**YEARBOOK EDITOR**

**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)**

**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 VIII: Officers and Officials**

Section B, Subsection 4: Other appointed officials. The following Society officials are nominated by the Chieftain and approved by the Council but are not officers or Council members: Chaplain, Newsletter Editor, Yearbook Editor, Librarian, Historian, Webmaster, Piper, Area Deputy Chieftains (three (3) year terms).

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:**

The Yearbook Editor has responsibility for the annual publication of the ACGS yearbook which constitutes the official historic record of the Society.

*The Yearbook Editor will:*

* Have responsibility for the yearbook which includes the published public record of the official minutes of all ACGS Council Meetings and the Annual General Meeting.
* Collect reports from Council Members and general members for inclusion in an annual ACGS yearbook
* Collect and edit relevant documents relating to ACGS events throughout year
* Collect, edit and collate photographs of events related to ACGS
* Solicit information from members regarding activities such as travel to historic places that will be included in yearbook.
* Solicit contributions from members regarding family histories that would be of historic interest to ACGS members
* Track participation of ACGS members in national events
* Collate the reports from Council members and general members along with photographs and indices into a yearbook format suitable for publication
* Upon leaving the position, the Yearbook Editor will transfer all records, documents and other items to the succeeding Yearbook Editor or Chieftain in a timely manner to ensure continuity and integrity of the position for the Society.
* The Yearbook Editor will submit the final yearbook PDF to the Assistant Chieftain for submittal to the Printer. The Assistant Chieftain will obtain the membership mailing lists, divided into three categories – domestic, international, and library, from the Membership Database Manager. The Assistant Chieftain will then submit, via email, everything together to the printer. The Assistant Chieftain is the liaison with the Printer, if there will be any printer directed corrections, they will be conveyed through the Assistant Chieftain to the Yearbook Editor.
* While the Assistant Chieftain will submit the yearbook PDF file to the University of Baltimore and CC the society Librarian, the Yearbook Editor will help ensure the library receives the PDF file.

*Yearbook Requirements:*

* The size of the printed yearbook is 6 inches horizontal by 9 inches vertical. This is a 100 plus year tradition.
* The cover of the yearbook will be red with black printing. The cover will contain the Fiery Cross, another 100 plus year tradition. Optional an appropriate picture from the current year can be faintly imposed as a backdrop.
* The body pages will be white paper with black printing.
* The bulk of the pictures within the yearbook will be grayscale. An occasional picture or two in color is acceptable.
* The cover and the body will be two separate PDF files.
* There will be a small quantity of yearbooks printed and sent to the Merchandise Manager as extras to cover any unforeseen incidents.

*Society Support for the Yearbook Editor:*

* The officers and Council members of the Society will carry out timely communication of Society business that requires action by the Yearbook Editor
* Members are encouraged to submit timely information and photographs to the Yearbook Editor to ensure that the annual Yearbook indeed reflects the historical nature of the Society and its members during the year and other information of historic interest.

**APPROVED**

**Reviewed and updated September 2023**

**Periodic review by ACGS Council: 2026**