

# **Sun City Lincoln Hills**

## **Lincoln Hills Genealogy Club**

### **Operating Policies and Procedures**

#### **Date: April 2024**

#### **MEMBERSHIP AND GUESTS**

Membership is by household and requires paying annual LHGC dues. With a member's annual dues paid, a member shall be considered in "good standing" and is therefore entitled to vote, attend meetings, hold office, and participate in club activities.

The membership period is aligned with the fiscal year period of January 1 through December 31. Members who initially join the club between October 1 and December 31 shall pay the full year's dues (\$20) and membership will include the following full year.

Guests, who are residents of Sun City Lincoln Hills (SCLH), may participate in LHGC activities for a limited time before joining the LHGC. Guests may participate in no more than three club activities (meetings, field trips, etc.) before joining the LHGC.

#### **OFFICER'S DUTIES**

**President:** The President shall provide leadership and supervision to the overall operation of the LHGC, develop an agenda for and preside over General and Board meetings, and assure that the desires of the Membership and Board are carried out. The President shall be the principal contact for any official LHGC business with the SCLH Community Association or connections with outside organizations, except that the President may delegate that authority from time to time.

**Vice Presidents:** In the absence or disability of the President, the Vice Presidents shall perform the President's duties and shall otherwise assume responsibility for other tasks as defined by the President or the Board.

**Secretary:** The Secretary shall record the minutes of all Board meetings, and any General Meetings during which formal decisions are made, such as the annual Election of Officers. Secretary will facilitate communication between the Board and club members.

**Treasurer:** The Treasurer shall keep the bank records, maintain a record of all LHGC monies received and disbursed, and present a simple income, expense, and current balance report to the Board at its monthly meeting. Either the current Treasurer or current President are authorized to sign LHGC bank checks. Two signees, the President and Treasurer are required to be listed on the bank records as signees on the bank account.

## **BOARD OF DIRECTORS**

The Board meets at least once a month or upon the call of three or more members of that Board. A quorum shall consist of at least 50% of the Board membership. A majority of those voting members present is required to pass a motion.

Board members are expected to attend all Board meetings, and in the event of a member's inability or unwillingness to attend, may be replaced through appointment by a majority vote of the Board. The appointed person shall serve out the term of the vacancy.

## **CHAIRS, COMMITTEES AND OTHER BOARD APPOINTMENTS**

**Website Chair:** This Chair is the Webmaster for the LHGC website. An assistant Webmaster shall be assigned, and the Login and Password shall be made available to the LHGC President and Vice President.

**Membership Chair:** Maintain a current roster of paid members. The use and distribution of any portion of the LHGC Membership roster shall be restricted to official LHGC purposes.

**Field Trip Chair:** Identify and plan organized field trips to genealogy venues of interest. Field trips must be approved in advance by the Board.

**Social Committee:** Coordinate club social events for membership. Interact with Association staff to reserve facilities for social events.

**Communications Chair:** Collect information and share club news with outside sources. Currently COMPASS and SENIOR NEWS.

When necessary, an officer or committee chairperson may fulfill the duties of more than one position or function.

## **GENERAL MEETINGS**

General Membership meetings shall be conducted once a month at a predetermined time and location, unless otherwise determined by the Board for special events. General meetings shall be announced in advance by e-mail.

At the option of the Board, there will be no General Membership meetings in July and December. Other LHGC social activities may be conducted during those months.

If a vote is required by the general Membership, that vote shall take place at a monthly General Meeting. Ten (10) percent of the General Membership of the LHGC shall constitute a quorum for a vote.

Guest speakers will be compensated for their presentations at General Meetings at an amount not exceeding \$100. Club members who make presentations at General Meetings shall not receive any compensation.

## **NOMINATIONS & ELECTIONS**

A Nominating Committee shall be established at the October Board meeting to seek and confirm a slate of officers for election at the January General Meeting. The committee is comprised of the Board appointed Chair plus one or more additional LHGC members.

A candidate's current dues must be paid, and the candidate must provide assurance of intention to serve for the full term.

The timeline for elections shall be as follows:

October - A Nominating Committee consisting of two or more members from the general Membership and/or Board shall be appointed at the Board meeting.

November - The Nominating Committee will be announced at the General Meeting along with any known candidates for the slate of officers.

January - Voting for candidates shall be by a simple show of hands or by acclaim.

Date of Club Approval: \_\_\_\_\_