



International Association of Jewish Genealogical Societies

POLICIES AND PROCEDURES

The purpose of these Policies and Procedures is to clarify how to proceed in matters that are not included or spelled out in the Bylaws. In conjunction with the Bylaws, these Policies and Procedures ensure that fundamental organizational processes are performed in a consistent way. In some cases, a brief history is included for background purposes.

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I. BOARD OPERATIONS

I.1 Board Meeting Schedule

1. The Board of Directors meets in-person at least three (3) times per year. The schedule of in-person meetings is:
 - At the IAJGS Annual International Conference on Jewish Genealogy before the annual meeting at the location where the conference is held.
 - At the IAJGS Annual International Conference on Jewish Genealogy after the annual meeting at the location where the conference is held.
 - Between the IAJGS Annual Conferences on Jewish Genealogy at a location and on a date determined by Board consensus.
2. In addition to the in-person meetings described above, the Board shall meet from time to time between the in-person meetings by meeting electronically at such time and date as determined by Board consensus.
3. If for any reason there is no annual conference, or if it is not possible to hold Board meetings at the conference, the Board shall determine an alternative time, procedure and/or location for holding the meetings.

I.2 Board Member Attendance

All Board members must attend a minimum of two (2) of the three (3) in-person meetings. An attempt will be made for all Board members who cannot physically attend an in-person Board meeting to participate electronically and this will satisfy the attendance requirement.

I.3 Travel Reimbursement Policy

In connection with attendance at the Board meetings not held at the annual conference, Board members shall be entitled to claim reimbursement for their actual incurred and unreimbursed air fare cost, in excess of the sum of \$500.00 per meeting, for transportation to and from the meeting. The actual cost of transportation shall not exceed the amount of the lowest available direct round-trip airfare from the claimant's home to the location of the meeting. There is no reimbursement for the hotel, ground transportation, or meals.

The reimbursement for Board travel shall first be charged to the Travel Fund until that fund is exhausted. Thereafter, such reimbursement shall be charged to the General Fund. These travel expenditures shall be recorded in Account 68320, Travel Expense.

I.4 Board Expenditures

1. The Treasurer must get approval from the President before making payments for Board expenses. This may be done by email. The Treasurer is responsible for retaining all "approvals" for archival purposes until the end of the fiscal year after which the Treasurer shall transfer such "approvals" to the Archivist. When issuing checks, only one signature is required.
2. Expenses not in the budget over \$1000 must be approved by the Board.
3. Expenses incurred by Board members must be submitted to the Treasurer for reimbursement within 60 days, unless there is communication with the Treasurer and the Treasurer has provided written consent prior to the 60 day limit.
4. When submitting expenses for reimbursement, a copy of the receipt(s) must be provided to the Treasurer.

5. Receipts for Board member expenditures, for which no reimbursement is requested, should be photocopied and submitted to the Treasurer by 31 January annually. The member will receive written acknowledgement from the Treasurer for this “in-kind” contribution for tax purposes.

I.5 Passwords and Similar Access Information

Any individual conducting IAJGS business (both Board members and non-Board volunteers) may not be in sole possession of access information for financial accounts and/or projects. Passwords, access information, etc. must be shared with the Secretary and the President when the individual assumes responsibility and/or when any changes occur.

I.6 Contributions

The Board will consider, at the meeting preceeding the International Conference on Jewish Genealogy a contribution to JewishGen.,

I.7 Net Worth and Fund Restriction

The net worth of the IAJGS is currently separated into four categories: General, Conference, Stern Grant, and Special Travel. The Board may add or delete categories as needed.

1. The General Fund will be unrestricted.
2. The Conference Fund is restricted to IAJGS conference related expenditures. All conference profits from such conferences will be earmarked for this fund.
3. The Stern Grant Fund is restricted to the Stern Grant (and the John Stedman Grant so long as principal remains). The Stern Grant portion of the fund is funded through designated contributions made by member organizations and/or contributions from the general fund as determined by the Board. The principal for the John Stedman Grant was generated by a bequest from the Estate of John Stedman and will generate grants until all of the principal has been awarded.
4. The Special Travel Fund is restricted to assisting Board members with their travel expenses. The special fund is funded only from voluntary contributions received from member organizations and other donors.

I.8 Financial Inspection

An inspection of the IAJGS finances should be conducted annually by a qualified independent professional. The qualified professional shall be approved by the Board. (See III.4.9, Treasurer Responsibilities).

I.9 Insurance Coverage

IAJGS should have a business insurance policy and an Officers and Directors insurance policy. The Treasurer is responsible for obtaining these policies at the best rate possible.

II. MEMBER ORGANIZATIONS

II.1 Member Organization Contact Information Policy

Member organizations shall be reminded quarterly of their responsibility to promptly notify the Secretary of changes of officers and contact information. (See III.3.3 for the Secretary’s responsibilities.)

II.2 Regular Member Fees

1. Fees for regular member organizations are currently set at \$.50 per year per member in the organization with a minimum of \$18.00.
2. If any other organization, such as a Jewish Historical Society or a Jewish Community Center, has a special interest group (SIG) devoted to genealogy, that organization may become a regular member based only on the number of individuals in that SIG. This SIG must meet all the requirements to become a regular member of IAJGS. The membership application should indicate that they are a SIG of a larger organization, include all documentation required and pay the regular membership fee based on the number of individuals in their SIG.

II.3 Associate Member Fees

Fees for associate member organizations are set at \$50 for any genealogical society, family association, historical society, library, archive or educational institution; and \$100 for genealogical vendors.

II.4 Unpaid Member Fees

Member organizations that cease to be members in good standing due to failure to pay their fees according to the Bylaws shall be notified of their status by the Treasurer no later than 15 March. Any member that fails to pay all such fees and charges within 30 days of notification shall be deemed to have withdrawn from membership and shall cease to be a member in good standing of the association as of such date and will be removed from all lists (e.g. the Leadership Forum) and all user accounts (e.g, Leadership access to secure area) and will no longer be able to access member benefits (e.g. Society Management Channel and Lecture Library).

II.5 Voluntary Membership Withdrawal

A member organization that voluntarily resigns from IAJGS, must notify the Treasurer in writing by 1 January. If the Treasurer does not receive a notification by that date, fees will be due for that year.

II.6 Reapplication for Membership

Member organizations that have voluntarily withdrawn from the IAJGS must follow the new member application process should they want to be a member again and reapply for access to all lists and user accounts.

II.7 New Regular Membership application

The membership application must include the following:

1. A statement confirming that the organization is organized for purposes other than profit; and
2. A statement confirming that they have at least 10 dues paying members; and
3. A statement confirming that the organization holds regular meetings at least quarterly, or conducts meaningful ongoing activities relating to Jewish genealogy at least four (4) times a year, or publishes a newsletter, journal or any electronic form of publication at least two (2) times a year, or convenes an electronic discussion group, or undertakes other significant Jewish genealogical research projects; and
4. A copy of the organization's Bylaws or equivalent document; and
5. A list of all officers and their contact information; and
6. Payment of annual fee.

II.8 501(c)(3) Coverage for Member Organizations

1. United States based member organizations may obtain 501(c)(3) status under the IAJGS umbrella.
2. The Treasurer is responsible for regularly reminding member organizations of the due date for receipt of proper documentation for inclusion under the IAJGS 501(c)(3) umbrella. The Treasurer is responsible for submitting 501(c)(3) papers to the IRS.

III. OFFICER AND DIRECTOR RESPONSIBILITIES

III.1 President

1. The President shall appoint members, with Board approval, of the following committees no later than 15 March annually: Achievement Awards, Stern Grant, and Salutes. See Bylaws (Article VI) for appointment of the Nominating committee.
2. The President shall appoint members, with Board approval, of the following on-going committees when needed: PRAMC, International Jewish Genealogy Month, Membership and Bylaws Revision.
3. The President is responsible for ensuring that he/she obtains all passwords and similar access information and that they are shared with the Secretary per item I.5 above.
4. The President is responsible for making sure that assigned tasks are completed and that any reports are presented to the Board in a timely manner.
5. The President is responsible for communicating with legal counsel as needed..
6. The President is responsible for providing all new Board members with a welcome and information packet that includes links to all governing documents, strategic planning documents, recent annual reports, how to access communications vehicles (such as the Board list and leadership list), how to access digital filing, how to access IAJGS email, how to access the Board digital calendar, and completing a Conflict of Interest Document and any other important “getting started” information.
7. Annually, and preferably soon after the Board elections, the President shall schedule a Board session with IAJGS outside legal counsel to review the duties of a Board member.

III.2 Vice President

1. The Vice President shall assist the President and serve in such capacities as requested by the President or the Board of Directors

III.3 Secretary

1. The Secretary is responsible for recording minutes of the Board meetings, sending the minutes via email to the President within 10 days and to Board members within 20 days after a Board meeting, maintaining digital access by all Board members to all draft and approved Board minutes, and ensuring that all digital files are adequately backed up. All digital Board minutes shall be available in a timely manner.
2. The Secretary is responsible for recording minutes of the IAJGS membership meetings, sending the draft minutes via email to the President within 20 days and to Board members and the Presidents of the member organizations within 30 days after the membership meeting, maintaining digital access by all Board members and the Presidents of member organizations,

to all draft and approved membership meeting minutes, and ensuring that all digital files are adequately backed up. All digital membership meeting files shall be available in a timely manner.

3. The Secretary will, on a timely basis and no later than annually, forward all appropriate records to the Archivist..
4. The Secretary will keep the official records of current Regular and Associate member organizations. These master records consist of the contact information for each organization including the names, addresses, phone numbers and emails for the officers, the web address, social media address(es), regular meeting location (s) and schedule of meetings and the organization's email address.
 - When the Secretary receives updated member organization contact information, the Secretary shall update the Master Contact List, the Presidents' List or database, and forward such information to the Treasurer, Webmaster, Listserve Administrator and the IAJGS Yearbook editor. The current updated list(s) shall be maintained in the Board's designated digital filing cabinet.
5. The Secretary shall keep a record of all member organizations that have withdrawn their membership and the official date of such withdrawal. The current updated list of such withdrawals shall be maintained in the Board's designated digital filing cabinet.
6. The Secretary shall keep a list of all individuals appointed to all IAJGS committees and all additional IAJGS volunteers, along with their contact information. The current updated list shall be maintained in the Board's designated digital filing system.
7. The Secretary shall keep a list of all who have received Achievement Awards, a Stern Grant, and a Salute and ensure that the names are placed on the website.
8. The Secretary shall be responsible for arranging for the production of all award plaques and certificates.
9. The Secretary shall be responsible for correspondence such as sending out congratulatory letters to member organizations on their significant anniversaries and condolence cards to presidents of member organization who have lost close relatives.
10. The Secretary shall correspond with the annual recipient of the Stern Grant requesting a report on the progress of the project for which the funds were granted. This report should be presented at the annual meeting.
11. The Secretary will be responsible for arranging all Board meetings and all IAJGS Board sponsored events such as the annual conferences. This includes hotel accommodations when required, meeting room and refreshments.

III.4 Treasurer

1. The Treasurer will present a written report at each Board meeting showing income, expenses, and unrestricted and restricted account balances.
2. The Treasurer will present a proposed annual budget at a Board meeting before the beginning of the new fiscal year..
3. The Treasurer is responsible for all communication with member organizations regarding payment of fees and for reminding them of upcoming deadlines. Since fees are due on 1 January, the notice must be sent early enough to give them sufficient time to comply. Reminder notices must be sent by 15 January to all those who have not paid. Communication consists of message(s) on the Listserve as well as notices sent to both the president and treasurer of each member organization.

4. Member organizations that cease to be members in good standing due to failure to pay their fees according to the Bylaws shall be notified of their status by the Treasurer no later than 15 March.
5. The Treasurer is responsible for regularly reminding all U.S. based member organizations of the due date for receipt of proper documentation for inclusion under the IAJGS 501(c)(3) umbrella. The Treasurer is responsible for submitting 501(c)(3) papers to the IRS.
6. The Treasurer is responsible for preparing and filing annual tax returns and anything else required by the U.S. Federal government and the State of New Jersey (where the IAJGS is incorporated).
7. All contributions must be officially acknowledged for IRS purposes by the Treasurer or President.
8. The Treasurer shall open a separate bank account for any conference hosted or co-hosted by the IAJGS.
9. The Treasurer is responsible for arranging the financial inspection of the IAJGS finances by a qualified individual as provided in I.8 and for reporting the results to the Board.

III.5 Directors

Directors are responsible for completing tasks assigned by the President and/or the Board and reporting to the Board on a regular and timely basis.

III.6 Non-Performance

In the event that an Officer or Director does not adequately perform his or her assigned tasks, the Board may recommend that the individual resign. This should be done only after the President has discussed the issue(s) with the individual and concluded that Board action is needed. The individual involved must be informed that the problem will be resolved by the Board.

IV. RESPONSIBILITIES OF CERTAIN OTHER POSITIONS

IV.1 IAJGS Archivist

1. The International Association of Jewish Genealogical Societies (“IAJGS”) Archivist will preserve and manage the documents of the Society.
2. The IAJGS Archivist will arrange for the acquisition of valuable, important and required documents from previous and current officers of the IAJGS.
3. The Archivist will organize and arrange the documents as they are received.
4. The Archivist will make all documents available to IAJGS Officers, Board members and others when requested.

IV.2 Listserve Administrator and Moderator

1. The Listserve Administrator shall maintain the list of those who have access and is responsible for helping those with access problems.
2. The Listserve Moderator is responsible for posting the listserv netiquette rules on a regular basis and contacting those who do not follow them.
3. The Listserve Moderator is responsible for pre-screening postings for inappropriate or off-topic content and other infractions of the netiquette rules.
4. Either position may be held by a Board member or by someone not on the Board.

IV.3 Webmaster

The Webmaster is responsible for maintaining the website, shall update the website on a regular basis as needed, revise it as needed and keep current the list of member organizations (and their contact information). This position may be held by a Board member or by someone not on the Board.

IV.4 Yearbook Editor

The IAJGS will have a Yearbook editor who is responsible for preparing the document for publication annually on the IAJGS website. This position may be held by a Board member or by someone not on the Board.

V. REGULAR COMMITTEES

V.1 Achievement Awards Committee

1. The intention of the Achievement Award is to recognize and encourage excellence in Jewish genealogy. There are six awards: IAJGS Lifetime Achievement Award, Outstanding Project / Resource / Program, Outstanding Publication, IAJGS Member of the Year, Volunteer of the Year and Future Leader of the Year. See the IAJGS website for criteria for each award and nomination requirements.
2. Award recognition will be in the form of Award recognition will be in the form of an acrylic trophy and certificate presented at the annual conference. No monetary awards will be made.
3. The committee will be made up of five members with two from the IAJGS Board and three representatives from member organizations. Board members cannot serve two consecutive years; those who represent member organizations cannot serve more than once in three years. [History: The number of members and service limits was determined by a resolution passed by the delegates at the 2004 annual meeting.]
4. The committee will solicit nominations only from regular and associate members of the IAJGS. The committee will consider all properly submitted recommendations from members. The committee discussions should be principally based on the nominations packet but the committee is not prohibited from considering other information.
5. The deliberations and decisions of the committee will be confidential and only shared with the President. The committee chair will report to the Board only whether or not a worthy recipient has been determined for each award.
6. Designated recipients will be notified prior to the annual conference so that they may ensure a person or persons are available to accept the award. They will be cautioned to treat this information as confidential.
7. The committee chair will coordinate the production of award plaques and make the presentation at the annual conference. If the committee chair is unable to attend the conference, the President (or his/her designee) shall present the awards.

V.2 Bylaws Revision Committee

1. The President shall appoint, from among the Officers and Directors, and subject to the approval of the Board, a chair of a Bylaws Revision Committee. Additional members shall be appointed by the President with Board approval.
2. The committee should review the Bylaws at least once every two years and recommend any proposed changes to the Board.

V.3 Membership Committee

1. The President shall appoint, subject to the approval of the Board, a chair and members of the Membership Committee
2. The purpose of the Membership Committee is to identify potential new members from existing organizations, help encourage new JGSs in areas where there is a Jewish population and no existing JGS, enhance membership of existing members and help struggling members to survive and grow.
3. The committee must obtain all necessary documentation from an organization seeking membership before reporting to the Board.
4. The committee chair shall confirm receipt of an application immediately upon receiving it.
5. The committee must report to the Board its recommendation for acceptance or rejection of a membership application in a timely manner. This report must include all documents pertaining to the application.
6. The committee chair shall be responsible for notifying an applicant if their application has been approved or rejected immediately upon such action by the Board.
7. The committee chair shall be responsible for supplying the necessary information to the Secretary and Webmaster so that the the website, lists, user accounts and databases are updated as quickly as possible to reflect new members.

V.4 Nominating Committee

1. See Article VI, Section 1 of the Bylaws regarding the appointment of the Nominating Committee and Article VI, Section 4 of the Bylaws regarding nomination of candidates in addition to those nominated by the Nominating Committee.
2. The Nominating Committee shall follow the following guidelines:
 - a. The Nominating Committee is made up of three (3) members. Two shall be non-board members and one shall be a board member. The Committee is appointed by the IAJGS President, with Board approval.
 - b. Officers are elected in “odd numbered years”; Directors are elected in “even numbered years”.
 - c. Effective in 2018, all board elections shall be conducted electronically. See Article VI of the Bylaws for details.
 - d. The Nominating Committee is responsible for providing a slate of candidates, providing the committee report to the IAJGS Secretary by the deadline referred to in the Bylaws
 - e. Once the Nominating Committee is established, the IAJGS President will so announce on the IAJGS Leadership Digest – constituting the announcement and first call for submission of Board Application Forms.
 - f. Thereafter, the Chair shall put an announcement on the IAJGS leadership digest at least once a month until deadline for receipt of Board Application Forms.
 - g. Such announcement might look like this:

As Chair of the Nominating Committee, I invite all who are interested in serving as a Director (or Officer depending upon which positions are open) on the IAJGS Board. The elections will be held at the Annual Meeting on (date, place). At that time, the six (6) Director positions (or positions of President, Vice President, Secretary and Treasurer) will be filled by election.

The deadline for receipt of Board Application Forms is (date).

The Board Application Form can be found at <http://www.iajgs.org/blog/about/current-board/board-application-form/>

We encourage anyone interested in submitting an application form to carefully read the information concerning how often the board meets as well as personal expenses involved at <http://iajgs.org/documents/iajgs.policies.procedures.2012.pdf> (especially I.1, I.2, and I.3 including the 15 Feb 2015 revision).

Other members of the Nominating Committee are: _____ and _____.

*Sincerely,
_____, Chair, IAJGS Nominating Committee*

- h. The Chair will receive all suggested names and Board Application Forms by interested individuals.
- i. The Chair will distribute all Board Application Forms received to the committee members.
- j. The Chair, or designated Committee member, will contact individuals who have been suggested to determine if they are interested in running and if so, ask them to submit the Board Application Form by the deadline. The Board Application form can be found at (<http://www.iajgs.org/blog/about/current-board/board-application-form/>)
- k. It is advised that the Chair respond to all nominations (no matter how complete or incomplete) to acknowledge receipt.
- l. In finding candidates for officers or directors, the committee should take the initiative and contact any individuals who might be productive members of the Board even if they have not been nominated by a member organization. Individuals may submit their name for consideration directly to the Nominating Committee as long as he/she is a member of a member organization. The Board will do the best it can to assist in this “recruitment.
- m. The Chair, or designated Committee member, shall contact all incumbent Directors or Officers whose term is up asking if they want to run again. If yes, they must be informed that they must submit the Board Application Form by the deadline.
- n. Deadline for receipt of all Board Application Forms will be determined by the Chair of the Nominating Committee so as to meet the deadlines provided in the Bylaws..

- o. The Committee determines the slate of candidates. All discussion and voting must be carried out in strict confidence.
- p. The Committee shall contact all individuals who will be on the slate of candidates to confirm that they still want to run and inform them that their name will be on the slate.
- q. The Committee must submit to IAJGS Secretary the names on the slate of candidates (along with all the Board Application Forms filled out by those individuals) no later than 110 days prior to the IAJGS Annual meeting. Since the date of the annual meeting changes from year to year, please calculate “no later than 110 days prior” based on the date of the Annual Meeting.
- r. Before the announcement of the slate of candidates, the Committee should contact all individuals who have not been selected for the slate of candidates to so inform them. The committee may determine what explanation is used to explain. However, the notification must include reference to the provision in the IAJGS bylaws that explains how nominations of additional candidates may be carried out (See Article VI, Elections. See Bylaws Article VI, Section 6.
- s. Although the bylaws permit a slate of candidates that is larger than the number of positions open, this is not recommended since it causes confusion.
- t. The Committee is not required to place as many names on the slate as there are open positions. However, this should be avoided if possible. If it does happen, the position(s) may be filled by nominations of additional candidates (See Article VI, Section 4 or by Board appointment after the elections are completed.
- u. If a Committee member knows he/she will be out of contact during the deliberations and voting, the Chair must be informed at the earliest possible date so as to avoid problems with decision-making.
- v. Criteria the committee may use in determining the slate of candidates include: (in no particular order) geographic representation; particular needs the board has (eg. Webmaster) determined in consultation with the board president; years of experience in Jewish genealogy; past experience in leadership position of a JGS or SIG; size of JGS individual belongs to, experience participating on a non-profit board, etc.
- w. Conflict of Interest:
 - i. A member of the committee who decides to submit a Board Application Form in order to be considered for placement on the slate of candidates should first discuss this with the Chair and/or IAJGS President to determine if it is necessary for that individual to resign from the committee (and be replaced by someone else appointed by the IAJGS Board).
 - ii. Each member of the committee will determine if they have any conflicts-of-interest regarding those individuals being considered and will disclose these to the Chair and the remainder of the committee at the earliest possible date. Upon this disclosure, the Chair will determine how the individual will participate in the discussions and voting. If the committee Chair finds that

he/she has a personal conflict-of-interest, this will be brought to the IAJGS president who will make this determination.

- iii. If the Chair and the individual feel that the conflict, once disclosed, is manageable, the person may continue to fully participate in the dialogue and voting. If the Chair or the individual feel that the conflict is too prejudicial to overcome, the member will share their input with the rest of the committee on the potential nominee(s) but will recuse him/herself from the discussion and voting.
- iv. Should the Chair become aware of a potential conflict-of-interest not disclosed by a committee member, the Chair will discuss one-on-one with the committee member and will decide on the person's appropriate level of participation in the discussion and voting on the slate of candidates.
- v. It is recognized that individual members of the committee come to it with potential biases. These biases do not constitute conflicts-of-interest. However, it is expected that each member of the committee will make every effort to set aside such biases so as to render a fair joint decision based on the information presented to the committee during this cycle.

V.5 Public Records Access Monitoring Committee

1. Purpose of the Public Records Access Monitoring Committee (PRAMC) (established 2002) is to:
 - i. Monitor activities and proposals of libraries and repositories of genealogically relevant documents, records and materials, in regard to changes in procedures for access, storage, maintenance, preservation, transfer, or incipient destruction of such genealogically relevant documents, records and materials. Included are legislative and regulatory activities in both governmental and non-governmental repositories, which have records of genealogical value.
 - ii. Communicate the information about such activities to the President and the Board. Such communication will include recommended courses of action for the Board.
 - iii. Assist the Board in responding to the activities and proposals of libraries and other repositories, and to pending legislation, through public and private activities.
 - iv. The committee will also maintain an historical record of positions taken and responses made by the IAJGS.
2. Member organizations will inform the PRAMC chair or members in writing of issues of concern.
3. The chairperson of PRAMC will facilitate communication among committee members to evaluate the importance and genealogical impact of the issue brought to the committee.
4. The committee will develop courses of action and recommend them to the President and Board.
5. Actions taken will be publicized only by the President or a representative designated by the President.
6. Public Statements
 - i. Committee members may not post on any digest -IAJGS or otherwise-on behalf of the PRAMC unless they are authorized to do so by either the IAJGS President or the

committee chairperson. Committee members (including those who are Board members) should not use the IAJGS name within their postings or add the IAJGS committee affiliation to their signature without prior authorization.

- ii. A person who is serving on the committee (or has previously served on the committee) is required to keep all PRAMC information confidential and will not share any information with outside sources, organizations or listserves. This includes language used in creating letters, quotes from testimony and background information.
 - iii. A committee member may not contact people PRAMC is working with on issues or legislators without prior authorization from the IAJGS President or the committee chairperson. This is especially true when a position held by a committee member or an interest group the person is involved with, is contrary to the PRAMC position.
 - iv. IAJGS is a 501(c)(3) organization and as such must remain politically neutral. Our "lobbying" efforts are limited in time and scope. Committee members may have different political philosophies. Any postings about legislation should not contain personal political philosophy or attribution.
7. PRAMC is an on-going committee.

V.6 Rabbi Malcolm Stern Grant Committee

1. The Rabbi Malcolm Stern Grant is given to institutions or organizations whose work benefits Jewish genealogy. It may be made to institutions/organizations whose primary focus is Jewish genealogy or those who are not so focused. However, since it is our objective to especially encourage institutions or organizations that are not primarily focused on Jewish genealogy to develop sources of value to Jewish genealogy, proposals from such institutions/organizations should be given especially serious consideration.
2. The committee will have three members.
3. See IAJGS website for nomination requirements.
4. The Board suggests that the following factors be considered in the evaluation of nominations: (A) Will our grant tangibly increase the likelihood that the project will be accomplished? (B) Will the project results be made easily available to the overall community of Jewish genealogists and will it be offered without charge? (C) Is the time the project is expected to take reasonable (both in terms of doing an adequate job as well as for the availability of the results -- in general, 12-18 months is a reasonable timeframe)?
5. The committee chair will invite member organizations to submit nominations of possible recipients. All committee discussions and decisions will be confidential.
6. The committee will, if it determines there are worthy recipients, submit the names of not more than two such recipients to the Board for its approval; in the event that the committee does not recommend any grant for that year, it will so report to the Board for its approval.
7. The Board will determine annually, based on funds available, if a Stern Grant committee will be established and the amount of the grant.[History: Since 2012, the amount has been \$3,000.]
8. After the annual meeting, the committee chair has the responsibility of notifying all those nominated of the results.
9. The grantee(s) will be announced at the conference banquet or a closing session and on the IAJGS website.

10. The Treasurer has the responsibility of sending the check to the grantee(s) in a timely manner after the announcement, upon the receipt of a payment request from the Chair of the Committee and a W-9 from any U.S. recipient.
11. The committee chair will monitor the use of the grant and report to the Board before the end of his/her term.

V.7 IAJGS Salutes Committee

1. The purpose of the Salutes program is to encourage noteworthy projects and activities relating to Jewish genealogy that increase the availability of resources, demonstrate creative techniques others can use or increase interest and participation in Jewish genealogy. It does this by saluting the individuals involved on the IAJGS website.
2. See IAJGS website for criteria and nomination requirements.
3. There will be three (3) members including the chair appointed by the President with Board approval.

V.8 International Jewish Genealogy Month Committee

1. [History: From 1999 through 2006, Avotaynu, Inc. promoted Jewish Genealogy Month and designated Nisan to be that month. Avotaynu, Inc. produced posters for publicity purposes. The promotion of Jewish Genealogy Month was offered to IAJGS which took it over in 2007. The month was changed to Cheshvan since there were fewer conflicts with Jewish holidays during that month. The Board determined that the best way to obtain a poster each year and to involve member organizations was to have an annual poster competition. In 2010, the committee's task was expanded to preparing a guide to the ways in which member organizations can best celebrate International Jewish Genealogy Month. The committee was expected to report to the Board by late October 2010. No report received as of February 2011. A new committee was then formed.]

- i. It is our hope that our member organizations will take advantage of International Jewish Genealogy Month to encourage Jewish genealogy and publicize their organization and activities all over the world.
- ii. There will be an annual competition for a work to be used as either a poster or flyer for announcing and celebrating International Jewish Genealogy Month.
- iii. See the IAJGS website for submission requirements.
- iv. There will be a minimum of three (3) members including the chair appointed by the President with Board approval.
- v. The winning design will be announced at the annual IAJGS conference and the winning entry displayed publicly at the event for the first time.
- vi. If no entries are judged appropriate, the committee will solicit entries and recommend one to the Board for its approval.
- vii. If no entries are received by the deadline, the committee will solicit entries and recommend one to the Board for its approval.
- viii. The winning poster/flyer will be made available to member organizations for publicity purposes.
- ix. The winning artist will receive free registration to the IAJGS International Conference on Jewish Genealogy where the entry will be unveiled. The committee may present the winning artist with a certificate

V.9 Deadlines

1. The deadline for receipt of all nominations and supporting documentation by the Achievement Awards committee, the Stern Grant committee, and the Genealogy Month shall give sufficient time for submission of nominations and committee deliberations.
2. It is preferred that the above deadline be the same for all three committees. Once established, the deadlines for the Achievement Awards and the Stern Grant nominations are not to be extended. Receipt of only one (1) nomination or zero (0) nominations is not sufficient reason to extend the deadline.

V.10 Terms for Committee Members

1. Unless specifically provided otherwise in the Bylaws or in these policies and Procedures, all committee appointments shall be for no more than one year.

VI. SPECIAL COMMITTEES

VI.1 Strategic Planning Committee

History: In 2007, a committee was formed and charged with evaluating the financial foundation of the IAJGS and making recommendations for its financial enhancement. The committee could recommend Bylaws changes if needed to implement its recommendations. This included evaluating (and making recommendations regarding) the following: 1. the current fee structure for full members and associate members; 2. the current membership requirements and whether membership should be changed to include additional organizations/individuals; 3. identifying means by which the IAJGS can enhance its financial base; and 4. the objectives of IAJGS.

The committee was asked to prepare a report for the Board with recommendations on the above issues. Committee deliberations and memoranda were to be confidential and limited to committee members. The report/recommendations of the committee were to come only to the Board and the Board would determine the next steps.

The committee submitted a report in 2009. The report did not address possible Bylaw changes or include any recommendations regarding financial matters of the organization. The report did recommend that the IAJGS sponsor sessions at the annual conference. The Board has followed up with that suggestion.

VI.2 Mission Committee

History: In 2009, a committee was formed to develop a mission statement, review the objectives as found in the Bylaws and address the issues of (1) who will our members be, and (2) what will we do for our members.

A mission statement was proposed and adopted at the annual meeting in 2011. The objectives, as listed in the Bylaws, were modified at the same meeting.

The mission statement reads:

The International Association of Jewish Genealogical Societies (IAJGS) promotes Jewish genealogy in partnership with its member organizations worldwide.

To achieve this goal, the IAJGS provides its members with organization, administrative, educational and other services needed to support their operations and growth. IAJGS promotes and coordinates regional, national, and global activities as needed among its members and provides centralized services for the benefit of its members.

In addition, IAJGS represents its members' common interest in general genealogical forums and endeavors to facilitate communication between its members and the greater genealogical community through a variety of venues including the annual International Jewish Genealogy conference.

Number 10 of the Statement of Objectives listed in the Bylaws originally read "Notwithstanding any other provision of these Articles, the Association shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code)" This was removed and replaced with the following: "To foster creation of Jewish genealogical organizations in unserved areas" at the annual meeting of 2010.

VII. ANNUAL MEETINGS

VII.1 Meeting Schedule

The annual meeting of IAJGS members is held during the IAJGS Annual International Conference on Jewish Genealogy. The Board will determine the day of the meeting; historically, the meeting has taken place on the Wednesday of the conference. If for any reason, there is no annual conference, or if it is not possible to conduct the annual meeting at the conference, the Board shall determine an alternative time, procedure and/or location for holding the meeting in accordance with its Bylaws.

VIII. ANNUAL INTERNATIONAL CONFERENCES ON JEWISH GENEALOGY

VIII.1 Hosting

Beginning in 2013, all annual IAJGS conferences will be either solely hosted by IAJGS or co-hosted with a local member organization(s) unless decided otherwise by the board.

VIII.2 Presidents' Reception

Each year the Board will determine if it will host a reception for JGS presidents. The Board will determine the amount of money to be used for the reception. The reception will be "by invitation only" and include only member organization presidents, or designated representatives, past IAJGS presidents and selected individuals invited by the Board. The cost of the President's reception will be part of the conference budget.

VIII.3 IAJGS Sponsored Sessions

Each year the Board will determine if it will sponsor a Management Session and/or other sessions at the annual conference. These sessions should focus on issues that assist member organizations in such areas as programming, increasing membership, publicity, etc.

VIII.4 IAJGS Hosted Conferences

1. The IAJGS may host the annual conference itself. The Board will determine the location and dates.
2. When the IAJGS hosts a conference, funds from the Conference Fund may be used.

VIII.5 IAJGS Conference with Local Host(s)

1. The IAJGS may co-host the annual conference with one (1) or more member organizations serving as local host(s).
2. When a conference has local host(s) there shall be an agreement signed by the IAJGS and the local host(s) clearly delineating division of labor, responsibilities, authority and allocation of assets.
3. When a conference has local host(s), the Conference Fund may be used.

VIII.6 Budget and Expenditure Approval

When a conference is hosted by the IAJGS alone or with local host(s), the Board must approve the conference proposed budget. Any one of the following conference related expenses shall require pre-approval by the Board: expenditures of more than \$5,000 not included in the conference budget and multi-year contracts.

VIII.7 Execution of Conference Contracts

All conference contracts must be signed by the IAJGS President.

VIII.8 Regular Reporting to the Board

The chair(s) of an IAJGS hosted conference or a conference with local host(s) must report to the Board on a regular basis and at least no later than two (2) weeks in advance of each scheduled Board meeting. Such reports shall include weekly updated Registration Pace Report for both in person and LIVE! registrations; progress against F&B and room night commitments; progress against revenue targets including sponsorships, donors, and exhibitors; and major accomplishments and issues. At the conclusion of the conference and not later than 90 days after the conference, the chair(s) shall provide: an overall assessment including recommendations for future conferences; recording sales; history report from the meeting planners; Budget vs. Actual Report; P&L statement; survey data from attendees/speakers/exhibitors/LIVE! subscriber/volunteers; contact information for all volunteers; demographics of attendees and LIVE! subscribers; and contact information for all attendees and LIVE! subscribers. Additionally the chair(s) shall provide access to all the digital files created for and used by the conference to the Secretary and President.

VIII.9 Registration Waivers

When the IAJGS hosts a conference, the registration fees will be waived for all IAJGS Board members. When there are local host(s) the registration fees will be waived for all IAJGS Board members, the local JGS President and a pre-determined number (as specified in the conference agreement between the IAJGS and the local host(s)) conference committee chairpersons.

VIII.10 Volunteers

Whether the IAJGS hosts a conference or has local host(s), volunteers who work for four hours will receive a free registration for their personal use for the rest of the day (half day pass). Volunteers who work for one full day will receive a full day pass for their own personal use to be used on another day.

VIII.11 Conference License Fee

All contracts with a local host organization will include a provision for payment of a license fee to IAJGS. The fee will be determined by the Board and revised from time to time as needed. As of 2019, the fee is calculated as follows: \$16.00 (U.S.) for each paid full registrant, \$8.00 (U.S.) for each

companion registrant and \$3.00 per day for each daily registrant. No payment is required for those whose registration fees are fully compensated (typically, for conference speakers).

IX. LISTSERVE

IX.1 Listserve

The IAJGS Leadership Exchange is a moderated Internet forum for the sharing of ideas. The Moderator will review and approve messages before they are sent to the list; messages may be edited or corrected slightly by the Moderator where appropriate.

IX.2 Membership on the Listserve

1. All Board members, past IAJGS Presidents, and selected individuals from member organizations who are in leadership positions are eligible for access to the Listserve. These selected individuals will be limited to officers and board members (editor, programming chair and immediate past president) of the member organization. Three additional people may be included at the discretion of the member organization president.
2. It is the responsibility of member organizations to specify which of their members will have access to the Listserve and to update this list with the Secretary on a timely basis.
3. If an organization ceases to be an IAJGS member in good standing, any individuals from the organization will be removed from access to the Listserve.

IX.3 Guidelines for Use

The following guidelines should be posted on the list at least annually:

APPROPRIATE AND INAPPROPRIATE MESSAGES

As reflected in the name of the Forum, appropriate messages fall into two broad categories: those that relate to official IAJGS business and those that are of clear, direct use to the leadership of IAJGS member societies.

The first broad category, IAJGS business, is fairly straightforward. It may include announcements of IAJGS services and activities (e.g., reports on the activities of the IAJGS Public Records Access Monitoring Committee).

The second category is more difficult to define precisely. The key issue is whether the information will be of use to the leaders of societies, either because it helps them develop their societies or because they would want to pass on the information to their members.

Some examples may help.

Inappropriate Messages:

* Announcements (which amount to advertisements) of upcoming programs or events that are outside of or much broader than the scope of Jewish genealogy.

* General genealogical community news that that doesn't reach the level where leaders would want to pass it on to their members. There are blogs for this kind of information.

* Discussion that is relevant to only a limited subset of Forum subscribers (such discussion should be

handled by direct email).

- * Messages that comment on other messages without adding useful new information.
- * Information about IAJGS conferences from people other than designated conference organizers.

Appropriate Messages:

- * Reports on a society's programs or other activities, including upcoming programs and events, that other societies might wish to offer, with comments on what worked and what could have been improved.
- * Requests for help from other Forum members regarding aspects of running a society (e.g., how much to charge non-members at meetings).
- * Special developments that society leaders would want to know about so that they could inform their members. Such things might include a major new resource that has become available or a limited-time offer of free access to subscription databases.

MESSAGE FORMAT

Use a subject line that is short but clearly conveys the subject of the message. When replying to a digest of messages, be sure to change the subject line from "Re: iajgs digest: (date)" to "Re: (the subject of the original individual message)".

Sign your name and organization at the end of any message.

When replying to a message, quote only enough of the original message necessary to provide clarity and context.

When replying privately to the person who posted a message, do not use "Reply," which would send the message to the entire list. Address the message to the recipient's individual email address.

GENERAL NETIQUETTE ISSUES

Be respectful of others; disagree courteously.

Personal attacks, sarcasm, and derogatory comments will not be tolerated.

X. BYLAWS

X.1 Availability of Bylaws

1. The Secretary will ensure that the Bylaws are updated immediately after the annual meeting and make certain that the website version is the latest one.

XI. POLICIES AND PROCEDURES

XI.1 Availability of Policies and Procedures

1. The Policies and Procedures will be made available on the IAJGS website.
2. The Secretary will incorporate changes adopted by the Board immediately after adoption.
3. As soon as the Policies and Procedures are updated or revised, the Secretary will send a copy to all Board members and make certain that the website has the latest version.
4. The Secretary will be responsible for ensuring that a copy of the Policies and Procedures is given to all new Board members upon election or appointment.

XI.2 Review of Policies and Procedures

1. The Board shall review the Policies and Procedures once a year. The Board must approve any changes. If necessary, the President shall appoint a Policies and Procedures committee, with Board approval, to propose changes.