



## Montgomery County Genealogical and Historical Society, Inc.

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[www.mcgandhs.com](http://www.mcgandhs.com)

Current as of May 18, 2018

Printed 5/18/2018 9:19 PM

# STANDING RULES

These standing rules are quoted verbatim from the By Laws of the Montgomery County Genealogical & Historical Society, Inc. as approved by Members on May 11, 2010.

## STANDING RULES

1. 1. The regular membership meeting should be held the first Tuesday of the month.
2. 2. The sitting President may cancel a board or membership meeting due to inclement weather, an act of nature, disaster, etc.
3. 3. The President shall ask for nomination for the nominating committee from the membership.
4. 4. The nominating committee should consist of people not currently on Board of Directors.
5. 5. The officers may perform any extra duties as requested by the President.
6. 6. The treasurer's report shall contain a balance sheet, income and expenditures as well as outstanding items, and shall be signed by the treasurer. It should be presented, posted, and/or read at each meeting and attached to the minutes after approval.
7. 7. An audit of the books shall be held once a year. The committee shall be three (3) people appointed by the President. The committee shall exclude officers.
8. 8. The five (5) Directors at Large shall be appointed to the following positions:
  - a. a. Chaplain will be responsible for the invocation at meetings.
  - b. b. Pledge & Flag Chairman shall be responsible for placing the flag at meetings and leading the pledge.
  - c. c. Meeting Room – shall prepare the meeting room.
  - d. d. Awards – shall record for the permanent file any Guidelines for the Awards and the Hall of Fame. Awards shall be made for Publications and for outstanding contributions to the Society. The Hall of Fame shall be made at the Founder's Day Celebration in September.
  - e. e. Hospitality –shall help to plan the Founders Day activity and any other social events and keep a permanent file of activities.
9. 9. Bylaws shall be reviewed as deemed necessary and with the approval of the membership.
10. 10. No person shall hold more than one office at the same time.
11. 11. Two or more persons in the same family should not serve as officers unless absolutely necessary.
12. 12. Active membership shall be determined by paid dues by February 1st. A person becomes an active member in good standing when dues are paid.
13. 13. A quorum shall be fifteen (15) members.
14. 14. Corporate members shall have one (1) vote.
15. 15. An agenda shall be presented at each meeting. The agenda shall include:

- a. a call to order
  - b. opening ceremonies such as prayer, pledge of Allegiance to the U.S. Flag and to the Texas flag
  - c. announcements
  - d. roll call and determination of a quorum
  - e. reading of the minutes and approval
  - f. the treasurer's report and approval
  - g. officers reports
  - h. h. committee reports
  - i. i. unfinished business
  - j. j. new business \
  - k. k. program
16. 16. The scrapbook shall be presented at the Founder's Day for all to view.
  17. 17. Checks may not be signed by two family members.
  18. 18. Each officer of the Society shall maintain a written and/or digital account of their duties, responsibilities and records created for their office and pass them to the new officer elected to that position.
  19. 19. A Board member shall attend 75 percent of board meetings except in extenuating circumstances. If a Board member is unable to perform their duties and/or attend meetings, they may tender their resignation or be removed from office.
  20. 20. The content of other publications of the Society shall be addressed by a committee appointed by the President.
  21. 21. In the year 2011 the five (5) Directors at Large will draw to determine who shall be elected for only one (1) year. The remaining directors shall be elected for two (2) years. This is to begin the process of staggered terms for the Directors at Large. The one year term Directors may run again in 2012 for two (2) year terms.
  22. 22. The membership secretary disseminates all membership rosters for all communications.
  23. 23. The membership roster shall not be given or published to any other entity.
  24. 24. The budget shall be presented for approval no later than February 14th.