

Quail Creek Genealogy Club

Policies & Procedures

8 Feb 2023

Room Reservations

Room reservations for all club meetings and social events will be made by one club member (requested by Dodie of the Concierge Desk). This is currently assigned to the Special Events Director.

Advertisements

The club's Resources Director shall approve sending out emails regarding genealogical opportunities to the entire membership with the following disclaimer:

Quail Creek Genealogy Club (QCGC) is intended to support Genealogical research and education at Quail Creek. As part of this support, QCGC provides information concerning outside resources such as seminars, software applications and other sources of genealogical information. By providing this information, QCGC does not endorse or encourage purchase or use of any product or service. QCGC merely lists these items as potential resources that could be useful to QCGC members.

1. These emails will not exceed two per month.
2. The emails will include instructions on how to "opt out" of future emails.
3. "Blind Copy" will be used for members' email addresses on the emails.

Dues

1. Annual dues are for the period of January 1 through December 31.
2. At the September, October and December General Meetings, the President will make an announcement that dues will be accepted for the following calendar year.
3. The Treasurer will communicate with the Membership Director when dues are received.
4. The Membership Director will send reminders to members who have not paid their dues. If there is no response after the second reminder, the member will be removed from the membership list. Upon payment of dues, the member will be reinstated.
5. Starting in 2024, dues are to be paid by January 31st to remain a member.
6. In January 2023, the Board provided a raffle prize for those renewing before January 31st. If the Board wants to continue this practice, approval is needed on a year-by-year basis.

General Meetings

1. Honorariums will only be paid to non-member speakers. Gift card, check, or no payment will be determined on a case-by-case basis by the board and only if requested by the speaker.
2. The Communications Director will include in their General Meeting announcements a reminder to members to wear a name badge.
3. Generic name badges will be provided at all General Meetings at the sign-in table.
4. Copying of handouts will be done by the Guest Speaker Director. If requested by a Board Member, a reasonable amount of lead time should be provided to the Guest Speaker Director.
5. The President will provide a handout to members at each meeting with current announcements and information (to include meeting dates).
6. Currently the President is bringing spare batteries for the QC microphone and the QCGC's laser pointer and spare batteries.
7. The Communications Director will invite ALL Quail Creek residents to the General Meetings.
8. The Vice President will provide/post an announcement at the sign-in table that guests are welcomed without paying for two meetings; then they must join the club to continue attending.
9. The Vice President will track visitors' attendance in order to comply with the two-meeting-free rule.
10. All Board Members will participate in welcoming members and identifying non-members at the General Meetings.

Financial

1. Our fiscal year is January 1 through December 31.
2. Club debit cards held by the Treasurer and the President will be used for purchases instead of requesting reimbursement from the Treasurer. Other Board Members should borrow one of the debit cards.
3. A Board member who makes a purchase either through the debit card or by other means, will follow up with an email to the Treasurer that includes a description of the charges and a receipt.
4. Before expending any funds, a Board Member must procure approval from the rest of the Board.
5. Since the monthly General Meeting is before the Board Meeting, the Treasurer will present the Treasurer's report at the General Meeting. The Board will approve the report at the subsequent Board Meeting.

Education Meetings

1. The Education Director will provide membership forms at all of the Education meetings.

Communications Director

Prior to recording a presentation for a General Meeting, the Communications Director will obtain the following permission from the presenter (via email):

1. Do you agree with our Committee producing a video of the session?
2. Do you agree with making the video available on the club's website along with all other Committee-produced videos presently posted there?
3. Your presentation is listed as follows within the Calendar category of the website:
(description of the presentation).

All Committees

When possible, all committees (but especially Guest Speaker, Resources and Education) will coordinate a monthly theme for meetings and email topics.

Board Meetings

Mark Hester will attend Board Meetings as an ad hoc Board Member (voted on at the September 14, 2022 Board Meeting).