



Black Family Genealogy And History Society

Policy and Procedures Manual (Updated August 2020)

Mission Statement

The Black Family Genealogy and History Society (BFGHS) was established to encourage and promote interest in family history and genealogy, particularly that of African Americans. BFGHS is an educational Society, which communicates ethical standards and scientific methods of conducting genealogical research. BFGHS provides guidance on how to archive and preserve documents and information.

Table of Contents

Chapter 1. Board of Directors.....	4
Chapter 2. Officers Responsibilities.....	5
Section 1. President.....	5
Section 2. Vice President.....	5
Section 3. Treasurer.....	6
Section 4. Financial Secretary.....	6
Section 5. Corresponding Secretary.....	6
Section 6. Recording Secretary.....	7
Section 7. Appointed Officers (Editor).....	7
Section 8. Appointed Officers (Parliamentarian).....	7
Chapter 3. Committees.....	8
Section 1. Audit Committee.....	8
Section 2. Budget and Finance Committee.....	8
Section 3. Membership Committee.....	8
Section 4. Webmaster/ Program Committee.....	8
Section 5. Editor/Social Media and Technology Committee.....	9
Section 6. Nominating Committee.....	10
Section 7. Bylaws Committee.....	11
Section 8. Strategic Planning Committee.....	11
Section 9. Special Projects Committee.....	11
Section 10. Grant Writing Committee.....	11
Chapter 4. Chapters.....	12
Chapter 5. Meetings.....	12
Chapter 6. Voting.....	14
Chapter 7. General Guidelines and Procedures.....	14

Chapter 1. Board of Directors

Section 1. There shall be a Board of Directors, herein after referred to as the Board. The Board shall consist of the following:

- 1). The Six (6) elected Officers of the Society, President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Financial Secretary. This is the Executive Board. (Bylaws, Article IV, Section 1)
- 2). The Chairs of Standing Committees.
- 3). One delegate from each Chapter.
- 4). The Appointed Officers of the Society.

Section 2. Each member shall have one (1) vote for each motion at any of the Board meetings.

Section 3. A quorum at any Board meeting shall consist of the majority of the Board, three of which are Officers. (Bylaws, Article V, Section 5)

Section 4. Per the current Bylaws the Board shall meet at least four times a year, unless the President calls for additional meetings. The Executive Board shall meet quarterly. Special Board meetings may be called as needed. (Bylaws, Article V, Section 1,2,4)

Section 5. Copies of all Board meeting minutes shall be made available to all members of the Society. (Available on the Society website)

Section 6. Only Members in good standing that have been active members of BFGHS for at least one year may be nominated as an Officer. (Bylaws, Article IV, Section 4)

Section 7. The Board by majority vote may change, amend or repeal any standing rule that is not stated in the Bylaws.

Chapter 2. Officer Responsibilities

Section 1. President. The President shall:

- 1). Be the official representative of the Society.
- 2). Prepare an agenda and preside over all meetings of the Society and the Board. Determine if a quorum exists prior to calling the meeting to order. (Bylaws, Article V, Section 5)
- 3). Be the administrator in addition to, one of three signatories on the bank accounts of the Society.
- 4). Is responsible for notifying the Board and membership of Board meeting locations and times. (Bylaws, Article V, Section 1)
- 5). Serve as an ex-officio member of all committees, except the Nominating Committee and the Audit Committee.
- 6). Have the authority to appoint committee chairpersons and create such committees to conduct the business of the Society. (Bylaws, Section VI, Section 1)
- 7). Carry out the duties of the signatory on the accounts of the Society, when either the Treasurer or Vice President are unable to do so.
- 8). With the approval of the Executive Board, shall appoint and/or fill any Officer vacancies occurring within his/her administration.
- 9). Shall fill all Appointed Officer positions, along with any vacant Committee Chairperson positions.
- 10). Must be familiar with the current edition of Robert's Rules of Order and the governing documents of the Society. (Bring copy to each meeting, RROO, page 450, line 30-35)
- 11). Ensure that the Internal Revenue Service form 990 is filed timely each year for the Society.
- 12). Have the authority to suspend from duty any elected or appointed officer who has missed three consecutive Board meetings unexcused. See # 13 below
- 13). Attend all Board meetings or identify delegate replacement.

Section 2. Vice President. The Vice President shall:

- 1). Be one of three signatories on the bank accounts of the Society.
- 2). In the absence and/or vacancy of the President, perform the necessary duties of the President of the Society as stated above.
- 3). Serve as the Chairperson of the Membership Committee.
- 4). Have a seat on the Finance and Program Committees.
- 5). Prepare and distribute current membership roster to members of the Society by the second business meeting of each year.
- 6). Will notify members who are not in "good standing" (delinquent) financially.
- 7). Attend all Board meetings or identify delegate replacement. See section 1, # 11

Section 3. Treasurer. The Treasurer shall:

- 1). Be one of three signatories on the bank accounts of the Society.
- 2). Receive all funds, collected from members, and received by the Financial Secretary.
- 3). Deposit all funds in the appropriate accounts of the Society.
- 4). Be responsible for disbursement of all funds belonging to the Society.
- 5). Have custody of any bank cards or devices linked to bank accounts of the Society. (Set alerts for notifications to the President)
- 6). Make sure the bid process is used when making purchases or securing vendors for work done on behalf of the Society.
- 7). Along with the Financial Secretary prepare a written report documenting the financial standing of the Society. (Monthly)
- 8). Oversee and prepare annually, the renewal of documents related to the incorporation and 501c3 status of the Society. (990N, Arizona Commission Corporation Report, etc.)
- 9). Handle renewal of the post office box. (Annually)
- 10). Chairperson of the Budget and Finance Committee.
- 11). Shall follow the guidelines in the BFGHS financial handbook.
- 12). Attend all Board meetings or identify delegate replacement. See section 1, # 11

Section 4. Financial Secretary. The Financial Secretary shall:

- 1). Receive all monies from members and, upon receipt, forward said monies to the Treasurer for deposit, within a week.
- 2). Provide all members with a receipt detailing the date, amount and purpose of his/her financial transaction.
- 3). Keep financial records of all monies received from members.
- 4). Along with the Treasurer, shall prepare a written report of receipts and expenses for said period at each Board and business meeting. Any outstanding obligations not met by members should also be included in the report.
- 5). Be a member of the Budget and Finance Committee.
- 6). Attend all Board meetings or identify delegate replacement. See section 1, # 11

Section 5. Corresponding Secretary. The Corresponding Secretary shall:

- 1). Manage all correspondence of the Society as needed.
- 2). Distribute the minutes from business meetings of the Society. Also post Board meeting minutes in the member's only section of the website.
- 3). Distribute reports of the committees of the Society to the general membership.
- 4). May need to assist the Editor in disseminating communications to the membership.
- 5). At direction of the President notify the membership of all Board meeting dates, locations and times. (Via email or posting on the Society website)
- 6). Check the post office box once a week or once every two weeks.
- 7). Attend all Board meetings or identify delegate replacement. See section 1, # 11

Section 6. Recording Secretary. The Recording Secretary shall:

- 1). Keep the minutes of all Society and Board meetings. Sign and date approved minutes.
- 2). Archive these minutes and any other Society documents/records for two years. After the two-year period, these records shall be turned over to the President of the Society for compliance with retention of a record keeping system.
- 3). Be responsible for publishing the minutes of all Society and Board meetings.
- 4). Forward completed published minutes to the Corresponding Secretary for dissemination to the membership.
- 5). Be responsible for conducting roll call/or sign in sheets at all Business and Board meetings.
- 6). Forward a copy of the attendance report to the Membership committee after each business meeting and to the Board, within one week.
- 7). Attend all Board meetings or identify delegate replacement. See section 1, #11

Section 7. Appointed Officers. Editor. The Editor shall:

- 1). Serve on the Board.
- 2). Provide recommendations/plans related to media/Public Relations (PR) to the Board. The President and Board should approve any communication that is issued on behalf of BFGHS. The Editor would then carry out the media/PR plan.
- 3). Write articles and publish a newsletter for the Society.
- 4). Be the Co-Chairperson of the Social Media and Technology Committee.
- 5). See that photos are taken at events of the Society and coordinate the publishing and posting of said photos. (Media release/permission forms must be provided)
- 6). Is to monitor the activity on the BFGHS website/social media sites and report any problems which arise to the BFGHS President and the Board.

Section 8. Appointed Officers. Parliamentarian. (Position as needed) The Parliamentarian shall:

- 1). Serve on the Board
- 2). Serve as one of two co-chairpersons of the Bylaws Committee.
- 3). Serve as ex-officio member of the Nominating Committee.
- 4). Ensure that all Business meetings of the Society follow the guidelines outlined in the governing documents of the Society and Robert's Rules of Order.
- 5). Assist the President, or presiding officer/members of the Board and membership in how to conduct the business of the Society according to proper parliamentary procedures.

Chapter 3. Committees

The President shall announce the committee chairpersons for each standing committee at the beginning of each year. (Bylaws, Article VI, Section 1)

Section 1. Audit Committee

Once a year the Audit Committee shall audit the Treasurer's accounts as stated in the BFGHS' financial handbook. The report shall be prepared to present to the membership at the November Annual Business meeting. The committee shall consist of three active members appointed by the President who do not hold the position of Treasurer or Financial Secretary. (Bylaws, Article VI, Section 2)

Section 2. Budget and Finance Committee

Shall prepare the annual budget for the Board's approval. The Treasurer is the chairperson of this committee. They shall oversee and implement the Society's financial policies and procedures. The Financial Secretary shall submit a report at each Board meeting. The committee shall consist of the Treasurer, Financial Secretary and at least one other active member. (Bylaws, Article VI, Section 1, B)

Section 3. Membership Committee

Shall maintain the Society's membership roster and status of active membership. The Vice President is the chairperson of this committee. The Vice President shall submit a report at each Board meeting. (Bylaws, Article VI, Section 1, A)

The committee shall assist the Vice President in the following:

- 1) Addressing issues that impact the membership.
- 2) Recruitment of members of a variety of communities.
- 3) Introducing new members to the Society at any time of the year.
- 4) Be available to staff tables for recruitment purposes at public venues in a variety of communities.

Section 4. Webmaster/Program Committee

Shall maintain the master calendar and the various website updates of the Society. The Webmaster and Program Committee chairperson shall submit a report at each Board meeting. The committee shall consist of a chairperson and at least two active members. (Bylaws, Article VI, Section 1, C)

This committee shall:

- 1) Research locations that are best suited for business meetings, research purposes and speaker presentations.
- 2) Work with the Executive Board in putting together an annual calendar of events for the Society. This should include business meetings, Board meetings, research opportunities, and speakers.
- 3) Work with the Webmaster and the Social Media and Technology Committee to ensure the calendar of events is published on the various social media sites for members and the public.

- 4) With or without an appointed Webmaster the following shall apply:
 - A. Displaying other websites/pages other than BFGHS with connected affiliate accounts attached on our website is prohibited.
 - B. Any advertising on the BFGHS website not approved by the Board is prohibited.
 - C. Displaying other society websites with an application link on the BFGHS website is prohibited. Links to other societies will remain on a separate page listed all together.
 - D. Affiliate accounts connected to BFGHS must be approved by the Board. There must be a signed contract with the affiliate company, along with the percentage BFGHS receives as a 501c3.
 - E. Ensure the Webmaster has the ability to articulate what products are necessary for the Society website to run smoothly.
 - F. Ensure that the Webmaster uses the bid procedure when seeking a web host.
 - G. Ensure that the Webmaster submits a contract, to the Board, that has been provided by the selected web entity. The signatories have two weeks to sign and return the contract to the web entity.
 - H. Ensure that the Webmaster has Board approval in decisions regarding information displayed on the Society website.
 - I. Ensure that the Webmaster has the ability and knowledge to revise information on the website, in a timeframe indicated by the BFGHS President and/or the Board.
 - J. Ensure that the website has “public “and “members only “pages. Ensure that the membership email addresses are displayed on the “members only” pages.
 - K. Ensure that the website has a user-friendly log in page for the membership to log into the “members only “section of the website.
 - L. Members may submit recommendations, for website content, to the webmaster.
 - M. The website shall be updated monthly or as directed by the Board.
- 5) Will make recommendations to the Board regarding events that may take place monthly, quarterly, bi-annually or annually.
- 6) Along with the Budget and Finance Committee and Membership Committee, the Program committee shall handle special projects through completion.
- 7) The Program Committee chairperson will submit to the treasurer a request for the honorarium to speakers/presenters who are not members of BFGHS.

Section 5. Editor/Technology Committee (Social Media and Technology Committee))

The Editor/Technology Committee shall publish the monthly newsletter for BFGHS. The committee shall oversee the social media entities for BFGHS. The Editor shall submit a report at each Board meeting. The committee shall consist of a Chair and at least two active members. (Bylaws, Article VI, Section 1, D) This committee shall work in coordination with the webmaster when necessary.

This Technology Committee shall:

- 1) Develop a process for updating/monitoring the social media postings and website pages of the Society on a regular basis.
- 2) Ensure that members have access to the social media and website pages of the Society.
- 3) Ensure the website is user-friendly.
- 4) Address issues (operational or otherwise) of the website and social media entities.
- 5) Obtain Board approval regarding information on the website which is for the “public “and “for members” only.
- 6) Assist the Editor in developing pamphlets, publications and advertisements that highlight the Society’s public image and legal responsibilities.
- 7) In the absence of an Editor, the Technology Committee shall publish a quarter update for the BFGHS website.
- 8) Be responsible for creating an email address for BFGHS, which gives the Society the ability to monitor/approve all social media postings for Facebook,, Instagram, snapchat, twitter, and any other social media entities.
- 9) Be the administrators on the BFGHS social media email address.
- 10) Shall ensure that the social media sites for BFGHS are void of the following: 1) inappropriate photos, 2) sexual content, 3) politically charged and party related material, 4) solicitation, 5) gossip, 6) personal attacks, 7) offensive jokes, 8) member’s personal information, 9) password sharing, 10) Any material that would be detrimental to BFGHS, the organization, and negatively affect our 501c3 status, or that would not comply with BFGHS core mission and goals.
- 11) Any and all questionable postings must be approved in writing by the BFGHS President, or BFGHS Executive Board prior to posting.
- 12) Shall oversee the website and social media entities for BFGHS. The committee shall be the only entity of the BFGHS to research and obtain permission for publishing and/or posting articles, documents, media and other items subject to copyright protection. Requests for items to be posted to the BFGHS website and/or social media sites shall be submitted to the Technology Committee for research prior to publishing. (Example: Ensuring proper source citations)

Section 6. Nominating Committee

Elections of Officers will take place at the Annual Business meeting in November. Officers shall be elected by simple majority votes cast. No proxy votes shall be used or recognized. The newly elected Officers will begin their duties in January of the next year. The President of BFGHS shall appoint the chairperson of the Nominating Committee at the first Board meeting of the year. The Nominating Committee shall oversee the election of Officers of BFGHS. The Nominating Committee shall not have less than three active members. The Nominating Committee shall have one member from each Chapter. (Bylaws, Article IV, Section 2)

- 1) The term of office for the Nominating Committee shall be one year, in the year in which elections are held.
- 2) If the chair of the Nominating Committee becomes vacant, a committee member shall notify the President and select from the committee members the new chairperson.

- 3) There shall be at least one nominee for each of the Society's offices to be filled.
- 4) The ballot shall include spaces for write-in candidates.
- 5) Nominations may be made from the floor by any member in good standing at the November Business meeting.
- 6) The list of nominees for elected Officer positions shall be announced at the September general meeting.
- 7) The Nominating Committee shall submit a short biography for each candidate to the membership at the September general meeting. The short biography will be added to the website in the members only section until the election of Officers in November.
- 8) Ballots will be handed out and submitted in person at the Annual November Business meeting.
- 9) Ballots shall be collected and counted at the Annual November Business meeting. The results of the election will be given to the President and Recording Secretary, who will communicate the results of the election to the membership. (In person and online)

Section 7. Bylaws and Policy & Procedures Committee

- 1) Will work the Board to review and provide recommendations of revisions to the Bylaws and Policy and Procedures of the Society.
- 2) Will work with the Corresponding Secretary to ensure that notifications, related to proposed amendments to the Bylaws and policies and procedures are emailed to the membership.
- 3) Will work with the Corresponding Secretary to ensure that proposed revisions to the Bylaws and policies & procedures are emailed to the membership at least 28 days prior to a vote on said revisions if applicable.

Section 8. Strategic Planning Committee

- 1) A presiding Board Officer will work with this committee to develop long-range strategies for succession planning.
- 2) Will provide feedback from members/poll members regarding the operation and activities of the Society.
- 3) Will work with the Program Committee to address growing the activities of the Society.
- 4) Will work with the Grant Writing Committee on securing funds that will further programs that will benefit the genealogy/research community.

Section 9. Special Projects Committee

TBD

Section 10. Grant Writing Committee

TBD

Chapter 4. Chapters

Section 1. Any ten or more members of BFGHS may apply in writing to the Board for recognition as a Chapter. Upon Board approval communicated in writing the Chapter shall:

- 1) Ensure that each member of the Chapter is a member of BFGHS.
- 2) Appoint a delegate from the Chapter to attend Board meetings along with a written report of the Chapters' activities.
- 3) Submit an annual budget to the Treasurer/Finance Committee and Board for approval.
- 4) Follow the Bylaws and Policy and Procedures of BFGHS.

Section 2. A Chapter may plan its own meetings, projects, programs, leadership teams and operating procedures without the approval of the Board. A Chapter must notify the Program Committee of their activities to be added to the master calendar.

Section 3. All Chapters shall have a petty cash fund of \$100.00 to directly pay all vendors, speakers, and suppliers. Any amounts paid in excess of the petty cash fund must have prior BFGHS Board approval.

Section 4. In the event a Chapter decides to dissolve, a representative of the Chapter must forward all records, accounts, petty cash and files to the BFGHS Board.

Section 5. Any complaints of a Chapters' non-adherence to BFGHS' Bylaws and Policies or actions, which may jeopardize the non-profit status of BFGHS, upon investigation, will result in termination of the Chapter.

Note: Section 1 thru Section 5 are taken from the Bylaws, Article VII

Chapter 5. Meetings

Section 1. BFGHS shall hold a minimum of four Board meetings a year, unless the President calls for additional meetings. The President is responsible for the date, time and location of these meetings. Members are welcome to attend Board meetings. If a member requests to be added to the agenda of a Board meeting they must notify the Board at least twenty-eight days prior to the next Board meeting.

Section 2. The Executive Board shall meet quarterly. The President is responsible for the date, time and location of these meetings.

Section 3. The Annual BFGHS Business meeting shall be held in November of each year. Election of new officers for the Society will be held, along with approval of the annual budget and any other business items. The President will schedule additional business meetings throughout the year.

Section 4. The President, the majority of the Board or 10% of the membership, may call a Special meeting. The reason for the Special meeting must be stated and communicated to the members at least twenty-eight days prior to the Special meeting.

Section 5. Quorum. A quorum is the majority of the membership in attendance at an annual, business, or special meeting. A quorum of a Board/Executive Board meeting shall consist of the President and two other members of the Executive Board.

Section 6. Electronic Meetings. As a guide to maintain parliamentary procedures, Robert's Rules of Order, Chapter 4, Subsection 9 (Meeting and Session), pages 96-99, was used to construct the BFGHS new electronic society meeting procedures. If any new Federal/ State rules or procedures are published in the future, the below electronic meeting procedures will be changed and/or modified to bring BFGHS procedures up to current standards or in compliance.

Board, Executive Board, and Committee meetings. May be held at a designated venue with date and time of each scheduled meeting posted on the BFGHS website. Meetings may also be conducted using video-conference, teleconference and audio-conference formats.

General and Business meetings. May be held at a designated venue with date and time of each scheduled meeting posted on the BFGHS website. Meetings may also be conducted using a video-conference format, whereby each participant will be able to see each other. Date and time of the scheduled video-conference meeting will be posted on the BFGHS website. BFGHS will adhere to the terms of agreement for each video-conference company, Evite or BFGHS email used, along with current privacy and copyright infringement laws.

Note: Section 1 thru Section 6 are Bylaws, Article V

Section 6. The following items have been recommended folders for Dropbox archiving BFGHS documents.

1. BFGHS Monthly meeting minutes
2. BFGHS attendance list
3. BFGHS Budget/Finance Committee minutes
4. BFGHS Social Media/Technology Committee minutes
5. BFGHS Membership Committee minutes
6. BFGHS Program Committee minutes
7. BFGHS Bylaws Committee minutes
8. BFGHS Board/Executive meeting minutes
9. BFGHS Fund Development minutes
10. BFGHS Nominating Committee minutes

Chapter 6. Voting

Section 1. Each member in good standing is entitled to one vote and only one vote on a particular question. (RROO, Chapter XIII, Section 45, page 407)

Section 2. Unless otherwise stated in the Bylaws or in another section of the Policy and Procedures Manual (A quorum vote needed), voting on an item in question is determined by the majority of members present. (RROO, Chapter XIII, Section 44, pages 400-403)

Chapter 7. General Guidelines and Procedures

Section 1. Members of BFGHS must be mindful of making political statements and endorsing political candidates on any of the OFFICIAL Society websites, social media, emails or meetings. These type of statements or endorsements are acceptable on any personal accounts, personal websites, personal email, personal social media accounts or your personal meetings and/or gatherings.

Section 2. When BFGHS is hosting virtual (Zoom) presentations at each monthly meeting. The following guidelines will apply:

- 1) Presentations are limited to members in good standing.
- 2) If you are a member not in good standing, BFGHS will recognize you as a guest.
- 3) BFGHS members in good standing may invite a guest (s) to our monthly presentations.
- 4) Guests are invited to join a BFGHS presentation once, after the guest's attendance at the initial presentation, the guest must receive approval of the President to attend another presentation when special circumstances exist.
- 5) Guests are not allowed to vote during the business meeting portion of the meeting.
- 6) Guests are welcomed to join BFGHS. See a membership committee member.

Section.3 Special Interest Group (SIG) attendance is a membership benefit. You must be a member of BFGHS in good standing to attend a SIG. This policy applies whether the SIG is virtual or in-person.