

General Policies  
Of  
Tazewell County Genealogical & Historical Society

09-12-2000 (Rev. 11-1-2016)

1. Major publicity efforts involving mass mailings, etc., should be Board approved. Any materials and/or letters should be approved before being mailed.
2. Board approval is needed to make changes to any items bearing the TCGHS ~~NAME or Logo~~ name or logo, including, but not limited to, stationary, envelopes, brochures, stamps. This also includes attaching the Society name or ~~Logo~~ logo to any new items.
3. Society publications should be stored on a ~~computer disc~~ data storage media so that revisions can be made easily ~~for future reprints.~~ as needed.
4. All projects (to last over one year) should be coordinated with ~~the Projects Chairman (Vice President of the Society, unless otherwise appointed), and the~~ Computer Chairman, if appropriate, before beginning a project. This would seek to accomplish the following goals: (6-1998)
  - a. To avoid duplication of efforts
  - b. To standardize the formatting of similar or overlapping projects.
  - c. To set goals for completion
  - d. To enlist help from other members so that the burden isn't on one person.
  - e. That all computerized information is stored ~~efficiently~~ sufficiently, is user friendly for researchers, can be easily extracted and updated for any publications.
5. Progress on all projects should be reported to the membership ~~at least twice per year.~~ as needed.
6. A permanent deadline for the articles submitted to the ~~NEWSLETTER~~ newsletter will be established by the editor ~~or the newsletter committee.~~
7. All non-monetary gifts to the Tazewell County Genealogical & Historical Society (TCGHS) must first be reviewed by the Library Committee as to their location, use, and availability to the public (9-1997)
8. The Society's membership list is not to be given out for purposes of solicitation.
9. To fulfill the mission of the TCGHS, to preserve the history of Tazewell County, our volunteers are allowed to copy the records of governmental offices and some private businesses (funeral homes, etc.). These volunteers represent the Society and any material they copy is the property of the Society and must be surrendered to the Society when requested. There will be times when volunteers remove material from the library to prepare it for publication or easier public access. All such material is subject to recall by the Society and should be

General Policies  
Of  
Tazewell County Genealogical & Historical Society

recorded ~~on cards.~~ in the library check-out card file.

10. All Society monies must go through normal accounting procedures - whether it is received by the corresponding secretary, the librarians or the ~~treasurer.~~ financial secretary. Expenses shall not be paid out of cash on hand, but must be reimbursed by check upon presentation of receipts.
11. Society memberships are ~~NOT TRANSFERABLE~~ non-transferable to other parties for ~~ANY~~ any reason.
12. The TCGHS library is a ~~NON-LENDING LIBRARY~~ non-lending library (Feb. & May, 1981)
13. The meeting format for the Society shall be the (1) ~~SPEAKER FIRST~~ speaker first, (2) a Brief Recess and then (3) ~~conduction~~ of the Business meeting. (August, 1985)
14. The Society shall have a budget (Oct. 1985)
15. ~~The name of the Society will be TAZEWELL COUNTY GENEALOGICAL & HISTORICAL SOCIETY (Adopted, Aug, 1995)~~ Added at end of Bylaws
16. ~~Sympathy cards will NOT be brought to the library for ALL MEMBERS to sign, but will be performed and sent ONLY by the PR Chairman or other designated person. (Feb, 9, 1995)~~
17. HOLIDAYS: The following holidays will be observed by the Society Library: New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas. ~~If a Holiday falls on a Friday or a Monday as part of a 3 day weekend, the Library will be closed on that SUNDAY.~~ (June, 1996)
18. ACQUISITION POLICY (Feb.1996) (Collections Management Policy) (Aug.1997)

***The acquisition policy is defined as the Discovery, Preliminary Evaluation, Taking Physical and Legal Custody of, and Acknowledging receipt of the Materials and Objects.***

**Acquisition Criteria:** Library and Archive materials ~~and museum~~ objects must meet all of the following tests of acquisition before being accepted into the Society's Collection.

**Collection Goals:** This collection is primarily to include books, photographs, illustrations, maps, historical documents, diaries, (public and private), records and artifacts of genealogical and historical significance as determined by the Acquisitions Review Committee. The Library Committee will function as this committee until the Society's Board of Directors decides otherwise.

- a. The objects must be relevant to and consistent with the purposes and

General Policies  
Of  
Tazewell County Genealogical & Historical Society

activities of the Society's Collection.

- b. The Society can provide for the storage, protection, and preservation of the objects under conditions that insure their availability for ~~museum~~ research purposes and in keeping with professionally accepted standards.
  - c. Items will have permanency in the collection as long as they retain their physical integrity, their identity, and their authenticity, and/or as long as they remain useful for the purposes of the Society's collection.
  - d. The materials or objects must, if possible, be documented as to provenance.
  - e. All moral, legal, and ethical implications of the acquisition must have been considered.
  - f. All donations of material are considered outright and unconditional gifts to be used at the discretion of the Society. Title to all objects shall be free and clear, without restriction use or future disposition. (Feb. 1996)
19. ~~Board meetings will be held on the 1st Monday of the Month (March, 1997)~~  
This needs to be left flexible. Already covered in Bylaws.
20. ~~Regular meetings will be held on the 2nd Tuesday of the Month (April, 1997)~~  
Already covered in Bylaws
21. Money generated from the Surname Tree goes into the Foundation (April, 1997)
22. Life membership monies should be placed into a separate fund. (March, 1998)
23. SINGLE MISSION STATEMENT: ***"The Tazewell County Genealogical & Historical Society is a non-partisan, non-profit educational research institution whose mission is to stimulate interest; to collect, preserve, and safeguard records; and to provide related educational services for the purpose of increasing and enriching public knowledge of our heritage."***
24. Members who borrow any items from the library must first receive permission and fill out a ~~form~~ card in the library check-out card file. Books must not be borrowed for personal ~~usage.~~ use. (July, 1998)
25. The use of the ~~copier~~ duplicator in the work room which is used for the newsletter, shall not be used for anything less than 30 copies due to cost effectiveness. (1998)
26. Budget Restraints: The membership voted and approved a limitation of ~~what the Board can spend~~ the amount that can be spent on any project ~~and has limited the amount to \$100.00 OVER BUDGET.~~ Any thing over the budget by Any expense of ~~\$100.00~~ \$500.00 or more would ~~have to have~~ require membership

General Policies  
Of  
Tazewell County Genealogical & Historical Society

approval. (May11, 1999)

27. ~~MEMBERSHIPS/DUES: Charter \$8 \$16 , Charter Family \$12 \$20, Individual \$12 \$20, Individual Family \$15 \$23, Student \$10, Life Individual \$150, Life Family \$225, Patron \$25. (June 3, 1999)~~ THIS IS NOT A POLICY. IT'S A RATE SCHEDULE.

28. ~~Any Board member who misses three consecutive board meetings may be removed for cause at the discretion of the Board and Membership. (Sep. 2000)~~

ADDED TO BYLAWS

29. No one can substitute for an appointed committee member at a ~~any~~ committee meeting. (Sep. 2000)

30. ~~The President can NOT serve in any appointed position (Sep. 2000)~~ ADDED TO BYLAWS

31. General Policies should be stored with the by-laws, and new policies added as needed. (Sep. 2000)

32. ~~The Tazewell County Surname Tree has been placed in the Foundation Boards hands and they will take control of the tree itself (Sep.12, 2000)~~

33. ~~Memorial Policy~~ THIS IS A JOB DESCRIPTION. NOT A POLICY

- ~~a. Monies will be used for Library Acquisitions unless otherwise specified.~~
- ~~b. Memorials totaling less than \$20.00 for any person may be combined with other memorial donations for a suitable purchase.~~
- ~~c. Memorial monies should be used within six (6) months of receipt, if possible.~~
- ~~d. All memorial purchases will be recognized in an appropriate manner.~~
- ~~e. Memorials will be logged in the Society's "In Memoriam" book noting the deceased and the purchase~~

34. ~~Research Policy~~ FEE SCHEDULE JUST LIKE PUBLICATION LIST. NOT A POLICY. Society research fees should be approved by the membership before changes are made. This does include any rate changes made by the county.

~~Internet~~ NOT A POLICY. COMPUTER JOB DESCRIPTION

35. Building Usage: The building is to be used only for Society sponsored events (i.e., conference, Carolyn's Closet). Our tax status prevents our allowing groups or persons to benefit momentarily from non-sponsored events. As part of TCGHS programs or workshops, authors or speakers may offer their books, etc., for sale at that time. The building may not be used for meetings such as reunions, graduations, wedding and baby showers, etc.

General Policies  
Of  
Tazewell County Genealogical & Historical Society

As a community outreach, groups can arrange for a guided tour of the facility, led by a TCGHS member, and can hold a business meeting in the library at that time. Business meetings for outside groups may not be held in the building on a regular basis. Limited refreshments are allowed with prior approval. The group is responsible for clean-up. (June 7, 2016)

36. TCGHS will not sell books/items for any other group or individual whereby the Society is expected to give monies collected to that group or individual after the sale. The Society can purchase such items to resell as it determines. (June 7, 2016)
  
37. No advertising of books, items, meetings or services of individuals or groups will be printed in the TCGHS *Monthly*. Fliers or brochures of area non-profit organizations' events or sales may be placed in a designated area in the library for a limited time. (June 7, 2016)