

Michigan Genealogical Council
Policy and Procedures Handbook
For
Officers and Chairpersons
2025



Prepared by the Policy and Procedures Handbook Committee

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Introduction

Ideas for this handbook were gleaned from the previous handbook (published in 2020) and input from the current MGC Officers and Chairpersons.

Terms Used Throughout the Handbook

MGC or Council – Michigan Genealogical Council

Board of Directors or Board – The Executive Committee plus the chairpersons of all the committees

Board Meeting – a meeting of the Board of Directors occurs monthly. When the date coincides with the Delegate Meeting, this meeting is held prior to the Delegate meeting.

Executive Committee – The elected officials as defined in the MGC Bylaws.

Delegate – The members of MGC; representatives of the member societies made up of elected or appointed members (2).

Delegate Meeting – The bimonthly meeting of the Delegates to MGC from the member societies. These meetings are held in the months of January, March, May, July, September, and November.

MGC Website -- www.mimgc.org

MGC Digital Archives-the “cloud” account where the archived original MGC digital documents are stored. The MGC Archivist controls the digital archives organization and access by the various officers of the Council.

Procedures Common to All Officers:

Attend a minimum of eight Board (Board of Directors and Executive Committee) meetings each fiscal year. (Exceptions may be made by the Executive Committee on an individual basis)

Submit reimbursement requests with original receipts attached in a timely manner and within the current fiscal year in which the expense occurred. (See sample form in Appendix)

Maintain a working knowledge of the *MGC Policies and Procedures Handbook* and its location on the MGC web site. Refer to it for direction on responsibilities associated with the office held.

Notify President of proposed agenda items at least three days prior to the meeting.

Submit, by mid-August, a report of committee activities and accomplishments during the previous fiscal year to the Vice President for publication in the MGC Annual Report.

Save a copy of all official actions and correspondence, including electronic correspondence, for submission to the MGC Archives. Submit to the MGC Archivist by the end of your Term of Office.

Always act towards the goals of the MGC and remember that you represent the total membership.

President:

Policy:

The President shall preside at all meetings of the Michigan Genealogical Council, including meetings of Board, the Delegates, and the Executive Committee, and shall be the executive head of the Council. The President shall be an ex-officio member of all committees of the Council, except the nominating committee, and shall perform other duties as the Executive Committee shall direct. The President shall assist in recruiting all committee members or agents necessary for carrying on the activities of the Council.

Procedures:

1. Preside over the Board and Delegate meetings. If unable to attend, will notify the Vice President that he/she will need to preside and will provide an agenda for the Vice President to use.
2. Designate committee chairs and committees as quickly as possible with Board approval.
3. Delegate responsibilities if feasible.
4. With the input of the Board, determine the day and time that is most convenient for the Board meetings. (It facilitates communication if the Board meets prior to the Delegate meeting).
5. Function as liaison with the Library of Michigan and the Archives of Michigan.
6. Represent Michigan when attending national and regional conferences.
7. Write a message to the membership for each Council newsletter. The message should be sent to the newsletter editor by the deadline set by the Newsletter Editor.
8. Encourage the growth and development of the Council and consider the concerns of members. Utilize periodic surveys to determine topics for Delegate meetings, speakers' topics for seminars and support the efforts of the Continuing Education Committee in advancing these requests.
9. Develop an agenda before each Board and Delegate meeting and transmit it to the Corresponding Secretary who will distribute these via electronic copies to those who will be present. (For suggestions, see below.) If possible, email or mail the proposed board agenda to each board member three days before the meeting so that members can inform the President of needed additions or changes. Submit the Board Agenda to the Webmaster for Board Meeting Agendas to be posted in the Forums section of the web site; Delegate Agendas to be posted directly under the Member Society Login in the shared documents area for Board members to retrieve.

10. Review the minutes of the Board of Directors Meetings. When approved, forward the final version to the Webmaster for posting in the shared documents area of the web site for Board members to retrieve.
11. Review the minutes of the Delegate Meetings. When approved, forward the final document to the Webmaster to load onto the MGC web site for the Delegates to retrieve.
12. Meet with the Michigan Library and Historical Center or an alternate facility operations office to schedule rooms and any set-ups needed for all Delegate and Board meetings for the year. If a meeting must be cancelled, the facilities operations office should be immediately notified so that they can make the room available to others.
13. Notify the proper person at the Library of Michigan and the Archives of Michigan of the time and place of each board and delegate meeting so that each may arrange to have an update for the MGC.
14. Prepare the President's Annual Report for publication before September 1st.
15. Act as the official representative of the Council.
16. Distribute MGC funds in the absence of the Treasurer.
17. Serve as a member ex-officio (voice, non-voting) of all committees except the Nominating Committee.

Suggested Board Topics

Board Secretary's minutes from previous Board Meeting
Treasurer's Report
Correspondence needing Board attention
Projects and Activities
Publications and Periodicals
Meeting facilities/scheduling

Suggested Agenda for Delegate Meetings

Call to order and welcome
Introduction of new delegates, alternates, and guests
Library of Michigan update
Archives of Michigan update
Program
Business Meeting

- Approval of minutes of previous Delegate Meeting
- Treasurer's report
- Executive Committee report
- Corresponding Secretary's report (directory changes)
- Committee reports
- Continuing Business
- New Business
- Announcements and Friendly Forum
- Adjournment

Vice President:

Policy:

The Vice President shall have all the power and duties of the President in the absence or disability of the President or under the direction of the President. The Vice President shall act as Program chairperson for the Delegate meetings and plan the Annual Officers' Workshop for member societies.

Procedures:

1. Attend all Board and Delegate meetings.
2. Assist the President as directed and able.
3. Plan and introduce the program for the Delegate meetings.
 - a. Annually, the Vice President will review the MGC Speaker Contract Template with the Board of Directors to determine if modifications are required to complement changes in technology or policy.
 - b. The Vice President will use the MGC Speaker Contract template to finalize arrangements with the speakers.
4. Determine, with the help of the Board of Directors, and specifically, the Continuing Education Chairperson, the subject and date for the annual Michigan Genealogical Officers' Workshop for member societies. Arrange and implement all details including scheduling rooms, securing speakers, hiring a caterer, and preparing and mailing publicity and reservation forms to all member societies. Make a full report to the Board at the meeting following the Workshop.
5. Make sure all incoming Officers and Committee members are aware of the location of the *Policy and Procedures Handbook* on the MGC web site and that they have access to the digital file.
6. Compile, coordinate and have printed the MGC Annual Report before the September Delegate Meeting.
7. Maintain the MGC Speakers and Program List Database in a timely manner as updates are submitted.

Recording Secretary for Board Meetings:

Policy:

The Recording Secretary for the Board of Directors will take and record the minutes of the Board meetings. The recording secretary will preside in the absence of the President and Vice President.

Procedures:

1. Record and write minutes from Board meetings in a concise and readable format.
2. Meeting minutes should contain:
 - a. Type of meeting (Board, Executive Committee, Special)
 - b. Name of Council
 - c. Date and place of meeting
 - d. Attendance
 - e. Approval of minutes of prior meeting.
 - f. Name of all makers of motions and the motion. (Appropriate form for recording motions is as follows: “On the motion of (name) it is resolved that the Council sponsor \$150.00 for a scholarship.” Or “The motion made by (name) that the Council moves their summer meetings to (another day or place) was adopted.” Or other appropriate recording as determined by the Secretary.
 - g. Hours of meeting and adjournment. When concluding it is sufficient to say: “The meeting adjourned at 12:15 P.M. (name), Recording Secretary for Board Meetings.
 - h. Treasurer’s monthly report
 - i. Committee reports
 - j. Major topics discussed to provide an overview of what transpired at the meeting.
3. Email Board meeting minutes to the President, who disseminates them to the Board.
4. Ensure that a capable replacement will be at the meetings when the Secretary is unable to attend.

Recording Secretary for Delegate Meetings

Policy:

The Secretary shall take charge of such books, papers, and other property of the Council as the Board may designate and will take and record the minutes at the Delegate meetings.

The Secretary will preside over Delegate meetings in the absence of the President and Vice President.

The Recording Secretary responsibilities may be divided with a separate position created for recording and distributing the minutes of all Delegate meetings.

Procedures:

1. Record and write minutes from Delegate meetings in a concise and readable format.
2. Meeting minutes should contain:
 - a. Type of meeting (Delegate, Special)
 - b. Name of Council
 - c. Date and place of meeting
 - d. Attendance is recorded from the sign-in-sheets at the entry table.
 - e. Approval of minutes of prior meeting. Corrections are made to the draft and become the final approved version to be archived.
 - f. Name of all makers of motions and the motion. Appropriate form for recording motions is as follows: "On the motion of (name) it is resolved that the Council sponsor \$150.00 for a scholarship." Or "The motion made by (name) that the Council moves their summer meetings to (another day or place) was adopted." Or other appropriate recording as determined by the Secretary
 - g. Hours of meeting and adjournment When concluding it is sufficient to say: "The meeting adjourned at 12:15 P.M. (name), Recording Secretary for Delegate Meetings.
 - h. Committee reports
 - i. Major topics discussed to provide an overview of what transpired at the meeting.
 - j. Treasurer's Report is provided separately by the MGC Treasurer. A summary is included in the minutes.
3. Send final draft of meeting minutes to the President for review and approval.
4. Ensure that a digital copy of minutes is placed in the MGC Archives.
5. Ensure that a capable replacement will be at meetings when the Secretary is unable to attend.
6. Obtain the minutes of the meeting that the Secretary was unable to attend and place a copy in the digital archives.

Corresponding Secretary:

Policy:

The Corresponding Secretary shall maintain an up-to-date database of member societies, delegates, members at large, and past MGC Presidents. Said database lists not to be used outside of the Council except for special situations approved by the Executive Committee. The secretary is also responsible for correspondence at the direction of the President.

Procedures:

1. Writes and sends electronic correspondence to MGC Board Members and Delegates email announcing MGC sponsored events and other events as instructed by the President.
2. Writes and sends electronic correspondence to all MCG members and/or delegates in the event of unforeseen cancellations of meetings.
3. Maintains and updates MGC membership database, in coordination with the Membership Chair.
4. Coordinates with the Webmaster to ensure the MGC Member Society List is up to date on the MGC Website.
5. Shall be responsible for retrieving email from the info@mimgc.org account and forwarding it to the appropriate officer. If a query is received via email, it is forwarded to the appropriate member society for response.

Treasurer:

Policy:

The Treasurer shall perform all duties according to the Fiscal Policies set forth in Article VI / Sec 6.05 of the MGC Bylaws.

The Treasurer shall have custody of the funds and securities of MGC.

The Treasurer shall keep proper books of record, showing all monies received and disbursed and all assets and liabilities of the MGC. These books remain the property of the MGC and should always be open to the inspection of the Executive Committee.

Procedures:

1. Shall select a convenient Federally Insured Commercial bank and have monthly statements sent to his/her home address or have internet access to statements and print those statements direct from the bank's web site.
2. Recommend to the Executive Committee any proposed changes in banking arrangements based on convenience and/or interest rates.
3. Update, as needed, signature cards at the bank with the current Treasurer's, President's, and Resident Agent's signatures.
4. Prepare the Treasurer's Report monthly. Email a copy to each member of the Board prior to the meetings. Present at all Board and Delegate meetings.
5. Provide a PDF copy of the Treasurer's Report to the Webmaster for posting in the Board and Delegate areas of the MGC web site.
6. When money is received for Special Events, such as workshops or seminars, the dollar amount received, and contact information should be sent to the person designated for that event.
7. Maintain the current copy of the tax exemption letter. A copy is to be forwarded to the MGC Archivist to file both in the MGC Files and in the MGC Digital Archives for remote access.

Directors:

Policy:

The Board shall consist of the Officers and three elected Directors. The Directors shall take an active role in promoting the goals and projects of the Council and serve as committee chairpersons.

Procedures:

1. Represent the will of the membership, even if that position conflicts with the Director's opinion on an issue.
2. Attend Board of Directors meetings.
3. Participate actively in strategic planning, overseeing the health and direction of the Council.
4. Represent the Council at the request of the President.
5. Assist the Council, when available, in events, projects, and activities
6. Serve as the Nominating Committee with the most senior Director serving as Chairperson.
7. Receive, count, and report election results by following procedures specified in the Bylaws whenever a vote calls for a written ballot.
8. Present reports, make recommendations, and vote on MGC policy and program issues at the Board meetings.

Procedures Common to All Committee Chairpersons:

Comply with Committee Policies set forth in Article X and XI of the MGC Bylaws.

Attend Board of Directors meetings as scheduled.

Meet with committee members as often as necessary to complete responsibilities. Meetings can be held in person or virtual as is convenient for the committee membership.

Submit reimbursement requests to the Treasurer with original receipts, in a timely manner and within the current fiscal year.

Submit a written report of committee actions, using the Committee Report form, to the Recording Secretary for Delegate Meetings at each MGC Delegate meeting.

Provide oral reports of committee actions and/or needs at the Board of Directors meetings.

Submit, by mid-August, a report of committee activities and accomplishments during the previous fiscal year to the Vice President for publication in the MGC Annual Report.

Maintain knowledge of the *MGC Policies and Procedures Handbook* and its location on the MGC web site. Reference the manual as it applies to the committee work being performed.

Archivist:

Policy:

The Archivist is to collect, inventory, and preserve all items of vital/historical importance to the Council. Since almost all documents received now are digital, a digital copy of all documents listed below is to be placed in the MGC Digital Archives in Dropbox. The original hard copy is then kept in the MGC Physical Archives located at the Archives of Michigan. The Archivist will establish the digital filing structure and grant access to the various MGC Board Members for the file folders that are within their area of responsibility. As the membership in the ranks of office holders' changes, the Archivist will remove access for those members no longer serving on the Board and adding access for the new members.

Retention of Records:

Important materials should be segregated from that which will be kept for a short period of time. Discard duplicate copies, extraneous materials, and working papers. Keep summaries of statistical records submitted in the form of reports. Remove paper clips and staples from hard copies whenever possible but keep related materials together. The file structure in the digital archives should be clearly organized by document category as listed below.

Since almost all documents are digital, the need for transferring physical documents to the Archives of Michigan will become rarer. If the need does arise, for example, because of space considerations or format (scrapbooks, awards, etc.), transferred documents should be kept together by category as much as possible.

Documents to be maintained in the Digital Archives include:

- MGC Policies and Procedures Manual
- MGC Bylaws
- Board Meeting Minutes
- Delegate Meeting Minutes
- Contracts

- Legal Instruments
- Officer Reports
- Committee Reports
- Treasurer's-Annual Reports
- Finalized Budgets
- Articles of Incorporation
- MGC Directories (Frozen at each year-end for archival purposes)
- Copyrights owned by MGC
- Inventory of MGC Property
- State and Federal Tax Exempt Letters
- Annual Reports
- Lucy Mary Kellogg Award candidate and award documents
- Project Reports and Results
- Council Publications
- Historian's Documents

Awards Committee:

Policy:

The committee shall devise and conduct procedures for the Awards, including the Lucy Mary Kellogg Award.

Procedures:

1. Remind all societies that nominations for the annual Lucy Mary Kellogg Award are due by May 31st. Letters describing procedures and qualifications for nomination should be sent to all societies early in the year.
2. Choose three impartial judges and arrange a convenient time and place for them to meet, review the nominations, and choose the best candidate to receive the award. Judges should be familiar with genealogy and excellence but not affiliated with any Council member society.
3. Present the award at a place and time to be determined by the Executive Committee.

Central Mail Committee:

Policy:

Procedures:

1. The Central Mail Committee shall collect the Council mail, weekly if possible, at the designated MGC Post Office Mailbox and distribute it to the proper departments within the Council:
 - a. Membership forms and dues are to be processed.
 - b. Send membership forms and checks to the Treasurer.
 - c. The Treasurer forwards copies of membership forms to the Membership Chair, President, and the Webmaster.
 - d. Forwards all society and delegate changes of contact information to the Membership Committee..
2. Shall assist in any Council mailing as requested by various committees using either standard or bulk rates
3. Shall be responsible for the care and use of two (2) Non-Profit Bulk Permit Stamps.
4. Shall be responsible for the keys to the mailbox.

Continuing Education Committee

Policy:

The Continuing Education Committee shall oversee all educational activities other than those for delegate meetings.

Procedures:

1. Recommend and establish guidelines for programs, seminars, and workshops for the benefit of the MGC membership and the public.
2. Appoint, with Board approval, a chairperson for each event.
3. Periodically survey member societies, libraries, museums, and organizations for suggestions, ideas, or recommendations to speakers for program consideration.
4. Seek additional online offerings to share with membership, by obtaining consent from the authors/providers.

Finance / Budget Committee:

Policy:

The Finance Committee comprised of the Treasurer, the President, and the Immediate Past President, shall submit an annual budget in April for the approval by the Board of Directors. The approved budget shall be presented to the Delegate Meeting for adoption at the May Annual Meeting.

Procedure:

1. By the end of February, all officers and committee chairpersons shall submit a list of proposed expenditures (or an amount for incidental expenses) for the next fiscal year to the Treasurer.
2. Discussion of proposed expenditures and projected income beyond encumbered funds takes place at the budget committee meeting. Projected income is provided by the Treasurer from the previous year's budget. If projected expenses exceed projected income, officers and committee chairpersons will have to reduce their budget requests. Chairpersons should have the opportunity to defend their requests before the final reductions are made.
3. Copies of the approved budget should be maintained by the Treasurer, President, Recording Secretary for Board Meetings, Recording Secretary for Delegate Meetings, and Board Members. A copy should be made available to any delegate upon request. The final budget is to be submitted to the Webmaster in PDF format for posting in the Board and Delegate areas of the MGC web site.
4. Budget expense records should be provided to officers and committee chairpersons. All reimbursement requests must be submitted to the Treasurer prior to the end of the fiscal year in which the expense occurred with the original receipts. No late submissions will be honored.

Historian:

Policy:

The Historian shall maintain a Historical Album.

Procedures:

1. Maintain an archival quality historical album of mementos, both written and pictorial, of Council activities, as well as items from National or Federation seminars attended by Council representatives.
2. If requested, display said album at the annual meeting in May and whenever its presence is requested by the Council.
3. Prepare an annual report by mid-August to be published in the MGC Annual Report and submit to the MGC Vice President, and verbally, if requested.
4. Act as official photographer for the Council as much as possible. Arrange for a substitute when not available.

Membership Committee:

Policy:

The Membership Committee shall provide hospitality at MGC meetings; maintain attendance records; determine presence of a quorum at MGC Delegate meetings; provide informational material to members and member delegates regarding the MGC; and encourage potential members to join the MGC.

Procedures for Delegate Meetings:

1. The Membership Committee shall issue and maintain the attendance record of each member society. They have attendance sheets for each society's delegates and guests to sign. The Recording Secretary for Delegate Meetings may take over this procedure to facilitate recording of attendance in the minutes.
2. Ensure that each Delegate, Alternate, and Past President will be responsible for signing in upon arrival at each meeting and signing their name, date, and title in the appropriate spaces on the attendance sheets. If any delegate represents more than one society, they will sign in the appropriate areas.
3. A quorum will be determined by counting the delegates or alternates who have signed the attendance sheets after the Delegate meeting has been called to order and the membership has been reminded for the last time to sign the attendance sheet. Delegates and /or alternates representing one third of the Member Societies shall constitute a quorum.
4. The committee shall provide at least one greeter at the sign-in table to welcome all delegates and guests and to help any new delegates with the sign-in process and to obtain their contact information and who they are replacing. This new delegate or replacement delegate information is to be given to the Corresponding and Delegate Recording Secretaries.

Procedures in General:

1. Forward membership application forms to any prospective member societies.
2. Furnish informational packets containing current MGC Directory, Newsletter, Bylaws, and Annual Report to all new member societies. This is on the MGC Web Site.
3. Furnish one reference copy of the Council Bylaws to each active and associate member society in good standing.

4. Send letters and any current brochures to all new genealogical societies, family history societies, historical societies, and libraries, promoting membership in the MGC.
5. Ensure that a letter is sent to non-renewing members inviting them to rejoin. Include a survey to discover the reason for their non-renewal. Assist in redrafting the letter and survey each year to keep it current.

Newsletter Editor:

Policy:

The Newsletter Editor's responsibility is to prepare a quarterly newsletter for the Council. The Editor is appointed by the President based on the individual's qualifications and skills. The Editor is a member of the Board of Directors with voting privileges. The Editor may attend all committee meetings as an observer for the Newsletter.

Procedures:

1. Select articles suitable for publication from members, member societies, genealogical resources, etc. Obtain permission to use copyrighted material.
2. Inform president, board members, representative of Archives and Library, as well as membership of deadline to submit material for the upcoming Newsletter. (Usually, 2 weeks prior to assembling the Newsletter.)
3. Prepare draft of Newsletter and email PDF to President for approval. Edit, check all hyperlinks, and send back to President in PDF to put on MGC website for members.

Newsletter Content:

The Council Newsletter should be clear, concise, attractive, and easy to read. Each issue should contain:

1. Name and official address of the Council.
2. Volume and issue number.
3. Date by month and year.
4. Name of Editor, Officers, and Committee chairs with contact information.
5. Brief message from President, Archives, and Library representatives.
6. Notice of date, place, time, and program for future meetings.
7. Names and addresses of new member societies.
8. Calendar of Council or member societies future events.
9. Announcements of future activities, fundraisers, exhibits, and new developments of interest to member societies.
10. Brief reports on special events such as conferences and seminars.
11. Report on important decisions made by the Board of Directors.
12. Obtain permissions and give credit for the origin of articles from other newsletters or publications.
13. News from member societies.
14. Newsletter is usually 20-22 pages.

Nominating Committee:

The Nominating Committee is a vital committee. Through its selection of candidates, the vision, direction, public image, integrity, and stature of the Michigan Genealogical Council are set into place.

Policy:

The Nominating Committee comprised of the three elected Directors shall report to the Council at the March meeting, presenting the name of at least one candidate for each office to be filled. Further nominations may be presented from the floor at the May Delegate meeting with the consent of the nominees. The President may not be an ex-officio member of this committee, nor can he/she exert any influence in the selection of candidates.

Procedure:

1. Throughout the year, be aware of potential Delegates who might be available to serve as a Council Officer.
2. Upon formation of the committee, solicit suggestions and comments from Council members which should be held in the strictest confidence.
3. The Chairperson (most senior Director) shall call meetings as needed. These may be on location or virtual.
4. Review and evaluate possible candidates to ensure qualifications meet the Bylaws requirements.
5. Agree on potential slate and, where possible, present alternate choices for each position, making the first approach as soon as possible.
6. Create the slate of officers and give to the President for board approval at March Council Meeting.
7. The President or his/her delegee presents the slate of officers at the May Delegate meeting.
8. The President installs the newly elected or designates someone to install them.
9. Keep itemized expenses in compliance with the Budget allowance and reimbursement procedures.

Pioneer Certificates Committee

Policy:

This committee shall consist of, but not limited to, the appointed Chair and two others, working with the Central Mail, Projects, and Awards committees and shall report directly to the Council. This committee shall create promotional material, in various forms, including but not limited to the pins, to promote Michigan pioneers in the determined classifications of Pre-Statehood and First Families following the guidelines set up through this committee with board approval.

Procedures:

1. Establish the requirements needed to prove lineal ancestry (direct line) to the pioneer.
2. Develop guidelines for the applications. These may occasionally be updated and included on the council webpage.
3. Ensure payments received are forwarded to the Treasurer either electronically or by mail.
 - a. The Central Mail Committee will forward any payments received.
4. Review and approve all applications in accordance with the guidelines.
5. Recruit Reviewers to assist with the approval process. Each Reviewer shall sign the required Non-Disclosure Agreement.
6. Maintain a database of applicants and a repository for applications and the required documentation.
 - a. Paper copies will be digitally scanned for the online repository.
7. After approval of certificates, remove all unnecessary documents following guidelines. These documents will be sent to the Project Committee to be indexed and added to the Pioneer Certificates Index and Database.
8. Periodically deposit approved applications in the Archives of Michigan.
9. Create and mail the custom certificate with the associated pin to the applicant.
10. Submit reimbursement requests to the Treasurer.
11. Promote the committee in each council newsletter, in the community, and at appropriate events.
12. Work with the Awards Committee to create Appreciation Certificates for outstanding performance within the scope of this committee.

Projects Committee:

Policy:

The committee shall function as a “think tank” for developing projects for the Council to consider undertaking.

Procedure:

1. Maintain a permanent file on possible Council projects and recommend those most feasible for development.
2. Submit a plan of work and a proposed budget to the Executive Committee for prior approval. Include a statement covering methodology, proposed funding, and scheduling
3. Once a project has been adopted by the Council, a Special Committee shall be appointed, and its chairperson shall thereafter report directly to the Council.

Public Records / Research Access Committee:

Policy:

The committee shall promote State and public relationships to improve record keeping and public access to records and inform the Council on Legislative and Executive actions of the state and national governments as they affect genealogists and the Council.

Procedure:

1. Report to the Council on new opportunities for releasing or publishing State records.
2. Suggestions for Council actions which could be taken concerning these opportunities may be passed on to the Projects Committee. Such actions shall not conflict with or duplicate any ongoing projects previously approved by the Council.
3. Maintain contact with the State Legislature, the Library of Michigan, the Archives of Michigan, the Department of Health and Human Services, and such other bodies whose jurisdictions include public records. Individuals from this committee may be assigned as official Council liaisons to the various public agencies.
4. Maintain contact with the appropriate committees on public records and research access at the National Genealogical Council and IAJGS Record Access Committee to report to the Council of new developments in access to records in other states and at the national level that affect the genealogical community and our members.

Media Communications:

Policy:

The committee is responsible for the dissemination of Council information, which includes press releases, news media information, and social media.

Procedure:

1. Prepare and disseminate, as requested, any information from any committee within the Council which will assist that committee to effectively complete its task of communicating with member societies.
2. Promote any appreciation or award program for the Council.
3. Assist member societies to develop their own public information capabilities by:
 - a. Providing tips for obtaining newspaper and television coverage.
 - b. Offering suggestions regarding how to create a “media event” for promotion of a society, sponsored seminars, etc.
4. Maintain an on-going file of all material prepared by the Committee. Including press releases, advertising, and special meeting notice, committee requests, lists, etc.
5. Administer the MGC Facebook page and group, monitoring member requests, posting activities, etc.
6. Post online calendars for the Fall Family History Event and assist with promoting the Barbara J Brown Seminar.
7. Create press releases for any awards and send this to the papers in the area where the recipient lives and to the larger papers in the state.

Procedures for External Information:

- ~~1.~~ Contribute articles and items of interest to the MGC Newsletter.
2. Prepare press releases as requested by the Executive Committee on behalf of the Council.
3. Prepare advertising for sale or promotion of any Council publication or special project.
4. Inform the Marketing Committee of any promotional sales planned.
5. Optimize use of the MGC Website as an up-to-date mechanism to disseminate information to the public as well as to the council.

Resident Agent

Policy:

As required by the Articles of Incorporation, the Resident Agent will adhere to the procedures set forth.

Procedures:

1. Agree to be named on such documents requiring a Resident Agent and Street Address.
2. Forward to the MGC President, without delay, all MGC related correspondence received by the Resident Agent.
3. Become a signatory to the MGC bank accounts.

Webmaster:

Policy:

The Webmaster shall be appointed by the Executive Committee.

Procedure:

1. Upload the MGC Newsletter as a PDF file to the MGC website when the final copy is received from the Editor.
2. Keep and Maintain the MGC Calendar of Events on the MGC website.
3. Post meeting minutes, agenda, treasurer reports, and other documents in the Delegate and Board sections of the MGC website.
4. Post the MGC Annual Report to the MGC website when it is received from the Vice President.
5. Work with the Membership Chair and Treasurer to insure the MGC Delegate and Society Directory (a part of the MGC web site) is up to date.
6. Maintain current documents such as bylaws, policies, procedures, and other materials approved by the Board of Directors, and make available on the MGC website.
7. Ensure that all documents posted on the website are forwarded to the Archivist to be filed in the MGC Digital Vault as well.
8. Provide tips/suggestions, when requested, on website construction to member societies.
9. When virtual meetings are scheduled, create links and host virtual meetings as approved by the Board of Directors.
10. Add video content to the MGC website as approved by the Board of Directors and with presenter and content creator permission. respecting any limitations requested by the presenter or content creator.
11. When meetings are virtual, record the meeting, save the chat, and share with the recording secretary and president.
12. With the permission of presenters, add their handouts to the MGC website for use by our delegates and virtual meeting attendees, respecting any limitations requested by the presenter.
13. Maintain the most recent MGC Program and Speaker List on the website. This is currently available 'by request' to member societies and their program chairs.

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Appendix

MGC Dues Payment and Membership Renewal Form

Sent to all societies by the Membership Chairperson via email. The form is available on the MGC Web Site under “Join/Renew” tab.

MGC Speaker Contract Template

To be used by the MGC Vice President for booking speakers for Delegate Meetings and special MGC events.

Michigan Genealogical Council
Post Office Box 80953 • Lansing, MI
48908-0953 Web: MIMGC.org
Email: info@mimgc.org

SPEAKER CONTRACT

Speaker Name: _____
Speaker Address: _____
Speaker Email: _____
Speaker Home & Cell Phones: _____

Presentation Date & Time: _____
Presentation Location: _____
Presentation Title _____

MGC Contact Person & Title: _____
MGC Contact Email: _____
MGC Contact Home & Cell Phones: _____

Speaker Presentation Fee: _____

Speaker Mileage Costs: _____

Handouts & Intro/Bio: Speaker will email handouts & intro /bio at least 14 days prior to event

Equipment needed:

- Projector
- Screen
- Extension Cord(s)
- Microphone

- Other (please list): _____
- None

May MGC take photos during your presentation for use on our website, Facebook page, and/or newsletter?
 Yes
 No
 Exceptions: _____

May MGC record your presentation for use on the members-only section of our website?
 Yes
 No
 Exceptions: _____

I agree with the above:

MGC Contact Name & Title: _____

Signature & Date: _____
Signature *Date*

Speaker Name: _____

Signature & Date: _____
Signature *Date*

Please confirm the filled-out form, fill in any blanks, and return via email to the MGC Contact Person listed above. Contracts not returned within four (4) weeks of speaking engagement may not be valid - email MGC Contact Person for confirmation of scheduling should this occur.

Who Gets What?

Society and delegate guide to submitting information to Michigan Genealogical Council

Delegates are responsible for updating MGC on contacts and activities related to their societies. However, it may be unclear to societies and delegates which officer or committee should receive various information and updates. The following is intended to clarify the lines of communication between MGC and its member societies. Keep in mind: there may be multiple people who should receive a given piece of information. This summary will provide an overview of responsibilities within the Michigan Genealogical Council.

Membership– Changes of:

1. President or delegates
2. Address, phone, email for president or delegates
3. Society name, address (postal, email) or website

Submit the form **to Membership Chair or Treasurer by mail to Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953; by email to info@mimgc.org, or in writing at the next Delegate Meeting.** This ensures the MGC Master Database remains current, and that newsletters and important communications reach the appropriate society contacts. It ensures the MGC Newsletter reaches the current president and delegates of each member society. Current data is also necessary to facilitate contact, when necessary.

Minutes

Delegate announcements which are to be printed in the minutes: submit by mail to the Recording Secretary for Delegate Meetings, Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953; or email to info@mimgc.org, or submit in writing at the next Delegate Meeting.

MGC Website

Information to be presented on the MGC Website is to be mailed to info@mimgc.org .

Membership Dues and Forms

Renewal notices are sent by the Chairperson of the Membership Committee to societies each spring. Membership fees are due by June 30. The form and instructions are available on the MGC website, <http://www.mimgc.org> in the “Join/Renew” tab. As directed, the completed form and your society’s check should be sent to Michigan Genealogical Council, 21290 Laser Lane, South Lyon, MI 48178-9259.

Newsletter

Society news, projects, events, new publications, announcements, or articles of interest can be submitted to the MGC Newsletter Editor, Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953, or email to newsletter@mimgc.org. Use this forum to publicize your Society to the genealogists in the state. Deadlines are the first of December, March, June, and September for the January, April, July, and October issues, respectively.

Newsletter

The digital version of the MGC Newsletter is available to the public on MGC's website under the "MGC Newsletter" tab.

Lucy Mary Kellogg Award Nominees

Submit letter of nomination and support material by mail to LMK Awards Committee, Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953, or by email to awards@mimgc.org. Deadline for submission is May 31 for a presentation in the fall of each year. As materials are retained, a society may re-nominate an individual in a subsequent year by submitting a letter stating that intent with any additional support by the May 31 deadline. The previously submitted support material will be combined with the new material. See the MGC website <http://www.mimgc.org> or request an Award Brochure for form and nomination criteria.

Certificates of Appreciation

Member societies may request a Certificate of Appreciation for those who have been of service or cooperative with the genealogical community, such as librarians, clerks, or others. Submit request with name for the certificate and reason to Awards Committee, Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953, or email to awards@mimgc.org.

MGC Calendar

Workshops, seminars, other events may be included in the MGC Calendar. Submit to Calendar Coordinator at Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953; email them to info@mimgc.org or provide them in writing at the next Delegate Meeting. This information will be added to the MGC website Calendar upon approval.

News Items

Honors and awards, deaths/obituaries, photos, etc. on current or former MGC delegates, presidents, or others involved with MGC and its member societies should be submitted to MGC Historian, Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953, email to info@mimgc.org, or submit in writing at the next Delegate Meeting.

Nominations for Officers of MGC

To nominate yourself or someone else for office, contact the MGC President (for an open

position) or a Director (for an upcoming election). Note: A nominee must be a delegate of a current member society. A non-delegate may hold office, chair a committee, or serve on a committee, only if the Board of Directors grants status as a Member-at-large.

Programs

MGC provides a brief program for delegates and guests attending the bi-monthly Delegate meeting. Send suggestions to the MGC Vice President, Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953, email to seminar@mimgc.org, or submit in writing at the next Delegate Meeting.

Projects

Questions on MGC sponsored project status or to suggest a project for MGC to sponsor can be sent to projects@mimgc.org or Projects Committee, Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953

Record Access News

Problems with or new information about cooperative efforts in accessing records for genealogical purposes, submit to Research Access Chair, Michigan Genealogical Council, P.O. Box 80953, Lansing, MI 48908-0953, or email info@mimgc.org.