

**Standing Rules**  
**Longmont Genealogical Society, Inc.**

**A. Meetings**

1. General membership meetings shall be held on the second Wednesday of the month at 1:00 P. M at the First Lutheran Church, 3<sup>rd</sup> and Terry Streets, Longmont.
2. Board meetings shall be held on the first Wednesday of the month at 1 to 3 pm at the Longmont Senior Center.
3. However, board meetings may be held at alternate times/locations with the prior consent of the Board members.
4. General membership or board meetings will be canceled on any day that the St. Vrain Valley 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.
5. In the event that any meetings fall on or near holidays or at any other inconvenient date, the President, with approval of the Board of Directors (BOD), may schedule an alternative meeting date.

**B. Membership**

1. Membership dues are as follows:
  - Individual \$15.00 per year
  - Family (same household) \$18.00 (will receive one copy of quarterly)
  - Honorary one-year One year free membership
  - Honorary-life Free life membership  
(Given to Charter Members who are current LGS members when reaching 90 years of age)
  - Organization \$15.00 per year

**C. Speakers**

1. The Vice President shall be given a annual budget allocation to pay our speakers, cost of reproducing handouts for the membership, mileage, or lunch may be provided. Amounts to be paid shall be agreed to in advance between the Vice President and the speaker.
2. The Vice President/Programs chair shall provide the Treasurer by e-mail or in writing the amount of the speaker fees not later than the conclusion of the monthly LGS board meeting. The Vice President shall be furnished sufficient funds to cover speaker's fees prior to each general membership meeting.

#### **D. Special Interest Groups**

1. Any subset of LGS members may petition the BOD to form a Special Interest Group (SIG) using LGS as its parent organization.
2. Such petition shall be in writing, e-mail is acceptable, and should state the SIG's purpose and benefit to its LGS members, its initial membership, and proposed interval of meetings. Other details such as time or location of meetings should be provided, if known.
3. If the SIG requests financial support, they shall include the amount of funds requested and how the funds are to be spent to benefit the SIG members or LGS as a whole. A request for financial support need not be a part of the initial petition to form a SIG, and may be made at any time. Approval of financial support is at the discretion of the BOD
4. Request for payment of expenditures by a SIG, within the approved fund allotment (see D.3), shall be submitted via a payment request form to the LGS Treasurer. The LGS Treasurer will make payments on behalf of LGS and the SIG.
5. Upon prior request a SIG shall be provided time at a General Membership meeting to report on activities of interest to the general membership, solicit members or participate in SIG activities, or make announcements of interest to LGS general membership.

#### **E. Reports**

1. 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 for general membership access at each general membership meeting.

#### **F. Financial**

1. The LGS Treasurer shall prepare and distribute a monthly report showing; income, expenses and starting and ending balances.
2. Anyone incurring an approved expense on behalf of LGS shall submit a payment request form to the LGS Treasurer. LGS Treasurer will validate the expenditure against budget, board motion or other approved expenditures and issue a check to the party indicated on the request form. In case the Treasurer has any question about any expenditure request, he/she shall bring the issue to the BOD at the next meeting for guidance/approval.
3. The Treasurer is authorized to pay all approved recurring expenses without Board approval and also all other bills up to \$50 upon submission of a signed payment request form accompanied by a receipt and/or itemized list of expenditures. Payment request are to be presented within sixty days and represent a bona fide transaction on behalf of LGS.
4. The President, Secretary and Treasurer shall all be listed as signatories on LGS financial accounts. Normally the Treasurer and Secretary will co-sign checks or withdrawal requests. In the event of a temporary absence of the Treasurer the

Secretary will assume the Treasurer's duties with the President providing the second signature.

#### **G. Quarterly Newsletter**

1. The Quarterly editor is a volunteer coordinator under provisions of the LGS by-laws. All supporting staff are also volunteers.
2. If volunteers staff exists, the Quarterly staff will prepare a newsletter titled The Heritage for the use and benefit of LGS members every three months; Feb, May, Aug and Nov. (Less frequent publication may occur, if less staff time is available.)
3. The Quarterly will be distributed to the membership in electronic format via e-mail. Members desiring to receive it in hard copy by mail shall sign up at least one month in advance and shall be assessed a fee of \$2.50 per issue, or \$10 per year to cover printing and mailing expenses.
4. The Quarterly staff will be provided with sufficient funds to cover printing and postage for those persons who have signed up to receive The Heritage in printed format.

#### **H. Other Procedures**

1. . Research Request Policy:
  - a. LGS will not actively solicit to perform query research, however if a query is received the BOD shall decide if LGS will accept it. If a query is accepted procedures will be a follows:
    - i. A volunteer researcher will be sought from the Society membership.
    - ii. A minimum donation of \$10.00 plus postage per research request is required from the person requesting research and must be received before the research is performed.
    - iii. 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.
  - b. If the request requires more than an hour of research, a list of local genealogists shall be provided, after which there shall be no financial obligation to the Society.