CHARTER

TROY IRISH GENEALOGY SOCIETY

Approved 8/3/21

MISSION STATEMENT

*The mission of the Troy Irish Genealogy Society is to discover, share and honor the heritage of our Troy Area Irish families, and other ethnicities, through monthly meetings and participation of our members; to transcribe and provide free access on our website of local historical records of interest to genealogy researchers****;*** *to support preservation of local historical records, including cemetery records and markers.*

ARTICLE 1 – NAME

The official name of this society shall be TROY IRISH GENEALOGY SOCIETY, hereafter called TIGS.

 ARTICLE 2 – PURPOSES AND OBJECTIVES

 The purposes and objectives of TIGS are:

1. To preserve and make available the records of our ancestors for genealogical research;

2. To encourage and assist members in genealogical research;

3. To promote the exchange of such knowledge;

4. To encourage the deposit of genealogical records in established libraries and archives;

5. To publish transcribed records on the TIGS website.

ARTICLE 3 – ORGANIZATION

The operating expenses of TIGS may be covered by membership dues and donations.

ARTICLE 4 – OFFICERS AND ELECTIONS

 1. The Officers of TIGS shall be President, Vice President, Treasurer, Secretary, List Administrator, Webmaster, Web Assistant, Membership Chairperson, Virtual Meeting Coordinator, Project Coordinator. Additional officers, as may be deemed necessary in the future, shall be elected by a majority vote of the active members.

2. All elected officers of TIGS shall serve a one-year term;

3. Elections will be held annually online with all dues paying members eligible to vote. Elections will be held each May and dates will be set by the outgoing President;

 4. Nomination of officers will be held in April. Members may nominate themselves or be nominated by others. In the event there are multiple nominees for a position, each nominee will state why they want to be considered for the office; bios will be posted to the TIGS mailing list groups.io, two weeks before elections commence;

5. All officers must be dues paying members of TIGS and be able to attend meetings;

6. New officers shall take office on the 1st of June following the elections.

ARTICLE 5 – DUTIES OF OFFICERS

 1. The PRESIDENT shall:

A. Preside over each meeting of TIGS;

B. Be responsible for meeting agenda;

C. Appoint officers in the event of a vacancy.

2. The VICE PRESIDENT shall:

A. Perform the duties of the President in his/her absence or inability to serve;

B. Schedule, arrange and notify members of upcoming meetings utilizing the TIGS list and Facebook page.

C. See Article 6, Meetings and Presentations,

3. The TREASURER shall:

A. Collect dues and monies;

B. Pay bills forall expenditures, as approved by TIGS officers;

C. Keep membership rolls;

D. Keep an updated ledger showing monies collected and expended;

E. Give a monthly report at TIGS business meetings;

F. Give a membership report at each business meeting.

4. The SECRETARY shall:

A. Record and preserve minutes of all business meetings;

B. Send minutes to attendees for editing and approval;

C. Send approved minutes to Webmaster for posting to the TIGS website or groups.io;

D. Maintain electronic backup copies of TIGS projects.

5. The LIST ADMINISTRATOR shall:

A. Administer and maintain the TIGS mailing list in accordance with the groups.io Terms of Service https://groups.io/static/tos

B. Provide a monthly report on list participation;

C. Be responsible for voting verification, by keeping records of those who voted (name and e-mail address).

6. The WEBMASTER shall:

A. Administer and maintain the TIGS website;

B. Keep records of those who voted (by name and e-mail address) to be used as election verification;

C. Maintain electronic backup copies of TIGS projects;

D. Work with outside contractor to update website.

7. The WEB ASSISTANT shall:

A. Work with the TIGS Officers to support TIGS projects;

B. Duties may include:

1. Researching background information for project descriptions.

2. Preparing brief descriptions for projects to be posted to the TIGS website.

3. Obtaining photos for projects.

4. Providing other assistance with website projects, as needed.

8. The VIRTUAL MEETING COORDINATOR shall:

A. Schedule virtual meetings on the approved meeting platform as meetings@troyirish.org

B. Post meeting or registration link to the TIGS list and Facebook page;

C. Confirm registration and provide meeting link;

D. Start and administer meeting at the scheduled time.

9. The PROJECT COORDINATOR shall:

A.  Identify genealogy records that would be appropriate for the TIGS website and make arrangements to have those records scanned.

B. Develop a network of  individuals to become transcribers and/or proofreaders for the TIGS transcription projects.

C. Design Excel spreadsheets and data entry instructions for transcribers/proofreaders.

D. After all transcribed pages have been proofread, assemble the individual pages into one file, write an introduction to the new project including using any relevant photographs and graphics and send the finished project to the webmaster / web assistant.

10. The MEMBERSHIP CHAIRPERSON shall:

A. Organize and coordinate look-up events;

B. Follow up with meeting guests and absent local members, to encourage membership and meeting attendance;

C. Oversee the FACEBOOK social media site for TIGS, in conjunction with President and Vice President..

ARTICLE 6 – MEETINGS AND PRESENTATIONS

1. Meetings shall occur on a monthly basis, scheduled by the Vice President;

2. Meeting places may be physical, virtual or a hybrid version of the two.

3.. The Vice President will make arrangements for the meeting places, including Wi-Fi if needed for hybrid meetings.

3. The place for the meeting may be decided by those in attendance at the previously held meeting, or if necessary, may be decided by the Vice President.

4. If warranted for the safe health and/or conveniences of the members, a virtual meeting will be arranged by the Virtual Meeting Coordinator in coordination with the Vice President.

5. Meetings will be held to conduct necessary business, discuss progress of on-going projects and plan for new projects, tours, etc.

6. Presentations may be held at business meetings or in lieu of them.

ARTICLE 7 – AMENDMENTS TO THE CHARTER

Every five (5) years, The CHARTER will be reviewed by a committee appointed by the President, and conducted every five (5) years. Changes to the CHARTER must be submitted at a meeting and receive approval from those in attendance. The Charter Review Committee Chair will inform the List Administrator, who will post the proposed amendments to the TIGS website, along with a response end date (approximately 30 days), for the dues paying members to vote on the amendments. The Treasurer will provide a list of the members, with their e-mail addresses, to the List Administrator for voting verification. The Charter may be amended by a two-thirds majority of the votes cast.

 ARTICLE 8 – DUES

Dues will be assessed yearly and will cover from January 1 through December 31 each year. Changes in DUES can be made as approved by TIGS officers.

 ARTICLE 9 – MEMBERSHIP

TIGS members are defined as those who have paid their annual dues. Members are eligible to vote on the election of officers and proposed charter changes.

 *Initial Charter -- May 15, 2007*

*Revised – March 8, 2016*

*Revised – Aug. 2021*