

Worked on February 2009

**STANDING RULES
OF THE WHATCOM GENEALOGICAL SOCIETY**

A. LIBRARY COMMITTEE

1. Exchanges: The Library Committee is authorized to make exchanges of materials of like value with other societies.

2. Matching Funds procedure:

a. A minimum of three people must request the purchase of a specific book or other media before matching funds will be considered.

b. The Society's Library budget will fund up to one-half (1/2) of the purchase price and the remainder of at least one-half (1/2) is to be funded by donations from members.

c. All monies are to be returned to contributors when an item ordered with matching funds is found to no longer be available.

3. General Purchase Policies:

a. Items to be purchased may be of a broad interest.

b. Purchases **should/may** be made to complete or update sets already started.

c. Items purchased by Matching Funds procedures may deal with smaller areas of coverage, i.e. county, city, organizations.

4. Library Genealogy Aides:

a. Library Genealogy Aides may act as a subcommittee of the Library Committee.

b. The scheduled on-duty Aide may assist patrons in the Genealogy section of the Bellingham Public Library on Wednesdays from 10am – 2pm.

c. The on-duty Aide, or an appointed person, will check the Society's correspondence box at the Library's Research Desk for any genealogical research

requests received through the Library. The Aide should try to satisfy these requests, as time permits, and notify the Society's Research Aide Committee to pick up the requests and any data found.

B. BULLETIN AND NEWSLETTER

1. BULLETIN Content: Content of *THE BULLETIN* should concentrate on data and records of genealogical value.

2. BULLETIN Distribution: *THE BULLETIN* will be distributed to current WGS members, the Bellingham Public Library [May 1997], the Northwest Regional Archives [May 1997], the President of WSGS, and the WSGS Region 1 representative [April 1998]. Excess copies will be transferred to the Records Committee for sales or for distribution to new members.

3. Newsletter: WGS may publish a separate newsletter to cover general business of the Society.

4. Society Logo and ISSN Number: The Society's Logo and ISSN reference shall be placed on all issues of *THE BULLETIN*.

C. EDUCATION

1. Speaker Fees: When arranging for speakers for membership meetings, seminars or workshops, all fees or compensations must be agreed to before final booking is made.

- a. Any amount over \$25 requires the approval of the Board.
- b. The Treasurer is authorized to pay the speaker at the time of speaking.

D. MEMBERSHIP COMMITTEE

1. Beginner's Kit: A beginner's kit will be given to each new member. It will include:

- a. A copy of Society By-Laws and Standing Rules,
- b. A copy of the Society's Membership list,
- c. A sample of forms (5-generation ancestor charts, family group records, etc).
- d. Copies of any past issues of The Bulletin published in the member's first year.

2. Charts and Queries: New members will be encouraged to submit their pedigree charts (ancestor, descendency or ahnentafels), along with queries, for publication in *THE BULLETIN*.

3. Dues: Dues, may be paid for both the current fiscal year and for subsequent years.

- a. Annual dues for regular membership will be \$15.00 for singles, \$18.00 for families.
- b. Dues receipts will be issued at the meeting, by SASE, or via email.
- c. Honored Life Members will receive all benefits of membership without payment of dues.

4. Membership List:

a. A Membership list will be issued to include members who paid last year and new members who join prior to the third meeting of the new membership year.

b. The list will be annotated as members renew for the current year.

Additions and changes will be provided to the President, Treasurer, *THE BULLETIN* editor and Publicity Committee.

5. Acknowledgements: Sympathy and get-well cards will be distributed as needed.

E. RECORDS COMMITTEE

1. Society records: (i.e. pioneer, early settler, pedigree charts) will be collected and maintained as sources for publication.

a. A copy of pedigree charts received from new members, or updated by old members, may be sent to *THE BULLETIN* for publication.

b. Bible records may be accepted from anywhere. A permission slip must be signed by the donor before a copy is given to *THE BULLETIN* editor for publication.

c. A scrapbook of Society affairs shall be maintained.

2. Use of Logo: The Society's logo shall be placed on all publications.

F. FUND-RAISING COMMITTEE

1. Sales Subcommittee shall sell items not published by the Society and submit monies collected to the Treasurer; shall maintain an inventory of all stock on hand; shall

recommend to the Board the stocking of appropriate items for resale at meetings; and shall give a monthly accounting of petty cash fund to the Treasurer.

2. Pricing: The sales price charged shall be the total cost of the item plus a markup established by the Board of Directors.

3. Miscellaneous fund raising: Previous projects have included garage sales, pioneer & early settler certificates, a cook book, an historical calendar, and merchant rebate programs.

G. RESEARCH AIDE COMMITTEE

1. Donation for Research Work: A donation covering the cost of copies and \$10.00 per hour is requested for any research work.

2. Correspondence Box at Library: The Society's correspondence box at the Bellingham Public Library's Research Desk should be checked at least weekly for any research requests received by the Library. The Library Genealogy Aides will also check the box for requests and notify the Research Aide.

H. MISCELLANEOUS RULES

1. Inventory: An inventory shall be taken each January of all equipment & records belonging to the Society. The inventory shall be submitted to & filed by the Treasurer. A copy shall also be archived in the storage locker.

2. Minutes: Annually, a copy of the previous year's Board and Membership minutes shall be archived in the storage locker.

3. Memorials: The Society may donate an item to the Bellingham Public Library, or any Whatcom County Library to honor a member who has died.

4. Meeting Date: The regular membership meeting shall be held on the second Monday night of each month, September through June.

5. Mail Distribution: The Treasurer or other Board member appointed by the President shall:

- a. Pick up mail from the Bellingham Post Office at least once a week
- b. Open all mail.
- c. Coordinate with the Treasurer for expeditious delivery of cash and checks for deposit.
- d. Coordinate with the appropriate committee chairs for expeditious

delivery of requests for research, publications, membership, and correspondence of an urgent nature.

- e. Contact the President to resolve questions of urgency.
- f. Distribute remaining mail at the next Board or Membership meeting.