

Standing Rules
Longmont Genealogical Society, Inc.

A. Procedures

1. Proposals for new projects shall be presented in writing at the Board meeting.
2. The Treasurer is authorized to pay bills up to \$15.00 without Board approval 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. A copy of board minutes should be available at each general membership meeting.
5. The quarterly staff shall be provided with sufficient funds to cover printing/postage prior to publication.
6. The Vice President shall be furnished sufficient funds to cover the speaker charges prior to each meeting.
7. Research Request Policy:
 - a. A legal size SASE must be enclosed with the research request.
 - b. Since research is done by unpaid volunteers, research requests must be brief, simple and limited to one hour of research using Longmont sources.
 - c. Members are entitled to one free research request per year. A minimum donation of \$10.00 per research request is expected from non-members.
 - d. Up to ten photocopies may be included in the research at no additional costs.
 - 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.

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.
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.....\$12.00 per year
 - Family (same household)...\$15.00 (will receive one copy of quarterly)
 - Honorary one-year.....One year free membership
 - Honorary-life.....Free life membership
 - Organization.....\$12.00 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. 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 Library Committee will prepare and maintain a book-buying policy which shall be approved by the Board. All library purchases will be made within the scope of this policy. General guidelines:
 - Reference books
 - Books of general genealogical interest
 - Maps
 - Indexes
 - Boulder county histories
2. The Society shall purchase an annual Memorial Book for all members deceased during that year. It will be made a permanent part of the Society library. These purchases shall also be made within the scope of the book buying policy.
3. The acquisition of other media may be considered.