

# Handbook 2014

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## Purpose

- To stimulate interest in genealogy and aid individual members in compiling their family records.
- Seek genealogical and historical knowledge.
- Preserve and perpetuate the records of our ancestors.
- Promote the preservation of public and private genealogical material.

## History

The late CarolLe Berry of Auburn, Washington founded the South King County Genealogical Society in the summer of 1979. CarolLe had been teaching a series of genealogical research classes at the Kent Public Library, and she noticed that the same people attended most of the classes. It was suggested that a club or society be formed, with regular meetings.

In the fall of 1979, an agreement was completed making this fledgling group a branch of the Seattle Genealogical Society. This provided the newly formed group the benefit of the SGS newsletter and library collection. Officers were elected and a schedule of regular meetings was established.

Hilda Hemmingson Meryhew was elected the first President. She recalls, "No one volunteered to be President. CarolLe said if no one volunteers, we can't form our society. It seemed very hopeless to me, so I thought, 'why not?' I had no idea what I was doing, but we learned fast and it was a challenge, and fun and very rewarding."

Words she wrote in the Society's first newsletter continue to reflect the philosophy of the Society to this day: "To leave a record of the past as a guide to future generations, to be able to penetrate the past, solve a problem or meet and conquer a challenge, is an experience of great satisfaction."

Changes occurred over the years. In June 1984, members voted to break from SGS, and in September 1984, South King County Genealogical Society became a society in its own right. A logo and motto, "Searching for Our Roots", were chosen. Anyone who joined prior to 31 May 1985 became a charter member.

SKCGS has published pedigree chart books, cemetery books and death indexes, hosted seminars and workshops, and taught research skills classes at local libraries. Its members remain committed to the goal of preserving the legacy of our past for future generations, helping each other along the way.

# Presidents

## South King County Branch, Seattle Genealogical Society:

Hilda Meryhew	1979 - 1981
Donna Grothaus	1981 - 1983
Rebel Kreklow (co)	1983 - 1984
Richard Sell (co)	1983 - 1984

## South King County Genealogical Society:

Rebel Kreklow (co)	1984 - 1985
Richard Sell (co)	1984 - 1985
CarolLe Berry	1985 - 1987
Kathleen Field	1987 - 1988
Elsie Trautloff	1988 - 1989
Velma Rice	1989 - 1991
Erma Swift	1991 - 1993
Jean Whisler	1993 - 1994
Betty Cooper	1994 - 1996
Susan Coles	1996 - 1998
Colleen Rockwell	1998 - 2000
Phyllis Haynen	2000 - 2002
Tracy Arnold (co)	2002 - 2004
Cathy Wooden (co)	2002 - 2004
Lauren Richardson	2004 - 2005
Cathryn E. Vannice	2005 - 2007
Susan Coles	2007 - 2008
Tom Hammond	2008 - 2010
Lin Bress	2010 - 2011
Winona Laird	2011 - 2013
Janet Camarata	2013 - 2015
Dave Liesse	2015 -

## Charter Members

William L. Adams  
Judith Dempsey Aeschliman  
Margaret Oakley Alder  
Lillian Wanamaker Anderson  
Clemence Rhea Baker  
John Baker  
Mary Kitchell Baker  
Elva Barber  
Patsy Barber  
Marilyn Bell  
Peggy Bentz  
CarolLe Stratton Berry  
Laura Anderson Billy  
Patricia Bristow  
Elizabeth Graber Borgner  
Francis Bosshart  
Waneta King Bosshart  
June Wilson Branch  
Gerald L. Burke  
Marcella Seright Burkett  
Norma Kibby Burroughs  
Robert A. Butler  
Clarice Doerner Bryan  
Jacqueline Walling Cadle  
Constance Artz Cain  
Arlene Clark Carley  
W. Ray Carley  
Frank E. Carnahan  
Sharon Poulsen Carnahan  
Helen Roberts Carpenter  
Jackie Glen Cedarholm  
Virginia Roberts Chubb  
Lois Knadle Clapper  
Susan Coles  
Joyce Schroeder Cornelius  
Doris Arkills Cornell  
Janice Porter Cornell  
Ina Randall Cornell  
Beverly Marks Cotter  
James M. Cotter  
Janet Wilkie Crowley  
William J. Crowley  
Ardice Bennett Cunningham  
James A. Cunningham  
Barbara Kern Devine  
Lois Brin Diemert  
Frances Love Dills  
Fred Dills  
Jean Boughton Doering  
Lawrence Dome  
Patricia Beagle Dome  
Melissa Nash Donner  
Marilyn Kemp Dorval

Alice Kubisky  
Beverly Schalow Lagasca  
Margaret Parslow Larson  
Melvin E. Lee  
Marianne B. Lee  
Grace Mooney Lee  
Dorothy Wilson Legge  
Helen McGreer Lewis  
H. Donald Linehan  
Margaret Hofling Linehan  
Colleen Young Linzi  
Emma Heustis Livermore  
Marlene Frostad Lundin  
Clara Jacobson MacPherson  
Marian Hoge Mackenzie  
Janice Eberly Maguire  
Echo Coats Mallery  
Louise Jones Manning  
Roberta Crisp Morley  
Patricia Huse Marshall  
Eugene M. Mason  
Ina Hardman Mason  
Beatrice Whaley Mathewson  
Maxine Greggs Maulsby  
Helen McConnell  
Iris McDaniel McCrabb  
Violet Ranne McElhinney  
Anna Otteman Meltvedt  
Hilda Hemmingson Meryhew  
Arlene Kammeyer Miller  
Phyllis Pahl Mitchell  
Margaret Curtis Moen  
Alice Graden Montgomery  
Betty Herr Moore  
Donald Morisch  
James Mulkins  
Edna Kreutz Murtishaw  
Fred Murtishaw  
Betty McAlexander Myette  
Mary Riddle Nation  
Francis Near  
Shelagh Walters Near  
Betty Hawkins Neilson  
Clarissa Wedeking Nelson  
Patricia Schnyder Niederkorn  
Deborah Oskam-Davis  
John C. Palstring  
Barbara Matthes Parker  
Julia Wennersten Patterson  
Bernice Graber Paull  
Edna Rowan Peak  
Mary Penberthy  
Judy Knopp Pepper

Patricia Lanway Dowling  
Braxton M. Dunn  
Klara Haty Dunn  
Lois Piper Ebbert  
Jack Edwards  
Betty Morris Falk  
Kathleen Field  
Grayce Peterson Fremow  
Robert L. Fremow  
Clella Fox Galbreath  
Margaret Leach Ganung  
Elaine Ebbert Gauthier  
Harriet Havener Greenfield  
Florence Woodward Grillo  
Donna Burkert Grothaus  
Sarah Harding  
Doris Harris  
Daniel L. Healy  
Karen Furman Healy  
Margaret Woods Heller  
Donald Henderson  
Ruth Walter Henderson  
Barbara Stokey Heutchy  
Nancy Hamblin Hill  
Virginia Williams Hill  
Geneice Wilson Hoag  
Maurice L. Hoag  
Vivian Drake Howe  
Sammie Dudley Hudlicky  
Katherine Fugate Huhn  
Gaetano Iodice  
Louise Owens-Fortier Iodice  
Judith Ivanovich  
Ivan Jacobs  
Flora Rollins Janke  
Wesley F. Janke  
Anne Jensen  
James H. Johanneck  
Maryann Heiling Johanneck  
Audrey Lamb Johnson  
Roma Leaming Judge  
Anita Huntley Jump  
Mary Raybeck Kilbourn  
Lola Hinman Kimmel  
Athella Thompson King  
Shirley Plattor King  
Sharon Martin Kline  
Alexis Alexander Kolb  
Rebel L. Kreklow  
Carol Wigen Krull

Donald L. Perkins  
Joyce Hart Perkins  
Veronica Peterson  
Freda Swayne Peterson  
Helen Cushman Peterson  
Gladys Isdell Plemmons  
Catherine Byrnes Ploegman  
Jeanette Gray Price  
Myrtle Green Prohaska  
Mary Riffey Propst  
Willis Propst  
Sue Kane Quigley  
Mable Peck Rayback  
Vivian Marick Richardson  
Carmen Phelan Rock  
Ardeth Alden Rollwagon  
Richard Ryan  
Margaret Overton Salais  
Richard Salais  
Carole Bierman Sayers  
Gayle Eastman Schnell  
Geraldine Rawls Scott  
Glenn I. Scott  
Richard H. Sell  
Theodore S. Sholdra  
Kathleen Hargiss Sidwell  
Marcia Hoag Smith  
Doris Thompson Smith  
Ina Curless Sparks  
Erma Chapman Swift  
Joan Koppenheffer Thorson  
Jean Richards Timmermeister  
Ruth Diehl Toland  
Elsie Sandberg Trautloff  
Henry I. Trautloff  
Donna Kennedy Tucker  
Donna Kisner Turrelli  
Madge Lee Vashoe  
Milton B. Vaught  
Ruby Gilderhus Vaught  
James Walters  
R. Maxine Leitzinger Walters  
Maureen White  
Shirley Whitehead Wiese  
Sheila Wilson  
Claire Lookhart Wood  
Sandra Blye Woodworth  
Barbara Workman  
Roberta J. Yates

# Bylaws

## Article I NAME

The name of this organization shall be "South King County Genealogical Society," hereinafter referred to as the "Society."

## Article II FISCAL YEAR

The Society's fiscal year shall be from 1 June through 31 May.

## Article III PURPOSE AND OBJECTIVES

- 1 The purpose of this Society, organized as a nonprofit corporation, shall be educational as provided in Section 501(c)(3) of the Internal Revenue Code. It shall be devoted to furthering genealogical research.
- 2 The objectives of this Society shall be:
  - 2.1 To stimulate a popular interest in genealogy
  - 2.2 To seek genealogical and historical knowledge
  - 2.3 To preserve and perpetuate the records of our ancestors
  - 2.4 To aid individuals in compiling their family histories
  - 2.5 To promote the preservation of public and private genealogical material
  - 2.6 To cooperate with other organizations in furtherance of mutual objectives

## Article IV MEMBERSHIP

- 1 Membership shall be open to any person interested in research and study of family history upon application and payment of prescribed dues.
- 2 Membership categories shall be:
  - 2.1 INDIVIDUAL: An individual member shall receive periodic copies of any newsletter or bulletin produced by the Society, and shall be entitled to submit queries to the newsletter and to check out materials from the traveling library.
  - 2.2 DUAL: Any two persons residing in the same household may be eligible for a dual membership. Each person is entitled to the same privileges as an individual member. Dues for such two persons shall be 50% more than that for an individual membership.
  - 2.3 CHARTER: Any person who joined the Society before 31 May 1985 shall be recognized as a charter member.
  - 2.4 LIFE: The sale of lifetime memberships was suspended indefinitely as of 1 June 2005. Lifetime membership includes dues paid for life. Upon the death of a lifetime member, a book will be purchased in the deceased's name and placed in the SKCGS library collection.
- 3 Annual dues are payable as of the first of June.
- 4 "Members in good standing" are those whose dues are not delinquent. Any member whose dues have not been paid by 30 June shall be considered delinquent. If dues are still delinquent by 31 August said member shall be dropped from the membership.
- 5 The Board of Directors may recommend a revision of the annual dues. This recommendation must be approved by a two-thirds (2/3) majority vote of those members in good standing present at any general monthly meeting, provided that the membership has been notified in writing at least thirty (30) days prior to the meeting date established to revise the dues.

## Article V OFFICERS and BOARD OF DIRECTORS

- 1 The elected officers of the Society shall be President, Vice President, Secretary and Treasurer.
- 2 The term of office shall be two (2) years. President and Treasurer will be elected on the odd years and the Vice President and Secretary shall be elected on the even years.
- 3 No Officer shall serve more than two (2) consecutive terms in the same office.
- 4 The Board of Directors, hereinafter referred to as the Board, shall consist of the elected Officers and the appointed chairs of all Committees and Interest Groups.

**Article VI NOMINATIONS and ELECTIONS**

- 1 Nominations for officers shall be made by a Nominating Committee, consisting of three (3) members to be appointed by the President no later than the January general meeting: one (1) member to be selected from the Board of Directors and two (2) members from the general membership, plus one (1) alternate from the Board. The Nominating Committee shall be given a list of each officer's duties, together with names of members in good standing, and accordingly select at least one nominee for each office to be filled. The Committee shall report the slate of nominees to the Newsletter Editor and the Webmaster by the deadline for the April newsletter and the general membership at the March meeting. The slate shall be published in the April newsletter and on the society's website no later than 30 days preceding the May election.
- 2 Nominations may be made from the floor at any general meeting prior to the election, including the May general meeting.
- 3 Only members in good standing for one year prior to the election and who have consented to serve if elected shall be eligible for nomination.
- 4 In the event that there is more than one (1) nominee for any office, written ballots shall be required and an Election Committee shall be appointed by the President to count the ballots and report the results.
- 5 The Officers shall be elected by a simple majority of all members present and voting at the May meeting. Newly elected Officers shall assume office on 1 June.
- 6 In the event of the resignation or incapacity of any Officer, the unexpired term of office shall be filled by a member elected by a majority vote of the Board. Should this be the office of President, the Vice President shall succeed and the Board shall elect a Vice President.

**Article VII DUTIES OF OFFICERS**

- 1 The President shall preside at all meetings of the Society, shall have general supervision of the affairs of the Society, shall be ex-officio member of all committees except the Nominating Committee, and shall appoint the Chair of each committee, subject to the approval of the Board.
- 2 The Vice President shall assist the President in the administrative duties and shall perform the duties of the President in the absence or inability of the President to serve.
- 3 The Secretary shall record the minutes of all Board and general membership meetings; email a copy of the draft minutes to the Board and read such minutes as requested at the respective Board or general meeting. The Secretary shall record the roll at meetings of the Board and shall preserve all minutes and reports. The Secretary shall be responsible for all business correspondence of the Society, including sending appropriate cards for illness or death.
- 4 The Treasurer shall collect and record all funds received by the Society and shall pay all authorized bills of the Society in a timely manner. The Treasurer shall keep an accurate record of all receipts and expenditures, submit an annual report to the general membership at the first meeting after the end of the fiscal year, and as requested. The Treasurer shall serve on the Budget Committee.
  - 4.1 The Treasurer shall provide access to all fiscal year accounting records as requested by the Review Committee.
  - 4.2 The Treasurer is responsible for maintaining a list of all assets owned by the Society, including original cost and current location of each item.
  - 4.3 The Treasurer is deemed to be the registered agent, as required by Washington State law and shall file all IRS reports and forms required by our organization's 501(c)3 status.
- 5 Authority to sign checks is delegated to the President, Vice President and the Treasurer of the Society. Two (2) signatures shall be required on all checks over \$100.00.

**Article VIII COMMITTEES**

- 1 The chairs of all committees shall be members in good standing.
- 2 Duties of the committees shall be set forth in a separate section of the Handbook.

**Article IX MEETINGS**

- 1 General membership meetings shall be held monthly except in July, August and December.
- 2 Special meetings or activities may take place in addition to the general meetings at the request of the President or by special request of a minimum of five (5) members in good standing. All special meetings must receive approval of the Board.
- 3 The Board shall meet monthly prior to the general membership meeting. When there is no general meeting, the Board may meet at the discretion of the President.
- 4 The May general meeting shall be the Annual Meeting.

**Article X QUORUM and VOTING**

- 1 Seven (7) members of the Board shall constitute a quorum for any meeting of the Board.
- 2 Twenty (20) members in good standing shall constitute a quorum at general meetings.
- 3 Voting shall be either by voice or by written ballot at the discretion of the presiding officer except for the election of officers which shall be subject to the provisions of Article VI.
- 4 No member in good standing shall have more than one (1) vote on any given issue at any one time.
- 5 There shall be no proxy voting.

**Article XI AMENDMENTS**

- 1 All proposed amendments to the Bylaws shall be submitted to the Board in writing and must show the wording of the entire paragraph to be amended and the proposed change. The Board shall report its recommendation for approval or disapproval to the membership.
- 2 Amendments to the Bylaws shall become effective upon two-thirds (2/3) affirmative vote of those members in good standing, present and voting at any general meeting or meeting called for such purpose.
- 3 Notice of Proposed Amendments to the Bylaws shall be published and/or delivered to all members at least thirty (30) days before the meeting.  
NOTE: In order to maintain the "non-profit organization" status, Articles III and XII must not be amended or deleted except to conform to new directives of the Internal Revenue Service.

**Article XII DISSOLUTION**

Upon dissolution of the Society, the Officers who serve as the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Society, offer the assets of the Society to any Washington State organization having objectives substantially like or similar to those of this organization, under Section 501 (c) (3) of Internal Revenue Code.

**Article XIII PARLIAMENTARY AUTHORITY**

- 1 These Bylaws shall constitute the governing rules of this Society.
- 2 Any matter not covered by these Bylaws shall be controlled, where applicable, by The Standard Code of Parliamentary Procedure.

**Amended 18 October 2014**

**•••• END OF BYLAWS ••••**

**Committee Duties**

**Section 1 AMENDING COMMITTEE DUTIES**

These committee duties may be amended by a simple majority of those members of the Board present at a regular meeting of the Board. Proposed amendments to the Committee Duties shall be submitted to the Board in writing and must show the wording of the entire paragraph to be amended and the proposed change.

**Section 2 DUTIES OF COMMITTEES**



- 2.1 BUDGET  
A committee of three people shall be appointed by the President at the June meeting.
- A Meets with the Treasurer to prepare the annual budget.
  - B Presents budget for approval of the Board at the September meeting.
  - C Presents budget for approval of the membership at the September meeting.
- 2.2 COMB BINDING
- A Has possession of comb binding machine and supplies.
  - B Receives Society publications from the Publication Committee and binds them according to the directions in the Comb Binding Procedure Book.
  - C Comb binds material for members. A fee determined by the Board is charged for this service. The comb binding service and fees are advertised in the newsletter. Fees shall be forwarded to the Treasurer.
  - D Submits a comb bind inventory at regular intervals to the Treasurer (at least once at the end of each fiscal year).
  - E Purchases comb binding supplies.
- 2.3 EDUCATION
- A Plans education classes external to the Society, finds places to meet, and negotiates fees, as appropriate. Funds so raised shall be forwarded to the Treasurer.
  - B Develops a standardized curriculum.
  - C Respond to requests from external organizations for such programs.
- 2.4 FUNDRAISING  
Upon approval of the Board, a committee chair and volunteers willing to work on a project until completed may undertake a fund raising project. Funds so raised are forwarded to the Treasurer.
- 2.5 GENEALOGIST
- A Receives genealogical inquiries.
  - B Replies to the inquirer with information to the extent that is available through Society publications.
  - C May have the assistance of a committee or place the inquiry as a query in the Society newsletter.
  - D Forwards any donations received for inquiries to the Treasurer.
  - E Keeps a copy of all SKCGS publications.
- 2.6 HISTORIAN
- A Collects and preserves all items of current events and historical interest to the Society.
  - B Compiles such items into a scrapbook.
- 2.7 HOSPITALITY
- A Makes arrangements for refreshments at general meetings, workshops or special meetings as requested.
  - B Has custody of hospitality supplies.
- 2.8 INTEREST GROUPS  
Groups for sharing and discussion of research in various subjects may be set up as indicated by member interest. Each group shall appoint a chairperson who:
- A Arranges places for meetings as far in advance as possible.
  - B Notifies the newsletter editor, webmaster, and publicity chairperson promptly of meeting date and time plus any other pertinent information.
  - C Informs Budget committee of financial needs.
  - D Composes articles about the group and its activities for newsletter and/or publicity.

2.9

LIBRARIAN

- A Purchases and processes new books and electronic media and gives the books and electronic media, as appropriate to the reference librarian at Auburn branch of the King County Library or to the traveling librarian.
- B Processing for books going to Auburn Library includes making a card for the librarian's file (how and when acquired, cost, etc.), adding to the bibliography, and filling out a King County Library System form.
- C Processing for books going into the traveling library includes the above, plus stamping the book with SKCGS stamp and giving it a card catalog number.
- D Maintains an up-to-date bibliography on computer for the Webmaster.
- E Acknowledges donations to the library.
- F Establishes and chairs an acquisitions committee as appointed by the President.
- G Prepares book orders.
- H Keeps subscriptions current.
- I Maintains a file of current catalogues.
- J Prepares a list of new acquisitions and any library news of interest for the newsletter.
- K Maintains a list of the life members and the books purchased in deceased members memory.
- L Receives exchange newsletters and carries out the following tasks with respect to those newsletters:
  1. Notifies person making mailing labels of any address changes, including email addresses.
  2. Extracts articles of interest for "From Our Exchanges" newsletter column and gives to newsletter editor for publication.
  3. Gives exchange newsletters to Auburn Library or Traveling Library, as appropriate for either vertical file or shelf.

2.10

LIBRARY VOLUNTEERS

Society library volunteers are members of the society who serve in the genealogy section of the Auburn Library. This committee recruits and schedules members for the following duties:

- A Serve a two-hour period once a month.
- B Assists and answers questions to the best of their ability for patrons seeking genealogy help.
- C Most patrons are beginners so volunteers are not required to have great genealogical knowledge. Information is derived from the genealogy computer, books and vertical file.
- D Refers patrons to other resources for further help.

2.11

MEMBERSHIP

- A One member of the Membership committee or an alternate appointed by the Membership chair shall attend all general meetings, arriving one-half hour early for sign-in, responding to membership inquiries and to meet and greet people. Volunteer greeters may assist the membership person.
  1. Provides a sign-in sheet at the general meetings.
  2. Provides a welcome letter and application form to visitors.
- B Accepts membership applications, renewals and applicable payments.
  1. Prepares receipt in triplicate, the original for the member, a copy for the Treasurer and a copy for the membership files.
  2. Prepares an appropriate Income Receipt Form giving the Form together with the payments and the copies of the receipts to the Treasurer.
  3. Furnishes membership card to the member together with a new member packet when appropriate. New member packets may be mailed to members for an additional fee to be determined by the Board.
  4. Updates membership file in the Membership database as needed.
  5. Confirms that member data on renewal forms are accurate in the database.
- C Maintains accurate records of members in good standing.
- D Keeps sign-in sheets for a period of three years.

- E Maintains records as necessary for annual review.
- F Sends reminders to members when their dues are delinquent.
- G Maintains list of non-renewed members for a period of two years after the expiration of their membership.
- H Provides mailing labels for events as requested.
- I Provides electronic list of members and email addresses for the members who receive the newsletter electronically to the Newsletter editor.
- J Sends a copy of an electronic version of the current membership list to the Board after the September general meeting and at any other time upon request.

## 2.12

### NEWSLETTER EDITOR

- A Publishes the official publication for the Society four times a year (January, April, July, October).
- B Publishes a one page So King Extra, when needed.
- C Publishes any items in the Society newsletter that are specifically requested by the Board.
- D Accumulates materials to be considered for publication in the Society newsletter. Obtains permission from author/publisher to use copyrighted material.
- E Each newsletter should contain:
  1. Name and official address of the Society.
  2. Volume and issue number.
  3. Date (month/year).
  4. Message from the President.
  5. Notice of date, place, time and program for upcoming meetings.
  6. List of officers and committee chairpersons with SKCGS e-mail addresses.
  7. Mission statement.
  8. Announcements of coming activities, fundraisers, exhibits and new developments of interest to members.
  9. Brief reports on special events such as conferences and seminars.
  10. New additions to the library.
  11. News from the exchange newsletters.
  12. Reports on important decisions made by the Board, if the President has not done so in his/her message.
  13. Gives credit for origin of articles from other newsletters or publications.
  14. List of Society publications for sale.
  15. Name of editor and how to contact.
- F Issues with special articles:
  - April: Slate of Officers for the upcoming year to be voted on at the May meeting.
  - Membership renewals are due 1 June.

## 2.13

### POST OFFICE BOX

- A Maintains custody of the post office box key. Assistant also has a key.
- B Regularly collects mail from the box and distributes as appropriate.
- C Forwards any fees due to the Treasurer and updates post office records as needed.

## 2.14

### PROGRAM

- A Arranges to have a speaker at each general meeting.
- B Determines appropriate fee, if any. Secures check from Treasurer to present to the speaker after the program.
- C Prepares copies of any handouts if speaker does not provide them.
- D Arranges for the introduction of the speaker at the meeting.
- E Obtains short biographical information for the introduction, the newsletter and the website.

## 2.15

### PUBLICATIONS

- A Prepares sales list of publications, provides list to the newsletter for publication in each newsletter, distributes list as required.

- B Maintains custody of the Society's publication masters in hard copy and/or CD format of the Society's printed publications. Keeps inventory of current stock. Ensures that a CD copy of masters, if available, is stored in the Society's safe deposit box.
- C Mails or delivers all orders, distributes donations and copies for review. Forwards a sales receipt form with payments to the Treasurer.
- D Submits expenses, accompanied by an expense form for mailing supplies, postage and other associated expenses in a timely manner to the Treasurer for payment and/or reimbursement.
- E Maintains mailing list of possible purchasers of publications and notifies them of new Society publications which are available for purchase.
- F Keeps record of purchasers' selections including all other societies with whom we exchange publications.
- G Contacts other societies for the exchanging of publications.
- H Arranges with person in charge of the comb binder to comb bind all printed publications.
- I Receives masters of new publications, prepares them for publication and prints as requested.
- J Maintains a SKCGS Publications Procedures Book, which describes processes for printing, binding, current cost and profit analyses and other information important to the managing of the Society's publications.
- K Works with volunteers to complete digitizing of all publications.

2.16 PUBLICITY

- A Prepares and maintains a flyer or brochure for distribution to libraries, historical and genealogical societies and others as appropriate.
- B Acts as liaison to Association of King County Historical Organizations (AKCHO) and South King County Cultural Coalition (SoCoCulture).

2.17 REVIEW

A committee of three people shall be appointed by the President before the May meeting or as be needed to carry out the following duties:

- A Performs a review of the Treasurer's records annually and as needed.
- B The review is done as soon as possible after the close of the fiscal year.

2.18 SURNAME FILE

- A Gathers surnames from Society members and maintains a database of current information to help our membership connect with others who are researching the same names and/or locations.
- B Prepares and maintains the database for those Society members who wish to have their surnames online at the Society's website.
- C Obtain permission from each submitter before including email addresses on the website.
- D Brings a hard copy of the list containing all submissions from Society members to each general meeting, thereby making surnames not included on the website accessible to other members (website surnames must have submitter's permission before posting).

2.19 TRAVELING LIBRARIAN

- A Receives books from the Society's librarian (who is in charge of book purchasing and the housing of our books, in the King County Library System, Auburn, WA branch).
- B Divides the library books according to subject matter between the following topics:
  1. Audio, digital and video media.
  2. Books that pertain to United States research.
  3. Overseas research.
  4. General how-to books.
- C Places an envelope pocket in the inside of the front cover of each book or packet received. Makes an index card for insertion in this pocket, showing the name of book, author, etc. The card is to be marked indicating in which box the book is kept. This card is used when a person checks out this book. The borrower places the current date, name, and telephone number on this card. The card is placed in a file box alphabetically filed.

- D The limit per member is two books or one book and one DVD or CD.
- E If not returned in one month, an overdue fine is levied as follows:
  - 1. For books not returned in one month the overdue fine is \$1 per month per book.
  - 2. For CD's and DVD's not returned in one month, the overdue fee is \$3.00 per item for the first month, thereafter the fine is \$5.00 per month. The fines are turned over to the Treasurer.
- F Every attempt is made by our volunteers to be very careful when checking materials in and out to maintain accountability for our investment. Each member returning checked out items should help assure that their name is lined out on the check out card.
- G Keeps note of book subjects that are requested and advises the Society's librarian.
- H Assigns areas of responsibility to members of the committee.
- I Committee members shall look after and store in their home a box or boxes of materials, bringing them to each general meeting.

2.20

WEBMASTER

Maintains the SKCGS web site.

- A Periodically updates the SCKGS Activities & Events and Genealogical Events pages.
- B Updates other pages as necessary.
- C Adds items and/or special pages to the site as requested by the Board.
- D Renews Domain name registration as needed.
- E Publishes Slate of Officers for the upcoming year no later than 30 days preceding the election at the May meeting.

Amended 2 September 2014

•••• END OF COMMITTEE DUTIES ••••