

# **MSGS Standing Rules – Revised 13 July 2019**

## **MONTANA STATE GENEALOGICAL SOCIETY (MSGS)**

### **STANDING RULES**

#### **Membership Classes and Dues:**

1. Local societies in Montana join MSGS as a member society. Paid individual members of a MSGS member society are also MSGS members. Annual dues for a member society are based on the number of local society members as listed below: (May 1998)

<u>Number of Local Society Members</u>	<u>Local Society Dues</u>
1 – 10	\$15
11 – 25	\$25
26 – 40	\$35
41 – 55	\$45
56 – 70	\$55
71 – 85	\$60
86 – 100	\$70
101 – 125	\$80
126 – 150	\$90

2. The following memberships are available for people who are not paid members of a MSGS member society: (May 1998; Amended July 2019)

- a. Individual Membership, \$10.00 per year
- b. Family Membership, \$15.00 per year

3. Organizations interested in genealogy and family history may join MSGS with a subscription membership, \$10.00 per year. (July 2019)

4. All checks for dues should be made payable to “Montana State Genealogical Society” and sent to the MSGS Registrar. (May 1998; Amended July 2019)

#### **Inactive Member Societies:**

5. When a MSGS member society goes inactive, its local members are no longer members of MSGS. The Registrar will provide information to those members about applying for an individual membership. (July 2019)

6. The Registrar will keep individuals on the MSGS membership list for one year after the Society designates a member society as inactive. After one year, names will be deleted from the e-mail membership list but kept on the mailing list for conference brochures. (July 2019)

### **Finances:**

7. MSGS is a nonprofit, tax-exempt 501 (c) (3) corporation. The Treasurer will file required tax reports. (July 2019)
8. Conference sales and publication proceeds will be used for annual expenses not covered by membership dues. The Society will also maintain a conference reserve to offset unexpected future conference expenses. (July 2019)

### **Communications:**

9. MSGS Website: MSGS will maintain a website to provide current information on Society projects, databases, conferences and awards to members and the public. MSGS will designate the webmaster for the site and pay for the web hosting service and domain registration. (July 2019)
10. *Big Sky Roundup* Newsletter: The newsletter will serve as a source of information on genealogy and family history topics, MSGS conference planning, Executive Board meetings, MSGS Treasurer's reports, and local member society activities. MSGS will designate the newsletter editor and set publication criteria and submission deadlines. Each newsletter edition will be posted on the MSGS website. Paper copies of the newsletter will be mailed to subscriber member organizations and to members without access to the internet. (July 2019)
11. E-Mail: Each member society will provide a list of current members with mailing addresses and e-mail addresses at least annually. The Registrar will maintain a master list of members and send MSGS e-mails to members from the [msgstr registrar@gmail.com](mailto:msgstr registrar@gmail.com) address. (July 2019)
12. MSGS on Facebook: MSGS will maintain a Facebook page to expand outreach to the public and to provide another means for member communication. MSGS will designate an administrator for the Facebook page. (July 2019)

### **Montana State Genealogical Library:**

13. The Society will maintain the Montana State Genealogical Library within the Lewis and Clark Library in Helena, Montana. MSGS will share Montana Shared Catalog and Online Computer Library Center (OCLC)/WorldCat expenses with the Lewis and Clark County Genealogical Society. (July 2019)

### **MSGS Annual Conference:**

14. MSGS will implement a three-year conference planning cycle: Current Year Conference schedule planning and implementation; Next Year Conference speaker and hotel arrangements; Following Year Conference location and local host society. (July 2019)
15. MSGS will handle conference management, scheduling, finances, lodging and speaker contracts, and preconference registration. (July 2019)
16. A local member society interested in hosting a conference in their city will identify their interest to the MSGS First Vice President. If selected, the host society will determine the conference theme and

logo, acquire and assemble conference tote bags for attendees, provide centerpieces for tables at luncheons and banquet, help staff the conference registration table, and assist with other conference activities as needed. (July 2019)

### **MSGS Annual Meeting:**

17. The MSGS Annual Meeting for the general membership will be scheduled in conjunction with the MSGS Annual Conference but not during a conference session. (July 2019)

18. Members can attend the annual meeting without attending or registering for the annual conference. (July 2019)

19. The meeting agenda will include the election of officers whose terms are expiring and other business which requires approval by the MSGS membership. (July 2019)

### **MSGS Awards Program:**

20. MSGS will administer the MSGS Awards Program which includes two awards: (July 2019)

a. The Anna Mae Hanson Award honors a genealogist who is an outstanding person, works beyond what is expected of them, and gives dedicated service to the genealogical community. Their contributions may focus on the local level, the state level, or both. Nominees must be a member of a MSGS member society.

b. The Al Huntsman Award honors a business, institution, or individual who is not a genealogist but has made invaluable contributions to the genealogical community.

21. Any member of the Montana State Genealogical Society may submit a nomination. Award criteria, submission and selection procedures, and nomination deadlines will be posted on the MSGS website. (July 2019)

22. Awards will be presented at the annual MSGS Conference. (July 2019)

### **First Families and Early Settlers (FF & ES) Program:**

23. MSGS will manage the FF & ES Program which recognizes descendants from a resident of what is now the State of Montana during one of the following time periods: (July 2019)

a. First Families of Montana: Ancestor arrived before Montana Statehood on 8 November 1889.

b. Early Settlers of Montana: Ancestor arrived between 9 November 1889 and 31 December 1929.

24. Eligibility criteria, application procedures and forms, and documentation requirements will be posted on the MSGS website. (July 2019)

25. If an application is approved, descendants will receive a MSGS First Families of Montana or a MSGS Early Settlers of Montana certificate stating that they are a descendant of the proven ancestor. (July 2019)

26. MSGS will publish proven ancestor information in the next volume of the series, *First Families and Early Settlers of Montana*. Descendants may provide an ancestor photograph and a half-page story about the ancestor for inclusion in the volume. At least 200 proven applications must be assembled before the next volume is published. (July 2019)

### **Associations:**

27. The Society will maintain membership in the National Genealogical Society (NGS) and the Federation of Genealogical Societies (FGS). (July 2019)

28. The Executive Board will appoint a MSGS member to serve as the Society's representative to FGS. MSGS will help defray expenses for the representative to attend the annual FGS Conference. (July 2019)

### **Executive Board Management:**

29. Executive Board meetings will normally be held in March, July, September and October to meet conference planning milestones and conduct MSGS business. The next meeting date and location are determined by the board at the conclusion of the previous meeting. (July 2019)

30. Prior to an Executive Board meeting, the agenda and previous meeting minutes will be sent to board members via e-mail. If unable to attend a meeting, a board member will send an e-mail to the President with any activity updates or information needed for the meeting. (July 2019)

31. The Secretary will submit a summary of each board meeting for inclusion in the next edition of the *Big Sky Roundup* newsletter. The summary will include the date and location of the next board meeting. (July 2019)

32. MSGS will maintain the MSGS Handbook of Society Operations and Administration which describes the duties and responsibilities of each officer and appointed board member. The duties and responsibilities will be updated as needed by each board member. (May 1998; Amended July 2019)

33. Board members will turn over to successors, or the President of the Society, all records and materials pertaining to their office or Society program and their updated copy of the MSGS Handbook of Society Operations and Administration within thirty days after the term of office ends or their resignation. (July 2019)