

# Québec Genealogical eSociety Policy Manual

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1	Management of QGeS Website	2018/01/15	
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Revision Table		
Date of revision	Details of revision	Reference
2019-03-12	1) Policy 2 is revised to redefine the conditions for the financial audit and the presentation of the results to the members. 2) Policy 5 is revised to address the situation where a member participating in the Annual Meeting does not vote on a resolution because the member is not consulting their device or is otherwise occupied at the time of the vote. 3) Revision table added. 4) Format of issue and revision dates standardized.	1) Minutes of Board meeting on 2019-03-12.  2) Minutes of Board meeting on 2019-03-12.  3) None required. 4) None required.

# Québec Genealogical eSociety Policy Manual

## Québec Genealogical eSociety Policy 1

### Management of the QGeS Website

#### 1.1 Website Management

Appointed by the Board, the QGeS Webmaster is responsible for the management of the QGeS website.

#### 1.2 Website Design and Content

All proposed changes to the website functionalities that deviate from the established design and content require Board approval prior to submitting a request for such a change to the website provider.

#### 1.3 Webmaster

Working with the website provider Réseau Koumbit Inc, the Webmaster is responsible to maintain the website's established design and content. The Webmaster is responsible for managing access and permissions to website features, and assisting and supporting user members.

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## Québec Genealogical eSociety Policy 2

### Finances

#### 2.1 Treasurer

The Treasurer manages the QGeS financial operations and develops appropriate financial policies and systems to ensure QGeS ongoing solvency, as follows:

- prepare an annual budget.
- manage the day-to-day business (see *Policy 2.2* and *Policy 2.3*) through the Royal Bank's *RBC Small Business eAccount*.
- reconcile on a monthly basis the account statements versus the QGeS financial transactions.
- complete and submit QGeS federal and provincial tax forms, in an accurate and timely manner.
- advise the Board with regards to the optimum financial strategies to support the QGeS mission.
- arrange for an annual audit of QGeS finances.
- perform other related duties as determined by the Board.

#### 2.2 Revenue

Revenue includes membership dues, donations, gifts, grants, and sponsorship funding. To maintain the status of a non-soliciting organization and benefit from the associated reduced level of reporting required by the Federal Government, QGeS annual income from donations or gifts or legacies of money or other property received from any person who is not a QGeS member or director must not exceed \$10,000.

#### 2.3 Expenses

**2.3.1** Non-recurring expenses include the repayment of start-up funding for company registration, initial website design, QGeS logo design, website development, and start-up marketing expenses.

**2.3.2** Recurring expenses include the website domain name annual fee, website hosting, *GoToWebinar Pro* annual fee, website maintenance, subscription databases access fees, and marketing.

#### 2.4 Financial Year

The Board of Directors establish the financial year-end of the QGeS. Until further notice, the financial year is the calendar year from January 01 to December 31.

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## 2.5 Business Account

The QGeS business account is with the *RBC Royal Bank*. To the extent possible, QGeS financial operations are based on electronic banking. All incoming transactions and outgoing transactions are managed through this account. The QGeS Treasurer is the custodian of the QGeS business account.

Automatic withdrawals or transfers from the QGeS business account will be set up for Board-authorized recurring expenses (*Policy 2.3.2*). Withdrawals or transfers from the QGeS business account to cover non-recurring expenses (*Policy 2.3.1*) require the approval of two authorized Board members.

## 2.6 Annual Financial Statements

The Treasurer posts the QGeS annual financial statements on the QGeS website.

## 2.7 Reimbursement

The QGeS Board may authorize the reimbursement of QGeS member's expenses they incurred while conducting Board-approved activities. Receipts are required to support any request for reimbursement. Unless otherwise determined by the Board, reimbursement is limited to the amount of \$50 CAD.

## 2.8 Honorarium

The QGeS Board may authorize honorariums for presenters at QGeS events.

## 2.9 Public Accountant

In that the QGeS is a non-soliciting corporation (ref. QGeS by-law 1, Section 3.2), and as agreed by a unanimous vote at the Annual Meeting of members on 2018-04-19, the QGeS will not appoint a Public Accountant for audit purposes. For the financial year-end Statement of Operations (SOP) presented to members at the Annual Meeting, the members of the Annual Meeting appoint an auditor with financial competencies to audit QGeS finances. The auditor ensures the accuracy of the data included in the SOP relative to the QGeS financial records, and ensures the conformance of the content of the SOP to established reporting criteria. The auditor will provide the audit results at the following Annual Meeting. This arrangement will remain in effect, unless a resolution to the contrary (i.e. members require a Public Accountant to conduct the audit of QGeS finances) receives a majority of members' votes at the annual meeting.

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## Québec Genealogical eSociety Policy 3

### Membership

#### 3.1 Terms of Membership

**3.1.1** While the QGeS welcomes amateur and professional genealogists, historians, and researchers, the terms of use to access our subscription databases are for personal, not-for-profit, use only. Members who are professional genealogists may therefore use the subscription databases for their own personal research, but may not use them when conducting research for their client.

**3.1.2** Members must treat each other with respect at all times. This means no personal attacks, no flaming, and no mocking of other members or their views. Members will not always agree with each other, and indeed, respectful debate is a good thing, but members are expected to listen to each other carefully and respond with respect.

**3.1.3** Members will not use QGeS communication services to slur other members with derogatory comments related to racial, ethnic, gender, religious, sexual orientation, ability, appearance or other physical or cultural aspects. Members will not swear or use insulting or obscene language when communicating with other members.

**3.1.4** Members will not grant non-members access to QGeS resources, by sharing login ids and passwords or by any other means.

**3.1.5** Members will not perform any action that could prevent the normal functioning of, or deny access to the QGeS website or any of its resources.

**3.1.6** Members will not divulge any information about members of the QGeS to non-members without a member's express consent. For example, members must ask another member for consent before giving that person's email address to a third party.

**3.1.7** Members will not act in any other manner that is detrimental to other members, or to the QGeS.

#### 3.2 Board Member

A Board Member must be a member of the QGeS and is entitled to receive notice of and attend all meetings of QGeS Board and Annual Meetings. A Board Member shall be entitled to one (1) vote at such meetings.

#### 3.3 Non-Board Member

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A Non-Board Member is entitled to receive notice of and attend the Annual Meetings. A Non-Board Member shall be entitled to one (1) vote at such meeting.

## 3.4 Membership Dues

Based on recommendations by the Treasurer, the Board will determine the amount for annual membership dues. The QGeS website will indicate the current amount. Membership dues are payable on the date the member joins the QGeS and, thereafter, each year on the anniversary date the member joined.

**3.4.1** A member who resigns or a member whose membership is revoked is not entitled to a refund of dues for the remaining portion of their membership.

## 3.5 Membership Renewal

Memberships are renewed automatically on the anniversary date the member joined. Members will receive an electronic renewal notice thirty (30) days prior to their anniversary date.

## 3.6 Involuntary Cancellation of Membership / Removal of a Director

### 3.6.1 Involuntary Cancellation

In terms of disciplinary action, cancellation of membership is a *last resort* and may be applied under the following conditions:

- when a member violates any provision of the by-laws or policies of the QGeS, as determined by the Board at its sole discretion;
- when a member's conduct is considered to be detrimental to the QGeS or its members, as determined by the Board at its sole discretion.

The Board must give the member ten (10) days prior notice by electronic mail of their intent to cancel the member's membership. This notice must include the rationale supporting the Board's decision, a decision taken by the Board after due deliberation while exercising care, diligence and good faith.

### 3.6.2 Appeal Process

Following receipt of the cancellation notice and prior to the effective date in the notice, the so-named member may appeal the Board's decision. Upon receipt of the request to appeal, the Board will convene a special meeting of the Board and the member, where the member may present their application to reverse the Board's decision.

The Board will consider the information provided at the meeting and notify the member of the Board's disposition of the appeal within five (5) days of the appeal meeting.

The Board's post-appeal decision is final and binding, without any further right of appeal.

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## 3.6.3 Removal of a Director

At a Special Meeting of Members called to consider the motion to remove a Director, a vote of at least two-thirds (2/3) in favour is required to proceed with removal. Grounds for removal include the following:

- when a director is unable or unwilling by his presence or actions to support the QGeS objectives;
- when a director violates any provision of the by-laws or policies of the QGeS;
- when a director's conduct is considered to be detrimental to the QGeS or its members.

Note: The QGeS Board may also extend the disciplinary action to cancellation of the director's membership in accordance with *QGeS Policy 3.6.1*.

## 3.7 Voluntary Membership Cancellation

A member may cancel their membership at any time through the QGeS website. A member who cancels their membership is not entitled to a refund for any remaining portion of their membership.

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## Québec Genealogical eSociety Policy 4

### Term of Board of Directors

#### 4.1 Founder

The QGeS Founder is a lifetime Board member.

#### 4.2 Term of Initial Board of Directors

At the initial meeting of the Board, the Board of Directors may appoint additional Directors to meet the minimum number specified in the QGeS by-law, or as determined by the Board to satisfy the minimum number required to operate effectively. The term of the original Board of Directors, including any appointed directors ends at the close of the first Annual Meeting of Members.

#### 4.3 Term of Subsequent Board of Directors

Except as noted in 4.1 and 4.2 above, the term for Board members is four (4) years. If the Annual Meeting of members does not elect replacement directors, the incumbent directors may continue in office until their successors are elected.

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## Québec Genealogical eSociety Policy 5

### Meetings

#### 5.1 Board Meetings

Unless otherwise indicated, Board meetings will be held using *GoToMeeting* or *GoToWebinar*, whichever is appropriate.

#### 5.2 Annual Meetings

Unless otherwise indicated, Annual meetings will be held using *GoToWebinar*. Except as noted in *QGeS Policy 4*, election of Board members will be conducted during the Annual Meeting.

#### 5.3 Voting

Voting during Annual Meetings will utilize either the Poll or Survey functions of the *GoToWebinar* service. The Poll function accommodates stand-alone questions with multiple answers and provides immediate results once voting is completed. The Survey function accommodates many questions with multiple answers related to a particular subject. The survey is distributed after the meeting with results provided when members have responded.

At the Annual Meeting, after the vote is taken on a resolution and the chairperson declares the voting process closed, members attending the Annual Meeting who have not voted for whatever reason (e.g. away from their device at time of the vote, otherwise occupied at the time of the vote, etc.) are considered absent from the meeting for the purpose of the resolution, and are therefore not entitled to vote for the acceptance or rejection of the resolution.

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## Québec Genealogical eSociety Policy 6

### Document Management

#### 6.1 Retention

The following QGeS documents shall be retained for an indefinite period:

- QGeS *Corporation Information Sheet* (Federal) and *Letters Patent* (Provincial);
- QGeS by-law and policies;
- Financial records (income statements);
- Year-end financial statements;
- Minutes of Meetings;
- Audit reports;
- Tax returns.

#### 6.2 Storage

For the storage and retention of the above, the QGeS utilizes *www.dropbox.com*, the file hosting service provided by *Dropbox Inc.* The QGeS Secretary is the custodian of the QGeS *Dropbox*.

Release of these records or documents to a person or persons outside the QGeS Board requires prior Board approval.

#### 6.3 Signing Authority

Two (2) authorized Board Members shall be required to sign external documents needing a signature. The Board will designate which Board Members may sign documents on behalf of the QGeS.

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