

# **Pennington Research Association, Inc. Policies and Procedures – Adopted 2/25/12**

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## ***Mission and purpose of the Pennington Research Association, Inc. (PRA):***

The purpose of the Pennington Research Association is to gather all Pennington cousins together, to provide as much genealogical assistance as possible and to work together to further Pennington research. Our goal is to collect, preserve, maintain, and disseminate material relating to the genealogical structure of the Pennington Family.

The Pennington Research Association, Inc. is a not for profit corporation, incorporated in California in June, 2001. The Pennington Research Association membership elects the Board of Directors. The Board of Directors elects a Chairman. The Board of Directors creates the mission statement, policies and procedures and oversees the business of the Pennington Research Association. The Board of Directors appoints the officers of the Corporation.

Membership is offered to any person, regardless of ethnic, social, religious, or sex basis.

## ***Organization***

### **The Board of Directors description and duties:**

1. Consists of nine (9) members elected by the PRA membership (Refer to Section 5.02 of the Bylaws)
2. Elects the Chairman of the Board
3. Sets the policy for the PRA
4. Approves Officers appointed from the membership by the Chairman of the Board.

### **Conflict of Interest**

Board Members who have direct financial access to accounts should not be directly related to each other and may not do business with companies affiliated with, or who act as major customers or suppliers of the PRA. Board Members of an immediate family (husband, wife, daughter, and son) should not be given positions that could be perceived as a conflict of interest.

## **Present Officers and Staff of Corporation and Duties**

President and CEO duties include but are not limited to:

1. Chair all meetings of the PRA
2. Prepare the meeting agendas
3. Be the spokesperson for the PRA
4. Work with the Editor of the Pennington Pedigrees to:
  - a. Ensure timely printing
  - b. With the approval of the Board select the printer based on best quality and price

Vice President duties include but are not limited to:

1. Chair all meetings in the absence of the President
2. Assist the President and Board in all requested matters

Secretary duties include but are not limited to:

1. Take minutes at Board and Cyber Board Meetings, Annual Membership meetings and any special meetings the Board of Directors may call.
2. Provide copies of meeting minutes to all members of the Board of Directors for review and correction.
3. Provide copies of the Annual Membership Meeting minutes for publication in the Pennington Pedigrees.
4. Read the minutes from previous meetings and record corrections.
5. Provide each Board member a recap list of Policies adopted during the year and/or at Board meetings (including Cyber Board meetings).

Chief Financial Officer (CFO) duties include but are not limited to:

1. Establish a financial ledger including:
  - a. Supporting documents
  - b. Record of deposits and withdrawals
2. Establish PRA bank accounts at a facility approved by the Board of Directors. The PRA will maintain one (1) operational account to receive all deposits and to pay all expenses and one (1) savings type account. The signatories for authorized financial accounts shall be the following:
  - a. President (CEO)
  - b. Vice President

- c. Chief Financial Officer
  - d. Other Board Members or Officers as deemed necessary
3. Written approval by the Board is required for the opening and closing of PRA bank accounts.
4. Signing of blank checks is prohibited.
5. The Treasurer is authorized to issue a check with their signature only when an invoice or request for reimbursement is received and approved by the President. The invoices and requests for reimbursements shall be accompanied by receipts or other acceptable forms of authentication determined by the Treasurer or Board.
6. The Treasurer is authorized to issue a check with their signature only when an invoice or request for reimbursement exceeds \$1,000.00 is received and approved by the President and when correspondence approving said expenditure is received from a second PRA Officer or Board Member authorized to sign checks. A copy of the second signature authorization would be attached and maintained with the monthly bank statements on file with the Treasurer and the President. The invoices and requests for reimbursements shall be accompanied by receipts or other acceptable forms of authentication determined by the Treasurer or Board.

Research Director duties include but are not limited to:

1. Develop and maintain an active genealogy research program on Pennington families and associated lines.
2. Appoint Assistant Research Directors as needed for specific projects and areas including but not limited to:
  - a. Family Groups
  - b. Bobby Pennington Index Project (BPIP)
  - c. John French Master File (JFMF) or other Pennington database.
  - d. DNA Research

Membership Chair duties include but are not limited to:

1. Keep accurate records of members' payments of annual dues and contributions.
2. Maintain database of members, regular and Honorary, to include:
  - a. Name, address, phone, e-mail
  - b. Spouse/significant other

- c. Group number and year joined
3. Maintain Libraries mailing list as noted under Depositories
4. Prepare address labels for Pennington Pedigrees and other mailings.
5. Prepare roster of current members.
6. Prepare Dues-Renewal form to be mailed for member renewal the next year.
7. Send New-Member List, List of Contributors to Research Fund and/or Archives Fund to the Editor of Pennington Pedigrees for publication.
8. Send each new member a welcome letter and other items as necessary.

Pennington Pedigrees Editor duties include but are not limited to:

1. Content and publication of the Pennington Pedigrees.
2. Meeting publication dates as established by the Board of Directors.
3. Providing digital copies as designated by the Board.
4. Choose Assistant Editors which may include but are not limited to:
  - a. Obituary Database Editor
  - b. Associate Editors

### **Staff Members**

Staff members are appointed by the President/CEO, from the membership. Present Staff includes:

Annual Reunion Host/Hostess duties include but are not limited to:

- Reserve block of rooms at hotel/motel for attendees
- Reserve meeting room(s)
- Plan group meals
- Make arrangements for any group tours, entertainment
- Have details established for the Editor of the Pedigrees to publish a timely notice to the membership.
- Keep financial records for the event.
- Present a final report to the Board of Directors.

Sales Manager duties include but are not limited to:

- Co-ordinate the publication and sales of PRA Group books.

- Send titles and prices of Group Books to Pennington Pedigrees Editor.
- Maintain records of income and expenditures for Group books.
- Furnish 2 copies of each Pennington Pedigrees produced with a cover letter to:
  - Chief, Copyright Acquisitions Division, Copyright Office, Library of Congress, Washington DC 20559-6600

Archivist responsibilities include but are not limited to:

- Co-ordinate acquisition and placement of material.
- Work with staff of Earlham College to develop policy and prioritize materials to be cataloged for in-college use and added to databases for internet use.
- Keep records of donors, donations, gifts and acknowledgements of such and provide the information to the Secretary for inclusion in the PRA records.
- Submit news of the Archives to the Editor of the Pennington Pedigrees to publish in each issue.
- Assist the Board of Directors in soliciting financial gifts, endowments or other means to ensure permanence of the Pennington Archives.
- Suggest material(s) which might strengthen the research value of the Pennington Archives.
- Organize Field Trips each year to the Pennington Archives for the purpose of reviewing and prioritizing the material on file to be digitized and placed in file sleeves, envelopes and boxes.

Special Project Chairperson

- As needed and established by the Board of Directors

## ***Committees***

Election Committee

- Comprised of a minimum of 3 PRA members who do not currently hold an office and who are not candidates for election.
- Must have an odd number of members.
- Committee chair to be selected by the President.
- Shall refrain from discrimination in favor of or against any candidate.

- Oversee all voting activities, to assure absence of compromise.
- Assure all voting results are reported to the membership.
- Appointment, by President, to be made at Annual Meeting/Reunion in July for election to be held in October of same year.

#### Audit Committee

- 3 PRA members appointed by the Chairman of the Board.
- Prepare and present a report to the Board of Directors within three (3) months of the end of each calendar year.

Research Committee includes but not limited to:

- Research Director – Chairperson
- Assistant Research Directors
- Family Group Leaders

### ***Depositories***

- PRA will develop and maintain a list of depositories of materials.
- PRA will provide one copy of each Pennington Pedigrees published, at no cost, to the following:
  - PA Archives
  - VA Historical Society
  - Muncaster Castle
  - LDS Library – Salt Lake City, UT
  - New York City Library
  - DAR Headquarters in Washington DC
  - Pennington Archives, Earlham College, Richmond, IN
  - Library of Congress (2 Copies)
- PRA will place these publications in other libraries for \$20.00 per year or cost as established by the Board of Directors.
- Members are encouraged to pay to have these publications placed in their local libraries.

### ***Privacy Policy***

It is the policy of the PRA to protect the privacy of our living relatives. We strongly encourage all involved to do their best not to publish

information about anyone living unless permission has been given by that person to do so.

The PRA does not publish for public use any personal genealogical data that is less than 70 years old at the time of publication.

### ***Permanent Fixed Assets List***

A physical inventory should be made annually to prove the accuracy of the list. Also, video records of contents should be kept to facilitate insurance claims should that become necessary. Having limited equipment, a written list kept by the Board will meet this requirement.

### ***Board of Directors Approval for New Acquisitions***

Board approval for the acquisition and disposal of any property or equipment is required.

Adopted and Approved by PRA Board of Directors on August 5, 2007

Last Updated: 8/07/07