

# FORT WORTH GENEALOGICAL SOCIETY

## STANDING RULES

1. The Society shall meet on the last **Tuesday** of each month, except in December, at **6:30 p.m.** at the Fort Worth Public Library, 500 W. 3rd St., Fort Worth, Texas. The time, place, and day of regular meetings may be changed by the Board of Directors and President if determined to be necessary. [location amended in 2001] [day and time amended 18 October 2008]
2. The name of the Society's publication shall be Footprints. The Society's publication shall be published quarterly, in February, May, August, and November of each year and shall be sent to the membership no later than the last day of each of the said months.
3. The Society may sponsor at least two seminars each year, one for beginners and one of a more professional nature. The Society may sponsor other activities, such as bus trips, tours, field trips, etc., that are of a historical or genealogical nature.
4. Special committees may be instituted by the President and Board of Directors for special purposes such as:
  - **ABSTRACTING** - Shall organize, instruct, and oversee the abstracting of Tarrant County records.
  - **ANCESTRAL REFERRAL** - suspended
  - **BIBLE RECORDS** - To keep records of all information given to chair and make available to any member seeking information. Maintain an index file of published Texas Bible Records.
  - **BUDGET AND FINANCE** - moved to duties of Treasurer.
  - **BYLAWS**. Shall study the Society Bylaws and make revisions as needed to keep current.
  - **CEMETERY RECORDS** - Shall keep records of information concerning Texas cemeteries. Shall abstract all exchange quarterlies received by the Society in order to maintain an index file. Shall make records available to members of the Society when requested.
  - **GENEALOGICAL MATERIALS** - renamed Merchandising.
  - **MERCHANDISING** - Shall be responsible for maintaining supplies and selling pedigree charts, family group sheets, census forms, and any other materials designated by the Board of Directors and the President.
  - **GIFTS AND MEMORIALS** - Shall seek and accept all records, manuscripts, monies, or any other valuable materials or gifts in the name of the Society that are of genealogical and/or historical interest. Shall acquire legal release from donor in preparation for selling microfilmed, printed records, or printed manuscripts. Shall organize, index, and record on cards all records and materials in preparation for deposit in genealogy and local history departments of the Fort Worth Public Library. Shall provide a list of gifts and memorials for display at Board of Directors and regular meetings as requested.
  - **INVENTORY** - moved to duties of Archivist.
  - **MAILING** - suspended
  - **PUBLICITY** - Shall send or take notices of each monthly meeting to area newspapers with time, date, place, and speaker and any other pertinent information. Shall send articles of information concerning seminars to libraries, area newspapers, other societies, editors of

genealogical articles, and quarterlies.

- PUBLIC RELATIONS - combined with Registration.
- PUBLISHING - suspended
- REGISTRATION - Shall register and greet all members and guests as they enter meeting area and keep records as to number present at all regular meetings. Shall send copy of members and guests registered at each meeting to President and membership chair within ten days following meeting. Shall award door prizes when available. Shall keep Society banners and display at each meeting. Shall request an assistant if needed. Shall distribute ballots at October meeting to members verified as members in good standing.
- RESEARCH - Shall assist members in a limited way with Texas research.
- SPRING SEMINAR. - Shall secure a speaker, date, place, and subject for the Spring Seminar to be submitted to the President by August. Chair of this committee shall be appointed by the President by June of each year.

5 FAMILY MEMBERSHIP - Family Membership is defined as those individuals who are related and residing in the same household. All persons in a Family Membership must be listed on the membership application. [Adopted by the FWGS Board of Directors, 18 August 2006.]

## 6 HONORARY LIFE MEMBERSHIP

### Minimum Requirements for Consideration

- Leadership, actions and physical contributions toward the betterment of the Society and it's members shall be the most important factor in considering a person for Honorary Life Membership in the Fort Worth Genealogical Society. These contributions should be made over the span of many years.
- The mere fact of serving on the Board of Directors for a number of years should not alone qualify any person for Honorary Life Membership.
- No person shall be considered for Honorary Life Membership with less than twenty-five (25) years of membership in our Society.
- No addition may be made to the Honorary Life Membership role if their numbers are equal to or above five percent (5%) of the total membership. This does not mean that we strive to keep 5% of our members on this list.
- Monetary contributions by the member shall not be a factor in considering the person for Honorary Life Membership.

### Procedures for Nomination, Election and Induction

- Any member may nominate a qualified individual for Honorary Life Membership at any General Membership meeting, Annual meeting, or meeting of the Board of Directors. Such nomination shall be accompanied by a history of that person's accomplishments and/or contributions to the Society in writing.
- The Board of Directors shall verify the qualifications of the nominee, verify that this would not exceed the 5% cap, and vote upon this membership at the next regularly scheduled Board meeting. The nomination and vote shall not take place during the same meeting.
- The Board of Directors may take finances into consideration when voting upon adding a person to the Honorary Lifetime Membership role.
- Induction of a newly elected Honorary Lifetime Member may be made during any General or Annual Membership meeting.

[Adopted by the FWGS Board of Directors, 16 September 2006.]

- 7 PUBLISHING FUND CAP - A \$10,000 cap has been placed The Publishing Fund. All excess funds shall be transferred to the General Fund at the end of the year.  
[Adopted by the FWGS Board of Directors, 17 November 2007.]
- 8 GENERAL MEMBERSHIP MEETING MINUTES - In the interest of saving time, General Membership Meeting minutes will be posted on our website instead of being read on the floor.  
[Adopted by the FWGS Board of Directors, 18 October 2008.]
- 9 MEMBERSHIP REPORTS - In the interest of saving time, the Membership Report will be posted on our website instead of being read on the floor during General Membership Meetings.  
[Adopted by the FWGS Board of Directors, 18 October 2008.]