

Standing Rules - Revised 4 May 2017

GREAT FALLS GENEALOGY SOCIETY STANDING RULES

Society Management:

1. If the Society ends the year with a net profit of over \$500.00, then the amount over \$500.00 shall be transferred to the Special Projects Fund. (Jan 2012)
2. \$50.00 working Cash Fund established to be used for cash box change and needed petty cash purchases. (March 1988) (Amended March 2017)
3. Proceeds of sale of books removed from shelves to go to the Acquisitions Fund. (Amended May 2011)
4. Only books designated by the Acquisition Committee can be checked out. (Amended Feb 2009; December 2016)
5. The amount of \$125.00 per quarter shall be set aside for a Capital/Equipment Fund. This is intended for replacement or additions to equipment only. (1997)
6. Beginning 1 January 2008, the Society shall set aside \$75.00 quarterly in a designated fund. The purpose of this fund will be to buy new Information Technology (IT) equipment. (October 2007) (Amended April 2917)
7. Only GFGS volunteers on duty will make copies and collect fees. (Amended June 1997; April 2017)
8. There will be a one hour time limit on the computer when others are waiting. (Amended June 1997; February, 2015)
9. New librarians will be assigned mentors for training. (Nov 1997) (Amended April 2017)
10. Any quarterlies received from 1998 and forward shall be kept in the library. (1998)
11. The Society will donate \$10.00 to the Acquisition Fund as a memorial when any active member passes away. The Board may recommend a \$10.00 memorial for any inactive member who, during his or her time of membership, made significant contributions to the betterment of the Society. Money received as a Memorial, unless otherwise designated, will also go into the Acquisition Fund. (Amended Feb 2009; amended March 2017)
12. Internet and mail-in research requests will be combined on the budget. (Dec 1999)

Standing Rules - Revised 4 May 2017

13. Bills for amounts over \$100.00 will be presented to the membership for approval with the exception of routine business expenses (i.e. insurance, monthly phone/internet bill, Public Library parking passes, publication costs, supplies, etc.). (Amended Apr 2012, amended March 2017)
14. Current genealogy subscriptions and memberships already in place may be renewed without further approval until the Board and Membership decide otherwise. This includes magazines, web sites and membership to the State Genealogy Society. (Feb 2013) (Amended April 2017)
15. Twenty percent (20%) of research proceeds go to Acquisitions. (Nov 2001)
16. The membership drive for the next year will begin in September of the current year.
Dues paid in January thru March are \$25 for a single, and \$30 for a couple.
Dues paid in April or May are \$20 for a single and \$25 for a couple.
Dues paid in June or July are \$15 for a single and \$20 for a couple.
Dues paid 1 August or after will be applied to the next calendar year.
(Amended Feb 2009; Sep 2016)
17. The Board will be responsible for discussing and scheduling, within the first quarter of the year, an annual inventory of the Library. (April 2005)
18. The Copy Machine Fund and the Donations Fund shall be combined to form one fund called "Donations". The amount of \$8.00 will be maintained in the fund for the purpose of making change. (May 2014)
19. The GFGS Board established a \$2,000.00 debt limit on the Society credit card. The President and the Treasurer are empowered to apply for said credit card, in the stated limit. (7 March 2015)

Acquisitions:

20. The Acquisition Fund shall be used to purchase all types of research materials. (Amended June 1997; February 2015.)
21. All items donated to the library shall be reviewed by the Acquisition Committee. If an item cannot be used, a note should be sent to the donor along with the returned item. (Amended May 2000)
22. The Acquisition Committee is authorized to purchase any Montana city or county directory or local history not in the Society's library. (Amended May 2000)
23. Donations to the Acquisition Fund are limited to Memorials, Brags and Birthdays, Research as designated by the budget committee and specific donations. (Oct 2000)

Standing Rules - Revised 4 May 2017

Fees:

24. Copy fees for photocopies/computer printouts will be the same for members and for non-members and will be based on the size of paper used to make the copy. The following schedule will apply: (Amended Feb 2010)

Letter size 8 1/2 x 11 = \$0.15 per copy

Legal size 8 1/2 x 14 = \$0.25 per copy

Ledger size 11 x 17 = \$1.00 per copy

25. Internet use is free to members and \$2.00 per hour for non-members. (Sep 1998)

Publications:

26. Shipping costs for GFGS publications will be media mail rate plus \$5.00 handling. (Amended Feb 2009)

27. The Executive Board is allowed to raise the price of publications as costs rise. (April 1997)

28. The quarterly will be limited to a maximum of 12 sheets (24 pages). (March 2002)

Research:

29. All requested research will be done by the Research Department. (Amended Feb 2009)

30. Research requests will not be acted upon until payment is received. (Feb 2000)

Treasure State Lines:

31. Approval is given to Family Search to microfilm the Treasure State Lines (1997) (Amended April 2017)

32. Advertising rates for the Treasure State Lines are: Full Page \$50.00, Half page \$25.00, Business Card \$10.00 The deadline for ads is: 15th of Jan., April, July & Oct.