

Standing Rules
Longmont Genealogical Society, Inc.

A. Procedures

1. Proposals for *new projects* shall be presented in writing at the Board meeting, dated and signed. Expenditures for projects require Board approval with signed Project Policy Form. (To involve *Ways and Means Chair*.)
2. The *Treasurer* is authorized to pay all recurring approved expenses without Board approval and also all other bills up to \$25.00 if the bill is presented within sixty days and represents a bona fide transaction.
3. The *Correspondence Chair* will keep a log of all mail received and to whom it was delivered and on what date.
4. A copy of each *Treasurer's* report and *Secretary's* minutes shall be furnished to all Board Members by e-mail. A copy of these reports shall be available at each general membership meeting.
5. The *Quarterly Staff* shall be provided with sufficient funds to cover printing/postage.
6. The *Vice President* shall be furnished sufficient funds to cover the speaker charges prior to each meeting.
7. *Research Request Policy*:
 - a. LGS members are entitled to one free research request per year.
 - b. A minimum donation of \$10.00 plus postage per research request is required from non-members and must be included with the research request.
 - c. Since research is done by unpaid volunteers, research requests must be brief, simple and limited to that which can be done using Longmont sources. Limit requests to one or two questions per query.
 - d. Up to ten photocopies may be included in the research at no additional charge.
 - e. If the request requires more than one hour of research, a list of local genealogists shall be provided, after which there shall be no financial obligation to the Society.
8. A written agreement shall be executed between the Society and authors submitting articles to the *Quarterly* concerning assignment of copyrights.

B. Meetings

1. General membership meetings will be held on the second Wednesday of the month at 1:00pm.
2. Board meetings will be held on the first Wednesday of the month at 1:00pm.
3. General membership or Board meetings will be cancelled on any day that the schools are closed due to bad weather. This information will be included in *Quarterlies* published during fall and winter months. Members will also be notified of cancellations by e-mail.
4. In the event that any meetings fall on or near holidays or at any other inconvenient date, the *President* with approval of the Board may schedule an alternative meeting date.

C. Membership

1. Membership dues are as follows:

- > Individual \$15.00 p/yr
- > Family (same household). . \$18.00 p/yr (receive one copy quarterly)
- > Honorary one year. One year free membership
- > Honorary-life Free life membership
(to Charter Members at 90 years of age)
- > Organization \$15.00 p/yr

2. A member who joins before September 1st is entitled to issues of the Quarterly for that calendar year and the Membership Chair will mail the appropriate back copies due.

A member who joins after September 1st is a member for the remainder of the current year and the entire following year.

3. Some privileges of membership, such as receipt of publications, may be extended to non-members for public relations purposes, when determined by the Board of Directors.

D. Speakers

1. The Vice President will be given a fiscal budget allocation from which speaker Honoraria, cost of reproducing handouts for the membership or lunch may be provided.

2. The speaker may be offered a one year honorary membership in lieu of a speaker's fee.

Revised: 2000, 2003, 2008, 2011, 2013