

# STANDING RULES OF THE WHATCOM GENEALOGICAL SOCIETY as of February 10, 1997

## 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 before matching funds will be considered.

b. A possible place to purchase the book, its title and its author should be identified by the requestors.

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

d. All monies are to be returned to contributors when a book ordered with matching funds is found to no longer be available.

3. **General Purchase Policies:**

a. Books to be purchased should be of a broad interest, generally on state or larger geographical area, however, books purchased by Matching Funds procedures may be about smaller areas of coverage (county, city, organizations, etc).

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

4. **Library Genealogy Aides:**

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

b. The scheduled on-duty Aide will assist patrons in the Genealogy section of the Bellingham Public Library each Wednesday between the hours of 10 a.m. and 2 p.m.

c. The on-duty Aide 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 written 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:** After *THE BULLETIN* has been distributed to current members, excess copies will be transferred to the Records Committee for sale or distribution to new members.

3. **Newsletter:** The membership may authorize the President to publish a separate newsletter to cover general business of the Society.

## 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 all Society forms (5-generation ancestor charts, family group records, etc).

d. A certificate for the new member to obtain from the Records Committee a copy of any past issues of *THE BULLETIN* published issued in the member's first year.

e. A Member's Interests survey.

(1) New members will be encouraged to complete and return the survey so their interests can be included in plans for new educational programs, library purchases, search for committee volunteers, etc.

(2) A copy of the survey will be circulated to the President, Education Committee and Library Committee.

**2. Charts and Queries:** New members will be encouraged to submit their pedigree charts (ancestor, descendancy or ahnentafels), along with queries, for publication in *THE BULLETIN* and/or placement in the Society's Records binders.

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

a. Annual dues for regular membership will be \$12.00 for singles, \$18.00 for families.

b. Honored Life Members will receive all benefits of membership without payment of dues.

c. Senior Corresponding Members will receive the annual membership list and general news of Society business, but not *THE BULLETIN*, 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.

## **E. RECORDS COMMITTEE**

**1. Files Subcommittee:** Files of bible records, pedigree charts, surname cards and cemetery records will be collected and maintained by the Files subcommittees as sources for publication.

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

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

c. Miscellaneous records that are not of local interest will not be maintained.

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

**3. Publications List:** Non-members may be given up to three copies of the list of publications and order forms at no charge.

**4. BULLETINS for New Members:** New members will be given a copy of any past issues of *THE BULLETIN* published in the member's first year, without charge.

## **F. FUND-RAISING COMMITTEE**

**1. Pricing and Sales Tax:** The sales price charged shall be the total cost of the item plus a markup established by the Board of Directors. The prevailing sales tax shall also be collected.

**2. Rebate Programs:** Proceeds from merchant rebate programs will be turned in to the Treasurer and reported at membership meetings.

## **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 done.

**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 letters received by the Library. The Library Genealogy Aides will also check the box for letters and notify the Research Aide.

## **H. MISCELLANEOUS RULES**

**1. Book Memorials:** The Society may donate a book to the Bellingham Public Library, or any Whatcom County Library, in honor of any member who has died.

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

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

- a. Pick up mail from the Bellingham Post Office at least twice weekly
- b. Open all mail, regardless of to whom it is addressed.
- c. Remove any cash or checks.
  - (1) Make a copy of each check and attach the copy to the appropriate correspondence.
  - (2) Make a note of cash received on the appropriate correspondence.
- d. Coordinate with the Treasurer for expeditious delivery of cash and checks for deposit.
- e. Coordinate with the appropriate committee chairs for expeditious delivery of research requests, orders for publications, applications for new membership and other correspondence of an urgent nature. Contact the President to resolve questions of urgency.
- f. Immediately forward orders for publications to the Publications chair.
- g. Immediately forward applications for new memberships to the Membership chair.
- h. Immediately forward other correspondence of an urgent nature to appropriate person. The President will resolve questions of urgency.
- i. Distribute the remaining mail at the next Board or general membership meeting.

The Standing Rules adopted as amended on February 10, 1997