

Norwegian-American Genealogical Association (N-AGA)

Constitution and Board Handbook

Approved 26 January 1994. Revised 27 October 2021

Table of Contents

Constitution, pages 2-3

Article I: Name

Article II: Purpose

Article III: Membership

Article IV: Officers

Article V: Board of Directors

Article VI: Amendments

Article VII: Dissolution

Handbook, pages 4-5

Board Membership

Duties of Board Members

Duties of Officers

 President

 Vice-President

 Secretary

 Treasurer

 Past President

Duties of Committees, pages 6-7

Hospitality

Librarian

Media / Technology

Membership

Newsletter Editor

Nominating

Program

Research

Seminar

Norwegian-American Genealogical Association Constitution

Article I: Name

The name of this organization shall be the Norwegian-American Genealogical Association (N-AGA).

Article II: Purpose

The purpose of this organization shall be:

1. To expand knowledge of Norwegian ancestry.
2. To exchange ideas relating to genealogical research and methodology.
3. To provide instruction on topics of interest to members.
4. To encourage interest in Norwegian ancestry and heritage.
5. To encourage research and writing family, emigration/immigration and settlement histories.

Article III: Membership

Any person or organization with ancestral ties and interest in Norway, or interest in Norwegian-American immigration is eligible for membership in this organization, regardless of race, creed, religion, sex, sexual orientation or age and may establish his/her/their membership upon meeting the requirements set forth by the Board of Directors. Meeting fees or annual dues may be established by the Board of Directors.

Article IV: Officers

1. The officers of N-AGA shall be President, Vice President, Secretary, Treasurer, and Past President. These officers shall constitute the Executive Committee.
2. Officers shall be elected for three year terms by members present at the annual Fall Business meeting.
3. Terms begin at the meeting following the election.
4. If an officer is unable to complete his or her term, the vacancy will be filled by the Board of Directors until the next election.

Article V: Board of Directors

1. The Board of Directors shall consist of the Executive Committee, the Past President and all committee chairpersons appointed by the Board of Directors.
2. The Board of Directors shall determine the duties of the Executive Committee and the Committee Chairs.

Article VII: Amendment

This constitution may be amended by a majority vote of members present at the annual Fall Business Meeting of N-AGA.

Article VIII: Dissolution

In the event of dissolution of the Board of Directors, after paying or making provisions for payment for all liabilities of the named Association, the Norwegian- American Genealogical Association, shall arrange for the transfer of all remaining assets to a non-profit Norwegian or Norwegian-American heritage organization deemed appropriate.

Norwegian-American Genealogical Association Handbook

Approved June 1986, Revised May 1999, Revised 27 October 2021

Board Membership

The Board of Directors shall be comprised of the Executive Committee and Committee Chair Persons and others as may from time to time be required and appointed by the Executive Committee.

Executive Committee, *elected every three years*

President
Vice President
Secretary
Treasurer
Past President

Committee Chairpersons, *appointed by the President*

Hospitality Coordinator
Librarian
Media/ Technology Coordinator
Membership
Newsletter Editor
Program Coordinator
Research Coordinator
Seminar Coordinator

Elections

1. The annual election is held at the Fall Business Meeting (typically September).
2. The term of Officers is three years beginning the month following the fall election.

Duties of Board Members

1. Attend board meetings.
2. Help identify potential program topics and relevant activities.
3. Alert members to new resources, references, and events.
4. Approve library acquisitions
5. Help identify ways N-AGA can improve and provide effective genealogical assistance to members.
6. Encourage members to share and actively participate in N-AGA activities.
7. Contribute articles for publication in the newsletter.
8. Provide editorial oversight of the newsletter.
9. Establish web page editorial policy.
10. Encourage mutually supportive relationship between the Minnesota Genealogical Society and N-AGA.

Duties of Officers

President

1. Maintain the President's Notebook.
2. Call board meetings as needed (minimum of 2 per year).
3. Conduct board and membership business meetings.
4. Moderate the monthly membership meetings in cooperation with the committee chairpersons.
5. Assist N-AGA to accomplish its purpose and goals.
6. Encourage members to contribute their talents and time, in cooperation with the membership committee.
7. Maintain a Board of Directors contact list and a list of scheduled meetings.
8. Ensure that essential letters are written and official forms are completed on behalf of the organization.
9. Prepare a monthly electronic meeting notice in cooperation with the newsletter editor and membership chair.
10. Register with the current bank in order to be a legal check-signer on the N-AGA checking account.
11. Join MGS as required by MGS, membership fee to be paid by N-AGA.

Vice-President

1. Assist with business and membership meetings.
2. Assist the president, on request.
3. Conduct meetings in the president's absence.
4. Assist committee chairs, on request.
5. Officially represent N-AGA at Norwegian and genealogical events.
6. Register with the current bank in order to be a legal check-signer on the N-AGA checking account.

Secretary

1. Take notes at board and membership meetings.
2. Prepare minutes and send a draft to board members for approval.
3. Maintain the official copy of the board and membership meeting minutes.
4. Provide a copy of meeting minutes for the President's notebook.
5. Write correspondence on behalf of N-AGA as requested by the Board.

Treasurer

1. Keep financial records of N-AGA income, investments, and expenses.
2. Register with the current bank in order to be a legal check-signer on the N-AGA checking account.
3. Deposit funds collected by N-AGA.
4. Pay bills for rent, items, and services purchased by N-AGA on a timely basis.
5. Prepare quarterly financial reports for the board of directors.

6. Serve as the N-AGA liaison with the treasurer of the Minnesota Genealogical Society.
7. Send a financial report to the MGS treasurer at the end of each year, for tax preparation.
8. Join MGS as required by MGS, membership fee to be paid by N-AGA.

Past President

1. Assist the President, on request.
2. Assist the Committee Chairs, on request.
3. Select members for the Nominating Committee
4. Chair the Nominating Committee.

Duties Of The Committee Chairs

Hospitality

1. Set up the meeting room for membership meetings, including a table for food and beverages.
2. Recruit volunteers to provide treats and beverages for membership meetings.
3. Clean-up after monthly membership meetings.

Librarian

1. Request an annual budget from the Board of Directors for library materials.
2. Locate and negotiate the acquisition of new source material.
3. Purchase resources on behalf of the organization.
4. Maintain and update the list of research links on N-AGA's website.
5. Solicit requests for purchases.
6. Coordinate physical inventory of library holdings every 1-2 years.
7. Coordinate maintenance of the N-AGA library.
8. Work with the MGS librarian to catalog new items.

Media/Technology

1. Maintain N-AGA's technical equipment.
2. Set up and monitor audio-visual equipment at meetings.
3. Assist with all technology at meetings and seminars.
4. Manage equipment and resource loans, if applicable.

Membership

1. Maintain the membership list and database for Avisen and email updates.
2. Enter all new members into the website database.
3. Encourage membership through a variety of means.
4. Maintain and distribute a supply of N-AGA brochures.
5. Assist the Vice-President to plan publicity for N-AGA to be used at special occasions.
6. Staff a table for registration at member meetings.
7. Maintain registration for meetings and seminars.

8. Make and store member name tags.

Newsletter Editor

1. Establish an editorial policy for the newsletter in cooperation with the Board of Directors
2. Solicit and edit articles for the newsletter.
3. Format and publish the newsletter after approval by all contributors and the President.
4. Deliver the newsletter in best pdf format to the printer.
5. Assist volunteers to label the newsletter and deliver to bulk mail.
6. Review newsletters from other genealogical and ethnic organizations.

Nominating

1. Survey members to determine interest to be considered for the board of directors.
2. Create a notice of board candidates for the website.
3. Conduct elections at the annual meeting of members.

Program

1. Locate interesting, appropriate presenters for monthly membership programs.
2. Coordinate logistics of monthly membership programs for presenters, (introductions and honoraria) and the media/technology coordinator.
3. Moderate monthly membership programs, in cooperation with the president.

Research

1. Scheduled and coordinate genealogical help sessions at the library.
2. Maintain a list of genealogical resources for volunteers.
3. Respond to inquiries for genealogical help from emails or other sources, or refer the inquiry to a committee member.

Seminar

1. Survey membership to determine topics of interest for seminars.
2. Determine the number of seminars to hold each year.
3. Find and confirm a presenter(s) for each seminar.
4. Determine the cost of seminars.
5. Compose a description of the seminars to be posted on the website.
6. Coordinate logistics with presenter, IT Specialist and membership chair.