

American Historical Society of Germans from Russia (International)

REVISED BYLAWS

Adopted July 2015

ARTICLE I: NAME

The name of this organization shall be American Historical Society of Germans from Russia, (International), hereinafter referred to as AHSGR.

ARTICLE II: PURPOSES

Section A. AHSGR, a corporation, is organized exclusively for educational, scientific, religious, and charitable purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section B. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay compensation for services rendered and to make payments and distributions for furtherance of the purposes set forth in Article III of the Articles of Incorporation of AHSGR. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other activities not permitted to be carried on: (a) by a corporation exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section C. Any action to consolidate, merge, or dissolve the corporation shall be in accordance with the applicable laws of the State of Colorado relating to tax exempt not-for-profit corporations¹. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for educational, scientific, religious, or charitable purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of the county in which the principal office of the corporation is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated for such purposes.

ARTICLE III: FISCAL YEAR

Section A. The fiscal year shall be January 1 through December 31.

Section B². The Board of Directors shall determine annual dues and dates for timely payment.

Section C³. Dues become delinquent 30 days after due date and a service charge to cover additional expenses shall be assessed for renewals thereafter.

¹ Added 20 June 1998

² Revised 16 June 2000

³ Revised 16 June 2000

ARTICLE IV: MEMBERSHIP AND DUES

Section A. Any individual, family, library, organization, or institution interested in the history and objectives of AHSGR who desire membership under any of the membership classifications and who tenders the necessary dues shall be eligible for membership.

Section B⁶³. Membership levels shall be Annual or Life. Only the investment income from the Life Membership Fund will be used for Society operations.

Section C⁶⁴. The Board of Directors may establish multiple classes of membership and determine the annual and life membership dues. Each person who is over the age of 14 years who is a member is entitled to one (1) vote.

ARTICLE V: ANNUAL MEMBERSHIP MEETING⁴

Section A. An annual meeting of the membership shall be held for the transaction of AHSGR business.

Section B. The Board of Directors shall set the time and place of the annual membership meeting.

Section C. Members⁵ of AHSGR attending the annual membership meeting shall constitute a quorum for the conduct of business⁶.

ARTICLE VI: BOARD OF DIRECTORS

Section A. The Board of Directors [which shall consist of thirty (30) elected members] shall have the power to conduct all affairs of the Society. A maximum of ten (10) members shall be elected by ballot prior to the annual membership meeting to serve on the Board of Directors by a plurality⁷ vote of the AHSGR membership voting. No spouses, partners or persons from the same household shall serve concurrently on the Board of Directors.⁸

Section B. The term of office of the members of the Board of Directors shall be three (3) years. They may be re-elected for additional terms⁹. Prior service on the Board of Directors shall not disqualify a member from serving another term or terms.¹⁰

Section C. Twenty-seven (27) members of the Board of Directors shall be apportioned among Representation Districts one (1) through thirteen (13) in the best ratio of the number of memberships residing in each District to the total number of memberships in AHSGR. No Representation District shall have less than one (1) Representative on the Board of Directors and no chapter shall have more than three (3)¹¹ elected Directors for their District and no more than one (1) appointed Director for their District.¹²

Section D. Representation Districts:

- District 1. California and Hawaii
- District 2. Washington and Alaska
- District 3. Nebraska
- District 4. Colorado
- District 5. Oregon
- District 6. Kansas
- District 7. Arizona, Nevada, New Mexico, Oklahoma, Texas, and Utah

⁴ Revised 30 June 1992

⁵ Revised 02 October 2010

⁶ Revised 25 June 1994

⁶³ Added 21 December 21, 2015

⁶⁴ Added 21 December 21, 2015

⁷ Revised 28 July 1995

⁸ Revised 14 June 2007

⁹ Revised 31 July 2008

¹⁰ Revised 8 July 2004

¹¹ Revised 14 June 2007

¹² Revised 8 July 2004

- District 8. Illinois and Wisconsin
- District 9. Idaho, Montana, North Dakota, South Dakota, and Wyoming
- District 10. Indiana, Michigan, and Ohio
- District 11. Iowa, Minnesota, and Missouri
- District 12. All States (East and South), not listed above
- District 13. Canada and all countries outside the U.S.A.
- District 14. At Large

Section E¹³. The Board of Directors shall reapportion the representation among Districts one (1) through thirteen (13) every fourth year commencing July 1990.

Section F¹⁴. The at-large, District shall have three (3) representatives, no more than one (1) representative shall be from any one (1) of the representation Districts.

Section G¹⁵. The Board of Directors may fill vacancies on the Board of Directors for the unexpired terms resulting from resignations when these vacancies occur at least ninety (90) days prior to the ballot process before the annual membership meeting. Serving an unexpired term of more than two (2) years shall constitute a full term for Section B.

Section H. At least one (1) meeting of the Board of Directors shall be held between annual membership meetings upon notice of time and place agreed upon at the previous meeting or as set by the President.

Section I. Special meetings may be called by the President, or by ten (10) members of the Board of Directors. In either event, written notice thirty (30) days prior to the meeting shall be necessary. The notice of call of a special meeting shall state the purpose for which the meeting shall be called and shall be limited to the subject stated in the call¹⁶.

Section J. Board members shall be required to attend at least one meeting of the Board of Directors each year. The Board may waive this requirement when a Board member's contribution to AHSGR is evaluated. Consecutive unexcused absences for a period of one year shall be considered a resignation from the Board of Directors.¹⁷

Section K. As provided in the Article of Incorporation (Article XII I, Section C), at any meeting of the Board of Directors six (6)¹⁸ members shall constitute a quorum for the conduct of business.

Section L. Except herein provided, no person shall be appointed or elected to the AHSGR Board of Directors, who at any time within the past year, shall have served on the Board of Directors of AHSGR.¹⁹ No member shall serve simultaneously as a member of the Board of Directors of AHSGR and the Board of Trustees of the AHSGR Foundation²⁰.

Section M. If an open position on the Board of Directors cannot be filled, the Executive Committee may transfer an otherwise eligible member-at-large from that District, with his or her consent to that open position.²¹

Section N. The Board of Directors may appoint a member from any District to fill any vacant Board of Directors position. The appointed Board member will serve until the next annual election. The incumbent may be re-appointed for successive one-year terms until a representative for the District's vacant position is identified and elected.²²

¹³ Revised 28 July 1990

¹⁴ Revised 28 July 1990

¹⁵ Revised 25 June 1994

¹⁶ Revised 30 June 1992

¹⁷ Revised 9 June 2001

¹⁸ Revised 16 June 2000

¹⁹ Revised 6 July 2002

²⁰ Revised 30 June 1992

²¹ Revised 9 June 2001

²² Added 8 July 2004

ARTICLE VII: OFFICERS

Section A. The officers of AHSGR shall be a President, a Vice-President, a Secretary, and a Treasurer. No member shall serve simultaneously as an officer of the AHSGR Board of Directors and the Board of Trustees of the International Foundation²³.

Section B. The Directors shall elect all officers at the time of the annual membership meeting, following the election of the Board of Directors by the AHSGR membership to serve for a period of one (1) year. They may be reelected as long as they serve as Board members, except as cited in Section C below.

Section C. The term of President shall be one (1) year after which the President may be re-elected for additional terms²⁴. Upon retirement the President shall serve for one (1) additional year the duties of immediate Past President. If not an elected Board member, the immediate Past President shall serve as a voting member of the Board of Directors and Executive Committee.

ARTICLE VIII: EXECUTIVE COMMITTEE

Section A. The Executive Committee shall consist of the President, the immediate Past President, the immediate Past President or a Director elected by the Board,²⁵ Vice President, Secretary, and Treasurer.

Section B. The Executive Committee shall meet on call of the President, or on request of three (3) voting members of the Executive Committee. A majority of Executive Committee voting members shall constitute a quorum.

Section C. The Executive Committee shall act on any matters of importance in the intervening time between regular meetings of the Board of Directors.

Section D. The Executive Committee shall report its action for ratification to the Board of Directors at the Board's next meeting.

Section E. The Executive Committee shall provide for a review of the Bylaws and the Standing Rules annually and report thereon to the Board of Directors.

ARTICLE IX: DUTIES OF OFFICERS AND DIRECTORS

Section A. The President shall:

1. Have executive authority and supervision over the activities of AHSGR within the scope of the Restated Articles of Incorporation and of these Bylaws.
2. Preside at all meetings of AHSGR, the Executive Committee, and the Board of Directors.
3. Appoint the members of all committees and delegate assignments not otherwise provided for.
4. Appoint a Parliamentarian to serve, as the President deems necessary.
5. Present a report to the AHSGR at the annual membership meeting.
6. Serve as an ex-officio member of every Committee, except the Nominating Committee²⁶.

Section B. The Vice President shall:

1. Assume the duties of the President in case of absence or incapability of the President. Upon the resignation or death of the President, he/she shall assume that office for the balance of the unexpired term and a new Vice President shall be elected at the next board meeting.

Section C. The Secretary shall:

²³ Revised 30 June 1992

²⁴ Revised 31 July 2008

²⁵ Revised 02 October 2010

²⁶ Added 30 June 1992

1. Record the proceedings of all meetings of AHSGR, the Executive Committee and the Board of Directors and have a copy of the Proceedings made a part of the permanent record book.
2. Provide for the safekeeping of these records at the AHSGR Headquarters.
3. Keep a current list of Standing Rules and Policies.
4. Have a copy of AHSGR Bylaws available at all meetings for reference.
5. Present a report to AHSGR at the annual membership meeting.

Section D. The Treasurer shall:

1. Be responsible and oversee that the Headquarters Staff does the following:
 - A. Receive all funds of AHSGR
 - B. Maintain adequate financial Records
 - C. Deposit all monies received for AHSGR regularly in a bank selected by the Board of Directors.
 - D. Pay authorized bills and disburses funds as directed by the Board of Directors.
2. Make a Financial report at all meetings of the Board of Directors and at the annual membership meeting.
3. Make financial records available to the finance committee for audit annually.

Section E. The Board of Directors shall:

1. Have the power to conduct affairs of AHSGR.
2. Decide questions of policy not acted upon at an annual membership meeting of AHSGR.
3. Perform such other functions provided for in these Bylaws and the Articles of Incorporation.
4. Assume their duties at the close of the annual membership meeting.
5. Deliver materials pertaining to their office to their respective successors within thirty (30) days after their retirement.
6. Provide that the Treasurer shall be bonded in an amount determined by the Board of Directors.

ARTICLE X: EXECUTIVE DIRECTOR³⁴

Section A. There shall be an Executive Director appointed by the Board of Directors. The Board of Directors shall set the salary of the Office Manager. The Office Manager may not be an elected member of the Board of Directors.

Section B. The Executive Director shall be responsible to the Board of Directors and shall manage the offices, employees, and daily operations of AHSGR²⁷.

Section C. The Executive Director shall serve as an ex-officio, non-voting member of the Board of Directors and Executive Committee and shall report on Headquarters activities at each meeting of the Board of Directors and Executive Committee. If he/she cannot be present at such a meeting, the report shall be submitted in writing²⁸.

Section D. The Executive Director shall have the responsibility to recruit and hire (subject to approval) new employees. The Executive Director shall indoctrinate, train, supervise, and motivate Society staff employees in accordance with the AHSGR Human Resources Policies and Procedures Manual. He/She shall recommend promotions and terminations (subject to approval), prepare and maintain job descriptions at Headquarters for all staff, and shall recommend salary levels to the Finance and Personnel Committee.

Section E. The Executive Director shall work with the Convention Chairman and the committee on the managerial, business and financial aspects of the annual membership meeting.

Section F. The Board of Directors shall review the job description and salary of the Executive Director annually.

²⁷ Revised 20 June 1998

²⁸ Revised 30 June 1992

³⁴ Revised 9 July 2014

ARTICLE XI: STANDING COMMITTEES

The President shall establish Standing Committees as deemed necessary. The duties and responsibilities of the Standing Committees are outlined in the AHSGR STANDING RULE NUMBER TWO²⁹.

ARTICLE XII: ELECTIONS

Section A. Nominating Committee shall:

1. Consist of five (5) members appointed by the President within sixty (60) days after adjournment of the annual membership meeting.
2. Publish in the AHSGR Newsletter no later than sixty days prior to the Annual Meeting³⁰ of each year, a minimum³¹ of ten (10) members to serve on the Board of Directors for a three (3) year term, plus one (1) additional member for each unexpired term to be filled. The nominees shall be distributed pursuant to the apportionment provisions of Article VI and shall be distributed among the states and chapters in each Representation District³².
3. Obtain the written consent of the nominees to serve prior to nomination³³.
4. Know that serving on the Nominating Committee does not disqualify a member from a nomination on the slate.
5. Prepare a slate of nominees for President, Vice President, Secretary, and Treasurer to submit to the newly elected Board of Directors at their first meeting. Consent of the nominees to serve, if elected, shall have been obtained prior to the meeting.

Section B³⁴. Petition Nominations

1. Nominations may be made by the membership of any Representation District by submission of a petition to the election committee no later than 1 March³⁵ of any year containing the signatures of at least ten (10) members in good standing from that District. Any person so nominated must sign a written consent to serve, if elected, by the same date. All petition nominations shall be consistent with the apportionment provision of Article VI. All names received by petition on or before 1 March³⁶ will be published in the Newsletter and placed on the ballot.

Section C³⁷. Election Committee and Voting.

1. Consist of five (5) members appointed by the President within sixty (60) days after the adjournment of the annual membership meeting. Not more than two (2) members shall be from any one Representation District and three (3) shall be non-board members.
2. Prepare ballots bearing the names of all nominees with provision for an equal number of write-in candidates.
3. Plurality³⁸ vote elects. Voting will be by mail ballot. No mail ballot shall be required when there is no contest for the position, and the sole nominee shall be deemed elected³⁹.

²⁹ Revised 25 June 1994

³⁰ Revised 02 October 2010

³¹ Revised 26 June 1993

³² Revised 30 June 1992

³³ Revised 30 June 1992

³⁴ Revised 25 June 1994

³⁵ Revised 16 June 2000

³⁶ Revised 16 June 2000

³⁷ Added 25 June 1994

³⁸ Revised 28 July 1995

³⁹ Revised 10 July 1999

4. Mail one ballot, if required, to each membership no later than thirty (30) days prior to the annual membership meeting and require that the election committee receive marked ballots no later than the date marked on the ballot to be valid.
 5. Personnel under the direction of the Office Manager will verify all ballots received in accordance with paragraph 3 above, as to membership status. The Office Manager or designee shall deliver the ballots, unopened, to the Election Committee no later than seventy-two (72) hours prior to the annual membership meeting. The Election Committee shall open and count the ballots, report the results to the President and arrange to publish the results in the next AHSGR publication.
1. Conduct such other mail balloting as may arise.
 2. No person serving on the Election Committee may be a nominee for the Board of Directors.

Section D⁴⁰. Nominations from the Floor.

1. Nominations from the floor shall not be in order unless:
 - A. sufficient nominations have not been made by the Nominating Committee.
 - B. the petition process has not received sufficient nominations.
 - C. circumstances prevent the candidacy of the one nominee for that position to be filled.
2. Only those positions without a nominee shall be subject to nominations from the floor.

ARTICLE XIII: POLLING OF THE DIRECTORS

Upon a vote of a majority of directors attending any regular or special meeting, or upon the written request of the President or any six (6) members of the Board of Directors, any policy matter or proposed action of the Board of Directors shall be submitted by written ballot to all members of the Board of Directors. Said ballots shall be prepared by the Secretary and mailed to each of the members of the Board of Directors and returned to the Secretary. The Board of Directors shall tally these ballots at their next meeting. The vote of the majority of ballots returned, in writing, to the Secretary prior to the meeting shall prevail.

ARTICLE XIV: AMENDMENTS⁴¹

1. The Bylaws of AHSGR may be amended by a two thirds (2/3) vote of the AHSGR membership voting, upon sixty (60) days written notice of the proposed bylaw amendments.
2. Amendments to these bylaws are permissible by mail ballot or at any special membership meeting called for this purpose.

ARTICLE XV: PARLIAMENTARY AUTHORITY⁴²

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of AHSGR in all cases not provided for in which they are applicable and in which they are not inconsistent with these Bylaws or in the Standing Rules of Order.

ARTICLE XVI: CHAPTERS⁴³

There exists within the Society local collections of members organized as chapters. Ten or more members of AHSGR may form a local chapter upon application and submission of bylaws subject to approval of the AHSGR Board of Directors.

ARTICLE XVII: BOARD ACTIONS

⁴⁰ Added 25 June 1994

⁴¹ Revised 25 June 1994

⁴² Revised 25 June 1994

⁴³ Added 20 June 1998

& RESOLUTIONS⁴⁴

Section A. Any action or resolution adopted by the Board of Directors, Executive Committee, and/or Annual Membership Meeting shall include an implementation and/or effective date and the committee responsible for implementation oversight.

Section B. Whenever an action or resolution adopted by the Board of Directors, Executive Committee and/or Annual Membership Meeting fails to specify an implementation date, the action or resolution shall be referred to the appropriate standing committee to assign such date.

Section C. The Office Manager shall keep a record of all actions or resolutions adopted by the Board of Directors, Executive Committee and/or Annual Membership Meeting that remain outstanding and shall report the status of each as described in Article X. Section C.

ARTICLE XVIII: VILLAGE COORDINATORS⁴⁵

Section A. A Village Coordinator is a member of AHSGR engaged in the collection of historical, genealogical, cultural, geographical, pictorial, and/or other attributes of villages in Russia or under Russian hegemony.

Section B. A Village Coordinator shall exchange information and genealogy with AHSGR. A village coordinator and the society are expected to share subscribers/members names for a particular village or group of village's and to further their mutual interest. Village coordinators may collect a fee for their services to recover their cost. Village Coordinators and the Society shall document their relationship in memoranda of understanding, said memoranda approved by the Board of Directors and uniformly applied.

⁴⁴ Added 20 June 1998

⁴⁵ Added 10 July 1999

**AMERICAN HISTORICAL SOCIETY OF
GERMANS FROM RUSSIA STANDING RULES**

STANDING RULE I⁴⁶

DISTRICT REPRESENTATION

The number of Directors assigned to each Representative District one (1) through thirteen (13) in accordance with Article VI; Section C, of the Restated Bylaws is as follows and will remain in effect until the next apportionment period:

District 1	California and Hawaii	5
District 2	Washington and Alaska	2
District 3	Nebraska	2
District 4	Colorado	4
District 5	Oregon	1
District 6	Kansas	2
District 7	South and West (AZ, NM, NV, OK, TX, and UT)	3
District 8	Wisconsin and Illinois	2
District 9	North and West (ID, MT, WY, ND, and SD)	1
District 10	Indiana, Michigan and Ohio	1
District 11	Iowa, Minnesota, and Missouri	1
District 12	All States (East and south) not listed above	2
District 13	Canada and other Countries	1
District 14	At Large	3

⁴⁶ Directors reapportioned 5 July 2002 in accordance with Section E, Article VI; AHSGR Revised Bylaws dated 20 June 1998.

AHSGR STANDING RULE II⁴⁷: STANDING COMMITTEES

Section A. FINANCE AND PERSONNEL COMMITTEE⁴⁸ shall:

1. Prepare an annual budget and submit it to the Board of Directors for approval.
2. Make or arrange to have made an annual audit of all financial records and report the results of the audit to the Board of Directors.
3. Prepare or have prepared a monthly and/or quarterly financial report for the Board of Directors.
4. Review the investment portfolio of the Society and make modifications as may be required. Report all investments and modifications to the Board of Directors.
5. Review annually the dues schedule and submit recommendations to the Board of Directors for approval.
6. Review, as necessary, the terms and conditions of any lease(s) into which the Society may enter. Make recommendations to the Board of Directors regarding any lease(s)
7. Review, and provide for the enforcement of all personnel policies including compensation and benefit plans. Recommend to the Board of Directors any modifications.
8. Present a report of the Committee's activities to the membership at the annual membership meeting.

Section B. EDITORIAL AND PUBLICATIONS COMMITTEE shall:

1. Develop policies and procedures to encourage contributions of materials for publication.
2. Review monograph material submitted to the Society and make recommendations to the Board of Directors concerning publication.
3. Recommend to the Board of Directors, publication standards and/or format modifications of all Society publications.
4. Review the responsibilities of the AHSGR Editor and make recommendations to the Board of Directors concerning this position.
5. Coordinate and mediate all publication contractual matters. Report such activities to the Board of Directors for final approval.
6. Provide the oversight of the Publication Fund and make recommendation for expenditures to the Board of Directors.
7. Recommend to the Board of Directors the retail price of all publications.
8. Present a report of the Committee's activities to the membership at the annual membership meeting.

Section C. HISTORICAL RESEARCH COMMITTEE⁴⁹ shall:

1. Provide for the cooperation and encouragement of national and international archives, academic and governmental institutions to research and make available to AHSGR documents and other materials relating to Germans from Russia.
2. Collect and arrange for the preservation of historical documents and materials relating to Germans from Russia including authentic artifacts from various periods of history.
3. Develop policies and procedures for the use, display, and preservation of the archives, historical artifacts, and museum collections owned by or on loan to AHSGR.
4. Determine the historical utilization of the facilities at the AHSGR Heritage Center.
5. Provide for the encouragement and coordination of the Aussiedler program to gather historical information from recent immigrants from Russia back to Germany.
6. In conjunction with AHSGR Chapters, survey and determine existing and newly located items and documents of a historical nature.

⁴⁷ Revised 10 July 1999

⁴⁸ Revised 10 July 1999

⁴⁹ Revised 6 July 2002

7. Assist in the administration and development of policies to provide translation services to the membership of AHSGR and to other AHSGR committees as required. Set translation fees and establish priorities of translations to be accomplished.
8. Present a report of the Committee's activities to the membership at the annual membership meeting

Section D. GENEALOGICAL RESEARCH AND SERVICE COMMITTEE shall:

1. Develop policies and procedures for an AHSGR family history database. Provide for search of this information by the AHSGR membership in an effective and efficient manner. Recommend to the Board of Directors any fee schedules with regard to information searches.
2. Coordinate with AHSGR Chapters to determine the most effective methods of sharing family history information making it accessible to the membership as a whole and to Chapter genealogy groups.
3. Seek the cooperation of other genealogical societies and related organizations doing research in geographical areas relating to Germans from Russia.
4. Seek methodology by which to verify the accuracy of the individuals and/or organizations submitting family history information.
5. Coordinate with the historical committee of AHSGR and other historical and archival research organizations to locate and verify family history information.
6. Oversee and make recommendations for the operation and care of the AHSGR library collections including the advisory of new materials, deletions, and audio-visual collections. Develop AHSGR library policies and procedures for recommendation to the Board of Directors.
7. Prepare and present a genealogical program to the membership at the annual membership meeting.
8. Present a report of the Committee's activities to the membership at the annual membership meeting.
9. Oversee and coordinate the activities of the Village Coordinators Program to maintain a communications link with the village coordinators that facilitates the collection and dissemination of genealogical, village and family history information⁵⁰.

Section E. FOLKLORE/LINGUISTICS COMMITTEE shall:

1. Study, collect, record and effectively preserve traditional customs, beliefs, tales, expressions, and teachings of Germans from Russia.
2. Prepare folklore and related materials for publication in the appropriate AHSGR publications.
3. Research, identify and record the German dialects among Germans from Russia.
4. Work in cooperation with other organizations, individuals, and AHSGR committees that may become aware of folklore or linguistic resources and materials.
5. Prepare and present a program related to folklore and linguistics at the annual membership meeting.
6. Present a report of the Committee's activities to the membership at the annual membership meeting.

Section F. MEMBERSHIP/PUBLIC AFFAIRS COMMITTEE shall:

1. Develop policies and programs to increase membership in AHSGR through new memberships and membership renewals.
2. Develop methods to make known to the public the purpose, activities, and resources of AHSGR.
3. Develop and maintain a Chapter operations and procedures manual with suggested programs and activities.
4. Promote and assist in the development of new Chapters. Submit charters of prospective chapters to the Board of Directors for approval.
5. Promote and assist in the development of regional Chapter organizations as is appropriate.

⁵⁰ Added 08 March 2008

6. Prepare informational exhibits and literature for chapter use in publicizing the goals, purposes, and activities of AHSGR.
7. Seek out Chapter input for organizational changes and improvements.
8. Encourage and assist Chapters in sponsoring an AHSGR annual convention. Develop and maintain a convention planning manual.
9. Encourage the membership to financially support the programs, activities, and services of AHSGR through donations, bequests, and other gifts.
10. Design a program for the dissemination of information to educational institutions, local school districts, religious organizations, and civic groups that can be used for special presentations and folk fairs.
11. Present a report of the Committee's activities to the membership at the annual membership meeting.

Section G⁵¹. TECHNOLOGY REVIEW COMMITTEE shall:

1. Regularly review the society's operations with the objective of effectively and efficiently employing technology to achieve the society's goals and mission.
2. Periodically review (technological) holdings of the society to ensure an orderly migration to current and emerging hardware and software available.
3. Ensure that holdings of the society are retained in easily transported formats and that the useful period of the format is not exceeded.
4. Develop policies and exercise oversight to ensure the security, integrity, and retention of the society's data, software, and hardware.
5. Serve as a resource for the Officers, Directors, and Staff of the society in questions relating to technology.

Section H⁵². FACILITIES COMMITTEE shall:

1. Review on an annual basis, the physical condition of all AHSGR owned and/or occupied buildings and grounds.
2. Make modifications and/or improvement recommendations to the Board of Directors.

Section I.⁵³ ARCHIVES COMMITTEE shall:

1. Have as its sole purpose the obtaining of records and other archival materials pertaining to the German Settlements from the various archives of Russia and the republics of the former Soviet Union.
2. Negotiate with the various archives to purchase for AHSGR copies of large record groups the committee has identified as high priority.
3. Develop and maintain an inventory listing of the materials of interest that are available and their locations.
4. Develop and maintain long-term working relationships with key individuals at the various archives that contain records of interest.
5. Encourage and work with other organizations to help preserve records and other archival materials pertaining to the German Settlements from the various archives of Russia and the republics of the former Soviet Union.
6. Negotiate & manage processes whereby members can purchase individual records for their own use.
7. Present a report of the committee's activities to the membership at the annual membership meeting.

⁵¹ Added 10 July 1999

⁵² Added 10 July 1999

⁵³ Added 6 November 2004

Section J⁵⁴. CONVENTION MANAGEMENT COMMITTEE shall:

1. Develop a strategic plan for the development of AHSGR conventions.
2. Identify potential sites for future conventions and chapters or groups interested in hosting the convention.
3. Evaluate proposals for conventions and possible locations (city, host hotel or center) for the convention that will serve the needs of the society.
4. Work with the AHSGR Board of Directors and host chapters or groups to determine dates for the convention.
5. Develop a general budget guideline for conventions and work with host committees to develop a budget specifically for their convention.
6. Serve as a liaison between the local organizing committees and AHSGR.
7. Develop policies, guidelines, and procedures for conventions.
8. Serve as a resource for convention planning.
9. Evaluate post convention surveys.
10. Serve as a bridge between annual conventions in providing continuity and standardization.

The Bylaws Review Committee approved the following amendment: The Bylaws Review Committee shall be authorized to correct article and section designations, punctuation, and cross references, and to make such other technical and conforming changes as may be necessary to reflect the intent of the Board of Directors in connection with these bylaws.

Revised 28 July 1990

Revised 30 June 1992

Revised 26 June 1993

Revised 25 June 1994

Revised 28 July 1995

Revised 20 June 1998

Revised 10 July 1999

Revised 16 June 2000

Revised 9 June 2001

Revised 6 July 2002

Revised 8 July 2004

Revised 18 August 2005

Revised 14 June 2007

Revised 31 July 2008

Revised 22 December 2015

⁵⁴ Added 18 August 2005