

Topeka Genealogical Society Policies and Procedures

Reference of Bylaws, Article VII, Section 1 & 2 and Article IX, Section 1

Education Chair

Purpose

To define the organization and scope of educational programs offered by the Topeka Genealogical Society

Scope

This policy applies to all educational programs offered by the Topeka Genealogical Society

Policy

1. Education related to genealogy and family history interest is one of the core purposes of the Topeka Genealogical Society (TGS) and is the basis upon which the Society has been granted 501(c)3 non-profit status by the Internal Revenue Service. Therefore, the Society shall offer, to its members and the general public, a diverse array of educational programming each year.
2. The educational programming offered by the Society shall be coordinated by the Education Committee.
3. Educational offerings of the Society may include:
 - Annual conference
 - Monthly Programs
 - Classes & Workshops
 - Special Interest Groups
 - Other special programs

Program Type	Frequency	Program Length	Content/Format	Fees	Open to Non-Members	Evaluation Method
Annual Conference	Yearly	1-2 days	Seminar format. Usually features a national speaker for one day. May also include breakout sessions.	Yes	Yes	At conclusion
Program Type	Frequency	Program Length	Content/Format	Fees	Open to Non-	Evaluation Method

					Members	
Monthly Programs	9 per year	60-90 minutes	Seminar/presentation format. Local speakers on topics related to genealogy, family or local history	No	Yes	Periodic, at least annually
Classes & Workshops	Single Events; frequency varies	Half day or Full day	Class/didactic format, with structures outline of content and supporting resource materials as handouts	Yes	Yes	At conclusion
Special Interest Groups	Ongoing - monthly/quarterly	2-3 hours	May include presentations, Q&A or sharing among participants	No	Yes	Periodic, at least annually
Skill Builders	Monthly	1 hour	Variety of presentations to enhance research skills	No	Yes	Periodic, at least annually

4. In addition to educational programs sponsored by the Topeka Genealogical Society, the Society may work in collaboration with other organizations to co-sponsor or produce other educational events or programs.
5. An annual slate of educational offerings shall be developed by the Education Committee by December 15th of each year for the upcoming calendar year. Additional offerings may be added to the calendar as opportunities and interests arise.
6. Individuals wishing to develop new educational offerings shall complete the "Educational Program Proposal" form and submit it to the Chair of the Education Committee for review and consideration.
7. Fees charged for educational offerings of the Society shall be proposed by the Education Committee and approved by the Board of Directors. When registration fees are charged, current members registering for the program shall be offered a member discount.
8. All education programs sponsored by the Society shall be subject to evaluation by the participants, either at the conclusion of the program or on a periodic basis, but at least annually.
9. Provide support in Society activities as needed or as directed by the Board of Directors and attend Board of Director monthly meetings.

This policy was approved by the Board of Directors on February 11, 2016
Amended 5/11/17, 9/13/18