

## **Procedural Guidelines for the Membership Committee**

Last update June 2008

- a) Maintain a file of all Membership Applications received after assigning a membership number to each. A membership number is prefixed by the first letter of the member's surname followed and then a three digit number in order of receipt. **Note!!** Membership numbers once assigned cannot be reassigned to another member at a later date because by doing so, severe conflict in the master Pedigree Database search process will occur. In addition the membership number is also integral part of the control process for accessing or disabling access to the Members Only pages of the SGGEE website.
- b) Enter the requisite data on the Membership Roll from the Membership Application. The Membership Roll is prepared on an Excel Spread Sheet. The Spread Sheet format has been found most convenient for all recipients of the Membership Roll and is the only format presently acceptable to the SGGEE website.
- c) Posting the Membership Roll to the SGGEE website after any revision is of utmost importance. Once posted to the website, it is the tool for controlling access to the website's Members Only pages. It is also the method for SGGEE members in good standing to obtain contact information (email addresses etc.) of current and former SGGEE members (the latter are not updated). The posting of the Membership Roll to the website is done by a "Copy and Paste" procedure. The Membership Committee copies the Membership Roll from their "master" file and then pastes it to the appropriate page on the SGGEE website. The URL for the "appropriate" page is not given here because of it's need to know characteristic. The Membership Committee member responsible for the maintenance and posting of the Membership Roll to the SGGEE website can obtain the URL for this procedure from the webmaster at [webmaster@sggee.org](mailto:webmaster@sggee.org)
- d) Maintain a separate database on an Excel Spread Sheet of email addresses of members who have not renewed their membership by the requisite time. It is called the Disabled List. This list of email addresses is used to deny access to the Members Only pages of the SGGEE website. It is imperative that the Disable List be maintained accurately to avoid disabling access for those who may have been reinstated, and conversely to avoid allowing those not entitled to access to the Members Only pages. To utilize the Disable List database, the Copy and Paste procedure is also used. **Each time** a revision of the Membership Roll is posted to the website, all email addresses etc. are activated which demands the need to once again to disable the accounts of all members not in good standing. As noted previously, the Copy and Paste procedure applies. The URL of the website page to paste the Disable List by the authorized Membership Committee member can be obtained from SGGEE's webmaster at [webmaster@sggee.org](mailto:webmaster@sggee.org)

- e) The following procedures have been in effect regarding membership and membership renewals. As an incentive, new memberships taken out at SGGEE conventions are given immediate access to all of SGGEE's research resources including access to the Members Only pages of the website. Their membership is applied also to the entire forthcoming calendar year. This does not apply to renewals. Normal new Membership Applications received prior to October are not granted any special membership incentives, their membership applies only to the calendar year in which the Application is received. New Membership Applications received after 1 October are granted immediate access to all of SGGEE's research resources including immediate access to the Members Only pages of the website and for the forthcoming calendar year.
- Renewal fees are due on December 31 each year unless prepaid. A "grace period" of two months is given (until 28 February) of the new year before their account is disabled and access to the Members Only pages is denied (see d) above). At this time their email addresses are added to the Disable List and if a renewal payment is received subsequently, it is then removed from the Disable List. It is necessary to send at least three renewal notices, starting in the September issue of the SGGEE Journal, another in November and the third in early February.
- f) SGGEE memberships are based on a calendar year, i.e. January 1 to December 31.
- g) Membership fees are set by the Board of Directors, after consultation with the SGGEE Journal editor regarding mailing costs and with the Membership Committee chairperson.

## **Appendix A**

The purpose of this email is to acknowledge receipt of your membership fee and Membership Application which has now been processed and is effective immediately. **Membership is for the calendar year January through December. Your membership has been paid to 31 December 20xx.**

The Directors of SGGEE wish to extend a warm and sincere welcome to you as a member of this non profit genealogical society which is registered with the federal government of Canada. SGGEE is member owned therefore it your society.

All quarterlies (the Journal), published since SGGEE's formation are available on the SGGEE web site at [www.sggee.org](http://www.sggee.org) . **A username and password are required in order to access the quarterly and other features in the "Members Only" portion of the web site. Unless you request otherwise, the Journal will only be made available to you electronically, i.e. on the SGGEE web site at [www.sggee.org](http://www.sggee.org) .** Back issues are available for postal mailing at \$7 per issue.

**IMPORTANT!**

Be sure you have downloaded and installed the free "Plugin" called Adobe Acrobat Reader in order to read and download the SGGEE Journals from the web site. The free Plugin DjVu should also be downloaded and installed because it is of immense value in reading the maps on the web site. These free Plugins can be downloaded directly from the SGGEE web site by clicking on "**Other**" at the top of the SGGEE Home Page ([www.sggee.org](http://www.sggee.org)) then on "**Technical Issues**". Scroll down the page to select either Plugin. The downloading and installation process is not difficult but will take a few minutes of your time. If you do encounter problems, please contact [webmaster@sggee.org](mailto:webmaster@sggee.org) or check the Discussion Board on the web site which may have an answer.

**To register a username and password, follow the procedure below:**

**Step 1.** Click on "**About Us**" on the top left corner of the SGGEE home page at [www.sggee.org](http://www.sggee.org) and select "**Membership**".

**Step 2.** On the Membership Information Page, scroll down to "**Getting Your Password**" and click on "**Members'sign up**" or now click on [www.sggee.org/organization/signup.html](http://www.sggee.org/organization/signup.html)

**Step 3.** On the sign-up Page you will find five (5) blank boxes that need to be completed and forwarded to SGGEE.

**Step 4.** The first two boxes require your first and last name and your email address.

**Step 5** The next three (3) boxes are your choice to complete. In the first box for username you may enter any series of letters or numbers you wish, but they must be no less than three. The first part of your email address (the part before the @) is an easy one to remember. The next two boxes are the password you have chosen and it's verification. Do not alter your username or password when logging on, by substituting capitals for lower case letters or vice versa.

**Step 6.** When you have completed Steps 4 and 5, click on "Submit My Info"

When your username and password are registered, you will be instantly informed by email. In **the event of a problem with web site access please contact** [membership@sggee.org](mailto:membership@sggee.org)

**If you forget your username and/or password follow this procedure:**

**Step 1.** Click on "**About Us**" then select "**Memberships**". On the Membership Information Page under "**Recovering a Lost Password**", fill in the small block with your email address and then click on "**Send me My Info**". You will be instantly be reminded of your username and password by email. Once registered, the username and password are "case sensitive", i.e. do not alter them by using capital letters in place of lower case letters or vice versa.

You are urged to forward your pedigree to SGGEE either by floppy disk or email attachment (preferred) in **GEDCOM** format, or on a paper Pedigree Chart if you have not already done so. The data will be merged with the SGGEE web site **Pedigree Database** where it will be matched with over 230 thousand names from other member's pedigrees and Polish & Volhynian church records. If you need assistance with your **GEDCOM** please contact [databases@sggee.org](mailto:databases@sggee.org). When pedigrees are submitted on paper it will need to be converted to electronic GEDCOM format by SGGEE before merging with the master Pedigree Database. This procedure will take several weeks.

If you have not already done so, it may be to your advantage to subscribe to the SGGEE Listserv. Go to <http://www.sggee.org/listserv.html> where you will find a statement of purpose, guidelines and a link to the subscription page. There is no cost involved of course, and all questions are answered by knowledgeable members of the Listserv.

**Please keep these instructions for reference purposes**

Sincerely,

SGGEE Membership Committee  
[membership@sggee.org](mailto:membership@sggee.org)

## **Appendix B**

The SGGEE Board of Directors extend a sincere thank you for your membership renewal and your continued support. May the forthcoming months produce satisfying results for your family research and all your endeavours.

Your renewal has been processed and access to the members pages of the web site has been activated through **20xx**.

**If you forget your username and/or password follow this procedure:**  
**Step 1.** Click on "About Us" then select "Memberships". On the Membership Information Page under "Recovering a Lost Password", fill in the small block with your email address and then click on "Send me My Info". You will be instantly reminded of your username and password by email. Once registered, the username and password are "case sensitive", i.e. do not alter them by using capital letters in place of lower case letters or vice versa.

Sincerely,

[membership@sggee.org](mailto:membership@sggee.org)

## **Appendix C**

Mit dieser E-mail bestätigen wir den Erhalt Ihres Mitgliedbeitrags und Ihres von uns bearbeiteten Mitgliedsantrags. **Ihre Mitgliedschaft gilt für das Kalenderjahr vom Januar bis zum Dezember. Ihr Beitrag ist also bis zum 31. Dezember 20xx bezahlt.**

Die Direktoren der SGGEE möchten Ihnen ein herzliches, aufrichtiges Willkommen aussprechen als neuem Mitglied dieser gemeinnützigen genealogischen, bei der kanadischen Bundesregierung registrierten Gesellschaft, Die SGGEE gehört ihren Mitgliedern; sie ist also Ihre Gesellschaft.

Alle vierteljährlichen Journale, herausgegeben seit der Gründung unsrer Gesellschaft, sind erreichbar auf der

Web Site der SGGEE unter [www.sggee.org](http://www.sggee.org). **Um Zugang zu den vierteljährlichen Publikationen und anderen Artikeln in dem "nur für Mitglieder" Abschnitt der Web Site ist ein Benutzername und Passwort erforderlich. Wenn Sie nicht andere Wünsche in dieser Hinsicht haben, bekommen Sie Ihr Journal elektronisch, d.h. auf der SGGEE Web unter [www.sggee.org](http://www.sggee.org).** Frühere Ausgaben sind postalisch erhältlich für \$7.50 (Cdn) pro Exemplar.

### **Wichtig!**

Um die SGGEE von der Web Page herunterzuladen und lesen zu können, müssen Sie das kostenlose Adobe Acrobat Reader Programm (Plugin) herunterladen und installieren. Das ebenfalls kostenlose Programm DjVu (Plugin) sollte ebenfalls heruntergeladen und installiert werden, weil es sehr wertvoll für das Kartenlesen auf der Web Site ist. Diese kostenlose Programme können Sie direkt von der SGGEE Web Side herunterladen in dem Sie "Other" dann "Technical Issues" auf der linken Seite der Mitgliedschaftsseite klicken. Der Fortgang des Herunterladens und der Installation ist weder schwierig noch zeitraubend. Sollten Sie Schwierigkeiten damit haben, dann setzen Sie sich bitte mit dem Webmaster [webmaster@sggee.org](mailto:webmaster@sggee.org) in Verbindung oder schauen Sie auf dem "Discussion Board" nach, ob Sie vielleicht da eine Antwort finden können.

**Um Ihren Benutzernamen und Passwort zu registrieren, folgen Sie bitte diesem Vorgang:**

1. Klicken Sie "About Us" und dann "Membership" (Mitgliederverzeichnis) auf der linken Seite der SGGEE home page ([www.sggee.org](http://www.sggee.org)).
2. Auf der "Membership" Seite klicken Sie die "Getting Your Password" oder klicken Sie [www.sggee.org/organization/signup.html](http://www.sggee.org/organization/signup.html)
3. Auf der Einschreibseite finden Sie 5 Kästen. Füllen Sie diese bitte aus und leiten Sie sie weiter an die  
SGGEE.

4. In die ersten beiden Kästen schreiben Sie Ihren Vor- und Nachnamen und Ihre E-mail Adresse.
5. Für die nächsten drei Kästen entscheiden Sie. Im ersten wählen Sie einen Benutzernamen (user name).

Sie können jede Kombination von Buchstaben und Zahlen wählen. Es müssen aber drei oder mehr sein.

Der erste Teil Ihrer Adresse, der Teil vor dem @, ist leicht auswendig zu lernen. Die nächsten zwei Kästen sind für das von Ihnen gewählte Passwort und seine Bestätigung. Wenn Sie sich anschließen (einloggen)

dürfen Sie Ihren Benutzernamen und das Passwort nicht verändern. Zum Beispiel müssen Großbuchstaben auch groß geschrieben werden.

6. Wenn Sie alles ausgefüllt haben, dann klicken Sie "Submit My Info" (Meine Information einreichen)

Sobald Ihr Benutzername und Passwort registriert sind, werden Sie umgehend per E-mail informiert.

**Sollten Sie irgendwelche Schwierigkeiten mit der Web Seite haben, dann wenden Sie sich bitte**

[membership@sggee.org](mailto:membership@sggee.org)

**Sollten Sie je Ihren Benutzernamen und/oder Ihr Passwort vergessen haben, dann benutzen Sie die folgende Methode:**

1. Klicken Sie "About Us" ausgewählt "Memberships". Auf der Membership Information Seite unter "Recovering a Lost Password", schreiben Sie Ihre E-mail Adresse in den kleinen Kasten und dann klicken Sie "Send me My Info" (Senden Sie mir meine Informationen). Sie werden dann umgehend per E-mail an Ihren Benutzernamen und Ihr Passwort erinnert. Benutzername und Passwort, sobald sie von uns registriert sind, müssen genau geschrieben werden. Großbuchstaben dürfen nicht durch Kleinbuchstaben ersetzt werden und umgekehrt.

Wir möchten Ihnen raten, Ihren Stammbaum an die SGGEE zu schicken, entweder per Floppy (Diskette) oder als E-mail Anhang (attachment) im **GEDCOM** Format (bevorzugt). Sie könnten auch ein Stammbaumdiagramm auf Papier senden, wenn Sie das nicht schon getan haben. Ihre Daten werden dann in die SGGEE

Web Seite **Stammbaumdatenbank** eingefügt, wo sie mit zirka 350 000 Namen aus den Stammbäumen anderer Mitglieder und aus polnischen und wolhynischen Kirchenbüchern gegenübergestellt werden können. Sollten Sie mit der **GEDCOM** Hilfe brauchen, dann wenden Sie sich an [databases@sggee.org](mailto:databases@sggee.org).

**Bitte bewahren Sie diese Anweisungen als Konsultationsquelle auf.**

Mit freundlichen Grüßen,

SGGEE Mitgliedschaftsausschuss

## **Appendix D**

Der SGGEE Vorstand dankt Ihnen für Ihre Mitgliedschaftserneuerung. Wir hoffen, dass das kommende Jahr Ihnen guten Erfolg bei Ihrer Ahnungsforschung und allen Unternehmungen bringen wird.

Ihre Erneuerung wurde registriert und Ihr Zugang zu den Mitgliedseiten der Web Site bis Ende **20xx** in Stand gesetzt.

**Sollten Sie je Ihren Benutzernamen und/oder Ihr Passwort vergessen haben, dann benutzen Sie die folgende Methode:**

**Klicken Sie "About Us" und dann "Memberships" (Mitgliederverzeichnis). auf der Membership Seite klicken Sie "Recovering a lost password". Schreiben Sie Ihre E-mail Adresse in den kleinen Kasten und dann klicken Sie "Send me My Info" (Senden Sie mir meine Informationen. Ihr Benutzername und Passwort werden Ihnen dann umgehend per E-mail mitgeteilt. Wenn Ihr Benutzername und das Passwort registriert sind, müssen sie genau geschrieben werden, d.h. Sie dürfen keine Großbuchstaben und Kleinbuchstaben vertauschen.**

**Wenn Sie einen Benutzernamen und ein Passwort brauchen oder wenn Sie sonst irgendwelche Schwierigkeiten haben, dann schreiben Sie bitte an die unten angegebene E-mail Adresse.**

Mit freundlichen Grüßen,

[membership@sggee.org](mailto:membership@sggee.org)

## **Responsibilities of the Membership Committee**

It is the responsibility of the Membership Committee to process all Membership Applications and Membership Renewal forms promptly and accurately.

The specific responsibilities of the Membership Committee consist of;

- a) maintaining a record of all SGGEE members and former members on a comprehensive Membership Roll.
- b) posting the Membership Roll to the SGGEE website promptly after each revision and forward each revision to SGGEE administrators and Directors requesting a copy.

- c) acknowledging each new membership and membership renewal by email or when necessary, by postal service. (See Appendices A, B, C, and D to Procedural Guidelines for Membership Committee)
- d) answering all email and postal mail relating to membership.
- e) maintain a database of all membership prepayments applicable to each membership year. This database can be used if necessary, to reconcile any queries arising from prepayments.
- f) ensuring all members' pedigrees, when received by the Membership Committee either on paper or disk, are forwarded to the SGEE database manager for entry into the master Pedigree Database, or in the case of pedigrees on paper, to the volunteer who will convert the pedigree into a GEDCOM.
- g) conduct a review and amend these listed responsibilities at least once each year or more frequently depending on the number and content of any changes occurring.
- h) Submitting reports to the Board of Directors via the Director who has been appointed to the Membership Committee. These reports should be made at least quarterly, but may be made more often if circumstances warrant. Reports should include the following information:
  - Total paid Members: also provide data as to the country of origin of Members
  - Number of Members not renewing
  - Other information as requested
- i) All expenses must be approved by the Chairperson and the Director appointed to the Committee prior to submission to the Treasurer for payment.