**REGISTRAR**

**POLICY: A Policies and Procedures Manual, subject to the approval of the Council, will be maintained and will contain adequate instructions to insure consistent compliance with both the letter and the intent of the Society’s Bylaws.**

**REFERENCE based on the current ACGS Bylaws (2024) state:**

**Article II: Objectives**

Section C: Specific Society Projects Subsection 2: Collections and Library. The Society will collect, store, and publish such books, pamphlets, manuscripts, charts, and other records as pertain to its members, their activities and genealogy for the purpose of disclosing the history of the members of the Scottish Clan Gregor in the development of North America. The Society’s archives and a Library will be maintained for the purpose of preserving these records, with the exception that all membership records will be maintained by the Registrar.

**Article IV: Organization, Indemnification**

Section A: Organization:

Subsection 2: Members of the Society will comply with these Bylaws and perform their duties in accordance with the Society’s governing documents and applicable laws. No member of the Society will receive any salary or compensation from the Society other than reimbursement for out-of-pocket expenses.

Section B: Indemnification

Subsection 1: The Society will, to the fullest extent permitted by law, indemnify each person who serves at any time as a Council member, officer, trustee or other official of the Society against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, incurred or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification will be provided for any such person with respect to any proceeding initiated by such person against the Society, a Council member, an officer, a trustee or another official of the Society or any matter as to which he or she will have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Society; and further provided that any compromise or settlement payment will be approved by a majority vote of the Council members at a meeting at which a quorum is present. The indemnification provided hereunder will inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article IV, Section B will be in addition to and not exclusive of all other rights to which any person may be entitled.

Subsection 2: This Article IV, Section B constitutes a contract between the Society and the indemnified Council members, officers, trustees and other officials of the Society. No amendment or repeal of the provisions of this Article IV, Section B that adversely affects the right of an indemnified Council member, officer, trustee or other official under this Article IV, Section B will apply to such Council member, officer, trustee or other official with respect to those acts or omissions that occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

**Article V: Eligibility and Classification of Members**

Section A: Lineal Members

Subsection 1: Any person is eligible for lineal membership in the Society who is eighteen (18) years of age or older and bears the surname Gregor, MacGregor, Magruder or variations thereof (or is descended from such person, maternal or paternal), and who can trace his or her ancestry to Scotland or the Americas prior to 1870. Also, any person with a recognized sept name of or alias for Gregor, MacGregor or Magruder (or is descended from such person, maternal or paternal), as recognized by the Clan Gregor Society of Scotland, and who has a documented family tradition of being a MacGregor is eligible for membership.

Subsection 2: Any person is eligible for lineal membership in the Society who is eighteen (18) years of age or older, is the legally adopted child of an individual eligible for lineal membership, or the descendent of an eligible adopted child.

Subsection 3: A lineal member will have the right to vote and to participate fully in the activities of the Society, and the obligation to pay dues, except as otherwise specifically set forth in these Bylaws.

Section B: Associate Members

Any person is eligible for associate membership in the Society who is eighteen (18) years of age or older and who is married to a lineal member, who was married to a person who is deceased who was a lineal member, or a step-child of a lineal member. An associate member will have the same right to vote and to participate fully in the activities of the Society, and the same obligation to pay dues as a lineal member, except as otherwise specifically set forth in these Bylaws.

Section C: Junior Members

Subsection 1: Lineal Junior Members. Any person is eligible for lineal junior membership in the Society, who is under the age of eighteen (18) and is descended from a lineal memberor legally adopted by a lineal member.

Subsection 2: Associate Junior Member. Any person is eligible for associate junior membership in the Society, who is under the age of eighteen (18) and who is a step-child of a lineal member.

Subsection 3: Rights and Obligation of Junior Members. Junior members will have no voting privileges and will not pay dues. At the age of eighteen (18) they may become lineal members or associate members, as applicable, and will be eligible to vote, will pay dues and will have all other rights and obligations of a lineal or associate member, as applicable.

Section D: Life Members: The category of Life membership was abolished as of 1 October 2018; provided that the status of Life membership granted to persons prior to such date remains unaffected. Life members will have all Society privileges. Any reference in these Bylaws to lineal members or associate members will include lineal life members or associate life members, as applicable, except that life members of any category are not required to pay dues.

Section E: Provisional Members: Any person who wishes to join the Society as a lineal member but who has had difficulty in tracing his or her ancestry may join as a provisional member for up to two (2) consecutive years while researching the documentation to support eligibility as a lineal member. Annual dues are required to be paid to maintain this category of membership. Provisional members will receive all Society publications and may attend all Gatherings and other meetings of the Society, but will not have the right to vote or hold office. Provisional memberships will automatically expire at the end of the second (2nd) year and may not be extended or renewed beyond two (2) years. The Registrar will certify the tracing of ancestry sufficient for lineal membership. The Registrar will notify those Provisional members who have failed to establish within the two (2) year period sufficient proof of ancestry to become a lineal member.

Section F: Honorary Members: A person who is not eligible for lineal or associate membership but who has shown great and sustained interest in the work of the Society may be nominated for and elected to honorary membership in the Society. An honorary member will not be required to pay dues and will not have the right to vote or hold office. Spouses and step-children of honorary members are not as such eligible for associate memberships, and children of honorary members are not as such eligible for junior memberships. To be considered for honorary membership, a petition to this effect will first be presented to the Council, in writing and signed by no fewer than (3) three current Council members, setting out the achievements and accomplishments of the nominee that are considered by the petitioners to be deserving of honorary membership. Such petition will be submitted for consideration at any convened meeting of the Council and will be decided by a majority vote of Council members present at a meeting at which there is a quorum. If not a member of the Society, the Pipe Major of the Society’s Pipe Band will automatically be an honorary member during his or her tenure as the Band’s Pipe Major.

Section G: Application for Membership: Application for membership will be made upon such forms as are adopted by the Registrar from time to time.

**Article VI: Dues and Fees**

Section B: Non-refundable Application Fee: The non-refundable application fee will be determined by the Council from time to time, and will be paid by the applicant for membership when requested by the Registrar.

**Article VII: Termination of Membership and Reinstatement of Members; Removal of Officers and Council Members**

Section D: Reinstatement of Resigned Member: A member who has resigned from the Society, in good standing, will be reinstated upon written request to the Registrar.

**Article VIII: Officers and Officials**

Section B, Subsection 1, Elected Officials: The officers and Council members of the Society elected by the General Assembly will be: Chieftain, Ranking Deputy Chieftain, Scribe, Registrar, Treasurer and Chancellor.

Section C: Council: There will be a Council consisting of the Chieftain, Ranking Deputy Chieftain, Assistant Chieftain (non-voting), Scribe, Registrar, Treasurer, Chancellor, Immediate past Chieftain and three (3) appointed At-Large Council members.

Section G: Registrar: The Registrar will be elected to an initial term of office for two (2) years with subsequent terms of office of one (1) year. The Registrar will pass upon the eligibility of all applicants for membership in the Society, will have charge of all membership records of the Society, and will make a report at each Annual General Meeting and annual meeting of the Council.

Section L: Time for Holding Office: The term of office for each Council member, officer and other officials will commence with the adjournment of the Gathering at which he or she is elected or appointed, except for Area Deputy Chieftains, whose terms of office will commence on January 1 of the year following the Gathering at which they were appointed and end on the third annual December 31.

**PROCEDURE:**

*Membership:*

The Registrar will receive all membership applications and determine each persons’ eligibility to join ACGS in accordance with the criteria included in the Bylaws. Once the Registrar determines the applicant is eligible for membership and has paid both the non-refundable application fee and the first year’s dues, the Registrar will forward the application to the Chieftain for further review and approval. After the application is signed by the Chieftain and returned to the Registrar, the Registrar will mail a membership packet to the appropriate applicants. Each applicant’s correspondence whether accepted or declined, will be maintained in a separate folder and retained in the custody of the Registrar. For applicants who have been declined membership: the Registrar will request the Treasurer to refund only the dues portion of the monies paid by the applicant because the application fee is non-refundable. Unreturned application requests folders may be discarded after two years of inactivity in their correspondence with the Registrar.

* Checklist for new member packets
	+ welcome letter
	+ certificate of membership
	+ ACGS brochure.
	+ ACGS name badge order form
	+ ACGS merchandise order form
	+ membership card signed by Treasurer
	+ information on Gathering, as appropriate depending on time of year
	+ new member/ADC introduction letter (letter to new member and email to ADC)
* Internal office procedures
	+ prepare new acid-free letter size file folder
	+ For applications submitted on paper application forms:
		- sign and add new member number to application.
		- Scan/digitize completed membership documents for retention in Society’s digital archives.
	+ For applications submitted electronically through the Society’s on-line application process:
		- electronically sign and add the member number to the electronic application.
		- Add the Chieftain’s electronic signature as directed by the Chieftain.
		- Print out the completed electronic application and any electronic documents submitted with the electronic application to be interfiled with all completed paper applications.
		- Add the digitized completed membership documents to the Society’s digital archives.
	+ Input new member data into the ACGS on-line membership database and coordinate as necessary with the Membership Database Manager.

*DNA Considerations Regarding Membership Eligibility:*

While the Registrar may receive a copy of any member’s DNA results and place that report in their membership file folder, (similar to a birth certificate), it is not in the job description of the Registrar to conduct “matches”, as FTDNA has a far superior method of letting people with an interest and who will sign a release, get connected to others in the Project. Applicants with DNA evidence of being a MacGregor, but without a listed MacGregor family or sept name in their pedigree, may be considered for membership on a case-by-case basis. A paper trail is expected to be included with their formal application.

*Registrar data base:*

The Registrar will maintain the following electronic databases which are for Registrar use only. Selected entries may be shared with other members of Council as needed for them to perform their duties.

* Membership Applications Archives. This Excel file includes selected information about each member since the organization of the Society in 1909. Anyone with genealogy questions about who might have ever been a member, must contact the Registrar directly.
* Junior Members. This list includes selected information about the Junior and their sponsor. Correspond with Junior members and their sponsors as they approach their 18th birthday, for the purpose of inviting them to become Lineal members.
* Contacts List: This list will include anyone who contacts the Registrar about wanting to join ACGS. The list may include those with Genealogical queries, as they may eventually join. Juniors may appear on both the Contacts list and the Junior members list.

*Other duties:*

* The Registrar will respond to inquiries about membership. The email address currently on the ACGS website and various publications where the Society advertises, is forwarded to the current Registrar’s personal email address by the Webmaster.
* The Registrar will forward monies received for memberships to the Treasurer.
* The Registrar will maintain a list of all monies received and forwarded to the Treasurer and will provide a copy of this list to the Audit Committee upon request.
* The Registrar will submit reports about new members to the Council and Annual General members’ meeting during the annual Gathering, as well as to the Yearbook editor. Articles of interest may also be submitted to the newsletter editor.
* The Registrar will be the custodian of selected membership files and will maintain the digital archives.
* The Chair of the Recognition Committee will provide a copy of recognition certificates to the Registrar for inclusion in the recipient’s membership file.
* The Registrar will be an ex officio member of the Genealogy Committee.
* The Registrar will send an electronic copy of provisional applications to the chair of the Genealogy Committee after they have been approved by the Chieftain as a provisional member and the provisional membership packets have been mailed.
* The Registrar will perform such other duties as may be assigned by the Chieftain, or the Council, or Society members.
* Upon leaving the position, the Registrar will transfer all records, documents and other items to the succeeding Registrar or Chieftain in a timely manner to ensure continuity and integrity of the position for the Society.

*Society Support for the Registrar:*

• The Chieftain will:

* Review the membership applications forwarded by the Registrar.
* Sign and return to the Registrar those applications approved by the Chieftain.
* Contact the Registrar for clarification / further information for those membership applications which do not meet obvious approval.
* Respond as promptly as possible to all communications from the Registrar.
* The Treasurer will notify the Registrar if a Provisional member’s dues have lapsed and he/she is no longer an active member.
* The officers and Council members of the Society will carry out timely communication of Society business that requires action by the Registrar

**APPROVED**

**Approved by ACGS Council and AGM September 2024**

**Periodic Review by ACGS Council: 2025**