

Handbook of the HASKELL FAMILY ASSOCIATION

Policies and procedures and duties of Boards and Officers.

REUNIONS and MEETINGS

Section A. Reunions.

1. Reunions shall be called at the discretion of the Board of Directors.

MEMBERSHIP and DUES

1. Membership in the Association may be suspended and the member designated as inactive by any of the following:
 - (a) A formal letter of resignation received by the Secretary of the Association.
 - (b) Failure by a member to pay annual membership fee within one month following the due date i.e. by 1st February of each calendar year.
 - (c) An unanimous decision of the Board of Directors.
2. Inactive members may be re-instated at any time upon application and payment of current dues except members suspended under Section A,4,c above who may be reinstated only by vote of the Board of Directors.

DIRECTORS and OFFICERS

Section A. Board of Directors.

1. The Board members whose terms expire shall be nominated every two years by a Nominating Committee appointed by the Chairman of the Board. A notice of these

nominations shall be published in the Fall Journal and members may suggest names of nominees to the committee prior to the publication of the committee's selections.

2. Nominations may also be made by petition signed by 10% of the active membership and submitted to the Board of Directors prior to the publication of the nominations in the Fall Journal.

3. A ballot shall be enclosed in the Winter Journal for a vote on the nominees by the entire membership.

4. Vacancies shall be filled by appointment by the Chairman of the Board of Directors and appointees shall serve until the next scheduled election.

5. Any further procedures necessary for conducting this ballot shall be established by resolution of the Board of Directors and shall be binding.

Section B. Officers.

1. The officers shall be a Chairman, Vice-Chairman, Secretary, Treasurer, Genealogist and Publications Editor all to serve for two year terms.

2. No person shall be elected or appointed or shall continue to serve as an officer or director unless that person is a member in good standing and has been a member of the Association for one year.

3. Any vacancy occurring on the Board of Directors may be filled until the next regularly scheduled election, by a majority vote of the remaining members of the Board of Directors.

Section C. Operations Committee

1. Shall consist of the Chairman, Secretary, Treasurer and Publications Editor. The Committee shall conduct the business of the association within the authority granted to it to do so by the resolutions of the Board of Directors.
2. Shall prepare an annual budget to be presented to the Board of Directors two months prior to the end of the fiscal year. The budget shall be adopted by a majority vote of the Board of Directors.

DUTIES of OFFICERS

Section A.

1. Chairman Shall:

- a. Preside at all meetings of the general membership and the Board of Directors.
- b. Appoint all heads and members of standing committees.
- c. Sign, with the Secretary, all contracts and documents authorized by the Association.
- d. Be an ex-officio member of all committees.
- e. Present a yearly report to be published in the Journal at the end of the fiscal year.

2. Vice-Chairman Shall:

- a. Assume the duties of the Chairman in the absence of, or at the request of, the Chairman.
- b. Assume the duties of the Chairman for the remaining term of office in the event of a vacancy in the office of Chairman.

- c. Assume responsibility for membership promotion.
- d. Submit plans for any fund-raising projects to the Board of Directors for authorization. Work with officers and committees as needed to conduct projects as approved.

3. Secretary Shall:

- a. Be the Recording Secretary of the Association and the custodian of its records except such as are specifically assigned to others.
- b. Keep a record of the proceedings of the Association.
- c. Keep and have copies available, for distribution to all Board of Directors members, of the Association's Charter, Bylaws, and Standing Rules.
- d. Notify directors, officers and committees of their election or appointments.
- e. Sign, with the Chairman, all contracts and documents authorized by the Association.
- f. Furnish the officers and committees with copies of all papers and books necessary for the proper performance of their respective duties, including membership lists. Preserve committee reports among the records for which he is responsible.
- g. Maintain a current inventory of all legal documents, records and equipment belonging to the Association.
- h. Send out proper notices of all meetings.
- i. Conduct the correspondence of the Association and maintain a file of Association correspondence.

j. Be responsible for receiving the Association's mail, and distributing it to the proper departments within the Association.

k. Maintain a current membership list of all members in good standing.

1. Present an annual summary report to the Board of Directors for publication in the Journal.

4. Treasurer Shall:

a. Be custodian of all funds of the Association.

b. Sign checks for authorized disbursements on behalf of the Association.

c. Make all financial records available for audit as determined to be necessary by vote of the Board of Directors.

d. Be a member of any Budget and Finance Committees that may be- approved by the Board of Directors.

e. Present a statement of finances when requested by the Board of Directors.

f. Present a yearly financial report to the Board of Directors for publication in the Journal.

5. Historian/Genealogist Shall: [includes duties often assigned to archivist/historian]

a. Serve the membership of the Association, counseling the members about genealogical research.

b. Bring items of genealogical interest to the attention of the members.

c. Serve in an advisory capacity as needed by officers and committees.

- d. Keep the permanent issues of the newsletter and maintain an index of the same, from which information shall be given to the membership and the public upon request.
- e. Collect and preserve all items of historical interest to the Association.
- f. Collect and preserve the genealogy, biography and pedigree charts of its members.
- g. Maintain a Surname card file.
- h. Present an annual summary report to the Board of Directors for publication in the Journal.

6. Publications Editor Shall:

- a. Be responsible for publishing the official Journal (newsletter) of the Association, on a regular basis.
- b. Be responsible for collecting and receiving materials to be considered for publication in the Association Journal.
- c. Publish in the Association Journal any items specifically requested by the Board of Directors.
- d. Be responsible for all publications, books, articles, magazines, brochures, etc., of the Association.
- e. Present an annual summary report to the Board of Directors for publication in the Journal.