**GENEALOGY COMMITTEE**

**POLICY: A Policies and Procedures Manual, subject to the approval of the Council, shall be maintained and shall 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 shall comply with these Bylaws and perform their duties in accordance with the Society’s governing documents and applicable laws. No member of the Society shall receive any salary or compensation from the Society other than reimbursement for out-of-pocket expenses.

Section B: Indemnification

Subsection 1: The Society shall, 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 shall 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 shall 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 shall be approved by a majority vote of the Council members at a meeting at which a quorum is present. The indemnification provided hereunder shall 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 shall 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 shall 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 X: Standing Committees**

Section F: Genealogy Committee**:**  The Genealogy Committee shall be appointed by the Chieftain and approved at the annual Council Meeting for a two (2) year term. The committee shall consist of three (3) members, the Chair to be selected by the committee. It shall be the duty of the committee to provide limited genealogical research assistance to prospective members having difficulty tracing his or her ancestry.

**PURPOSE:**

The position of Genealogy Committee exists to support the work of the American Clan Gregor Society (ACGS) by providing genealogical research assistance to selected persons, such as those seeking to complete lineal membership applications to join the ACGS and provisional members of ACGS seeking to convert to lineal membership.

**PROCEDURE:**

The Registrar shall be an ex officio member of this committee, which shall consist of at least two other members: a Chair and research assistant(s). The terms of the members of this committee (with the exception of the Registrar) shall be one year, and may be reappointed by the Chieftain at the next annual Council meeting.

*The Genealogy Committee responsibilities:*

* Maintain confidentiality between the client and members of the committee.
* The Chair of the committee shall be the contact person for the committee.
* The committee's assistance is pro-bono, with certain limits/ considerations, on a case-by-case basis, with the extent of research assistance being decided by the Chair.
* The Chair shall evaluate the needs of proposed clients and initiate action by making assignments to assistant researchers on the committee.
* Requests for additional information shall be sent to proposed clients by the Chair of the committee.
* The Registrar and the Chair of the committee shall collaborate on the sufficiency of types of sources and evidence to approve an application. However, with the exception of the Registrar, it is not the responsibility of members of the Genealogy Committee to approve membership applications.
* ACGS is not as strict as the DAR (Daughters of the American Revolution). In fact, documents detailing family traditions have been acceptable in the past, where specific online sources were not found. Primary sources/certificates are preferred if available, however secondary sources may be acceptable. Photocopies of certificates are preferred, as attachments to applications are not returned to the applicant. Do not send originals to the Registrar.
* A report shall be sent to the client along with a lineal application form. The report to the client may make recommendations to the client for further research by themselves, which may include how to hire a professional genealogist.
* Members of the committee shall not request copies of official documents to benefit the research process. That is the responsibility of the client.
* Members of the committee shall not initiate or contribute to any online “family tree” or other genealogical recording to assist the client. That is the client’s responsibility.

*Society Support for the Genealogy Committee:*

* The Registrar shall send an electronic copy of provisional applications to the Chair of the committee after they have been approved by the Chieftain and the provisional membership packets have been mailed.
* In January, the Registrar shall send reminder letters to provisional members who have not converted to lineal membership and whose provisional membership shall be expiring at the end of the year.
* The Society shall carry out timely communication of Society business that requires action by the Genealogy Committee.
* The Society shall reimburse the Genealogy Committee for shipping costs associated with mailing correspondence to clients.
* Treasurer shall notify Chair of the Committee if a Provisional member’s dues have lapsed and they are no longer active members.

**APPROVED**

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

**Periodic review by ACGS Council: 2027**