

Black Family Genealogy And History Society



Policy and Procedures Manual April 2022

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	5
Chapter 2. Officers Responsibilities	6
Section 1. President.....	6
Section 2. Vice President.....	7
Section 3. Treasurer.....	7
Section 4. Financial Secretary.....	8
Section 5. Corresponding Secretary.....	8
Section 6. Recording Secretary.....	9
Section 7. Appointed Officers (Editor/ Parliamentarian)	9
Chapter 3. Committees	10
Section 1. Standing Committees.....	10
Section 2. Membership Committee.....	10
Section 3. Budget and Finance Committee.....	10
Section 4. Editor/ Program Committee.....	10
Section 5. Webmaster/Social Media/Information and Technology Committee.....	11
Section 6. Bylaws Committee.....	13
Section 7. Audit Committee (Special Committee)	13
Section 8. Nominating Committee (Special Committee)	13
Section 9. Miscellaneous Committees (Sections 10 thru 13)	15
Section 10. Strategic Planning Committee.....	15
Section 11. Special Projects Committee.....	15
Section 12. Grant Writing Committee.....	15
Section 13. Fundraising Committee.....	15
Chapter 4. Chapters	16
Section 1. Establishment.....	16
Section 2. Activities	16
Section 3. Petty Cash Fund.....	16
Section 4. Dissolution.....	16
Section 5. Conduct.....	16

Chapter 5. Meetings.....	17
Section 1. Board Meetings.....	17
Section 2. Executive Board Meetings.....	17
Section 3. Annual Business Meeting.....	17
Section 4. Special Meetings.....	17
Section 5. Quorum.....	17
Section 6 Electronic Meetings.....	17
Section 7 Board, Executive Board and Committee Meeting Locations.....	17
Section 8. General and Business Meeting Locations.....	17
 Chapter 6. Voting.....	 18
Section 1. Member.....	18
Section 2. General.....	18
Section 3. Voting for Officers.....	18
Section 4. Voting for Bylaw Updates.....	18
Section 5. Quorum.....	18
 Chapter 7. General Guidelines and Procedures.....	 19
Section 1. Political Statements.....	19
Section 2. Zoom Meeting Guidelines.....	19
Section 3. Special Interest Groups.....	19
Section 4. Organization of Documents.....	19

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 of a Board/Executive Board meeting shall consist of the President, and two (2) additional members of the Executive Board. (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 (paid membership dues for the current year), who have been members of BFGHS for at least one year may be nominated as an officer. The officers shall be elected to serve a term of two years. No individual member or officer may serve more than two (2) consecutive terms for the same office. (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.

Section 8. Approve any communication issued on behalf of BFGHS.

Chapter 2. Officer Responsibilities

Section 1. President.

The President shall:

- 1). Become 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). Become the administrator in addition to, one of three signatories on the bank accounts of the Society.
- 4). Become responsible for notifying the Board and membership of Board meeting dates, times and locations. (Bylaws, Article V, Section 1)
- 5). Serve as an ex-officio member of all committees, except the Nominating Committee and the Audit Committee. (Article VI, Section 7,8)
- 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 elected Officer vacancies occurring within their administration.
- 9). Shall fill all Appointed Officer positions as needed, 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 or 990N is filed timely each year for the Society. (Prior to any deadlines for our Society, whatever that date may be each year)
- 12). Ensure that the Arizona Corporation Commission Report is filed timely each year for the Society. (Prior to any deadlines for our Society, whatever that date may be each year)
- 13). Have the authority to suspend from duty any elected or appointed officer who has missed three consecutive Board meetings unexcused.
- 14). Approve any communication issued on behalf of BFGHS.
- 15). Attend all Board meetings or delegate a replacement to attend in your absence.

Section 2. Vice President.

The Vice President shall:

- 1). Become 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.
- 3). Serve as the Chairperson of the Membership Committee.
- 4). Serve on the Budget and Finance Committee.
- 5). Prepare and distribute a current membership roster to the members by the second business meeting of each year.
- 6). Prepare the Society's Surname list for the website. (Members only section)
- 7). Will notify members who are not in "good standing" (delinquent) financially.
- 8). Attend all Board meetings or delegate a replacement to attend in your absence.

Section 3. Treasurer.

The Treasurer shall:

- 1). Become 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). Become 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). Ensure 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 (with the President), the renewal of documents related to the incorporation and 501c3 status of the Society. (990N, Arizona Corporation Commission Report, etc.)
- 9). Become responsible for the 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 delegate a replacement to attend in your absence.

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). Serve as a member of the Budget and Finance Committee.
- 6). Attend all Board meetings or delegate a replacement to attend in your absence.

Section 5. Corresponding Secretary.

The Corresponding Secretary shall:

- 1). Manage all correspondence of the Society as needed.
- 2). Post the minutes from business and Board meetings of the Society in the Member's only section of the website.
- 3). Distribute reports from the committees of the Society to the general membership, when applicable.
- 4). May need to assist the Editor in distributing communications to the membership. (Newsletters, etc., when applicable.)
- 5). At the direction of the President, notify the membership of regular business, special, and Board meeting dates, locations, and times. (via email or posting on the Society's website)
- 6). Ensure that the PO Box is checked.
- 7). Attend all Board meetings or delegate a replacement to attend in your absence.

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 in compliance with retention of a record keeping system.
- 3). Become responsible for ensuring the minutes of all Society and Board meetings are distributed in any format with is currently in use.
- 4). Forward completed/published minutes to the Corresponding Secretary for distribution to the membership.
- 5). Become responsible for taking attendance at all Business and Board meetings.
- 6). Forward a copy of the attendance report to the Board and the Membership Committee after each business meeting, within one week.
- 7). Attend all Board meetings or delegate a replacement to attend in your absence.

Section 7. Appointed Officers.

Editor. (Position as needed)

The Editor shall:

- 1). Serve on the Board, when the Editor is a paid member of BFGHS.
- 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.
- 3). Write articles and publish a newsletter for the Society.
- 4). Ensure photos are taken at all society events and coordinate the publishing of the photos on the website, in the newsletter and when applicable on the Society's social media platforms.
- 6). Serve as a member of the Program Committee.

Parliamentarian. (Position as needed)

The Parliamentarian shall:

- 1). Serve on the Board.
- 2). Serve as a co-chairperson of the Bylaws Committee.
- 3). Serve as an 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. (Current edition)
- 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

Section 1. Standing Committees. BFGHS shall maintain the following standing committees along with their responsibilities as stated in the Policy and Procedures manual. The President shall announce the committee chairperson for each standing committee at the beginning of each year. (Article VI, Section 1)

STANDING COMMITTEES:

Section 2. Membership Committee. The Membership Committee shall maintain the society's membership records and the status of the membership. The Vice President is a member of this committee and shall submit a report at each Board meeting. The Membership Committee shall consist of the Vice President and at least two (2) additional members. (Article VI, Section 2)

The committee shall assist the Vice President in the following:

- 1). Address issues that impact the membership.
- 2). Recruit members for committees.
- 3). Introduce new members to the Society at any time of the year.
- 4). Be available to staff tables for recruitment at community events.

Section 3. Budget and Finance Committee. The Budget and Finance Committee shall prepare the annual budget for the Board's approval. They shall oversee and implement the Society's financial policies and procedures. The Financial Secretary is a member of this committee and shall submit a report at each Board meeting. The Budget and Finance Committee shall consist of the Financial Secretary, the Treasurer, and at least one (1) additional member. (Article VI, Section 3)

Section 4. Editor/Program Committee. When the Society appoints an Editor for any calendar year who is a paid member of the Society, they become a member of the Program Committee. Although these are different titles with different duties, it is important to keep the communication open between both positions to ensure a smooth-running yearly schedule and newsletter. The Editor/Program Committee shall schedule all BFGHS activities for the master calendar. The Program Committee shall publish a quarterly newsletter. The chairperson from the Program Committee shall submit a report at each Board meeting. The Program Committee shall consist of a chairperson, and at least two (2) additional members. (Article VI, Section 4)

This committee shall:

- 1). Participate in researching 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/Social Media/Information and Technology Committee to ensure the calendar of events is available for the members/public on the various social media sites.
- 4). Will make recommendations to the Board regarding events that may take place throughout the year.

- 5). Along with the Budget and Finance Committee and Membership Committee, the Program committee shall handle special projects through completion.
- 6). 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. Webmaster/Social Media/Information and Technology Committee. When the Society has a Webmaster, who is a paid member of the Society, they become a member of this Committee. Although there are separate duties for each of these three titles, it is important that all members of these committees work together for a smooth operating technical system. The Webmaster/Social Media/Information and Technology Committee (IT) shall maintain the BFGHS website. The IT committee shall oversee the social media entities for the society. The IT committee chairperson shall submit a report at each Board meeting. The IT committee shall consist of a chairperson, and at least two (2) additional members. (Article VI, Section 5)

This 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). Create 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 platforms.
- 8). Become the administrators on the BFGHS social media email addresses.
- 9). Shall ensure that the social media sites for BFGHS are void of the following: 1) inappropriate photos, 2) sexual content, 3) politically charged and any political 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.
- 10). Any and all questionable postings must be approved in writing by the BFGHS President, or BFGHS Executive Board prior to posting.
- 11). 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 (IT) Committee for research prior to publishing. (Example: Ensuring proper source citations)

With or without an appointed Webmaster the following shall apply:

- A. Monitor the website for unauthorized posts.
- 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 be listed together on a separate webpage.
- 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's 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's 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 with membership email addresses displayed on the "members only" page.
- K. Ensure that the website has a user-friendly login page for members.
- L. Members may submit recommendations, for website content, to the webmaster.
- M. The website shall be updated monthly or as directed by the Board.

The IT committee will perform the following duties for the Society when a virtual platform (Zoom) is used for business meetings.

- A. Create a registration form for the Zoom business meeting.
- B. Schedule the meeting dates in Zoom for the business meeting.
- C. Ensure there is a Host and Co-host at the business meeting.
- D. Host the DNA Special Interest Group.
- E. Set up Break-out rooms for the business meeting.
- F. Send out a reminder to registered guests, the Zoom link for the business meeting Friday Afternoon-early Saturday morning prior to the meeting.
- G. Set up polls – survey for the presenter, along with any additional polls.
- H. Download the meeting registrations and put members into their appropriate Break-out rooms prior to the meeting.
- I. Download the poll information and send the information to the Program Committee.
- J. After the meeting, upload the recording, chat, registration, and video into the BFGHS Dropbox folder.
- K. Receive presenter information from the Program Committee to create the flyer for the slide presentation and input their email in Google to include them in the invite emailing.
- L. Open the business meeting 20 minutes ahead.

M. Allow guests into the meeting, manage the meeting space (muting, helping people get into the meeting, putting items in the chat, gathering questions from the chat and asking the presenter)

N. Editing the slide deck.

Section 6. Bylaws Committee. The Bylaws Committee will review and provide recommendations of revisions/changes to the Bylaws, Financial Handbook, and Policy and Procedures Manual of the Society. A draft of the proposed revisions/changes to the governing documents when applicable will be emailed to the membership at least 28 days prior to a vote on said revisions/changes. The Chairperson and committee will work with the Corresponding Secretary to ensure the approved revisions and/or changes related to the governing documents are emailed to the membership. as well as the webmaster to upload onto the website. The committee chairperson shall submit a report at each Board meeting. The Bylaws committee shall consist of a chairperson, and at least two (2) additional members. (Article VI, Section 6)

SPECIAL COMMITTEES:

Section 7. Audit Committee. (Special Committee) Once a year the Audit Committee shall review the accounts of the Treasurer, 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 (3) members appointed by the President who do not hold the position of Treasurer or Financial Secretary. The president and Vice President are not members of this committee. (Article VI, Section 7)

Section 8. Nominating Committee. (Special Committee) The President shall appoint the chairperson of the Nominating Committee at the first Board meeting of the year. After the chairperson is appointed, the first duty of the chairperson is to select members for the committee. The Nominating Committee shall oversee the election of officers. The Nominating Committee should not have fewer than (4) four members. When applicable, the Nominating Committee shall have one member from each Chapter. The Nominating Committee shall perform their duties only during election years of the executive board. The President is **not ex-officio** of this committee. The President may not become a member of this committee. (Article VI, Section 8)

- 1) When the Board has approved the President's appointment of Nominating chairperson, the President of BFGHS will present the Nominating Committee Chairperson to the membership at the next available monthly meeting for approval (vote) by the membership. (28 day due notice)
- 2) The Nominating Committee Chairperson is now responsible for assembling the committee members, which consists of no less than four (4) members total. (Chairperson plus at least three members in good standing)
- 3) The Nominating Committee is responsible for holding committee meetings, interviews of potential candidates, posting requests for filling open Board positions using existing BFGHS websites, newsletters and if applicable approved social media sites.

- 4) Correspondence, information and candidate interviews are confidential, and should not be shared or discussed with anyone outside of the Nominating Committee. Article IV, Section 4 of the Bylaws states: *“Only members in good standing (paid membership dues for the current year), who have been members of BFGHS for at least one year may be nominated as an officer.” For further clarification each candidate nominated must be a Society member for at least one year prior to their nomination date. (A member since September of the prior year)*
- 5) The term of office for the Nominating Committee shall be one year or if less than a year, in the calendar year in which the election is held.
- 6) 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.
- 7) There shall be at least one nominee for each of the Society’s offices to be filled.
- 8) The ballot shall include spaces for write-in candidates.
- 9) Nominations may be made from the floor by any member in good standing at the November Business meeting.
- 10) The list of nominees for elected Officer positions shall be announced at the September general meeting.
- 11) 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.
- 12) Ballots will be handed out and submitted in person at the Annual November Business meeting.
- 13) 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.
- 14) In the event that BFGHS is using a virtual format for monthly/business meetings, as a guide to maintain parliamentary procedures, the current edition of Robert’s Rule of Order will be used to maintain order for any procedure not stated above.

MISCELLANEOUS COMMITTEES:

Section 9. Miscellaneous Committees. Other Committees, Standing, or Special may be established as needed by the President. The President shall appoint the chairperson of these committees. The President is an ex-officio member of all committees except for the Nominating Committee. (Article VI, Section 9)

Section 10. 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 funding programs that will benefit the genealogy/research community.

Section 11. Special Projects Committee. TBD

Section 12. Grant Writing Committee. TBD

Section 13. Fundraising Committee.

The Fundraising Committee will research opportunities to fund the Society for a variety of purposes. With Board approval the fundraising committee will see each item/project/event through completion.

The Fundraising Committee shall:

- 1). Become familiar with the governing documents of the Society.
- 2). Become familiar with the current IRS laws regarding fundraising, as it relates to our status as a 501(c)3 society.
- 3). Become familiar with the current Arizona state laws regarding fundraising, solicitation and Gaming.
- 4). Ensure that activities or events are not political in nature.
- 5). Ensure that collected funds are used as the donor intended. (It is illegal to use these funds for other purposes)
- 6). Provide each donor with a receipt and keep a donation form on file with the Society.
- 7). Work with the Treasurer to set up a fundraising account, if applicable.

The Fundraising Committee chairperson will submit a report at each board meeting. The Fundraising Committee will consist of a chairperson and at least (2) two additional members.

Chapter 4. Chapters

Section 1. Establishment. Any ten (10) 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:

- A. Ensure that each member of the Chapter is a member of BFGHS.
- B. Appoint a delegate from the Chapter to attend Board meetings and provide a written report of the Chapters' activities.
- C. Submit an annual budget to the Treasurer/Finance Committee and Board for approval.
- D. Follow the governing documents of the Society which consist of The Bylaws, The Financial Handbook, and The Policy and Procedures Manual.

Section 2. Activities. 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, so they can be added to the master calendar.

Section 3. Petty Cash Fund. 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 approval of the Board.

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

Section 5. Conduct. Any complaints of a Chapter's non-adherence to the Bylaws, Policies of the Society, or participation in actions, which may jeopardize the non-profit status of the Society upon investigation, will result in termination of the Chapter. **Note: Section 1-5, Bylaw Article VII**

Chapter 5. Meetings

Section 1. Board Meetings. There shall be a minimum of four (4) Board meetings a year. The President may call additional meetings. The President is responsible for scheduling the date, time, and location of each Board meeting. 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 (28) days prior to the next board meeting.

Section 2. Executive Board Meetings. The Executive Board shall meet quarterly. The President is responsible for scheduling the date, time, and location of each meeting.

Section 3. Annual Business Meeting. The annual 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 at that time. The President may schedule additional business meetings throughout the year.

Section 4. Special Meetings. 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 (28) 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 (2) additional members of the Executive Board.

Section 6. Electronic Meetings. As a guide to maintain parliamentary procedures, the current version of Robert's Rules of Order newly revised editions, will be used to construct the Society's electronic meeting procedures. If any changes to Federal rules, State rules, or procedures are published in the future, the stated electronic meeting procedures will be updated, and/or modified to bring the stated procedures up to current standards, or to bring them into compliance.

Section 7. Board, Executive Board, and Committee Meeting Locations. Board, Executive Board, and Committee meetings, may be held at a designated venue with dates and times of each scheduled meeting posted on the website of the society. Meetings may also be conducted using videoconference, teleconference and audioconference formats.

*Section 8. General and Business Meeting Locations. General and Business meetings may be held at designated venues with dates and times of each scheduled meeting posted on the website of the society. Meetings may also be conducted using a videoconference electronic platform, where participants are able to see one another. Dates and times of scheduled videoconference meetings will be posted on the website of the society. BFGHS will adhere to the terms of agreement for each videoconference company or email service used, along with current privacy and copyright infringement laws. **Note: Section 1 -8, Bylaw Article V***

Chapter 6. Voting

Section 1. Member. Each member in good standing is entitled to one vote and only one vote on any ballot item. A member in good standing has paid their membership dues for the current year.

Section 2. General. For general voting parliamentary procedures, refer to the current addition of Robert's Rules of Order. (Revised 12th edition, Voting XIII, Section 44 and 45)

Section 3. Voting for Officers. The election of Officers will take place at the annual business meeting in November. Officers shall be elected by a majority vote of members present. No proxy votes shall be used or recognized. Newly elected officers will begin their duties January 1st of the next year. (Article IV, Section 2)

Section 4. Voting for Bylaws updates. These Bylaws may be amended, corrected, or rescinded, in writing after the first meeting of the Board each year. A majority vote of members present at any Business Meeting is needed to change the Bylaws. Due notice (28 days) of the proposed amendment, correction, or rescinded items shall be presented to the membership prior to voting on the changes to the Bylaws. (Article IX)

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 (2) additional members of the Executive Board. (Article V, Section 5)

Chapter 7. General Guidelines and Procedures

Section 1. Political Statements. Members of BFGHS must be mindful of making political statements and endorsing political candidates on any of the OFFICIAL Society websites, social media sites, 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. Zoom Meeting Guidelines. 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 the monthly meeting presentations.
- 4) Guests are invited to attend a BFGHS monthly meeting presentation one time. The guest must receive approval of the President to attend another presentation.
- 5) Guests are not allowed to vote during the business portion of the meeting.
- 6) Guests are welcome to join BFGHS (See a membership committee member).

Section 3. Special Interest Groups. 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.

Section 4. Organization of Documents. The following items have been recommended folders for archiving BFGHS documents into Dropbox.

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