lower left corner of the last page of all MGS forms and information sheets:

Sample - new form: MGS Form ME-01 Jan 1989

Sample - revised form: MGS Form ME-01 (Revised May 1989)

A few forms such as stationery items will not need a number added. In addition there may some forms listed which are not currently available.

As forms are reprinted or updated add the form number notation. When a new form is created add it the to the master list which is in the Office copy of the *Handbook* and put a copy in that notebook in the forms section. Please notify the Handbook Committee of the addition.

LISTING OF MGS FORMS/FORM LETTERS AND INFORMATIONAL SHEETS

AUDIO-VISUAL

- AV-01 Contract for Taping
- AV-02 Form for Borrowing Video Tapes
- AV-03 List of Video Tapes
- AV-04 List of Audio Tapes
- AV-05 Video Tape Refund Form
- AV-06
- AV-07

BOARD OF DIRECTORS

- BD-01 List of Elected Board Members
- BD-02 List of Committee Heads

BD-03 Fellow Award Certificate
BD-04 Honored Worthy Fellow Award Certificate
BD-05 Agenda Format
BD-06 Board Member/Committee Head Routing Sheet
BD-07 Board Meeting Format
BD-08 Blank Note Cards/envelopes
BD-09 Thank You Cards/envelopes
BD-10 Letterhead
BD-11 MGS Logo business size envelopes
BD-12 MGS Logo 9x12 envelopes
BD-13 MGS Logo 6x9 envelopes
BD-14 Post cards
BD-15

BRANCH

BR-01 Application for Branch Status
BR-02 Branch Information Form
BR-03 Subgroup Information Form
BR-04 Thoughts on Forming a Branch
BR-05 MGS and Its Branches
BR-06
BR-07

CEMETERY

CE-01 Explanation of Cemetery Project
CE-02 How to Transcribe a Cemetery
CE-03 Info on Mpls & St. Paul Cemeteries
CE-04 Need More Info; County, Cemetery Name etc.
CE-05

CONSTITUTION/BYLAWS

CB-01
CB-02

CORRESPONDENCE

CO-01 Introduction to MN Research Sources
CO-02 Order Form for Intro Booklet
CO-03 Speakers List Questionnaire
CO-04 Researchers List Questionnaire
CO-05 Mail Log

- CO-06 Vital Records Info Sheet
- CO-07 Suppliers/How to Books Sheet
- CO-08 How to Begin Tracing
- CO-09 Speakers List
- CO-10 Researchers List
- CO-11 SASE Reminder
- CO-12 Research Donation Request
- CO-13 Unable to do Continuing Research
- CO-14 All Vol.-Unable to Undertake Res. Projects
- CO-15 Categories for Mail Sorting
- CO-16 Instructions for answering basic info or brochure requests
- CO-17
- CO-18
- CO-20 Twin Cities Research Facilities

EDUCATION

- ED-01 Instructor Contract
- ED-02 Instructor Reminder
- ED-03 Instructor Announcements
- ED-04 Class Evaluation
- ED-05 Course Completion Certificate
- ED-06 Class Registration List
- ED-07 Class Registration Refund Form
- ED-08
- ED-09

EXECUTIVE COMMITTEE

- EX-01
- EX-02

FINANCE

- FI-01 General Income Reporting Form and instructions
- FI-02 Office Income Reporting Form and instructions
- FI-03 Branch Quarterly Income Report Form and instructions
- FI-04 Branch Sales Tax Report Form
- FI-05 Payment (Reimbursement) Request Form
- FI-06 MGS Statement/Invoice Form
- FI-07 Billing for Permit Mailing
- FI-08 Library Membership Billing Form
- FI-09 Budget Worksheet

FI-10 Actual Budget Spreadsheet

FI-11

FI-12

FI-13

FUND RAISING

FR-01

FR-02

GREATER MINNESOTA SOCIETIES

GM-01 List of MN Genealogical Societies

GM-02 List of Contact People with Soc. names

GM-03

GM-04

HANDBOOK

HB-01 Suggestion for Revision to the MGS Handbook

HB-02

HB-03

HISTORIAN

HI-01

HI-02

LIBRARY

LI-01 Layout Map

LI-02 Color Code Guide

LI-03 Retention Decision Form

LI-04 Cassette Tape Cataloging Form

LI-05 Book Cataloging Form

LI-06 Microform Cataloging Form

LI-07 Log of Exchange Periodicals

LI-08 Request for Exchange

LI-09 Request for Missing Exchange Periodicals

LI-10 Denial of Exchange Request

LI-11 ABC's of O & L

LI-12 Incoming Review Book Log

LI-13 Review Book Signout Sheet

LI-14 Locality File Explanation Sheet

LI-15 Locality Cards

- LI-16 Surname Cards
- LI-17 Checklist of U.S. Materials at Library
- LI-18 Checklist of MN Materials at Library
- LI-19 Bookplates
- LI-20 Abbreviations used in the MGS Library
- LI-21 Catalog Card Examples
- LI-22 Instructions for writing Thank Yous.
- LI-23 List of foreign collections at Library
- LI-24
- LI-25
- LI-26

LONG RANGE PLANNING

- LR-01
- LR-02

MEMBERSHIP

- ME-01 Membership Brochure
- ME-02 New Member Letter
- ME-03 Separate New/Renewal Form
- ME-04 Member Survey
- ME-05 Wrong Amount for Membership Sent
- ME-06 Explanation of Membership Problems/Deadlines
- ME-07 Form to notify computer person of membership label changes
- ME-08 Membership Cards
- ME-09 Meeting Sign In Sheet
- ME-10 Higher Level Membership Form
- ME-11 Higher Level Membership Coupon Booklet
- ME-12 Coupon Booklet Redemption Instructions
- ME-13 Supply checklist for membership meetings
- ME-14
- ME-15
- ME-16

NOMINATING

- NO-01 Planning to Continue Letter
- NO-02 Thanks for Serving Letter - Retiring Board Members
- NO-03 Thanks for Agreeing to be Nominated/Biography request
- NO-04

OFFICE

- OF-01 Year's Schedule
- OF-02 Guest Register
- OF-03 Opening Checklist
- OF-04 Closing Checklist
- OF-05 Opening Instructions
- OF-06 Closing Instructions
- OF-07 Volunteer Time Sheets
- OF-08 Guidelines for Using Office Meeting Space
- OF-09 Reminder of Working/Key return instructions
- OF-10 Donation Sheet
- OF-11 Donation Log
- OF-12 Hours/Map sheet
- OF-13 Contact/Help List
- OF-14 Facility use guidelines
- OF-15 Keyholder list
- OF-16
- OF-17

PROGRAM

- PG-01 Speaker's Contract
- PG-01 Meeting Place Contract
- PG-03 Meeting Place Survey Form
- PG-05 Checklist for Newsletter Meeting Notice
- PG-06 Supply checklist for membership meetings
- PG-07
- PG-08

PUBLICATIONS

- PU-01 Special Publications Brochure/Order Form
- PU-02 Separate Back Issue List/Order Form
- PU-03 Inventory Form
- PU-04 Advertising Rates
- PU-05 Query Instructions/Rates
- PU-06 Book Review Form
- PU-07 Book Review Guidelines
- PU-08 GPC Review Book Info Form
- PU-09 Meeting Bookstore Sales Log
- PU-10 Instructions for Mail Order Bookstore
- PU-11 Branch Half Price Subscription Form and Information

PU-12

PU-13

PUBLIC RELATIONS

PR-01 Traveling Exhibit set up info

PR-02 Traveling Exhibit Evaluation/Survey

PR-03 Journey Into Your Past Order Form

PR-04 Some Facts about MGS

PR-05 Publicity Release Form

PR-06 List of Public Access Cable Information

PR-07

PR-08

SAMPLE AGENDA OUTLINE FOR MGS MEMBERSHIP MEETINGS AND DAY'S ACTIVITIES.

(Final agenda depends on the length of specific activities and number of speakers.)

	Meeting Date and Time	Exact Location
8:30 - 9:15	Registration	Refreshments and Vendor Sales
9:15 - 9:45	Business Meeting:	<ol style="list-style-type: none"> 1. Call to order (By President) 2. Society Business (Conducted by President) Minutes of last membership meeting (Secretary) Treasurers Report Old business New Business Elections (annual meeting) Award Presentations Adjourn 3. Call for brief announcements from the floor (by President)
9:45	Program:	<ol style="list-style-type: none"> 4. Introduction of Program Chair by President 5. Explanation of days activities by Program Chair 6. Introduction of speaker and first presentation
10:45 - 11:00		7. Break
00:00		8. Speaker's presentation
00:00 - 00:00		9. Lunch, Problem solving table, vendor sales
00:00		10. Presentation
		11. Break (optional)
		12. Presentation
		13. Closing announcements

00:00

14. End of meeting

SAMPLE AGENDA OUTLINE FOR AN ALL DAY MGS MEMBERSHIP MEETING.

MGS MEMBERSHIP MEETING
Saturday 30 September 1999, 10:00 AM to 3:00 PM
Hubert H. Humphrey Metrodome
Minneapolis, Minnesota

- 9:00 AM Registration opens
Refreshments and Vendor Sales,
Minnesota Genealogist available for pick up by MGS members
- 10:00 Business Meeting: (Conducted by President except where noted.)
Welcome
Minutes of last membership meeting (Secretary)
Treasurers Report
Old business
New Business
Elections (at the annual meeting)
Award Presentations
Call for brief announcements from the floor
Adjourn
- 10:15 Program: (Conducted by Program Chair except where noted)
Introduction of Program Chair by President
Explanation of the day's activities
Introduction of speaker
First morning speaker presentation
- 11:00 Break
- 11:15 Program Chair announces:
Activities during lunch hour: Problem solving table
Afternoon schedule
Door prizes will be awarded at precisely 1:30 when meeting resumes, and you must be present to win. (Prizes include The Source, note pads, talking computers, and a 1999 Oldsmobile.)
Introduction of second speaker's presentation (By Program Chair)
Second morning speaker presentation.

Program Chair reminds audience:
Time afternoon session starts
Area restarants map

12:15 Lunch time, Problem solving tables, vendor sales

1:30 Program Chair:
Holds brief drawing for door prizes
Introduces first afternoon speaker
First afternoon speaker presentation

2:15 Break (Optional)

2:30 Program Chair introduces second afternoon speaker
Second afternoon speaker presentation
Closing announcements (Program Chair)

3:30 End of meeting