

BYLAWS of the VIRGINIA BEACH GENEALOGICAL SOCIETY

The following outlines the structure of the Virginia Beach Genealogical Society (VBGS). Descriptions of leadership duties and operational information for the Society can be found in the *Standing Rules of the Virginia Beach Genealogical Society*.

1. Article 1: Name and Location

- 1.1 The name of the Organization is the Virginia Beach Genealogical Society.
- 1.2 The principal meeting place of the Society is in Virginia Beach, Virginia.

Article 2: Purpose

- 2.1 The Virginia Beach Genealogical Society is organized for educational purposes.
- 2.2 The objectives of this Society are:
 - a. To create and foster interest in genealogy and family history
 - b. To educate amateur genealogists with lectures, discussions, and workshops
 - c. To help individuals do genealogical research and write stories for their family history
 - d. To gather and preserve genealogical and historical data.

Article 3: Members

- 3.1 Membership in the Society is open to all interested persons who pay dues.
- 3.2 Members are classified as:
 - a. Individual
 - b. Household
 - c. Life, as approved by the Awards and Recognition Committee.

Article 4: Board of Directors and Committees

- 4.1 The officers of the Society are: President, Vice President, Secretary, and Treasurer.
- 4.2 The Board consists of: the officers, Members at Large, and the Past President. The duties of each position can be found in the *Standing Rules of the Virginia Beach Genealogical Society*.

- 4.4 The Board:
- a. Controls and manages the affairs and funds of the Society
 - b. Selects a financial institution to serve as the banking facility for the Society
 - c. Approves the annual budget
 - d. Determines the amount of annual dues.
 - e.
- 4.5 Committees are created and dissolved by the Board, according to the needs of the Society.

Article 5: Meetings

- 5.1 The Society holds monthly meetings from September through June unless otherwise directed by the Board.
- 5.2 Special Interest Groups meet from September through June, as scheduled by the Education Committee.
- 5.3 A special meeting of the Society may be called at any time by the President, three members of the Board, or one-third of the membership. The purpose of the meeting must be specified in the call.

Article 6: Elections

- 6.1 Officers and Members at Large hold office for two years or until a successor is elected or appointed. Officers may be reelected; however, no officer can be elected to the same position for more than two consecutive terms.
- 6.2 All other leadership positions are by appointment.

Article 7: Finance

- 7.1 The membership year and fiscal year run from September 1 to August 31.
- 7.2 No part of the net earnings of the organization will inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization may be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization must not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Article 8: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Society by a simple majority of present members, provided that the amendment has been submitted to the membership at the previous regular meeting.

Article 9: Dissolution

The Virginia Beach Genealogical Society may be dissolved by a majority vote of the members present at a meeting held for that purpose, providing that all members have been notified in writing at least thirty days in advance. All funds and property of the Society, after liquidation of all debts and liabilities, will be distributed to the Local History and Genealogy Section of the Virginia Beach Public Library.

Article 10: Parliamentary Authority

VBGS does not follow strict Parliamentary procedures when conducting business. Ideas are brought forward, a discussion is held, and a simple majority constitutes a quorum for voting purposes. The current edition of *Robert's Rules of Order* may be consulted if procedural conflicts or questions arise.

STANDING RULES
of the
VIRGINIA BEACH
GENEALOGICAL SOCIETY

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I. Organization Information

A. NAME

The name of the organization is the *Virginia Beach Genealogical Society*.

The organization was established in 1983 and is may be referred to as *VBGS* or the *Society*.

B. LOCATION

The principal meeting place of the Society is Virginia Beach, Virginia.

C. PURPOSE

The Society was organized for educational purposes, its objectives are:

1. To create and foster interest in genealogy and family history.
2. To educate members and the public through lectures, discussions, and workshops.
3. To help individuals do genealogical research and write stories for their family history.
4. To gather and preserve genealogical and historical data.

II. Administration Calendar

A. FISCAL YEAR

September 1 through August 31.

B. ADMINISTRATION YEAR

Elected members of the Board of Directors assume office during the annual business meeting in June and serve for 2 years.

III. Membership

A. MEMBERSHIP TERM

The membership year is September through August.

Those who join within the final two months (July or August) are considered a current member for the remainder of that membership year as well as the upcoming year.

Extended memberships may also be offered as promotions, i.e. during an event.

Current members are considered delinquent if they do not renew before September 1 but remain on the current rolls until November 30 (the first quarter).

B. MEMBERSHIP TYPES

1. Individual Membership: one person, dues are \$25.
2. Household Membership: two individuals in one household, dues are \$35.
3. Youth Membership: anyone under age 25, dues are \$0.

The purchase of an Individual or Household Membership is required at the start of the membership year

following their 25th birthday. A Youth Membership has the same privileges and responsibilities as a dues-paying member.

4. Life Membership: Recipients of the Robert F. Brown award, dues are \$0.
A life member has the same privileges and responsibilities as a dues-paying member.

IV. Meetings and Voting

A. FORMAT

All meetings may be held electronically using a platform such as Zoom.

In-person meetings are typically held at the Meyera E. Oberndorf Central Library at 4100 Virginia Beach Blvd, Virginia Beach, VA 23452. Rooms must be reserved in advance through their reservation system. At this time, VBGS is not charged for the use of the rooms.

B. VOTING

VBGS does not follow strict Parliamentary Procedure for business.

Ideas are brought forward, followed by discussion and a vote.

A simple majority is needed for Board authorized decisions.

At Monthly Meetings, a simple majority of current members present is needed.

C. MONTHLY MEETINGS

Open to members and the general public.

Used for speaker presentations and to conduct business as needed.

Held the 2nd Thursday of the month if possible, September through June.

Preceded by an informal social time for members to converse, ask questions, and share news of their genealogical research.

D. SPECIAL INTEREST GROUPS

Overseen by the Education Committee.

Open to current members.

Generally, meet once per month September to June.

May be held in-person and/or online (i.e., Zoom).

Are formed around a specific topic of interest.

E. ANNUAL BUSINESS MEETING

Conducted each June prior to the speaker presentation.

Agenda includes the election and installation of members of the Board.

Reports from the leadership and awards may be given but are not required. Reports should be shared and documented in the following newsletter.

F. BOARD MEETINGS

Meets at least twice a year but typically meets monthly, August to May.

Announced to board members, committee chairs, and others as needed.

May be called by the President, any three Board members, or one-third of the membership. The purpose must be specified in the call.

The President may call a meeting as needed, including a discussion and vote by email. The resulting decision will be recorded by the Secretary.

Only Board members vote; others attending may join in discussion only.

Items passed may be denoted as “Approved by the Board” and similar.

V. Communications & Publicity

A. WEBSITE

The Society maintains a website to post information, documents, records, and photographs of interest to members and the public. Certain pages are password protected as a member benefit.

The web address is vbgsva.net.

B. NEWSLETTER

A newsletter, First Landing, is published four times a year: February, May, August, and November.

The ISSN for the VBGS newsletter is 1044-5897.

Members are encouraged to contribute articles for publication.

C. EMAILS AND SOCIETY EMAIL ADDRESSES

When joining the society, names, email and street addresses, and phone numbers are collected.

The primary means of communication with the membership is email and social media accounts; street addresses and phone numbers are only used if necessary. No personal information the Society collects is shared outside the organization.

The Society uses G Suite by Google (now Google Workspace) for maintaining member and non-member contact lists and sending emails.

Emails are primarily sent to:

1. announce meetings
2. announce social or research activities
3. to distribute the newsletter
4. to seek assistance for the Society
5. to distribute a Zoom meeting link

D. SOCIAL MEDIA

VBGS has the following social media accounts:

1. A public Facebook page:

facebook.com/groups/VirginiaBeachGenealogicalSociety

2. A private Facebook page available to members only:

facebook.com/groups/2202586693178147

3. A YouTube channel:

youtube.com/channel/UCiyzKyGjDcmQaMTpARbHZKA/featured

E. VIRTUAL MEETING PLATFORM

VBGS currently maintains a subscription to hold meetings online as needed.

Since March 2020, a Zoom subscription has been maintained but another platform may be used.

F. LOGO

The logo of the Virginia Beach Society is stored in Google Drive.

The logo was redesigned in 2021. The purchase included:

1. Various file types of the logo
2. A business card layout
3. Website headers

The current logo:



G. MAIL

The Society rents a post office box at the Witchduck Station post office on Columbus Street.

The President and Treasurer each hold a key to the P.O. Box.

The mailing address is:

Virginia Beach Genealogical Society
P. O. Box 62901, Virginia Beach, VA 23466-2901

VI. G Suite

VBGS uses G Suite (now *Google Workplace*), a suite of applications through Google, to conduct business as a team. This allows multiple people to access important documents and provides digital storage for Society records.

A. ACCOUNT

The account is free, through *Google for non-profits*.

Main account: vbgsociety@vbgsva.net (Only used for administrative purposes.)

An unlimited number of user accounts is permitted. Among other benefits, each account currently includes 30 G of digital storage on Google Drive and the assigning of up to 30 secondary emails.

Many applications are available, VBGS primarily uses:
Gmail, Drive, Contacts, Calendar, and Sheets and Docs (equivalents to MS Office)

B. G MAIL

Used for email.

Those in leadership position (or other society role) may have a personal society email (i.e., firstlast@vbgsva.net) and a position based email address as needed (i.e., president@vbgsva.net). These accounts must be checked at least once a week to address Society business.

User accounts currently include the assigning of up to 30 secondary emails.

The multi-user account notifications@vbgsva.net has been made for use by those that send out notifications to the membership. The Google Contacts list is maintained through this account.

C. GOOGLE DRIVE

Google Drive is cloud storage. The main vbgssociety@vbgsva.net account is the official owner of most folders in Drive and shared with those that need access. Any user account can create and share folders and files with other user accounts.

If a user account is deleted, ownership of the files stored in Drive under that account may be moved to another, preventing loss.

D. GOOGLE CONTACTS

Email contacts, both member and non-member, are kept up-to-date in Google Contacts.

Labels such as *current members* and *non-member list* are used to group the email list.

E. GOOGLE CALENDAR

The Google Calendar is managed through the multi-user account notifications@vbgsva.net.

The public accessible calendar is *VBGS*. All Monthly and Special Interest Group meetings are posted here, along with any special events.

The administrative calendar is *VBGS admin meetings*. This is used to track Board and Committee meetings as needed.

F. SHEETS, DOCS, AND MORE

Google's version of the MS Office suite of products, including Sheets (excel) and Docs (word), are available for use by all user accounts.

VII. Officers and Board of Directors

A. OFFICERS

The Officers of the Society are President, Vice President, Secretary, and Treasurer.

Officers may serve as committee chairs or members except as specified.

B. BOARD OF DIRECTORS

The Board of Directors, hereinafter called the Board, manages the affairs of the Society.

The Board consists of: the President, Vice President, Secretary, Treasurer, four Members-at-large, and the Past President.

Individual duties of Board Members are delineated below.

C. DUTIES COMMON TO ALL BOARD MEMBERS

1. Be a member in good standing.
2. Understand the Bylaws and Standing Rules and be ready to assist in their interpretation.
3. Attend Board meetings, participate in the decision-making process, and vote on proposals.
4. Strive to attend all regular meetings of the Society in order to be aware of any concerns of the members and bring those concerns to Board meetings.
5. Vote on appointments made by the President.
6. Respond to the President's call for a special meeting.
7. Receive reports on the financial condition of the Society; make recommendations regarding membership dues, annual budgets, and expenditure of funds.
8. Submit a report of activities of their position if requested.
9. Ensure records are retained on Google Drive and accessible to others as needed.
10. Use G Suite for Society business.

D. PRESIDENT

1. Presides at Board and Monthly Meetings.
2. Along with the Treasurer, monitors the P.O. Box.
3. Prepares an agenda for Monthly and Board meetings, ensuring the Secretary has a copy.
4. Selects the following, with Board Approval:

This is done on an as-needed basis. The President has not historically replaced those serving in a position without need. Each June, verify committee chairs wish to continue in the position.

- a. Program Committee Chair
 - b. Publicity Committee Chair
 - c. Membership Committee Chair
 - d. Society Administrator
 - e. Newsletter Editor
 - f. Webmaster
 - g. G-Suite Administrator
 - h. Greeter
 - i. Librarian
 - j. Digital Archivist
 - k. The chair of any additional committees deemed necessary by the Board.
5. Is a member of, along with the Past President and Vice-President, the Nominations

Committee.

6. Serves as an ex-officio member on all standing committees, and is encouraged but not obligated to attend meetings. They are not counted in a quorum but can vote.
7. Prepares a leadership statement(s) for the Newsletter and the website.
8. Sends an email to new members that includes:
 - a. a greeting
 - b. information about the website, social media accounts, meetings and social events
 - c. a copy of the latest newsletter
9. In the event of a vacancy on the Board other than the presidency, selects, with approval of the Board, a successor to complete the term of the office.
10. Presides over the election and the installation of the newly elected officers.
11. After the term of office, serves on the Board as Past President.

E. VICE PRESIDENT

1. Assumes the President's duties in the event of the President's absence.
2. Is a member of, along with the Past President and President, the Nominations Committee.
3. Assists the President and assumes duties as assigned.
4. Serves as the Society Delegate to the National Genealogical Society.

F. SECRETARY

1. At Monthly Meetings:
 - a. Records minutes, including attendance, and uploads them to Google Drive within ten days of the meeting.
 - b. If unable to be present, delegates another Board member to take the minutes and attendance, ensures they are uploaded to Google Drive within ten days.
2. At Board Meetings:
 - a. Records minutes and attendance, uploads them to Google Drive within seven days of the meeting.
 - b. If unable to be present, delegates another Board member to take the minutes and attendance, ensures they are uploaded to Google Drive within seven days.
 - c. Board members should contact the Secretary with any changes or corrections.
3. Conducts the correspondence of the Society, except as designated to other officers or committee chairs.
4. Maintains a list of officers, committee chairs, and leaders of Special Interest Groups.
5. Acts as the presiding officer if the President and Vice President are unavailable.

G. TREASURER

1. Works with the Board to make an operating budget for the fiscal year.
2. Receives and is responsible for dues and other funds received by the Society and keeps accurate records.
3. Deposits funds in a bank or other financial institution approved by the Board.
4. Informs the chair of the Membership Committee, Newsletter Editor, and President, when current and new members pay dues. (For online payments, this may be done by automatic forwarding of the payment email.)

5. Pays expenses in accordance with the approved budget. Bills presented for payment that are not pre-approved must be sent to the President for authorization of payment by the Board. Standing expenses include:
 - a. Post Office Box
 - b. Website hosting service
 - c. Domain name
 - d. Zoom account
 - e. Dues for the National Genealogical Society and Virginia Genealogical Society
6. Submits a Treasurer's Report at each Board meeting.
7. Manages the Society's Square account. (Currently used for website hosting and accepting electronic payments.)
8. Files the Society's tax return with the Internal Revenue Service and the Virginia State Department of Taxation.
9. Submits an itemized financial report to the Board before the annual meeting.
10. Submits to the Audit Committee, records necessary for the annual audit.
11. Acts as the presiding officer if the President, Vice President, and Secretary are unavailable.

H. MEMBERS AT LARGE

1. Are voting members of the Board.
2. Act as a channel of communication to the Board from members to convey suggestions, needs, concerns, and criticisms.
3. Act in an advisory capacity to the President and the other officers.
4. Function as the Awards and Recognition Committee as needed.
5. Function as the Scholarship Committee as needed.
6. Perform other duties assigned by the President with Board approval.

I. PAST PRESIDENT

1. Serves as a member ex-officio of the Board.
2. Advises other members of the Board and of Committees.
3. Is a member of, along with the President and Vice-President, the Nominations Committee.
4. Carries out duties assigned by the President.

VIII. Elections

Members of the board are elected for a two-year term; all other positions are filled by appointment.

Board members may be nominated to succeed themselves but may not serve for more than two consecutive terms in a position.

The election and installation of Board members occurs during the Annual Meeting.

A. NOMINATIONS

Occur by:

1. A member accepting an offer from the Nomination Committee
2. A nomination from the floor during the Annual Meeting

If no nominations are brought from the floor, they are formally closed and the election may proceed.

B. BALLOTS

A written ballot is provided for any position with more than one nominee.

Written ballots are counted and then verified by a second person.

Ballots may be cast electronically, i.e. a Zoom poll.

If ballots are cast, the winning nominee is announced.

If there is only one candidate, the President announces the nominee is elected by acclamation.

C. INSTALLATION OF OFFICERS

The President installs the elected Board members with the following:

President: *Having been duly elected as an officer of the Virginia Beach Genealogical Society, do you promise to help further the goals and mission of the Society and faithfully carry out the duties of your position to the best of your ability as an officer of the Society?*

Nominee(s): *I do.*

President: *You now assume the duties of your position. Congratulations and best wishes.*

When a new president is elected, the outgoing President says: *Madam/Mister President, you may take the chair.*

D. RESIGNATION OF AN OFFICER

Resignation of President:

1. If the President resigns, the Vice President takes on the role if possible and the position of Vice President is filled as described in *Resignation of a board member* below.
2. If the Vice President is unable to assume the duties of the President, the Vice President remains in their current position and the office of President is filled as described in *Resignation of a board member* below.

Resignation of a board member:

1. Upon the resignation of a board member, the board appoints a replacement for the duration of the remaining term of office. As this is an appointment, no general election is held.
2. Following the term's completion, the appointee may be nominated and elected to the position during the general election. If elected, a new two-year term begins without consideration of the time served as an appointee.

Board Responsibilities

In the event of a resignation, it is the responsibility of the remaining board members to ensure the duties of the vacant position are completed until an appointee is approved. Note, the simple majority quorum required for a vote is based on number of active board members at the time.

IX. Assigned Positions

Assigned positions are selected by the President with approval by the Board.

Appointees confirm their willingness to continue in the role each June and may be reappointed an

unlimited number of times.

A. SOCIETY ADMINISTRATOR

1. Monitors the admin@vbgsva.net account.
2. Responds to messages as able and forwards others to the appropriate person, consulting with the President or Vice President if needed.

B. DIGITAL ARCHIVIST

1. Keeps files on Google Drive organized and easily identified.
2. Selects an individual to assist as needed.
3. Records that are to be archived include, but are not limited to:
 - a. Bylaws and Standing Rules
 - b. Letter from IRS regarding tax-free status
 - c. Society logo and Letterhead stationery
 - d. Minutes of meetings
 - e. Reports from committees
 - f. Newsletters
 - g. List of awards, award recipients, and letters of nomination
 - h. Blank Forms (Awards, Reimbursement of Funds, etc.)
 - i. Photographs

C. GREETER

At Monthly meetings:

1. Welcomes guests in a timely and friendly manner.
2. Distributes name tags for use during the meeting.
3. Collects and stores name tags between meetings.
4. Asks members and guests to sign in.
5. Offers printed information.
6. Assists the Membership committee with the following as needed:
 - a. New member and membership renewal forms.
 - b. Passing any dues payments and forms to the Treasurer.

D. G SUITE ADMINISTRATOR

1. Manages G Suite settings.
2. Creates and manages user accounts, transfers ownership of any files prior to suspension or deletion of user accounts.
3. Creates and assigns alternate emails.
4. Resets user passwords as needed.
5. Monitors the main society G Suite account, including delegating user access to shared files and contacts (vbgssociety@vbgsva.net).
6. Trains a secondary administrator and users as needed.

E. LIBRARIAN

1. Brings a representative sample of journals and other material to the Monthly Meeting.

2. Tracks items borrowed by members and reminds the borrower to return them after a reasonable time (determined by the Librarian).

F. NEWSLETTER EDITOR

1. Publishes and distributes a digital quarterly newsletter.
2. Enlists other members to assist as needed, at least two proofreaders are preferred.
3. Secures permission to publish any copyrighted material.
4. Upon request, publish advertisements from members who offer services for a fee.
5. Upon request, publish queries from members at no charge; non-members may pay a fee.
6. Works with Publicity Committee to distribute the Newsletter to members, guests, and cooperating societies.
7. Mails a printed copy via USPS to members who have no email address or requests one due to special circumstances.
8. Forwards the file and a front-page screenshot to the Webmaster for the website.
9. Archives the issue on Google Drive for permanent storage.
10. Submits a report to the President for the annual meeting.

G. WEBMASTER

1. Is a member of the Publicity Committee.
2. Creates, edits, and updates the website for VBGS. This includes but is not limited to:
 - a. Meeting information
 - b. Member resources (handouts, recordings, surname list, etc.)
 - c. Public resources (links, information, etc.)
 - d. Membership information, forms, and payments
 - e. Society photos
3. Trains a secondary Webmaster.

X. Standing Committees

A Committee may be one or more members; it has the power granted to it by the Board and operates under instructions from the Board.

Proposals for activities of the Society may be developed in a committee and submitted to the Board for approval.

Proposals for activities of the Society may be initiated by the Board or a vote of the membership and sent to a committee to develop.

The President may call for reports from committee chairs at board meetings.

A. MEMBERSHIP COMMITTEE

1. Maintains the master membership list on Google Drive. (This list is available for viewing by authorized vbgsva.net account holders as needed.)
2. Maintains the member and non-member contacts on Google Contacts.
 - a. Group the contacts through labels such as *current members* and *non-member list*.
 - b. Contacts are deleted as requested. No information is saved.
3. Prints name tags for new members and forwards them to the Greeter.

4. Removes non-renewing members from current status after November 30 (the 3rd month of the membership year).
5. At Monthly Meetings of the Society, is assisted by the greeter and provides:
 - a. sign-in forms for members
 - b. sign-in forms for guests
 - c. membership forms
6. Prepares a report to the President for the annual meeting.

B. PROGRAM COMMITTEE

The Program Committee is tasked with planning and executing the Monthly Meetings as follows:

1. Plans programs of interest within the approved budget, ideally at least six months in advance.
2. Reserves a venue (typically the auditorium at the VB Central Library).
3. Provides program information to the President, Newsletter Editor, and Publicity chair.
4. Submits speaker forms with a fee to the Treasurer for payment.
5. Within two weeks of a meeting:
 - a. Confirms the speaker will appear as planned and access any needs.
 - b. Emails current members and non-members (for Monthly Meetings only) with notification of the upcoming meeting.
 - c. Maintain a list of those requesting the Zoom link.
 - d. Creates the Zoom meeting link under the Society account.
6. Day of the meeting:
 - a. Forwards the Zoom link to all members, as well as non-members who signed up.
 - b. Opens the Zoom meeting (usually ~30 minutes prior to meeting time).
 - c. Admits and monitors attendees to the Zoom portion of the meeting.
 - d. Records the meeting, if allowed.
 - e. Introduces the speaker.
 - f. For in-person speakers:
 - i. Ensures necessary equipment is available.
 - ii. Ensures lighting is adequate.
7. Gathers feedback and suggestions for future programs.
8. Submits a report to the President for the annual meeting.

Procedure for paying speakers

A Speaker Form is prepared for each speaker and includes the agreed upon fee and payment information. (See Appendix for Form.)

The Speaker Form is submitted to the Treasurer for payment following the presentation.

If the speaker is in person, a check may be prepared beforehand.

C. PUBLICITY COMMITTEE

1. Produces flyers and other promotional material for meetings and events.
2. Materials are distributed to VBGS membership for all events and for events open to the public, to the non-member mailing list, the Virginia Beach Public Library, and other local organizations to encourage visitors.

3. A committee member designated as the Social Media Ambassador is responsible for the Society's social media sites. This currently includes the public and private Facebook pages.
4. A committee member designated as the Webmaster is responsible for the maintenance of the website.
5. Maintains a list of names, addresses, contacts, and email addresses of historical and genealogical groups, libraries, Facebook groups, and local Family History Centers where notifications for public meetings and events are distributed.
6. Submits a report to the President for the annual meeting.

D. EDUCATION COMMITTEE

1. Oversees the Special Interest Groups.
2. Announces meetings to members of the Society.
3. Provides information for possible inclusion in the Newsletter and website.
4. Prepares a report to the President for the annual meeting.

The following Special Interest Groups are currently active:

A. LUNCH AND LEARN (formerly the Computer User Group)

- a. Offers an in-person only program around wide variety of topics.
- b. Designed as a workshop with time for practice following a lesson.

B. HOW-TO GROUP

- a. Offers a program around a wide variety of topics.
- b. Encourages participants to share what topics may be of interest to the group.
- c. Encourages participants to share their knowledge with the group.

C. WRITERS GROUP

- a. Offers a program around how to write family histories, genealogies, and articles.
- b. Encourages participants to share their experiences with writing to aid others, both successes and failures.

D. DNA GROUP

- a. Offers a program focused on genetic genealogy.
- b. Encourages participants to share and grow their knowledge of working with DNA testing results.

When requested by members, the Board may approve the formation of a Special Interest Group (SIG) and appoint its chair. Requests should state the purpose and objectives of the group. Any SIG formed must conform to the purposes of the Society.

If participation in a Special Interest Group becomes so reduced that the goals and objectives of the SIG cannot be met, the group may suspend or disband.

E. SOCIAL COMMITTEE

1. Organizes social activities and outings for members, i.e. historic tours and research trips.
2. Announces events to the membership through email and the members only Facebook page (or seeks the assistance of the Publicity Committee).
3. Reports on social activities through the newsletter.
4. Prepares a report to the President for the annual meeting.

XI. Ad Hoc Committees

Ad hoc committees are formed as a need arises and exist until the defined task is completed and a final report is presented to the Board or Society.

A. AUDIT COMMITTEE

1. Conducts an audit of the Treasurer's records within 30 days after close of the fiscal year or whenever a Treasurer is voted in.
2. Is at least two members appointed by the President (the President, Treasurer, and Treasurer-elect cannot serve on the Committee).
3. Reviews the financial records from the date of the last audit and verifies all funds are accounted for and distributed for legitimate Society needs.
4. Reviews any expenditures exceeding the approved budget to determine whether they were authorized.
5. Provides recommendations for improvement if needed.
6. Determines whether the financial reports submitted to the Society are appropriate for the financial condition of the Society.
7. Delivers a report of findings and to the Board, the Digital Archivist ensures a copy is saved on Drive.

B. AWARDS AND RECOGNITION COMMITTEE

The Awards and Recognition Committee is composed of the current Members at Large and functions as nominations are received. The Committee chooses its chair.

Any member of the Society may nominate a candidate for an award.

Nominations must include documentation of the nominee's achievements or service and submitted to the Awards and Recognition Committee at awards@vbgsva.net.

Nominations are evaluated by the Committee; those deemed worthy by unanimous vote of are submitted to the Board for approval.

Records of the nominations with supporting letters, the date the award was presented, and photographs of the award and of the honoree are kept on Google Drive.

Robert F. Brown Award

The Robert F. Brown Award is the Society's highest honor; established in memory of the founder and first President of the Society. His vision was a group of people assisting each other in researching their genealogy and educating others in the techniques of genealogy.

Past recipients include individuals instrumental in the establishment of VBGS or, through their work and dedication to the organization, helped to continue the development of the Society for many years.

Presented for: The embodiment of the vision of Robert F. Brown

Award: A Certificate and Life Membership in VBGS

Nomination requirements:

1. The nominee must have been a member of the Society for at least five years.
2. A statement describing how the nominee fulfills Robert Brown's vision of the Society's purpose by the nominating member.
3. Two additional statements from members attesting to the accomplishments of the nominee.

Distinguished Service Award

Presented for: A high level of service to the Society.

Award: A Certificate and one year membership in the Society.

Nomination requirements:

1. The nominee must have been a member of the Society for at least five years.
2. One additional member supporting the nomination.

Excellence in Writing Award

Presented for:

1. An exceptional publication (book, treatise, monograph, article, etc.) within the past 18 months relevant to: genealogy techniques; social history; a specific person, family line, timeframe, or location; or another topic of interest to members of the community of genealogists; or
2. A history of outstanding contributions to the First Landing Newsletter.

Award: A Certificate and a gift determined by Awards Committee.

Nomination requirement: The nominee must have been a member of the Society for at least one year.

Presidential Recognition Award

An outgoing President is awarded a plaque or other gift by the newly elected President at the annual meeting.

A president who resigns or is removed before completing their term is not normally presented a gift.

No nomination form is necessary.

Presidential Letters of Appreciation

At their discretion, the President may present Letters of Appreciation to members or others for service to the Society.

C. BYLAWS AND STANDING RULES COMMITTEE

1. Is appointed by the President to update the Bylaws and Standing Rules when necessary.
2. Consults with the Board about recommended changes to the Bylaws and Standing Rules.
3. Gets approval from the Board for the revised Bylaws and Standing Rules.
4. Distributes the approved Bylaws and Standing Rules to the members of the Society.

D. CONFERENCE COMMITTEE

1. Prepares a budget of expected expenses and sends it to the Treasurer for Board approval.
2. If needed, consults with the Programs Committee in the selection of speakers and topics.
3. Maintains a record of committee activities and correspondence with speakers, vendors, exhibitors, participants, etc. to provide guidance for future committees.
4. Maintains records of expenses, attendance, exhibitors and other participants for future reference.
5. Provides the Publicity Committee with information to create promotional materials.
6. Ensures distribution of promotional materials.
7. Provides updates at each board meeting.
8. After the conference:
 - a. Documents successes and problems to aid future conference committees.
 - b. Ensures planning actions have been documented for future reference.
 - c. Ensures financial accounting is complete.
 - d. Presents final report to the Board and Digital Archivist.

E. NOMINATING COMMITTEE

1. The Nomination Committee consists of the President, Vice-President, and Past President.
2. Nominates members for both elected and appointed positions as needed.
3. Becomes the Elections Committee to assist in the election at the annual meeting.
4. For elected positions:
 - a. If possible, present nominations to the membership at least one month prior to an election.
 - b. Prepare a written ballot if there is more than one nominee for a position.
5. Appointed positions are presented to the board for approval.

F. SCHOLARSHIP COMMITTEE

1. Is composed of the current members-at-large.
2. Is given approval by the Board to provide funds for assistance with annual dues. Scholarships are a one-year VBGS membership, for an individual or a household.
3. Has the email scholarship@vbgsva.net, associated with the main G Suite account (vbgssociety@vbgsva.net). To ensure privacy to the applicants, a filter is in place to automatically forwarded these emails to current members-at-large without being saved within the main account.
4. Has a Scholarship folder on Google Drive associated with the main G Suite account. This folder is shared with the current members-at-large only.
5. Maintains a record of scholarship recipients within the Scholarship folder on Google Drive.

6. Functions as follows:

- a. Reviews applications within two weeks of receipt if possible.
- b. Consults the record of past scholarship recipients to confirm eligibility; scholarships may only be awarded to an individual or a household twice in a five-year period.
- c. Votes on the approval of the application. Approval requires a simple majority of committee members.
- d. If the application is denied, notify the applicant and the Board. If the application is approved, continue to steps e to h.
- e. Receives final approval from the Board. Neither names nor any other application information is to be shared. Committee members only ask that the scholarship be awarded and request authorization to send a New Member welcome letter to the applicant.
- f. Forward the approved recipient's name(s) to the Membership Committee chair for inclusion in records.
- g. Sends the recipient(s) the welcome letter and current website password.
- h. Records the name(s) in the scholarship recipient record for future reference. The application is not saved.

G. ARCHIVIST

Because the VBGS does not currently have its own library, the position of Archivist will be comprised of the Board as a whole.

1. Accepts donated materials.
2. Reviews materials and consults with other members to determine any historical value.
3. Following inspection, donated materials may be:
 - a. Digitized and added as a resource on the website with open access.
 - b. Donated to a local library.
 - c. Donated to an interested institution such as a county historical society or a genealogical society with a library.
 - d. Offered to the VBGS membership.

XII. Finances

No part of the net earnings of the organization will inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.

No substantial part of the activities of the organization may be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization must not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

A. TAX STATUS

VBGS is a 501(c)(3) organization. The Society was granted tax-exempt status by the Internal Revenue

Service by a letter dated July 1, 1993.

VBGS is exempt from sales tax.

B. EMPLOYEES

There are no paid employees of the Society.

C. BANK ACCOUNT

A checking account in the name of the Society is maintained in a bank or financial institution approved by the Board. The Treasurer and President are signatories on the account.

All monies collected go to the Treasurer for deposit.

Current bank: Bank of America, primary branch being:
920 First Colonial Rd, Virginia Beach, VA 23454

D. BUDGETING AND REIMBURSEMENT

Budget requests for the fiscal year are submitted to the Treasurer by August 1, if possible. The Treasurer determines whether there is sufficient projected income to cover the requested expenses.

The Treasurer and Board develop the budget.

The Society does not expect members to bear expenses without reimbursement. Members who purchase items for the society should submit a reimbursement. (See the Appendix.)

E. INCOME

Dues, are the main source of income.

Other monetary donations may be received for various reasons, i.e. book sale or as a thank you for services provided.

The Society may find it necessary to raise additional funds to support its activities. The following policy governs the fund-raising activities of the Society:

1. The Society will support only those fund-raising activities that are legal, are supportive of the purpose of the Society, and reflect favorably on the Society.
2. Any activity to raise funds for the Society must receive approval of the Board.
3. All funds raised by the Society are to be forwarded to the Treasurer within ten days of receipt.

F. EXPENSES

The Treasurer pays expenses for items purchased in accordance with the approved budget.

Board and committee members should not exceed authorized expenditures without prior approval. Requests to exceed budget limits must be approved by the Board.

An expense form is in the Appendix.

XIII. Leadership Benefits

The following are benefits extended to those in leadership positions in VBGS, including Board members and committee chairs. These benefits are current as of this publication and may change.

A. NGS SOCIETY BENEFITS

Certain benefits are available as a Society member of the National Genealogical Society, such as access to the quarterly journal, event registration discounts, and more. These benefits are open to society leadership and are accessed through the Society's NGS administrator.

B. GOOGLE ACCOUNT

Those in a leadership position are able to have a personal G Suite account assigned to them. The account includes 30 g digital storage in Google Drive and access to many apps.

C. USE OF VIRTUAL MEETING PLATFORM

The Society's virtual meeting platform, currently Zoom, may be used by leadership for personal use as follows:

- a. The use must be genealogy/family history related.
- b. No VBGS-sponsored meetings are scheduled for the desired time.

To schedule personal use of the virtual meeting platform:

1. Use the form located in the appendix to submit a request no earlier than two weeks before the desired date. (To limit interference in scheduling VBGS events.)
2. Requests are reviewed by two board members. Submit the request to the President and Vice-President if possible. If they are unavailable or are submitting the request themselves, any two Board members may be contacted.
3. Qualified requests will be approved as long as no VBGS meeting is scheduled.
4. The reviewing Board members notify the submitter of the request status. Approved requests are added to the admin calendar. (The multi-user account calendar, not the public calendar).

NOTE: VBGS events take precedence. Though unlikely within the two-week request window, if an emergency change to the VBGS calendar is necessary, the Society reserves the right to revoke or alter any personal use permission previously approved. VBGS will make every effort to avoid this but if a personal meeting is scheduled for many hours, it may be unavoidable.

XIV. Amendment of Bylaws and Standing Rules

The Bylaws and Standing Rules may be amended by the Board as needed after a one-month comment period open to the membership.

XV. Dissolution

The Virginia Beach Genealogical Society may be dissolved by a majority vote of the members present at


a meeting held for that purpose, providing that all members have been notified in writing at least thirty days in advance. All funds and property of the Society, after liquidation of all debts and liabilities, will be distributed to the Local History and Genealogy Section of the Virginia Beach Public Library.

XVI. Appendix

The following can be found as fillable pdfs in Drive > admin > forms.

A. MEMBERSHIP APPLICATION

Date: _____


Membership Application

Membership type: Individual \$25 Household of two \$35
 Under age 25, free (ID required)
(membership year is Sept – Aug)

Under age 25, free
birthdate: _____

New Member Renewing Member

Individual or 1st member contact information:

Name: _____

information has not changed I would like to share my skills and talents with the society

email: _____ phone: (____) _____

address: _____
street

city, state, zip

For household members, 2nd member contact information:

Name: _____

information has not changed I would like to share my skills and talents with the society

email: _____ phone: (____) _____

Submit your application by:
email: membership@vbgsva.net
mail: Virginia Beach Genealogical Society
P.O. Box 62901, Virginia Beach VA 23466-2901

checks are made out to Virginia Beach Genealogical Society

For Treasurer use:

Check #: _____

Amount: _____

Cash: _____

Date Rec'd: _____

B. SPEAKER FORM



Speaker Form

Speaker: Name/Title: _____

Email: _____

Phone: _____(cell/ home / office) if cell, can text? Yes / No

Address: _____

Credentials/Background: _____

Presentation: Date: _____ Format: in person/ on Zoom Handout: Yes /No

Title: _____

Needs: (A/V equip., table, lectern, etc.): _____

Description: _____

Expenses: Speaker fee? Travel expenses? Yes /No Yes /No amount: \$_____ (normally -\$100)

Mileage: _____ (#miles)= \$_____ (federal allowance \$0.63/mile as of 9/2022)

Receipt(s) required for Hotel: \$_____ - Flight: \$_____ - **Total expenses** \$_____ -

Publicity/Resource information:

Do we have a photo? Yes/No Yes/No
Can the presentation be recorded and posted for member viewing? Any time limit for posting of recording? Yes/No Yes/No
If there is a handout, can it be posted to the website for member use?

Submitted by: _____

C. REIMBURSEMENT FORM



Reimbursement Form

Date: _____ Submitted by: _____

Was this **within** allotted budget? Yes/ No If not, Approved by board? Yes/ No

Budget line purchased for (committee, event, etc.): _____

Date of Purchase	Item Description	Amount (inc. tax)

Attach any receipts or Speaker Forms and send to treasurer@vbgsva.net

Name to issue check to: _____

Address to mail check: _____

For treasurer use only

Check	
Date	
Amount	

Comments	

D. REQUEST FOR CHECK CARD PURCHASE



Request for Check Card Purchase

Date: _____

Submitted by: _____

email: _____

Requested by (Committee/Board): _____

Was this within allotted budget? Yes/ No If not, Approved by board? Yes/ No
Item: _____

Cost: -----

Link to purchase item:

Name and addresses of where to send item:

For Treasurer use Date ordered: ____

E. SCHOLARSHIP APPLICATION



Scholarship Application

The Virginia Beach Genealogical Society has a limited number of scholarships available to assist members. The scholarships are for one year's membership in the Society, either individual or household. Scholarship requests will be confidentially reviewed by one Board Member appointed by the President and the Treasurer. If you would like to apply for a scholarship please complete this form, send to VBGS Attention Scholarship Fund.

Individual membership Household (2 individuals in house)

Name _____

Address _____

Phone _____ E-mail _____

If applying for a household membership, 2nd member:

Name _____

Phone _____ E-mail _____

A short explanation of the reason for your request:

Note: The number of scholarships is limited and is determined annually by the Board.
Return this application:

by mail to: VBGS Attn: Scholarship Fund, PO Box 62901, Virginia Beach, Va. 23466-2901
or by email to: scholarship@vbgsva.net

F. NOMINATION FOR ROBERT F. BROWN AWARD



Robert F. Brown Award Nomination Form

The Robert F. Brown Award was established in memory of the founder and first President of the Society. His vision was for a group of people who would assist each other in researching their genealogy and would educate others in the techniques of genealogy. Recipients of this award should exemplify these characteristics.

Nominee requirements:

- The nominee must have been a member of the Society for at least five years.
- A statement describing how the nominee fulfills Robert Brown's vision.
- Supporting statements from two additional members.

Nomination

Member nominated: _____

Nominated by:

Name: _____

Email: _____

Nomination supported by (1):

Name: _____

Email: _____

Nomination supported by (2):

Name: _____

Email: _____

Email this form, along with the following, to awards@vbgsva.net

- Summary of contributions to VBGS from each of the three nominating members.
- Additional facts and considerations pertinent to the nomination.

G. NOMINATION FOR DISTINGUISHED SERVICE AWARD



Distinguished Service Award Nomination Form

The Distinguished Service Award is given for a high level of service to the Society. If awarded, the nominee receives a one-year VBGS membership.

Nominee requirements:

- The nominee must have been a member of the Society for at least five years.

Nomination

Member nominated: _____

Nominated by:

Name: _____

Email: _____

Nomination supported by:

Name: _____

Email: _____

Email this form, along with the following, to awards@vbgsva.net

- Summary of contributions to VBGS.
- Additional facts and considerations pertinent to the nomination.

H. NOMINATION FOR EXCELLENCE IN PUBLISHING AWARD



Exoellence in Publicati n Award ornination F rm

The El<i>oellence Tn Publicatiion Award is given for:

- A nex:oeptional publicat1iOn (book, treat1i15,e, monograph, article, etc.) within the p,arst 18 months relevant to: genealogical teohntques; .social history; a speoifi,c person, family line, timeframe, or locatiion; or another topic of interest to members of the oommunity of genealog)ists; or
- A history of outstanding oontri'butions to the First Landing New.sletter.

.ominee requtremets:

- The nominee must hav,e been a member of tHe Society for at least one year.

omination

Membe,r nominate,d: _____

Wrftf"lg nom[nated to : _____

Date of w11itling: _____

Date of nomtnation: -----

.ominated by:

Name: _____

Email: _____

Email this **form**, along **Wiith** the to'ltmv[f"lg, to awards@vb.gsva.net

- Summary of publiicatlion
- Acfdittonal faols and mnstcfe,rattons pe,rinent to the nomination

I. REQUEST FOR VIRTUAL MEETING PLATFORM PERSONAL USE



Request for Check Card Purchase

Date: _____

Submitted by: _____

email: _____

Requested by (Committee/Board): _____

Was this within allotted budget? Yes/ No If not, Approved by board? Yes/ No
Item: _____

Cost: -----

Link to purchase item:

Name and addresses of where to send item:

For Treasurer use Date ordered: ____
