

Sun City Lincoln Hills

Lincoln Hills Genealogy Club

Operating Policies and Procedures

Date: May 2026

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 to December 31.

Guests, who are residents of Sun City Lincoln Hills (SCLH), may participate in LHGC activities for a limited time (no more than two meetings or workshops) before joining the LHGC. Non-Resident Guests may participate in no more than two club meetings and/or workshops as long as they are with a SCLH Genealogy member.

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 Steering Committee meetings, and assure that the desires of the Membership and Steering Committee are carried out. Introduce speakers at meetings and ensure they feel welcome and supported. 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 President: 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 Steering Committee.

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

Treasurer: The Treasurer shall keep the bank records, maintain a record for all LHGC monies received and disbursed, and present a simple income, expense, and current balance report to the Steering Committee 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.

STEERING COMMITTEE

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

Steering Committee members are expected to attend all Steering Committee 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 Steering Committee. The appointed person shall serve out the term of the vacancy.

CHAIRS, COMMITTEES, AND OTHER STEERING COMMITTEE APPOINTMENTS

Webmasters: This Chair is the Webmaster for the LHGC website. A Co-Webmaster and Website Consultant may be assigned. The Website 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. Sends Welcome Letter to new members.

Social Committee Chair: Coordinates club social events for membership. Interact with Association staff to reserve facilities for social events. Identify and plan organized field trips to genealogy venues of interest. Field trips must be approved in advance by the Steering Committee

Speaker Chair: Identify, research, and recruit speakers on genealogy-related topics. Coordinate and confirm speaker schedules for meetings and special events. Communicate with speakers regarding presentation topics, format, timing, and technical needs. Serve as the primary point of contact for all guest speakers. Arrange logistics, including virtual meeting links or in-person setup requirements. Maintain a calendar or schedule of upcoming programs. Collaborate with the board to align programs with member interests and goals. Gather feedback from members to help guide future speaker selections

Genealogy Education Chair/Announcements: Plans and coordinates workshops and consultations. Sends announcements of upcoming meetings via Mail Chimp to the entire membership.

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 Steering Committee for special events. General meetings shall be announced in advance by e-mail.

At the option of the Steering Committee, 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 \$200. Club members who make presentations at General Meetings shall not receive any compensation.

NOMINATIONS & ELECTIONS

A Nominating Committee shall be established at the September Steering Committee meeting to seek and confirm a slate of officers for election at the November General Meeting. The committee is comprised of the Steering Committee 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:

September - A Nominating Committee consisting of two or more members from the general Membership and/or Steering Committee shall be appointed at the Steering Committee meeting. The Nominating Committee will be announced at the General Meeting along with any known candidates for the slate of officers.

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

Date of Club Approval: 05/11/2026