

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.
2. The Treasurer is authorized to pay all recurring approved expenses without Board approval and also all other bills up to \$25 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, to whom 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 Secretary's minutes and Treasurer's report 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 + postage per research request is required from non-members and must be included with the research request.
 - c. A legal sized SASE must be included with the request.
 - d. 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.
 - e. Up to ten photocopies may be included in the research at no additional cost.
 - f. 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 1:00 P. M.
2. Board meetings will be held on the first Wednesday of the month at 1:00 P. M.
3. General membership or board meetings will be canceled 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 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
 - Organization.....\$15.00 per year
2. A member who joins before September 1st is entitled to all issues of the quarterly for that calendar year. A member who joins after September 1st is entitled to the final two quarterlies and shall pay one-half the current dues. Past issues of the current year may be purchased.
3. Some privileges of membership, such as receipt of publications, may be extended to non-members for public relation's 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, mileage, or lunch may be provided.
2. The speaker may be offered a one year honorary membership in lieu of a speaker's fee.

E. Library Policies

1. The Librarian will recommend books to be purchased by the society for donation to the Longmont Family History center or the Longmont Public Library.