

**AMERICAN HISTORICAL SOCIETY OF GERMANS FROM RUSSIA
Lincoln, Nebraska, Chapter**

STANDING RULES OF THE BOARD OF DIRECTORS

BOARD OF DIRECTORS

Meetings of the Board of Directors of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter shall be held the third Monday of each month at 7:00 p.m. at the American Historical Society of Germans from Russia building.

Roster

A roster of members of the Board of Directors shall be maintained by the Secretary. It shall include:

Name
Address
Zip Code + Four
Telephone Number(s)
E-mail address

A list of committees and members shall be maintained by the Recording Secretary and be made available as need determines. A copy of each committee's members shall be provided to the committee chair, Secretary, and President. A copy of all committees and members shall be provided to the Social Committee.

Notification of Removal from Board of Directors

The Board-approved letter (Addendums A and B) shall be sent to any Board member who has not attended three consecutive meetings without having been excused. The letter will notify the member that he or she has been dropped from Board membership in accordance with the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter Bylaws.

The member may, within thirty (30) days of receiving the notification, contact the President or the Recording Secretary in writing, requesting a hearing by the Board of Directors to determine whether request to be excused – or decision not to consider the request to be excused thus creating an unexcused absence - were handled properly.

COMMITTEES

The **Social Committee** shall maintain its copy of the committees within the membership.

The **Finance Committee** shall be chaired by the Treasurer and shall include the president for the upcoming term.

The proposed budget for the upcoming fiscal year shall be presented to the Board of Directors at its October meeting.

The Audit Committee shall be determined by the members in November and shall complete the audit by the end of February.

The Treasurer and Secretary shall provide the materials needed by the audit committee by the end of January.

The **Membership Committee** shall seek to renew memberships not yet submitted within 60 days following the end of the membership period. See Addendum C.

HEADQUARTERS BUILDING

Use of the Headquarters Building during non-business hours was established in a Memorandum of Understanding signed in December of 2003, by Ed Hoak, President, AHSGR, and Larry D. Schenkel, President, American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, AHSGR.

The Memorandum of Understanding outlines the agreement between the International Headquarters of AHSGR and the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter. Recognizing the major contribution of volunteer help and monetary contributions during the time that AHSGR was successfully formed and of the contributions made by Chapter member volunteers, the AHSGR Board of Directors encourages greater use of the Headquarters Building by American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter members. The official hours of operation, except for holidays and convention closings, will be 9:00 a.m. to 4:30 p.m. Monday through Friday. [2012 – Current hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.]

The American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter will have access to the Headquarters Building on Saturdays and for their Chapter meetings at no charge to recognize their volunteer activities. The Boardroom, Research Library and Break Room are available as are other areas agreed upon with the Office Manager. Staff offices and other personal work areas would normally be excluded. Types of usage of the Headquarters Building typically would include chapter meetings, social gatherings, research activities, and volunteer projects.

The American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter President will have a set of keys to the Headquarters Building to open it outside of normal business hours. The President may delegate this responsibility to another trusted Chapter member when necessary. A Chapter member must remain in the facility whenever it is unlocked or when outside visitors are in the building. Chapter members using the Building will be expected to clean up the areas after usage and, in general, adhere to Headquarters operating policies.

Members from other chapters who have traveled to use the Headquarters facilities are encouraged to make arrangements prior to their visit with the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter to ensure access to the Building. There is no obligation on the part of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter to keep the facility open when there are no Chapter members available and willing to do so.

Carpet Cleaning

It has been the practice of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter to provide for the cleaning of the carpets in the Headquarters Building on an annual basis. Unless the Board of Directors determines that this ongoing practice should be discontinued, arrangements should be made by President of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter with the Office Manager to see that this is handled.

Other accepted on-going activities/cleaning/etc. will be handled in the same manner.

MEETINGS

Meetings of American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter

Three (3) meetings of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter will be held on the day and time determined by the Board of Directors.

An annual meeting is to be held the second Sunday of January each year. Notification of the date, time, and location shall be given at least 30 days in advance.

MEMBERSHIP

Membership information to be provided to the Recording Secretary shall include name, address, phone number, e-mail, amount of dues paid and date last dues paid. An updated roster shall be maintained and be accessible to ensure the Recording Secretary has necessary information regarding members' voting rights.

The roster of members shall be provided to each member of the Board of Directors. The Board of Directors shall determine the scope of distribution of the rosters.

Rosters are not to be given to persons who are not members and are not to be used for public or business purposes.

Membership dues shall be based on the January 1 – December 31 fiscal year of the American Historical Society of Germans from Russia and the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter.

MEMORIALS

There shall be an annual donation of \$100 to the Operating Fund of the American Historical Society of Germans from Russia in the names of members of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter Board of Directors and persons deemed to have volunteered above and beyond the anticipated volunteer hours and who have died during the year just ended.

ADOPTED March 19, 2012

Signed Nancy J. Bonnell, President

Signed Judith Kunion, Secretary

AMENDED _____

Signed _____, President

Signed _____, Secretary

NOTICE OF TWO UNEXCUSED ABSENCES

ADDENDUM A

Date _____

Name _____

Address _____

Dear _____:

As you know, the Board of Directors is an integral part of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter. It is authorized to conduct the affairs of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, determining questions of policy that, for any reason, cannot be acted upon at a meeting of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, and perform such other functions provided for in general organization management and as provided in its bylaws or parliamentary authority.

The Board is required to meet quarterly and a majority of the members constitute a quorum to conduct business. Every member should be in attendance; however, the Board realizes this isn't always possible and provides that a member may request to be excused from a meeting. The member needs to call the president or the secretary to indicate an excused absence is needed because of (a work matter/family matter). If a member does not notify the president or secretary prior to the meeting, the absence is unexcused.

You have missed two meetings without calling to request an excused absence. If you have a third unexcused absence, the Board of Directors will have no choice but to remove you from the Board in accordance with its Bylaws.

The next meeting is scheduled for _____. The meeting after that will be _____. We anticipate your attendance or your call requesting an excused absence.

Thank you for your service to the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, AHSGR. We look forward to seeing you at the next meeting.

Sincerely,

_____, President

NOTIFICATION OF REMOVAL FOR THREE UNEXCUSED ABSENCES

ADDENDUM B

Date

Name

Address

Dear _____:

The Board of Directors is an integral part of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter. It is authorized to conduct the affairs of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, determining questions of policy that, for any reason, cannot be acted upon at a meeting of the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, and perform such other functions provided for in general organization management and as provided in its bylaws or parliamentary authority.

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The Bylaws provide that "Any member who misses three consecutive meetings without being excused shall be automatically removed from the Board. The President shall direct the Corresponding Secretary to prepare the accepted notification letter of dismissal from the Board for his/her signature." A notice of your second unexcused absence was sent to you on (date).

You have been absent for a third unexcused time. Your membership on the Board of Directors is terminated as of (date). Members of the Board of Directors are sorry about your decision but are left with no other alternative. The Board of Directors will follow procedures in its Bylaws for filling a vacancy on the Board.

Thank you for your prior service,

_____, President

(Date)

Dear *(Insert name of person who has not renewed membership)*:

You are missed! Your membership in the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, is beneficial to the organization. I'm sure you still want the history of the area from which our ancestors arrived and their struggles to come to the United States to be researched, stored, told to others, and put forth as a component of our state and federal history.

Your membership gives the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, AHSGR, the ability to count you as part of its strength and, to be honest, your dues provide for the newsletter you receive and to maintain the activity of our organization. Every member counts even if he or she isn't able, physically, to participate in weekly volunteering and regular activity. Your annual participation in the Broda Dinner and Raffle are beneficial to the organization. *(This could be one activity in which the member was interested.)*

A membership renewal form is enclosed so that you may renew your membership and interest in the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, American Historical Society of Germans from Russia. We look forward to your positive response.

The American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter will be sending you mail on an occasional basis ~ notifications of special celebrations; opportunities to participate in fund raising events to benefit one of the international boards, for the general fund or the Foundation Endowment Fund; announcement of Annual Meetings for members to make sure they are informed of the activities just concluded or coming in the near future; etc. If you truly do not want anything coming to you, please notify the Membership Committee or the Chapter President, _____.

We look forward to your continued support of, and participation in, the American Historical Society of Germans from Russia, Lincoln, Nebraska, Chapter, American Historical Society of Germans from Russia ~ so we can know and publish how many descendants of these strong and sturdy people are among us.

Sincerely,

Name, Chairman
Membership Committee
Address to Use
Phone Number
Email, if appropriate *(consider age, likelihood to have computer, etc.)*